

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES 17 September 2015

ITEM: II. H

TOPIC: Enrollment/Completion Reporting Policy Revisions: Policy 201 (Membership Hour Reporting) and Policy 205 (Student Enrollment and Completion Reporting)

#### BACKGROUND

The Board of Trustees approved Policy 205 (Student Enrollment and Completion Reporting) in 2014 and associated revisions to Policy 201 (Membership Hour Reporting) in 2013. The new and adjusted policies were needed to provide consistent definition and direction to the campuses for reporting enrollment figures to the legislature, other stake-holders, and further interested parties.

After a full year of reporting under Policy 205 and review of its provisions and results by campuses and the Office of the UCAT President, the revisions detailed on the attached policy drafts are recommended. (Due to the lengths of the two policies, only the affected sections are attached; the full policies may be viewed at <http://www.ucat.edu/ucat/policies-procedures/>):

**Policy 201 (Membership Hour Reporting):** Clarifies the definition of Defined-Length Schedule. The policy would be clear that predetermined completion dates referenced in 201.4.2.2(a) pertain to fixed course schedules rather than students' projected program or course completion dates.

**Policy 205 (Student Enrollment and Completion Reporting):** Clarifies the definition of Still Enrolled (205.6.3) and provides further clarify in the calculation of campus completion rates (205.8). Whereas prior policy drafts were ambiguous as to how to classify students who earn Program Certificates but remain enrolled thereafter, the proposed draft instructs that students who complete a Program Certificate shall be counted as Completers, regardless of continued enrollment or non-completion in other educational programs.

#### FISCAL IMPACT

None.

#### RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees approve the proposed revisions, as shown in the attachments, to Policy 201 (Membership Hour Reporting) and Policy 205 (Student Enrollment and Completion Reporting).

Attachments: Policy 201 revisions (Membership Hour Reporting)  
Policy 205 revisions (Student Enrollment and Completion Reporting)





<b>Subject:</b>	<b>Membership Hour Reporting</b>
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**201.1 Purpose**

The Utah College of Applied Technology Membership Hour Reporting Policy specifies criteria, definitions, and explanations as to how membership hours will be measured, classified, reported, and audited for each UCAT campus. Membership hours are a performance indicator measuring campus instructional resource commitment.

**201.2 Approval**

UCAT Board of Trustees Approval: June 15, 2005; Revisions June 11, 2008; September 3, 2008; Replaced June 18, 2009; Revisions January 12, 2011; April 25, 2013; September 17, 2015 (pending).

**201.3 References**

- UCA 53B-2a-102(2)(f) President – Appointment – Duties
- UCAT Policy 200 (Program/Course Approval and Reporting)
- UCAT Policy 204 (Tuition and Fees)

**201.4 Definitions**

**4.1 Membership Hour:** A measure of instructional resources committed by a UCAT campus to an enrolled student. One membership hour equates to sixty minutes of scheduled instruction.

**4.2 Scheduling Method:**

**4.2.1 Open-Exit Schedule:** A schedule in which students are provided verified periods of time to receive instruction without a fixed course or program completion time.

**4.2.2 Defined-Length Schedule:** A schedule, identified in advance by the campus for a specific course offering, with a course length approved as provided in UCAT Policy 200.6.9 (Program/Course Approval and Reporting) which is offered in one of the following two formats:

(a) Students complete competencies ~~on a schedule toward in a course with~~ a predetermined completion date ~~with and~~ a fixed number of hours (as with a lock-step course), or

(b) The campus provides the student with access to any portion of the course’s instructional resources at times during which access is not verified (as with an online or blended course).

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POLICIES

<b>Subject:</b>	<b>Student Enrollment and Completion Reporting</b>
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205.1 Purpose

To specify criteria, definitions, processes, data collection, and reporting for student enrollment and completion at UCAT campuses and for the UCAT system.

205.2 Approval

UCAT Board of Trustees: April 10, 2014. Revised: June 12, 2014; June 11, 2015; September 17, 2015  
Effective Date: July 1, ~~2014~~ 2015.

205.5 Classification and Conditions of Student Enrollment

5.1 **Secondary Student:** A student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419-5...

(c) A student who does not meet the age requirement specified in 205.5.1(b) shall be considered a secondary student if: (a) the student is documented as a retained senior (as specified in ~~R277-419-1Q~~ R277-419-1BB) or as having been enrolled in less than grade 12 during the previous year, and is no more than 19 years old on or before September 1 of the fiscal year; or (b) the student meets the definition of a student with a disability under UCA 53A-15-301.

205.6 Student Completion

A UCAT campus shall document, classify, and report every student who was enrolled during a given reporting period with one of the following completion types for each program or course in which they were enrolled.

6.1 **Completer:** A student who has met the objective for their enrollment classification as specified in this section shall be classified as a Completer.

6.2 **Non-Completer:** A student who has exited from their program or course without qualifying as a completer (205.6.1) for their enrollment classification.

6.3 **Still Enrolled:** A student who has not yet exited from ~~their program~~ the program or course in which they are enrolled at the end of the reporting period, ~~but is still enrolled~~. A campus shall reclassify a Certificate-Seeking Non-Completer as Still Enrolled if they re-enroll in and continue their program by the December COE annual report deadline. Students who are still enrolled are excluded from calculations of current completion rates, and are included in completion rates only after they exit from enrollment a program or course.



