



FINAL
SPRING 2011
STANDARD REPORTS
(as of semester end)

Office of Institutional Effectiveness, Research, and Grants

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FINAL SPRING 2011 STANDARD REPORTS *(as of semester end)*

Publication Date: September 9, 2011

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FINAL SPRING 2011 STANDARD REPORTS *(as of semester end)*

GRADE DISTRIBUTION

GRADES	N ¹	%
A	6,205	28%
B	4,506	20%
C	3,327	15%
D	1,190	5%
F	3,110	14%
CR (Credit)	1,469	7%
NC (No Credit)	387	2%
I (Incomplete)	72	0%
IP (In Progress)	0	0%
AW (Administrative Withdrawal)	45	0%
W (Withdrawal)	1,898	9%
NS (No Show)	22	0%
AU (Audit)	1	0%
Unknown ²	26	0%
TOTAL GRADES DISTRIBUTED	22,258	100%

COMPLETION, SUCCESS, and WITHDRAWAL

	N ¹	%
COMPLETION RATE	20,194	91%
SUCCESS RATE	15,507	70%
WITHDRAWAL RATE	1,943	9%

Grades as of August 28, 2011

¹Number (N) is duplicated among students, students are counted once for each grade received; *see Spring 2011 Standard Reports (as of census day) for unduplicated student headcount*

²Due to technology issues, grades awarded in these number of courses are currently unavailable for reporting



FINAL SPRING 2011 STANDARD REPORTS (as of semester end)

GRADE DISTRIBUTION by COURSE LOCATION

GRADES	Parker		Quartzsite		San Luis		Somerton		Wellton		Yuma Main Campus		Yuma Marine Corps Air Station (MCAS)		Yuma Other than Main Campus		Online		TOTAL	
	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%
	A	75	20%	10	15%	820	26%	253	29%	2	18%	3,702	28%	34	41%	420	37%	889	25%	6,205
B	46	12%	4	6%	809	26%	186	21%	3	27%	2,556	20%	31	37%	202	18%	669	19%	4,506	20%
C	17	5%	1	2%	564	18%	158	18%	0	0%	2,039	16%	3	4%	66	6%	479	13%	3,327	15%
D	13	4%	0	0%	148	5%	40	5%	0	0%	783	6%	2	2%	22	2%	182	5%	1,190	5%
F	19	5%	3	5%	431	14%	112	13%	4	36%	1,680	13%	8	10%	58	5%	795	22%	3,110	14%
CR (Credit)	171	46%	44	67%	81	3%	49	6%	0	0%	738	6%	0	0%	341	30%	45	1%	1,469	7%
NC (No Credit)	9	2%	1	2%	1	0%	0	0%	0	0%	338	3%	0	0%	4	0%	34	1%	387	2%
I (Incomplete)	5	1%	0	0%	7	0%	1	0%	0	0%	37	0%	1	1%	2	0%	19	1%	72	0%
IP (In Progress)	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
AW (Admin. Withdrawal)	0	0%	0	0%	2	0%	5	1%	0	0%	22	0%	0	0%	4	0%	12	0%	45	0%
W (Withdrawal)	16	4%	3	5%	244	8%	64	7%	2	18%	1,075	8%	4	5%	28	2%	462	13%	1,898	9%
NS (No Show)	0	0%	0	0%	5	0%	1	0%	0	0%	6	0%	0	0%	0	0%	10	0%	22	0%
AU (Audit)	0	0%	0	0%	1	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	0%
Unknown ²	0	0%	0	0%	0	0%	0	0%	0	0%	16	0%	0	0%	1	0%	9	0%	26	0%
TOTAL GRADES DISTRIBUTED	371	100%	66	100%	3,113	100%	869	100%	11	100%	12,992	100%	83	100%	1,148	100%	3,605	100%	22,258	100%

