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Codes ASA 2017-27

## Implementation Guidance for Executive Order (EO) 1110; Assessment of Academic Preparation & Placement in 1st- Year Gen Ed Written Communication & Mathematics/ Quantitative Reasoning Courses

### Policy

In accordance with Executive Order 1110, this coded memorandum ASA 2017-27 provides guidance on the continued use of traditional assessment measures, the introduction of placement indicators based on the academic performance of students in high school and the Early Start Program. To provide consistent guidance to prospective CSU students and secondary schools, the following standards shall be applicable at each CSU campus. This memo establishes uniform placement practices at all CSU campuses.

Placement in courses that satisfy CSU General Education (GE) Mathematics/Quantitative Reasoning and Written Communication requirements will be based on four categories described below. For students demonstrating indicators near the placement thresholds, campuses may make exceptions to this placement guidance, based on information regarding the academic progression of students. These exceptions may include outcomes of directed self-placement exercises.

- **Category I: Has fulfilled the GE Subarea A2 or B4 requirement**
  - Student has met the CSU GE Breadth Subarea A2 and/or B4 requirement via Advanced Placement (AP) examination, International Baccalaureate (IB) examination or transferable course
- **Category II: Placement in a GE Subarea A2 or B4 course**
  - Student has met examination standards and/or multiple measures-informed

standards

- **Category III: Recommend placement in a supported GE Subarea A2 or B4 course**
  - Based on new multiple measures, student needs additional academic support
  - Participation in the Early Start Program is recommended and may be highly advisable for some students, particularly STEM majors
- **Category IV: Require placement in a supported GE Subarea A2 or B4 course or the first term of an applicable stretch course**
  - Based on new multiple measures, student needs additional academic support
  - Participation in the Early Start Program is required

Executive Order 1110 provides for enrollment in appropriate college-level, baccalaureate credit-bearing courses that strengthen skills development to facilitate achieving the appropriate general education student learning outcomes. Such GE courses may include, but are not limited to, various forms of co-requisite or supplemental instruction. Campuses may also offer baccalaureate, elective credit co-requisite support courses. Instructional support may be in the form of mandatory recitation course components with no unit value, online services, courses that stretch across terms, as well as concurrent pre-baccalaureate units, with specified unit limitations. In no circumstance shall a sequence of courses (including those completed in the Early Start Program) leading to and satisfying the GE Subarea A2 or B4 requirement result in earning more than eight semester units of baccalaureate credit. Campus faculty shall be responsible for designing, developing and refining appropriate courses.

Consistent with Title 5 sections regarding total units required for baccalaureate degrees, notwithstanding approved exceptions, no baccalaureate degree programs shall extend the unit requirement beyond 120 semester units. A campus must maintain an academic degree plan that allows for the completion of each of these degrees in 120 semester units. However, an individual student may complete more than 120 semester units.

Campuses are expected to offer sufficient sections of courses satisfying the GE Written Communication (Subarea A2) and GE Mathematics/Quantitative Reasoning (Subarea B4) requirements to accommodate the full demand for these courses across the first academic year.

## Course Placement Indicators

In close collaboration with appropriate committees, the CSU has prepared specific placement guidelines that match the categories with both traditional test measures and high school measures. These guidelines are represented as an attachment to this memo. These placement standards will be periodically reviewed by the Admission Advisory Council and will be subject to revision based on the assessment of CSU course outcomes. Specific course placement should be based on the evidence of highest achievement supplied by each student either in the form of traditional examination measures (ACT, SAT Reasoning, EAP/Smarter Balanced Assessment or successor examinations) or in the form of grades earned in high school courses. While there are four categories, there may also be also variations in placement given differences in student degree objectives.

Because final grades from the senior year of high school enrollment may not be fully reported by the

time course selection occurs, all official and self-reported academic records may be considered for placement. Consistent with CSU admissions and records procedures, self-reported academic records will be subject to validation using official transcript records or official sources such as the California College Guidance Initiative, upon receipt.

Students, such as veterans, international students or re-entry students, for whom comparable academic records or examinations are not available, should be assessed utilizing all available academic information. Campuses may employ campus-based assessment tools to provide additional measures for placement in written communication and mathematics/ quantitative reasoning courses for these student populations as well placement in higher-level or major preparation courses (i.e. Business Calculus, Calculus for Life Sciences, Linear Algebra) for all students.

