

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR

BAKERSFIELD

December 13, 2005

CHANNEL ISLANDS

**MEMORANDUM**

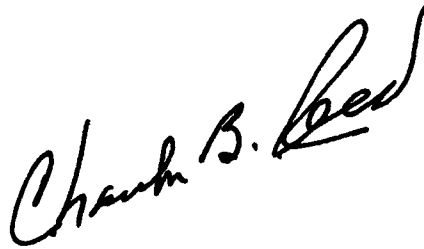
CHICO

DOMINGUEZ HILLS

**TO:** CSU Presidents

EAST BAY

**FROM:** Charles B. Reed  
Chancellor



FRESNO

**SUBJECT: Conditional Admission and Registration—Executive Order No. 963**

FULLERTON

Attached is a copy of Executive Order No. 963, Conditional Admission and Registration. This executive order replaces Executive Order No. 336, Conditional Admission and Registration, issued September 17, 1980. 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) and recommended that this executive order be reviewed and revised as appropriate. Executive Order No. 963 extends the date by which the admission decision on conditionally admitted students must be made from the census date to prior to the first week of registration for the second term of matriculation.

HUMBOLDT

LONG BEACH

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

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.

NORTHRIDGE

POMONA

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).

SACRAMENTO

SAN BERNARDINO

CBR:lem

SAN DIEGO

SAN FRANCISCO

Attachment

SAN JOSÉ

**Distribution:** CSU Provosts/Vice Presidents for Academic Affairs  
CSU Vice Presidents for Student Affairs  
CSU Campus Enrollment Managers  
CSU Directors of Admission

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:** 963

**Effective Date:** December 13, 2005

**Supersedes:** Executive Order No. 336

**Title:** **Conditional Admission and Registration**

Campuses are authorized to admit applicants conditionally and to grant conditional registration privileges to such applicants provided that their partial and/or unofficial records indicate a high probability that the applicants will meet CSU admission requirements. The goal of this policy is to ensure that the integrity of the university's admission policy is maintained while providing admission officers with sufficient flexibility to provide appropriate access to applicants who submit an admission application late in the admission application cycle. This policy is permissive. Campuses are not required to grant conditional admission and registration.

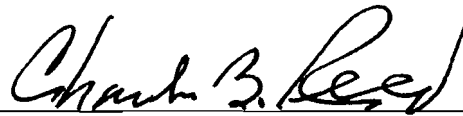
For campuses that choose to admit students who submit an admission application late in the admission application cycle, the following conditions must be met:

1. Conditional admission and registration privileges are to be limited to applicants for whom it is unrealistic to expect that all required official documents will arrive in time to make the final admission determination prior to the beginning of the term. Conditional admission may be provided no later than four weeks prior to the beginning of a term.
2. Complying with the requirements of this executive order will meet the requirements of Title 5, California Code of Regulations, Section 40700 provided that admission standards are met prior to the first week of registration for the conditionally admitted student's second term of matriculation.
3. Eligibility for consideration for conditional admission shall be dependent upon receipt by the university of a completed application for admission, an appropriate application fee, and partial or unofficial academic records.
4. Applicants granted conditional admission and registration shall be informed in writing that official, unconditional admission and continued enrollment are contingent upon the completion of their admission application and file and further evaluation of their records. Conditionally admitted applicants shall be informed in

**Executive Order No. 963**

writing that their admission may be canceled and further registration blocked unless the missing documents are received by a specified date.

5. The specified date for the file completion of conditionally admitted students can be no later than the first day of registration for the next subsequent term.
6. Need-based financial aid shall not be disbursed to conditionally admitted students. Offers of financial aid may be made contingent upon the students' having met the conditions of their admission. It is the responsibility of the admission office to inform the financial aid office of the admission status of students.
7. Conditionally admitted students should not be certified for educational benefits that require "matriculated status", e.g. Veterans or Social Security payments, unless and until such students qualify for unconditional admission.
8. Campuses must report annually to Academic Affairs, Student Academic Support on the total number of conditionally admitted enrollees and the number of those students who did not meet the conditions of admission either by failure to provide the required, official records by the specified date or who filed the official records but who were determined to be ineligible for admission.



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Charles B. Reed, Chancellor

Dated: December 13, 2005