



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

## **Student Affairs**

**Approved By:** Richard R. Rush  
President

**Policy Number:** SA.02.008

**Effective Date:** 4/15/05

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## **Policy on Application Roll-Over**

### **PURPOSE:**

The CSU application for admission and application fee (or waiver) are required from each applicant for a specific term. CSU Channel Islands offers a process to postpone enrollment in certain circumstances.

### **BACKGROUND:**

Title 5, 41800.1 (2)(b)(c) Application Fees; CSU Application Instructions (page 11)

### **POLICY:**

#### **Accountability:**

The Director of Admissions and Recruitment

#### **Applicability:**

Any applicant who finds it necessary to move his/her application for admission forward to the next term for which applications are accepted.

### **Definition(s):**

**Roll-Over:** To move the application for admission from the original term of application to the next subsequent term.

### **Text:**

Normally, an application for admission is applicable only to the term of original application. In cases of hardship (illness, etc.) the applicant may request in writing that his/her application be rolled over to the next semester for which applications are accepted. Such request must be submitted to the Director of Admissions and Recruitment no later than the Census date of the semester for which the applicant originally applied. Approval is granted at the discretion of the Director of Admissions and Recruitment.