COMPLETION, SUCCESS, and WITHDRAWAL by COURSE LOCATION

COMPLETION, SUCCESS, and WITHDRAWAL	Parker		Quartzsite		San Luis		Somerton		Wellton		Yuma Main Campus		Yuma Marine Corps Air Station (MCAS)		Yuma Other than Main Campus		Online		OVERALL	
	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%
	COMPLETION	350	96%	63	95%	2,854	92%	798	92%	9	82%	11,836	91%	78	95%	1,113	97%	3,093	86%	20,194
SUCCESS	309	84%	59	89%	2,274	73%	646	74%	5	45%	9,035	70%	68	83%	1,029	90%	2,082	58%	15,507	70%
WITHDRAWAL	16	4%	3	5%	246	8%	69	8%	2	18%	1,097	8%	4	5%	32	3%	474	13%	1,943	9%

Grades as of August 28, 2011

¹Number (N) is duplicated among students, students are counted once for each grade received; see *Spring 2011 Standard Reports (as of census day) for unduplicated student headcount*

²Due to technology issues, grades awarded in these number of courses are currently unavailable for reporting



GRADE DISTRIBUTION by COURSE DELIVERY MODE

GRADES	COURSE DELIVERY MODE																		TOTAL	
	Hybrid		Interactive Telecommunications Network (ITN)		Hybrid/Interactive Telecommunications Network (ITN)		Interactive Telecommunications Network (ITN)/Web Enhanced		Mixed Media		Regular		Telecourse/Web		Web		Web Enhanced			
	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%		
A	267	38%	226	31%	8	30%	9	33%	0	0%	3,841	30%	19	41%	889	21%	946	22%	6,205	28%
B	139	20%	133	18%	7	26%	5	19%	2	50%	2,595	20%	11	24%	669	16%	945	22%	4,506	20%
C	88	12%	101	14%	3	11%	8	30%	0	0%	1,856	15%	1	2%	479	11%	791	18%	3,327	15%
D	29	4%	51	7%	2	7%	1	4%	0	0%	584	5%	3	7%	182	4%	338	8%	1,190	5%
F	109	15%	127	18%	4	15%	6	22%	0	0%	1,217	10%	8	17%	795	18%	844	20%	3,110	14%
CR (Credit)	0	0%	23	3%	0	0%	1	4%	0	0%	1,395	11%	0	0%	45	1%	5	0%	1,469	7%
NC (No Credit)	1	0%	5	1%	0	0%	0	0%	0	0%	347	3%	0	0%	34	1%	0	0%	387	2%
I (Incomplete)	2	0%	4	1%	0	0%	1	4%	0	0%	26	0%	0	0%	19	0%	20	0%	72	0%
IP (In Progress)	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
AW (Admin. Withdrawal)	1	0%	0	0%	0	0%	0	0%	0	0%	23	0%	1	2%	12	0%	8	0%	45	0%
W (Withdrawal)	74	10%	54	7%	3	11%	3	11%	2	50%	883	7%	2	4%	462	11%	415	10%	1,898	9%
NS (No Show)	0	0%	0	0%	0	0%	0	0%	0	0%	11	0%	0	0%	10	0%	1	0%	22	0%
Audit (AU)	0	0%	0	0%	0	0%	0	0%	0	0%	1	0%	0	0%	0	0%	0	0%	1	0%
Unknown ²	0	0%	1	0%	0	0%	0	0%	0	0%	12	0%	1	2%	9	0%	3	0%	26	0%
TOTAL GRADES DISTRIBUTED	710	100%	725	100%	27	100%	34	100%	4	100%	12,791	100%	46	100%	3,605	100%	4,316	100%	22,258	100%

