

RELEASE OF SEMESTER ENROLLMENT INFORMATION TO THE PUBLIC MEDIA AND TO THE UNIVERSITY BOARD OF REGENTS

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF INSTITUTIONAL RESEARCH

RESPONSIBLE OFFICE: OFFICE OF INSTITUTIONAL RESEARCH

EFFECTIVE DATE: 1/17/1988

I. POLICY STATEMENT

Each academic semester the University shall have available for public information a preliminary set of student enrollment figures and a final set of student enrollment figures. The final set of enrollment figures shall be congruent and sourced from records submitted to the Kentucky Council on Postsecondary Education, except where in the opinion of the President, differences mandated by the Council on Postsecondary Education reporting fail to reflect the accurate status of the University's accomplishment of its mission.

Any public request for enrollment data will be handled on an ad hoc basis through the Office of Legal Affairs.

Preliminary Enrollment Figures

The Office of Institutional Research will compile one enrollment report that covers various sub populations identified in enrollment. IR will publish the preliminary enrollment profile each term three business days after the census date. The census date is the last day to add or drop classes with a 100% refund. This profile will be drafted and shared with the AVP of Enrollment Management, the Admissions Director and the Registrar prior to public release.

Should there be public information issues or requests beyond those covered on the "Preliminary Enrollment Profile", the Office of Institutional Research will address those questions through the ad hoc reporting process.

Prior to the release of the census point data by the Office of Institutional Research, the Division of Enrollment Management will be the source for internal enrollment data. This data will be reported from the enrollment management dashboards available through the Business Warehouse. This data will provide transactional level data for enrolled students by category, as defined by CPE. This means that enrollment for noncredit courses that enroll through the SAP system will be excluded from the counts, an example would be AELP. The Division of Enrollment Management and the Office of Institutional Research will collaborate prior to the start of each term to make

sure that the enrollment data is in alignment across the institution. **Preliminary data is for internal use only.**

Public of Release of Final Enrollment Figures

The Office of Institutional Research will update the Preliminary Enrollment Profile with finalized data once the final CPE Type 1, 2 and 3 files have been submitted through KPEDS. IR will publish the profile each term three business days after the CPE published due date of Type 1, 2, and 3. Typically these dates are Fall Term - November 1, Spring Term- March 30 and Summer Term- August 15. This profile will be drafted and shared with the AVP of Enrollment Management, the Admissions Director and the Registrar prior to public release.

II. ENTITIES AFFECTED

University Offices

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	