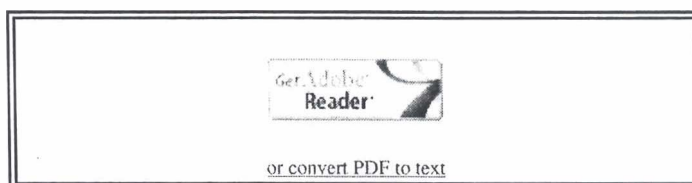

Manuals and Documentation

State University of New York
Office of the Provost and Vice Chancellor for Academic Affairs
Office of Academic Affairs, Institutional Research and Analysis

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*Official Glossary of Terms and Supporting Documents for
Uniform Reporting of Enrollment, Degrees and Workload*

Student Data File

attached
are
excerpts
from

A handwritten arrow originates from the text "attached are excerpts from" and points towards the underlined document titles.

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Academic Affairs

Office of the Provost

a level sufficient to cover the total costs incurred by the program, including direct instructional costs, support costs, overhead charges and fringe benefits.

These credit bearing activities (SUTRA) do not generate regularly budgeted State supported F.T.E. workload.

COURSE DATA: [SDF element 28]

COURSE DATA COUNTER: [SDF element 27]

COURSE ENROLLMENT: Course Enrollment is the number of students in the sections of a course. Anyone registered for credit, regardless of full-time or part-time status, is included. Auditors and post-doctoral enrollees, as well as UUP employees with tuition wavers, are excluded. [CASA, element 32]

COURSE LEVEL: The instructional level of a course identifies the level of student at which the course is primarily directed. Three levels are defined: lower division undergraduate, upper division undergraduate, and graduate. In CASA, an advanced graduate section is defined as a graduate level section in which at least half the enrollment is made up of ADVANCED GRADUATE STUDENTS. [CASA, element 6, SDF element 28.1]

COURSES SUPPORTED BY ACCOUNT CC2423: According to the Uniform System of Accounts for Community Colleges and the *Manual for Community College Business Officers*, these courses are offered on a self-sustaining basis at the request of and for the benefit of local business or non-profit organizations. These courses are also called contract courses and their costs are recorded under Account CC2423, Sponsored Research and Other Sponsored Programs-Other Programs. [See SDF element 28.8 COURSE DATA--CREDIT TYPE.]

CREDIT COURSES: Those courses which can be used to meet the requirements of a degree, diploma or certificate granted by your institution. [See SDF elements 28.8 COURSE DATA--CREDIT TYPE and Glossary entries CREDIT HOURS and CREDIT COURSE STUDENTS.]

CREDIT COURSE STUDENT: A student enrolled in (1) at least one CREDIT COURSE, or (2) at least one course which generates EQUIVALENT CREDIT HOURS, such as REQUIRED NON-CREDIT COURSES, or NON-CREDIT COURSES FOR SPECIAL STUDENTS.

R *CREDIT ENROLLMENT STATUS:* The status of a student is one of the following--
R

I = Integrated from SDF, CASA, ADF manuals

N = New material

R = Revised material

- R
- 1) All credit course students other than in the categories below. (Default)
 - 2) Special student - EOP/SEEK student.
 - 3) Special student - other Risk Admission students. (State Operated/Funded Only)

Special student - EOP/SEEK eligible but not receiving EOP/SEEK assistance
(Community Colleges only)

- 4) Student from another college in a study abroad program administered by your institution.
- 5) Student from another college involved in cross-registration.
- 6) Student from another college involved in accessory instruction.
- 7) EXCHANGE STUDENT from abroad

[SDF element 13, ADF element 6]

R **CREDIT HOURS:** The number of academic units assigned to a credit course. [See SDF
R element 28.7 COURSE DATA-CREDIT VALUE and 28.8 COURSE DATA-CREDIT
R TYPE.] (Synonymous with CREDIT VALUE)

Credit hours should be calculated in accordance with Memorandum to Presidents, Vol. 76, No. 8, "Credit/Contract Hour Relationship"; this memorandum is printed in the Appendix. In summary form, the relationship between class hours and credit hours over a term is as follows:

(1) If the method of instruction is lecture, seminar, quiz, discussion or recitation, then one class contact hour per week per term would be awarded one credit hour.

(2) If the method of instruction involves activity supervised as a group such as laboratory, field trip, practicum, workshop or group studies, then three class contact hours per week per term would be awarded one credit hour unless the activity requires substantial outside preparation by the student in which case two class contact hours per week per term would be awarded one credit hour.