COMPLETION, SUCCESS, and WITHDRAWAL by COURSE DELIVERY MODE

	COURSE DELIVERY MODE																		TOTAL	
	Hybrid		Interactive Telecommunications Network (ITN)		Interactive Telecommunications Network (ITN)/ Mixed Media		Interactive Telecommunications Network (ITN)/Web Enhanced		Mixed Media		Regular		Telecourse/Web		Web		Web Enhanced			
	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%	N ¹	%		
COMPLETION	633	89%	666	93%	24	89%	30	91%	2	50%	11,835	93%	42	93%	3,093	86%	3,869	90%	20,194	91%
SUCCESS	494	70%	483	67%	18	67%	23	70%	2	50%	9,687	76%	31	69%	2,082	58%	2,687	63%	15,507	70%
WITHDRAWAL	75	11%	54	8%	3	11%	3	9%	2	50%	906	7%	3	7%	474	13%	423	10%	1,943	9%

Grades as of August 28, 2011

¹Number (N) is duplicated among students, students are counted once for each grade received; see *Spring 2011 Standard Reports (as of census day)* for unduplicated student headcount

² Due to technology issues, grades awarded in these number of courses are currently unavailable for reporting



FINAL SPRING 2011 STANDARD REPORTS *(as of semester end)*

GRADUATES

		HC ¹	%
GENDER	Male	260	47%
	Female	289	52%
	Unspecified	4	1%
ETHNICITY/RACE	African American	13	2%
	Asian American	8	1%
	Caucasian	154	28%
	International	50	9%
	Latino	295	53%
	Native American	10	2%
	Native Hawaiian/Other Pacific Islander	1	0%
	Two or More Races	1	0%
	Unspecified	21	4%
AGE GROUPINGS (per IPEDS categories)	Under 18	1	0%
	18-19	27	5%
	20-21	143	26%
	22-24	139	25%
	25-29	94	17%
	30-34	45	8%
	35-39	47	8%
	40-49	42	8%
	50-64	13	2%
	65+	1	0%
	Unspecified	1	0%
STUDENT CHARACTERISTICS (by groups)	Began as ESL	48	9%
	Began as Developmental	390	71%
	First Generation	260	47%
TOTAL GRADUATES		553	100%

Graduates as of August 28, 2011

¹Headcount (HC) is unduplicated



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CREDENTIALS AWARDED by PROGRAM

PROGRAM		HC ¹	%
DEGREES	Associate in Arts (A.A.)	209	25%
	Associate in Applied Science (A.A.S.)	118	14%
	Associate in Business (A.Bus.)	18	2%
	Associate in General Studies (A.G.S.)	2	0%
	Associate in Science (A.S.)	43	5%
<i>Total Degrees Awarded</i>		390	46%
CERTIFICATES	Occupational	217	26%
	Arizona General Education Curriculum-Arts (AGEC-A)	192	23%
	Arizona General Education Curriculum-Business (AGEC-B)	18	2%
	Arizona General Education Curriculum-Science (AGEC-S)	33	4%
<i>Total Certificates Awarded</i>		460	54%
TOTAL DEGREES AND CERTIFICATES AWARDED		850	100%

Credentials awarded as of August 28, 2011

¹Headcount is unduplicated within but may be duplicated throughout, each students is counted once for each degree/certificate awarded



