



*Advancing Global Higher Education*

# Miscellany

**Results of the AACRAO November 2016 60-Second Survey**



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## Introduction

The November 2016 AACRAO 60-Second Survey consisted of a collection of mostly unrelated but important practice and/or policy questions assembled from member inquiries and other sources over the course over the last several months (Appendix A). As with all 60-Second surveys, respondents were not required to answer all of the questions, nor were all questions proffered to each respondent; as such, the number of respondents varies by question. Topics included questions related to financial aid, admissions, curriculum, and the registrar.

Over 1,400 individuals responded to this survey. However, more than one response was received from a few hundred institutions. When more than one response per institution existed, the data was reviewed and cleaned to retain the response which represented the most complete response set and/or represented the response from the position most closely tied to the functions in the questions. More than one response was retained for some institutions where it was known that the respondents represented separate colleges in the institution and, as such, separate practices. Data cleaning resulted in 907 responses collected from institutions representing several combinations of control, size and type (Appendix B) as well as several countries (Appendix C).

## Key Findings

- More than half withhold official transcripts when a current or former student owes less than \$25.
- A third do not drop a student from a course (or courses) for non-payment.
- About a third allow a student to request separate transcripts by course level.
- The use of a “shadow first term” for undergraduate students is a rare practice, just 1% report using it.
- Less than 20% of undergraduate financial aid recipients are required to take a financial literacy class and less than 10% of graduate students have the same requirement.



- Almost three-quarters of undergraduate students are required to meet with an academic advisor at least once a year as compared to less than half of graduate students.
- Standardized test scores are the most commonly used course placement method for undergraduate students.
- Almost one in five institutions report that an undergraduate student must submit a request for his or her submitted transcript to be evaluated for course equivalencies and a third of graduate students face the same requirement<sup>1</sup>.
- Less than half (40%) automatically reevaluate an undergraduate student's transfer credit when he/she changes major and less than a third do the same for graduate students.
- Among title IV granting institutions, 42% ask instructors to submit the last day of attendance (LDOA) and staff must follow-up manually with faculty until the date is submitted. Others have a process which forces the submission of the LDOA within the final grading process.
- Just 13% of institutions serving undergraduates post degrees automatically and 11% do the same for graduate students.
- More than half do not charge a fee for graduation and a further third charge \$50 or more.
- In the aggregate, just one in five ask a student if he or she intends to re-enroll for the following term. When a student indicates he or she does not intend to re-enroll, 81% ask the student why he or she does not intend to re-enroll.
- Just 4% of undergraduate serving institutions reported assessing the computer literacy of incoming students.
- Almost one in five undergraduate serving institutions have a general education "information" or "digital literacy" requirement separate from the "critical thinking" requirement.
- Half capture final enrollment after drop-add.
- Almost 40% report the drop/add period for full-term courses is "through the end of the first full week of full-term courses"

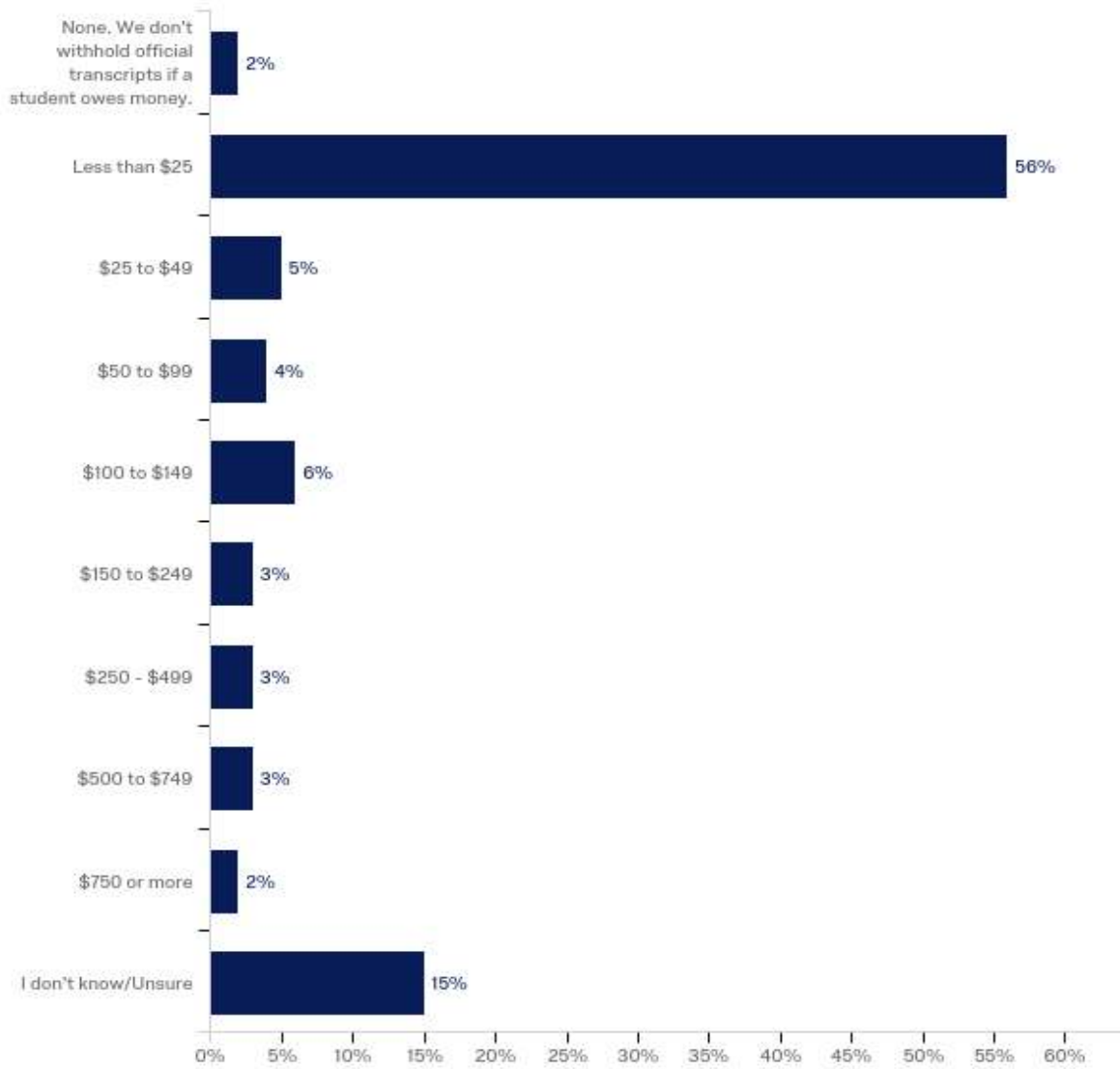
The remainder of the report contains figures and tables summarizing the results. Questions regarding this or other AACRAO research should be directed to Wendy Kilgore, AACRAO Director of Research, at [wendyk@aacrao.org](mailto:wendyk@aacrao.org).




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<sup>1</sup> Please see Figure 7 for information about the limitations of the generalizability of this data.

**Figure 1: Dollar Threshold for Withholding an Official Transcript from a Current or Former Student (n=895)**

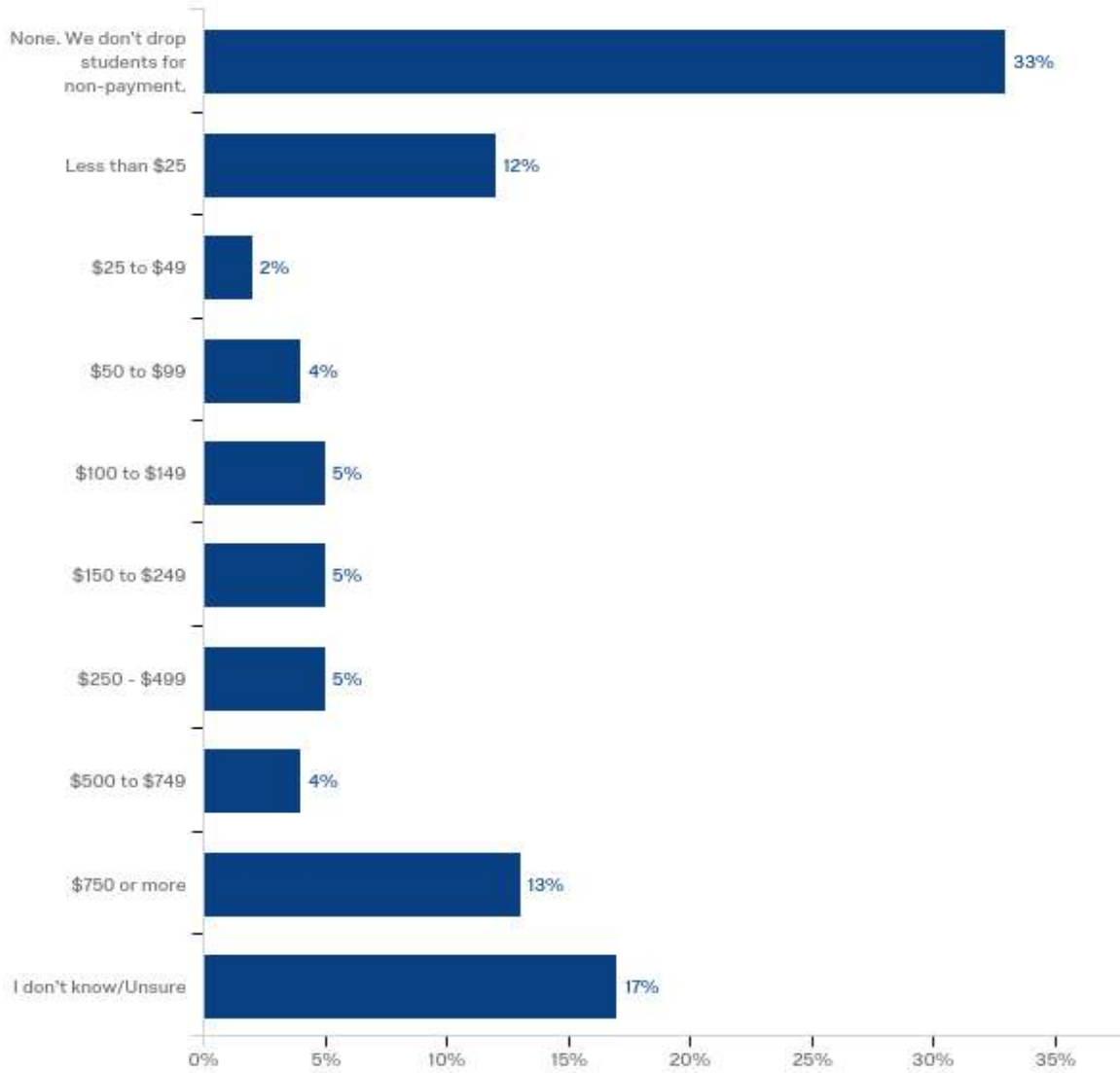


**Table 1: Dollar Threshold for Withholding an Official Transcript from a Current or Former Student by Institution Type**

	Lower Division Only (n=153)	Undergraduate (n=125)	Undergraduate, graduate and/or professional (n=578)	Graduate and/or professional (n=37)	Other (n=2)
None. We don't withhold official transcripts if a student owes money.	2%	2%	2%	3%	0%
Less than \$25	71%	60%	52%	43%	50%
\$25 to \$49	5%	5%	6%	8%	0%
\$50 to \$99	3%	4%	5%	3%	0%
\$100 to \$149	4%	8%	6%	5%	0%
\$150 to \$249	3%	1%	3%	3%	0%
\$250 - \$499	1%	2%	3%	3%	0%
\$500 to \$749	0%	6%	3%	0%	0%
\$750 or more	1%	2%	3%	5%	0%
I don't know/Unsure	10%	10%	17%	27%	50%



