

CDR Guidelines Discussion Items

We would like to discuss the CDR guidelines and your campus practice/interpretation of the guidelines available at <http://www.uwsa.edu/opar/cdr/Manual/volume1/section1/I.pdf>. We are also requesting you to provide the amount of withdrawal activity included in your 6th week CDR submission and number of late registrants not included in your submission. Please differentiate between late registrants who registered after the 10th day census date and UW-Extension Credit Outreach registrations occurring after the 6th week file was submitted.

I. Establishing Date of Record and Student Population/Credit Activity

- a. Date of Record/Census Date: Students and associated credit activity as of the end of the tenth day of instruction with exception extended degree program and late-starting UW-Extension activity.
- b. Financial Commitment: Students who do not make either payment of at least 40 percent of the obligation or a signatory commitment or finalized arrangement for third-party payment by the date of record are to be excluded.
- c. Withdrawals: Students with an appropriate financial commitment that formally withdraw from the institution after instruction begins are to be included.
- d. Early Withdrawals: Students (registered with financial commitment) who formally withdraw from the institution prior to the first day of instruction are to be excluded.
- e. Late Registrants: Students who register (and make appropriate financial commitment) after the date of record with the exception of late starting UW-Extension courses are to be excluded.
- f. No shows: Students who register but do not pick up a “study list” or perform a similar action by which it might be assumed they are intending to attend class are to be excluded.

II. Inter Institutional Agreements and other Off-campus Courses

UW-Extension credit instruction and other off-campus courses (that are part of the academic mission and paid for from the institutions instructional budget) may be included in the CDR submission if the course registration takes place before the institution’s sixth-week files are transmitted.