

## 5.2 ENROLLMENT STATUS CODES

The following are valid Enrollment Status Codes. *Note that if the student does not return as scheduled, you must change the status within 60 days to “Withdrawn,” with an effective date of the last date of attendance, per Sec. 668.22 (j)(1), of 34 CFR.*

Code	Status	Definition	Date Used as Effective Date
A	Approved Leave of Absence	Student is currently enrolled at this institution, but has a leave of absence approved in accordance with Sec. 668.22(j)(2) of 34 Code of Federal Regulations (CFR).	The date the student began an approved leave of absence.
D	Deceased	Student is deceased.	The date of death, if known; otherwise, the date the institution was notified of the death by a reliable source.
F	Full-time	Student is enrolled full-time, according to the institution’s definition, in accordance with Sec. 668.2 or 682.200 of 34 CFR.	The date on which the student most recently began uninterrupted <sup>1</sup> enrollment <b>on a full-time basis.</b>
G	Graduated	Student has completed the course of study and is not currently admitted to nor enrolled in a different course of study at this institution.	The date the student completed the course requirements (not the date on which the diploma or certificate of completion is presented).
H	Half-time or more, but less than full-time	Student is enrolled at least half-time, but less than full-time, according to this institution’s definition, in accordance with Sec. 682.200 of 34 CFR.	The date the student dropped below full-time, or if half-time is the original status, the date on which the student most recently began uninterrupted <sup>1</sup> enrollment <b>on a half-time or more, but less than full-time, basis.</b>
L	Less than half-time	Student is enrolled less than half-time, according to this institution’s definition, in accordance with Sec. 682.200 of 34 CFR.	The date the student dropped below half-time, or if less than half-time is the original status, the date on which the student most recently began uninterrupted <sup>1</sup> enrollment <b>on a less than half-time, basis.</b>
W	Withdrawn (voluntary or involuntary)	Student has officially withdrawn from all courses at this institution, stopped attending all classes at this institution but did not officially withdraw, or for any reason did not re-enroll at this institution for the next regular (non-summer) term without completing the course of study.	The date the student officially withdraws, or, in the absence of a formal withdrawal, the last recorded date of attendance. In the case of the student who completes a term and does not return for the next, leaving the course of study uncompleted, the final day of the term in which the student was last enrolled.

Code	Status	Definition	Date Used as Effective Date
X	Never attended	Individual on whose behalf a loan was certified or awarded, who was admitted, may have enrolled (registered), but never attended classes at this institution. (Institution <b>does</b> have a record of the individual.)	Report certification date, as recorded in the SSCR Submittal File Header Record.
Z	No record found	Individual for whom a thorough search of the institution's records reveals no information. (Institution <b>does not</b> have a record of the individual.)	Report certification date, as recorded in the SSCR Submittal File Header Record.

<sup>1</sup> Students are considered to be in school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session), as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as "withdrawn" at the end of the spring term if they are expected to re-enroll for the fall term. If they do not return as expected, status must be changed to "Withdrawn" within 60 days of that determination, or within 60 days of the start of the new term, whichever occurs first, with an effective date of the last date of attendance.