



## Census Policy

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The Census is the process that the professors certify to the Registrar Office the students who never attended the enrolled course and those who attended. The census is conducted during the first weeks of each part of term to determine whether the student attended at least once during the selected period of enrollment. This policy allows to identify the population of students who never attended and inform the Registrar's Office to process the non-attendance withdraw. The dates for the process are established in the academic calendars.

### Application:

This policy applies to all students enrolled at the institution and all programs and learning modalities.

### Procedure:

1. The Registrar's Office completes the mechanized forms necessary for the census process electronically.
2. Professors conduct the census-taking process electronically, in or before the deadline established in the academic calendars for each academic session. (*Full Term/Part of Term*).
3. The Registrar's Office:
  - a. conducts the necessary electronic processes for cases identified by professors as never attended.
  - b. sends communication to students identified as never attended.
4. The student claiming to be attending must electronically submit their request to reinstate the course to the professor. The Registrar's Office proceeds with the reinstatement of the course in the mechanized system.
5. The student who claims that never attended and have been reported as attending, the teacher must complete the Certification and send it to the Registrar's Office.

### Responsibilities:

- **Registrar's Office:**
  - works the necessary electronic processes for the registration of cases identified by professors as never attended.
  - Send communications to students identified as not attended.
- **Professors:**
  - Complete the census-taking process electronically within the dates established in the academic calendars.
  - Verify the student cases requesting reinstatement of courses.



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- Students:
  - If attending the course and were certified as not attended; they must contact the professor.
  
- Financial studies Office:
  - Perform the process of returning funds in cases reported as not attended.

In the event of any inconsistency or ambiguity in relation to the meaning of any word or phrase in the English translation, the Spanish text shall prevail.

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