SECTION I

PART F ADMISSIONS STANDARDS POLICY

1.00 Introduction

Admissions standards are established, pursuant to statute, for undergraduate applicants for admission at each public institution of higher education in Colorado. The original policy was adopted by the Commission in 1986, implemented the following year, and established state-level admission standards for both first-time freshmen and transfer students at each of the Colorado baccalaureate public institutions. The standards represent minimum requirements at four-year public institutions and not for the state's community colleges, which are open admissions. Institutions are allowed to admit up to the percent determined by the Commission of the undergraduate applicants on criteria other than the CCHE freshmen index or transfer grade point average through admissions "windows." Meeting the CCHE admission standards does not guarantee admissions as institutions consider a broad range of factors in making admissions decisions.

The current policy reflects a significant addition for applicants who will be high school graduates beginning in spring 2008. In addition to defining institutional admissions indices for first-time freshmen and grade point averages for entering undergraduate transfers, the standards are expanded to require a strong higher education admission requirement so that students seeking admission to four-year public colleges and universities are ready to progress successfully in higher education. The course-preparation requirements are based on research known to increase a student's likelihood for success in postsecondary education, particularly at baccalaureate-granting institutions. The Commission adopted recommendations concerning the secondary school curriculum in 1983 that strongly encouraged institutions and governing boards to follow these or more rigorous recommendations. That action, however, did not require such standards as part of its admissions standards policy. The current policy articulates and requires the curriculum that will enable the CCHE admission standard of completion of a specified higher education admission requirement to be met by first-time entering undergraduates who graduate from high school in spring 2008 or later.

The policy is comprised of seven sections:

1.00 Introduction
2.00 Statutory Authority
3.00 Policy Goals
4.00 Higher Education Admission Requirements (HEAR)

5.00 CCHE Undergraduate Admission Standards Index and Transfer GPA

6.00 Penalties for Not Meeting the Standards

7.00 Enrollment Limits on Admission Standards

To ensure that the Admission Standards Policy continues to meet state goals and priorities, the Commission will review the policy every three years to determine if changes are appropriate. Additionally, institutions shall report all undergraduate freshmen and transfer applicants, including those for summer terms, to the Commission on the Student Unit Record Data System (SURDS) Undergraduate Applicant File. Included with this policy is a technical appendix describing the methodology used to calculate the CCHE admissions indices and supporting documentation for data submissions. These data will be used to monitor the compliance of institutions with the Commission's standards and to evaluate the impact of the policy on institutions and students annually.

2.00 Statutory Authority

There are a number of sections of the law that are applicable to the establishment of the Commission's policy on admission standards. These are listed below.

23-1-108 (1) (e) Establish state policies that differentiate admission and program standards and that are consistent with institutional role and missions as described in statute and further defined in paragraph (c) of this subsection (1);

23-1-113 <u>Commission directive -- admission standards for baccalaureate and graduate institutions of higher education</u>.

(1) (a) The Commission shall commence immediately to establish and the governing boards shall implement academic admission standards for first-time freshmen and transfer students at all state-supported baccalaureate and graduate institutions of higher education in the state. The standards shall be established by the Commission, after consultation with the governing boards of institutions, and the first step of implementation shall be completed by the governing boards by the beginning of the fall term in 1986.

(b) The standards established shall use at least two of the following three criteria for first-time admitted freshmen students: Standardized test scores, high school grade point average, and high school class rank. The criteria established shall be consistent with the role and mission established for each state-supported institution of higher education. In lieu of such criteria, additional criteria may be used for up to twenty percent of the admitted freshmen. Students who meet the minimum criteria for admission shall not be guaranteed admission to the institution to which they have applied, but they shall be eligible for consideration.

(c) The standards established shall use college grade point average. In lieu of such criterion, additional criteria may be used for up to twenty percent of the admitted transfer students. The academic admission standards and policies

established for transfer students shall be consistent with the student transfer agreements established by the Commission pursuant to section 23-1-108 (7).

(d) (I) No other admission standards shall be imposed by any agency or committee of the executive or legislative branch of state government.

(II) This paragraph (d) is repealed, effective June 30, 1988.

(2) The Commission shall make an annual report to the General Assembly detailing the specific admission requirements in the categories of students described in subsection (1) of this section at each campus and institution of higher education. Such reports shall be due not later than January 1 of each year, beginning January 1, 1986.

23-1-108 (1) (c) Determine the role and mission of each state-supported institution of higher education within statutory guidelines;

23-20-101 (1) (a) The Boulder campus of the University of Colorado shall be a comprehensive graduate research university with selective admission standards . . . .

