

CHANCELLORS:

REVISED IMPLEMENTATION OF ADMINISTRATIVE POLICY  
RELATING TO UNDERGRADUATE ADMISSIONS

In conformity with previously approved policy, the revised procedural implementation described below will be followed for undergraduate applicants for Fall 1972 and thereafter:

- I. Enrollment quotas will be established for each campus which specify, in categories appropriate to the campus, the number of new freshmen and new advanced standing students. These enrollment quotas will be used to determine the approximate number of new applications that the campus will accept for consideration. It is to be noted that within certain tolerances a given number of applications is required to produce a predicted enrollment of new students. Therefore, application quotas will be substantially larger than the anticipated enrollment resulting from these applications.

All enrollment projections will be subject to review and approval by the President.

- II. Campuses will observe a common opening date for applications each quarter. Application deadlines for enrollment categories will be open-ended and will not be announced in advance. Each campus will control the number of applications to be considered in line with enrollment quotas as described in I. above.

Each campus will accept for consideration all applications filed during the first month of the application filing period. Each application filed during this first-month period will receive equal consideration for admission to the campus of first preference. Thus, applications filed on the last day of the month are not to receive less attention than applications filed on the first day. As a fundamental operating principle, applications submitted to the University during the first month of the application period and redirected, within the agreed upon redirection period, are to receive consideration on alternate campuses ahead of applications filed later.

After the first month of the application period, campuses experiencing filled quotas may determine the time when acceptance of applications will be discontinued. However, this determination is to be no later than 15 days after a quota has been achieved. For example, a campus might receive sufficient applications to produce the required enrollment for a particular category by January 5. Thus, the campus could elect to discontinue applications at that time, or could continue until January 20 and select from among those applying within the preceding 30 days.

Campuses are not to accept additional applications for stated categories that have been announced as filled. Within the established quotas, it is expected

that each campus will admit all eligible students whose applications have been retained for consideration. As quotas are filled, campuses will report immediately to the Director of Admissions and University Registrar who will issue periodic announcements to secondary schools and community colleges.

- III. Applicants will be instructed to file the application on the campus of first preference and requested to specify campuses of alternate choice. As redirection becomes necessary, attention will be given to the applicants' preferences in so far as possible. If the applicant, subject to redirection, has specified on his application that he is not interested in redirection, he will be promptly notified that enrollment limitation will not permit further consideration of his application on his campus of first preference. Communications to such applicants will suggest whatever alternative enrollment opportunities might still be available.

Applications that are submitted to a campus after quotas are filled will be given careful scrutiny to determine the most appropriate disposition. One of the following will be accomplished in line with the alternative selected by the applicant:

- A. The application will be redirected to a campus of alternate choice.
- B. The application and application fee will be returned to the applicant with advice about campuses still accepting applications.

When the application is redirected, the applicant will be advised that further communication should occur with the receiving campus and that additional credentials should also be sent to that campus. To allow time for appeals, however, the applicant should be notified that his records will not be available on the alternate campus for at least two weeks. The campus where the application was first filed will need to keep a record of redirected applications in order to forward on a timely basis any admissions credentials received after applications have been redirected.

Admissions priority is established within the University when the application is filed on the campus of first preference and will be honored, in so far as possible, as redirection becomes necessary. Appropriate admissions priority will be determined by the postmark date or the date on which the application is filed in person, except that applications received prior to the opening date will be considered as having been received on the opening date. Applicants requesting a change in campus choice after the application is filed are subject to a new priority assignment.

- IV. Campuses receiving applications in excess of the number required to achieve their enrollment quotas in established categories will:

- A. Select those to be redirected from among the applications received within the preceding 30 days.
- B. Notify applicants filing within the first month who are subject to redirection and forward their files to an alternate campus by February 15 for fall, October 15 for winter and January 15 for spring.
- C. Be prepared to admit eligible applicants whose records have not been forwarded by the appropriate deadline.

V. Campuses will observe the following general guidelines in application selection:

- A. All applications received within the appropriate time interval will be carefully reviewed.
- B. Within appropriately defined categories and priorities, 50% of the number of applications to be retained and processed on the redirecting campuses shall be the most highly qualified based upon scholastic criteria.
- C. Within established categories and priorities, 50% of the number of applications to be retained and processed on the redirecting campuses will be selected on a basis of careful review of all remaining applications. The selection process shall involve the exercise of judgment with respect to each individual application and should be based upon such criteria as academic interest, campus programs, hardship factors which prohibit or restrict an applicant from attending another campus, selective recruitment efforts, special achievements and awards, and similar considerations. Within this group careful attention is to be given to the factors outlined in section VI. below.
- D. Within the 50% of the application quota selected by review of criteria not wholly academic, each campus will reserve a 10% contingency to provide a meaningful response to requests for reconsideration by applicants subject to redirection. The appeal process shall be formalized, consistent from campus-to-campus, and available to all redirected applicants.

VI. As limitations are required, a redirecting campus should give attention to the following when selecting applications:

- A. Students enrolled in the University and eligible to continue should have priority over new applicants for admission.
- B. Intercampus transfers should be classified as continuing students and should receive the next highest priority after those currently enrolled on the campus.  
An intercampus transfer should be authorized only when it can be established to the satisfaction of the prospective receiving campus that: 1) the student's educational objective can best be realized on that campus, and 2) that the student's preparation is sufficient to permit his entry into the proposed curriculum. Normally, students in an experimental campus admissions program should expect to remain on the campus where first admitted. Approval of a student's application for intercampus transfer should result simultaneously in the cancellation of his privilege of further registration on the campus of origin.
- C. Each campus will give the highest priority among new undergraduate admissions to qualified transfers from California Community Colleges who have completed two years of transferable academic work (84 quarter units).
- D. Within the appropriate applicant category, qualified California veterans of the Vietnam crisis are to receive maximum consideration for admission.
- E. Special attention will be given to applicants who will experience

unusual hardship as a result of redirection.

- F. With due regard to the composition of the student body, applicants who are residents of California will receive preference over nonresidents.

Campuses may be authorized, as approved by the Office of the President, to establish further priorities subordinate to those specified above. Should there be need to deviate markedly from the categories listed above, the campus concerned should consult immediately with the Director of Admissions. An annual post-audit of the application of priorities in undergraduate admissions will be conducted in consultation with the Board of Admissions and Relations with Schools and the University Committee on Educational Policy.

The successful implementation of the above procedures will continue to require a high degree of cooperation between the campuses and the Office of the President and close coordination among the campus offices of Admissions, Financial Aids, and Housing. Campus administrators will need to develop local procedures that assure consistent and equitable treatment of all applicants, especially those subject to redirection.

Frank L. Kidner  
May, 1971

cc: President Hitch  
Director Gainsley  
Admissions Officers  
Registrars

Copies to: Members, Board of Admissions and Relations with Schools  
Members, University Committee on Educational Policy  
Legislative Office, Sacramento  
Staff, Relations with Schools  
Campus Planners  
Financial Aids Officers  
Housing Officers  
Analytical Studies  
Information Systems