



Board of Trustees

Policy Statement
University Policy Library

Operational Area:	Business and Finance
Responsible Executive:	Chief Operations Officer
Responsible Office:	University Effectiveness
Effective:	April 1, 2019

Enrollment Reporting

Business and Finance

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I. Introduction

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2019) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy requires the University to follow the Colorado Commission on Higher Education's guidelines for reporting student enrollment to the State of Colorado for budgeting purposes.
- C. **Scope:** This policy applies to University employees.

II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Operations Officer
- B. **Responsible Administrator:** Executive Director of University Effectiveness
- C. **Responsible Office:** University Effectiveness Office
- D. **Policy Contact:** Director of Institutional Research, 303-615-2075



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III. Policy Statement

Student Full-time Equivalent (FTE) enrollment shall be reported according to the requirements of Guidelines for Reporting FTE Enrollments for Statewide Budgeting adopted and amended by the Colorado Commission on Higher Education.

IV. Policy History

- A. **Effective:** April 1, 2019
- B. **Revised:** This policy supersedes section 4.5 of the *MSCD Trustees Manual, 2007*.
- C. **Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.

V. Policy Approval

A handwritten signature in black ink, appearing to read "Janine Davidson".

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

A handwritten signature in black ink, appearing to read "John Paul Pogge".

John Paul Pogge, Esq.
Chair, Board of Trustees, Metropolitan State University of Denver