ENROLLMENT MANAGEMENT POLICY AT UCSD

Approved by the CEP on March 5, 2010
Supersedes March 14, 2008 version

In general, the Committee on Educational Policy (CEP) wants students to have complete freedom in choosing and transferring between majors. However, sometimes the demand for a major becomes so high that the relevant department or program cannot maintain the quality of the education, e.g., due to lack of laboratory space. In such cases a flexible, fair, easy to understand method to limit enrollments is needed. The policy below is suggested.

A. APPLICATION FOR IMPACTED STATUS

1. A department or program may apply to the CEP to have one or more of its majors declared "impacted". ***Proposals requesting to have a major declared "impacted" must be submitted to and approved by CEP during the Fall quarter.*** This is requisite for timely notification to the Admissions Office for the upcoming academic year.

   Justification for this status as well as the information listed below should be supplied to CEP for its consideration. The application should list other majors, departments, or programs which might be affected (by interest from the rejected students, or those that would be affected by enrollment in the service courses they offer) and letters from the chairs/directors of those affected departments or programs stating their support (or objections) to the change in impacted status. **Unless otherwise stipulated by the CEP, the approval of such requests is for a period of four (4) years.**

   Required Application Information:
   a) letter justifying the need to limit enrollment in this major;
   b) minimum annual admission target enrollment numbers for: Freshmen; Transfer, and; Continuing students;
   c) catalog copy explaining the impacted status and stating the criteria for admission;
   d) list of courses required for transfer students accompanied by letter from Assistant Vice Chancellor of Admissions certifying that the courses are articulated with UCSD.
   e) detailed method for admitting continuing students;
   f) letters of support/objection from department chairs/program directors of affected departments/programs;
   g) CEP will review relevant Department Resources Profiles provided by Academic Affairs.

B. REQUIRED SUBMISSIONS FOR DURATION OF APPROVAL

Each year, for each major granted impacted status, the relevant department or program **must** supply target enrollment numbers for freshmen students and for transfer students to the a) CEP, b) the UCSD Admissions Office, and c) the Associate Vice Chancellor for Undergraduate Education (AVCUE), who will make these numbers available to the Colleges and Deans of Academic Advising.

These enrollment targets must be supplied by the ***first week in January of each year***. These target numbers must ***not*** be smaller than the minimum target numbers approved by CEP in the application, but may be larger if the department thinks it can handle more students. The Admissions Office requires these numbers annually to determine the number of students to admit for the upcoming academic year in order to meet the department's enrollment target numbers.

For tracking purposes, there should likewise also be a "continuing student target number" submitted to CEP and the AVCUE by the first week in January of each year.

C. CHANGES IN IMPACTED STATUS

If the department or program decides that there is no need to limit the number of admissions, they may refrain from supplying target numbers to the CEP, the UCSD Admissions office, and AVCUE, in which case that major is effectively open and no longer impacted. In subsequent years, the department or program may decide to submit target numbers, thereby making those majors effectively impacted again. If a department or program wants to admit fewer than the "minimum target" numbers listed in the impacted status application, they must first get CEP approval, by resubmitting justifications and information as before.

D. PROCESS OF ADMISSIONS TO IMPACTED MAJORS

The terms "Transfer" and "Freshman" connote the status of a student at the point of admission. Once a student has registered, enrolled in classes and paid fees he or she is considered a "Continuing" student.

1. FRESHMEN STUDENTS
   Using the submitted enrollment target number along with an estimated yield, the UCSD Admissions office will calculate a corresponding admissions target number. The UCSD Admissions office will then admit the appropriate number of incoming freshmen into each impacted major using the comprehensive review score as a ranking. Students who meet the UCSD admission criteria will be admitted into each impacted major starting with the one with the highest comprehensive review score, until the admission target number is reached. It is understood that yields vary and so more or less than the enrollment target number may actually enroll in each impacted major.

2. TRANSFER STUDENTS
   For transfer students, the cumulative GPA at the previous institution will be used for the ranking. The impacted major application may additionally list certain courses that must have been completed prior to admission to UCSD that are articulated with UCSD courses. Students who meet the UCSD transfer admissions criteria, and have completed the required courses, would then be admitted into each impacted major starting with the one with the highest GPA, until the transfer student admissions target number is reached.

3. CONTINUING STUDENTS
   Continuing students who wish to change into an impacted major must submit an application to the relevant department or program. The department or program will admit its stated target number of continuing students each year using a ranking system. The details of the ranking system must be included in the CEP impacted major application, but would normally be the GPA in a specified set of courses. If the number of applications received is less than the CEP approved minimum target number, all of the students who apply must be accepted. While the target number may change from year to year, any other criteria must be listed in the catalog and changes in these requirements would require CEP approval.
   For monitoring purposes, each impacted status major must annually supply to CEP and the AVCUE the number of applications received as well as the actual number of continuing students admitted into the major.

E. **RENEWAL OF IMPACTED STATUS**
    Since changes in resource may require change in the minimum target numbers, application for impacted major status must be renewed every four years. The renewal application must be received the year before the status expires, that is three years after the status starts.

F. **TRANSFERRING OUT OF IMPACTED MAJOR**
    Students who transfer out of an impacted major may transfer back into it once without meeting the full requirements for continuing student admission, provided they are in good academic standing.

G. **PREMAJORS**
    Currently Senate regulations allow departments to manage enrollment by requesting a pre-major. These regulations are not being changed, hence, pre-majors are still allowed. However, the proposed enrollment management policy effectively makes all UCSD students members of a pre-major, since any student can change into an impacted major by doing well enough in a specified set of courses.

    Students who are admitted to UCSD, but not into their major of choice (due to it being impacted) should be offered admission to an alternate major in the same division if available.

Additional point:
San Diego Regulation 515(A)(3) states: "No department or program may require a GPA higher than 2.0 for continuation in or graduation from any undergraduate major." Thus enrollment management schemes that require a GPA above 2.0 in a selected set of courses in order for a student to remain in a major are not allowed at this time.