(b) The Denver campus of the University of Colorado shall be an urban comprehensive undergraduate and graduate research university with selective standards . . . .

(c) The Colorado Springs Campus of the University of Colorado shall be a comprehensive university with selective admission standards . . . .

23-30-124 . . . Colorado State University – global campus shall be a baccalaureate and graduate online university with the mission in offering upper division baccalaureate degree-completion programs for nontraditional students . . .

23-31-101 . . . Colorado State University shall be a comprehensive graduate research university with selective admission standards . . . .

23-40-101. . . The University of Northern Colorado shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards . . . .

23-41-105 . . . The School of Mines shall be a specialized baccalaureate and graduate research institution with high admission standards . . . .

23-55-101 . . . Colorado State University-Pueblo which shall be a regional, comprehensive institution with moderately selective admission standards.

23-51-101 . . . Adams State University, which shall be a general baccalaureate institution with moderately selective admission standards.

23-52-102 . . . Fort Lewis College, which shall be a public liberal arts institution, with selective admission standards.

23-53-101 . . . Colorado Mesa University, which shall be a general baccalaureate institution with selective admission standards.

23-54-101 . . . Metropolitan State University of Denver, which shall be a comprehensive baccalaureate institution with modified open admission standards; except that non-traditional students, as defined by the Colorado Commission on Higher Education after consultation with the Board of Trustees of the Consortium of State Colleges, who are at least twenty years of age shall only have an admission requirement of a high school diploma, a GED high school equivalency certificate, or the equivalent thereof.

23-56-101 . . . Western State Colorado University shall be a general baccalaureate institution with moderately selective admission standards.

23-60-201 . . . A state system of community and technical colleges . . . offers a broad range of general, personal, vocational, and technical education programs. No college shall impose admission requirements upon any student.

23-72-121.5 . . . Aims Community College and Colorado Mountain College shall be two-year local district colleges with open admission standards.

3.00 Policy Goals

Through this policy, the Commission intends to:

1. establish admission standards based on student performance and differentiated institutional role and mission while ensuring broad access to undergraduate programs with minimum duplication;

2. set clear performance expectations and communicate those expectations to prospective students;

3. reaffirm the principle that the opportunity to be admitted to a state-supported institution of higher education in Colorado must be earned, while assuring that the opportunity to enter the state-supported system of higher education is provided for Colorado residents; and

4. encourage diversity by supporting the admission of applicants from underrepresented groups, applicants with special talents, and applicants with disabilities.

4.00 Higher Education Admission Requirements (HEAR)

Effective with applicants who graduate from high school in spring 2008 or later, in-state and out-of-state freshmen must meet both the institution's index standard and have completed the required Higher Education Admission Requirements

(HEAR) (if applicable) to meet CCHE's freshmen admission standard. The requirement also applies to other students subject to the freshmen admission standard, if the year of high school graduation is spring 2008 or later. Freshmen who have not completed the required Higher Education Admission Requirements (HEAR) will not meet the CCHE admission standard (except students age 20 or older at Metropolitan State University of Denver, and students who meet the Approved Alternatives for Fulfilling Higher Education Admission Requirements (HEAR) outlined in section 4.02).The 15 units, based on research by American College Testing (ACT), identify secondary course-taking that significantly enhances students' academic success in postsecondary education.

Beginning with students graduating from high school in spring 2010, a student must complete a fourth unit of mathematics (including at least courses that are the equivalent of Algebra I, Geometry, and Algebra II), and one unit of foreign language . Electives may include foreign language courses taken in addition to the requirement. Academic course units must total 17.

Academic Area	2008/2009	2010
English	4 Units	4 Units
Mathematics	3 Units	4 Units
Natural Science	3 Units	3 Units
Social Science	3 Units	3 Units
Foreign Language	Not Req.	1 Unit
Academic Electives	2 Units	2 Units
TOTAL	**15 Units**	**17 Units**

Note: An academic unit, often referred to as a Carnegie unit, is equivalent to one full school year of credit in a specific subject.

4.01 Higher Education Admission Requirements (HEAR)

Fifteen academic units/credits are required according to the distribution below. Students must receive a passing grade in each course to fulfill the requirement.

English: Acceptable courses include at least two units that emphasize writing or composition skills as well as literature, speech, and debate. Also acceptable are honors, advanced placement, and/or international baccalaureate courses. Two units of ESL English may count towards meeting the requirements when combined with two units successfully completed college preparatory English.