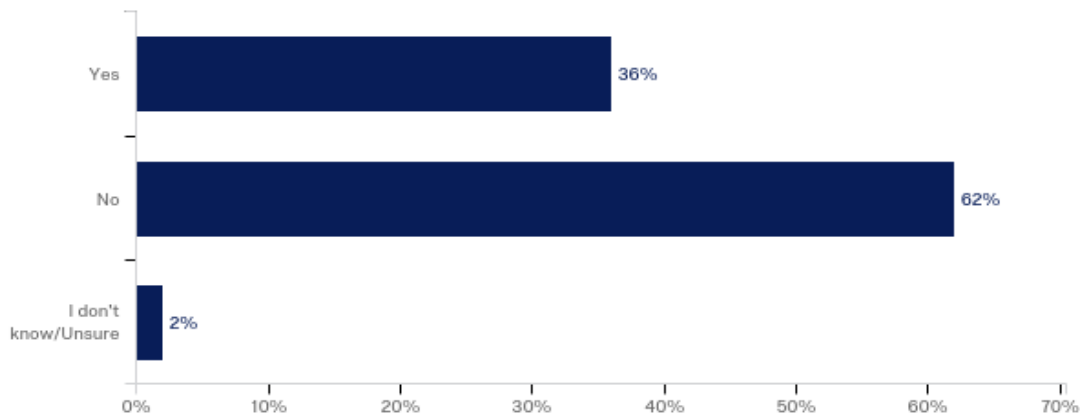
Figure 2: Dollar Threshold for Dropping a Student from Courses for Non-payment (n=886)



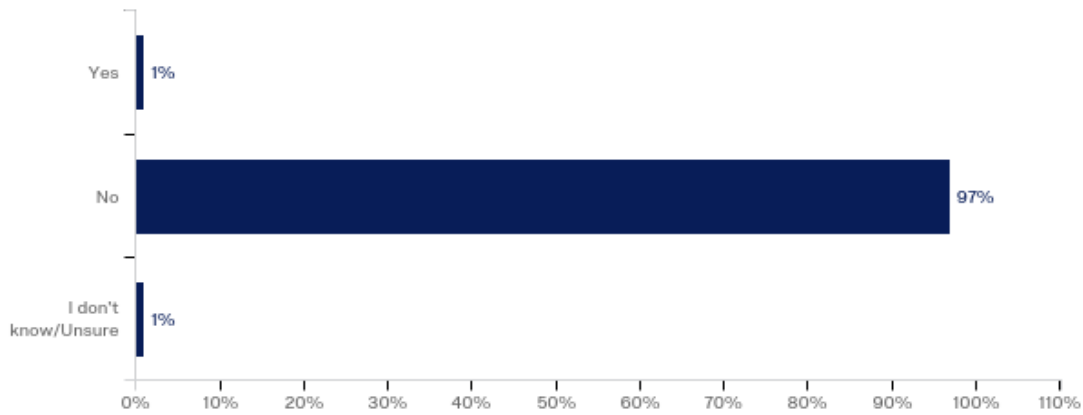
**Table 2: Dollar Threshold for Dropping a Student from Courses for Non-payment by Institution Type**

	Lower Division Only (n=152)	Undergraduate (n=123)	Undergraduate, graduate and/or professional (n=573)	Graduate and/or professional (n=36)	Other (n=2)
None. We don't drop students for non-payment.	18%	37%	36%	36%	0%
Less than \$25	33%	11%	7%	3%	0%
\$25 to \$49	4%	2%	1%	0%	0%
\$50 to \$99	10%	4%	3%	8%	0%
\$100 to \$149	9%	3%	4%	0%	0%
\$150 to \$249	5%	3%	5%	11%	0%
\$250 - \$499	4%	2%	6%	0%	0%
\$500 to \$749	3%	2%	5%	3%	0%
\$750 or more	5%	17%	15%	8%	100%
I don't know/Unsure	9%	19%	18%	31%	0%
Total	Total	Total	Total	Total	Total

**Figure 3: Official Transcript Separated by Coursework Level at the Request of the Student (n=411)**



**Figure 4: Use of a “Shadow First Term” (first term undergraduate grades earned but not calculated in GPA) (n=805)**

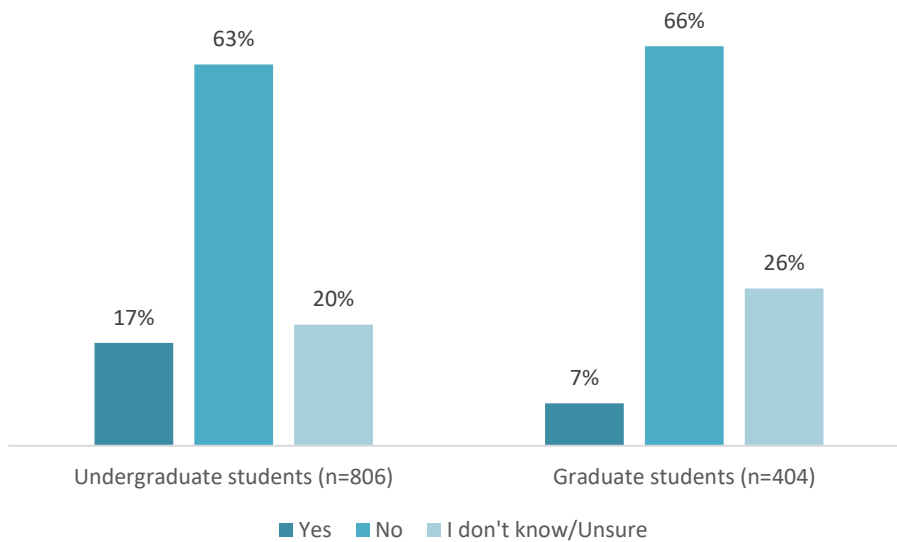


For more information on this topic, please see this [article](#).

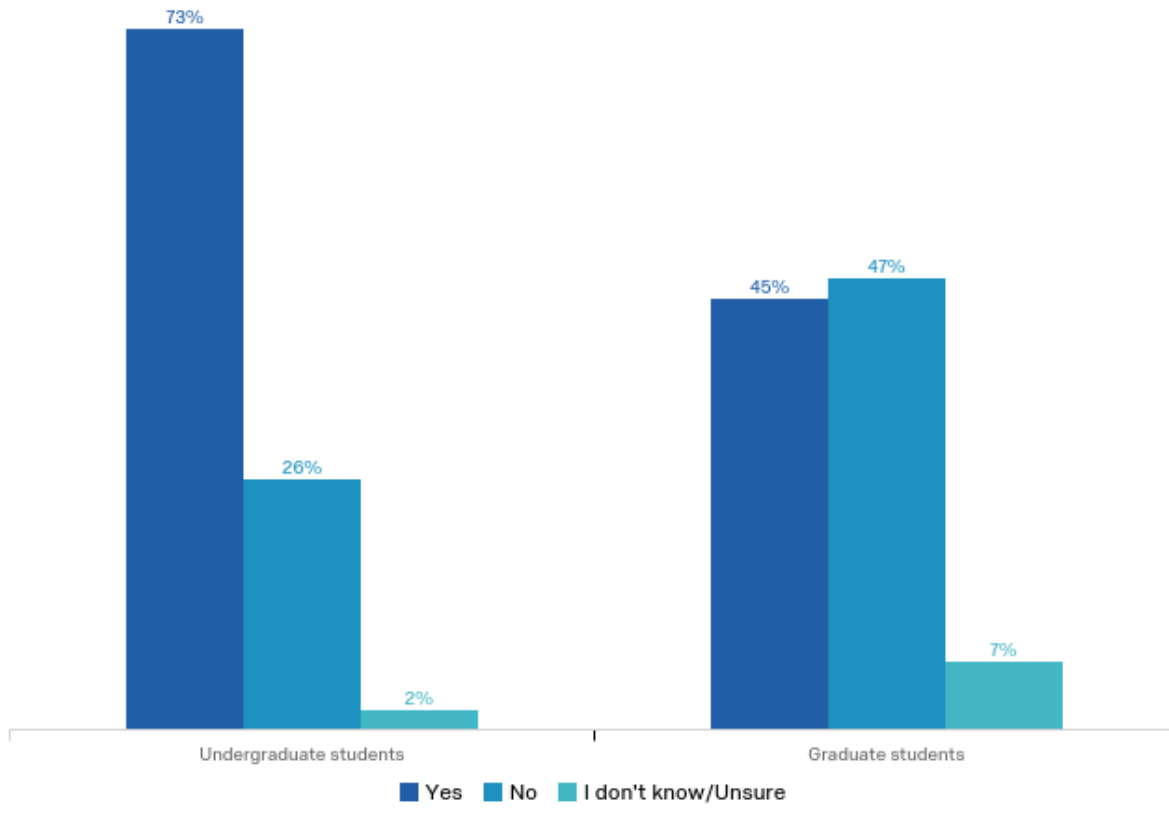
**Table 3: “Shadow First Term” Use by Institution Control (n=805)**

	Public (n=402)	Private, not-for-profit (N=377)	Private, proprietary (n=26)
Yes	0%	2%	4%
No	98%	96%	96%
I don't know/Unsure	2%	1%	0%

**Figure 8: Financial Literacy Course Requirement for Financial Aid Recipients**



**Figure 5: Most Students (>50%) are Required to Meet with an Academic Advisor at Least Once a Year**

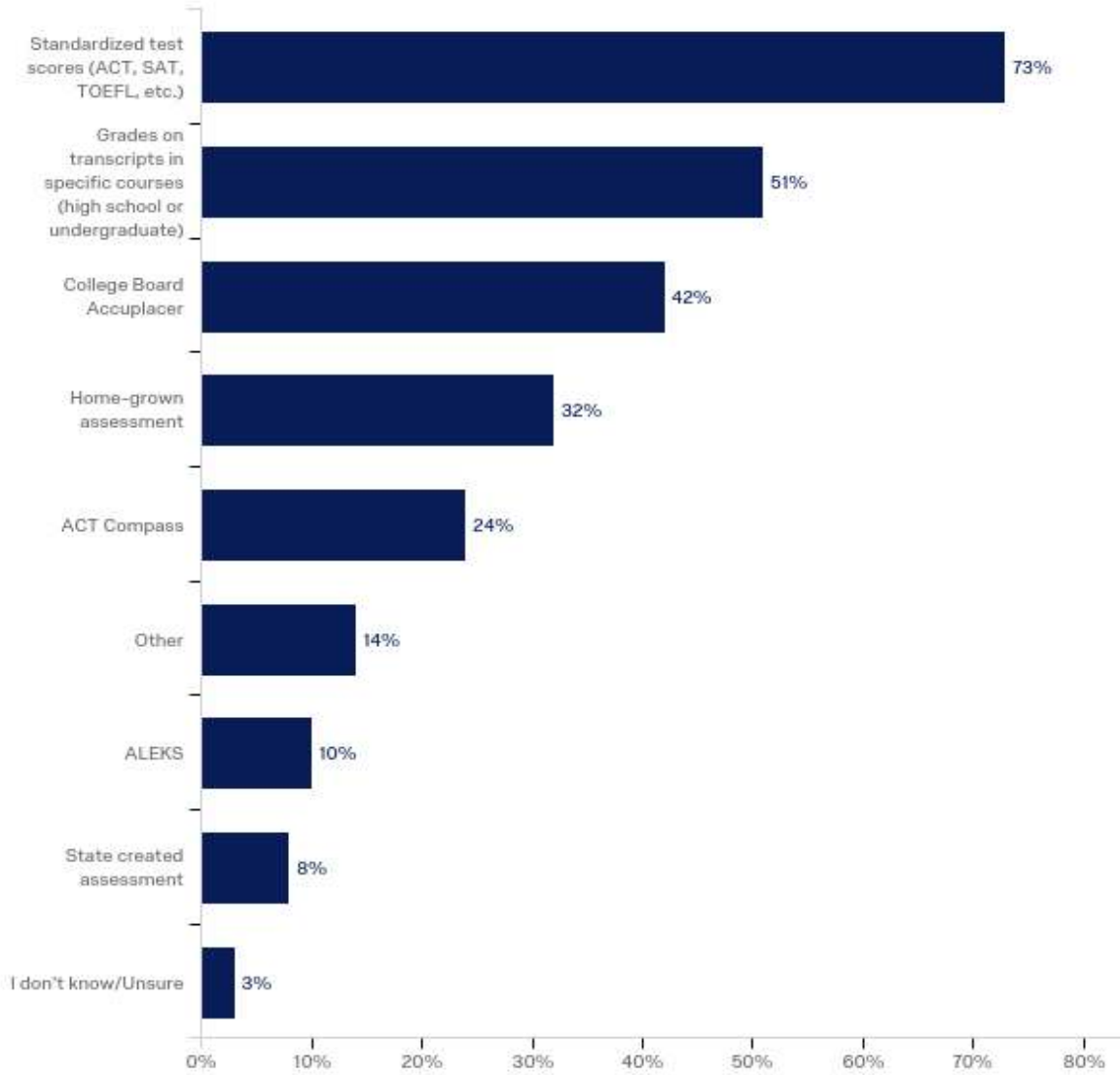


**Table 4: Most Students (>50%) are Required to Meet with an Academic Advisor at Least Once a Year by Institution Type**

	Yes	No	I don't know/Unsure	Count
<b>Lower Division Only</b>				
Undergraduate students	58%	38%	3%	154
<b>Undergraduate, graduate and/or professional</b>				
Undergraduate students	75%	23%	2%	523
Graduate students	45%	47%	8%	438
<b>Undergraduate</b>				
Undergraduate students	79%	21%	0%	124
Graduate students	71%	29%	0%	17
<b>Graduate and/or professional</b>				
Undergraduate students	67%	33%	0%	6
Graduate students	39%	61%	0%	36
<b>Other</b>				
Undergraduate students	100%	0%	0%	1
Graduate students	50%	50%	0%	2



Figure 6: Undergraduate Course Placement Methods (all that apply; n=390)



With respect to Figure 7, respondents were expected to select one of the first three choices and one of the second two choices. As evident from the percentages totals for those two response groupings, some selected more than one from each while others did not choose from among any of the proffered response choices. As such, this data should not be considered wholly representative of transfer credit evaluation practices within this sample.

