

**CENTRAL MICHIGAN UNIVERSITY** CHAPTER 13  
**MANUAL OF BOARD OF TRUSTEES**  
**POLICIES, PRACTICES AND REGULATIONS** PAGE 13-3

---

**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 as 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 and off-campus students, the headcount date for a given term is that date such that 100% of the term has been completed. The headcount enrollment for that term is the number of university-wide unduplicated students registered for courses as of the headcount enrollment date.

**Student Credit Hour (SCH) Enrollment**

For on-campus and off-campus students, SCH enrollments are those registered SCH counted as of the headcount enrollment date for the term (i.e., 100% of the term completed).

**Authority:** BTM 6/28/2017 at 6266

**History:** BTM 10/5/84 at 2074