

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

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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.