MEMORANDUM

Date: December 9, 2014

To: CSU Presidents

From: Eric G. Forbes
Assistant Vice Chancellor

Subject: Impacted Campuses/Programs, 2016-2017

With the close of the initial application filing period for the Fall 2015 term, it is again necessary to determine if your campus and its programs will likely be impacted for 2016-2017. Section 89030.5 of the California Education Code provides for a series of public hearings and notifications in the event that a campus wishes to change its admission criteria by declaring impaction. Ordinarily, the minimum time-period would be one year after approval by the Chancellor’s Office; however, the code permits a period of 6 months if the request is based on the absence of resources. A copy of Section 89030.5 is attached for your review.

The California State University is likely to continue to face increased enrollment pressures over the next several years, and many campuses will face considerable challenges as they seek to provide access to students. In order to meet enrollment targets, campuses should continue to utilize the enrollment management policy and practices adopted by the CSU Board of Trustees at its March 2000 meeting and modified at its September 2002 meeting (Office of the Chancellor, AA, SAS, “Admission Priorities,” 9-19-2002). Campuses should utilize this policy to avoid impaction where possible.

The above having been noted, it is important to remember that the Board of Trustees has authorized the Chancellor to designate academic areas (program impaction for discipline, division, major) and class levels (campus impaction for freshmen, upper-division transfers, post-baccalaureate/graduate students) as “impacted” in cases where there is compelling evidence that significantly more CSU-eligible applicants and currently enrolled students seeking to change majors are likely to request access during the initial filing period than can be accommodated. Campus requests for admission impaction must indicate and demonstrate trends toward over-enrollment that will continue into the future. Once impaction is declared, supplemental admission criteria authorized by the Chancellor may be used for academic areas and class levels in the selection of candidates for admission to those areas.
Since the initial application filing period for Fall 2016 will begin on October 1, 2015, all new impaction requests must be approved by April 1, 2015, which is 6 months prior to the receipt of applications. Campuses are not permitted to request impaction after the fact of receiving applications for any given term. Moreover, given the complexity involved with the notification procedures, program and campus impaction can only be considered for the college year beginning with the fall term.

RETENTION OF CURRENT IMPACTION STATUSES

Campuses wishing to continue impaction for first-time freshmen, upper division transfers, or for the academic programs already impacted should provide the data requested on the enclosed forms. Specific adjustments in the supplemental admission criteria regarding the eligibility index for first-time freshmen or cutoff grade point averages are not required to be designated as these items along with the opportunity to use wait lists can only be determined after the enrollment capacity is known and the applications received are processed.

To renew an impaction designation for an academic area or class level, please complete a Program Data form (attachment 1) for each area. There is a separate Program Data form (attachment 2) for clinical nursing programs. For undergraduate programs with more than one concentration, campuses are encouraged to submit a separate form reflecting the application and enrollment trends for each option.

Academic areas and class levels designated as impacted for the 2015-2016 academic year are shown online at www.calstate.edu/sas/impactioninfo.shtml. Please indicate which areas, if any, will continue to be impacted at your campus during the 2016-2017 academic year by completing the program data form for each academic area and class level, and indicating deletions where appropriate. The deadline to submit a renewal request is March 16, 2015. Requests to retain current impaction designations can be submitted without engaging public hearings or notifications.

INTRODUCING OR MODIFYING CAMPUS IMPACTION

Campuses wishing to introduce campus impaction by level for first-time freshmen or upper division transfers or campuses wishing to modify the local admission area are subject to proceedings under Section 89030.5. A local admission area must be designated. Local applicants who meet standard criteria for CSU eligibility must be accorded high priority whereas those applicants from institutions outside the local area will be subject to supplemental admission criteria. A list of school districts that are within the local admission area must be included in the impaction plan, and only the largest districts, e.g. LAUSD, may be subdivided for impaction purposes. Absent strong evidence to the contrary, designated local admission areas should adjoin geographic areas that are contiguous to the campus.

