



Budget Allocation Model Process April 2024

Summary: The budget model allocation has two major components: student headcounts and student credit hours (SCHs).

For SCHs: All undergraduate and graduate credit course enrollments from the following campuses are included in the budget allocation model: University Park (UP), Great Valley (GV), World Campus (WC), and the Commonwealth Campuses (CWCs). Study Abroad embedded program classes are included, and freestanding program classes are excluded. Classes with instructor pay budgets for Hershey or Law (any) are also excluded.

For headcounts: All undergraduate and graduate students enrolled in credit programs from the following campuses are included in the budget allocation model: UP, GV, and the CWCs. Graduate students from WC are also included. The following student groups are excluded: WC undergraduate students, UP undergraduate and graduate nondegree students, UP Division of Undergraduate Studies students, and UP undergraduate in interdisciplinary or intercollege programs. Graduate headcount for students at UP and WC in intercollege programs is assigned based on the home location of their academic advisor.

Key Terms

Headcount Reporting

- The budget allocation model uses headcount based on the fall official enrollment census data.
- The fall enrollment census is a snapshot of data from the University's student information system, LionPATH, taken at the end of the 6th week in the fall term. The Fall 2024 census date is October 5, 2024.
- World Campus graduate headcount (non-intercollege programs) and University Park (non-intercollege programs) are distributed based on the program college of their primary plan.
- Commonwealth campus headcount is distributed based on the student's program campus.
- Graduate headcount for students in intercollege programs for University Park or World Campus is assigned based on the home location of their academic advisor.

Student Credit Hour Reporting

- Student credit hours are based on the class enrollment official census data for each term.
- The class enrollment census is a snapshot of data from the University's student information system, LionPATH, taken at the end of the 6th week in the term.
- SCHs are distributed based on the instructor's pay budget.
- Three terms of data are included for student credit hours.
- Student credit hours are assigned as undergraduate when the class catalog number is less than 500. Class catalog numbers 500 and above are assigned as graduate SCH.

SCH Assignment to a College or Campus

- There are 3 data elements that are used to assign student credit hours to a Campus or University Park college: Instructor Pay Budget Code, Class Campus Code, Class Academic Group Code.
- The Instructor Pay Budget is utilized first to determine which Campus or College will receive credit for the SCH.
- When the instructor pay organization code is not available or does not result in a specific campus or college code then the next code that is utilized is the class campus code.
- Then, for any remaining student credits hours, the class academic group code is utilized.

Additional Documentation: You need to be connected to the Penn State VPN to be able to view this information

[Student Credit Hour Documentation](#)

[Student Credit Hour FAQs](#)

[Sample SCH Dashboard](#)