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**GUIDELINES AND INSTRUCTIONS FOR COMPLETING  
THE 2013 CAMPUS ACCOUNTABILITY REPORT (CAR)**

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## **I. GENERAL GUIDELINES**

Information about the 2013 Campus Accountability Report (CAR) is located on the ACICS Web site, [www.acics.org](http://www.acics.org), under the "Accreditation" tab. To access the link to the CAR, log into your campus' ACICS member portal account using your member portal login credentials. Please refer to page 27 of these *Guidelines* for more specific instructions.

All currently accredited main campuses and additional locations that were also accredited before the 2013 reporting period (July 1, 2012 through June 30, 2013) are required to file the report. A campus' obligation to file a CAR is not fulfilled until a completed report is received by ACICS. The CAR is a yearly requirement separate and apart from any reports or documents required during the evaluation process. All campuses, including those currently undergoing reevaluation or preparing for any type of evaluation, must submit this report.

The instructions that follow should be used to answer the questions in the report. Appropriate back-up data to support the CAR must be submitted electronically. *Please see page 22 for additional information.*

**THE CAR REPORTING PERIOD IS JULY 1, 2012, THROUGH JUNE 30, 2013, GRADUATES AND COMPLETERS THROUGH JUNE 30TH WHO ARE PLACED UNTIL NOVEMBER 1ST MAY BE INCLUDED IN THE REPORT.**

The on-line report and backup documentation must be electronically submitted by close of business on Friday, **November 1, 2013**. All reports are analyzed for accuracy. Those reports with errors must be revised, and the campus will be assessed a **\$250 Revision Fee** for all reports revised after the CAR has been submitted. A \$50 Revision Fee will be assessed for revisions that involve one change to a report and do not involve recalculations. No exceptions will be made.

A **\$500 Late Fee** will be assessed for on-line submissions of the report or the backup data received **after November 1, 2013**. Extensions will only be granted for extreme extenuating circumstances.

The CAR will be permanently locked on **November 1, 2013**. Campuses seeking to make revisions after November 1 must contact the ACICS office. If approved, revisions submitted after November 1 must be submitted in hard copy.

**NOTE: Please DO NOT upload a copy of your catalog with the CAR.** The Council reserves the right to request a current copy of an institution's catalog at any time.

## II. REMINDER OF CHANGES TO THE CAR

The Council has approved several changes to the 2013 Campus Accountability Report (CAR).

- É **Programs** ó The programs that appear in the navigation menu on the left hand side of the CAR report are populated from the program information in the Personify database and will be listed in alphabetical order by institutional program name. Please check this information and correct any errors, either by submitting documentation of approvals or submitting applications for changes. If new programs approved prior to June 30, 2013, need to be added or if programs discontinued prior to July 1, 2012, need to be removed from the CAR menu, please use the email address ([PAR@acics.org](mailto:PAR@acics.org)) to request adjustments to the list of approved programs, using the instructions on page 5 of these *Guidelines*. Changes will not be made if approvals cannot be documented.
- É **Program Measurement Information** ó Except for the ACICS program names and CIP codes, institutional program names and credential awarded, text fields are available to indicate approved corrections to pre-populated program measurement information. Changes will not be made if approvals cannot be documented.
- É **Licensure, Certification or Registration Pass Rates** ó The Guidelines no longer include information about which licensure pass rates must be reported. These questions will now appear only in the CAR Addendum, to be submitted by March 1, 2014.
- É **Comprehensive Graduation Rate** ó The phase in of the comprehensive graduation rate (CGR) which began last year will continue in this year's CAR. The sets of questions to enable calculation of a graduation measure at both the program and campus levels are based upon calculations that have been added to the Backup Data Sheet and should be added to spreadsheets or reports if the ACICS Backup Data Sheet is not utilized.

Backup Data Required of All Programs - All programs at all credential levels should be recording Year of Entry for all students, including 2011, 2012, and now 2013. The calculation of New Enrollments for these three years and the updating of these for Transfer Outs should also be completed for all programs. Recording of this data will expedite the calculation of Comprehensive Graduation Rates for these programs in future years, as the phase-in continues.

CAR Data Entry Required of One-Year Programs - Completion of the questions about normalized completers, graduates, and withdrawals is required for all undergraduate programs that are one year or less in length (see pages 15-17). **In addition, backup data on Year of Entry for all students, on New Enrollments and Program Norms for all programs is required for the last three reporting years (2011, 2012 and 2013).** See pages 22-26 for information on the ACICS Backup Data Sheet. **This year, institutions are required to submit Backup Data Sheets that describe Program Norms for each Year of Entry**, as well as Normed Completers, Normed Grads, and Normed Withdrawals, to ensure that the comprehensive Graduation Rate is based on normalized data,. This requirement can be fulfilled by submitting (1) the ACICS Backup Data Sheet provided on the web site, or (2) the institution's own backup data, modified to include normalized data, or (3) a report run from a student information system (such as CampusVue) that documents the use of normalized data. See the ACICS Backup Data Sheet for instructions on how to calculate and document New Enrollments and Program Norms.

É **Student Achievement Standards** ó The standards that will be applied by the Council to Retention, Placement and Licensure Pass Rates reported in the 2013 CAR have been described at the end of the *Guidelines* on page 30.

- **Placement Information** – Placements should be reported and documented according to the Council's **new definition of placement** (see page 10). In Question #11, the two sub-questions about placement in field or placement in a related field have been combined. All students who are placed **in their field of study or in a related field** are to be reported together in answer to Question #11a. Sub-questions #11a(i) through #11a(iv) should be used to describe the basis on which the campus determined that completers or graduates who were employed qualify as placements. The basis is included in the new definition. The information must be entered for each program and will be rolled up to the campus level. **To give institutions time to incorporate this information into their student information systems so that collection and reporting of this data can be automated, this data will be optional for the 2013 and 2014 CAR reports. Collection of data on the basis for placement will be required starting in July 1, 2014, for reporting in the 2015 CAR.**
- **Mitigating Circumstances** ó This year respondents to the CAR may request waivers from the application of the retention or placement compliance standard to one or more programs and to the campus as a whole. The request(s) must be based upon one of the questions listed in these sections, including the last question regarding "other" mitigating circumstances. In addition to entering the data that is requested, respondents must upload documentation for the data and a program improvement plan or campus improvement plan addressing the mitigating circumstance. Waiver requests must meet the relevant criterion for each circumstance to be eligible for consideration by the Council, as described on pages 14-15. All waiver requests are subject to Council review and approval.

### **III. INSTRUCTIONS FOR COMPLETING THE 2013 PROGRAM DATA FORM**

The campus is required to submit data for every approved program during the period July 1, 2012 through June 30, 2013, even if a program had no enrollments during the period. The Program Data form should not include students enrolled in individual courses but not in a full program. Data on students not enrolled in a full program should be entered in the Non- Program Enrollment Form, per instructions in section IV of this document.

