




Office of the President

# Memorandum

**Date:** July 13, 2015

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

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

**From:**   
\_\_\_\_\_  
Soraya M. Corey, Ph.D.  
President

**Subject:** Delegation of Authority – EXECUTIVE ORDER NO. 962  
Undergraduate Admission Exceptions

Pursuant to Executive Order No. 962, 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

December 13, 2005

CHANNEL ISLANDS

**MEMORANDUM**

CHICO

**TO:** CSU Presidents

DOMINGUEZ HILLS

**FROM:** Charles B. Reed  
Chancellor



EAST BAY

FRESNO

**SUBJECT: Undergraduate Admission Exceptions-Executive Order No. 962**

FULLERTON

Attached is a copy of Executive Order No. 962, Undergraduate Admission Exceptions. This executive order replaces Executive Order No. 88, Admission of "Exceptions" and Disadvantaged Students, issued February 23, 1970. Since the early 1970s, the Chancellor's Office has prescribed various admission policies that were based on Board of Trustee resolutions and/or existing federal and state requirements. The California State University Office of the University Auditor concluded a systemwide audit of CSU admission (Audit Report Number 04-13, June 24, 2005) that disclosed that Executive Order No. 88 referenced several provisions of Title 5 of the California Code of Regulations that had been amended, renumbered, or terminated. Executive Order No. 962 replaces these outdated references with current Title 5 regulations.

HUMBOLDT

LONG BEACH

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

NORTHRIDGE

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.

POMONA

SACRAMENTO

Questions regarding this executive order may be addressed to Dr. James Blackburn, Associate Director of Enrollment Management Services at (562) 951-4726 or [jblackburn@calstate.edu](mailto:jblackburn@calstate.edu).

SAN BERNARDINO

SAN DIEGO

CBR:lem

SAN FRANCISCO

Attachment

SAN JOSE

**Distribution:** CSU Provosts/Vice Presidents for Academic Affairs  
CSU Vice Presidents for Student Affairs  
CSU Campus Enrollment Managers  
CSU Directors of Admission  
Executive Staff, Office of the Chancellor

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4726

**Executive Order:** 962

**Effective Date:** December 13, 2005

**Supersedes:** Executive Order No. 88

**Title:** Undergraduate Admission Exceptions

Since the early 1970s, the Chancellor's Office has prescribed various admission policies that were based on Board of Trustee resolutions and/or existing federal and state requirements. The California State University Office of the University Auditor concluded a systemwide audit of CSU admission (Audit Report Number 04-13, June 24, 2005) that disclosed that Executive Order No. 88 referenced several provisions of Title 5 of the California Code of Regulations that had been amended, renumbered, or terminated. Executive Order No. 962 replaces these outdated references with current Title 5 regulations as outlined below:

***Section 40900, Title 5 of the California Code of Regulations, General Exceptions***

An applicant who is not otherwise eligible for admission as either a first-time freshman pursuant to Article 4 (commencing with Section 40751) or as a transfer student with fewer than 60 semester units commencing with admission to the fall 2005 term pursuant to Article 5 (commencing with Section 40801) may be admitted to a campus provided that the number of applicants enrolled in the California State University pursuant to this Section for any college year shall not exceed four percent of all undergraduate students who enrolled for the first time in the California State University during the previous college year exclusive of those who enrolled after being admitted under the provisions of this article.

From within the four percent limit of all new undergraduates exclusive of those who enrolled after being admitted under the provisions of this article, each campus is allocated exceptional admission "spaces" on a yearly basis. The Chancellor's Office will allocate admission exceptions annually on the basis of campus enrollment needs and histories.

***Section 40901, Title 5 of the California Code of Regulations, Exceptions for Applicants to Special Compensatory Programs***

An applicant who is not otherwise eligible for admission as either a first-time freshman pursuant to Article 4 (commencing with Section 40751) or as a transfer student with fewer than 60 semester units commencing with admission to the fall 2005 term pursuant to Article 5 (commencing with Section 40801) may be admitted to a campus provided

that (s)he is a disadvantaged applicant for whom special compensatory assistance is available, and provided further that the number of applicants enrolled in the California State University pursuant to this Section for any college year shall not exceed four percent of all undergraduate students who enrolled for the first time in the California State University during the previous college year exclusive of those who enrolled after being admitted under the provisions of this article.

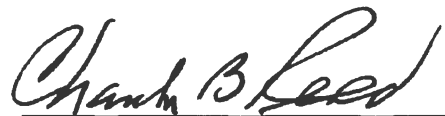
As used in this Section, the term "disadvantaged applicant" means an applicant who comes from a low-income family, who has the potential to perform satisfactorily on the college level, but who has been and appears to be unable to realize that potential without special assistance because of economic or education background.

From within the four percent limit of all new undergraduates exclusive of those who enrolled after being admitted under the provisions of this article, each campus is allocated exceptional admission "spaces" on a yearly basis. The Chancellor's Office will allocate admission exceptions annually on the basis of campus enrollment needs and histories.

***Reporting Requirements***

The allocation of exceptional admission spaces under Section 40901 is in addition to the annual allocation made under the provisions of Section 40900.

1. Unless specifically permitted by the Chancellor's Office to do otherwise, a campus may not among its new students exceed the number of allocated exceptionally admitted students on an annual basis.
2. Each campus will report annually to the Chancellor's Office on the number of matriculated students who were admitted under the provisions of General Exceptions and Exceptions for Applicants to Special Compensatory Programs.
3. General admission exceptions (Section 40900) and will be reported separately from the exceptional admission to Exceptions for Applicants to Special Compensatory Programs (Section 40901).
4. Additional reports regarding admission exceptions may be required.

  
Charles B. Reed, Chancellor

Dated: December 13, 2005