



**Policy Title:** Student Census Policy

**Policy Number:** REG.106

**Policy Owner:** VP for Academic Affairs

**Responsible Office:** Registrar's Office

**Revision Date:** 8/21/2017

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## 1. Purpose and Scope

All departments as well as various accreditation and government agencies require accurate information regarding student enrollment. The census allows the Registrar's Office to update enrollment figures.

## 2. Policy

At designated times throughout the year, known as census dates; the Registrar's Office runs various reports to determine the accurate student count and update student statuses accordingly. The census date is the 15th class day during the Fall, Spring, and Summer III semesters. For the 6-week Summer semester (Summer I and II) census takes place on the 4th class day. Students enrolled in a program but did not register for any course for the semester are unofficially withdrawn from the university. Students who did not attend any classes until the census date are unofficially withdrawn from the course or university.

## 3. Procedures

### Unofficial withdrawal due to non-registration

Students who are in an active status but are not registered for classes will be unofficially withdrawn from the university. The Registrar's Office sends a withdrawal notice via e-mail to the student explaining why he or she was withdrawn from the University. Department chairs, the Business Office, the Financial Aid Office, and the International Student Office are informed of the withdrawals.

### Unofficial withdrawal due to non-attendance

Instructors are expected to identify and report students who did attend their classes:

1. Students who have not attended a face to face class needs to be marked as a "No-Show" by their professors in the "Lessons" section for their courses in myNAU.
2. Students who are enrolled in an online course must log in to Moodle at least one time prior to the census. Professors must check the log in information for their assigned courses and determine which students have not attended. The Professor should enter a "No-Show" lesson for the students that have no log in activity.

Registrar office reviews the no-show and attendance reports, and processes the withdrawals:

1. *Students with at least one "No-Show"*: Students who have not attended a class and/or marked as a "no-show" by their professors may be dropped from the class by the Registrar's Office during the census. The Registrar's Office informs such students and their professors via e-mail that they have been dropped from their courses and explain why they have been dropped.
2. *Students with all "No-Show"*: Students who have a lesson entry of "No-Show" for all classes and/or who have been determined by attendance reports that the student has not been present during any courses for the term are withdrawn from all courses and considered to have unofficially withdrawn

from the University. The Registrar's Office sends an e-mail the student explaining why he or she was withdrawn from the university. The student's Department Chair, the Business Office, the Financial Aid Office, and the International Student Office are informed when a student is withdrawn.

**4. Who Should Read This Policy**

- Students
- Faculty
- Department Chairs
- Business Office
- Financial Aid Office
- International Student Office

**5. Related Documents and References**

- Withdrawal and Termination Policy