



State University of New York

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Memorandum to Presidents

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OFFICE OF ACADEMIC PROGRAMS AND RESEARCH

Vol. 93 No. 4

From: Office of the Provost

Subject: Policy on Overenrollment of First-time, Full-time Students

To: Presidents, State-Operated Campuses

In recent years, increasing competition among State-operated campuses for first-time, full-time students has generated growing concerns that campuses maintain student profiles that are appropriate to their mission and that they abide by their agreed-upon first-time, full-time enrollment goals. The development of a mechanism to assure campus compliance with these goals is essential to the credibility of the system's enrollment planning. Based on careful and extensive discussions with the Presidents' Budget Planning and Priorities Committee and the Council of Presidents, the following policy will be implemented to address these concerns:

Beginning in academic year 1994-95, the State University of New York will implement a policy establishing a link between campus funding and actual and planned first-time, full-time enrollment. This policy will assist in the management of the level, distribution and quality of first-time, full-time enrollment. Its implementation will have the following effect:

- If a campus exceeds its first-time, full-time enrollment goal by more than 5%, and qualifies for State University Tuition Reimbursement Account (SUTRA) funds for academic year enrollment above its target, then **the SUTRA funds will be reduced by the tuition equivalent of the enrollment above 5%.**

- If a campus exceeds its first-time, full-time goal by more than 5%, and does not qualify for SUTRA funds for academic year enrollment above its target, then **the campus' budget in the following year will be reduced by the tuition equivalent of the enrollment above 5% (or 20 students for campuses with relatively small first-time, full-time targets).**

The origins of this policy are contained in my memorandum of July 19, 1993 to campus Presidents regarding "Exceeding Targets for First-Time, Full-Time Students." The memorandum solicited comments and suggestions on a proposal that a campus exceeding its target for first-time, full-time enrollment by 10% would lose the tuition income for students admitted beyond that percentage. The intent was to avoid excessive enrollment

beyond planned levels that could affect adversely new student profiles and the first-time, full-time enrollments at other SUNY campuses.


The draft proposal evolved into the current policy based on the recommendations of the Presidents' Budget Policy and Priorities Committee (August 31, 1993); the Council of Presidents (September 21, 1993); and the written responses of campus Presidents to my original memorandum.

The rationale for the policy is based on three fundamental needs:

- To underscore the significance of the relationship between the preparation level of incoming students and campus mission;
- To support campus autonomy in enrollment management while also recognizing the collective needs and goals of the system and its campuses; and
- To reinforce the importance of the enrollment planning process and the enrollment agreements reached by the campuses and SUNY Central Administration.

The purpose of this policy is to protect the integrity of system enrollment planning and to ensure that campuses maintain student profiles appropriate to their mission. It should not be construed as punishment for aggressive recruitment of first-time, full-time students. Adherence to agreed-upon enrollment goals is essential to the credibility of the system's enrollment planning and to preserve the quality of student profiles.

The provisions of the policy are outlined on the enclosed matrix.



Joseph C. Burke

Enclosure

This memorandum for information to:
Presidents, Community Colleges
Deans, Statutory Colleges
President Coll
Provost Nesheim

c: Chancellor Johnstone

MATRIX FOR ENROLLMENT AND TUITION PLANNING AND RESOURCE ALLOCATION

Enrollment Measure Planned and Actual	Utilization	Differences Between Planned and Actual Current Year Impact			Difference Between Planned and Actual (More than 5%) Planned Year Impact
		Actual Below Planned	Actual Above Planned	First-time, Full-time Exceeds Planned by more than 5%	
AAFTE	Benchmark	No Benchmark Adjustment			Possible adjustment to planned FTE and benchmark in planned year (2)
	Financial Plan Allocations	Expenditures reduced to cover tuition shortfall	SUTRA(1) Overflow		
Headcount	Benchmark	No Benchmark Adjustment			Adjust tuition revenue to reflect adjusted enrollment in planned year
	Tuition income	Expenditures reduced to cover tuition shortfall	SUTRA(1) Overflow		
First-Time Full-Time	Recalibration to reflect depth and quality of pool	No Benchmark Adjustment		SUTRA funds reduced in current year by tuition equivalent of first-time, full-time enrollment above 5% Reduce campus budget in following (planned) year by the tuition equivalent of the first-time, full-time above 5%, or 20 students for campuses with relatively small first-time, full-time targets. (3)	

(1) SUTRA overflow enrollment is that AAFTE (if any) in excess of the institution's budgeted AAFTE; this excludes AAFTE in summer session, overseas academic programs and contract courses.

(2) In considering a change in AAFTE, acceptance rates, yield rates and quality of enrolled students will be examined. Any change in AAFTE involves campus plans, SUNY Central review and consultation with campuses.

(3) SUNY Central will evaluate the increase in enrollment taking into account acceptance rates, yield rates and preparation of enrolled students. These are all factors affecting the quality and size of the first-time, full-time class. Increases in first-time, full-time enrollments resulting only from increasing acceptance rates is the least desirable growth pattern, especially for campuses competing for the same applicant pool.