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Board of Regents

University System of Ohio

HEI Data Bulletin No. 8

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Issue: Policies Related to Course Completion Data

Files Affected: Course Enrollment (CN)

The Course Enrollment (CN) file (<http://regents.ohio.gov/hei/datasubdoc/enrollment/cnfile.php>) contains a field indicating whether a student earned academic credit in the course:

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.
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The development of the new state higher education funding methodologies (effective for 2009-2010 distributions) has placed greater consequences on course completion outcomes than in the past. Course completions in general now account for about two thirds of University sector funding, and a growing share of Community College funding is now based on "Success Points" that are based on specific types of course completions. Therefore, course completion data has now received greater attention than in the past.

This Bulletin clarifies three issues related to reporting course completion data:

1. Revision of CN records when Incompletes are completed after the CN file capture date.
2. "Progress" grades in courses that span across multiple terms
3. "Academic Credit" in the case of Developmental Courses

1. Revision of CN records when Incompletes are completed after the CN file capture date.

Past practice has been to submit the data for course completion outcomes as of the CN file's capture date:

"The **capture date** for the Course Enrollment (CN) file is the 30th day after the last day of the term. For summer subterms, the capture date is the 30th day after the last day of the last subterm."

Under current reporting guidelines, course Incompletes that are not completed on or before the CN file capture date of 30 days after the end of the term are recorded in HEI as having no credit awarded, even if the course is completed at a later date. The adverse funding consequences of having a large volume of

such course outcomes will create pressures and incentives to revise CN files to update for late completions.

Resolution:

The Regents will allow institutions to revise CN files to update them for courses that are completed after the 30 day capture date for the file. However, such revisions must take place on or before September 15 after the fiscal year in which the term falls. For example, CN revisions for Summer 2009, Fall 2009, Winter 2010, and Spring 2010 must be submitted on or before September 15, 2010.

It is expected that many institutions will take advantage of this opportunity to revise CN files to update course incompletions. Therefore, publication of any official reports on course completion outcomes will be delayed until September 15 following each fiscal year. Other enrollment data that is not affected by course completion outcomes will be reported on as usual.

2. “Progress” grades in courses that span across multiple terms

In the past, common practice for courses that spanned multiple terms (thesis credit, etc.) was to code the Award of Academic Credit field as “N” in all terms except the final term in the sequence, when the multi-term course was finished. These types of courses seem to be most common in graduate programs.

We are now allowing institutions to code such “intermediate” course outcomes as “Y” in the Award of Academic Credit field, if the student made satisfactory progress toward course outcomes in those courses or educational experiences.

Note, this is different than the “flexibly scheduled case,” in which a single term course begins in one term’s normal time period and ends in a subsequent term’s normal time period. The practice in that case, which is the same as past guidelines, is to record all enrollment activity in such courses in the enrollment files in the term in which the course ends.

3. “Academic Credit” in the case of Developmental Courses

From time to time, confusion arises regarding the definition of “Academic Credit” as it applies to the reporting of course completion outcomes for developmental courses. Very narrowly interpreted, it could be said that developmental courses do not earn academic credit, since those credits cannot be applied to the requirements for a degree or certificate. However, for the purpose of populating the field in this file, our interpretation is that successful completion of a developmental course (grade of D or higher, Pass, Satisfactory, etc.) should be reflected in a “Y” value in the “Award of Academic Credit” field.