

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

Policy adopted by Enrollment Services, October 2006

Each February, 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 June 1 and is published by the CSU in August of the subsequent year. (The February 2007 memo will request information on impacted programs for 2008-09.) 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 for Academic Affairs and Executive Director of Enrollment Services are charged with overseeing and implementing the impactation policy. Each February, the Executive Director of Enrollment Services 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 Sally Farris, Director of Analytic Studies and Institutional Research, and together provide the required program data to support the proposed changes. In this regard, Executive Order 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. Definitions of the data required and a copy of the Program Data sheet (used for the 2007-08 requests) are attached.

Requests for new impacted programs, or changes to admission criteria for current impacted programs, along with the supporting documentation, are due to the Executive Director of Enrollment Services **no later than May 15**. Approved requests will be included in the final submission to the Chancellor's Office on June 1. Academic 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:

February	Departments notified that proposed new programs or any changes to admission criteria for current impacted programs are due May 15.
February-May	Departments that wish to forward proposals work with the Director of Institutional Research and Analytical Studies to complete required Program Data sheets.
May 15	Departments submit proposed changes to the Executive Director of Enrollment Services.
June 1	The Associate Vice President for Academic Affairs and Executive Director of Enrollment Services review all proposed changes and forward approved changes to the Chancellor's Office and to SDSU Academic Services.