SUBJECT: ENROLLMENT COUNT DATE POLICY

The President or his designee is authorized by the Board of Trustees to adopt an enrollment count date policy by which enrollments are counted at a specific date for each term that is consistent from term to term and year to year. A copy of the enrollment count date policy shall be initialed by the Secretary and kept on file in the Office of the Board of Trustees and is stated below:

This policy statement is required by the annual higher education appropriation act of Michigan's Legislature.

Headcount Enrollment

For on-campus courses, the headcount enrollment date for a given term is that date such that 10% of the term has been completed and 90% has yet to occur. The headcount enrollment for that term is the number of unduplicated students registered for courses as of the headcount enrollment date.

For off-campus courses, the term of a given course is defined to be the term in which the last scheduled class meeting occurs. Prior to the end of a given term, the headcount enrollment for the term is estimated by the head-count enrollment of the same term of the previous year. Following the end of a given term, the headcount enrollment for the term is the number of unduplicated students whose courses end within the term.

Student Credit Hour (SCH) Enrollment

For on-campus courses, Beginning of Term SCH enrollments are those registered SCH counted as of the headcount enrollment date for the term (i.e., 10% of the term completed). End of Term SCH enrollments are those registered SCH counted as of the end of term date and recorded on the official Grade Distribution Reports. The End of Term SCH enrollments are always several hundred below the Beginning of Term SCH enrollments, with the difference being technical corrections only.

Prior to the end of a given term, the SCH enrollments for off-campus courses are estimated by the SCH enrollments of the same term of the previous year. Following the end of a given term, the SCH enrollments for off-campus courses are those registered SCH counted as of the end of term date and recorded on the official Grade Distribution Reports.

Authority: BTM 10/5/84 at 2074.
SUBJECT: ENROLLMENT COUNT DATE POLICY

Reporting Enrollments

Each fall, in reporting fall headcount and SCH enrollments to federal, Michigan and nongovernmental agencies (including the annual HEGIS Fall Enrollment report),

\[
\text{Total fall headcount (or SCH) enrollment} = \text{on-campus fall headcount (or SCH) enrollment} + \text{estimated off-campus fall headcount (or SCH) enrollment.}
\]

In reporting term-by-term historical data to the State after the completion of a term or of the fiscal year,

\[
\text{Total headcount (or SCH) enrollment for a given term} = \text{on-campus headcount (or SCH) enrollment for the term} + \text{off-campus headcount (or SCH) enrollment for the term.}
\]