

THE UNIVERSITY OF WISCONSIN SYSTEM
GUIDELINES FOR THE CENTRAL DATA REQUEST

-Academic Year-

These guidelines document policies and procedures of the Central Data Request (CDR). This section also includes standard reporting practices.

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 - 3. EDP
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- II. Reporting Practices
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- III. Other Standard Practices
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A. Date of Record:

The date of record is the end of the tenth day of on-campus credit course instruction, except for Extended Degree Program which is documented in the next section. The student population and the credits associated are to be established as of the end of the tenth day of instruction for each term. The specific dates of record for each institution and term are listed in the CDR Volume I, Part III, Section A.

Courses and credits submitted on the CDR student file should reflect all course changes processed through the end of the tenth day of classes. Courses for which registration occurs after the date of record are not to be included.

B. Student Population:

1. Exclude:

- a. Financially non-committed: Students who have registered but have not made either a 40 percent payment, signatory commitment or final arrangements for third party payment are to be excluded.
- b. Early Withdrawals: Students who have registered with a financial commitment but withdraw from the institution prior to the first day of instruction are to be excluded.
- c. ~~No shows: Student who have registered with a financial commitment but do not pick up a study list or perform a similar action by which it might be assumed that they are intending to attend class are to be excluded.~~
- d. Late Registrants: Student who register after the date of record with the exception of registration in UW-Extension Credit Courses are to be excluded.
 - i. UW-Extension Credit courses and off-campus courses (beginning after the 10th day of instruction): Registration with financial commitment that occurs before the transmission date, 6th week of instruction, may be submitted on the CDR.

2. Include:

- a. Withdrawals after the 1st day of instruction: students who have registered with a financial commitment but withdraw after instruction begins are to be included along with their associated credit activity as of the date of withdrawal.

3. Interinstitutional Agreements and Off-Campus Credit Courses:

- a. UW Extension Credit Instruction (Interinstitutional Agreements):
 - i. As specified in B.1.d.i, or
 - ii. Degree Credit Programs: all degree credit activities funded by UW-Extension should be reported on the student and curricular CDR.
 - iii. Non-Credit Programs: Non-credit courses should not be reported on the regular degree credit student and curricular CDR.
- b. Off-Campus Credit Courses Not Included in Interinstitutional Agreements: Current policy permits the reporting of students registered in off-campus degree credit classes as part of the institution's enrollment provided that the courses are, a) within the institution's academic mission and b) paid for by the institution from its instructional budget.

- A/00

Courses taught under Interinstitutional Agreements and off-campus credit courses meeting the policy guidelines stated above can be included in the CDR submission if the course registration takes place before the institution's sixth-week files are transmitted to System Administration. However, students and credits should be "locked-in," or the snapshot taken, as of the end of the tenth day of the course (i.e., ten calendar days after the course began) unless the course is offered for less than ten days, in which case the date of record should be the last day of the course*. Adds and drops that occur after the end of the tenth day of the class should not be reflected in the submission regardless of how much time elapses between the beginning of the course and the sixth-week submission date. These reporting

guidelines for Interinstitutional Agreement courses and off-campus credit courses allow the institutions greater flexibility in the recording of these courses that begin instruction later in the term. Submissions are not to be delayed because of this flexibility. Students who have (advance) registered for these courses, but have not made appropriate financial arrangements by the cut-off date should not be reported in the CDR submissions.

4. UW EDP

- a. Date of Record
- b. Withdrawals

- C. Audit Credits: Audit credits are to be submitted on the CDR files at the full credit value for the course (or at the minimum credit value for variable credit courses, unless the student is paying fees for more than the minimum). See next section for reporting practices.
- D. Remedial Course Credits: Remedial credits are to be submitted on the CDR files at the full credit/unit value for the course.

EXAMPLE

II. Reporting Practices for the “Official/GPR” Population:

A. Audit Credits:

1. As of Academic Year 2000-01:

- a. Wisconsin Senior Auditors and their credits are not included in official counts.
- b. Audit credits (excluding Wisconsin Senior Auditors) are included in official counts at one-half of their normal full credit value. Note: Audit credits are to be submitted on the CDR files as normal full value. The proration for official counts is done by System Administration.

2. As of Academic Year 1995-96 through 1999-00: All “gpr” audit credits (including auditors age 62 and older) are included in “official” counts at one-half of the full credit value.

3. As of Academic Year 1991-92 through 1994-95

- a. Audit credits taken by degree-seeking students were included in official counts at their normal full credit value.
- b. Audit credits taken by non-degree-seeking students (including auditors age 62 and older) were included in official counts at 30% of their normal full credit value for resident students, and 50% of their normal full credit value for non-resident and compact students.

4. Prior to Academic Year 1991-92

- a. Auditors age 62 and older and their credits were not included in official counts.
- b. All other audit credits were included in official counts at one-half of their normal full credit value.

B. OASDI Students: Wisconsin residents receiving federal old age survivors and disability insurance benefits (OASDI) and auditing courses and are not charged fees. These students and their credits are not included in “official” counts but are included on the CDR submission.

C. Contract Courses

1. As of Academic Year 2001-02

- a. All contract courses, regardless of funding source, must be reported. See data element Primary Funding Source (DE 1500).

2. Prior to Academic Year 2001-02

- a. Credits associate with contract courses were not reported on the CDR.

D. New Freshman: The definition of new freshman is any degree-seeking undergraduate student entering for the first time with no creditable course work in higher education (other than during summer session or while enrolled in high school).

K. Study Away/Exchange Students

- a. Beginning with Fall 1995-96 and thereafter, all exchange students are to be reported on the CDR. Only the incoming students and their associated credits are included in “official” enrollment counts.
- b. Beginning in Fall 1993-94 and thereafter, Study Away students were no longer counted in official headcount and FTE. Regardless, these students and their associated credits are to be reported on the CDR.
- c. Prior to Fall 1993-94 Study Away students/credits were included in the “official” enrollment counts.