



## **Institutional Research Definitions of Data Elements and Disaggregation Categories for ACADEMIC PROGRAM AND GENERAL EDUCATION REVIEWS**

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Academic Program and General Education Reviews are essential to the College's overall planning, assessment, and strategic planning process. Coordination of annual academic and general education areas for review is done through the College's Office of Assessment and Program Review.

Enrollment data are based on Official Census Day (45<sup>th</sup> day) data, after audit processes have been finalized. Performance data (grades, completion, success, no show/withdrawal, graduates, and degrees and certificates awarded) are based on semester-/year- end data found in Datatel. Transfer-out data are based on records found in the National Student Clearinghouse and Arizona State System for Information on Student Transfer (ASSIST) databases, at a given date.

Both enrollment and performance measurements are reported at the aggregate (overall/college-wide) level and partially at the intermediate (course location, course delivery, department and division, declared major) level. Additional reports at the intermediate and/or individual levels may be requested.

### **Academic Year (AY)**

An academic year covers the period between **July 1** of a given calendar year and **June 30** of the subsequent calendar year (i.e., July 1, 2009 to June 30, 2010 refers to AY2009-2010). *In this report, only fall and spring terms are considered when reporting enrollment trends.*

### **Administrative Withdrawal Grade (AW)**

Pursuant to Arizona Revised Statutes (A.R.S.) §§ 15-1466.02, on the forty-fifth day class rosters, each professor or instructor shall indicate as withdrawn each student who has not been attending class, even if the student has not formally withdrawn from the course and a grade of "AW" (administrative withdrawal) will be awarded. After the forty-fifth day, if a student is unable to attend the course for any reason, it will be the responsibility of the student to withdraw from the course. *(See AWC Course Catalog for additional information)*

### **Audit Grade (AU)**

Auditing classes is permitted with the permission of the instructor. Students auditing a class are expected to attend class regularly and participate in general class activities; however, students are not required to take examinations or complete class assignments. Students auditing a class must officially register in the course but will not receive credit or a grade in the class. The grade symbol of "AU" will show on the official college transcript. The last day to change a class from audit to credit or credit to audit is the last day of the add/drop period (week following first day of classes of the given term). Courses taken as audit may not be retaken for credit. *(See AWC Course Catalog for additional information)*

### **Began as Developmental Student**

A student who was enrolled in a developmental course (reading and/or, below college level English and/or math) at any time during an academic year prior to or up through a given academic year.

### **Began as Limited English Proficiency Student**

A student who was enrolled in an ESL course at any time during the given academic year prior to or up through a given academic year.



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### **Completion**

Refers to students, and the percentage of students, that finish a course with grades of A, B, C, D, F, CR, or NC (without grades of AU, I, W, AW, NS, or IP)

Completion rate calculation:

- The numerator is the number of students who received grades of A, B, C, D, F, CR, or NC
- The denominator is the number of students who received grades of A, B, C, D, F, CR, NC, AW, W, or NS

*Note: grades AU (Audit), I (Incomplete), and IP (In Progress) are not included in this calculation*

### **Course Delivery Modes**

Course delivery modes include:

**Hybrid** – Courses combining both web-based learning and face-to-face instruction or required physical attendance in a classroom

**ITN** – Two-way Interactive Television Network courses transmitted to sites throughout Yuma and La Paz counties

**Mixed Media** – courses offered via multiple/combined delivery modes

**Regular** – Face-to-Face courses where all instruction takes place at a physical location with the professor directly interacting with students

**Telecourse** – Professionally produced telecourses via two cable television stations (channels 74 and 75)

**Web** – Courses delivered via the Internet and completed without face-to-face instruction or required physical attendance in a classroom

**Web Enhanced** – Courses deliver

### **Course Location**

Current course locations include:

Parker (Parker Learning Center)

Quartzsite (Quartzsite Learning Center)

San Luis (San Luis Learning Center)

Somerton (Somerton Learning Center)

Wellton (AWC East Yuma County)

Yuma Main Campus

Yuma Marine Corps Air Station (MCAS)

Yuma Other than Main Campus (Entrepreneurial Center, and Martin Luther King Jr. Neighborhood Center)

Yuma Proving Ground (U.S. Army Yuma Proving Ground)

Yuma - State Prison

Online (100% online)

### **Declared Major**

A student who has officially declared the academic program major under review. Headcount is unduplicated within but may be duplicated throughout, a student is counted once in each academic year.

### **Degree/Certificate-Seeking Student**

A student enrolled in courses for credit and seeking to complete an academic or occupational degree/certificate



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### Ethnicity/Race

On October 19, 2007, the U.S. Department of Education posted to the Federal Register the "Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education." (See the Federal Register, Volume 72, Number 202, pp. 59266-59279: <http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf>). The proposed changes are necessary for the Department to implement the Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting and Presenting Federal Data on Race and Ethnicity. IPEDS adopted new aggregate categories for reporting R/E data in accordance with the final guidance.