Mathematics: At a minimum, courses must include Algebra I, Geometry, and Algebra II or equivalents. Also acceptable are honors, advanced placement, and/or

international baccalaureate courses. It is recommended that prospective students take a mathematics course in twelfth grade. College preparatory ESL mathematics courses that include content and academic rigor comparable to other acceptable courses may satisfy requirements.

Acceptable fourth unit courses include any course of the same or greater academic rigor as described above. Also acceptable are applied mathematics, accounting, and statistics. Computer science courses are acceptable if math is a prerequisite. Also acceptable are honors, advanced placement, and/or international baccalaureate courses.

Natural Science: Acceptable courses include biology, chemistry, physics, earth science or comparable coursework. Also acceptable are honors, advanced placement, and/or international baccalaureate courses. To meet the Higher Education Admission Requirements (HEAR), the student must complete at least two courses with laboratory work.

A course with laboratory work shall not be limited to textbook or lecture instruction, but shall include a variety of hands-on/minds-on activities including experiments and investigations, whether occurring in a classroom laboratory, a simulated online environment, or the field. Emphasis should be placed on inquiry skills that nurture and support high-level thinking, such as developing scientific questions, writing hypotheses, designing and/or refining experimental procedures, collecting/or analyzing data, and drawing conclusions.

College preparatory ESL science courses that include content and academic rigor comparable to other acceptable courses may satisfy requirements.

Social Science: Acceptable courses include U.S. history, world civilization, state and/or international history, civics, principles of democracy, geography, economics, psychology, sociology, and comparable coursework. Also acceptable are honors, advanced placement, and/or international baccalaureate courses. To meet the Higher Education Admission Requirements (HEAR), the student

must complete at least one course in U.S. history and/or world civilization.

Academic Electives: Acceptable academic electives include additional courses in English, Mathematics, natural/physical sciences, social sciences, foreign language, art, music, drama, journalism, computer science, honors, advanced placement, international baccalaureate courses, and appropriate Career and Technical Education (CTE) courses.

4.02 Approved Alternatives for Fulfilling Higher Education Admission Requirements (HEAR)

4.02.01 Successful completion of college-level academic courses, including those taken while the applicant is still in high school, may be counted toward satisfying the Higher Education Admission Requirements (HEAR).

4.02.02 Courses taken prior to ninth grade may be counted as meeting the Higher Education Admission Requirements (HEAR) if the content is equivalent to high school courses (e.g., foreign language I and algebra I). Successful completion of a high school course at the second-year level will satisfy this requirement, regardless of whether the courses were taken before the ninth grade.

4.02.03 Specific Higher Education Admission Requirements (HEAR) may be fulfilled by successfully completing assessments of comparable knowledge and competencies approved by the Colorado Commission on Higher Education.

4.02.03.01 Students may demonstrate proficiency in Foreign Languages and earn one unit of credit toward the Higher Education Admission Requirements (HEAR) in 2010 and all years thereafter by earning a score of "Novice-Mid" or higher or its equivalent on an assessment that employs the American Council on the Teaching of Foreign Languages (ACTFL) performance guidelines.

4.02.03.02 Successful completion (grade of "C" or better) of certain remedial (basic skills) mathematics and English writing courses at certain levels (see Table 1) will be accepted as equivalent to high school level, HEAR qualifying courses.

Table 1: Comparability of HEAR Qualifying Remedial Level (Basic Skills) College Courses to High School Level, HEAR Qualifying Courses

Subject	Course Description/Level	HEAR Units
English Writing	English Language Fundamentals (e.g. 060)	1
English Writing	Basic Composition (e.g. 090)	1
Mathematics	Pre-Algebra (e.g. 060)	1
Mathematics	Introductory Algebra (e.g. 090)	1*
Mathematics	Survey of Algebra (e.g. 106)	1**

*The successful completion of Introductory Algebra (i.e. 090) will be considered comparable to three years of high school level, HEAR qualifying mathematics courses.

**The successful completion of Survey of Algebra will be considered comparable to four years of high school level, HEAR qualifying mathematics courses.

4.02.04 Applicants graduating high school whose index number exceeds the minimum institutional admissions index number by more than 10 points (more than 15 points at Metropolitan State University of Denver). This paragraph will be periodically reviewed to determine if it is meeting the needs of the state, with the first review coming no later than 2013.

4.03 Students Required to Meet Higher Education Admission Requirements (HEAR)

4.03.01 Effective with spring 2008 graduates and later, completion of the Higher Education Admission Requirements (HEAR) is required to meet the admission standard by all entering undergraduates admitted to Colorado's four-year public colleges and universities for first-time undergraduate enrollment since high school graduation. The requirement also applies to other students subject to the freshmen admission standard if the year of high school graduation is spring 2008 or later. See section 5.04.04 for curricular requirements that apply to transfer students who graduate in spring 2008 or later.

