



Policy 109: Census Date Policy

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Approving Body	Provost
Internal/External Viewing	Internal

I. Purpose

The purpose of the Census Date Policy is to establish a clear and consistent census date for each semester in which a data snapshot of students enrolled in University of La Verne’s academic programs, the faculty who teach those programs, the staff who support them, and the courses offered to students, is performed by the institution. This data snapshot ensures accurate reporting of enrollment, employee counts, courses offered, financial aid disbursement, and student services for institutional planning, funding, eligibility for programs, and compliance with federal, state, and accreditation requirements.

This policy is intended to reduce errors in tuition and fee charges, financial aid disbursement, and faculty pay; reduce numeric inconsistency in enrollment, faculty, course, and financial reporting to internal and external organizations (e.g., federal, state, accreditors, publishers, auditors); and subsequently enhance planning, decision-making, and overall institutional effectiveness.

II. Scope

This policy applies to all students, faculty, and administrative staff at University of La Verne covering all academic programs and courses. This policy is especially relevant to employees who manage data on enrollment (Registrar’s Office), faculty and staff (Human Resources and Provost’s Office), and courses offered (Provost’s Office and College Deans), as well as those across the institution who enter critical data fields which are used in enrollment, employee, course, and financial data reports.

III. Definitions

Census Date is a critical date in the academic calendar that marks the official count for enrollment, employees, and courses for a term. It is 15 business days after the first day of class of any term. Census date is also the day used to calculate student billing credits and faculty workload pay.

Critical Data Fields are specific data elements or attributes within a dataset or system that are deemed essential for the accuracy, integrity, and continuity of processes or reporting. These fields are “frozen” to prevent any modifications to ensure consistency and reliability.

Data Freeze is the act of extracting a dataset and storing it in another storage system. The newly extracted dataset is a snapshot of data where additions, deletions, or any modifications are restricted. This practice ensures consistency, accuracy, and stability of data in reporting mandates.

Data Snapshot is synonymous with **Data Freeze**.

Post-census period is the time after the census date within an academic term. During this period, official enrollment numbers, courses offered, employee counts, and other information are finalized and reported to stakeholders such as government agencies, accrediting bodies, or funding entities.

Pre-census period is the time before the census date within an academic term. During this period, students typically register, add, drop, or withdraw from courses. Enrollment numbers, courses offered, employee counts, and other information are also considered provisional or unofficial because these numbers continuously change. This period is typically used to clean, verify, and finalize the data to prepare for census reporting and compliance with policies.

IV. Policy

Census Date data extracts are considered the official university data of record.

The University will have six (6) census dates throughout the academic year. Census Dates at University of La Verne will occur 15 business days after the first day of class of the following terms: Fall 1, Fall 2, Spring 1, Spring 2, Summer 1, and Summer 2. These Census Dates determine the official enrollment count as well as course, faculty, and staff count.

University employees monitor compliance with this policy because of the collective obligation to report the most accurate information for institutional planning, funding, eligibility for programs, and compliance with federal, state, and accreditation requirements.

Exceptions to the census date may be granted in extenuating or catastrophic circumstances. Requests for exceptions provided with supporting documentation will be reviewed by the Data Governance Committee to ensure that they only grant in extenuating or catastrophic circumstances.

This policy will be reviewed and updated every two (2) years during the Fall semester by the Data Governance Committee in consultation with academic and administrative staff. Changes to this policy will be communicated to the campus community by the Policy Owner prior to implementation.

V. References

Association of Registrars and Admissions Officers (AACRAO). <https://www.aacrao.org>

California Department of Education. Census Day Enrollment Data
<https://www.cde.ca.gov/ds/ad/filesenrcensus.asp>

National Association of Student Financial Aid Administrators (NASFAA).
https://www.nasfaa.org/news-item/6988/Census_Date_and_Modules

The University of Texas at Austin, Office of the Registrar.
<https://catalog.uta.edu/academicregulations/registration/>

Title IV of the Higher Education Act.
<https://fsapartners.ed.gov/sites/default/files/2021-02/1617FSAHbkVol5Ch1.pdf>

University of California, Berkeley, Registrar's Office.
<https://registrar.berkeley.edu/registration/enrollment/>

U.S. Department of Education, Federal Student Aid Handbook.
<https://fsapartners.ed.gov/knowledge-center/fsa-handbook>

VI. Procedures

1. During the pre-census period, university employees must monitor data they generate, manage or oversee. For instance, they examine the numbers pertaining to student applications and registration, advisors provide support for course selection, faculty members verify student attendance and participation, students add or drop courses, students finalize their enrollment status (e.g., full/part time, leave of absence, withdrawals), and academic leadership decides on high and low enrollment courses prior to census to ensure data integrity. University employees perform audits on data fields related to student enrollment, courses, faculty, and staff, errors and inconsistencies are corrected, and data are verified. For tracking purposes, data are frozen on the first day of class at the end of business.
2. At the end of the business day on Census Days, data on enrollment, courses, faculty, and staff are frozen and no further adjustments can be made to the frozen data. These data files are considered the official file of the institution used for reporting.
3. During post-census period, data on enrollment, courses, faculty, and staff are distilled to create reports submitted to internal (e.g., Factbook, program review, budget, funding) and external constituents (e.g., federal, state, accreditation, audits, college publishers, eligibility for programs).
4. At the end of the business day on the last day of the term, and at the end of fiscal year on

June 30, data are frozen for tracking purposes.

Exceptions

1. A request for exceptions due to extenuating or catastrophic circumstances must be provided with supporting documentation to the Data Governance Committee for review. The Data Governance Committee will determine whether the scenario merits extenuating or catastrophic circumstances and whether to grant the requested exception.

VII. Addenda

Data Freeze Schedule

- First day of class for Fall 1, Fall 2, Spring 1, Spring 2, Summer 1, and Summer 2 end of business.
- Census day for Fall 1, Fall 2, Spring 1, Spring 2, Summer 1, and Summer 2 end of business.
- Last day of Fall 1, Fall 2, Spring 1, Spring 2, Summer 1, and Summer 2 terms end of business.
- End of fiscal year on June 30.

History

Proposed by ULV Data Governance Committee, October 24, 2024

Voted and approve by ULV Data Governance Committee, November 21, 2024

President's Executive Cabinet consulted, January 14, 2025

Approved by Provost on January 14, 2025 to be Effective as of January 1, 2025.