Coded memo AA-2010-20 distinguishes the local admission areas from the outreach service areas for each campus. Refer to the most updated matrix on CSU local admission and service areas at www.calstate.edu/sas/impactioninfo.shtml for more information. Unless the entire service area is included in the local admission area, campuses should not extend the local admission area into regions beyond the established service area.
INTRODUCING OR MODIFYING ACADEMIC PROGRAM OR MAJOR IMPACTION

Campuses wishing to introduce or significantly modify impaction for an academic program, major, or group of majors must present the evidence for program impaction and a description of the proposed supplemental admission criteria and change of major procedures. For undergraduate programs with more than one concentration, campuses are encouraged to submit a separate form reflecting the application and enrollment trends for each option.

Campus impaction at the class level or program impaction can only be designated if the campus can demonstrate that it has exhausted existing enrollment capacity by implementing other enrollment management strategies. Impaction will be approved for the entire academic year enabling campuses to set supplemental admission criteria and utilize wait lists during each filing period. Once impacted, campuses may not accept applications for the impacted category once the initial filing period closes.

When a campus receives its preliminary approval to declare impaction, it must then fulfill the requirements of Section 89030.5 of the California Education Code before impaction can actually be instituted. A final formal approval will be granted for the new or adjusted impaction request by April 1, 2015 after the confirmation of the public hearing and notification process is received. An outline of the expected activities and deadline dates are indicated on the next page.

Please submit all responses to Mr. Nathan Evans, Director, Enrollment Management Services, Student Academic Services by the established deadlines. Questions concerning this memorandum may be directed to Mr. Evans by telephone at (562) 951-4726 or by email at nevans@calstate.edu or to me at (562) 951-4744 or eforbes@calstate.edu.

Attachments

c: Chancellor Timothy P. White
Provosts/Vice Presidents for Academic Affairs
Dr. Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer
Mr. Steve Relyea, Executive Vice Chancellor and Chief Financial Officer
Dr. Ronald E. Vogel, Associate Vice Chancellor, Academic Affairs
Mr. Nathan S. Evans, Director of Enrollment Management Services
Vice Presidents for Student Affairs
Vice Provosts/Vice Presidents of Enrollment Management/Services
Directors of Admissions and Records
Directors of Outreach and Recruitment
Directors of Institutional Research
Enrollment Reporting Officers
NEW IMPACTION REQUESTS

BEFORE PROCEEDING WITH THE PUBLIC DISCLOSURE AND NOTIFICATION REQUIREMENTS AS DESCRIBED IN SECTION 89030.5 OF THE CALIFORNIA EDUCATION CODE, IT IS IMPORTANT TO FIRST APPLY FOR IMPACTION WITH THIS OFFICE BY COMPLETING THE ENCLOSED FORMS AND RETURNING THEM WITH YOUR OFFICIAL REQUEST TO IMPACT. ONCE YOU RECEIVE TENTATIVE APPROVAL FOR IMPACTION FROM THIS OFFICE, THEN YOU SHOULD PROCEED AS OUTLINED BELOW. IN ORDER TO FULFILL EACH OF THE REQUIREMENTS, YOU SHOULD SUBMIT YOUR NEW OR MODIFIED REQUEST NO LATER THAN DECEMBER 22, 2014.

IMPACTION PROPOSAL TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>December 22, 2014</td>
<td>Deadline for campuses to submit preliminary requests for new or modified campus impaction or for new or modified program impaction to the CSU Chancellor’s Office (CO). Requests must include program data forms and a summary of proposed supplemental criteria. Please send requests directly to Mr. Nathan Evans at <a href="mailto:nevans@calstate.edu">nevans@calstate.edu</a>.</td>
</tr>
<tr>
<td>January 16, 2015</td>
<td>Campuses receive tentative approval or denial for new or modified impaction requests from the Chancellor’s Office.</td>
</tr>
<tr>
<td>February 2, 2015</td>
<td>Each campus with impaction requests subject to Section 89030.5 announces its proposed impaction plans on its individual websites and publishes the plans in three newspapers within the campus service area (see coded memo AA-2010-20).</td>
</tr>
<tr>
<td>February 2-13, 2015</td>
<td>Each campus arranges a public meeting with stakeholders, including the governing boards of school districts, governing boards of community college districts, and community organizations that are located within the campus service area.</td>
</tr>
<tr>
<td>Feb 16 – Mar 13, 2015</td>
<td>Hold three public hearings in various locations/times in the service area of the affected campus. Post and retain comments or composites solicited at these hearings on the campus website.</td>
</tr>
<tr>
<td>March 16, 2015</td>
<td>Submit final request for 2016-2017 impaction including renewal/continuation of impaction with any adjustments to the CO. Requests must include program data forms and a summary of proposed supplemental criteria. New or modified impaction requests must also include documentation demonstrating public hearing and communication process.</td>
</tr>
<tr>
<td>April 1, 2015</td>
<td>Deadline for Chancellor’s Office to grant final approval for new or modified impaction requests.</td>
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<tr>
<td>May 19, 2015</td>
<td>Chancellor reports impaction decisions in writing to the Board of Trustees.</td>
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<tr>
<td>June 1, 2015</td>
<td>Public comments and responses may be removed from campus websites.</td>
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</tbody>
</table>
EDUCATION CODE
SECTION 89030.5