4.03.02 Students who drop out of high school, earn a GED, and apply to a four-year institution are subject to the same requirements as other students. If a student's transcript does not meet the Higher Education Admission Requirements (HEAR), she/he may be admitted through the institution's window. See section 5.05 for explanation of the admission window.

4.03.03 Home schooled students are subject to the same requirements as other students.

4.03.04 Students admitted to degree and certificate of completion programs offered through the Colorado Statewide Extended Studies Program.

4.03.04.01 Persons who wish to enroll in a degree or certificate of completion program offered either through the Statewide Extended Studies Program, the Off-Campus State-Funded Program or under the authority as a Regional Education Provider shall meet exactly the same institutional requirements for admission that are applied to students enrolling on-campus.

4.03.04.02 A student who has been formally admitted to the institution may enroll in courses through the Statewide Extended Studies Program and apply the credits toward a degree, but should be advised to consult with the institution to ensure that the credits earned would fulfill degree requirements.

4.03.05 Non-degree students age 21 and younger who apply for formal admission at the same institution at which they took non-degree coursework are required to meet the HEAR standards regardless of credit hours earned.

4.04 Students Exempt from Higher Education Admission Requirements (HEAR)

The following students are exempt from the Higher Education Admission Requirements (HEAR):

4.04.01 Any student who graduates from high school prior to spring 2008.

4.04.02 Students enrolled in "concurrent enrollment program" courses as defined in C.R.S. 22-35-101(6) are exempt from the Higher Education Admission Requirements (HEAR) until they are formally admitted by an institution.

4.04.03 Students entering a baccalaureate-degree program, including non-degree students age 22 and over who apply for formal admission at the same institution at which they took non-degree coursework, who have 30 or more college-level semester credit hours and a minimum grade point average that meets or exceeds that specified in Table 3.

4.04.04 Students applying for a certificate or two-year degree program at a four-year institution.

4.04.05 Students who have a foreign (non-U.S.) transcript.

4.04.06 Students who have earned a baccalaureate degree.

4.04.07 Nontraditional applicants to Metropolitan State University of Denver. More specifically, first-time freshmen and transfer students who are at least 20 years of age on or before September 15 for admission in a summer

or fall term on or before February 15 for admission in a winter or spring term are considered non-traditional by statute.

4.04.08 Students who are non-degree-seeking summer only.

4.04.09 Students participating in a formal national, international, or Colorado Consortium exchange program with a planned enrollment for one year or less.

4.04.10 Students who are non-degree-seeking without a baccalaureate degree and are age 20 or older.

4.04.11 Students who have not been formally admitted to an institution and who wish to enroll in any off-campus course not offered as part of a complete off-campus degree program may enroll through the Statewide Extended Studies Program. The sponsoring institution/campus may implement policies regarding enrollment of non-matriculated off-campus students.

4.04.12 Students who have completed 30 or more college-level credit hours while enrolled in an early or middle college in which the student is concurrently earning a high school diploma and associate of arts or associate of sciences degree. Such students will be subject to the Transfer Standard, but counted as first-time freshman for reporting purposes.

4.04.13 Students that graduated from a high school in a school district that has applied for and been granted a waiver according to paragraph 4.06 of these policies.

4.05 Compliance with Higher Education Admission Requirements (HEAR)

Beginning with students graduating in spring 2008 and reported as admitted students in summer/fall 2008 (FY2009) who have not completed the Higher Education Admission Requirements (HEAR) or alternatives listed in section 4.02 of this policy, will be counted as window admits unless exempt from Higher Education Admission Requirements (HEAR) (see section 4.04 and 5.05). Institutions shall report the status of student completion of the Higher Education Admission Requirements (HEAR) via the SURDS Undergraduate Applicant File. These data will be used to monitor the compliance of institutions with the Commission's standards and to evaluate the policy's impact on students.

4.06 School districts may seek a waiver on behalf of students that graduate from district high schools. In order to receive a waiver, the school district shall by a vote of the school board "*Attest that their school district does not have available resources to meet 2010 requirements as established in current policy and requests*

that the Colorado Commission of Higher Education grant a waiver from the Higher Education Admission Requirements starting with the graduating class of 2010".

4.06.01 The request must specify that the school district cannot meet the requirements of the fourth year of mathematics, the one year of foreign language, or both and provide an explanation as to why the requirements can not be met.