**Figure 7: Transfer Credit Evaluation Practices (as a percentage of all who could have responded)**

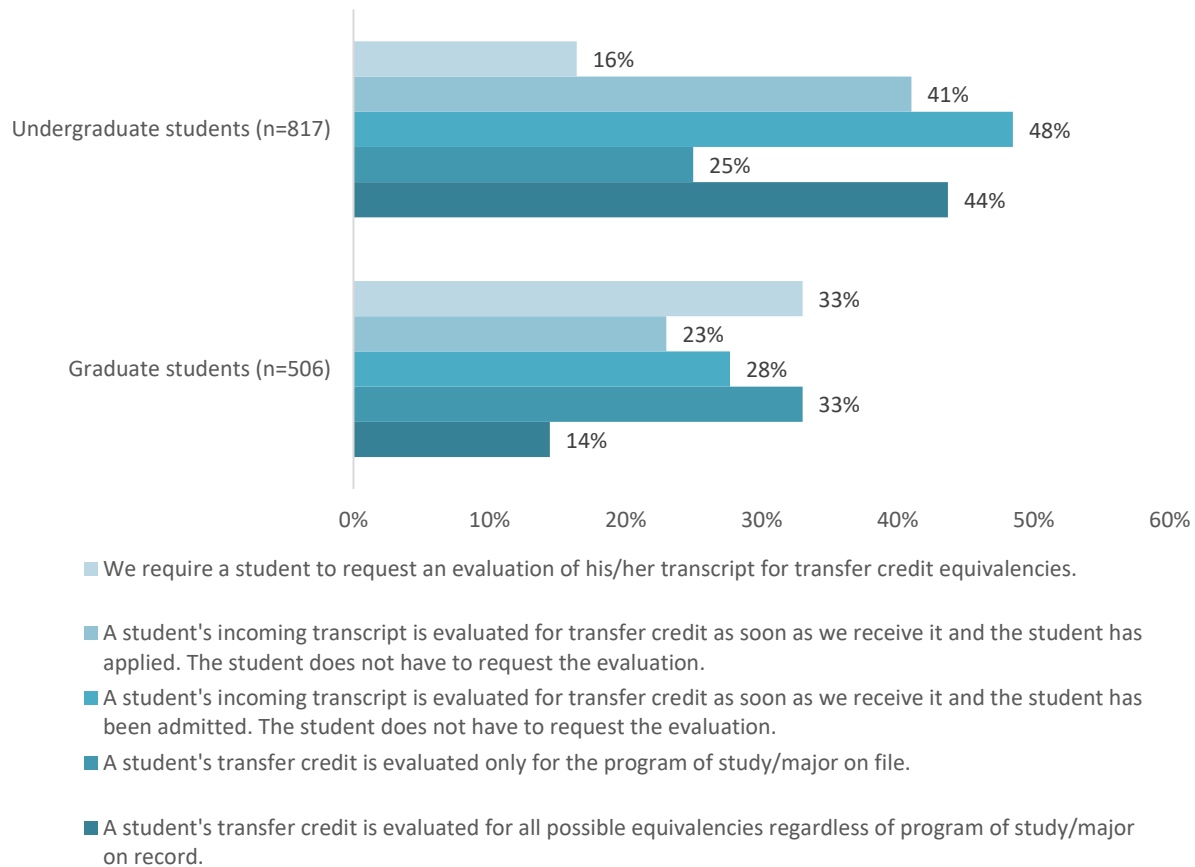
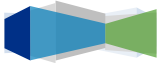
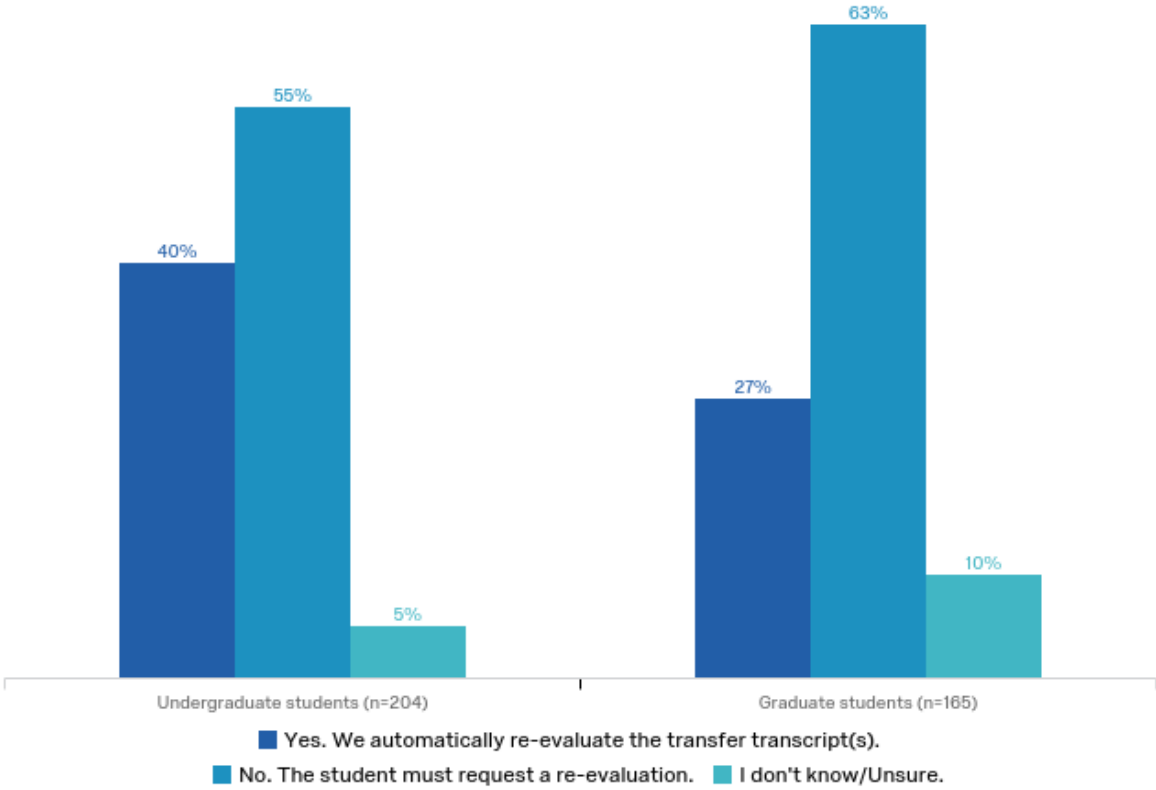
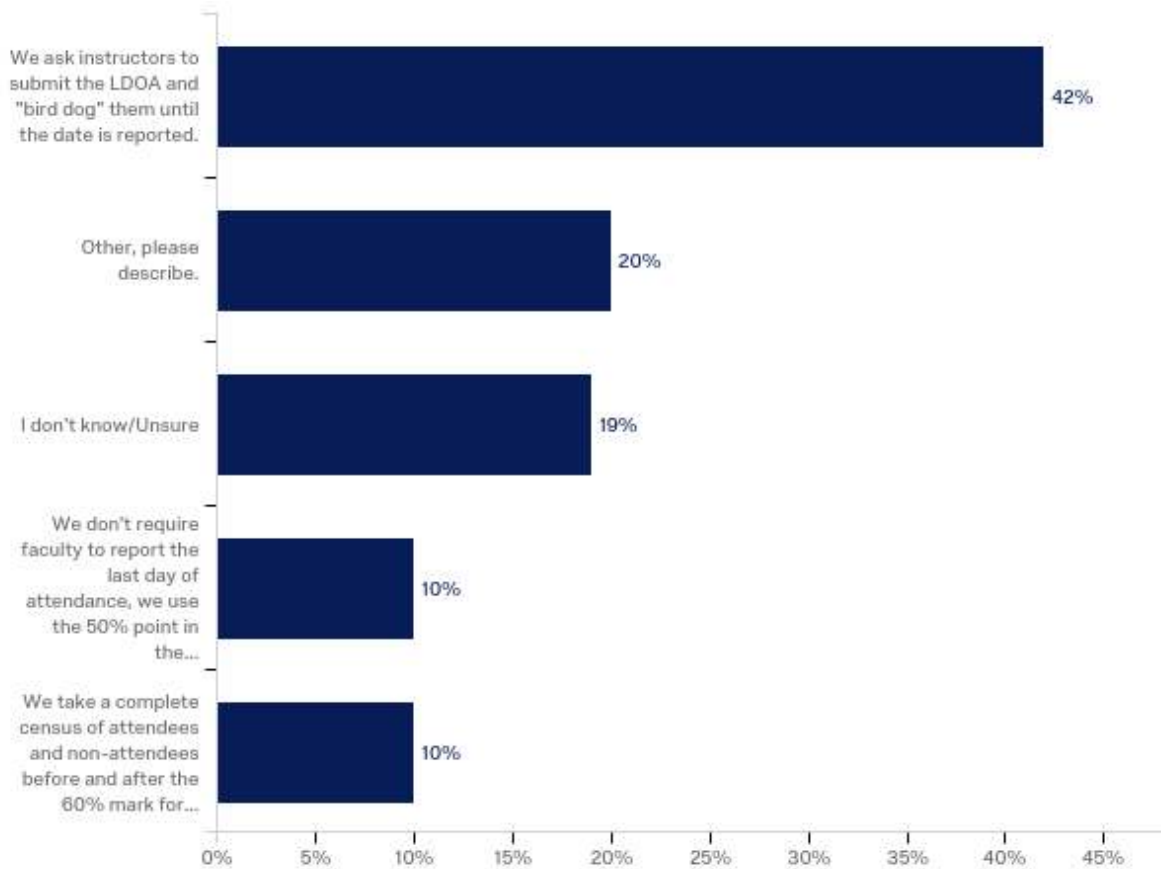


Figure 8: Student Transfer Credits Automatically Re-evaluated after a Change of Program



**Figure 9: Recording Last Day of Attendance (LDOA) for Return of Title IV Funds (U.S. institutions only; n=831)**



Appendix D includes the other methods for submitting LDOA and several indicated that the SIS faculty grade submission system requires a LDOA when certain grades are submitted. Others noted that the last day of activity in an online class is recorded as the LDOA.



