



## DECLARING IMPACTION - PROCESS

*(This process, as written by the Budget and Long-range Planning Committee and approved by the CSUSM Academic Senate, follows requirements as mandated by the CSU Chancellor's Office and provides a general timeline for departments/programs interested in declaring impaction. A copy of this process is posted on the Office of Academic Programs' website along with Catalog and Curricula information.)*

### About Impaction

Departments and/or programs at CSUSM may seek to declare impaction when they consistently receive more eligible applications than can be accommodated. Impaction in the CSU is governed by [Executive Order 563 as well as the enrollment management policy and practices](#) adopted by the CSU Board of Trustees in March 2000 and modified in September 2002.

View a list of currently impacted programs, their enrollment criteria, and public hearing information on the [CSUSM Impaction webpage](#).

### Process to Declare Impaction

In order to begin the process of declaring impaction, a department/program should consult with their college dean's office to determine whether to put forward a request.

Once the decision to declare impaction has been made at the department/college level, the request should begin with contacting the Dean of Academic Programs to obtain the required data from Institutional Planning & Analysis.

The department/program will need to provide:

1. A narrative on how the department/program has managed enrollment and increased capacity. This includes the rationale and justification for the request.
2. A summary of supplemental criteria used for admission for this class level or program/major.

Once this information has been provided, Academic Programs will work with the college to submit the impaction request to the Provost's Office. Upon receipt of the impaction request, the Provost's Office will alert the Academic Senate of the

request for information purposes. If campus leadership approves the impaction request, it will then be forwarded on to the Chancellor's Office for consideration. The final approval rests with the Office of the President and takes into account factors such as the cost per FTES and access for students in the CSUSM service area.

### **Impaction Timeline**

Note: the below timeline is based off of the coded memos issued by the Chancellor's Office. Exact dates will vary year to year.

- AY 1
  - No later than January: proposers should work with their college dean's office to begin developing the narrative.
  - No later than May: proposers should consult with Academic Programs to gather data in support of their impaction request narrative.
  
- AY 2
  - December: deadline for request to be submitted to Chancellor's Office by campus leadership
  - January: campuses receive tentative approval or denial for new or modified impaction requests from the Chancellor's Office
  - February 1: campus announces its proposed impaction plan on campus website and publishes the plan in three newspapers within CSUSM service area
  - mid-February: campus arranges public meeting with stakeholders
  - mid-February – mid-March: campus holds three public hearings
  - March: campus submits final request to Chancellor's Office
  - April: Chancellor's Office makes decision regarding impaction request
  
- AY 3 – new admissions requirements in place for students who will be enrolled in AY 4
  
- AY 4 – program/major is officially impacted