4.06.02 The resolution and request for a waiver must be submitted to the Department of Higher Education by January 15, 2009. School district waivers will be effective for three years, until the graduating class of 2013. Staff will forward requests for school district waivers to the Commission for approval at the February 2009 Commission meeting.

4.06.03 The Department of Higher Education will publish the list of school districts granted a waiver for HEAR 2010 by March 13, 2009.

5.00 CCHE Undergraduate Admission Standards Index and Transfer GPA

5.01 Background

In 1987, pursuant to statute, the Commission established state-level admission standards for first-time entering undergraduates and transfer students at each of Colorado's baccalaureate-granting public institutions. The standards established by the Commission in 1987 for an entering freshman were based on the calculation of an admissions index. The index has two components: a student's high school performance (i.e., high school grade point average (g.p.a.) or class rank) and performance on a standardized test. For an undergraduate transferring from another institution, the standard's criterion was a specific grade point average.

Prior to the adoption of this revised policy by the Commission, at least 80% of an institution's fiscal year admits had to meet the appropriate CCHE freshman or transfer standard. Each institution was allowed to admit students who do not meet the CCHE admissions standards up to a number not exceeding 20% of the admitted pool of students. This pool, often referred to as "the admissions window," provides institutional flexibility in admitting promising students who meet institutionally established criteria but not the Commission's numerical standards. In addition, some students explicitly are exempt from the CCHE standards.

5.02 Applicants Exempt from CCHE Admission Standards Index or Transfer GPA

The following types of undergraduate applicants are exempt from the Commission's freshmen and transfer admission standards.

5.02.01 Degree-seeking applicant:

5.02.01.01 Applicants who have a foreign (non-U.S.) transcript. The Commission directs the individual institutions to evaluate to the best of their ability, the foreign credentials presented by the student to assure that they are of an equivalent level to those students admitted under the Commission's standards.

5.02.01.02 Applicants who have completed a baccalaureate degree.

5.02.01.03 Applicants to Metropolitan State University of Denver who are age 20 or older. More specifically, first-time freshmen and transfer students who are at least 20 years of age on or before September 15 for admission in a summer or fall term on or before February 15 for admission in a winter or spring term are considered non-traditional.

5.02.01.04 Applicants to the two-year role and mission component of a four-year institution (See section 5.04.02)

5.02. Non-degree-seeking applicant

5.02.02.01 Applicants who are still enrolled in high school and applying for "concurrent enrollment program" defined by C.R.S. 22-35-101 (6) as a 9th through 12th grader.

5.02.02.02 Applicants for the summer session only.

5.02.02.03 Applicants to the two-year role and mission component of a four-year institution.

5.02.02.04 Applicants without a baccalaureate degree who are age 20 or older.

5.02.02.05 Applicants participating in a formal national, international, or Colorado Consortium exchange program with a planned enrollment for one year or less.

5.03 Freshman Standards

The freshman standard applies to all in-state and out-of-state new freshmen applicants and to transfer applicants with 12 or fewer college credit hours, except freshmen and transfer applicants who meet one of the admissions standards index exemptions listed in section 5.02.

Non-degree students applying for formal admission at the same institution are also subject to the freshman standard if they are age 21 and under, regardless of college credit hours, or if they are age 22 and over with 12 or fewer college credit hours, except those applicants who meet one of the admission standards index exemptions listed in section 5.02.

The Commission has developed a single scale for evaluating the achievement records of applicants that incorporates measures of standardized test scores, high school class rank, and high school grade point average.

More specifically, grade point average and class rank were found to be closely related and a correspondence was defined. It was used to create the Commission's High School Performance Index, with a mean and median of 50 and a standard deviation of 10. Similarly, standardized test scores from the ACT and SAT were used to create the Commission's Standardized Test Index. The Commission's Admissions Index was computed by adding the Commission's High School Performance Index and the Commission's Standardized Test Index. This creates a scale with a mean of 100. This scale is used in the freshmen admission standard. See technical appendix for more complete information (Attachment T.A.).

5.03.01 The specific minimum index score at each Colorado public four-year institution is summarized in Table 2.

Table 2: CCHE Index Scores for First-time Freshman Applicants

Institution	**Freshman Admissions Index**
Adams State University	80
Colorado School of Mines	110
Colorado State University	101
Colorado State University – Pueblo	86
Fort Lewis College	92
Colorado Mesa University	85
Metropolitan State University of Denver	76
University of Colorado at Boulder	103
University of Colorado at Colorado Springs	92
University of Colorado at DHSC	93
University of Northern Colorado	94
Western State Colorado University	80

*Fort Lewis College's index score for 2006 and 2007 was 86; in 2008 it increased to 92 pursuant to SB 05-194 and CCHE action on October 6, 2005.