Figure 10: How Certificates and Degrees are Awarded

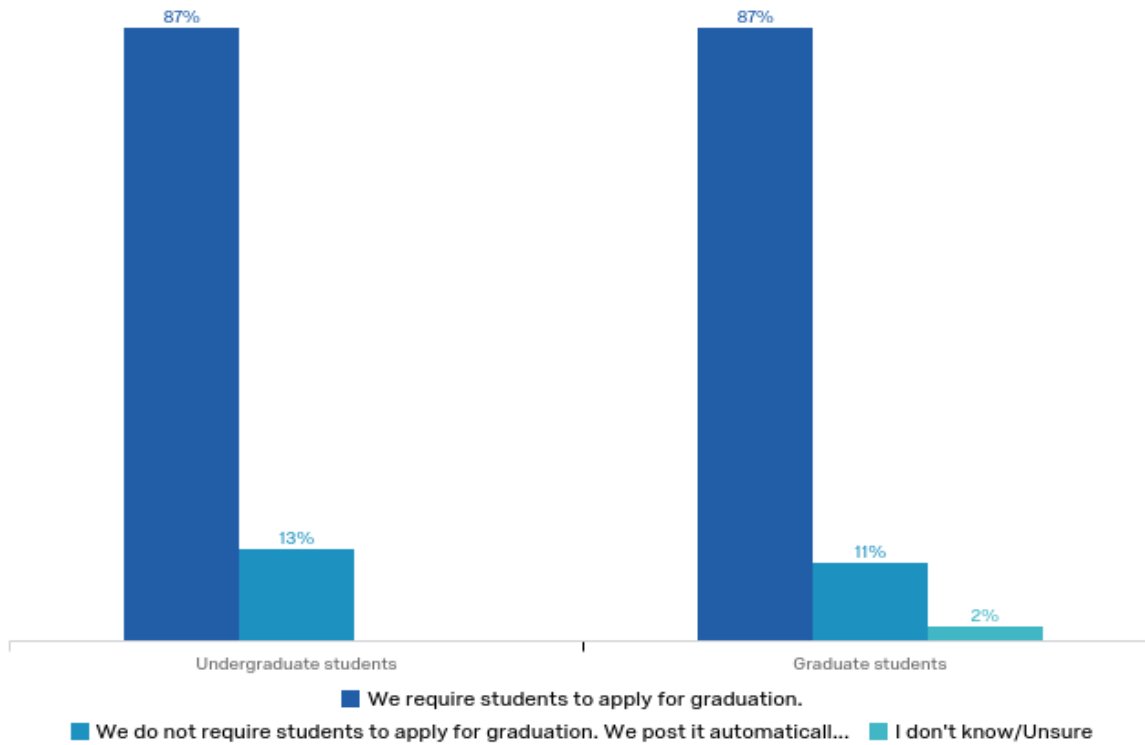


Table 5: How Certificates and Degrees are Awarded by Institution Type

	We require students to apply for graduation.	We do not require students to apply for graduation. We post it automatically and notify the student of our intent to do so.	I don't know/Unsure	Count
<b>Lower Division Only</b>				
Undergraduate students	79%	21%	0%	153
<b>Undergraduate</b>				
Undergraduate students	77%	23%	0%	124
Graduate students	94%	6%	0%	16
<b>Undergraduate, graduate and/or professional</b>				
Undergraduate students	91%	8%	1%	521
Graduate students	88%	11%	2%	441
<b>Graduate and/or professional</b>				
Undergraduate students	100%	0%	0%	6
Graduate students	78%	19%	3%	36
<b>Other</b>				
Undergraduate students	100%	0%	0%	1
Graduate students	50%	50%	0%	2



Figure 11: Graduation Fee (n=895)

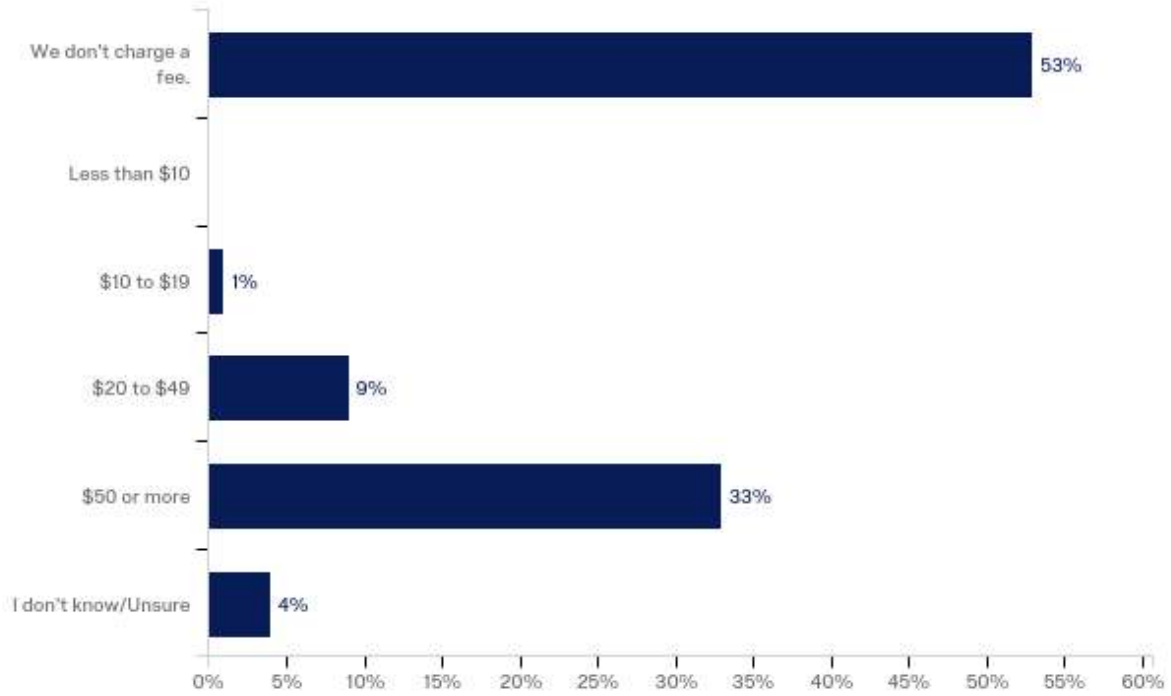


Table 6: Graduation Fee by Institution Type

	Lower Division Only (n=154)	Undergraduate (n=124)	Undergraduate, graduate and/or professional (n=578)	Graduate and/or professional (n=37)	Other (n=2)
We don't charge a fee.	74%	52%	47%	46%	100%
Less than \$10	1%	0%	0%	0%	0%
\$10 to \$19	4%	2%	1%	3%	0%
\$20 to \$49	13%	9%	9%	0%	0%
\$50 or more	6%	34%	39%	46%	0%
I don't know/Unsure	3%	2%	5%	5%	0%



Figure 12: Soliciting Student Intent to Re-enroll for the Following Term (n=895)

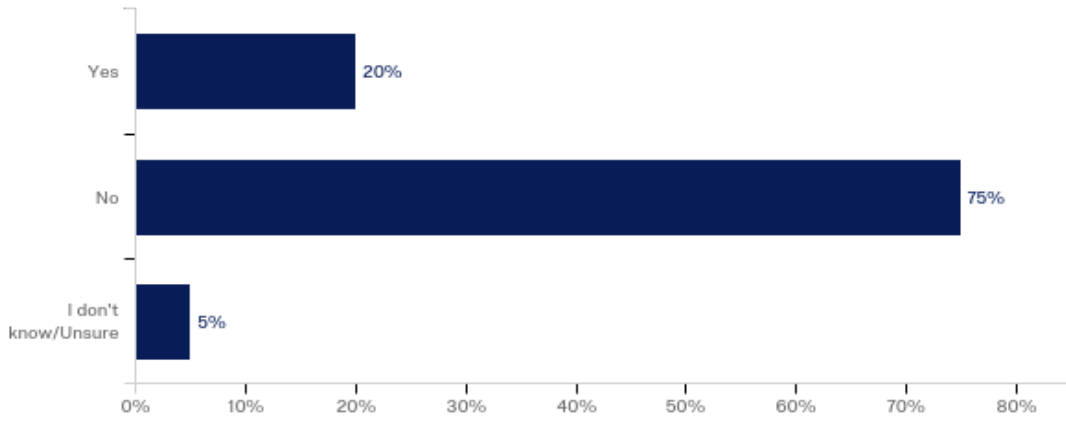


Table 7: Soliciting Student Intent to Re-enroll for the Following Term by Institution Type

	Lower Division Only (n=154)	Undergraduate, graduate and/or professional (n=578)	Undergraduate (n=125)	Graduate and/or professional (n=36)	Other (n=2)
Yes	10%	19%	35%	19%	50%
No	81%	77%	61%	78%	50%
I don't know/Unsure	8%	4%	4%	3%	0%

Figure 13: Follow-up With Students Who Report Not Intending to Re-enroll (n=179)

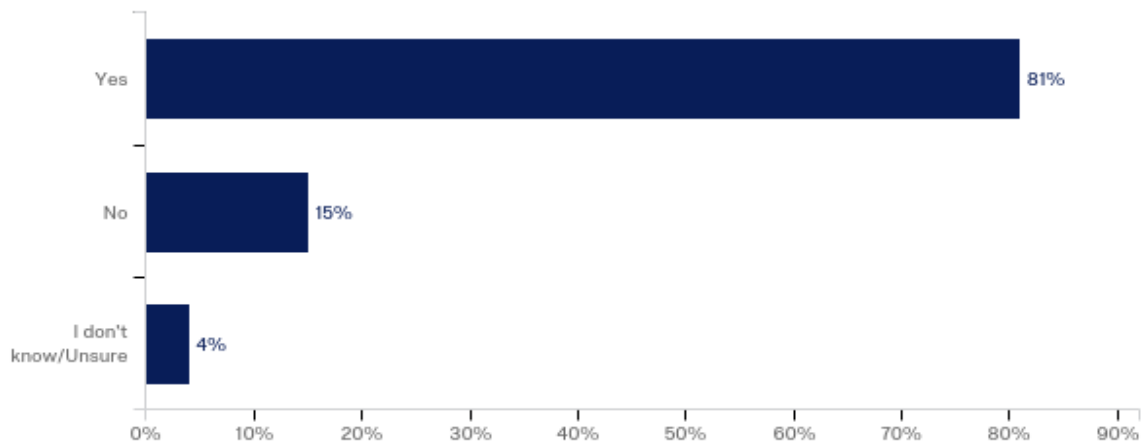
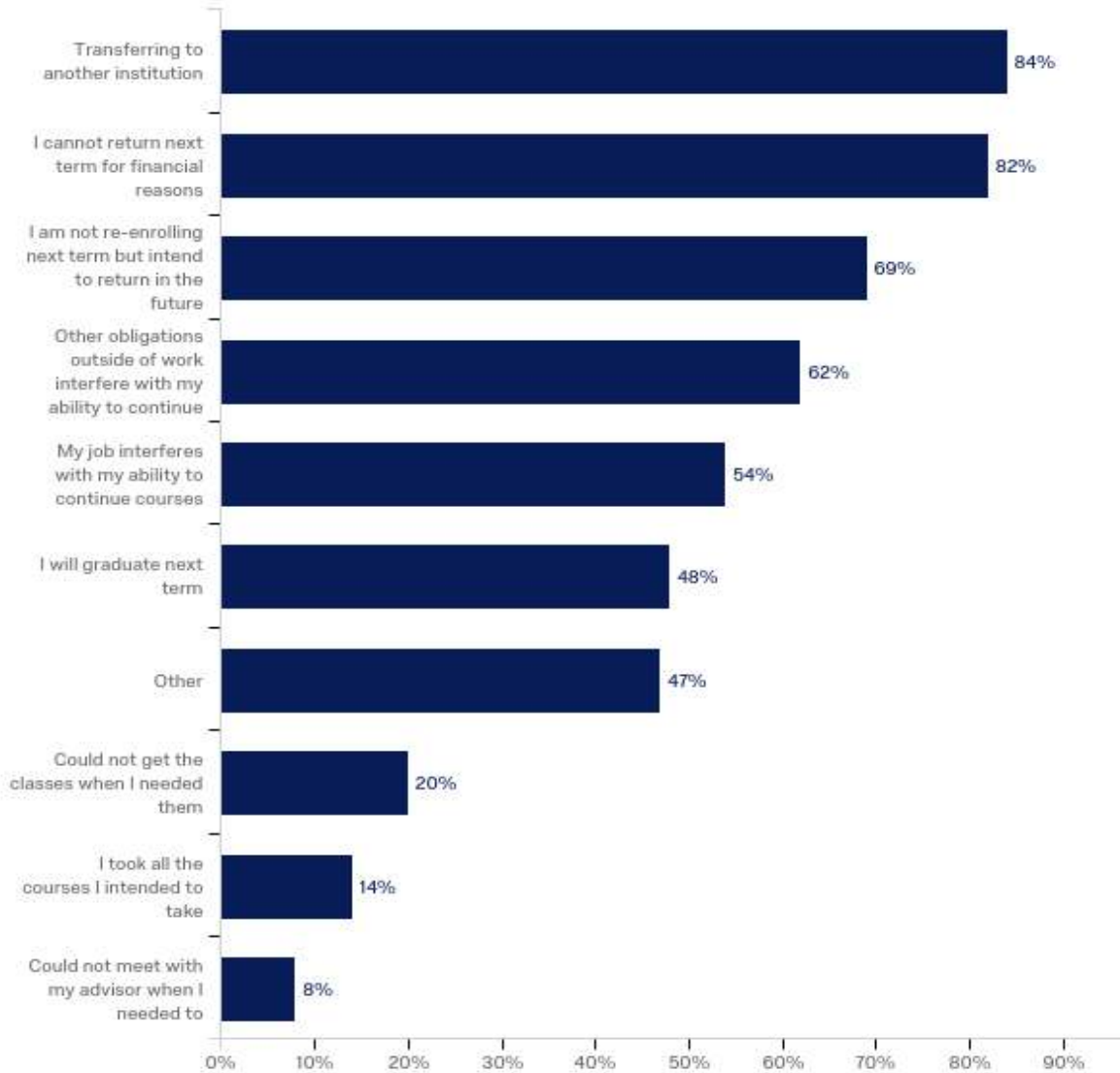
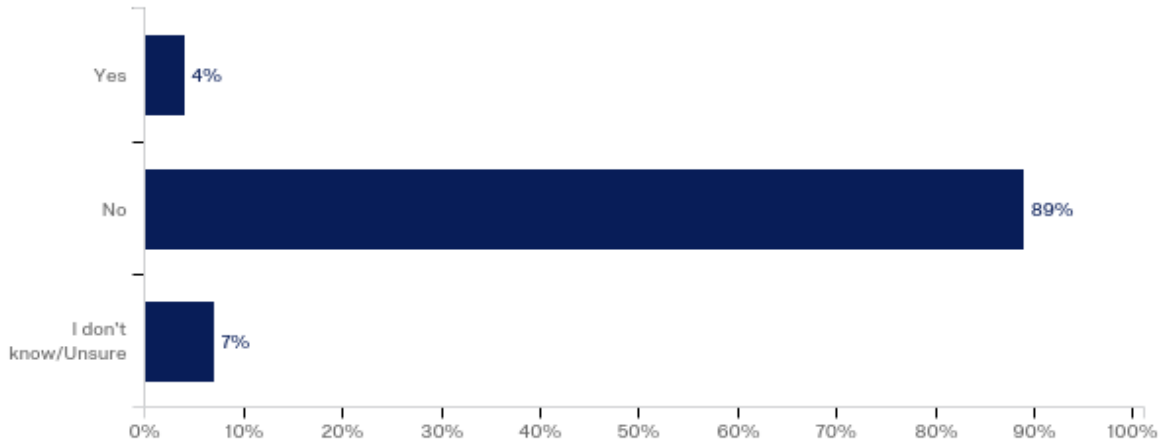


