



**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Information Systems Officers  
Chief Business Officers

**FROM:** Dr. John Stankas, Vice Chancellor, Educational Services and Support  
Office of Equitable Student Learning, Experience, and Impact (ESLEI)

**RE:** Dual Admission Program for First-Year College Admits

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### Background

The Postsecondary Education Trailer Bill ([Assembly Bill 132](#)), passed by the California State Legislature in July 2021, established [Education Code 66744.1 and 66744.2](#) that mandates the California State University and requests that the University of California “establish a dual admission program as a separate transfer pathway for first-time freshman applicants.” This new pathway is intended to increase access to the University of California and the California State University “for prospective underrepresented students experiencing limitations in high school curriculum offered, geographical constraints, or financial challenges”.

Eligible first-time first-year applicants may enter into a dual admission agreement with the California State University or University of California at the end of their high school career beginning Fall 2023. The California State University or the University of California will extend a program invitation to eligible first-time, first-year applicants at the end of their high school career after being denied admission. This program will guarantee the student's admission to a specific university campus and major at the time of that agreement if the student completes transfer requirements within three academic years through the California community college system. The Associate Degree for Transfer is the primarily expected pathway, but another established course of study for transfer or a university equivalent to an associate degree for transfer are acceptable.

This transfer program’s intent is to:

- Increase access to underrepresented groups with curricular, geographical, or financial challenges;
- Increase graduation rates among underrepresented students;
- Reduce student costs and time-to-degree completion; and
- Improve transfer pathways.

Per AB 132, the dual admission program is a pilot, “commencing with the 2023–24 academic year, and each academic year through the 2025–26 academic year”. Services would need to extend beyond that time period, until students in the 2025–26 cohort are prepared to transfer, up through academic year 2027–28. While this legislation is directed at the university systems, the

California community colleges are included as an essential partner with both direct mandates and required activities.

### **Implementation Processes at CSU and UC**

The University of California Dual Admission and California State University Transfer Success Pathway programs are primarily the responsibility of each system. As such they will:

- Establish program parameters system-wide and at each participating university campus.
- Invite eligible high school students to join the program, inform students of program benefits, and accept qualified applicants.
- Develop a Dual Admission/Transfer Success Pathway page in each system's transfer planner tool.
- Develop a cohort roster within the transfer planner tool for every community college. That listing will be available in September for the University of California and October for the California State University.
- Communicate with student-participants about campus events, notifications, responding to questions, provide a preliminary financial aid package, and by sending reminders and nudges for on-track success behaviors.
- Monitor and engage student-participants through each system's transfer planner tool to support successful pathway progress.
- Facilitate the student application process in anticipation of transfer to the university campus.

Both university systems are approaching student outreach to follow any initial fall term admission denials that occur in the spring. Then this cohort will be invited to participate in the dual admission program for immediate fall term commencement at the chosen California community college. However, the California State University program (Transfer Success Pathway) will further expand access to any eligible first-time, first-year student who did not apply to a California State University campus. There will be only one cohort annually.

The California community colleges have several statutory mandates as part of their partnership for this legislated transfer program pathway.

### **Implementation Requirements at the California Community Colleges**

**Fee Waiver**, specifically if a student is under the California College Promise Grant (CCPG) fee waiver, then that fee must be waived. Such a student will be eligible for this fee waiver whether participating in this program or not. Completion of the *Free Application for Federal Student Aid application* (FAFSA) is a common component within the standard matriculation process for incoming students. The university systems are encouraging all program participants to complete a FAFSA application as part of program participation. Any intentional fee audit for this cohort shall be determined locally being dependent upon the college's standing practices. Therefore, it is anticipated that current processes in place at colleges and districts today, including verification of all eligibility requirements for each program and periodic fee waiver audits, are adequate for this new requirement.

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**Access to standard student services**, specifically those that inform a student of appropriate transfer course requirements and of the various financial aid options, are expected supports. Colleges are encouraged to identify these students, build community with them, and provide the hands-on support as done with any other program's participants within a case management model. Moreover, establishing connections with the student-participants and potential student-participants could become part of a college's outreach and in-reach strategies. These could encompass various informational efforts such as orientation, transfer workshops, and recruitment and retention programs. This new program may require an addition to some existing protocols, but the intent is to meld as many of this program's service requirements into established college practices.