**Colorado Mesa University's index increased to 85 in summer 2007 pursuant to CCHE action on March 2, 2006.

5.03.02 Students may be admitted at Adams State University or Colorado Mesa University in either a two-year or a four-year program. Those admitted to a

four-year program as first-time freshmen must meet the freshmen admission standards.

5.03.03 The GED test is a test of equivalency for the high school diploma. Students without a high school diploma who receive a score of 550 or greater on the 2002 version (55 or greater on the 1988 version) are considered to have met the Commission standards for the high and selective institutions. Students receiving 450 or greater on the 2002 version (45 or greater on the 1988 version) meet the Commission standards for the moderately selective and modified open institutions. This route to admission is not to be used by students with a diploma.

5.03.04 Calculation for non-graded students: When a GPA is not calculable institutions shall use a proxy GPA of 3.3 to generate an admission index, which should be used to render an admission decision and may be used in the awarding of financial aid according to institutional guidelines consistent with other applicants.

5.03.04.01 When a GPA is provided or calculable, institutions must use it for the calculation of an admission index regardless of the academic setting through which it was earned, that is, regular or non-traditional (e.g., home schooling). Institutions must not differentiate between index scores calculated according to grade point averages earned by way of either a regular or non-traditional academic setting when rendering admission decisions or awarding financial assistance according to official institutional guidelines otherwise consistently applicable to other applicants.

5.04 Transfer Standards

The transfer standard applies to all degree-seeking undergraduate transfer applicants with more than 12 college credit hours who do not meet one of the exemptions listed in section 5.02 and are not covered by the freshmen standard.

No single scale comparable to that for the freshmen standard has been developed for transfer admission standards, but rather, the standards are based on grade point average from previous collegiate work, transfer hours, and high school record.

5.04.01 To meet the CCHE transfer admissions standards, students must meet one of the following conditions. A student must:

5.04.01.01 be enrolled in a CCHE-approved statewide guaranteed transfer agreement (business, engineering, education (early childhood or elementary), or nursing) and meet the minimum academic qualifications outlined therein; or

5.04.01.02 transferred from a different institution and earned more than 12 collegiate semester credit hours with a GPA at or above the minimum shown in Table 3.

5.04.01.03 be a non-degree student applying for formal admission at the same institution and be at least age 22 and earned more than 12 collegiate semester credit hours with a GPA at or above the minimum shown in Table 3.

5.04.02 Students may be admitted at Adams State University or Colorado Mesa University in either a two-year or a four-year program. Students admitted into the two-year programs must meet the Commission's transfer admission standards in order to pass from the two-year programs to the four-year programs.

5.04.03 The specific institution grade point average required to meet the CCHE Transfer Standards at each public institution is summarized in Table 3.

Table 3: Minimum Grade Point Average Requirement for Students Transferring from Another Institution with More Than Twelve Collegiate Semester Credit Hours

Receiving Institution	**GPA**	**Transfer Window Size**
Colorado School of Mines	2.70	20%
University of Colorado at Boulder	2.70	20%
Colorado State University	2.50	20%
Fort Lewis College	2.40	20%
University of Colorado at Colorado Springs	2.40	20%
University of Colorado at DHSC	2.40	20%
University of Northern Colorado	2.40	20%
Adams State University	2.30	20%
Colorado State University – Global Campus	2.30	20%
Colorado State University – Pueblo	2.30	20%
Colorado Mesa University	2.30	20%
Western State Colorado University	2.30	20%
Metropolitan State University of Denver	2.30	20%

5.04.04 Higher Education Admission Requirements (HEAR)

Transfer applicants with under 30 college-level semester credit hours, must also demonstrate academic preparation comparable to the Higher Education Admission Requirements (HEAR) to meet the transfer standard, if they graduated from high school in spring 2008 or later and are not subject to any exemptions listed in section 4.04. Such preparation can be demonstrated by completing the Higher Education Admission Requirements (HEAR) in high school and/or by successfully completing (with a grade of C- or higher) a college-level course in each core area (English, mathematics, natural sciences, social sciences, and foreign language (2010 and later graduates) where the high school unit requirements have not been fulfilled.

5.05 Students Not Meeting Institution's Admissions Standards (Window Admissions)

The purpose of the admissions window is to provide the institution greater flexibility in recognizing promising students who do not meet the CCHE admission standards. The maximum allowable percentage of admitted students who are not required to meet the CCHE admission standards within a specific fiscal year is referred to as the admissions window. Separate windows exist for the freshmen and transfer standards. The allowable percentage is determined by the Commission (see Tables 3 and 4).