FINAL SPRING 2011 STANDARD REPORTS *(as of semester end)*

DEGREES AWARDED by MAJOR

DEGREE	MAJOR	MAJOR CODE	N	%
A.A.	Administration of Justice Studies	ADMJU	30	8%
	Agriculture Science ¹	AGRIC	1	0%
	Art: Graphics	ARTGR	1	0%
	Art: Studio Art ¹	ARTST (START)	3	1%
	Education, Elementary (Early Childhood Education Emphasis)	EDECE	1	0%
	Education, Elementary	EDELM	6	2%
	Education, Secondary	EDSEC	9	2%
	English	ENGLI	8	2%
	General Studies	GENST	106	27%
	History	HISTO	2	1%
	Mathematics	MATHE	12	3%
	Media Arts	MDART	2	1%
	Music	MUSIC	1	0%
	Philosophy	PHILO	2	1%
	Political Science	POLSC	1	0%
	Psychology/Sociology	PSYSO	17	4%
	Spanish	SPANI	4	1%
Theatre	THETH	3	1%	
A.A.S.	Accounting	ACCT	4	1%
	Administration of Justice Studies	ADMJU	4	1%
	Advanced Water Treatment	ADVWT	1	0%
	Air Conditioning and Refrigeration	AIRCR	3	1%
	Architectural Technology	ARCH	3	1%
	Automotive Technology	AUTOT	7	2%
	Business, General	BUSGN	10	3%
	Computer Information Systems	CISYS	6	2%
	Construction Trades Management	CTM	2	1%
	Early Childhood Education ¹	ECE (CHDEV)	3	1%
	Emergency Medical Services: Paramedic	EMSPA	2	1%
	Fire Science	FIRSC	3	1%
	Industrial Technology	INDST	1	0%
	Massage Therapy	MASTH	6	2%
	Microcomputer Bus Applications	MICBA	3	1%
	Nursing ¹	NUR (NURHC)	40	10%
	Paralegal Studies	LEGAL	2	1%
	Plant Sciences	PLTSC	1	0%
	Radiologic Technology	RADTE	11	3%
	Television Production	TVPRO	1	0%
Welding	WELDT	5	1%	
A.Bus.	Business	BUSIN	18	5%
A.G.S.	General Studies	GENST	2	1%
A.S.	Biology	BIOLO	17	4%
	Engineering	ENGIN	11	3%
	General Studies	GENST	10	3%
	Physics	PHYSI	5	1%
TOTAL DEGREES AWARDED			390	100%

Note: Degrees awarded as of August 28, 2011; No degrees were awarded for those majors not listed

¹Modified Programs (title and/or major code change):

Degree Title & Major Code Change: Child Development (CHDEV) to Early Childhood Education (ECE), AY 03-04

Degree Title & Major Code Change: Studio Art (START) to Art: Studio (ARTST), AY 07-08

Degree Title Change: Agriculture to Agricultural Science, AY 09-10

Degree Title & Major Code Change: Industrial Graphics Drafting/CAD (INDSG) to Civil Engineering Technology (CET), AY 09-10

Degree Title & Major Code Change: Nursing (The Healing Community Curriculum) (NURHC) to Nursing (NUR), AY 10-11



FINAL SPRING 2011 STANDARD REPORTS *(as of semester end)*

CERTIFICATES AWARDED by MAJOR

CERTIFICATE TYPE	MAJOR	MAJOR CODE	N	%
AGEC	Arizona General Education Curriculum-Arts	AGECA	192	42%
	Arizona General Education Curriculum-Business	AGECB	18	4%
	Arizona General Education Curriculum-Science	AGECB	33	7%
OCCUPATIONAL	Accounting	ACCT	1	0%
	Air Conditioning and Refrigeration	AIRCR	3	1%
	Architectural Technology	ARCH	3	1%
	Automotive Brakes and Suspension	AUTBR	1	0%
	Automotive Computer Fundamentals, Engine Performance, and Diagnostics	AUTCD	2	0%
	Automotive Electrical and Air Conditioning Systems	AUTAC	3	1%
	Automotive Power Trains	AUTPT	2	0%
	Automotive Technology ¹	AUTOT (AUTOM)	4	1%
	Basic Air Conditioning and Refrigeration Service Technician	BACT	4	1%
	Basic Electrical ¹	BELEC (ELECT)	11	2%
	Computer Security	COMSE	3	1%
	Culinary Arts	CULAR	1	0%
	Early Childhood Education ¹	ECE (CHDEV)	2	0%
	Electrical Technology	ECT	2	0%
	Entrepreneurial -Advanced ¹	ENTAD (ENT)	1	0%
	Entrepreneurial-Basic ¹	ENTBA (ENTEM)	3	1%
	Family Development Credential	FDC	17	4%
	Fire Academy	FIREA	40	9%
	Foundations of Construction	FNDC	29	6%
	Law Enforcement Training Academy	LETA	23	5%
	Logistics Advanced	LGSAD	1	0%
	Logistics Basic	LGSBA	4	1%
	Massage Therapy	MASTH	6	1%
	Microcomputer Bus Applications	MICBA	1	0%
	Nursing Assistant	NURAS	26	6%
	Paralegal Studies	LEGAL	2	0%
Personal Trainer	PTR	1	0%	
Preschool Education	PRSCE	18	4%	
Welding	WELDG	3	1%	
TOTAL CERTIFICATES AWARDED			460	100%