Figure 14: Reasons Students can Indicate for not Re-Enrolling Next Term (all that apply; n=143)



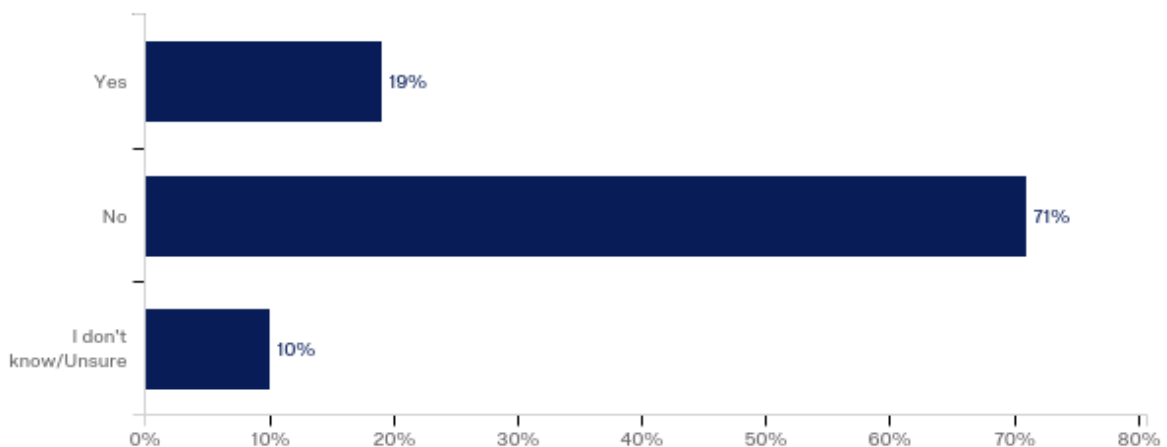
**Figure 15: Assessment of Incoming Students' Computer Literacy (asked only of those responding for undergraduate practices; n=395)**



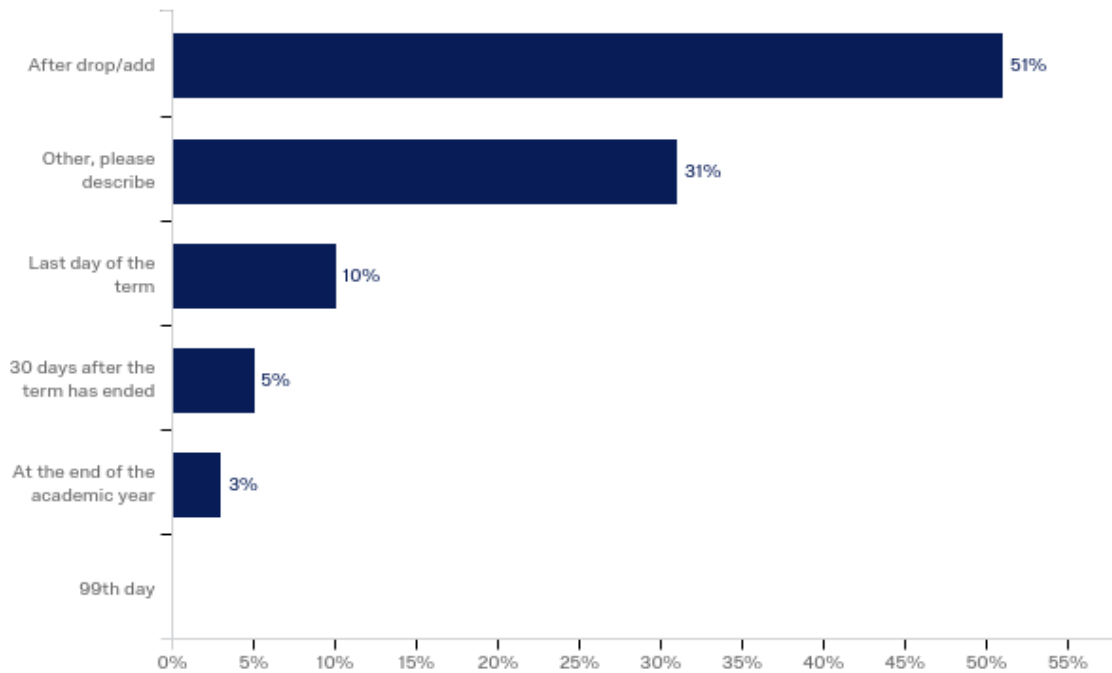
**Table 8: Computer Literacy Testing Instrument in Use**

READI
Project SAILS
Depends on the program
Microsoft, Accuplacer
CAT
Institutionally created assessment
Home grown
Homegrown for online classes
CSP
Smarter Measure

**Figure 16: Within the General Education Requirements is there an Information or Digital Literacy Requirement Separate from Critical Thinking Requirement? (n=392)**



**Figure 17: Point in Time when Institution Captures “Final” Enrollment Numbers for a Term (n=869)**



Appendix E includes all of the “other” points in time.

**Figure 18: Course Drop/Add Period for Full-Term Classes (drop or add without penalty; n=890)**

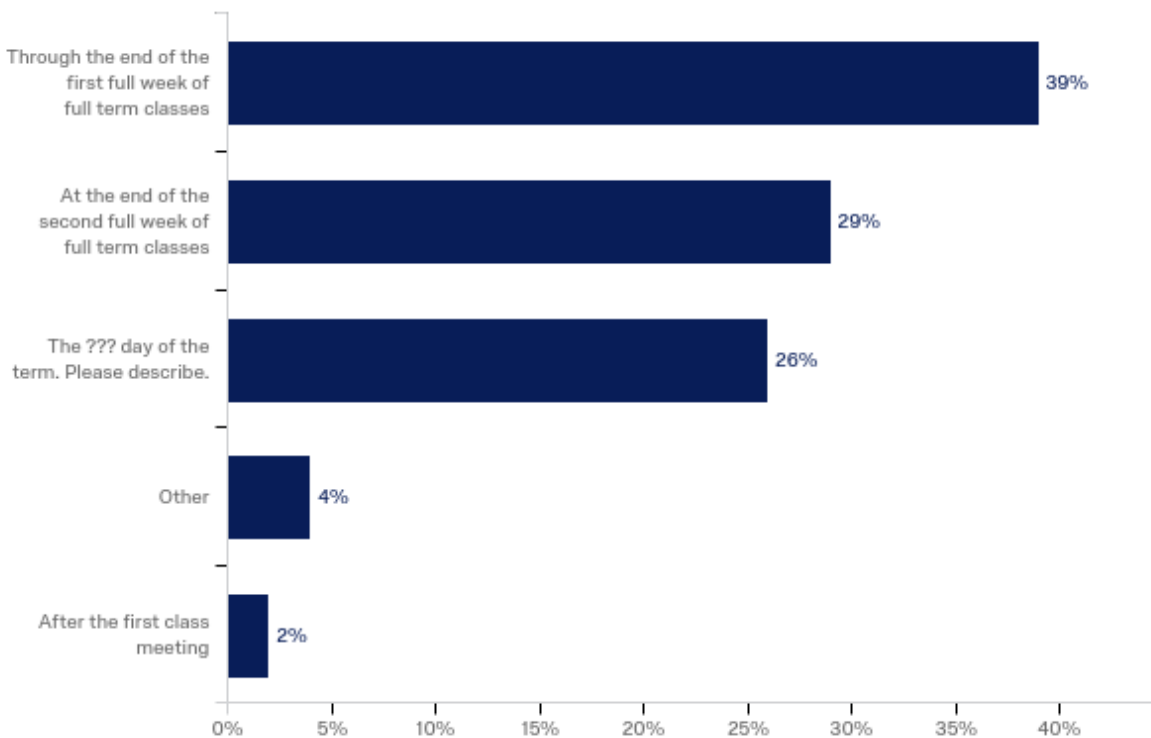


Table 9: Course Drop/Add Period for Full-Term Classes by Institution Type

	Lower Division Only (n=154)	Undergraduate (n=123)	Undergraduate, graduate and/or professional (n=574)	Graduate and/or professional (n=37)	Other (n=2)
Through the end of the first full week of full term classes	38%	41%	39%	30%	50%
After the first class meeting	3%	2%	2%	0%	0%
At the end of the second full week of full term classes	27%	30%	29%	46%	0%
The ??? day of the term. Please describe.	29%	24%	27%	22%	50%
Other	4%	3%	4%	3%	0%

Appendix F contains all of the responses captured for “The ??? day of the term. Please describe” response choice.



## Appendix A: AACRAO November 2016 60-Second Survey: Miscellany

Q1 Introduction This month's 60-Second Survey is a collection of mostly unrelated but important practice and/or policy questions we have collected from member inquiries and other sources over the course over the last several months. Topics include financial aid, admissions, curriculum, and registrar related functions. Because of the number of questions, this survey may take a couple of extra minutes instead of just one depending on your institutional practices and the question logic. Thanks in advance for the extra time you may spend on the survey.