Table 4: Allowable Window Size for Freshman Admission Standard for Colorado Public Four-Year Institutions

	FY 2007*	**FY 2008**	**FY 2009**	**FY 2010****
Highly Selective				
Colorado School of Mines	10%	10%	10%	10%
Selective				
University of Colorado at Boulder	14%	14%	14%	14%
Colorado State University	16%	16%	16%	16%
Fort Lewis College	19%	19%	19%	19%
University of Colorado at Colorado Springs	19%	19%	19%	19%
University of Colorado at DHSC	19%	19%	19%	19%
University of Northern Colorado	19%	19%	19%	19%
Moderately Selective				
Adams State University	20%	20%	20%	20%
Colorado State University – Pueblo	20%	20%	20%	20%
Colorado Mesa University	20%	20%	20%	20%
Western State Colorado University	20%	20%	20%	20%
Modified Open				
Metropolitan State University of Denver	20%	20%	20%	20%

*Evaluation year for assessing the impact of freshman admission window changes.
**Evaluation year for assessing the impact of the implementation of the Higher Education Admission Requirements (HEAR).

The window applies to the entire pool of admitted students. Students with missing data are included as part of the window percentage since such students do not meet the CCHE admission standards. Since the CCHE admission standards specified in this policy apply equally to both resident and non-resident students, no differentiation is made by tuition status in the calculation of the window.

Institutions may admit students with index scores below its specified minimum score including those with missing indices as a window admit, but the proportion of freshmen standard admits with an index more than ten points below the minimum is limited to one percent. This percentage of admits exceeding the ten-point range is included as part of the window size specified for each institution.

Effective with applicants who graduated from high school in spring 2008 or later, freshmen applicants must meet both the institution's index standard and have completed the required Higher Education Admission Requirements (HEAR) (if applicable) to meet an institution's freshmen admission standard. Only units completed, in progress, or planned at the time of application will count toward a freshman student's meeting the Higher Education Admission Requirements (HEAR). Freshmen who have not completed the required Higher Education Admission Requirements (HEAR) will not meet the CCHE admission standard for any four-year college or university (except students age 20 or older at Metropolitan State University of Denver), regardless of the student's index score. Institutions may admit students who have not completed the required Higher Education Admission Requirements (HEAR), but these students will be counted as window admits.

5.05.01 Window Calculations

The 20% window will be calculated and applied on a statewide basis with considerations given to the institutional windows sizes established in table 4. This statewide calculation allows for an allocation of the additional window space to institutions whose entering students do not meet the Higher Education Admission Requirements. With existing data, department staff, in discussion with higher education institutions, will annually review the need for this window calculation to determine if it is meeting the needs of the state.

5.06 Admission Not Guaranteed

Applicants who meet the appropriate Commission admission standard for an institution are not guaranteed admission to that institution. Institutions may make admission decisions based on other criteria resulting in admission standards more rigorous than the Commission's minimum admission standards.

5.07 Reporting of Data

Institutions shall report all undergraduate freshmen and transfer applicants, including those for summer terms, to the Commission on the SURDS Undergraduate Applicant File. These data will be used to monitor the compliance of institutions with the Commission's standards and to evaluate the impact of the

policy on institutions and students. An institution must keep up at least one, full, prior year of files and records to document admissions decisions.

Each year the Commission staff will collect data on enrollment, transfer, and freshmen admission standards for all institutions and will prepare a report for Commission consideration. The Commission then will formally review the report and reconsider the question of whether the ultimate standards designated under the policy should be retained or modified and whether the implementation schedule should continue on track.

6.00 Penalties for Not Meeting the Standards

If an institution should admit more than the CCHE-determined window percent for either the freshmen or transfer standard in any fiscal year, the Commission shall assess a financial penalty against the governing board. Such penalty shall be based on the number of admitted students, regardless of residency, exceeding the window percent limitation. The penalty will be calculated by doubling the number of admitted students exceeding the window percent and then multiplying the amount of state support applicable in the fiscal year in which the institution exceeded the window percentage. The penalty is binding and may not be appealed.

If an institution exceeds the CCHE-determined window percent for two consecutive years, the Commission, in addition to the financial penalty, may adjust the institution's index score by lowering it to the next index level or the point at which the institution would comply with the standards, whichever is lower.

During the HEAR implementation period of 2008 and 2009, this section will not be applicable to those institutions that admit students using reallocated window space described in section 5.05.01.

