To: State College Presidents

From: R. G. Whitesel
Vice Chancellor, Academic Affairs

Subject: Executive Order No. 87

Your attention is invited to an error in the 1970-71 average annual FTE as listed in paragraph 1 for Cal-Poly, Pomona. The academic year figure should be 7500 instead of 8130.

RGW:ml

cc - Vice Presidents and Deans of Academic Affairs
Deans of Students
Associate Deans, Admissions and Records
Business Managers
Director, Institutional Research
Chancellor's Staff
To: State College Presidents

From: Glenn S. Dumke
Chancellor

Subject: Executive Order No. 87: Establishment of Enrollment Quotas and Priorities

Enclosed is Executive Order No. 87 establishing the 1970-71 budgeted FTE for each of the California State Colleges and procedures for setting enrollment quotas and determining priority. The primary purposes underlying these procedures is to ensure the most effective possible utilization of available resources and to provide for the maximum number of upper-division community college transfers by maintaining or reducing enrollment levels in certain other categories where general priority is relatively lower.

The Board of Trustees has deferred action on the proposed changes to Title 5 described in my memo of December 23, 1969 at the request of Coordinating Council and Community College Board staffs. These requests were made because of questions concerning the degree of priority afforded community college transfers and the intent of the changes. Therefore, these changes or any others which may be enacted are unlikely to have any bearing on the current admission cycle. While we are, as a consequence, unable to establish a priority category for community college transfers or limit enrollment in categories other than those now enumerated in Section 40650, it is my intention that we be as responsive to community college applicants as possible. In this context please note the following:

1. While "foreign students" do not constitute an enrollment quota category, each college has authority to determine the basis for admission of freshmen and lower-division transfers who are graduates of foreign high schools. Within this framework it seems most appropriate to review pertinent policies and procedures at this time. Upper-division foreign applicants are subject to newly adopted criteria for admission of upper-division non-resident transfers. (It is expected that these will become effective on March 23, 1970.)
Similarly, it is reasonable to assume that non-resident applicants actually coming to California for educational purposes generally have a wider range of options open to them than applicants from the college area.

In addition to establishing enrollment quotas designed to accommodate the greatest possible number of upper-division applicants and priority procedures which recognize the particular needs of the community college transfer group, it is also necessary to provide immediate tangible evidence of our intent. Therefore, I am asking that you essentially duplicate the approach taken last year by:

1. Completing and returning Attachment A by March 10.
2. Completing and returning Attachment B by March 6.

Please direct all inquiries concerning this matter to Vice Chancellor Whitesel.

GSD:mb
Enc.
Copies to: Vice Presidents and Deans of Academic Affairs
Deans of Students
Associate Deans, Admissions and Records
Business Managers
Director, Institutional Research
Chancellor's Staff
SUMMARY OF ENROLLMENT QUOTAS 1970-71

Report in terms of enrollment plans, not of number applying or to be admitted. If additional quota categories are established, please attach an explanation. Return to Vice-Chancellor Whitesel by March 10, 1970.

Name of College __________________________ Date __________ 1970

Reported by: ____________________________

1. 1970-71 Projected Fall semester or quarter total individuals
   a. Continuing
   b. First-time freshmen*
   c. Lower-division transfers*
   d. Upper-division transfers
   e. New classified graduates
      (degree and credential programs)
   f. New unclassified graduates

2. 1970-71 Projected Winter Quarter total individuals
   a. Continuing and returning
   b. First-time freshmen*
   c. Lower-division transfers*
   d. Upper-division transfers
   e. New classified graduates
      (degree and credential programs)
   f. New unclassified graduates

3. 1970-71 Projected Spring semester or quarter total individuals
   a. Continuing and returning
   b. First-time freshmen*
   c. Lower-division transfers*
   d. Upper-division transfers
   e. New classified graduates
      (degree and credential programs)
   f. New unclassified graduates

4. Spaces reserved for hardship cases
   Fall ________ Winter ________ Spring ________

*Quotas for freshmen and lower-division transfers may be combined.