#### **PROGRAM MEASUREMENT**

**TO REQUEST ADJUSTMENTS IN THE PROGRAM LIST -** Please check the list of programs in the navigation menu on the left side of the CAR report. If it does not include a program that was approved by ACICS prior to July 1, 2013, and should be added, please send an email message to [PAR@acics.org](mailto:PAR@acics.org) using the heading "Program Addition Request." Please include in the message the approved program name and attach the ACICS approval letter for the new program and any relevant state approval letter. Also, for programs that do appear on the list but were discontinued prior to July 1, 2012, and should be removed, please send an email message to [PAR@acics.org](mailto:PAR@acics.org) using the heading "Program Deletion Request" and include the name of the program, credential level, total credits awarded, total clock/credit hours and program length, and the official discontinuation date (the date by which active students were no longer enrolled in the program). All approved programs can be viewed on the ACICS Web site through the Member Portal, "My Account">Accredited Programs" tabs. Forms for requesting approval of changes to programs are available on the Web site under the "Accreditation">Applications and Forms" tabs.

**Name of Program, Program Code Number, and Credential Awarded** - The "Institution ID" for the campus and Campus Name, the ACICS Program Name (and Code), the Campus Program Name and Credential Awarded will be pre-populated for each program offered by the institution, according to ACICS records. Any changes to these identifiers should be described on the appropriate application form available at <http://www.acics.org/accreditation/content.aspx?id=3822>. Program names must match what has been approved by the State, and CIP codes should match the codes and names on the Federal list, which can be found at <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>.

**TO REQUEST ADJUSTMENTS IN OTHER PROGRAM MEASUREMENTS** - In addition to names, code and credential awarded, other measurement information about each program has been prepopulated from the ACICS program database. If the information about the program is not correct, please enter the correct, current information in the spaces provided below these items, and continue to complete the report for the program. These corrections will be saved as part of the CAR, but they will not change the prepopulated information or delay completion of the report. When the appropriate change request forms have been submitted, (for a list of forms, please see <http://www.acics.org/accreditation/content.aspx?id=3822>), they will be reviewed, verified and subsequently entered into the ACICS program database. Additional program measurements that have been prepopulated include the following:

**Length in Weeks** - Please list the number of weeks that it takes a normally progressing, full- time student to complete the program. If the length of the program differs for day and evening versions, for on-ground and on-line versions or for some other reason, enter a minimum and a maximum length in weeks. If all versions of the program are the same length, please place this same figure in both min and max cells. The answer must be reported as a whole number (no fractions or decimals). You must

enter numbers in both cells, even if the program only has one length.

**Unit of Measurement** - Indicate whether credit for the program is measured in terms of clock hours, quarter credit hours, semester credit hours, or trimester credit hours.

**Credits Hours Awarded** - List the number of academic credit hours (quarter, semester or trimester) awarded by the program. This includes both credit hour programs and programs using the USDE's clock-to-credit hour conversion formulas. Clock hour (only) programs may not award credits and should enter 0.

**Number of Contact/Clock Hours** - List the total number of contact or clock hours required to complete the program. If the program contains a range of contact or clock hours, please enter the minimum amount required to complete some version of the program. For the 2013 CAR, please report total contact or clock hours after any changes were made pursuant to the implementation of new USDE regulations on July 1, 2012.

**Modes of Delivery** - Select the appropriate options from the drop-down menus for both Distance Education and for Residential Taught programs. For each menu, select the appropriate percentage based upon the relative number of courses that are available in these respective modalities. For example, if a student can take all the courses in either Distance Education or Residential modality, then select 100% for both categories. If no courses are available in one or the other modality, select 0% for that category. If some but not all courses are available in Residence, then select <100% for that modality. If some but not all courses are available through Distance Education, select either <50% or >50% <100%, depending upon the relative number of electronically delivered courses.

Hybrid courses should be counted in both categories. If more than 50% of the courses in a program are available through Distance Education or are hybrid courses involving some required use of Distance Education, then indicate that more than 50% of the courses are available in Distance Education, and *vice versa* for Residential Taught courses. However if all the courses are available through Distance Education except for some which are hybrid only, the program cannot be listed as 100% Distance Education, since some residential coursework is required. The same is true for residentially taught programs including hybrid courses, since some distance education coursework is required.

**Total Program Tuition** - List the total tuition charged to complete this program as listed in the institutional catalog, depending upon the version or mode of delivery. Round to the nearest whole dollar. Foreign currencies must be converted to U.S. dollar equivalents. Dollar signs, commas, and/or decimal points should not be entered. If the program is not offered in Day or Evening or Distance Education modality, enter 0 for tuition and also for fees in that modality.

**Total Program Fees Charged** - List the total fees charged to complete this program as listed in the campus catalog, depending upon the version or mode of delivery. Round to the nearest whole dollar. Foreign currencies must be converted to U.S. dollar equivalents. Dollar signs, commas, and/or decimal points should not be entered.

**Programmatic Accreditation** - If this program has programmatic accreditation from a specialized or programmatic accreditor **recognized by USDE or CHEA**, please select the agency from the drop down list. Otherwise, please select "No," even if the program is separately accredited by a state or by an accreditor which is not recognized by either the USDE or CHEA.

## **PROGRAM DATA**

**Question 1 - Enrollment at the Beginning of the Period** - Determine the number of students enrolled in this program on July 1, 2012. This figure must match the total number reported on Question 6i on the 2012 CAR. If for some reason this figure has changed from the 2012 CAR, please contact Ms. Emily Jacobs at 202-336-6852.

### **Question 2 – Additions during the year**

**Question 2a – New Starts** – Determine the number of students who enrolled in this program for the first time between July 1, 2012, and June 30, 2013. These are students who had never enrolled in your campus prior to this reporting period, **except for students who had:**

- É Enrolled and then graduated from a different program and have subsequently enrolled in this program for the first time, or
- É Enrolled for the first time during the same reporting period in another program as well as in this one, or
- É Enrolled in courses but not in a full program, or
- É Enrolled initially in the program as non-regular students for a trial enrollment period.

**Question 2b – Re-entries** ó Determine the number of returning students who enrolled in this program between July 1, 2012, and June 30, 2013, who have previously withdrawn from your campus. These are students who may have dropped out of your campus in a prior reporting period for any number of reasons (e.g., personal, academic, vacation, employment) but have returned to your campus during the current reporting period.

**Question 2c - Transfers into the Program from Other Programs at the Campus** - List the number of students who fit this category. Every student who transfers into a program must be reported as transferring out of another program in Question 6a of the corresponding program form. Do not include students who previously were reported as part of Non-Program Enrollment. These students should be reported as "New Starts."

**Question 3 a – Total Enrollment** – This number will be automatically calculated as the sum of Question 1 and Question 2.

**Question 3b – Modified Total Enrollment** ó This number will be automatically calculated to remove "transfers out" from the total enrollment.

**Question 4 – Preparation and Access** ó It is possible for a student to fall into more than one category in this question (e.g., a non-high school graduate might obtain a G.E.D. while enrolled at your campus). If students fall into multiple categories, include them in each appropriate category.

**Question 4a** - Using the list of students compiled to answer Question 3b, determine the number

of students who enrolled without a high school diploma or its equivalent.

**Question 4b** - Using the list of students compiled to answer Question 4a, determine the number of students who obtained a high school diploma or its equivalent during their enrollment period.

**Question 4c** - Using the list of students compiled to answer Question 3, determine the number of students who are enrolled in one or more courses through a distance learning delivery mode. The definition of distance learning can be found in the Glossary section of the *Accreditation Criteria*.

**Questions 5 (a and b) – Distance Learning Students** - These questions are self-explanatory.

### **Question 6 – Total Enrollment**

**Question 6a - Transfers out of the Program to Other Programs at the Campus** - List the number of students who fit this category. Every student who transfers out of a program must be reported as transferring into another program at the campus in Question 2c of the corresponding program form.

