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Policies & Procedures Memorandum

Date: November 7, 2017
To: Chief Academic Officers and Provosts
Vice Presidents for Finance and Administration
Campus Registrars
Campus Directors of Student Financial Aid
From: Vivek Upadhyay, University Executive Registrar
Subject: **Verification of Student Enrollment Policy**

In order to provide verification of student enrollment information by the mandated dates for the Pell pay cycle, the University as a federally recognized non-attendance taking institution, collects **Verification of Enrollment (VOE)** rosters from faculty, which trigger the processing of WN grades for students who are identified as having never attended, or participated in an academically related activity for the course.

- VOE rosters **will be made available after the program adjustment period (i.e. day after the census date)**. The class VOE roster will be generated from the official enrollment records of the institution and provided to the faculty in order to verify student's enrollment.
- **Faculty are required to return/submit their completed rosters, within seven (7) calendar days, indicating those students who have never attended any of the classes since the beginning of the term nor are otherwise active and participating in the course** (e.g. by submitting assignments, attending a required study group, academic conference or tutorial). Academically related activities include, but are not limited to:
 - physically attending a class where there is an opportunity for direct interaction between the instructor and students;
 - submitting an academic assignment;
 - taking an exam, an interactive tutorial or computer-assisted instruction;
 - attending a study group that is assigned by the school;
 - participating in an online discussion about academic matters and
 - initiating contact with a faculty member to ask a question about the academic subject studied in the course.
 - engaging in an online academically related activity, or initiating contact with a faculty member to ask a course-related question. **Note: Logging into an online class is not sufficient, by itself, to demonstrate participation in an academically related activity by the student.**
- Where the College has established a student did not begin attendance based on these rosters, the College assigns the administrative withdrawal grade of WN and informs the student.
- Where the College cannot establish that the student began attendance, federal grants and loan funds need to be returned. Federal regulations require that the College return federal funds no later than 30 days after the College becomes aware that the student did not begin attendance. At an institution that is not required to take attendance but that has a census date on which it reports its enrollment levels to a state, local jurisdiction or outside agency, once the institution has determined that a student has or has not begun attendance, it would be reasonable to expect the institution to return funds as soon as possible, but no later than 30 days following the census date.
- **Outstanding/Not Submitted roster reports are sent to the Department Chairs, Deans and Provost for their appropriate action. Additional WN grades are to be posted as rosters are received.**
- **Faculty Center in CUNYfirst** has been modified to incorporate this updated information.

If there are any questions about this policy or the implementation, please contact me at our@cuny.edu.

Cc: Office of Enrollment Strategy and Management
Office of Student Financial Aid
Office of University Controller