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 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 ensure 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
MEMORANDUM

To: Community College Presidents
From: Cornelius V. Robbins
Subject: Amendment to Memorandum to Presidents, Vol. 81, No. 14

There is an error in the last paragraph in the Memorandum to Presidents (Vol. 81, No. 14) issued on October 28, 1981.

Enclosed is a corrected page 3 of that memo. Please discard the original page 3 and substitute this one.

Sorry for the inconvenience.
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Signed

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