**Question 6b – 6i – Total Enrollment** – These questions ask for an allocation of the total program enrollment listed in Question 3b into the following eight categories. Each student must be classified in only one category.

**Question 6b – Completed a program** – Determine the number of students who completed the program but did not graduate (see definition below) between July 1, 2012 and June 30, 2013.

A **completer** is a student who is no longer enrolled in the campus and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

1. Achieve a GPA of at least 2.0.
2. Attain required competencies or speed skills.
3. Satisfy non-academic requirements (e.g., outstanding financial obligations).

Students who are classified as completers must be tracked for placement purposes even if the campus policy is to withhold placement services. The Council considers both graduates and completers to be eligible for placement. Those completers who are not documented as placed must be counted as "not working" (Question 11i).

**Question 6c - Graduated from a Program** - Determine the number of students who graduated from a program (see definition below) between July 1, 2012 and June 30, 2013.

A **graduate** has (all of the following):

1. Achieved a GPA of 2.0 or greater at graduation.
2. Successfully passed all courses in the program or substitute courses permitted by the campus.
3. Attained required competencies or speed levels in all courses.
4. Met all clinical, internship, and externship requirements.
5. Satisfied all other academic requirements for graduation.

6. Satisfied all non-academic requirements for graduation, such as payment of tuition and fees, return of books, etc.
7. Received the appropriate credential.
8. Ceased enrollment in the program at the campus, unless currently enrolled or reenrolled as a new start in a different program

**Question 6d – Withdrew Due to Active Military Service** – Determine the number of students (including spouses or dependents of military personnel who were enrolled at your campus) who have moved to a military base due to orders from the armed services. Students who have withdrawn due to active military service will not count against the retention percentage. Documentation must be maintained in the student's file at the campus.

**Question 6e - Withdrew to Enroll in Campus with Common Ownership** – Determine the number of students who withdrew and re-enrolled in a campus under common ownership during the reporting period. Students who have withdrawn to enroll in a campus with common ownership will not count against the retention percentage. Campuses must keep documentation in student files for students who withdraw to enroll in other campuses with common ownership.

**Question 6f – Withdrew due to incarceration** – Determine the number of students who are incarcerated and serving a criminal sentence in a Federal, State or local penitentiary, prison, jail, or other similar correctional institution. Students under permanent house arrest are included. Students sentenced to serve for less than one month, only on weekends or in a half-way house are not eligible. Documentation must be maintained in the student's file at the campus.

**Question 6g – Withdrew due to death** – Determine the number of students who have died. Documentation must be maintained in the student's file at the campus.

**Question 6h – All Other Withdrawals** - Determine the number of students in the program who did not complete their objective, who withdrew from your campus (see definition below) between July 1, 2012 and June 30, 2013, and who are not counted as transfers, completers, graduates, still enrolled or as one of the four excluded withdrawals that are listed above in 6d ó 6g.

A **withdrawal** is a student who has no intention of returning to your campus, as well as students who have withdrawn but are expected to return sometime in the future. Campuses that operate on traditional academic calendars where students take the summer off should count students expected to return in the fall as continuously enrolled. Those students who fail to return should be counted as withdrawals in the subsequent year. A student on an approved leave of absence is not a withdrawal and should be included as "still enrolled" in Question 6i.

A withdrawal is a student who is no longer enrolled and who (any of the following):

1. Has failed to complete all required courses satisfactorily and to earn the required number of credits or clock hours.
2. Has not maintained satisfactory academic progress.
3. Has not attained required competencies or speeds.
4. Is not eligible for a credential.
5. Has failed to meet the campus' attendance requirements.

**Question 6i – Are Still Enrolled** - Determine the number of students who were still enrolled at your campus as of June 30, 2013.

**Questions 7 – 10.** These questions are self-explanatory.

**Question 11 – 12. Placement of Program Graduates and Completers -**

**Question 11a.– Placed in their field of study or in a related field?** ó Indicate the current employment status of the completers and graduates listed in Question 8 as of the date this report is prepared, i.e., graduates and completers who complete their training between July 1, 2012 and June 30, 2013 and who are placed on or before November 1, 2013, the due date of the report, should be included in the reported placement data. PLEASE NOTE: Reports that are submitted or revised after November 1st for any reason, should not include placements made after the November 1st due date.

*Placement Definition*

Employment in the field of study or in a related field: The position is either

- a. Included on the list of job titles published by the institution for which the program prepares students,
- b. It requires the use of the skills learned in the student's program as a predominant component of the job, or
- c. The student attests to the benefit of the training received as a catalyst in obtaining or maintaining the position.

This definition of placement is intended to replace both the In-field and Related-field placement definitions, since this distinction is not used in calculating placement rates.

Length of Employment: For graduates placed in traditional jobs, the intention is that employment will be continuing and/or sustainable.

Non-Traditional Employment: The definition of placement includes nontraditional employment such as self-employment, contract work, temporary employment, temporary employment agency work and international students in paid practical training. Documentation for self-employment, contract work, temporary employment and temporary employment agency work may include business licenses, lists of clients or contracts, statements or attestations from graduates that such work meets their employment goals or was disclosed as employment for which the program prepares students. Business cards and stationary by themselves are not sufficient documentation.

Payment: Acceptable placements must involve paid employment. Internships or volunteer work are not acceptable, but international students in paid practical training are acceptable as placement.

Evidence of placement requirements:

New Placement: If a placement involves a new job or promotion to a new position, evidence of the placement in the form of statements made or signed by employers or graduates is required.

Possible Promotion: If the graduate is already employed in a field and completes a program because the credential is required for possible future promotion, documentation should include an attestation by the graduate or a copy of the company policy regarding the credential.

Other Professional Development: If graduates are already employed in a field and complete a program to improve their job skills, documentation should include an attestation of this goal by the graduate or a copy of the company policy regarding professional development requirements for maintaining a job, for a change or potential change in job duties, compensation, or title, and/or for professional enhancement.

Waivers for Grads/Completers not available for placement: Current requirements would be retained for documentation that graduates are unavailable for placement due to (1) pregnancy, death or other health-related situations, (2) continuing education, (3) active military service, (4) visa restrictions for international students, (5) enrolled in a stand-alone ESL program, or (6) incarceration.

**Question 11a(i) through 11a(iii)** These questions are intended to break out the total number of placements reported in 11(a) according to the basis in the definition that is used to classify the jobs as placements. **The sum of the numbers entered for these three questions should equal the total reported above in question 11a.** *In order that institutions have time to incorporate these new questions into their data collection and information systems, this information is optional for the 2013 CAR. It is effective in the reporting period beginning July 1, 2014, and required for reporting in the 2015 CAR.*

**Question 11a(i) Based upon job titles included in the list of job titles published by the institution for which the program prepares students.** These job titles must be those published by the institution on its web site in compliance with USDOE Title IV regulations and must be identified in the Department's CIP-to-SOC Crosswalk with the Classification of Instructional Programs (CIP) code of this program. If the job title was on the published list, but the classification of a placement also involved an analysis of the program skills required as a predominant component of the job, include the student under the next question (11a(ii)) rather than here. Do not include a student under more than one question. Student/employer attestation is acceptable documentation.

**Question 11a(ii) Based upon the required use of skills learned in the student's program as a predominant component of the job.** These skills must be those listed in the institution's published program description and a majority of these skills must be documented in the employer's job description as required or desired skills, duties or responsibilities. Student/employer attestation is acceptable documentation.

