

Policy Determining Academic Eligibility and Conditional Admission for International Undergraduate and Graduate Applicants Seeking to Matriculate at California State University, Sacramento through the English Language Institute

Policy Administrator: Provost and Vice President for Academic Affairs (Post baccalaureate applicants); Vice President, Student Affairs (Undergraduate applicants)

Authority: Executive Orders 336 and 1082

Effective Date: April 25, 2013

Updated:

Cross References:

Policy Statement: The purpose of this policy is to permit the campus to offer conditional admission to international student applicants who meet all other admission requirements except the requirement for English Language Proficiency. The Policy provides that students who gain conditional admission must satisfactorily complete a program of English Language training at the English Language Institute in the College of Continuing Education. The policy further makes clear where authority lies with respect to making decisions about academic eligibility and conditional admission for international students (graduate and undergraduate) and specifies appropriate standards for subsequent matriculation into a degree granting program at the University.

Who the Policy Applies to: International student applicants needing to satisfy English Language Proficiency requirements for admission to the university; designated staff in the offices of the Provost and Vice president for Academic Affairs, Vice President for Student Affairs, Dean, College of Continuing Education, Dean of Graduate Studies, College Deans, Department Chairs.

Why the Policy is necessary: Executive Order 963 (2005) authorizes campuses in the CSU to conditionally admit applicants on condition that the conditionally admitted students must satisfy all admission requirements before matriculation in to the University may be permitted. The policy is permissive and does not require the university to grant conditional admission. Further Executive Order 1082 (2012) authorizes campuses to undertake recruitment of international students as part of a broader internationalization strategy that benefits the campus and the individual student. Consistent with standing Executive Order

provisions, this policy enables the campus to make clear the requirements to grant conditional admission to international students and their subsequent matriculation to regular degree programs on campus.

Responsibilities:

Responsibility to implement this policy will be as designated by the Provost and Vice President for Academic Affairs and the Vice President for Student Affairs to their respective staff in the Office of Global Education, Office of Graduate Studies, and College of Continuing Education.

Procedures:

For the full policy document and procedures to implement the Policy, click on the link below:

<http://www.csus.edu/acaf/academic%20resources/policies%20and%20procedures/Conditional%20Admission%20and%20Academic%20Eligibility>

Approved


Alexander Gonzalez, President

Date: 4/25/13

Policy Determining Academic Eligibility and Conditional Admission for International Undergraduate and Graduate Applicants Seeking to Matriculate at California State University, Sacramento through the English Language Institute

The purpose of this policy is twofold: 1) to make clear where authority lies with respect to making decisions about academic eligibility and conditional admission for international undergraduate and graduate applicants seeking to matriculate at California State University, Sacramento, through the English Language Institute; and 2) to clarify the standards to be used in making decisions about conditional admission to and subsequent matriculation at California State University, Sacramento.

1. The authority to admit any student to California State University, Sacramento rests with the President.
 - a. For the purposes of admitting students to the English Language Institute in the College of Continuing Education, the President's authority is hereby delegated to the Dean of the College of Continuing Education.
 - b. For the purpose of offering conditional admission to California State University as a matriculated international undergraduate student, the President's authority is hereby delegated to the Vice President for Student Affairs.
 - c. For the purpose of offering conditional admission to California State University, Sacramento, as a matriculated international graduate student, the President's authority is hereby delegated to the Provost and Vice President for Academic Affairs.
 - d. This authority may be further delegated with the approval of the President to facilitate daily operations.
2. The following requirements must be met for admission to the English Language Institute:
 - a. Applicants must be at least 18 years of age prior to the first day of classes at the Institute.
 - b. Applicants for undergraduate admission must be graduates of a secondary-level educational institution by the first day of classes; high school students may apply and be accepted but will not be allowed to enroll in classes until they have graduated.
 - c. Applicants for graduate admission must be graduates of a college or university and hold a degree deemed equivalent to a bachelor's degree in the United States; students may apply and be accepted but will not be allowed to enroll in classes until they have received the degree.
 - d. Applicants must submit an application for admission as required by the English Language Institute, including any required fee.
 - e. Applicants seeking conditional admission through ELI must score at least 40% of the published minimum score on the TOEFEL, IELTS, or Pearson test, or score Level 3 on ELI's institutional test.
 - f. Applicants must be in possession of a valid F-1 student visa and a valid I-20 form, issued by Sacramento State, by the first day of classes.
3. The following requirements must be met for conditional admission to status as an undergraduate student at California State University, Sacramento:

