

## Policy for Establishing New Impacted Programs and for Changing Admission Criteria of Existing Impacted Programs

Policy adopted by Enrollment Services, October 2006

Each November, the Chancellor's Office forwards a coded memorandum to CSU campuses requesting the identification of undergraduate enrollment programs proposed for impactation and proposed supplemental admission criteria changes for existing impacted programs. This information is due to the Chancellor's Office on April 30 and is published by the CSU in August of the subsequent year. This timeline complies with the CSU Board of Trustees' enrollment management policy calling for the CSU to notify prospective applicants and the public about supplemental admission criteria twelve months prior to the term in which the supplemental admission criteria take effect.

The Associate Vice President and Assistant Vice President for Academic Affairs are charged with overseeing and implementing the impactation policy. Each December, the Associate Vice President for Academic Affairs notifies academic departments that if they propose to impact a non-impacted program, or if they propose any changes to admission criteria for existing impacted programs, they need to contact Dr. Sandra Cook, Associate Vice President for Enrollment Management, and together provide the required program data to support the proposed changes. In this regard, Executive Order No. 563: Impacted Programs and Campuses (Undergraduate) requires campuses to supply historical data for each academic area and class level for which the impactation designation is requested.

Requests for new impacted programs, or changes to admission criteria for current impacted programs, along with the supporting documentation, are due to Dr. Sandra Cook, Associate Vice President for Enrollment Management **no later than March 15**. Approved requests will be included in the final submission to the Chancellor's Office on April 30. Curriculum Services will receive from Enrollment Services a copy of approved changes for publication in the *General Catalog*.

Please note that admission criteria for existing impacted programs should not be changed unless absolutely necessary in order to ensure that our students have the opportunity to graduate in four years. This is particularly true for the required grade point average.

### **Impactation changes timeline summary:**

December	Departments notified that proposed new programs or any changes to admission criteria for current impacted programs are due March 15.
December-March	Departments that wish to forward proposals may work with the Director of Institutional Research and Analytical Studies to complete required Program Data sheets.
March 15	Departments submit proposed changes to Dr. Sandra Cook, Associate Vice President for Enrollment Management.
April 30	The Associate Vice President and Assistant Vice President for Academic Affairs review all proposed changes and forward approved changes to the Chancellor's Office and to SDSU Curriculum Services.

COLLEGE OF \_\_\_\_\_  
 2016/17 PROPOSED CHANGES IN ADMISSION CRITERIA FOR CURRENT IMPACTED MAJORS (EMPHASES)  
 PROPOSED NEW IMPACTED MAJORS (EMPHASES)

Major/Emphases	Proposed Admission Criteria Changes	Justification [1]

[1]Quantitative reason (s).