Q2 For the purposes of this survey, which student population do your responses represent?

- Undergraduate
- Graduate and/or Professional
- Both

Q3 What dollar category below most closely matches your institution's dollar threshold for withholding an official transcript from a current or former student?

- None. We don't withhold official transcripts if a student owes money.
- Less than \$25
- \$25 to \$49
- \$50 to \$99
- \$100 to \$149
- \$150 to \$249
- \$250 - \$499
- \$500 to \$749
- \$750 or more
- I don't know/Unsure

Q4 What dollar category below most closely matches your institution's dollar threshold for dropping a student from courses for non-payment?

- None. We don't drop students for non-payment.
- Less than \$25
- \$25 to \$49
- \$50 to \$99
- \$100 to \$149
- \$150 to \$249
- \$250 - \$499
- \$500 to \$749
- \$750 or more
- I don't know/Unsure

Q5 Does your institution let a student request an official transcript based on the level of the coursework- undergraduate or graduate or both?

- Yes
- No
- I don't know/Unsure

Q6 Does your institution use a "shadow first term" where first-term undergraduate grades are earned but not calculated in the GPA? For more information about this practice please see this article.

- Yes
- No
- I don't know/Unsure



Q7 Are any financial aid recipients required to take a financial literacy course?

	Yes	No	I don't know/Unsure
Undergraduate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q8 Are most (>50%) of your students required to meet with an academic advisor at least once a year?

	Yes	No	I don't know/Unsure
Undergraduate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q9 What methods does your institution use for course placement? Select all that apply.

- Standardized test scores (ACT, SAT, TOEFL, etc.)
- Home-grown assessment
- Grades on transcripts in specific courses (high school or undergraduate)
- College Board Accuplacer
- ALEKS
- ACT Compass
- State created assessment
- Other
- I don't know/Unsure

Q10 From the transfer credit evaluation below, please select those which most closely match your practices.

	Undergraduate	Graduate
We require a student to request an evaluation of his/her transcript for transfer credit equivalencies.	<input type="checkbox"/>	<input type="checkbox"/>
A student's incoming transcript is evaluated for transfer credit as soon as we receive it and the student has applied. The student does not have to request the evaluation.	<input type="checkbox"/>	<input type="checkbox"/>
A student's incoming transcript is evaluated for transfer credit as soon as we receive it and the student has been admitted. The student does not have to request the evaluation.	<input type="checkbox"/>	<input type="checkbox"/>
A student's transfer credit is evaluated only for the program of study/major on file at the time of the evaluation.	<input type="checkbox"/>	<input type="checkbox"/>
A student's transfer credit is evaluated for all possible equivalencies regardless of program of study/major on record at the time of the evaluation.	<input type="checkbox"/>	<input type="checkbox"/>

Q11 Is(are) a student's transfer transcript(s) automatically re-evaluated if he or she changes programs/majors?

	Yes. We automatically re-evaluate the transfer transcript(s) when a student changes.	No. The student must request a re-evaluation.	I don't know/Unsure.
Undergraduate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Q12 Recording last day of attendance (LDOA) for return of Title IV funds.

- We don't require faculty to report the last day of attendance, we use the 50% point in the course for LDOA.
- We ask instructors to submit the LDOA and "bird dog" them until the date is reported.
- We take a complete census of attendees and non-attendees before and after the 60% mark for the course.
- Other, please describe. \_\_\_\_\_
- I don't know/Unsure

Q13 From the choices below, please select the one that most closely describes how your institution awards certificates and/or degrees.

	We require students to apply for graduation.	We do not require students to apply for graduation. We post it automatically and notify the student of our intent to do so.	I don't know/Unsure
Undergraduate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q14 What is the fee, if any, for a student to graduate?

- We don't charge a fee.
- Less than \$10
- \$10 to \$19
- \$20 to \$49
- \$50 or more
- I don't know/Unsure

Q15 Does your institution ask a student if he or she intends to re-enroll for the following term at any time during the previous term?

- Yes
- No
- I don't know/Unsure

Q16 If the student indicates he or she does not intend to enroll the following term do you also ask him or her why not?

- Yes
- No
- I don't know/Unsure

Q17 From among the following reasons a student could select for not returning, please select all that align best with the reasons you allow students to choose from.

- Transferring to another institution
- Could not get the classes when I needed them
- Could not meet with my advisor when I needed to
- I took all the courses I intended to take
- My job interferes with my ability to continue courses
- Other obligations outside of work interfere with my ability to continue
- I am not re-enrolling next term but intend to return in the future
- I will graduate next term
- I cannot return next term for financial reasons
- Other



Q18 Does your institution conduct an assessment of incoming students' computer literacy?

- Yes
- No
- I don't know/Unsure

Q19 What testing instrument do you use?

Q20 In your institution's general education requirements, is there a specific category for information or digital literacy that is separate from a broader critical thinking requirement?

- Yes
- No
- I don't know/Unsure

Q21 What is the point in time where your institution captures "final" enrollment numbers for a term?

- After drop/add
- Last day of the term
- 30 days after the term has ended
- 99th day
- At the end of the academic year
- Other, please describe \_\_\_\_\_

Q22 How long is your course drop/add period for your full-term classes (the period of time when a student can drop or add a course without penalty)?

- Through the end of the first full week of full term classes
- After the first class meeting
- At the end of the second full week of full term classes
- The ??? day of the term. Please describe. \_\_\_\_\_
- Other



## Appendix B: Respondent Count by Institution Type, Size and Control

Type	Count
Lower Division Only	153
Undergraduate	129
Undergraduate, graduate and/or professional	585
Graduate and/or professional	38
Other	2
<b>Grand Total</b>	<b>907</b>

Control	Count
Public	422
Private, not-for-profit	454
Private, proprietary	31
<b>Grand Total</b>	<b>907</b>

Row Labels	Count
Under 1,000	172
1,000 - 2,499	224
2,500 - 4,999	160
5,000 - 9,999	158
10,000 - 19,999	108
20,000+	85
<b>Grand Total</b>	<b>907</b>



## Appendix C: Respondent Country, State/Province

Country, State and/or Province	Count
Antigua and Barbuda	1
Armenia	1
Bahamas	1
Bolivia	1
Canada	30
AB	6
BC	10
MB	1
NL	1
NS	2
ON	7
QC	1
SK	2
Costa Rica	1
Cote d'Ivoire	1
Germany	1
Hong Kong	1
Lebanon	2
Mexico	1
Netherlands Antilles	1
Northern Mariana Islands	1
Puerto Rico	1
Qatar	1
Saudi Arabia	1
Singapore	1
Switzerland	1
United Arab Emirates	2
United States	857
AK	2
AL	13
AR	11
AZ	8
CA	63
CO	16
CT	8
DC	6
DE	1
FL	22
GA	20
HI	3
IA	17



ID	8
IL	40
IN	20
KS	19
KY	11
LA	7
MA	40
MD	20
ME	7
MI	24
MN	23
MO	24
MS	3
MT	6
NC	23
ND	5
NE	9
NH	4
NJ	12
NM	7
NV	5
NY	63
OH	41
OK	11
OR	19
PA	47
PR	5
RI	2
SC	10
SD	5
TN	13
TX	47
UT	7
VA	25
VT	4
WA	18
WI	19
WV	10
WY	4
<b>Grand Total</b>	<b>907</b>



## Appendix D: Other Methods for Recording Last Day of Attendance

\*Raw comments

We required an LDOA for a grade of F.
Last activity online
Dean of Student Affairs records LDOA on change of status form
Instructors must enter a LDOA when assigning a fail grade
We ask instructors to report the last day of attendance starting third week of the semester
WE require census attendance at the 20% mark of the term, and require LDOA reported with final grades of F (failure)
We follow up with faculty if it is not given to us by some other means (e.g. via housing staff, medical staff)
Faculty report LDA when grades are reported
Based on information supplied by Dean of Studies
Faculty are required to report those on their roster who never attended their classes
We take a census at drop/add (which is before the 60% mark) and then we would also seek a LDOA from any instructor after the reporting of any grades which would be posted after the 60% mark of the course. We also report enrollment monthly to the Clearinghouse which would identify any student who is below the full-time enrollment status, which would lead to an investigation of LDOA.
Attendance is taken every class
Our grading system requires faculty to attest to before or after the 60% if putting in a failing grade.
We are not Title IV. All registration changes go through the OR and we report enrollment on a monthly basis.
By default we consider the withdrawal date to be the date they submit their withdrawal petition. We will backdate if the student can prove they stopped attending sooner.
Faculty report LDOA for all students on their roster who are receiving grades of F, W or Incomplete
We certify student attendance at during the third week of classes and require LDOA for failing and Incomplete grades when final grades are submitted.
No attendance tracking
F grade policy that asked faculty to indicate the last week they "attended" and earned the F.
We ask faculty to list the last day of attendance should the student withdraw from their class
We do not accept federal funds so we do not track last day of attendance for this purpose.
We have a roster verification process in the first month of term where faculty report students no longer attending their classes with an approximate date of last attendance. This is not mandatory reporting. We do an end of term mandatory report by faculty for any student earning a grade of F to report last date of attendance if it falls before week 13 of the semester.
Office of Financial Aid will contact the instructors for the last day of attendance
We only require last date of attendance for a special failing grade available to faculty (FS - Failed, Stopped Attending). Using that grade requires a LDOA.
Faculty are unable to submit F, NC or UW grades without including a LDOA
If a student earns an F in a course, the faculty is required to enter a LDOA (or choose the option in the drop-down menu indicating that the student completed the course) as part of the grade submission process. This is a required field if the final grade is an F.
We use the date at which the student has communicated intent to withdraw with a college official.
We verify attendance at the beginning of the semester and then require LDOA at the time of grading. This information is required electronically. If it is not reported the system will not allow faculty to submit final grades for the section.



We only require a LDOA from faculty for students who earn a grade of F
All instructors are required to take attendance.
Faculty report participation at the 60% point of the course
Instructors are required to submit LDOA for any F grade
we use the date that the student officially withdraws from the course
Instructors must report an LDA for failing grade
LDOA required if failing grade assigned
date the student requests a leave
We request faculty to reconcile their roster and report non-attendance during the second week of the term. If a student stops attending, we ask faculty to enter a LDOA, but there is no way in our system to require this.
We ask instructors to submit the LDOA, but use the 50% point if no date is received.
Daily attendance recorded
We require non attendees to be reported at the 15% point in the course.
Instructors submit attendance continually throughout the term through the SIS.
LDOA is required anytime a student fails a course.
We require LDOA when an instructor select the F for non-attendance internal grade. This particular F appears as a regular F on the transcript.
We request LDOA for students who withdraw during the semester. This sounds similar to option #2, but I don't know what "bird dog" means (not good survey design to include such colloquial terms)
Faculty are required to issue a grade of "WF" or "WNC" for students who stopped attending class prior to 60% of a term. Along with the withdrawal grade a last date of attendance must be submitted.
We ask instructors to submit LDOA and return Title IV funds for any student who does not have LDOA reported.
LDA is required, this is obtained by direct contact to the faculty
Last day of attendance is shown on attendance sheet
Do not receive Title IV funds
All F grades that are submitted are required to indicate, "never attended", "LDOA" or "earned F".
We require faculty to report attendance during the first two weeks of the term then we would email instructors after the two week period.
We use Attendance Tracking
We use Banner's system of requiring this at final grade entry.
We do not record attendance.
Our system will not allow a faculty member to enter a failing grade without a LDOA. No bird dogging necessary.
Faculty must report last date of attendance for all failing and incomplete grades.
Based on an exit interview
We don't participate in federal financial aid.
We ask for complete report of any student who ceased attendance prior to our mid-term of the semester and ask for the last attended date then.
We verify LDOA with instructor(s)
We require instructors to submit a LDOA if a failing grade is assigned to the course.
Grades of F or No Pass require a last date of attendance to be entered during grade submission or the faculty can't submit their roster.
Census is last day of attendance if the faculty doesn't provide a last day of attendance