**Question 11a(iii) Based upon student attestations to the benefit of the training received from the program in obtaining a new position or maintaining a current position, supporting promotion or improving job related skills.** An institution may use its own attestation form as long as it only includes positions that meet the conditions for classification as a placement (positions in or related to the field of study or for which the program credential is a requirement, paid, and intended to be continuing or sustainable), an acknowledgement that the training received in the program was beneficial in obtaining or maintaining the job, and evidence that the student submitted the attestation. If an institution's attestation form is used it must contain at a minimum all information that would be required on the ACICS attestation form.

Examples of activities that are not considered placements:

Not all students take career education programs in order to enhance their careers. ACICS allows an institution to stay in compliance when up to 40% of graduates and completers decide not to

pursue a career. However, while the following outcomes are all legitimate, may benefit the student, occur with some frequency, and may not be under the control of the institution, they do not qualify as official placements or as grounds for a "not available for placement" waiver. This is because they cannot be defended as career placements within ACICS's scope of accreditation, which is limited to institutions which provide professional, occupational, or technical education to enhance the careers of students.

- an internship/externship/practicum, whether for credit or not, paid or not;
- a voluntary, unpaid position, whether or not expenses or an honorarium are provided;
- an extended interview, even if paid;
- a temporary position, with a specified end-date, without the expectation of continuing or repeated, subsequent employment (e.g., a one-day job at an health fair is not a placement for a graduate from any Allied Health program);
- a position of underemployment, where the skills that were learned in the program do not constitute a predominant component of the job or benefit the student, who could have obtained or maintained employment without completing the program [e.g., a non-management job working at McDonalds or Starbucks is not a placement for a Culinary Program graduate];
- A part-time or non-traditional employment that does not meet the student's current employment goal or was not disclosed by the program as a possible placement.
- A student maintaining a current position in one field while completing a degree in a different field (The student should be categorized as "employed, not placed," unless that degree helps the student advance in the current position by increasing the student's qualifications for a promotion in the student's current field);
- A student who completes or graduates from a program for personal development (e.g., to pursue a hobby) rather than for career enhancement, and therefore does not seek employment in the field of study;
- A student who decides to maintain a current position in a field different from the field of study for whatever reason, e.g., because the salary is higher than an entry-level job in the field of study;
- A student who decides not to seek employment in the field of study for any other reason (e.g., deciding not to work at all, or deciding to work as a stay-at-home parent).

**Question 11b- Employed, not placed-** Enter the number of completers and graduates that are working but not are placed in their field of study or in a related field.

**Questions 11c through 11h – Number of Graduates Not Available** - Enter the number of completers and graduates **documented** to be unavailable for placement, as follows:

Question 11c, Pregnancy ó Written information from mother or father that completer or graduate was pregnant or gave birth at some time during the reporting period for placements.

Question 11c, Death ó Written information from family or friend, or obituary

Question 11c, Health-related situations ó Written information that the completer, graduate or someone in the immediate family required hospitalization, bed rest or rehabilitation at some time during the reporting period

Question 11d - Continuing education ó Enrollment agreement or letter of acceptance as a full-

time student into a new educational program that is 300 hours or longer in length.

Question 11e, Military service ó Attestation of, or papers verifying, assignment to active duty. Completers and Graduates as well as spouses and dependents of military personnel who have moved due to military transfer orders are included

Question 11f, Visa restrictions ó Documentation of the visa, of the lack of opportunities for paid practical training and of the location of the completer or graduate in the US for some time during the reporting period. Graduates are not considered "Not Available" just because they have moved to another country.

Question 11g, Enrolled in a stand-alone English as a Second Language (ESL) program ó a copy of an enrollment agreement or transcript is acceptable documentation.

Question 11h Incarceration - Documentation that the completer or graduate was incarcerated during the reporting period and served a criminal sentence in a Federal, State or local penitentiary, prison, jail, or other similar correctional institution. Students under house arrest are included. Students sentenced to serve for less than one month, only on weekends or in a half-way house are not eligible. Documentation must be maintained in the student's file at the campus.

Graduates are not considered "Not Available" just because they sign a placement waiver, have moved out of state or to another country, or have decided to take time off after completing the program. Examples of **unacceptable waivers include** graduates who have relocated from the area, declined the use of placement services, or expressed a lack of interest in seeking employment. Waivers for reasons other than those listed above are not permitted for the purpose of reporting to ACICS.

**Question 11i - Not Working** - Enter the number of completers and graduates who either are not working or are not documented to be working. Graduates who may be working out of their home cannot be listed as placed or waived. They may be listed as "placed" if documented evidence is available, but they must be listed as "not working" if documentation cannot be obtained.

**Question 12 - Total Placement Figures** - The form will calculate the total from the entries for lines 11a through 11i. This total must equal the total on line 8. If these figures are not the same, there is an error in your calculations that must be corrected.

**Retention Rate** – The Retention Rate is calculated, using the following formula:

*(Adjusted Total Enrollment (#7b) – All Other Withdrawals (#6h)) / Adjusted Total Enrollment (#7b)*

**Placement Rate** ó The Placement Rate is calculated, using the following formula:

*Graduates and Completers placed in field or in related field (#11a) / (Total Completers and Graduates (#8) – Those Not Available for Placement (#11c + #11d + #11e + #11f + #11g + #11h))*

## MITIGATING CIRCUMSTANCES

If the program retention or placement rate is below the ACICS Compliance Standard (60%), the campus may request a waiver from the application of one or the other or both standards to this program by submitting the required information.

#### General Procedures:

- Retention standards apply only if enrollment is equal to or greater than 10 students.
- Placement standards apply only if completers and graduates total 10 or more.
- 2012 Compliance Standards and timeframes continue to apply, even if the number of students enrolled or graduates drops below 10.
- Waivers may only be requested for the 2013 CAR.
- Waivers may be requested only from application of the Compliance Standards. Benchmark standards are not subject to waivers.
- Waivers may be requested at both the program and campus levels, if both are below compliance standards. The granting of a waiver at one level will not affect the granting of a waiver at the other level.

### **1. Request for Waiver from Retention Standard Based on Demographic Traits**

- Documentation is required on the percentage of students who demonstrate each trait. That percentage must be 50% or greater for three or more traits to be eligible for a waiver. Each set of students demonstrating a trait can be different. Therefore, this does not mean that 50% of the students each need to demonstrate three or more traits.
- Traits may be recorded or demonstrated at the institution at any point during the reporting period. For example, a student may turn 25 years of age at any time during the reporting period and be classified as demonstrating delayed enrollment, regardless of prior enrollment at another institution. This applies to all the traits.
- Traits may be documented through existing administrative data or through student surveys.
- Data related to student finances, such as working full-time, financial independence, having dependents, or being a single parent, may be documented by information or surrogate or proxy measures derived from the student's Institutional Student Information Record (ISIR) from either of the last two financial aid award years, 12/13 or 13/14, using federal Department of Education definitions. For example, student wage data may be used to determine students who have worked full-time while enrolled.
- Data must be entered and relevant documentation must be uploaded, including a program improvement plan. Please include program, credential level and standard in file name.

### **2. Request for Waiver from Retention Standard Based on Re-enrollment**

- This waiver is self-explanatory.
- Data must be entered and relevant documentation must be uploaded, including a program improvement plan. Please include program, credential level and standard in file name.

