

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.031

Title: Academic Calendar and Census Date

Authority: Board Action

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The academic year for institutions of the Louisiana Community and Technical College System shall consist of a Fall and Spring Semester. The 14th day of class shall constitute the official Census Date for the reporting of student enrollment information for these semesters.

For the purpose of consistent reporting of student enrollment data, institutions shall comply with the Board of Regents' Student Credit Hours Reporting System which utilizes the following reporting cycles:

1st Cycle: SCH Report is filed with the Board of Regents two weeks after the Census Date (14th Class Day) of the Fall Semester. For the Fall Semester this includes Summer Term enrollment up to the 14th Class Day of Fall Semester.

2nd Cycle: SCH Report is filed with the Board of Regents two weeks after the Census Date (14th Class Day) of the Spring Semester.

3rd Cycle: This is an optional cycle which includes the End of Spring term data just before the beginning of Summer Term.

Beginning Fall 2002 all Student Credit Hours are to be reported at the course level.

Copies of the reports filed with the Board of Regents are to be filed simultaneously with the Data Management office of the LCTCS.