




Office of the President

Memorandum

Date: February 17, 2015

cc: Cabinet
Jonna J. Lewis
(all w/ attachments)

To: Dr. Rebecca Gutierrez Keeton
Vice President for Student Affairs

From: 
Dr. Soraya M. Coley
President

Subject: Delegation of Authority – EXECUTIVE ORDER NO. 903
Electronic Admission Application Submission and Processing of Applications to
Closed or Impacted Admission Categories

Pursuant to Executive Order No. 903, I am delegating to the Vice President for Student Affairs, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR



BAKERSFIELD

April 30, 2004

CHANNEL ISLANDS

CHICO

MEMORANDUM

DOMINGUEZ HILLS

TO: CSU Presidents

FRESNO

FROM: Charles B. Reed
Chancellor

FULLERTON

HAYWARD

SUBJECT: Revision to the Policy Governing the Electronic Admission Application Submission to the CSU and the Redirection of Unaccommodated Applications – Executive Order No. 903

HUMBOLDT

LONG BEACH

Attached is a copy of Executive Order No. 903 that revises Executive Order 881 issued on September 24, 2003 by “encouraging” applicants to submit an electronic admission application rather than “requiring” the submission of an electronic admission application. This modification has been made in response to concerns about student access to computers necessary to complete and submit an electronic admission application.

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

NORTHRIDGE

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

POMONA

SACRAMENTO

Questions regarding this modification may be addressed to Allison G. Jones, Assistant Vice Chancellor, Student Academic Support, at (562) 951-4744, ajones@calstate.edu, or to Leon Washington, Associate Director, Enrollment Management Services, at (562) 951-4726, lwashington@calstate.edu.

SAN BERNARDINO

SAN DIEGO

CBR/lem

SAN FRANCISCO

SAN JOSE

Attachment

SAN LUIS OBISPO

cc: CSU Provosts/Vice Presidents, Academic Affairs
CSU Vice Presidents, Administration
CSU Vice Presidents, Student Affairs
Executive Staff, Office of the Chancellor

SAN MARCOS

SONOMA

STANISLAUS

**THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4744**

Executive Order: 903
Effective Date: October 1, 2004
Supersedes: Executive Orders No. 881 and No. 673
Title: Electronic Admission Application Submission and Processing of Applications to Closed or Impacted Admission Categories

This executive order is issued pursuant to Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of the California State University. This executive order applies to students who apply for admission to the California State University (CSU) for the fall term 2005 and thereafter.

California Education Code §66201 (Opportunity to Enroll and to Continue) provides that each resident of California who has the capacity and motivation to benefit from higher education should have the opportunity to enroll in an institution of higher education. The California State University is committed to ensuring that all qualified applicants seeking access to the CSU are offered accommodation within the system. In so doing, this policy establishes a process for application completion and submission to campuses and procedures to redirect applicants to another CSU campus when applicants cannot be accommodated at the first-choice campus or in the alternate major(s).

Application Process and Procedures

Effective October 1, 2004 and thereafter, all students applying to a CSU campus are encouraged to submit an electronic admission application.

The CSU will continue to accept paper applications, recognizing that there will be instances in which a student may not have access to a computer or other extenuating circumstances that may prevent a student from filing an electronic admission application. In these instances, the student may need to file a paper admission application that the CSU campus will need to enter into the CSU electronic admission application system. CSU campuses have agreed that they have an absolute obligation to assist every student who needs to complete and submit a paper application in order to apply for admission to the CSU. To accommodate these students, the Chancellor's Office will maintain a printable version of the admission application online through CSU's electronic admission

application system that may be downloaded and printed by campuses, counselors, students, families, and the general public. In addition, CSU will print a limited number of paper admission applications available to high schools and community colleges that may not have the resources to print a copy of the admission application or that have requested paper applications for other reasons.

Students who submit paper applications will have the same priority for admission as students who submit electronic admission applications.

