



Enrollment Records

CEO: 12-05

To: Chief Executive Officers/Presidents of Institutions of Higher Education

From: Barbara Hochberg, Director of Grant and Scholarship Programs
New York State Higher Education Services Corporation (HESC)

Date: May 24, 2012

Subject: Enrollment Records

The enacted 2011-12 New York State Budget amended the New York State Education Law to expand participation in the Tuition Assistance Program (“TAP”) to certain full-time resident undergraduate students not currently eligible for awards. As a result, previously ineligible students attending your institution may now be eligible for TAP awards.

This Memorandum provides guidance regarding an educational institution’s responsibility to accurately report student full-time enrollment for the specified term as required by 8 NYCRR §§2410.3(b), 2410.3(d), and 2410.3(g).

Effective for semesters commencing on and after July 1, 2012, and to all subsequent academic years, an educational institution shall establish an enrollment record, which shall be maintained by the educational institution and be available for inspection by HESC or the Office of the State Comptroller for each course or curriculum. Such enrollment record shall contain the following:

- (i) the approved name of the course or curriculum;
- (ii) the start and completion dates of the course or curriculum;
- (iii) a record for each student, which shall be updated at least twice during the semester, which shall identify whether the student has unofficially withdrawn or stopped attending;
- (iv) the name of the instructor for each class or session;
- (v) verification of the registrar or faculty member by oath or affirmation of the accuracy of the enrollment record;
- (vi) any leaves of absence;
- (vii) last date of attendance or withdrawal date for any student who drops out or is discontinued;

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- (viii) the marking period and grades for each student for each marking period, unless otherwise approved by HESC; and
- (ix) any other information required by HESC.

Such enrollment record shall be retained for seven years.