The guidance issued by the Department covers two separate issues: (1) the collection of R/E data by institutions and (2) the reporting of aggregate data to the Department. For collecting R/E data, institutions must use a two-question format, and the Department encourages institutions to re-survey students and staff (the two-question format is as follows: The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White). For further details on the guidance for collecting data, please see the full Federal Register notice. For reporting aggregate data to the Department, the guidance identifies nine categories that will be used for IPEDS. The **new** race/ethnicity categories for reporting data to IPEDS are outlined below:

**Hispanics of any race** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

**Non-Hispanic, American Indian or Alaska Native (Native American)** – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment

**Non-Hispanic, Asian (Asian American)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

**Non-Hispanic, Black or African American (African American)** – A person having origins in any of the black racial groups of Africa

**Non-Hispanic, Native Hawaiian/Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**Non-Hispanic, White (Caucasian)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**Non-Resident Alien (International)** – A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely

**Race and Ethnicity unknown (Unspecified)** – The category used to report students whose race and ethnicity are not known

Source: [http://nces.ed.gov/ipeds/news\\_room/ana\\_Changes\\_to\\_10\\_25\\_2007\\_169.asp](http://nces.ed.gov/ipeds/news_room/ana_Changes_to_10_25_2007_169.asp)



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### **First-Time Student**

A student who has no prior postsecondary experience attending for the first time at the undergraduate level in a given term. Students who begin in a summer term are counted as first-time students in the following fall term.

### **First-Time, Full-time, Degree/Certificate-Seeking Student**

A student who has no prior postsecondary experience attending for the first time at the undergraduate level who enrolled in courses for credit (12 or more) and is seeking to complete an academic or occupational degree/certificate

### **Graduate (Completer)**

A student who has: met the basic requirements of the academic program under review, as listed in the General Program Requirements section of the AWC Course Catalog (*note: a minimum of a "C" grade and a minimum 2.0 G.P.A. is required for all courses in a certificate or degree program*); provided an official AWC transcript and any other transfer credit documentation including advanced placement credit, military transcripts, CLEP scores, etc.; completed the Learning Outcomes Assessment at the AWC Testing Center; filed a completed Application for Graduation form with the Admissions and Registration Office and paid the required non-refundable graduation fee in accordance with the time schedule as listed in the AWC Course Catalog; cleared any indebtedness to the College before degree/certificate requirements will be certified or the degree/certificate will be awarded; met in full the requirements for graduation set forth in the AWC catalog. (*See AWC Course Catalog for additional information*)

### **Gender**

Gender (male or female or unspecified) reported by the student

### **Grade Distribution**

The final grades awarded to students who were actively enrolled as of the last day of a given term. *Grade distribution is the base for calculating completion, success, and no show/withdrawal measurements*

### **Grading Systems**

System I: A – Exceptional performance for most learning outcomes  
B – Good performance for most learning outcomes  
C – Satisfactory performance for most learning outcomes  
D – Unsatisfactory performance for most learning outcomes  
F – Unsatisfactory performance for all learning outcomes

System II: CR – Credit (not computed into the GPA)  
NC – No Credit (not computed into the GPA)

Additional grade symbols included in both systems but not calculated into the grade-point average are:

AU – Audit (see Audit)  
I – Incomplete (see Incomplete)  
AW – Administrative Withdrawal (see Administrative Withdrawal)  
W – Withdrawal (see Withdrawal)  
NS – No Show (student never attended class)  
IP – In Progress (see In Progress)

### **Incomplete Grade (I)**

A grade of incomplete is permissible only when the student has been unable to complete assigned course work due to an illness or to other reasons beyond his/her control and is applicable only when the student would



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otherwise have had a passing grade. A student receiving an incomplete has the responsibility of initiating the procedure for completing the work. The course must be completed during the following semester or a grade of "F" (if registered for Grading System I), or "NC" (if registered for Grading System II), will be recorded for the course. (See *AWC Course Catalog for additional information*)

### **In Progress Grade (IP)**

"IP" is a grade indicating a course is in progress and a final grade has yet to be assigned. It is not to be used as an alternative to an incomplete grade. The "IP" must be used for open entry/open exit courses or short courses approved by the Dean of Instruction when the ending date of the course is not coincidental with the ending date of the grading period in which the course begins.

At the close of the first grading period, an "IP" grade will be assigned. The "IP" will be replaced by a letter grade at the conclusion of the course. There is a limit of one more semester beyond the semester of enrollment (not including summer) to replace the "IP." After this time limit, the "IP" reverts to the grade of "F." The "IP" is not computed in the G.P.A. (See *AWC Course Catalog for additional information*)

### **No Show/Withdrawal**

Refers to students, and the percentage of students, that did not complete a course and received grades of NS, AW or W (without grades of A, B, C, D, F, CR, NC, AU, I, or IP). These are the students who did not show up to class, withdrew, or were administratively withdrawn after the official census day

No Show/Withdrawal rate calculation:

- The numerator is the number of students who received grades of NS, AW, or W
- The denominator is the number of students who received grades of A, B, C, D, F, CR, NC, AW, W, or NS

*Note: grades AU (Audit), I (Incomplete), and IP (In Progress) are not included in this calculation*

### **Success**

Refers to students, and the percentage of students, that finished a course with grades of A, B, C, or CR (without grades D, F, NC, AU, I, W, AW, NS, or IP)

Success rate calculation:

- The numerator is the number of students who received grades of A, B, C, or CR
- The denominator is the number of students who received grades of A, B, C, D, F, CR, NC, AW, W, or NS

*Note: grades AU (Audit), I (Incomplete), and IP (In Progress) are not included in this calculation*

### **Transfer-Out**

The number and percentage of students in a given cohort/sub-cohort who are known to have transferred-out to another college or university

*Note: transfer-out reports highly depend on the availability of data. The best effort is made to integrate the various data sources in order to generate the various transfer-out reports. Transfer-out data may not be available for some sub-cohorts.*



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### **Withdrawal Grade (W)**

After the designated add/drop period (week following first day of classes of the given term) and through the first three quarters of the course, or as specified by the Dean of Enrollment Services, students may withdraw from one or more classes and receive a grade of "W" on their official academic record. Classes lasting less than an entire semester may have a different withdrawal period. *(See AWC Course Catalog for additional information)*