

ADDITIONAL GUIDELINES

(1) Business/Technology Enrollment Reporting

(2) Attendance Records



Memorandum to Presidents

Date: October 28, 1981

Vol. 81 No. 14

From: Office of the Associate Chancellor
for Community Colleges

**SEE ALSO ROBBINS MEMO
OF JULY, 11, 1984**

Subject: Verification of Student Enrollment

Over the past several months we have been negotiating with the State Department of Audit and Control on the issue of verification of enrollment for purposes of justifying state aid FTE claims.

Two key memos--one dated May 2, 1980 and one dated November 3, 1980--have been issued on the topic. This memo will serve to officially consolidate and review the procedures for verification of student enrollment as outlined in those memos.

As originally stated in my May 2 memo:

"Prospectively for academic years 1980 and thereafter, Audit and Control will accept the following procedure. Faculty members are to be provided a roster sometime during the first week of school upon which they will be expected to note daily attendance, additions to the class, and drops from the class. They must maintain this for the first three weeks of the school year, i.e., up until the census date. At that point in time they will certify on that roster as follows:

'This is to verify that as of the end of the third week of class of the _____ semester, the listed students are enrolled (i.e., attending classes and/or pursuing the prescribed course work) at the class noted below.

Course _____

Section _____

Instructor's Signature _____.'

The registrar's office will independently produce an adjusted roster as of the end of the third week as is currently the practice, and retain same in its official records until audited. The auditors will cross reference the faculty certified roster with the roster maintained in the registrar's office on a sample basis. Attendance rosters after the census date or grade books will not be required."

Subsequent to the May 2, 1980 memo, further deliberations with Audit and Control resulted in a more detailed set of guidelines which were submitted to you for your consideration and application with my November 3, 1980 memo. The guidelines (which were also included in your 1981-82 Budget instructions) are repeated here:

"Certification of Student Enrollment for Community Colleges:

Definition of Terms:

1. CENSUS DATE--delineates the period in the academic term as of which time the enrollment and workload statistics shall be measured for official reporting purposes and state aid claims. For semester calendar instruction, the census date is the end of the third week of classes, i.e., 20 days after the first day of classes. For quarter calendar instruction, the census date is the end of the second week of classes, i.e., 13 days after the first day of classes. It is intended that the census date defines the time in the academic term when a stable student enrollment and registration have been achieved. For summer or mini-terms, the census date is left to the best judgment of the campus administration and should represent a reasonable point of enrollment stabilization which should be no earlier than the point at which 20% of the classwork has been completed.
2. STUDENT SCHEDULE CHANGE PROCESS--the normal process of adding or dropping courses early in the academic term during which adjustments are made to student course schedules. This shall take place before the CENSUS DATE. Local campus policies concerning course withdrawal as they relate to grading practices shall not be affected.
3. CLASS ATTENDANCE DATA--during the first three weeks of each term (for semester calendar campuses) faculty shall maintain daily student attendance records for each class they teach, preferably on a class roster

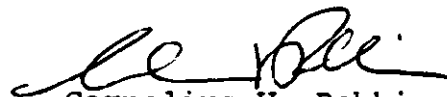
prepared from the official registration records of the institution as provided to the faculty during the first week of class. In addition to daily attendance, the list shall be amended by the faculty to indicate appropriate student schedule adjustments as determined by the STUDENT SCHEDULE CHANGE PROCESS defined above.

4. PROCEDURES--Verification of student enrollment for state aid claims.

Effective with the 1980-81 fiscal year, official enrollment reports, workload statistics, and related state aid claims based on the registration as of the CENSUS DATE shall be verified with CLASS ATTENDANCE DATA as follows:

Any class attendance by a registered student on the census date or any subsequent date for which an attendance record has been maintained shall constitute sufficient evidence of enrollment in that class. Attendance evidence for periods prior to the census date only will not suffice.

Registered students who do not attend classes at all during this period may be included in official enrollment counts if their active enrollment for 20% of the course has been verified by other appropriate procedures of the college. These procedures would apply when modes of instruction are different from the normal classroom situation (e.g., independent study, field experience, or other special arrangements). The registration records of the institution for official reporting purposes shall be amended to reflect these CLASS ATTENDANCE DATA and the indicated procedure. These documented enrollment records will be subsequently cross checked by auditors against the faculty reports to insure that the enrollment has been verified.


Cornelius V. Robbins

This memorandum addressed to:

Presidents, Community Colleges

Information copies to:

Presidents, State-operated Campuses
Deans, Statutory Colleges
Dr. Odle
Vice Provost Spencer



State University of New York

State University Plaza
Albany, New York 12246

Deputy to the Chancellor
for Community Colleges

July 11, 1984

M E M O R A N D U M

To: Community College Presidents
From: Cornelius V. Robbins *CVR*
Subject: Audit Update

The ongoing audit process has brought a couple of items to my attention which are appropriate to share with you for future reference.

(1) Supplemental Aid; Designation of Technical/Business Bonus - As you are aware, bonus state aid is awarded for FTEs enrolled in technical or business programs. Determination of the students' program enrollment is determined at the time of registration and is typically documented by the students' selection of a program on one or more enrollment/registration documents. Obviously, not all students who enroll at the college choose to enroll in a program. Some choose to take courses for personal development or other reasons rather than to pursue a degree. Your application form should have a clear and adequate alternative choice of "no program," "undecided" or some such designation to clearly distinguish those students who truly intend to pursue a degree/certificate program from those who simply choose to take a course or two for reasons other than pursuit of a degree. Naturally some students will change programs over time, but a clearly auditable record of their program of study should be maintained for any semester under review by the Comptroller. If your current procedures fall short of this requirement, please take whatever action is necessary in order to comply in time for the 1984-85 college year.

(2) Attendance Records - For the past three years we have required an attendance record for the first three weeks of classes (i.e., through the census date). Our experience has shown that this has helped in the audit process by providing a clearly auditable document to sustain our enrollment claim. However, since there is a great deal of drop/add activity in the

Community College Presidents
Page 2
July 11, 1984

earliest days of the semester, the enrollment for any given course can be quite dynamic during this period, stabilizing as the census date approaches.

Therefore, after reviewing the procedure with the Comptroller's Office, we have jointly agreed that to simplify the process, your enrollment verification procedures may be amended to eliminate attendance-taking during the first two weeks of the semester. Instead, you may maintain attendance for a two-week period commencing one week prior to the census date and ending one week after the census date (i.e., from the 14th through the 28th day of the semester's classes).

As noted in the Memorandum to Presidents, Vol. 81, No. 14, attendance prior to the census date only is not sufficient to verify attendance. Attendance on the census date (the 20th day after the first day of classes) or a subsequent date is required. Therefore, by continuing to take attendance for a week beyond the census date you will be able to verify enrollment for those students who may have missed attendance on the census date but who do appear at a subsequent class.

cc: Chancellor Wharton
Executive Council
Mr. Alexander Rollo
Mr. C. Kevin O'Donoghue