



HEI Data Bulletin No. 13

Date: April 5, 2011

Issue: Collection of Course Outcome Data in Course Enrollment file

Files Affected: Course Enrollment (CN)

A variety of recent developments have resulted in increased demand for information on detailed course outcomes. These include:

- (1) The implementation of new funding formulas that rely heavily on course completion outcomes
- (2) Increased interest in assessing student transfer outcomes
- (3) New initiatives to improve developmental course completion and subsequent success in college-level courses

In many discussions that have taken place about funding, transfer, and student course progression, participants have expressed a desire to have course outcome data that is more detailed than the “Yes/No” course completion flag that currently exists in HEI.

Resolution:

A “Course Outcome” field will be added to the Course Enrollment file, beginning with the CN file for the Fall 2011 term. The Course Outcome field will be populated for all CN records for all levels of students for whom CN records are currently submitted.

Course Outcome Field Specifications:

1. If the course outcome is a letter grade that generates GPA points, the total number of the GPA points earned by the student for the course should be reported (4.00 scale just like the GPA in the Student Enrollment file). Fractions are to be reported as decimals to two places with no decimal point. Use leading zeroes. For example, if a “B” is a 3.00 on the 4.00 scale, a “B” grade in a 5 credit course would be reported as “01500”. Failures are “00000”.

There are cases where attempted credit values equal or exceed 25, requiring the five character width.

The goal is to be able to calculate the student’s term GPA from the course data. For a variety of reasons, this calculated GPA might not match a student’s “report card” GPA. This will be noted in the file documentation.

2. Non-letter grade outcomes. Use the alphabetic code values in parentheses.
 - a. Withdrawals – (WITHD)
 - b. Incompletes – (INCOM)
 - c. Progress (PROGR)

- d. Pass/Satisfactory (SATIS)
 - e. Did not pass/Unsatisfactory (UNSAT)
 - f. Audit (AUDIT)
 - g. No Grade Reported (NGREP)
3. There should be agreement between the population of the Course Outcome field and the existing Course Completion field. Positive GPA points values, Progress, and Pass/Satisfactory outcomes are “Y’s” in the completion field. Everything else is “N”.
 4. There should be agreement between the population of the Course Outcome field and the Attempt for Academic Credit field.

If there is an “A” in the Attempt for Academic Credit field for audits there should be a corresponding “AUDIT” in the Course Outcome field.

If the Attempt for Academic Credit flag is “I”, attempted for credit at this institution, then the Course Outcome cannot be “AUDIT.”

If the Attempt for Academic Credit flag is “C”, attempted for credit at another institution, then the Course Outcome is “00000”.

An “E” in the Attempt for Academic Credit field, Enrollments not covered under non-resident employee contract, can be associated with any Course Outcome value.

Recognition of Potential Differences between Term GPAs Estimated from CN Data and Official Transcript GPAs

We recognize that there are several reasons why there might be differences between term GPAs estimated from CN record Course Outcomes data and the GPAs found on students’ official transcripts.

Updates of Course Completions and Course Outcomes data

Due to the emphasis in the funding formulas on course completion, schools have the opportunity to send in revised CN records by September 15 to update non-completed course records when they have been completed. Guidelines for these updates are currently reflected in HEI Data Bulletin #8, July 1, 2010, “Policies Related to Course Completion Data.”

Data Bulletin #8 will be revised to account for the increased range of CN records for which schools might wish to submit revisions.

Further, the increased volume of CN record revisions has sparked discussions about the method required by the HEI system to make those revisions. Currently, revising a CN record for a term requires the institution to unfinalize that term’s CN file and request an extension. After the extension is approved by Regents staff, two CN records are submitted: one to delete the old record and a second to add the new record. Discussions are now taking place among Regents staff, IT personnel, and institutional representatives regarding a streamlined option for CN record updates.

New Course Enrollment file layout:

This is the same as the existing file, but with the inclusion of the five-column Course Outcome field at the very end of the record. Changes are in red.

Field Names	Field Attributes and Procedures	Data Format
Campus	Enter a campus code from Institution/Campus Codes .	Alphabetic 4 characters Columns 1-4
Student Identifier	Enter the federally assigned Social Security Number (SSN) whenever possible. If the SSN is unavailable, enter another identifier which uniquely relates to this student. For a given student, the same identifier must be used in all enrollment files.	Alphanumeric 9 characters Columns 5-13 Left justify
Course Identifier	Enter the permanent identifier assigned by the institution which distinguishes this course from all others offered by the institution.	Alphanumeric 12 characters Columns 14-25 Left justify
Section Identifier	Enter the identifier assigned by the institution which, in a given term, distinguishes among one or more sections, classes, or offerings of the same course.	Alphanumeric 6 characters Columns 26-31 Left justify
Credit Hours	Enter the credit hour value of this course enrollment, expressed in tenths.	Numeric 3 characters Columns 32-34
Attempt for Academic Credit	Enter a code from Attempt for Academic Credit Codes describing the student's status in regard to the attempt for academic credit through this course enrollment.	Alphabetic 1 character Column 35
Award of Academic Credit	Enter Y if the student earned academic credit for this course. Enter N if otherwise, including all instances when the Attempt for Academic Credit field is either A or C.	Alphabetic 1 character Column 36
Delete Switch	Enter Y if the record is to be deleted from the database. Otherwise, enter N.	Alphabetic 1 character Column 37
Course Outcome	Enter course outcome.	Alphanumeric 5 character Column 38-42