**Education Plan notation**, specifically the Dual Admission program name, whether University of California Dual Admission or California State University Transfer Success Pathway, is to be noted on each student-participant's education plan. A program cohort report will be obtained from each university's planner tool by the authorized program liaison at each California community college for local use. Student program participants will be able to identify their home college in the transfer planner tool regardless of how many colleges they ultimately attend. This home college will have this education plan notation responsibility.

Regardless of the Student Information System in use, these students must be flagged. Accordingly, a new Chancellor's Office Management Information System data element ([SG26](#), available August 2023) will capture student participation in this program and this protocol should follow similar program reporting requests. Finally, it is a local determination about how to notate the education plan, whether manually or through some type of automation. However, it is strongly encouraged that this identification be accomplished by the end of the first term of a new cohort.

The current timeline for this new program presents some challenges that with time and attention should be ameliorated. It is recommended that colleges automate this process as feasible. Automation should minimally include the student information system and an education planning program but could also include any program mapping tool. Further, each college's unique enterprise infrastructure and programming capabilities will necessitate local determination about automating the mandates.

**Contact Person at the Community College**, the university systems are requesting that each community college identify at least one program liaison. This position's responsibilities will be intersegmental administrative support coordination within the community college. Initially this position will be tasked with obtaining access to each university system's transfer planner tool to download the college's student report, which is the current mechanism for roster development. Responsibilities will extend to annual internal distribution of the cohort list and coordination and affirmation of the statutory mandates (fee waiver and student education plan notation) with counselors as well as any necessary student support services.

The California State University (CSU) system has provided a web form for this request of two names with corresponding contact information. The University of California (UC) system is requesting one liaison name without a web form. These requests have been sent to the Chief

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Student Services Officers to determine that local liaison. Listservs have been established by each university system. For the liaison contact to gain administrative access to the respective planner tools please note the following.

- UC Transfer Planner Tool (TAP): Each community college has identified a UC TAP administrator who can approve account access.
- CSU Transfer Planner: Users will receive an activation email prompting them to change their password and login during a specified week.

Internal communications about this portion of the process will be helpful because this program has been initiated, hence the need for this contact person's immediate assumption of these responsibilities.

### Other Implementation Considerations

This student group may not have intended to enroll at a community college and this transfer pathway option could be approached as an enrollment growth opportunity for the community college. Noting that the first cohort is enrolled in fall 2023, encouragement to commit internal communications that share this program's information in an effort to form a welcoming network between the student, college, and university would affirm the *Vision* commitments to students. Further, the legislative emphasis on the university to prioritize dual admission agreements for students who plan to complete an Associate Degree for Transfer aligns with the Student Success Funding Formula's incentive for completion of that type of degree. Moreover, strengthening local and regional transfer pathway operations with receiving institutions affords a college another unique circumstance to a successful partnership for equitable student baccalaureate degree completion.

**Cohort Monitoring**, internal tracking by the college of these student-participants is encouraged through standard counseling visits and the use of any established tracking or progress practices similarly used with other programs. Moreover, statutory reporting requirements will necessitate the tracking of this program cohort. Of note is that the Chancellor's Office Management Information System (COMIS) has included a new Special Population Data Element for the Dual Admission Program (SG26, Student Dual Admission Status). This element will be expecting Information for all students participating in a dual admission program (University of California Dual Admission or California State University Transfer Success Pathway Dual Admission program) must be reported in the newly implemented COMIS data element SG26 beginning with the Summer 2023 term data and will be collected on a term basis with other COMIS data. Further, this cohort will be tracked statewide to provide information about participating community colleges and demographic disaggregation of cohort participants.

**Priority Registration/Counseling**, the relatively aggressive three-year timeframe for successful program requirement completion may be challenging for some students. Priority registration might facilitate student course-taking. Tier 1 level originates in statute and is not being considered at this time for a pilot program without accessible data to make such a determination. Consequently, requests for priority registration and priority counseling appointments for this program cohort will reside with the local community college for consideration.

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Colleges are expected to update websites and all relevant procedures to reflect these program needs. Please share this information with all college departments and pertinent staff that advise students on matters of transfer.

For additional program details please refer to the Chancellor's Office [Dual Admission webpage](#). The [I Can Go To College website](#) will be updated with Dual Admission/Transfer Success Pathway student-facing information in the near future. If you have any questions, send them directly to [transfer@cccco.edu](mailto:transfer@cccco.edu).

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