

I. Overview

This procedure identifies census data reporting obligations and processes required by the Arkansas Department of Higher Education (ADHE) as provided in the Reference Manual for the Arkansas Higher Education Information System (Public Colleges and Universities edition, current edition). The goal of this procedure is to promote accurate state reporting of student enrollment.

II. Practice

Faculty and staff will exhibit due diligence to ensure accurate reporting of student enrollment to ADHE. This is a multi-faceted process involving large numbers of student records.

Eleventh Day Reporting

1. Using the criteria outlined in the clarifying points, all faculty must submit corrections to their rosters by 12:00 p.m. on the census reporting date via instructions provided by the office of the Registrar.
 - a. Corrections outside the standard reporting period listed above will be considered on a case-by-case basis at the discretion of the Vice Chancellor for Academic Affairs.
 - b. Special Considerations will only be made up to one week prior to the "Term File" submission due date published in the Reference Manual for the Arkansas Higher Education Information System.
2. All submitted corrections to course rosters submitted on or before the deadline published on the academic calendar will be posted by the Registrar within four business days.
3. The office of the Registrar will notify all faculty of the completed roster postings. Faculty will verify rosters for accuracy. Any discrepancies will be immediately reported to the Registrar for correction.

III. Clarifying Points

1. Student enrollment, including schedules changes are allowed up to the date published on the academic calendar, after that point any future enrollment will be considered on a case-by-case basis with the approval of the Vice Chancellor for Academic Affairs.
2. Term class days will be defined and counted as follows:
 - a. Term class days will be counted as standard workdays (Monday through Friday) from and including the first day of class for the term through the end of the final examination period.
 - b. Holidays, when no classes are in session, will not be considered or counted as class days.
3. Identifying factors for reporting students:
 - a. Students who have not attended class, communicated with the instructor, or participated in online course work.
 - b. Students who have indicated to the instructor within a census data reporting period they do not intend to attempt or continue the course.
4. Census reporting dates for each term are published on the academic calendar.

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