- a. Affidavit of financial support, letter of scholarship and/or financial guarantee from the student's home government
 - b. Undergraduate students must submit official transcripts for the last three years of secondary school (usually equivalent to US high school grades 10-12, although variations in national educational patterns will be recognized; applications will be accepted before all schooling is complete subject to the conditions cited in section 3.b.iii below) and official transcripts from all colleges and universities attended if seeking to enter Sacramento State at a level higher than a first semester student.
 - i. Photocopies and electronic PDF files are acceptable but faxes are not;
 - ii. Scores/grades should indicate that the student's performance in an appropriate academic curriculum is comparable to a Grade Point Average of 3.0 or better;
 - iii. Conditional admission can be made while a student is still in the final year of high school, but failure to complete secondary school with the required minimum GPA and submission of official transcripts prior to arriving on campus will be sufficient reason alone for rescinding the conditional admission
 - c. All graduate students must submit official transcripts that show the awarding of a bachelor's level degree. In some programs, official transcripts from other post-secondary institutions may be required in order to allow a review of specific coursework completed and grades received. Some graduate programs may require other records or samples of written work and those must be provided if asked for.
 - i. Photocopies and electronic PDF files are acceptable but faxes are not;
 - ii. Scores/grades should indicate that the student's performance in an appropriate academic curriculum is comparable to a Grade Point Average set by the graduate program the student has applied for (typically 2.5 or higher);
 - iii. Conditional admission may be awarded after 1) the appropriate graduate program admission committee has determined that the academic requirements necessary for admission to the program have been met; and 2) the graduate program requests conditional admission because the minimum language standards for admission of international students were not met.
 - d. Photocopy of passport
4. A letter of conditional admission shall be valid for a maximum of two (2) years. For international undergraduate conditional admissions this letter shall be issued by the Vice President for Student Affairs (or designee) to undergraduate applicants who are academically eligible except for minimum English language proficiency. For international graduate conditional admissions recommended by the graduate program this letter shall be issued by the Provost & Vice President for Academic Affairs (or designee) to graduate applicants who are academically eligible except for minimum English language proficiency.
 5. Upon certification of language proficiency by either meeting the required minimum scores on the TOEFL, IELTS, or Pearson tests, or who passes ELI Level 7 or 8 with a grade of B, students may make application for regular admission to California State University, Sacramento. Such

admission shall be granted if a conditional letter of admission had been issued unless there is a compelling reason not to grant such admission (e.g., disciplinary actions imposed while at ELI, determination that the documents on which conditional admission was granted were not valid, etc.).

6. All international students must maintain a valid F-1 visa for both enrollment in ELI and as a matriculated student. The I-20 used to permit enrollment in the English Language Institute cannot be used for enrollment as a matriculated student at California State University, Sacramento. A new I-20 should be issued by the Vice President of Students Affairs (through the Office of Global Education) to both international undergraduate and graduate students seeking to matriculate. The reasons for any decision not to issue a new I-20 to a student who held such documents while enrolled in the ELI shall be documented and approved by the Vice President for Student Affairs and the Provost & Vice President for Academic Affairs.
7. While enrolled in the English Language Institute, and upon the recommendation of the Dean of the College of Continuing Education that English proficiency has reached Level 7 or 8, a student may enroll in courses at California State University, Sacramento, through Open University. Up to 24 units of credit earned in this way shall apply towards the baccalaureate degree upon subsequent admission to a degree program; up to 12 units of credit earned in this way shall apply towards a graduate degree upon subsequent admission to a graduate degree program.
8. International undergraduate students whose conditional admission status is still valid (i.e., within the two year period referenced in Section 4 above) and who matriculate at California State University, Sacramento, having earned less than 60 units of credit, whether through Open University, from a community college, or from some other university, shall be exempt from the general prohibition on accepting lower division transfer students.