### **3. Request for Waiver from Placement Standard based on Time for Employment**

- Any student who completes, graduates or receives a license required for employment

after May 1<sup>st</sup>, 2013, would count toward the 30% or more required for consideration of this waiver request.

- Data must be entered and relevant documentation must be uploaded, including a program improvement plan. Please include program, credential level and standard in file name.

**4. Request for a Waiver from Retention or Placement Standard Based on Weighted Average.**

- Rates and Enrollment totals for 2013 will be prepopulated. Comparable data for the 2011 and 2013 CARs will need to be entered.
- The report will calculate three-year weighted average.
- Data must be entered and relevant documentation must be uploaded, including a program improvement plan. Please include program, credential level and standard in file name.

**5. Request for a Waiver from Retention or Placement Standard Based upon Programmatic Accreditation**

- The program must be separately accredited by a programmatic accreditor recognized by the USDOE or CHEA.
- The programmatic accreditor must have a comparable standard of student achievement.
- The program must be in good standing with the accreditor, by virtue of being in compliance or in the process of complying with the standard. Programs on probation or in imminent risk of losing programmatic accreditation may not receive a waiver.
- Data must be entered and relevant documentation must be uploaded, including a program improvement plan. Please include program, credential level and standard in file name.

**6. Request for a Waiver from Retention or Placement Standard Based on Other Mitigating Circumstances**

- The circumstance must be described and documented.
- The circumstance must be directly related to the relevant student performance and the campus must have little or no control over the circumstance.
- Data must be entered and relevant documentation must be uploaded, including a program improvement plan. Please include program, credential level and standard in file name.

**PROGRAM GRADUATION INFORMATION**

ACICS is in the second year of a process to implement a comprehensive graduation rate (CGR) measure. Unlike the partial, historical, time-limited measures of graduation rate used by the U.S. Department of Education, the CGR can include all students who graduate (or complete) and is based upon the cohort of students who left the institution during the most recent reporting period. As long as information on the year of entry and the new starts in that year is maintained for each student who leaves, calculation of the CGR can be automated. The accuracy of the rate is ensured by normalizing the numbers of graduates, completers and withdrawals that are used to calculate the graduates & completers-to-leavers ratio that constitutes the CGR.

**Normalization** – The comprehensive graduation rate is the ratio of the graduates and completers to all students who leave the program (graduates, completers and withdrawals). The questions in this section deal with information on completers, graduates and withdrawals. To correct for the effect of changes in enrollment, these numbers are all normalized in the backup data sheet by multiplying them by a

normalization factor. The normalization factor is equal to 100 divided by the number of new enrollments in the year that the completer, graduate or withdrawal entered the program. New enrollments include new starts, re-entries and transfers in. Transfers out of the program are subtracted from the new enrollments each year. See the section below beginning on page 21 for detailed information on the model backup data spreadsheet.

**Programs that are one-year or less in length** – Institutions are required to enter data in the Program Graduation Section on the number of normalized completers (#2a), normalized graduates (#3a) and normalized withdrawals (#5a) for all diploma, certificate or other programs that are one-year or less in length. These are defined as academic year programs equal to or less than two semesters, three quarters or 300 clock or class hours in length. Programs longer than one year will not complete these questions this year. To ease the administrative burden on member institutions, formal implementation of graduation rates for two-year programs will be phased in with the 2014 CAR and for four-year programs with the 2017 CAR.

To ensure that the comprehensive Graduation Rate is based on normalized data, **institutions are also required to submit Backup Data Sheets that describe Program Norms for each Year of Entry, as well as Normed Completers, Normed Grads, and Normed Withdrawals.** This requirement can be fulfilled by submitting the ACICS Backup Data Sheet provided on the web site, or the institution's own backup data, modified to include normalized data, or a report run from a student information system (such as CampusVue) that documents the use of normalized data. Reports submitted on the ACICS backup data sheet should use the sheet with protected formulas. Reports submitted on spreadsheets or printouts customized by the institution may copy the relevant variables and formulas from the unprotected backup data sheet. These spreadsheets are available on the ACICS website at <http://www.acics.org/accreditation/content.aspx?id=1616>.

**All other programs** - To automate the calculation of comprehensive graduation rates, it is necessary for information on the year of entry and the new starts in that year to be maintained for each student who leaves a campus. Therefore to expedite the calculation in future years of normalized completers, graduates and withdrawals, **all institutions are strongly advised to record and maintain information on the year of entry of all students and on the number of new enrollments in each of those years of entry, adjusted for students who transfer out.** This will enable institutions to automate the calculation of the rates each year rather than have to retroactively research and calculate the normalized graduation data for students who entered a program in the past. Use the ACICS Backup Spreadsheet or see the instructions and worksheet on the Backup Spreadsheet.

**Question 1 - Program Weight** – This value will be calculated automatically for each program – by dividing the modified total program enrollment (#3b) by the total modified program enrollment at the campus level (for one-year programs) and multiplying the result by the number of (one-year) programs). Before the normalized values for completers, graduates and withdrawals can be rolled up to the campus level, they must be weighted by the relative size of the enrollment in each program. The result is a weighted average graduation rate where each student has equal weight rather than a strict average of the graduation rates where each program has equal weight. The **normalized values** will first be used to calculate the comprehensive graduation rates for each program. The CAR will then calculate and apply the program weights. The **weighted normalized values** will then be rolled up to the campus level to calculate the comprehensive graduation rates for the campus as a whole.

**Question 2a and 2b – Number of normalized completers** – Enter the normalized number of completers in question #2a. The weighted value will be calculated for #2b.

**Question 3a and 3b ó Number of normalized graduates** ó Enter the normalized number of graduates in question #3a. The weighted value will be calculated for #3b.

**Question 4 ó Total of normalized completers and graduates** ó This number will be calculated.

**Question 5a and 5b ó Number of normalized withdrawals** ó Enter the normalized number of withdrawals for question #5a. The weighted value will be calculated for #5b.

**Question 6 ó Total Normalized Leavers** ó This number will be automatically calculated. Total Normalized Leavers = #3a + #4.

**Question 7 ó Comprehensive Graduation Ratios** ó These numbers will be automatically calculated.

**Question 7a.** Graduation Ratio = #3a / #6.

**Question 7b.** Graduation Ratio = #4 / #6.

#### IV. **INSTRUCTIONS FOR COMPLETING THE NON-PROGRAM ENROLLMENT FORM**

This section is to record data on students who are not enrolled in a full program but who are enrolled, between July 1, 2012 and June 30, 2013, in one or more individual courses that are part of an approved program (**not including courses approved as “non-credit short-term module activity.”** Students **should not be reported as “transferring** into these courses or as “transferring out” of these courses into a program. Also, this data **should not include students who are admitted for a trial period** into a course on a temporary, short-term basis but who are not officially enrolled as regular students in the course or program, regardless of whether they may subsequently choose to officially enroll in the course.

**Question 1 – Question 5** - These questions are the same as in the section on program enrollment, so that they will roll-up to the campus level).

## V. INSTRUCTIONS FOR COMPLETING THE CAMPUS DATA FORM

### ENROLLMENT DATA

**Question 1 – 2** ó These questions will roll up from the program and non-program student data.

**Question 1 - Enrollment at the Beginning of the Period** - This figure must match the total number reported on Campus Question 8g on the 2012 CAR. If for some reason this figure has changed from the 2012 CAR, please contact Ms. Emily Jacobs at 202-336-6852.

