

**UTMB HANDBOOK OF OPERATING PROCEDURES**

Section 10      Academic Policies Subject 10.1	03/02/09 -Originated -Reviewed w/ changes 10/11/12 -Reviewed w/o changes 11/27/12 -Effective Council of Deans            -Author
<b>Policy 10.1.4 Enrollment Reporting Policy</b>	

## Enrollment Reporting Policy

### Definitions

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**Fall Enrollment:** Commonly used benchmark measure of enrollment headcount, taken on the census date of the fall semester.

**Spring Enrollment:** Commonly used benchmark measure of enrollment headcount, taken on the census date of the spring semester.

**Census Date:** Also known as the Official Reporting Date, it is the official day of record for determining the enrollments that qualify to be reported to the Texas Higher Education Coordinating Board for funding. While it can vary by the length of the semester, at UTMB it is normally the 12<sup>th</sup> class day for the fall and spring semesters and the 4<sup>th</sup> class day for summer semesters.

**Unduplicated Headcount:** Measure that counts all students across an academic year, counting each student only once.

**Student Full Time Equivalent (Student FTE):** A measure that seeks to standardize enrollment by controlling for enrollment status (full or part time) and enrollment level (undergraduate, graduate or professional). Student FTE is measured by dividing the total semester credit hours produced by students in a graduate or undergraduate program during a given time period (semester, academic year) and dividing by the number of semester credit hours considered full time. UTMB uses 12 hours per semester for undergraduates and 9 hours for graduate students. Since medical students do not use semester credit hours, one student equals one FTE.

### Policy

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The university is committed to providing accurate and consistent enrollment figures to all the various external regulators, accrediting organizations and funding agencies or other interested parties.

The university’s official enrollment is determined by the Registrar and is submitted each semester to the Texas Higher Education Coordinating Board (THECB).

### Procedures

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The determination of official enrollment is a function of the Registrar’s office. The Registrar, each semester, produces the authoritative

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institutional enrollment report (CBM-001) and submits it to the

**Procedures,  
continued**

THECB. This report follows the definitions and measurement methods prescribed by the THECB. The enrollment data in this report are then reported to other agencies of the state and federal government as well as regional and discipline accrediting organizations.

Schools and departments may, periodically, conduct their own enumeration for internal, operational use. However, these measures should be considered unofficial and shall not be used for any external reporting purposes.

As the semester enrollment is certified, custody of the enrollment data passes to the Office of Institutional Effectiveness (OIE). OIE is responsible for preserving and reporting the official historical record of enrollment in total, in year by year comparisons, and by the available variables (i.e. gender, ethnicity, school, program).

**References**

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[Texas Higher Education Coordinating Board: Reporting and Procedures Manual for Health-Related Institutions. Fall 2007: page 1.1.](#)

[National Center for Education Statistics: Integrated Postsecondary Education Database System Glossary.](#)

[UTMB Facts: Enrollment](#)