Students that plan to leave the university are required to submit a withdrawal form. If they do not and just leave then the FA flows up with instructors that assign "F" grades to decide if they were earn or unearned. If unearned the date of last attendance is received from the instructor.
We request that they utilize the Initial Course Participation
Student records; we verify
We use a combination of strategies, including requiring LDOA if students are reported "deficient" at midterm.
We require LDOA in order to submit an F grade.
If a student earns an "E" or "W" grade, LDA is required
We use the last date of participation in the (virtual) course, per reporting.
NA - we are not a Title IV school
Grades of F require a last day of attendance or grade will not submit
We asked that the faculty report a last date of attendance but do not bird dog them.
also, require instructors to indicate the reason for a failing grade and indicate the date of last attendance
We are online so we pull information from our Learning Management System to determine LDOA after a student gets a FN (which means the faculty indicate the student went MIA) or the student has a "W" grade
we do not charge by the course so it's done based on LDOA for all courses if a leave is taken
LDOA determined by when Registrar's Office reports student as withdrawn
We use the date the student requests to withdrawal or the last date of academic participation (either in a face to face class or online presence).
We've modified our SIS to require an LDA for all failing grades submitted by faculty.
OMS I and OMS II students are expected to attend all lectures and presentations. Acceptable attendance is 80% in each block allowing 20% allowable absences.
A faculty reporting a failing grade are required by the system to answer why the failing grade was received (poor performance vs. stopped attending). If the instructor reports that the student stopped attending, they are forced to enter a last date of attendance.
We have faculty take attendance daily and use that documentation to track last date of attendance
We require LDOA for all non-passing grades, instructor cannot submit a non-passing grade w/o the date.
All F grades must have a LDOA listed or the grade cannot be submitted through our electronic grading process.
We use the initiation date of the LOA unless there is evidence that the student has not attended in some time, in which case we get dates from the faculty
The program/advisor is required to enter a LDOA on the program withdrawal/leave of absence request - it is not allowed to be submitted without this information.
LDOA is required when submitting a grade of F or I.
We don't receive Title IV funds
Request LDOA, if not provided defaults to 60% point.
We ask the instructors to submit LDOA for those Not attending in the 4th week of every Part-Of-Term
The student complete a LOA or WD Form and we use the date of notification as the LDOA. At this time our faculty do not take attendance so they are not able to report LDOA.
Once student withdraws we ask faculty for last date of attendance
We have a formal process of contact with the student to determine LDOA
Faculty put LDOA grades for Failure and Incomplete grades
Instructors post attendance weekly
Faculty cannot submit a final grade of F without marking 'Never Attended' or providing an LDOA. We also complete roster verification during week 2 of the term to try to remove all non-attendees (not by course but by students not attending anything).



Last day of attendance reported with F grades at the end of the term when the course is graded
We use the date of withdrawal
For F grades, faculty are required to submit a last day of attendance. Captured at final grading time
We require LDOA when final grades are F, and we ask instructors to update us at midterm if a student is attending but not registered or registered and not attending.
We deal with this on a case by case basis and confirm last date of attendance with the faculty member.
we require students to report it themselves
This is required during final grading.
LDOA reported as part of grade (e.g., F4 = last participated in 4th week).
Instituted a FN (Failure for Non-Attendance grade which each faculty decides the terms of how the FN will be issued. The FN grade requires a LDOA.
LDOA is the date the student notifies the institution or advisor that they are withdrawing from the program
Faculty record attendance daily, so the LDA is automatically captured.
Online classes last day of attendance is recorded based on the student's last active posting in the course newsgroup.
Use the date the student submits the request for withdrawal
We ask for a LDOA, but don't "bird dog" them; we generally get it the first time.
LDOA is determined based upon weekly attendance taking.
We ask instructors to submit the LDOA, but we do not "bird dog" them
do not have Title IV funds
We have attendance reporting prior to the 60% mark and require faculty to input a LDOA if the student receives an FN (failure for stopping participation) grade.
we use the date the withdrawal is approved by the College/School
We use date of notification typically, unless there are demonstrable ways to document or substantiate attendance or non-attendance
Depending on the timeline in the semester, a form or an office will coordinate identifying the LDOA for a student's participation in a course(s).
At final grading, any "I", "W", or "F" grade requires an LDOA to be posted with the final grade. This is what we "bird dog".
We take attendance 2nd week. Use the last date attended based on withdrawal date
Not participating in Title IV
As a federal military academy, we don't accept or return Title IV funds.
They submit it with the grades when submitting a failing grade.
If a student stops coming to class, the instructor is required to report the last day of attendance
We have the student tell us his or her last date of attendance when completing the exit ticket.
none of the above - I understand a lot of institutions do not report
Instructors must submit LDOA in order to submit F grades, or to instructor drop a student.
System calculates LDA
We require LDA for all drops, withdrawals, and F grades.
We survey the faculty to verify course enrollments right after the drop/add period and deregister non-attending students.
Both.. different schools use different models on uses the Census the other asks instructor to report
We required LDOA for all grades of F and I (incomplete)



require 3 week attendance reporting and require LDOA on all Failing grades at final grading submission
We use the 60% point in the course for LDOA
We require LDOAs for any F grades assigned at the end of the term. If a student withdraws from the college mid-semester, the effective date of withdrawal is listed on the official withdrawal form.
We require faculty to report non-attenders during the first 10 days of a 16 week term. At the midterm, we require faculty to report if student is making satisfactory academic progress. If the student is not actively participating, we ask for the LDOA.
Students who are withdrawing or going on LOA are required to come in to meet with the assoc. dean and the LDOA is obtained at that time. A student walks the status change form around to all offices for signatures.
Student reports LDOA
Faculty are required to record attendance every week.
LDOA is a field in our grade rosters. If the F grade is assigned, this is a required field.
Faculty are required to submit LDOA when submitting final grades if a failing grade is assigned.
Our courses are one month in duration. Once the student has attended class, the LDA will be the last day of the course session.
We use the official date of withdrawal. For students who earn straight F grades we circle back to instructors to request LDOA.
We ask faculty when needed
Instructors are required to submit LDOA for all W, WF, F and U grades.
Last date of attendance is required when student receives a grade of F or FN
We complete a non-attendance pull at the end of the second week of the term
Faculty record LDOA at the time of grade entry.
The Dean of Student's Office notifies every one of withdrawals from the college and the date.
The date by which students request a leave or withdrawal
If faculty assigns an F grade they must enter a LDOA before grade is processed.
Faculty who load an F or WF (unofficial withdrawal) grade are required to enter a date of last attendance.
Only for a certain grade that is submitted is a LDOA required.
We chase faculty at the end of the term for the last date of attendance if a student receives Fs in all courses
We are a non-attendance-taking school. If a student earns all "f" or "F-range, e.g. FN, U, etc." then the Fin Aid office follows up with the instructors to determine last day of attendance.
for vets
Attendance Confirmation is collected at 10 days - before Financial Aid Disbursement
Student-reported last day of attendance (since they are primarily working in labs)
We require faculty to report LDOA for students receiving failing or incomplete grades.
SIS is set up so that any "F" grade requires an LDA.
We use withdraw date
We request LDOA during final grade loading for "F" attended grades.
Instructors only report absences. LDA is last day of class unless students is reported absent for that day
Student reported in the case of withdrawal; confirmed attendance with faculty
We determine the LDA based on when we know the student stopped attending class.
LDOA is determined by the Dean of Student's Office



## Appendix E: “Other” Points in Time for Capturing Final Enrollment Numbers for a Term

50%
15-Oct
31-Oct
10 days after the first day of class inclusive
10 days into the semester
10/15 & 2/15
10/15 and 2/15
10/15 for fall term and an official census date for all others, typically around the 50% point.
10/15 for Fall terms, 3/15 for Spring
10th class day
10th Class Day
10th class day; census
10th Day
10th day
10th day
10th day
10th day
10th day (census)
10th day of class
10th day of classes
10th day of classes
10th day of each semester
10th day of term
10th day of the term
11th class day
11th class day count
11th day census
11TH DAY OF CLASS
12th Class Day
12th class day
12th class day
12th class day
12th class day - Census
12th Class Day (Census Date) State of Texas
14-day census
14th calendar day of the full term
14th class day is our census day
14th day



14th day census
14th day enrollment
14th day of term
15 day after start of term
15 days after classes start, per Ohio statute.
15th class day
15th Day
15th day
15th day
15th day
15th day
15th day
15th day - Census Date
15th day of classes
15th day of term
15th day of the semester is our System's "Freeze Date" and enrollment is captured at that point and used for all sorts of computations....retention figures, cohorts for graduation/degrees awarded, etc.
15th day of the term
15th day of the term
2 weeks after first day of class
20 % date
20 days after end of term
20 days after the start of the term
20% of the course completed
20% of the term/3rd week of a 15-week term
20th class day
20th day
20th day
20th day after term begins
20th day if semester UNG; end of term grad
20th day is our census date
20th day of class
20th day of instruction excluding holidays and weekends = census date
20th day of semester (Missouri census)
20th teaching day
21 days after the start of the semester
21 days from start of term
21st day
22 days into the term
25% into the term.



3 weeks after classes begin
30 days after start
30 days after start of term
30 days into the semester
3rd Friday after school starts
3rd Friday of term
3rd week of the semester, IPEDS requires October 3
40th day
45 day count - Oct 10
45 days after the term start date
4th Week
4th week
4th Week
4th week of school set by the system office
4th week of term
5th day of the semester
5th Week
5th week of semester
60 days from term start date
60 days into the fall session.
60% point of the term
6th Wednesday of the semester
6th week
7th day of term
8 week mark of the term
a predetermined census date; typically Oct 15 in fall and Feb 28 in spring
ABA Census Date
About a week after add/drop
According to ABA rules, was October 5 2016 for term starting 8.29.2016
After 10th day in term
After add date
after add drop but we have no official census date
After Attendance Confirmation has been completed about 12 days from day one of term
After cancellation for non-payment
After cancellation/reinstatement for non-payment, usually a week after las day to drop add
After day 28.
After drop/add and the completion of our enrollment verification process.
after drop/add has passed for all campuses (since deadlines vary from campus to campus)
After drop/add of the last part-of-tem
After drop/refund period end date, which is later than the add period end date.



After each census date per term or part of term
After official census date by course.
After Official Report Day
After registration each fall
after reinstatement
After the "freeze date" 15 days after the start of the term.
After the 100% refund eligibility period has ended.
After the 100% refund period for the term.
After the 10th day of the term
after the 15th day of the semester
after the 4th week of the term
After the 8th week.
After the drop period
After the financial aid refund period ends, 5 weeks into term
After the last add/drop period
After the last day to drop without record, which is typically 30 days into the term.
After the Late Registration Period--One week after Registration ends.
After the Re-instatement period where students, whose registration was cancelled, Settle their fees.
After the term is completed.
After we cancel enrollment for non-payment. This is typically the 5th week of the term.
approximately one month into the semester
Around the midpoint of the term
As dictated by the provincial government
At 10th day for the state and follow-up at end of quarter
at census
At Census date July 8, October 7 and Feb 22
At Census date, start of week 3 of the term.
At end of 10th week
At the 3rd week of the term
At the conclusion of the third week
At the end of the 3rd week of the semester (16 week sem)
at the end of the 4th week of class
At the end of the 8th day
At the end of the tenth class day of the semester.
at the financial drop deadline
at the point that 20% of the instruction is delivered
based on state guidelines
Because we have several start dates, enrollment numbers are run after drop/add has ended for the latest start date.
captured after 14th day



Census
Census
CENSUS
Census
Census - 45 days
Census - end of business on the 20th class day
Census (10th day of class)
Census date
Census date
census date
Census date
Census Date
census date
census date
Census date
Census Date (4th week of term)
census date is 21 class days into the term
census date is end of week 4
Census date is the end of the 6th week of the semester
Census date which is shortly after add/drop
Census Date, 15% of instruction
Census Date: The point during a course when a student's registration is considered official for reporting and state support. Board policy states that registrations become official when enrollments are stable or twenty-one days after the course start date but no earlier than when 20% of the classwork has been completed. Campuses must apply this policy to each course section taught and report the census date in TSDS.
census date: Oct 15
census day
Census Day - 10 days /After drop-add
Census day - 14 days into semester
Census day - 15 days after start
Census Day is day 4
Census day is the 5th day of the term.
Census is 15 class days at the start of the term
Census is the 20th day of classes
Census, 14 days into the semester
Census, defined by state council (roughly mid-point)
Count Dates per government (Nov 1, Feb 1, July 1)
Day after census date
Dec. 1 of the Fall term captures Fall winter official enrolment numbers but we will also report information after add/drop for each term- unofficial
Depends on definition of final enrollment - for purposes of stating enrollment for term it is after drop/add or purposes of state funding it is at the end of the academic year