## Advisement

Campuses are expected to offer sufficient sections of courses satisfying the GE Written Communication (Subarea A2) and GE Quantitative Reasoning/Mathematics (Subarea B4) requirements to accommodate the full demand for these courses across the first academic year. Students who are not successful in completing these courses but satisfy all other campus academic eligibility requirements will be required to enroll in these courses in their second academic year.

As campuses develop new courses that fulfill CSU GE Mathematics/Quantitative Reasoning requirements and align more closely with student degree objectives, campuses will need to develop strategies to assist students identified as undecided or undeclared in the selection of appropriate mathematics/quantitative reasoning courses.

The Office of the Chancellor will deliver CMS/Peoplesoft processes to classify new students based on the four new placement categories, organize campus majors by required mathematics pathways and respond to systemwide reporting requirements. Campuses should utilize the four new placement categories in the development of capacity projections for future enrollment. Capacity models using the new categories and fall 2016 new student enrollment have been provided to each campus.

## The CSU Early Start Program

In summer 2018, the Early Start Program will largely proceed as established under Executive Order 1048. However, determination of student participation in the Early Start Program will be subject to new assessment and placement guidance, including the use of academic performance indicators from high school. Campuses may elect to pilot a limited number of courses that fully comply with Executive Order 1110 for destination students only. All campuses must offer traditional Early Start Program courses in order to support both destination and service students.

The 2019 Early Start Program will be responsive to the written communication and mathematics/ quantitative reasoning curriculum developed by faculty for the 2018-19 academic year. Participation in the Early Start Program shall be required for students identified above as Category IV and encouraged for students identified as Category III. Campuses will be expected to offer sufficient class sections of courses satisfying the written communication and mathematics/quantitative reasoning general education requirements in the Early Start Program to match demand for both destination and service

students. Consistent with past practice, the Early Start Program should work in collaboration with existing Summer Bridge Programs.

International (F-visa) students and nonresident students remain exempt from participation in the Early Start Program. Students so exempted should be provided additional academic support, as needed, in order to be successful in both written communication and mathematics/quantitative reasoning courses in their first academic year.

Determination of good academic standing or satisfactory academic progress shall not be based solely upon Early Start Program enrollment. No student shall be academically disqualified based upon enrollment in the Early Start Program.

While students requiring skills development in both written communication and mathematics/quantitative reasoning shall be required to enroll in only one subject area during the Early Start Program, they may elect to enroll in both. All Early Start Program course enrollments, including these elective decisions, will follow the Early Start Program fee schedule and applicable financial aid support.

Early Start Program courses offered at any CSU campus will have a common fee. The fee shall be \$182 per unit plus \$2 in other mandatory fees. This fee may be adjusted commensurate with changes in state university tuition. Campus parking and course instruction materials may also be charged. Qualifying students who apply for financial aid via the Free Application for Federal Student Aid or the California Dream Application will be eligible for a waiver of the per unit fee. Criteria for such fee waivers shall be distributed annually to campuses by the Office of the Chancellor.

To assist campus faculty, staff and administrators in the implementation of new approaches to the Early Start Program, regular progress updates and Frequently Asked Questions (FAQ) resources will be maintained online at [www.calstate.edu/acadaff/earlystart](http://www.calstate.edu/acadaff/earlystart). Questions regarding the Early Start Program or other elements of this memorandum may be directed to Eric Forbes, Assistant Vice Chancellor, Student Academic Services, at (562) 951-4744 or [eforbes@calstate.edu](mailto:eforbes@calstate.edu).

Attachment

## Distribution

### To

CSU Presidents

### From

Eric G. Forbes  
Assistant Vice Chancellor

## Copies

Dr. Loren J. Blanchard, Executive Vice Chancellor for Academic and Student Affairs  
CSU Provosts/Vice Presidents for Academic Affairs

CSU Vice Presidents for Student Affairs  
Dr. Christine Miller, Chair, Academic Senate of CSU  
Associate Vice Presidents for Academic Affairs  
Mr. Nathan Evans, Chief of Staff, Academic and Student Affairs

## All Revision Dates

11/20/2017

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## Attachments

[CSU Placement of First Year Students Based on Academic Preparation](#)

## Approval Signatures

Step Description

Approver

Date

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