

Updated July 31, 2014

Applications and Admissions

1. **General Statement about Policy Exceptions:** Please note that many areas of this document contain specific information on which Executive Team Member to communicate with when requesting an exception to a specific policy. In general, exceptions to financial policies should be directed to the executive director of Operation and Finance. Exceptions to admissions or enrollment policies should be directed to the director of Admission, Registration and Client Services (ARC). All other exceptions should be directed to the dean of The Tseng College. When the academic director/lead of the program and the appropriate Executive Team member reach an agreement on the requested exception, the program manager/coordinator should keep a written record of the exception's approval in the file for the program/cohort in question.
2. **Admission Criteria for Degree Programs:** All degree programs offered through The Tseng College must have admission criteria. The admission criteria may exceed but should not be lower than the basic admission criteria for a similar program on the campus. Work experience criteria and/or employer or professional recommendations might appropriately be a part of admission criteria for some degree programs offered through The Tseng College when the program is designed for midcareer professionals. The work experience may be required to gain full benefit from the curriculum when its design assumes the participant's ability to link classroom experience to work experience. Once established, the admission criteria must be applied consistently to all applicants. No one who fails to meet the admissions criteria can be admitted to the program.
3. **Exception:** Any exception to this policy must be approved by the program's academic director/lead. The Tseng College program manager/coordinator should keep the approved exception in the file for the program/cohort in question. (For more information on admissions exceptions, see "Making Admissions Decisions and Exceptions," below.)
4. **Communication before Application:** All program brochures and Web sites for degree programs offered through The Tseng College must provide clear guidance for readers through the program application process and the university application process. The Tseng College program manager/coordinator and the Tseng College director of Marketing should work with The Tseng College director of ARC to ensure that the description of the application process proposed for each new program brochure or Web-site update for a new cohort is current and reflects changes or refinements in the application process.
5. **Order of Admission:** An application must be complete before the evaluation for admission process can begin. To be complete, all required materials – including

all official transcripts and the application fee – must have been received. Print and Web marketing materials for a degree program should make it clear that an applicant can only be considered for admission to a program offered through The Tseng College once the application is complete, so applicants are encouraged to apply early, request transcripts quickly, and submit all required application materials promptly.

6. **Honesty in the Application Process:** Prospective students are expected to provide accurate and honest information on the application form and to submit transcripts from each and every college and university he or she has attended. Inaccurate statements and/or failure to provide all academic records are grounds for not admitting a student to a program or for dropping a student from the program when the breach of academic honesty is discovered. If a program director encounters dishonesty in the application process, he or she should call the matter to the attention of the dean of The Tseng College, who will work with the program director to determine an appropriate course of action.
7. **Admission Periods and Application Deadlines:** Admission periods and application deadlines for each degree program offered through The Tseng College must be clearly documented and must appear in the program brochure and its enclosures, if any, as well as on the program Web site. The director of ARC will ensure members of the ARC are familiar with each program and its cohorts.
8. **Application Process:** Prospective students must apply to a degree program offered through The Tseng College according to the instructions found on the program's Web site.
9. **Complete Applications Required for Admission:** Applicants cannot be admitted to the program or the university unless their applications are complete. The required package consists of a fully completed application form, original transcripts from all colleges and/or universities attended, and the application fee.
10. **Application Fee:** The required application fee must be submitted along with the application for all degree programs offered by The Tseng College. Students applying online will be linked to a payment screen where they will be able to pay the application fee with a credit card.
11. **Communication During the Application Process:** Within a week of receiving the student's application, A&R will also send a communication advising the applicant on how to activate his or her CSUN account. This communication will contain the student's User ID and provide an initial password.

The student can check their CSUN Portal Checklist to see if additional information is needed to complete the application (such as copies of original transcripts). The program managers can run a report of application status so that he or she may assist in encouraging the student to complete the application in a timely fashion.

12. **Official Transcripts:** A prospective student applying for admission to a degree program offered through The Tseng College must send an official copy of his or her academic transcript from each of the colleges and universities he or she has attended. An official transcript means the transcript(s) must be sent directly from the institution issuing the transcript to the relevant program manager/coordinator in The Tseng College Graduate and Professional Education and Services unit. Transcript photocopies sent by the applicant are not acceptable.

Transcripts are critical to making admissions determinations. Program managers/coordinators are encouraged to advise their applicants to submit their official transcripts as soon as possible. It is important that program brochures, Web sites and other promotional communications stress the importance of getting all relevant transcripts to The Tseng College in a timely manner. Students should be reminded that their applications cannot be considered complete and cannot be reviewed for an admission decision until their transcripts have been received.

Transcripts should be sent directly to the Tseng College ARC Office for processing and recording of information in SOLAR. Transcripts are then sent to the main A&R office for scanning.

