

**Agendum  
Oakland University  
Board of Trustees Formal Session  
November 9, 2009**

**REVISION OF THE UNIFORM ENROLLMENT COUNT DATE POLICY  
A Recommendation**

1. **Division and Department:** Academic Affairs
2. **Introduction:** State of Michigan policy specifies that headcount and student credit hours should be counted at a specific date for each academic term and year to year according to policy established by the institution's governing board.

The current enrollment count policy was approved by the Board of Trustees on August 6, 1998 and specified "that official enrollments are to be counted on the fifteenth class meeting day of each semester for the fall and winter terms and on the thirteenth class meeting day of each session for the spring and summer terms, excluding Saturdays. In those cases where special circumstances necessitate the extension of the registration and/or add periods beyond the normal count date, the count date may be similarly adjusted."

Under the old policy, the spring and summer session were separate, similar to fall and winter, but shorter, and the policy reflected that similarity. In 2008, the spring and summer terms were combined into a single summer semester with multiple "parts of term" each of which has distinct enrollment dates and deadlines. In addition, the summer semester and some of the "parts-of-term" span two fiscal years, which necessitates counting student credit hours so that they can be reported to the state separately in each fiscal year. In order to maintain a consistent count policy for state reporting purposes, it is recommended that the enrollment count policy be changed to accommodate the summer semester enrollment patterns, as follows: that the official enrollments are to be counted on the fifteenth class meeting day of each semester for the fall and winter, excluding Saturdays. In the summer semester, official enrollments will be counted as of the end of the 100% refund period for each part-of-term and the enrollment counts will be aggregated for the parts-of-term in each fiscal year. In those cases where special circumstances necessitate the extension of the registration and/or add periods beyond the normal count date, the count date may be similarly adjusted.

3. **Previous Board Action:** The uniform enrollment count dates policy was last revised by the Board of Trustees on August 6, 1998.
4. **Budget Implications:** None

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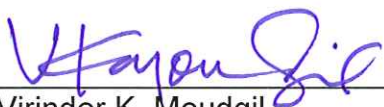
- 5. **Educational Implications:** None
- 6. **Personnel Implications:** None
- 7. **University Reviews/Approvals:** The proposal for the Revision of the Uniform Enrollment Count Date Policy was reviewed by the President's Council and approved by the Senior Vice President for Academic Affairs and Provost.

**8. Recommendation:**


RESOLVED, that the official enrollments are to be counted on the fifteenth class meeting day of each semester for the fall and winter, excluding Saturdays. In the summer semester, official enrollments will be counted as of the end of the 100% refund period for each part-of-term and the enrollment counts will be aggregated for the parts-of-term in each fiscal year. In those cases where special circumstances necessitate the extension of the registration and/or add periods beyond the normal count date, the count date may be similarly adjusted.

- 9. **Attachments:** None

Submitted to the President  
on 10/26, 2009 by

  
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Virinder K. Moudgil  
Senior Vice President for  
Academic Affairs and Provost

Recommended on 10/26, 2009  
to the Board for approval by

  
\_\_\_\_\_  
Gary D. Russi  
President