



# PA State System of Higher Education Board of Governors

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**Effective:** July 18, 1991

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## **Policy 1991-02: Enrollment Management**

**See Also:**

**Adopted:** July 18, 1991

**Amended:**

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### **A. Purposes**

1. To align enrollment with resources, unless or until resources significantly increase, or demand declines.
2. To assure that resources do not flow from one university to another, without planned State System reallocation.
3. To better meet the access needs of Pennsylvania residents.

### **B. Definitions**

**Academic Year** - the combined fall and spring semesters, exclusive of all intersessions and summer sessions.

**Annualized Academic Year Enrollment** - the FTE enrollment for fall and spring semesters, exclusive of all intersessions and summer sessions.

**Annualized Enrollment** - the FTE enrollment for a calendar year, from one summer to the next.

**Enrollment** - the aggregate number of students enrolled at the institution on the authorized data freeze date.

**Full-Time-Equivalent (FTE) Enrollment** - the total credit hours generated, divided by 30 for undergraduate, and 24 for graduate students.

**Headcount (HC) Enrollment** - the number of individual enrollees.

### **C. Policy Assumptions**

1. That the instructional and academic support costs of undergraduate summer instruction, non-degree credit, and non-credit instruction are ordinarily recovered from tuition and instructional fees.

2. That all instruction supported by state appropriations occurs within the Commonwealth of Pennsylvania, or at a research site integral to the course (e.g., Wallops Island, an anthropological dig site, semester abroad), to which regular students travel for that purpose. Hence, all programs offered elsewhere to serve other clients, (e.g., a state without the program) shall be fully self-supporting.
3. That, unless granted a waiver by the chancellor, in recognition of need to serve non-residents in order to better utilize facilities and resources, no university's undergraduate headcount enrollment of students from other U.S. states shall exceed 10%.

*(NOTE: Dependents of U. S. military personnel serving abroad may be defined as Pennsylvania residents.)*

4. Because resource needs for graduate and undergraduate programs differ:
  - a. separate undergraduate and graduate enrollment bands shall be set; and
  - b. whereas the undergraduate band will specify annualized academic year enrollment, the graduate band will specify annualized enrollment, regardless of semester or session.
5. Resident tuition for enrollment above either band1 shall be contributed to the System Reserve.
6. Enrollment below either band1 shall result in negotiation of appropriate allocation adjustments.

#### **D. Policy Administration**

1. After consultation with the university presidents, the chancellor shall establish the respective enrollment bands for each university. Current enrollment shall fall within the initial band; in no case shall either end of the initial band come within 2% of the current enrollment, or the bandwidth be less than 8% of current enrollment.<sup>1</sup>

To implement Assumption 3, the university may phase down non-resident undergraduate enrollment, by admitting no more than 10% non-resident new students per year.

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<sup>1</sup> For undergraduates, the "enrollment" is the academic year FTE enrollment; for graduate students, the annualized academic year enrollment.