

# SOUTHEASTERN UNIVERSITY

## GENERAL ADMINISTRATIVE POLICY

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**TITLE:** CENSUS DATE POLICY

**POLICY NUMBER:**

**EFFECTIVE DATE:**

**REVISION DATE:**

**ACCREDITATION STANDARDS:**

**POLICY:**

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The Census Date for the Fall Semester enrollment shall be the second Friday following the end of the Drop/Add period each Fall Semester. The Census Date for the Spring Semester enrollment shall be the Friday following the end of the Drop/Add period each Spring Semester.

**PURPOSE:**

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To establish a consistent, regular date for a count of fall and spring enrollment.

**SCOPE:**

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Office of the Registrar, Office of Institutional Research

**DEFINITIONS:**

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**FORMS AND APPLICABLE DOCUMENTS:**

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**PROCEDURES:**

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On the second Friday following the end of the Drop/Add period of the Fall Semester each year, the Registrar will "freeze" the enrollment data, certify it, and release it to the Office of Institutional Research for statistical analysis and official publication. Enrollment estimates can be released prior to that date, with the clear stipulation that they are estimates. On the Friday following the end of the Drop/Add period of the Spring Semester, the Registrar will "freeze" the enrollment data, certify it, and release it to the Office of Institutional Research for statistical analysis and official publication.

**APPROVAL:**

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**DISTRIBUTION:**

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Cabinet, Dean of Institutional Research

**AUTHOR:**

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