89030.5. (a) In order to provide notice to the public and ensure the transparency of decisions affecting admissions criteria for all of the campuses of the California State University, the trustees shall ensure that a change in the criteria for admission to a campus of the university complies with all of the following requirements:

(i) Prior to adopting a change in the criteria for admission that affects applicants residing within the local service area of a campus of the university, the campus affected by the proposed change shall do all of the following:

(A) Consult with stakeholders, including the governing boards of school districts, governing boards of community college districts, and community organizations, that are located within the local service area of the affected campus. These consultations shall occur in a public meeting.

(B) Hold three public hearings in the local service area of the affected campus. The hearings shall solicit public comments relative to the proposed change in admissions criteria.

(C) Provide public notice of the proposed change in admissions criteria. The notice shall be published on the Internet Web site for the affected campus and in three newspapers of general circulation in the local service area of the affected campus. The notice shall include a description of the proposed change, the right of the public to comment orally or in writing on the proposed change, and the dates, times, and locations of the public meetings pursuant to subparagraph (A) and the public hearings pursuant to subparagraph (B). The notice shall be published at least 10 days before the first public meeting or public hearing.

(D) Publish on the Internet Web site of the affected campus, all public comments received pursuant to this paragraph and all responses by the university to those public comments.

(E) Publish on the Internet Web site of the affected campus, and distribute to community officials and local high schools, the university's final decision on the proposed change.

(ii) After meeting all of the requirements specified in paragraph (1), the president of the affected campus shall submit the proposed change to the Chancellor of the California State University for approval, in accordance with the policies of the trustees. The chancellor shall report the decision regarding approval, and the reasoning behind the decision, to the trustees in writing at the next regularly scheduled meeting of the trustees.

(iii) Except as provided in paragraph (4), a change in the criteria for admission to a campus that affects applicants residing within the local service area of the affected campus shall become effective only after a period of at least one year has elapsed after that change is approved by the chancellor.

(iv) A change in the criteria for admission to a campus based on resources that affects applicants within the local service area of the affected campus shall become effective only after a period of at least six months has elapsed after that change is approved by the chancellor.

(b) The requirements set forth in subdivision (a) shall apply to all changes in the criteria for admission to a campus that affect the eligibility of applicants residing within the local service area of a campus to enroll at that campus, including changes to transfer requirements and determinations regarding impaction of majors.

(c) As used in this section, "local service area" means the California State University service area for the campus as set forth in the California State University Coded Memorandum AA-2005-05, dated February 23, 2005, or as subsequently amended.
CSU IMPACTION 2016-2017

PROGRAM DATA

Executive Order No. 563 requires campuses to supply historical data for each academic area and class level for which the impaction designation is requested. Definitions of the data required to complete the form are attached.

<table>
<thead>
<tr>
<th>CSU Campus:</th>
</tr>
</thead>
</table>

| Academic Program/Class Level: |

<table>
<thead>
<tr>
<th>FALL TERM - APPLICATIONS AND ENROLLMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
</tr>
<tr>
<td>2012</td>
</tr>
</tbody>
</table>

A. Academic Area/Class Level:
Capacity in terms of headcount

B. Enrollment Total*

Continuing students

New & Returning students

C. Enrollment as percent of capacity (Total/B/A)

D. Applications Quota (New & Returning)
Maximum applications to reach capacity

E. Applications received during initial filing period

F. Applications received as percent of quota (E/D)

*Fall 2014 enrollment may be estimated.