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205.8 Completion Rates

8.1 UCAT Secondary Student Completion Rate:

$$\frac{C}{C + N} \%$$

Where:

C (Completers) = # Distinct Secondary Student Completers (205.6.1.1).

N (Non-Completers) = # Distinct Secondary Student Non-Completers (205.6.2).

“Distinct” means each Secondary Student who completes is counted only once. A student who completes two or more enrollment periods (205.5.1) during the reporting period is considered one completer. A student who is a completer of one enrollment period and a non-completer or still-enrolled for another period is considered one completer, and is not included as a non-completer or as still-enrolled.

Students who are Still-Enrolled in a course at the end of the reporting period (205.6.3), and who have not completed another Secondary Student enrollment period during the reporting period, are excluded from the Completion Rate.

8.2 UCAT Certificate-Seeking Completion Rate:

$$\frac{C}{C + N} \%$$

Where:

C (Completers) = # Distinct Certificate-Seeking Completers (205.6.1.2, including both Graduate Completers and Non-Graduate/Early-Hire Completers).

N (Non-Completers) = # Distinct Certificate-Seeking Non-Completers (205.6.2).

“Distinct” means each Certificate-Seeking Student who completes is counted only once. A student who completes more than one certificate or program is considered one completer. A student who is a completer of one certificate/program and a non-completer or still-enrolled for another program is considered one completer, and is not included as a non-completer or as still-enrolled.

Students who are Still-Enrolled in a program at the end of the reporting period (205.6.3), who have not completed a Program Certificate during the reporting period are excluded from the Completion Rate.

8.3 UCAT Occupational Upgrade Completion Rate:

$$\frac{C - CS}{C + N - CS} \%$$

Where:

C (Completers) = # Distinct Occupational Upgrade Completers (205.6.1.3).

N (Non-Completers) = # Distinct Occupational Upgrade Non-Completers (205.6.2).

CS (Certificate-Seekers) = # of Occupational Upgrade Students who were also enrolled as Certificate-Seeking Students during the reporting period, including Certificate-



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Seeking Completers, Non-Completers, and Still-Enrolled. They are excluded from the Occupational Upgrade count to keep a distinct post-secondary count.

“Distinct” means each Occupational Upgrade Student who completes is counted only once. A student who completes more than one course is considered one completer. A student who is a completer of one course and a non-completer or still-enrolled for another course is considered one completer, and is not included as a non-completer or as still enrolled.

Students who were not also enrolled as Certificate-Seeking Students during the reporting period and are Still-Enrolled in a course as an Occupational Upgrade student at the end of the reporting period (205.6.3), and who have not already been identified as an Occupational Upgrade Completer during the reporting period, are excluded from the Completion Rate.

**8.4 UCAT Other Post-Secondary Completion Rate:**

$$\frac{C - CO}{C + N - CO} \%$$

Where:

C (Completers) = # Distinct Other Post-Secondary Completers (205.6.1.4).

N (Non-Completers) = # Distinct Other Post-Secondary Non-Completers (205.6.2).

CO (Certificate & Occupational Upgrade) = # of Other Post-Secondary Students who were also enrolled as Certificate-Seeking or Occupational Upgrade Students during the reporting period, including Completers, Non-Completers, and Still-Enrolled. They are excluded from the Other Post-Secondary count to keep a distinct post-secondary count.

“Distinct” means each Other Post-Secondary Student who completes is counted only once. A student who completes more than one course is considered one completer. A student who is a completer of one course and a non-completer or still-enrolled for another course is considered one completer, and is not included as a non-completer or as still-enrolled.

Students who were not also enrolled as Certificate-Seeking or Occupational Upgrade Students during the reporting period and are Still-Enrolled in a course at the end of the reporting period (205.6.3), and who have not completed another course during the reporting period, are excluded from the Completion Rate.

**8.5 UCAT Composite Completion Rate:**

$$\frac{\Sigma C}{\Sigma C + \Sigma N} \%$$

Where:

ΣC = Sum of Distinct Completers (205.8.1 + 8.2 + 8.3 + 8.4).

ΣN = Sum of Distinct Non-Completers (205.8.1 + 8.2 + 8.3 + 8.4).

“Distinct” for the UCAT Composite Completion Rate is a reflection of the distinct counts for each of the enrollment category completion rates in 205.8.1 through 205.8.4, and is separate for Secondary Students and for the three post-secondary categories combined. Each student who is enrolled during the reporting period as a Secondary Student is counted only once as a Secondary Student. Each adult student who is



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enrolled in any of the three post-secondary categories is counted only once as a post-secondary student between the three categories. A student who is enrolled for part of the reporting period as a Secondary Student and also as a separate enrollment in one or more of the post-secondary categories student is counted in the Secondary Student category and in the first applicable post-secondary category. Students who are Still-Enrolled in a course at the end of the reporting period (205.6.3), who have not completed another Program Certificate or course in the applicable enrollment classification during the reporting period are excluded from the Completion Rate.

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**205.11 Campus Data Submission and Certification**

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**11.2 Placement Update Submission:** The campus Placement Update Submission shall include only updated placement ~~data for Certificate-Seeking students that appeared in the certified Year-End Data Submission (205.11.1) as of the COE annual report deadline in December~~ data for students who appeared in the certified Year-End Data Submission (205.11.1) as Certificate-Seeking Non-Completers and whose status changed due to subsequent re-enrollment or placement as provided in 205.6.1.2(b) and 205.6.3, and shall be submitted five business days after the COE annual report deadline in December.