

**ARIZONA BOARD OF REGENTS  
POLICY MANUAL**

2-122      Enrollment (formerly 2-103)

Revision Dates

9/27/2018, 4/9/2015, 2/8/2013 (adopted)

A.      Enrollment Reporting

1.      Each University shall design and install a system of internal control to provide adequate audit trails and produce reliable information for enrollment reports.
2.      Reports will include head count and full time equivalents, will be in compliance with the ABOR Guidelines for Enrollment Reporting (Guidelines can be found at the end of the Policy Manual), and in a format approved by the executive director of the board.

B.      Statutory Enrollment Reporting

1.      In accordance with State law (A.R.S. §15-1661), Full-time student enrollment shall be counted for each budgetary unit on the 45<sup>th</sup> day after the official first day of each Fall and Spring semester approved by the board, and divided by 2.
2.      Full-time equivalent student enrollment shall be calculated as follows:
  - a.      Lower division count: The total number of enrolled Fall and Spring semester credit hours in 100- and 200-level credit courses, divided by 15.
  - b.      Upper division count: The total number of enrolled Fall and Spring semester credit hours in 300- and 400-level credit courses, divided by 12.
  - c.      Graduate: The total number of enrolled Fall and Spring semester credit hours in graduate level credit (500 and above) courses, divided by 10.

C.      Accountability Enrollment Reporting

1.      Full-time student enrollment shall be counted for each budgetary unit on the 21<sup>st</sup> day after the official first day of each Fall and Spring semester approved by the board.

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2. Full-time equivalent reporting shall be calculated as follows:
    - a. Lower division count: The total number of enrolled Fall and Spring semester credit hours in 100- and 200-level credit courses, divided by 15.
    - b. Upper division count: The total number of enrolled Fall and Spring semester credit hours in 300- and 400-level credit courses, divided by 12.
    - c. Graduate: The total number of enrolled Fall and Spring semester credit hours in graduate level credit (500 and above) courses, divided by 10.
  3. Non-resident undergraduate headcount enrollment shall be counted for students taking seven or more semester credit hours at each University.
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#### Policy History

- 2/8/2013      The Board repealed 2-103 and adopted 2-122 in its place.
- 4/9/2015      Policy revision approved by the Board on second reading.
- 9/27/2018      Policy revised to reflect "Executive Director" of the Board in place of "President."

#### Related Information