**Question 3** ó This number will be automatically calculated from questions 1 and 2.

**Question 4 – Beginning or new start or re-entering students who, during the reporting period, graduate and then subsequently enroll (4a) or who concurrently enroll in another program (4b).** Enter the number of students who have been double counted in this fashion. NOTE: Question 4 has been added to back out these students who have been counted twice and thus to allow for calculation of an unduplicated student headcount in Question 5.

**Question 5 – Unduplicated Headcount.** This question will auto-calculate the unduplicated number of headcount students.

**Questions 6 - 7** ó These questions will roll up from questions 4 and 5 for program and non-program students.

**Question 8** - This question asks the campus to allocate its total enrollment listed in Question 3 into the following seven categories. Each student enrollment must be classified in only one category.

**Question 8 a - Enrollees in Less than a Full Program.** This question will automatically be entered from Non-Program Enrollment, Question 3, Total Enrollment.

**Question 8b – 8g** – These questions will roll up from questions 6b ó 6g on the program enrollment form.

**Question 9 – 11** - These numbers will be automatically calculated.

**Question 12 – 14** - These questions will roll up from questions 9 ó 11 on the program enrollment form, including the new (optional) questions on the basis for placement.

**Question 15 – Retention and Placement** ó These numbers will be automatically calculated.

### MITIGATING CIRCUMSTANCES

If the campus-level retention or placement rate is below the ACICS compliance standard (60% for both retention and placement), a waiver may be requested by completing any of the questions in this section. The explanation for each request is the same as that provided above for requests at the program level.

## **CAMPUS DATA**

**Question 1 - Students Trained under Contractual Agreement** - Indicate if your campus participated with a federal, state or local government entity (including GI Bill, WIA, VOCREHAB, VEA - Vocational Education Act, and AEA - Adult Educational Act) or any other company or organization whereby your campus was responsible for providing training to contracted students. This includes students who were incarcerated at the time of training.

**Question 2 - Third Party Training** - Indicate if your campus participated in any third- party contracts with any other organization(s). Examples of such a contract would include utilizing the computer center at the local community college to teach computer programming or arranging for a travel agency to teach computerized travel reservations systems to your students.

**Question 3 – 5.** If Question 3 is "no," go directly to Question 21. If Question 18 is checked "yes," Questions 19 and 20 will appear to be answered. These questions are self-explanatory.

**Questions 6a and 6b - Lawsuits and Program Reviews** - Indicate whether the campus has been subject to a state or federal government review of any kind or is a party in any civil or criminal procedure. If you answer "Yes" to Question 21a or Question 21b, please provide the Council with a summary report of the type of review, the findings, and corrective action plans, if any, or the status of any litigation.

## **FACULTY GENERAL INFORMATION**

Questions 7 through 17 apply only to full-time or part-time faculty members. Do not include data on any individuals involved in full-time administrative work.

**Question 7 - Faculty at Beginning of Reporting Period** - Determine the number of full- time and part-time faculty members employed at your campus on July 1, 2012. This figure should be the same as Question 23 on the 2012 Campus Accountability Report.

**Question 7a - Additions** - Determine the number of new full-time and part-time faculty members who became employed at your campus during the reporting year.

**Question 7b - Resignations and Terminations** - Determine the number of full-time and part-time faculty members who resigned or were terminated from your campus during the reporting year. **NOTE:** Part-time faculty members that you employ on a regular basis year after year but not for every quarter, semester, or term during the reporting period should not be reported as terminations or as additions. Additions are for faculty members employed for the first time, and terminations are faculty members whom you do not expect to return.

**Question 8 - Faculty at the End of the Reporting Period** - The form will calculate the total by adding Question 22 and Question 22a, then subtracting from that number the full-time and part- time faculty members reported in Question 22b.

**Question 9 - Student-Faculty Ratio**

**Question 9a. – Unweighted Student-Faculty Ratio** ó This ratio will be calculated as the Total Student Enrollment divided by the Total Faculty at the end of the reporting period.

**Question 9b – Weighted Student-Faculty Ratio** ó This ratio must be entered. It weights the ratio by the number of credits take by each student and the number of credits taught by each faculty member. Determine the total number of class hours pursued by the students enrolled in your campus. This number is calculated by finding the number of students enrolled in your campus during the reporting period (see Question 3) and multiplying that number by the number of class hours each student took during each term, quarter, or semester of the reporting period. This figure represents the numerator in the formula for calculating the student- faculty ratio. The denominator in the formula is the total number of class hours taught by the full-time and part-time faculty members between July 1, 2012 and June 30, 2013, which is calculated by adding the number of hours taught by all faculty members employed (see Questions 22, 22a, and 22b above) during the reporting period.

$$\text{Student/Faculty Ratio} = \frac{\text{Total Number of Class Hours Pursued by Students During the Year}}{\text{Total Number of Class Hours Taught by Faculty During the Year}}$$

## **STUDENT GENERAL INFORMATION**

**Question 10 - Cohort Default Rate** - Indicate your campus' two- year cohort default rates for the years indicated. The U.S. Department of Education provides this information to your institution on an annual basis. Please select "N/A" if your campus did not have a default rate for the year(s) requested.

**Question 10a and 10b -** Please indicate if you believe these rates to be inaccurate and if you have requested a recalculation or filed an appeal and you have not yet received a response to your request.

**Question 11a and 11b - Demographic Breakdown of Enrollment** - Of the students listed in Question 3; indicate how many fit the listed categories. The total number of female and male students must equal the total enrollment.

**NOTE: Completion of these questions is automatic but depends upon related questions at the program level.** Only programs whose normal length is equal to or less than one academic year are required to report in the 2013 CAR. Two year programs will be required to report in 2013 and four-year programs in 2016.

**Questions 10-17 – Graduation Information** – These questions will roll up from program data and will be automatically calculated.

## VI. BACKUP SPREADSHEET AND DOCUMENTATION FOR CAR

Campuses are required to keep appropriate backup data to verify the ACICS Campus Accountability Report. During all scheduled and unscheduled evaluations, campuses will be asked to produce this information. Because the Council does not require the submission of backup documentation in a particular format, it is up to the campus to develop a clear and concise method for reporting this information. If the backup documentation does not appear to be consistent with the data published on the CAR, the campus will be required to submit a revised CAR, corrected backup documentation, or both, along with a \$250 revision fee.

In prior years, campuses have submitted backup documentation that consisted of lists correlating with the question published on the CAR. For example, campuses have submitted lists of those who were enrolled on July 1 (question 1) and another completely separate list for those who have enrolled during the reporting year (question 2a). While this method is acceptable, the suggested format would include an Excel or Lotus spreadsheet that includes all of the categories from the CAR (questions 1 ó 12). Using such a format will allow for consistent evaluations among all ACICS-accredited campuses and provide for accurate data collection. This format can be downloaded easily from the ACICS Web site at [www.acics.org](http://www.acics.org) under the CAR tab of the Accreditation section of the site. Your files should be saved as a read-only format or as an Adobe PDF file (Portable Document Format).

The placement information should identify completers and graduates by the program enrolled. It also must indicate which students were placed in field or in a related field, were placed out of field, are unavailable for placement for documented reasons, and are not working. All of this information can be published on the same spreadsheet in the format described in the previous paragraph.

