

Approved May 17, 2007

**STATE BOARD FOR COMMUNITY COLLEGES
ACADEMIC, STUDENT AFFAIRS, AND
WORKFORCE DEVELOPMENT COMMITTEE
MAY 16-17, 2007**

TITLE: PROPOSED REVISION TO VCCS *POLICY MANUAL* SECTION 8.3.0, CENSUS DATES AND REGISTRATION PERIODS (SB) (Academic, Student Affairs, and Workforce Development Committee, Item III.A.2.e)

BACKGROUND: In May 2006, a subcommittee of the Student Services Committee of ASAC was formed to discuss the issue of multiple formulas used to determine academic calendars. A number of issues were discovered pertaining to college calculation of important academic dates, i.e., census. Therefore, at the September 2006 ASAC Meeting, a subcommittee of the Student Services Committee and the Educational Programs Committee formed to review the policy on academic calendars found in *Policy Manual* Section 5.7—Academic Calendar (C) and Section 8.3.0—Census Dates and Registration Periods (SB). Changes were proposed to both sections of the *Policy Manual*; however, proposed revisions to Section 8.3.0 were tabled in order to research the impact of the proposed language change indicating that the calculation of the academic calendar could include weekends. ASAC again considered these recommended changes to the policy at its March 2007 meeting and approved the language below. At the April 18 meeting of ACOP, the following changes to Section 8.3.0 were approved.

Section 8.3.0 Census Dates and Registration Periods (SB)

Enrollments reported for all credit classes shall be those recorded at the end of the census date for a given session. The census date for a standard *and non-standard* term shall be the ~~fourteenth day of classes.~~ ***fifteenth percent (15%) of the calendar days in a session, which includes all instructional and exam days. If the census date falls on a weekend or holiday, then the census date shall be the next working day.*** ~~The census date for a non-standard term is that day which represents the completion of fifteen percent (15%) of the session.~~

The last day to drop a class with a refund of tuition shall be the census date, ***or the fifteenth percent (15%) of the session*** for that class.

The last day to register or to add a class may not be later than the census date; however,

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each college may establish an earlier date if desired.

The enrollment for those sessions with census dates occurring after the mid-term reporting date shall be reported at the end of the semester.

The enrollment census date may be extended by community college administrators due to natural disasters, severe weather conditions, or other emergencies which cause the interruption of college operations. The colleges must maintain documents that detail the reasons for such interruption. Copies of such documents shall be submitted by the college president(s) to the Chancellor.

ACTION RECOMMENDED:

The State Board for Community Colleges is requested to approve the changes to *VCCS Policy Manual* Section 8.3.0 above.

PREVIOUSLY REVIEWED BY:

- ✓ Advisory Council of Presidents
- ✓ Academic and Student Affairs Council
- ✓ Dr. Monty Sullivan, Vice Chancellor for Academic Affairs and Research, VCCS
- ✓ Ms. Jennifer Allman, Director of Student Support Services, VCCS

RATIONALE: At the December ASAC meeting, policy was rewritten to clarify the ways colleges calculate census dates. After a careful review of the possible impact of changes to existing policy and a review of SCHEV guidelines, ASAC approved the following changes to Section 8.3.0 at its March 2007 meeting:

RESOURCE PERSONS:

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- Dr. Monty Sullivan, Vice Chancellor for Academic Services and Research, VCCS, msullivan@vccs.edu; (804) 819-4972.
- Dr. Thomas Hollins, Associate VP for Student Affairs, JSRCC, thollins@reynolds.edu, (804) 523-5296
- Ms. Jennifer Allman, Director of Student Support Services, VCCS, jallman@vccs.edu, (804) 819-4971