The policy encouraging the submission of an electronic admission application has been adopted for the following reasons:

- The web-based CSU electronic admission application is available to the general public 24 hours a day, 7 days a week, and allows the public complete access at any time day or night;
- An electronic admission application allows students to submit more complete and accurate information as a result of CSU's electronic admission internal data checking;
- Because an electronic admission application is completed more accurately by the student and requires less follow-up, campuses are able to evaluate the application and to notify the applicant in a more timely manner;
- CSU's electronic admission application system provides online and telephone support to applicants who are completing the electronic admission application and need assistance; and
- The CSU is responding to high school and community college counselors who have encouraged the California State University to designate one preferred method of filing an admission application.

Processing the Application for Admission Fee

For applications to an additional campus allowed without additional fee (see policy on "Applications to Closed or Impacted Admission Categories" below), the application fee is retained by the primary campus. Fees are reconciled utilizing the accommodated status reports.

Former Policy on Redirection

Executive Order No. 673 defined CSU redirection as follows:

"Redirection is a process that ensures that applicants for admission who cannot be accommodated at their first-choice campus in their designated major(s) are redirected promptly to other CSU campuses without asking the redirected applicant to (1) complete another admission application,

(2) supply another complement of transcripts and test scores, or (3) pay an additional admission application fee. Redirections must occur early enough to provide applicants with viable CSU enrollment options.”

As originally designed, redirection was to occur when a campus received an application for an admission category or major that was closed or when the student applicant to an impacted admission category or major, after evaluation, was determined not to meet the supplementary admission criteria for that category or major. As more CSU campuses declare either campus or major impactation and more students apply to the CSU, the time required to evaluate applications from students who do not meet supplementary admission requirements has increased. Even campuses that are not impacted are closing admission categories earlier, leaving few if any options for redirected applicants. Since redirection cannot occur until the application is evaluated at the initial campus and determined to be below supplementary admission requirement, these conflicting forces have rendered the original concept of redirection obsolete.

As a result, CSU policy on redirection as previously used will cease to exist. The new policy on applications to closed or impacted admission categories described below will become effective October 1, 2004. This policy will apply to applications submitted through the CSU electronic admission application process and to paper applications.

Processing of Applications to Closed or Impacted Admission Categories

Electronic Admission Application Processing

As a result of moving to an electronic admission application environment, CSU campuses will be able to provide an additional opportunity to students who apply for admission to impacted campuses or majors. Applicants who apply electronically to an impacted campus or major will be notified by the CSU electronic admission application system that they may apply to one additional CSU campus that is not impacted with no additional application fee. Applications for admission categories that are closed, whether or not they were ever open, will not be accepted by the CSU electronic admission application system under any circumstances. Students attempting to apply to admission categories that are closed will be provided current information about admission categories and campuses that are open for applications. Applications for admission categories or programs that are open but not impacted will continue to be processed normally.

The following procedures will apply for applications for admission categories that are impacted:

1. The applicant will be notified by the CSU electronic admission application system that he or she has applied to an impacted admission category or program. That notification will contain the following additional information.

- Admission to an impacted admission category or program will require satisfaction of supplementary admission requirements that are more stringent than CSU systemwide admission requirements. The applicant will then be directed through appropriate Web links to information about the supplementary admissions requirements for the admission category or program to which he or she has applied.
 - Due to the impacted status of his or her first choice CSU campus, the applicant may apply to one additional CSU campus that is not impacted with no additional application fee. Should he or she wish to apply to more than one additional campus, he or she will be charged an additional fee for each application beyond the one additional campus.
2. The CSU electronic admission application system will allow an applicant to impacted admission categories or programs to submit his or her application to one additional CSU campus that is not impacted with no additional application fee required. An applicant may submit this additional application at the same time he or she submits the primary application or at a later date. The submission of an application to an additional campus is optional.
 3. The applications submitted both to the primary, impacted campus or major, and the additional campus will be processed independently by each campus. The applicant may be admitted to both campuses, one campus, or neither campus, depending upon his or her qualifications.
 4. Effective October 1, 2004, the CSU electronic admission application system will make no reference to "redirection" as the term has previously been used.

Paper Admission Application Processing

Applicants who apply to an impacted campus or major using paper applications will designate a second choice, non-impacted campus or major on their admission application. The receiving campus will forward the paper applications to the second choice campus at no additional costs to the applicants. Should students wish to apply to more than one additional campus, they will be charged an additional fee for each application beyond the one additional campus.



Charles B. Reed, Chancellor

Dated: April 30, 2004