For those completers and graduates who are working, the backup data available on-site should include the employer's name and telephone number, job title, and any other pertinent information to assist verification by evaluation teams. Although all of the information concerning the graduate's or completer's occupation may not be on the backup documentation submitted to the Council, it should be easily accessible at the campus.

Exclusions have been added to the backup data sheet for students who die or who are incarcerated. Both exclusions appear in the list of withdrawals, and incarceration has been added to the list of graduates unavailable for placement, since death was already included with health issues.

### PROGRAM-LEVEL AND CAMPUS-LEVEL SPREADSHEETS

All campus-level student enrollment data in the CAR now rolls up from the program level, with one exception: Questions #4a and #4b about students who are subsequently or concurrently enrolled in more than one program. Therefore, only program-level Backup Data Spreadsheets are provided to track and summarize student enrollment. "Other Campus Information" must be provided separately for the Campus Report.

### COMPREHENSIVE GRADUATION RATES

The backup data spreadsheet takes information on year of entry for each student and new enrollments for each year of entry and calculates the number of normalized graduates, completers and withdrawals

for each program. For programs that are one-year or less in length, this data must be entered into the CAR, where it is used to calculate program-level and campus-level comprehensive graduation metrics. There are thus data entry requirements for the Backup Data Spreadsheets and for the CAR.

1. **Backup Data - All users**, whether they use the ACICS spreadsheet or their own spreadsheet or report, **are strongly advised** to record and maintain backup information on (1) **Year of Entry** into the program for each student for the 2011, 2012, and 2013 reporting years and (2) the **number of New Enrollments** (New Starts, Re-Entries and Transfers In) in the program minus those who transfer out of the program for each of the 2011, 2012, and 2013 reporting years. This information can be used to calculate **Program Norms**, which are used, in turn, to calculate Normed Completers, Grads and Withdrawals. Campuses with programs longer than one year in length will need this information to calculate and enter normalized data on these longer programs for the CAR in subsequent years.
2. **Backup Data - Users with one-year programs (or less)** whether they utilize the ACICS spreadsheet or not, must provide backup information on (1) **Year of Entry** into the program for each student for the 2011, 2012, and 2013 reporting years and (2) the number of **New Enrollments** (New Starts, Re-Entries and Transfers In) in the program minus those who transfer out of the program for each of the 2011, 2012, and 2013 reporting years. These users must also include in their backup data, (3) a description of the **Programs Norms** for each program for each reporting year. This will enable ACICS to ensure that all graduation data has been correctly normalized. Remember that by using the ACICS Backup Data Spreadsheet, the adjustments and calculations are performed automatically. If some other spreadsheet or report is used, the institution is responsible for correctly normalizing the graduation data.
3. **CAR Data** ó Campuses with one-year programs (or less) must use this information to calculate and enter into the CAR data on **Normed Completers, Normed Grads and Normed Withdrawals**.

The Backup Data Spreadsheet provides information for the 2013 CAR on comprehensive graduation rates for all programs one-year or less in length, as follows.

**Comments** ó Comments are provided to assist users. To show these comments only when the cursor hovers over a cell, please ensure that in Excel your öFile>Options>Advanced> Display>For cells with comments, show:ö menu is set to öIndicators only, and comments on hover.ö

**Graduation Data** ó The backup data spreadsheet include a column to enter öyear of entryö and a column describing normalization factors. The normalization factors are calculated and described in the table with the headings öNew Enrollments and Program Norms.ö The öGraduation Dataö table calculates and displays the three figures (Normed Completers, Normed Grads and Normed Withdrawals) that must be entered into the öGraduationö portion of the Program section of the CAR.

In the ACICS Backup Data Spreadsheet, New Enrollments, Program Norms, and Normed Completers, Grads and Withdrawals are automatically calculated for 2013. *However, institutions may utilize and submit this back- up information in other formats, as long as the information is collected and calculated using the same definitions and formulas. This year, backup information must include Years of Entry, New Enrollments (adjusted for Transfers-Out) and Program Norms for all programs that are one year in length or less.*

**The ACICS Comprehensive Graduation Rate (CGR)** is the ratio, expressed as a percentage, of the number of graduates (or graduates and completers) to the total number of leavers (graduates and completers plus students who withdraw ó not including transfers out and those in the excluded categories (active military, enrollment in institution with common ownership, incarceration or death). This rate has several advantages over other types of graduation rate, the chief among which is that it can include all graduates and completers, no matter when they entered the program. The rate is normalized for changes in enrollment from year to year, by multiplying the number of completers, graduates and withdrawals for each year of entry by the corresponding normalization factor. The normalization factor for each year is calculated by dividing 100 by the number of new enrollments for that year. New Enrollments are defined as New Starts plus Re-entries plus Transfers-in, minus Transfers-out. Transfers out are subtracted each year from the new enrollments that entered during a particular year, so those numbers and the resulting normalization factors are dynamic and may change from year to year.

The Backup Data Spreadsheet includes the items described below. It is recommended that each program at a campus will be described on one sheet of a Backup Data öBookö of spreadsheets. It is also recommended that campuses using the spreadsheet enter all the information previously entered for each student enrolled in a program.

There is no special spreadsheet for students that are enrolled in a course or two but do not matriculate or enroll in a full program. Users may utilize the appropriate columns of the standard data sheet to calculate, document, and enter the information required for the Non-Programmatic Enrollment section of the CAR.

### **GRADUATION-RELATED DATA TO BE ENTERED**

1. **Report Year of Entry** - The Backup Data Spreadsheet includes all the questions (in columns) that have been included in previous AIR/CAR Spreadsheets. It includes a column (second from the left) to enter the öReport Year of Entry.ö **The Report Year of Entry should be the most recent CAR reporting year in which the student entered the program, regardless of whether the student entered as a New Start, a Re-entry from this or another program, or a Transfer- in from another program at the campus.** Users are required to enter Years of Entry **for students who entered in either of the last three years, 2011, 2012 and 2013, for every program.** As described in the table below, students entering in reporting year 2013 as new starts, re-entries or transfers-in would have a Report Year of Entry of 2013. Students described as part of the beginning enrollment in that reporting year and who were described in the 2012 reporting year as new starts, re-entries or transfers-in would have a Report Year of Entry of 2012. The same logic applies to students in the beginning enrollment in 2012. All other students may be reported as having a Report Year of Entry of zero (0). This will mean that some students taking the program on a part-time basis for more than three years and graduating will be excluded from the calculation this year. As more another year of entry is added each year, however, all graduates will eventually be included.

<b>In Reporting Year</b>	<b>Student Reported As</b>			<b>Report Year of Entry</b>
2013 (7-1-12 to 6-30-13)	New Start	Re-entry	Transfer-In	2013
	Beginning Enrollment			(see status in 2012)
2012 (7-1-11 to 6-30-12)	New Start	Re-entry	Transfer-In	2012

	Beginning Enrollment			(see status in 2011)
2011 (7-1-10 to 6-30-11)	New Start	Re-entry	Transfer-In	2011
	Beginning Enrollment			(see status in 2010)
All earlier reporting years	However the student was reported			0

For each succeeding CAR, another Year of Entry will be added, until a sufficient number of years have been entered to calculate comprehensive graduation rates for every graduate from every undergraduate program. However, only the data for programs that are one academic year or less in length will be entered this year from the Backup Data Sheet into the CAR.

