

Census Certification Policy

Policy Statement:

I. Purpose

The purpose of this policy is to establish a uniform, institution-wide process for the verification and reporting of student enrollment and academic engagement at various dates during individual semesters/sessions as published by the University Registrar. Accurate and timely enrollment reporting is required to ensure compliance with federal, state, and institutional requirements, including those associated with Title IV of the Higher Education Act.

Marywood University participates in federal financial aid programs and is therefore required to report accurate enrollment data through mechanisms including, but not limited to, the National Student Clearinghouse (NSC) and the Integrated Postsecondary Education Data System (IPEDS), pursuant to 20 U.S.C. §1094 and 34 CFR §668.14(b)(19).

Failure to ensure accurate reporting may result in federal administrative action, including fines, limitation, suspension, or termination of the University's participation in Title IV programs (34 CFR §§668.84–86).

Faculty reporting of enrollment and attendance is a critical internal control supporting these obligations.

II. Scope

This policy applies to all instructional faculty, including full-time, part-time, and adjunct instructors, across all academic programs and modalities (in-person, hybrid, and online).

III. Definitions

Census Date

The census date is defined as the last date to drop a course with a tuition credit, as established by the University's academic calendar and Student Financial Services policy.

Enrollment status as of the census date is used to determine eligibility for Federal Pell Grants and certain institutional aid programs. Changes to enrollment after the census date do not impact eligibility for these programs unless otherwise required by federal regulation.

Student Attendance

Student attendance is defined as the physical presence of the student and/or the accessing of the course by the student in the Learning Management System.

IV. Policy Statement

All faculty are required to verify and report student enrollment by the Census Certification due dates as published by the University Registrar using the University's designated system.

Faculty must confirm that each student on the official class roster is attending the class. Students who have not attended the class must be reported as "Never Attended." (No Show).

This reporting is mandatory and serves as an institutional control to ensure:

- Accurate enrollment reporting to federal and external agencies
- Proper administration of financial aid
- Compliance with Title IV requirements
- Accurate student billing and academic records

V. Faculty Responsibilities

Faculty are responsible for:

1. Reviewing Official Class Rosters

Access and review class rosters via the University's faculty information system (MarywoodYou).

2. Verifying Student Attendance by the Census Certification Date(s)

Confirm whether each student is attending class.

3. Reporting Enrollment Status

Submit required information by the established census certification deadline(s), including:

- o Students who never attended
- o Students who began attendance but subsequently stopped, including last date of attendance
- o Students attending who are not listed on the roster

4. Roster Reconciliation

Ensure that the official roster accurately reflects students attending the class.

5. Timely Submission

Complete all required reporting no later than the published census certification reporting deadline(s).

VI. Enrollment Status Determination

Never Attended (No Show)

Students who have never attended the class by the census certification date will be reported as Never Attended and will be:

- Administratively removed from the course (registration canceled/no show)
- Reported to the Offices of Student Accounts and Financial Aid

Attended At Least One Time and Subsequently Stopped Attending

Students who attend a class at least one time but subsequently stop attending must have their last date of attendance reported.

- These students remain enrolled until they officially withdraw or are administratively withdrawn in accordance with University policy
- An accurate last date of attendance is required for Title IV compliance

Students Not on the Official Roster

Students attending a course but not appearing on the official roster must be referred to the Registrar/Academic Records Office to resolve registration prior to continued attendance. Attending a class for which they are not registered is strictly prohibited.

VII. Procedures

1. Faculty access class rosters via MarywoodYou
2. Faculty track student attendance from the start of the course
3. By the census certification date(s):
 - o Verify attendance for each student
 - o Submit required reporting via the designated online form/system
4. Report:

- o No-shows (Never Attended)
 - o Last date of attendance for students who stopped attending
5. Confirm roster accuracy and reconcile discrepancies
 6. Direct unregistered students to Registrar/Academic Records

VIII. Compliance and Enforcement

Compliance with this policy is required to maintain the University's eligibility to participate in federal financial aid programs.

Failure to provide accurate and timely enrollment reporting may:

- Compromise institutional compliance with federal regulations
- Result in inaccurate financial aid disbursements
- Expose the University to audit findings, fines, or other administrative actions

Faculty participation in census certification reporting is a required component of institutional compliance. Failure to comply may result in administrative follow-up and escalation through academic leadership. Repeated failure to comply with this policy will result in disciplinary action.

IX. Related Policies

- Student Financial Services Census Date Policy
- Withdrawal and Refund Policy
- Financial Aid Satisfactory Academic Progress Policy
- Title IV Return of Funds (R2T4) Procedures

X. Effective Date

This policy is effective with the Fall 2026 term and applies to all academic terms thereafter.

Related University Standing Committees

None

History:

05-21-2026 – The President of the University established the policy upon recommendation of the Academic Council made at their May 13th, 2026 meeting.