13. **The "1295" Graduate Admissions Evaluation Process:** The ARC director will monitor applications for Tseng College programs and be responsible for the evaluation staff to send a "1295" form together with a copy of the applicant's transcripts to the department sponsoring the degree. The department must sign the "1295" document and return it to the ARC director. Upon receipt of the signed "1295" form, the ARC director will admit or deny the student into both the program and the university.
14. **Undergraduate Admissions:** Undergraduate applicants will apply through the Tseng College application system. All official transcripts from all schools attended will be entered into SOLAR by the ARC Admissions and Registration Specialist. The transcripts are then sent to the main A&R office where the transcripts will be entered into DARWIN and evaluated for transfer units and courses. Once entered into DARWIN, a weekly report from the Assistant Director of Admissions is sent to the ARC Director to complete a 1295U form for the undergraduate department to review and confirm admission eligibility.
15. **Plan Codes and Correct Applications Routing:** Each degree program offered through The Tseng College will be assigned a "plan code". The Director of the Graduate and Professional Education and Services (GPE) unit should work with The Tseng College director of ARC to establish a "plan code" for each program. The "plan code" ensures that applications are assigned to the correct cohort. Without the right "plan code," an application may get lost among the large number of applications received by the university.

Also, as a director of GPE begins to plan the marketing for a new program or a new cohort, the director of GPE should confirm the "plan code" for that program with the director of ARC.

New "plan codes" are required before the Online Application can be setup in SOLAR.

16. **Confidentiality and Information Security:** All student data (including sensitive personal information such as Social Security numbers, academic records, etc.) provided as part of the application process must be kept confidential and secure in keeping with FERPA, CSU, and CSUN policies for student record and data security. Information about students in any Tseng College program is subject to all of the relevant policies for student record and data security. For this reason, any such practice must be reviewed to ensure that the planned approach is in keeping with relevant Federal, State, and campus policies.

The executive director and the director of ARC is the lead for records and data security for The Tseng College. Each Tseng College program manager/coordinator and his or her staff should work with the executive director, the associate dean and the director of ARC will work together to ensure that their methods for receiving, securing, limiting access to, and disposing of all protected information are in keeping with FERPA, CSU, and CSUN policy and The Tseng College's best practices.

The executive director and the director of ARC may ask to review the student information and data security management practices of any program manager/coordinator, group or support unit in The Tseng College at any time to ensure that all are in compliance with relevant confidentiality and information security policies. The executive director will work with the associate dean to require any program manager, coordinator, team, or support unit to change its practices to achieve compliance with student record and data security practices.

17. **Changing Admissions Criteria for Degree Programs:** Once established and approved, admission criteria for a degree program offered through The Tseng College can only be changed through a formal process. The first step in this process is written approval of the new criteria from the dean of The Tseng College. Following the dean's approval, the proposed new criteria must be approved through the formal faculty review process responsible for establishing and/or approving the original degree and its admission criteria. The program director should work with the dean of The Tseng College to initiate the appropriate review and approval process.
18. **Making Admissions Decisions and Exceptions:** Each degree program offered through The Tseng College must have an approach to making admission decisions that is approved by the collaborating department, if there is one, and the dean of The Tseng College.

For degree programs offered through The Tseng College that have a state-supported counterpart, admission decisions are typically made by an admissions committee composed of one or more faculty members designated by the chair of the collaborating department in collaboration with The Tseng College director of GPE.

For degree programs offered through The Tseng College for which there is no state-funded counterpart, admission decisions are typically made by an academic lead designated by the dean of the collaborating college in collaboration with The Tseng College director of GPE.

19. **Late Admissions:** If an application is received after a degree program offered through The Tseng College has already begun (particularly relevant for programs offered in the cohort format which have a specified first course and starting date), such an application is generally considered to be too late for consideration. The applicant should be informed by The Tseng College program manager/coordinator that he or she has missed the application deadline and he or she should be informed about the application deadlines for next cohort(s) planned for the program in question.

Exceptions: If the Director of GPE wishes to make an exception and admit a late applicant to a degree program offered through The Tseng College, the director should submit a short statement making a recommendation and providing a justification for the exception to both The Tseng College director of ARC and the executive director of The Tseng College. Together they will determine whether an exception is warranted and a late application accepted. Their written approval is required to process a late application. The Tseng College program manager/coordinator should keep this approval for exception in the file for the program/cohort in question.

20. **Access to Essential Information:** The university portal offers degree program students access to a wide range of very useful information. The program managers/coordinators should ensure that students are oriented to the use of the university's Web portal. The director of GPE should work with The Tseng College director of ARC to ensure that written instructions for portal access and use as well as in-person orientations are accurate and complete.

21. **The university's Web portal includes the following information:**

- How to activate a portal account
- How to activate a CSUN e-mail account
- Class Schedules
- Charges and Payments
- Enrollment Summary

- Financial Aid Information
- Personal Data
- View Holds
- Enrollment Verification
- View DARS (Degree Audit Report)
- View Grades
- View Test Scores
- Unofficial Transcript
- Forwarding CSUN Email
- Order Text Books

22. **Confirmed List of Admitted Students:** The Tseng College director of ARC is responsible for creating a "confirmed list of admitted students" for each program.

The Academic Support and Services team will audit the SOLAR data to confirm university admissions to Tseng College programs and create an official list of admitted students. The director of ARC will provide a copy of this "confirmed list of admitted students" to the appropriate program manager/coordinator, the Tseng College registration unit and the student accounts specialist. Eligibility for Tseng College registration will be determined by referencing this list.