



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

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Community
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TO: Dr. Monty Sullivan
LCTCS President
THROUGH: Dr. René Cintrón
Interim Chief Academic Affairs Officer
FROM: Ingrid Cook
Director of Institutional Research & Data Quality
SUBJECT: Revision to LCTCS Policy #1.031
"Academic Calendar and Census Date"
DATE: October 20, 2017

FOR BOARD ACTION

Recommendation: Staff recommends that the Board approve the attached revisions to LCTCS Policy #1.031 "Academic Calendar and Census Date".

Background: At the request of the Institutional Research Functional Committee and the Chief Academic Affairs Officers, Policy #1.031 has been updated to refrain from the use of 14th day, for the purpose of reporting. The Louisiana Community and Technical College System uses end of term data for the enrollment reporting.

History of Prior Actions: Policy #1.031 was approved by the board on 06/14/2000. The policy was subsequently revised on 11/13/2002.

Fiscal Impact: N/A

Benefits to the System: If approved, revisions to Policy #1.031 will update and clarify the role and scope of the academic calendar and reporting dates.

Approved for Recommendation to the Board
Dr. Monty Sullivan

11-8-17

Date

APPROVED
LCTCS BOARD OF SUPERVISORS
11/18/17

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.031

Title: Academic Calendar and Census Date

Authority: Board Action

Original Adoption: 6/14/00

Effective Date: 6/14/00

Last Revision: 11/13/02

Louisiana's community and technical colleges enroll students year-round in numerous academic, adult education, and workforce training programs. The reporting calendar for institutions of the Louisiana Community and Technical College System shall consist of a Summer, Fall and Spring Fall and Spring Semester academic term. The 14th day of class shall constitute the official Census Date for the reporting of student enrollment information for these semesters. Within these term, college administrators shall develop particular programs ranging from short-term to two-years in length in consistency with the flow of students enrolling throughout the year.

Enrollment reporting cycles shall be created to capture all of LCTCS students and accurately tell the story of students being served by community and technical colleges. Annual unduplicated enrollment shall be announced at the end of the academic year.

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.

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For the purpose of consistent reporting of student data, institutions shall comply with the Board of Regents' Reporting System

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