

CLARK ATLANTA UNIVERSITY

Policy 5.0: University Census



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POLICY	Subject: University Census	
Department: Office of Planning, Assessment, and Institutional Research	Review Date: 2/22/2024	Policy Owner: Vice President, Office of Planning, Assessment, and Institutional Research
Distribution: This policy affects all University employees with financial, administrative, and reporting responsibility with respect to institutional data.	Required Approval: University President	No. of Pages: 4
Signature of Approver Signed by Dr. George T. French Jr., President		Effective Date 5/22/2024

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1.0 POLICY STATEMENT

The purpose of this policy is to set forth the principles and procedures that are designed to ensure Clark Atlanta University (“University”) is compliant with its responsibility to capture timely and accurate institutional data for internal and external reporting mandates; these mandates are established by local, regional, and national regulatory agencies (i.e., U.S. Department of Education).

An institution's failure to accurately complete and submit institutional data to the U.S. Department of Education is a violation of its obligations under the Higher Education Act (HEA). Title IV, HEA program regulations 34 CFR 668.84, 668.85, and 668.86 provide that the Department may initiate a fine action or other administrative action, such as a limitation, suspension, or termination of eligibility to participate in the Title IV, HEA programs, against institutions that do not comply with the requirement to submit their institutional data.

In accordance with the U.S. Department of Education, the University defines the “University Census” as the specific date the University takes a “snapshot” of its institutional data. University Census is also designed as an important part of the University's planning, decision-making and policy formulation. The timely capture, data management and proper administration of the University's institutional data helps maintain and enhance the confidence and trust of the University's constituents.

The University Census will be led by the Office of Planning, Assessment, and Institutional Research (OPAR).

2.0 POLICY NARRATIVE

University Census takes places three times during an academic year— Fall, Spring, and Summer to capture institution-level data such as student demographics, admissions, student financial aid, tuition and fees, academic, housing, and degree completion. These data allow OPAR to calculate the following, but are not limited to:

- First-year to second-year retention rate
- 4, 5, 6-year graduation rates
- Time-to-Degree
- Full-time equivalencies
- Enrollment status

OPAR aligns the University's Census date with the approved course add and drop dates published in the University's academic calendar; this alignment supports the University's ability to adhere to U.S. Department of Education's October 15th fall enrollment reporting date.

The University's Census date may be adjusted due to University closures resulting from inclement weather or other unforeseeable circumstances that impact the University's

ability to assist and serve students in completing the enrollment process. In the event of unexpected or unforeseen circumstances, the University's Executive Cabinet must approve any adjustments to the Census date.

Prior to the University's Census date, data audits are coordinated between OPAR and various campus partners. The intention is to provide functional areas adequate time to conduct internal data audits to institutional data in their individual areas prior to the official census capture. As campus partners prepare for the University's Census, the following procedures that align with the U.S. Department of Education, Office of Student Financial Aid mandated requirements must be considered:

- A. Students that are deemed "financially enrolled" by the University's Office of Student Financial Aid as of the established University's Census date will be included in the official fall reporting to the U.S. Department of Education
- B. Employees that are deemed "employee active" by the University's Office of Human Resources and Office of Academic Affairs as November 1st will be included in the official reporting to the U.S. Department of Education
- C. Degree/certificate-seeking undergraduate students that are entering the University for the first-time in the Fall term (and the prior Summer term) will be considered "New students"; all others will be included as "Continuing" in the official fall reporting to the U.S. Department of Education.

3.0 ENTITIES AFFECTED BY POLICY

This policy affects all University employees with financial, administrative and reporting responsibility with respect to institutional data.

4.0 DEFINITIONS

Census: official snapshot of enrollment for federal financial aid regulation compliance purposes

Financially Enrolled: satisfy financial obligations associated with course registration, room and board, and other fees

5.0 APPENDIX

5.1 CENSUS PROCEDURES*

The Office of Planning, Assessment, and Institutional Research's (OPAR) general procedures for capturing institutional data specifically for University Census are as follows:

1. Runs mock census files according to the dates established with functional areas
2. Investigates each data element
3. Provides functional areas with mock census files to review and make necessary corrections in the University's ERP (Ellucian Banner); provide final file of the necessary data elements for approval
4. Investigates each data element and format for reporting purposes
5. Make necessary corrections in revised file
6. Captures the Official Census datasets
7. Stores Official Census files within OPAR

*Updated procedures will be maintained within the Office of Compliance and the Office of Planning, Assessment, and Institutional Research to be made available upon written request.