



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Student Affairs

Approved By: Richard R. Rush
President

Policy Number: SA.02.014

Effective Date: 12/9/08

Page 1 of 1

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 9)

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 for which applications are accepted.

Text:

Normally, an application for admission is applicable only to the term of original application. In cases of documented hardship, the applicant may request in writing that his/her application be rolled over to the next semester for which applications are accepted. Such a 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.