Note: Certificates awarded as of August 28, 2011; No certificates were awarded for those majors not listed

¹Modified Programs (title and/or major code change):

Certificate Title & Major Code Change: Child Development (CHDEV) to Early Childhood Education (ECE), AY 03-04

Certificate Title & Major Code Change: Automotive Mechanic (AUTOM) to Automotive Technology (AUTOT), AY 06-07

Certificate Title & Major Code Change: Electrical (ELECT) to Basic Electrical (BELEC), AY 09-10

Certificate Title & Major Code Change: Business Entrepreneur (ENT) to Entrepreneurial-Advanced (ENTAD), AY 10-11

Certificate Title & Major Code Change: Entrepreneurial (ENTEM) to Entrepreneurial-Basic (ENTBA), AY 10-11



APPENDIX A

Institutional Research Definitions of Data Elements and Disaggregation Categories

Our office has developed standard reports based on official census day (45th day) data, after audit processes have been finalized, as well as on semester and year-end data. 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.

Please note on disaggregation, the standard rule of non-disclosure of personally identifiable information applies to all data reported. Disaggregated data that pertain to a sample size of 10 or fewer students have been replaced by an asterisk to protect student privacy.

Academic Performance

Academic performance measurements reported include grade distribution, progress, and withdrawal as of semester end

Academic Year (AY)

An academic year covers the period between **July 1** and **June 30** and includes summer, fall, and spring terms as well as open entry/open exit (OE/OE) and short term students and courses

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)*

Age-Groups

Based on date of birth as reported by students

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

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 receiving a credential

Began as Limited English Proficient

A student who was enrolled in an ESL course at any time during an academic year prior to receiving a credential

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, R, or IP)



APPENDIX A

Institutional Research Definitions of Data Elements and Disaggregation Categories

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), R (Repeat), 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 – meets face-to-face; requires Internet access

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): Marine Corps Air Station Education Center

Yuma Other than Main Campus:

Entrepreneurial Center

Martin Luther King Jr. Neighborhood Center

Yuma Proving Ground: U.S. Army Yuma Proving Ground

Yuma State Prison

Online: Includes all locations listed above

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



APPENDIX A

Institutional Research Definitions of Data Elements and Disaggregation Categories

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

First Generation Student

A student whose parents (both) have not obtained a Bachelor's Degree in the U.S. reported by the student

Gender

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

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)



APPENDIX A
Institutional Research Definitions of Data Elements and Disaggregation Categories

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)

R – Repeat (see Repeat Classes)

IP – In Progress (see In Progress)

Graduate

A student who has: met the basic requirements for an associate degree or certificate, 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*)

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 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*)

Grade Distribution

The final grades awarded to students who were actively enrolled on the official census day of any given term. *Grade distribution is the base for calculating mid-term completion, success, and withdrawal measurements*



APPENDIX A

Institutional Research Definitions of Data Elements and Disaggregation Categories

Official Enrollment Headcount (HC)

Official enrollment headcounts (duplicated/unduplicated) are based on data provided to us on the census day (45th day) of Fall and Spring semesters, and on short term, open entry/open exit (OE/OE), and summer data provided to us at the end of the academic year

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, R, 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), R (Repeat), and IP (In Progress) are not included in this calculation

Unknown Grade

Due in part to technology issues and report preparation timing, some grades are unavailable for reporting

Withdrawal

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

Withdrawal rate calculation:

- The numerator is the number of students who received grades of 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), R (Repeat), and IP (In Progress) are not included in this calculation

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*)