For requests to continue impaction, please complete the following:

<table>
<thead>
<tr>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
</table>

G. CSU eligible applicants denied for fall term in this academic area/class level

Please provide a summary of supplemental criteria used for admission for this class level or program/major.
DEFINITIONS OF TERMS

**Academic area** is defined as a discipline, division, major, or group of majors.

**Application quota** is the number of applications determined necessary to yield the enrollment capacity.

**Applications received** represent the number of applications received during the initial filing period and include applications from currently enrolled students seeking access to the academic area or class level, as well as new applications for admission to the campus that specify the academic area or class level.

**Class level** is defined as freshman, sophomore, junior, senior, lower division, upper division, postbaccalaureate, or graduate.

**Continuing enrollment** represents the number of students accepted into the academic area or class level in previous terms who continue in that area during the specified years.

**Enrollment capacity** is the number of students for whom facilities and staff are available to provide an opportunity for an adequate college education.

**Enrollment total** is the number of students enrolled in the academic area or class level during the specified year. It is the sum of continuing students in addition to new and returning student enrollments. Current year enrollment may be estimated.

**Impacted Major/Campus** at CSU is designated as impacted when the number of CSU eligible applications received in the initial filing period is greater than the number that can be accommodated by the major or campus.

**Initial filing period** is October 1 through November 30 for the fall term and the first month of the announced filing period for all other terms. All applicants to an academic area or class level during the initial filing period must receive equal consideration regardless of the filing date within the initial filing period.

**New and returning students** data include applicants for admission to the campus who designate the academic area or class level and former students who are returning after an absence of one or more terms of regular sessions. There have been a number of questions raised about how to accurately reflect the number of applicants to impacted programs. Please take the following into consideration as you complete line (E) on the “Program Data” chart:

- Applications received during the initial filing period must include those who are new applicants to the university as well as those continuing students who are expected to seek admission to the impacted academic area or class level. If you believe it more adequately reflects the situation at your campus, you may use two values in line E:
  
  One for applicants new to the university, and
  One for currently enrolled applicants to your impacted academic area or class level.

- Where impaction occurs for an academic area at an advanced class level (e.g., sophomore or junior), it is not appropriate to reflect the number of applications received at lower class levels where you may admit the student to the university in a “pre-major” category. For example, if admission to your business or clinical nursing program requires successful completion of specified lower division prerequisite courses, you should not include first-time freshman applicants in the number of applications received during the initial filing period (line E); however, you should include sophomore, junior, and senior applicants applying for admission to that program.

**Reporting period** data usually reflect fall enrollments. Campuses may include other terms, in addition to the fall term, if the combined data better represents enrollment status.
### CSU IMPACTION 2016-2017

#### PROGRAM DATA - NURSING

Executive Order No. 563 requires campuses to supply historical data for each academic area for which the impaction designation is requested. This form is modeled on a report submitted by campus nursing programs to the American Association of Colleges of Nursing.

<table>
<thead>
<tr>
<th></th>
<th>Actual Fall 2013</th>
<th>Actual Fall 2014</th>
<th>Projected Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Number of positions/seats available in the program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td>Number of completed applications received for the nursing program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td>Of completed applications, how many completed with C or better all prerequisite courses for your nursing program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td>Of completed applications, how many met approved supplementary admission criteria for your nursing program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5)</td>
<td>Of those qualified students who met current supplementary criteria how many were accepted?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6)</td>
<td>Of those who were accepted, how many enrolled in the nursing program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7)</td>
<td>Number of additional students who could have been accommodated by the nursing program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8)</td>
<td>Number of CSU-eligible and nursing-qualified applicants who were not accepted for admission to the nursing program.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2) Includes both currently enrolled students and new applicants seeking admission to the professional program.

(3) Includes CSU admission requirements and a grade of C or better in each prerequisite course.

(4) Includes approved supplementary admission criteria for your program.

In which year are generic (basic) baccalaureate students formally accepted into the nursing program?
Circle One: Freshman Sophomore

In which year do generic (basic) baccalaureate students take the first nursing course taught by nursing faculty?
Circle One: Freshman Sophomore

Please provide a summary of supplemental criteria used for admission to the program.