(3) In the case of supervised individual activity, such as independent study, individual studio and tutorial, calculate credit hours as follows: (a) for independent study defined as study given initial guidance, criticism, review and evaluation by a faculty member, the equivalent of three student academic activity hours per week per term would be awarded one credit hour; (b) for tutorial study defined as study which is given initial faculty

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N O -Courses associated with SUNY students studying abroad as part of an approved
N Overseas Academic Program. These programs are self-supporting and consequently,
N these credit hours are excluded from the state funded FTE.

[CASA element 16, SDF element 28.8]

I **CREDIT VALUE (CRV):** Credit value refers to the number of credit hours awarded
I through the course in progress toward a degree, certificate, or other formal award.
I Certain courses, including physical education, follow special rules for the assignment of
credit value. [CASA element 15, SDF element 28.7]

N **CROSS REGISTRATION:** A cooperative arrangement between colleges that allows a full-
N time matriculated undergraduate student to receive instruction and obtain academic credit
N for courses administered by an institution other than the students home institution. These
arrangements are to be established on a *quid pro quo* basis. (See **Cross-Registration
Guidelines in Supporting Documents.**)

State-Operated Institutions: when the home institution is a State-Operated
college, the college will receive FTE workload for teaching cross-registered
students from another college, but will not receive FTE workload for the
instruction given to their students by another college.

Community Colleges: when the home institution is a community college, the
community college will receive the FTE workload for their students, even though
another college is doing the teaching. A community college, however, will not
receive FTE workload for instruction they provide to cross registered students
from another college.

I **CURRICULUM CODE:** The curriculum code is a five position numeric code which
I is a synonym for the program title. It comprises positions five through nine of the
I Program Identifier field defined below. [SDF element 15.3, ADF element 21.3, 22.3]

I **DATE OF BIRTH:** Student's date of birth in MMDDYY format. [SDF element 5, ADF
I element 3]

I **(PRIOR) DEGREES EARNED:** A field within the Student Data File for recording all
I prior degrees held by a student whose HOME INSTITUTION is your institution. The
I following codes are used for each degree:

| | | | |
|---|-----|---|--------------------------------|
| A | AAS | G | Graduate Certificate |
| B | AOS | H | Doctoral degree |
| C | AA | J | Other degrees or formal awards |
| D | AS | K | No degree (used only if a |

I = Integrated from SDF, CASA, ADF manuals

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ADDENDUM: STATE OPERATED/FUNDED INSTITUTIONS**ENROLLMENT REPORTING AS RELATED TO FTE WORKLOAD, TUITION REVENUES AND APPROPRIATIONS**

The purpose of this addendum is to affirm the general relationships that obtain among these concepts as they occur in the planning, budgeting, and reporting processes of the University. Most cases are obvious, and unexceptional, that is, most enrollments are credit course, yield tuition revenue, and generate FTE workload for inclusion in the appropriation process. However, occasionally cases arise which cause some confusion when these factors (e.g. tuition revenue, FTE) are considered individually without regard to their inter-relationship. Such cases include third party supported instruction, Research Foundation involvement in funding, employee enrollments, etc.

The following statement of general principles is intended to explicitly affirm the way in which these factors are interconnected, and the rules that therefore apply in the determination of special cases. These rules should be followed in reporting enrollments, budget development, revenue forecasting, and in setting up new programs.

The following rules govern all credit course enrollment reporting:

- I) All credit course headcount enrollments have been and will continue to be included in official enrollment counts irrespective of how they are budgeted or supported.
- II) Summer sessions which are self supporting, OVERSEAS ACADEMIC PROGRAMS (excluding EXCHANGE PROGRAMS), CONTRACT COURSE, and SUTRA overflow enrollment are to be established as State University Tuition Reimbursable Accounts or Activities (SUTRA) and are to follow the guidelines set forth in addendum 8 of this document as Special Policy Guidelines Governing the Use of the State University Tuition Reimbursable Account. These SUTRA activities will not generate FTE workload for budget support in the appropriation process.
- III) Tuition based revenue projections will be based on the same protocols as those which apply for official enrollment reporting purposes but will be adjusted to exclude headcount enrollments or credit hours which are "SUTRA", or which do not generate revenue for the income fund.
- IV) In general, an enrollment does not generate budget support, (FTE'S), unless it also generates tuition revenue for the income fund, either directly or through a tuition reimbursement procedure such as Graduate Tuition Waiver Reimbursement.