Determined by the state. Typically right before mid-term.
End of drop add; 45th day; end of term
End of the second week of the semester
End of the third week of the term, which is two weeks after drop/add.
end of week three in the term
Enrollment statistics are captures at the 15 day of instruction. These numbers are what gets reported as official enrollment.
Established census dates (Oct 15, Feb 15, August 15)
FA census date
fall-10/15, other terms-depends
Fifth week
Final enrollment is captured for state reporting January of the next following year.
Final number for state reporting is after the end of the academic year approximately August - when the final submission is sent to the state.
Four weeks into the term
freeze date few weeks after last day - system led
Friday of 10th week each quarter
Georgia's Official Census day 75
last day to add + 2 = census date; last day of term = final enrollment number
Last day to withdraw
Mid term
Midpoint of Session
Ministry Enrollment Audit date - November 1, March 1 and June 30
Nearer to the withdraw deadline (around mid-term)
Not sure when the official numbers are capture; probably sometime between the last day of the term and 30 days after the term has ended
Nov 1st & Feb 1st as per government funding requirements
Oct 1 for Fall, March 1 for Spring
Oct 15 and Feb 15 IPEDS dates
Oct 15, March 15
Oct 15th and March 15th
Oct 25, Mar 25, Aug 1
October 1 & March 1
October 1/April 1
October 15 and March 15
Official census date
Official Census date for the state data requirements
Official census reporting occurs on the 6th day of the term
Official stats captured at 5th week of term
On the census date for the latest part of term (i.e. census date for the second-half-of-the-semester courses)
One week after add/drop



Ontario (Canada) has a November count date that is common to all universities
Pre-determined dates. Fall = Sept 28, Spring =Feb 4, and Summer = July 15
Sept, 1
State Census Date: 10th day of class
State determined date - March 15th and October 15th
State Regent census date
The 20th scheduled class day
the 45th day - FTSE - is when we do the official count
the day after refunds are no longer available
The Thursday after the term ends.
Third week
Third week of term
Two weeks after first day of term
Two weeks after the first day of classes
Two weeks after the regular registration period
Two weeks after the semester begins
Typically census date for following semester.
UG: after 10th class day; Law: annual guidance from the ABA
Unclear if "final" means the census date. If final doesn't mean census date (which occurs after add/drop) then the Institutional Research office would pull final registration/grade information 30 days after the term has ended.
We capture our final enrollment numbers after the last day to add our term II classes. This is 9 weeks into the term.
We count everyone enrolled between August 1 and October 31 and February 1 and April 30.
We do not.
We don't capture final enrollment numbers
We don't have to do census.
We don't operate on a term-based or semester-based or session-based structure. The start dates for the 100 plus program offerings each year fall across the calendar into about 30 different dates. So, counting students in a term is impossible. We count the number of students who were enrolled and in-course for a day or more during a year (i.e., whichever year is being asked about).
We have a census date about 5 days into the semester and then we do a final count on the last day in the semester
we have a census date for each term
We have a census date for each term that we pull final numbers
We have a census date of September 1st.
We have a census date. Oct 1 for Fall and March 1 for Spring
We have an official census date from the State DOE



## Appendix F: Course Drop/Add Period for Full-Term Classes “????” Responses\*

\*raw data

4th week of instruction
15%
3
5
6
7
7
7
7
10
10
10
10
15
15
15
22
1 week for add; 3 weeks for drop
1.5 weeks into the term
10 business days
10 days
10 days
10 days
10 days after the start of term
10 the calendar of the term
10th
10th
10th
10th
10th
10th
10th
10th Business day of the term for fall & spring; varies for summer term classes.
10th calendar day in fall and 11th calendar day in spring
10th day after classes start
10th day of class = last day to add; end of 7th week = last day to drop (!!)
10th day of class to add and approximately six weeks into the semester to drop
10th day of semester



10th day of term
10th day of the term
10th day of the term
10th instructional day
10th instructional day
11 business days from start of the semester including first day of classes
11th class day
12th
12th
12th
12th class day
12th Class Day
12th day of term
12th day of the fall or spring term, similar percentages for summer terms
14th day
15 days in the
15% according to FTE CDHE Guidelines
15% into the term
15% of course length
15th
15th day
15th day
15th day of term
1st day of term
2 weeks add; 10 weeks drop
2 weeks for add; 10 weeks for drop
20% of any term or sprint/part of term...without grade
20th day of term
21st
3 days
3 days into the term
3 days of add/drop
3 weeks
30 days
30 days
30th day of term
3rd class day
4 days for most programs
45th day of 14 week term
4th



5 bus days to add/10 bus days to drop
5 business days into term
5 class days
5th
5th
5th and 10th instructional day depending on the course.
5th business day of the term
6 weeks into the term
6th
6th class day
6th day
6th day of class
6th day of instruction
7 business days
7 calendar days based on the class start date.
7 class days after term begins
7 days from the first class meeting
7 workdays
7th class day
7th day for add/15th day for drop
8 calendar days, excluding holidays
8 days at the start of the term
8.999 % about 10 days
8th
8th day
8th day for Fall and Spring, 4th day for Summer
8th day of semester
8th day of the term
8th day of the term
8th Day, or 2nd Monday
8th working day of the term
90% of term
9th
9th day of term
A week before midterm
Add - 7 days, financial drop 21 days, academic drop 43 days
Add - 7 days: drop - 3 weeks
Add = 1st wk/Drop=3rd wk
Add 8th day; drop 6th day
Add deadline is 8th class day; Drop deadline is mid-semester (approx 32nd class day)



Add deadline is the end of the first week; drop without a W grade deadline is 28 calendar days into the term; course withdrawal (grade of W) deadline is 77 calendar days into the term
Add ends 10th day of classes, drop ends 15th day of classes
Add is 10 days after beginning of term; drop is at the end of the 8th week.
Add is 2 weeks after, Drop 4 weeks after first day
Add is the 10th day, drop is the 20th day
Add lasts 1 week, drop lasts 2 weeks.
Add one week and drop 4 weeks
Add period ends on 10th class day of the term; students may drop w/o penalty through the 8th week
Add period goes through end of second week for 15/16 week semesters; end of 1st week for 8-week terms. Drop/refund period goes through end of 3rd week of either period.
Add period is through the 5th day, Drop period is through the 10th day
Add prior to start of class; drop up to the census date(state reporting date)
Add through 10th class day; Drop through 10th week.
Add thru week 1, drop thru week 9
Add: Through end of Week 2; Drop: End of Week 7 for continuing students, end of semester for first semester UGs, end of Week 10 for second semester UGs
Add-10th day, drop-15th day
Add--end of second week; drop--5 weeks into the term
Adds - 2 weeks; Drops - 6 weeks
ADD--second week; DROP Third week
after 10 class days
After sixth day of semester
After the 2nd day of classes.
after the 8th day
After the first 5 days of the quarter
After the third exam which is a month prior Final Exam
Approx. 3 weeks after start of term
Approx. day 10
Are you talking academic penalty or financial penalty? Academic is 8 days prior to end of term. Financial is 2nd full week of term
At 11:59 PM on The eighth day of the term. System policy
At the 15% mark of the course
Dt the 9th week
At the end of the 4th week of classes
Before the first day of the term students can drop/add. After first day, withdraw (no drop) and add with special instructor, advisor and registrar permission
Can add in first five days of term; can drop in first ten days of term
Can drop a class at 100% until the end of the first week of classes
Census Day 12th class day
Census. 15th day.
Common calendar 10 days



Day 15
Day 6
Depends on class length
Does penalty refer to both academic penalty (W grades) and financial refunds? Students can drop through the 10th day of classes (excluding weekends and holidays) without a W grade appearing on the transcript. The financial penalty begins one day before the official first day of the semester.
Drop lasts through the first week; adds are allowed only through the first four days. This may change soon.
During the first week of a 16 week course, students may drop for a refund through Thursday. The difficult part, students are allowed to "add" a class through Friday! Creates lots of confusion.
End of 1st week for add; end of 2nd week for drop
End of 3rd week
End of 8th week of class
End of business on the 9th day of the term
End of second week for add, end of fourth week for drop
End of second week of classes, even if first week is a partial week
End of the 20th day of instruction = census
End of the 3rd week
End of the 3rd week of full term classes
End of the second day of the term
End of the third week
First seven (week)days of the term
For traditional undergraduates, the end of the eighth week of the semester
full term sections, the 8th day of the term
If a student attends class at all, they are charged for the term even if they drop after the first day.
It is not a date, it is a percentage of time (around 8.5% of the length of the session) so we can use the same percent for all length sessions. We have 83 sessions in a term on average.
Last date to add registration for a term is 10th class day and last day to drop registration for the term is 30th calendar day of the quarter.
Last day to add is one week last day to drop is three weeks.
Last day to add is the 8th class day. Last day to drop a course is the end of the 11th week of classes.
Last day to drop is different than last day to add. Student can add before second class meeting for a class that is online or meets more then once a week.
Midnight of the 15th day of the term
Nine days
No Add period after class starts, drop end of 2nd week of full term
One week and two days after start of term
One week plus a day
Our Add Deadline is 2 weeks into the semester and our Drop Deadline is during the 8th week of classes.
Our drop/add is the first week of the semester, however, students may drop on or before the refund date, 15% of instruction for full refund of tuition and most fees. There is no penalty for dropping after that date other then tuition is still paid. A student may drop on or before withdraw date, 75% of instruction.
Prior to the first day of class
Six class days



Six days into the semester/term is the deadline
Sixth
Some classes are 10 day drop and others are 20 day drop. 20 day drop is the most used.
Students can add a course through the first week on their own. They can add with permission through the 4th week. Students can drop up to the mid-point of the class
Students can add for first two weeks of class. After that they require permission to add a course. Students can drop without academic prejudice up to the end of the 7th week.
Students can add the first week of classes but must petition to add late the second week. They cannot add full term classes after the second week.
Students can drop/add without instructor permission on Day 1 of term, with permission through midterm.
Students cannot normally add a course after its start date (mostly because of the compressed or accelerated nature of our course delivery). 'No shows' are identified one week into the course and subtracted from the total course enrolment on day 1 of the course offering.
Students have to drop their courses before the first day of classes starting to receive no penalty.
Students may add a course through the first week (five class days) of the semester, and may drop with no grade through the first four weeks (20 class days) of the semester.
Students must drop/add classes before a class starts to be dropped without penalty. If a student drops after classes start, the student is obligated for some portion of the tuition based on the date the course was dropped. If the student drops a course on or before the census date, the drop is not reflected on the student's official transcript.
Ten days
Ten days into the term (including weekends)
The 10th day of instruction for the semester
The 5th day of classes
The 8th day of the term
The add deadline is the 7th class day. The drop deadline is the 12th class day, which is also the census date.
The add period is the first 5 class days of the semester and the drop period is the first 10 class days of the semester.
The day the first 10% of the term ends or the day following the 1st class meeting; whichever is later
The drop period continues until the drop for attendance is completed
The end of 4th week to add, last day of classes to drop
The end of the fourth day of classes
The end of the third week of classes
The end of the third week of classes (with no grade=penalty) or the day before classes start meaning with a \$0 balance
The first 2-3 days of the semester
The last day to drop without penalty is the day BEFORE the first day of the semester.
The student must drop before the classes start in order to receive a full refund and for the class NOT to count against them for Financial Aid SAP calculations.
The third Friday of the term (Monday start day)
Third
Third
Third day of classes.
Three days
Through late registration. 4th class day.



Through the 10th calendar day of the term
Through the 18th hour.
Two thirds of the way into the semester.
Two weeks for full term classes (2nd Friday of the term)
Undergraduate Students can add classes without penalty up to the end of week one of classes. They can drop for 100% refund up to end of week one; 75% refund by end of week 2; 50% refund by end of week 3 and no refund after end of week 3.
Until Census Day
Up through the 25th class day
We have an add period first week and an extended drop the third week
Wednesday of week 2
When enrollment period is over.
Within the first 10% of scheduled class duration