7.00 Enrollment Limits on Admission Standards

7.01 Standards for Out-of-State Students Must Equal or Exceed Those For In-State Students

SB 93-136 added the following language to 23-1-113 (1) (a):

> Effective July 1, 1993, the academic admission standards established for determining admission of students who do not have in-state status, as determined pursuant to section 23-7-103, shall equal or exceed those established for determining admission of in-state students.

The admission standards policy applies equally to both in-state and out-of-state students, no differentiation is made by tuition status and the CCHE-determined window percent apply to the pool of all accepted students. It is possible,

however, for an institution to use its available window "slots" to give preferential treatment to applicants according to student residency. Such a practice would violate the intent of the statutory language. Therefore, the following procedures will be carried out yearly in order to monitor compliance with the intent of this requirement.

7.01.01 Separate Window Calculations for In-State and Out-of-State Accepted Students

Each fiscal year, after final Undergraduate Applicant data has been submitted and edited, separate window calculations will be made by Commission staff for students reported as in-state and out-of-state. Institutions whose in-state window percent is less than the out-of-state percent (by at least 0.5 percent) will be subject to further analysis. If this further review is not indicated by this comparison, then the institution will be considered to be in compliance.

7.01.02 Acceptance Decisions by Admission Index Range

The acceptance decisions made by institutions who do not meet the criteria identified in 7.01.01 will be analyzed by in-state and out-of-state applicant for significant differences.

Within each category, the number of total applicants and the percent offered admission will be calculated for both in-state and out-of-state applicants. If the percent of in-state applicants offered admission is greater than the percent of out-of-state applicants in almost every case, then the institution will be considered to be in compliance with the intent of the statutory language. One or two exceptions will not necessarily be considered as evidence of lack of compliance as long as these exceptions do not indicate a clear preference for out-of-state applicants, especially in the ranges around the institution's cutoff score.

7.01.03 Consequence for Not Complying With Statutory Intent

If the data for an institution does not show compliance with the analysis described in both 7.01.01 and 7.01.02, then staff will formally request an explanation and corrective action from the institution's governing board, and a discussion item for Commission review will be prepared.

7.02 Not less than 55 percent of the incoming freshman class at each state-supported institution of higher education shall be in-state students.

SB 93-136 added the following directive to statute (amended by SB 94-218):

23-1-113.5. Commission directive - resident admissions. It is the intent of the general assembly that all state-supported institutions of higher

education operate primarily to serve and educate the people of Colorado. The general assembly therefore directs the commission to develop admission policies to ensure that, beginning with the fall term of 1994 and for the fall term of each year thereafter, not less than fifty-five percent of the incoming freshman class at each state-supported institution of higher education are in-state students as defined in section 23-7-102 (5). Commencing with the fall term of 1995, this requirement shall be met if the percentage of in-state students in the incoming freshman class for the then current fall term and the two previous fall terms averages not less than fifty-five percent. Such fifty-five percent requirement shall also apply to the up to twenty percent of incoming freshmen students admitted based on criteria other than standardized test scores, high school class rank, and high school grade point average pursuant to section 23-1-113 (1) (b).

7.02.01 Use of the Fall Term, SURDS Enrollment File

Fall term data from the Student Unit-Record Data System (SURDS) Enrollment File will be used to test compliance.

7.02.02 Calculation of the In-State Percentage for First-Time Freshmen

This statutory language applies to all public institutions, including state system community colleges and local district colleges. The in-state percentage will be calculated from the selection of all students on the Fall Enrollment File who meet the following conditions: credit hours - resident instruction greater than zero (in other words, students with only extended studies or sponsored program credit hours will be <u>excluded</u> from this calculation); student level less than 19; and registration status equal 1. The percent will be calculated as the total number meeting the above condition divided into those from this group that are reported as having in-state tuition status. It should be noted that this calculation <u>includes</u> all enrolled students, including those who were admitted through an institution's admission window, with the exception of Native American students attending Fort Lewis College, who are <u>excluded</u> from this calculation. Beginning with fall 1995, the average of the most recent three fall term percentages will be used to test compliance. This percentage will be calculated as the total in-state over the three years divided by the total enrollment.

7.02.03 Consequence for Not Complying With 55 Percent Restriction

If the data for an institution shows an in-state percent less than 55 percent for first-time freshmen, then staff will formally request an explanation and corrective action from the institution's governing board, and a discussion item for Commission review will be prepared.

7.03 Reports to the Commission

Upon receipt and final editing of the data specified in sections 7.01, Commission staff shall prepare an analysis of the data and prepare a report for the Commission. Any institutions failing to meet the statutory language shall be identified and a subsequent discussion item from the institution and/or its board shall be prepared for Commission action.