Executive Order No. 87
SUPPLEMENTAL ENROLLMENT DATA, 1970-71

The following information is requested to determine the extent of demand over present budgeted capacity and to develop a preliminary estimate for a request for supplemental appropriation. Base responses on presently budgeted enrollment. Please return to Vice Chancellor Whitesel by March 6.

1. Do you anticipate that it will be necessary to deny admission to any qualified upper-division transfers among those whose applications have been accepted for processing for Fall 1970? Yes ____  No ____  If yes, how many individuals? ____

2. How many, if any, of these individuals could you accommodate with additional funding for support purposes? ____  How many in terms of FTE? ____

3. To what extent could additional enrollments beyond those reported in #2 above be accommodated with adequate funding?
   a. Lower-division Indiv. ____  FTE ____
   b. Upper-division Indiv. ____  FTE ____
   c. Graduate Indiv. ____  FTE ____

Name of College ___________________________________________ Date ____ 1970
Reported by: ____________________________________________

Executive Order No. 87
Establishment of Enrollment Limitations and Priorities
Executive Order No. 87

The 1970-71 Governor's Budget allocates annual full-time equivalent (FTE) students as follows:

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<tr>
<th>Institution</th>
<th>Academic Year</th>
<th>Summer Quarter</th>
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<td>TOTAL:</td>
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</table>

Pursuant to Sections 40650 and 40651 of Title 5 of the California Administrative Code, the President of each State College is hereby directed to:

1. Limit enrollment of new and returning lower-division students to no more than current year numbers unless this would result in an overall enrollment mix with less than 25% of full-time undergraduates at the lower-division level, or unless such limitation would result in failure to achieve the FTE indicated above.

2. Institute a quota system which will provide for the optimum number of upper-division transfers and the most effective utilization of available resources. The particular quota categories used will be dependent upon institutional circumstances and may involve class, or class level groupings, majors, or major
groupings, and programs (i.e. credentials, graduate, classified/unclassified). At a minimum the system should include quotas for lower-division (including first-time freshmen) upper-division and graduate categories.

3. Notify, in the manner you judge most appropriate, community colleges in the vicinity of your college that you have reserved the optimum number of spaces for upper-division transfers. Where applications are still being accepted, it should be made clear that such general priority cannot be honored beyond April 15, since we must make admissions decisions on applicants in other categories.

4. Use appropriate means to obtain commitments from continuing and newly admitted students of their intention to enroll in the particular term in order to insure full utilization of available space.

5. Reserve admission spaces to provide for the possibility for late admission of hardship cases, (i.e., the cases falling within the provisions of subdivisions (1), (2), or (3) of Section 40651.) and publish and distribute procedures so that potential applicants are aware of the means by which unusual problems may be considered. (The number should be sufficiently large to provide a reasonable possibility for favorable action in cases of bona fide hardship).

6. If it is not possible for a college to accommodate all qualified upper division transfer applicants (i.e. those originally permitted to file an application) such applicants are to be given the option of being placed on a "waiting list." The use of "waiting lists" for other categories is at the discretion of each college.

Within the framework of the above general guidelines the specific provisions of Section 40651 may be implemented, subject to the following:

1. "Geographic proximity" is intended to provide a means for consideration of applicants who cannot reasonably be expected to undertake an alternative. It is not meant to permit blanket priority for applicants who are local residents.
2. While present authority does not recognize establishment of a categorical quota for community college transfers, it is appropriate to consider the difference in educational hardship which would be experienced by the community college transfer in contrast to the applicant seeking to transfer from a four year institution.

3. Although current provisions do not recognize a categorical priority for veterans, it is appropriate to recognize the significance of such factors as prior interruptions of education and date of release from service in determining that a hardship exists.

This order is effective immediately.

Dated: February 20, 1970

Glenn S. Dumke
Chancellor

GSD:mb

No. 87: Establishment of Enrollment Limitation and Priorities