- 2. New Enrollments and Transfers Out** ó In the table titled “New Enrollments and Program Norms,” the second row, titled “New Enrollments,” should describe the number of new enrollments for each year in the table. **New Enrollments consist of (1) New Starts, (2) Re- Entries, and (3) Transfers In.** The third row, titled “**Transfers Out,**” should describe the number of students who transferred out of the program in 2013, sorted by the students’ year of entry. New Enrollments for 2013 are calculated automatically from the data in the spreadsheet. Students who transfer out in 2013 with any of the Years of Entry in the table are automatically calculated from the data in the spreadsheet. **However, New Enrollments for the program in 2011 and 2012 must be entered manually, based on the 2012 CAR report, and adjusted for any students who entered in 2011 or 2012 but who transferred out of the program by the end of a reporting year.** Any of these students who transferred out of the program in 2013 will automatically be subtracted from the figure that is entered, but students who transferred out in 2011 or 2012 must be subtracted out manually. The New Enrollments table in the backup spreadsheet should be completed for all programs, so that this data is available in succeeding years. However, graduation data will only be reported in the CAR for programs whose length is one-year or less.

### **CALCULATIONS PERFORMED**

The Backup Data Spreadsheet performs a series of calculations that are described below. Any campus not using something similar to the model spreadsheet will have to replicate these calculations in order to accurately normalize the data required for a valid graduation rate.

- 1. Program Norms** ó The “New Enrollments and Program Norms” table takes the new enrollment figure that is entered for each year in the table (only 2013, 2012 and 2011 are required), adjusts it for transfers out in the current year, and calculates the appropriate normalization factors for the program for those years. New enrollments include new starts, re-entries and transfers in. The table subtracts any transfers-out in the current report year from the new enrollments total for the appropriate year. Since the new enrollments for past years will have been adjusted for transfers out in previous years, these numbers are dynamic. They and the resulting normalization factors are updated each year. The table also provides a check on the new enrollments total for the current year. The normalization factor is equal to 100 divided by the number of new enrollments for the year that the completer, graduate or withdrawal entered the program.
- 2. Normalization Factors** ó The “Normalization Factors” column finds the Report Year of Entry for each student on the Student Records sheet and enters the appropriate current program norm for that student.

3. **CAR Questions and Rates** – The “Graduation Rates” table calculates the appropriate normalized total for completers, graduates and withdrawals, as well as combinations of these such as completers and graduates and total leavers, associates each total with the appropriate question on the CAR and calculates the resulting Graduation Rates, which are also calculated in the CAR.

### **REQUIRED PROCESS**

1. **Enter student data** - The user must enter data for each student as usual in the rows of the Student Records sheet, **including the student’s Report Year of Entry (only 2013, 2012 and 2011 are required)**. There are 500 rows in which to enter data on students, so if enrollment in a program exceeds 500, the totals will have to be extended.
2. **Enter New Enrollments** ó For each program, the user must enter into the New Enrollments and Program Norms table the number of new enrollments for that program in 2011 and 2012, as defined above. These numbers can be found in the 2012 CAR Backup Data Sheet. If they were not provided as backup data in 2012, the new enrollments can be found in the 2011 and 2012 CARs. However, before entering, they should be adjusted for Transfers Out in 2011 and 2012 by subtracting the number of students who entered and then transferred out to another program during those reporting years. The table automatically subtracts those who transferred out of the program in 2013.
3. **Check Totals and Formulas** ó The user should check that the summations and other formulas are working correctly.
4. **Enter the Spreadsheet totals into the CAR** ó The user must enter the various calculated totals from the spreadsheet into the appropriate question on the CAR, including, **for programs that are one year or less in length, results from the Graduation Data table** into questions 2a, 3a and 5a of the Graduation portion of the CAR.
5. **Upload the spreadsheet and submit the CAR** on or before November 1, 2013. Do not forget to click on the “Submit” button!

## VII. INSTRUCTIONS FOR USING THE FORM

To access the Campus Accountability Report (CAR), please follow these steps:

- 1) Log into your institution's member portal account by clicking on the "Login" link in the upper right hand corner of the ACICS web site.
- 2) Enter your AC ICS member portal username and password. If you do not know your login credentials, please contact the individual or individuals at your institution who manage your login credentials. If you need to reset your password, please utilize the password reset link on the login screen, which will send a reset link to your school's primary email address. ACICS staff **cannot** view or reset passwords for you. **If you are having difficulty logging into the ACICS member portal, accessing the CAR link or any other technical issues, please email [eBiz@acics.org](mailto:eBiz@acics.org).** For personal assistance please contact Ms. Soo Ryun Kim at 202-336-6766.
- 3) After logging in, click on "Link to CAR."
- 4) Click on "Edit Report" to begin completing your CAR for the current reporting period.
- 5) As you complete the report, the navigation menu on the left-hand side of the screen will indicate which sections have been completed with a green check mark. To move between sections, you can click "Save and Continue" on the bottom of each page to move to the next section, or you can "Save" and click a section on the navigation menu to jump to that specific section. Please note that you must complete Program Measurement, Program Enrollment Data and Program Graduation Information under each program for that section to be complete.
- 6) At any point, you can click "Save" to save your work, exit the CAR and then log back in again to continue editing the report until it is complete.
- 7) When all sections are complete and saved, click "Submit" to submit your CAR. You will receive a notice verifying that AC ICS has received the report. At this time the report status will change to "Locked" and you will no longer be able to edit.
- 8) If you need to make edits to the report after submitting, click "Request Unlock" on the CAR welcome screen.
- 9) At any time you can view your report by clicking "View Report." While viewing or editing your report, you can print a PDF copy of the CAR by clicking "Print Report" on the top of the page.

**If you have specific questions about completing the CAR, please see the "Tips for Completing the 2013 CAR" on page 27 of these *Guidelines* or email [CAR@acics.org](mailto:CAR@acics.org).**

## TIPS FOR COMPLETING THE 2013 CAMPUS ACCOUNTABILITY REPORT

- É **Use the navigation menu on the left side of the CAR. DO NOT use the back button to navigate through the CAR.**
- É **Use the TAB key to move from field to field.**
- É **Compile data before submitting.** The on-line CAR has been provided to help ease the process of submitting your campus data. The form is merely a medium to submit your data after you have compiled your campus data. Please do not try to compile your data while you are making entries into the form.
- É **Please remember that the accuracy of the CAR is imperative.** The results of these reports are made available to a wide audience, including federal, state, and local officials, and the Council places great weight on these reports when it makes accreditation decisions. Therefore, the Council strongly encourages campuses to ensure that experienced staff members have responsibility for compiling the data and preparing the CAR.
- É **Every section must be answered with a numeral or selected answer in the appropriate field.** You must answer every mandatory question. Some questions will ask you to select "Yes" or "No." If you answer "Yes" to a question, you must fill in the corresponding field if there is a required entry. If you answer "No," proceed to the next question and do not fill in the corresponding field. If a question does not apply to you, you will need to select "No" or "N/A" where appropriate. When answering all other questions, you must enter a numerical value; this includes "0" if there is no data to enter into the field. The program will make all necessary calculations. Remember, if the appropriate information has not been entered into a field, or if certain required totals do not match, you will receive an error message.
- É **The total enrollment on the campus report will not necessarily equal the sum of the total enrollment for each individual program.** The total enrollment on the programmatic forms includes transfers into the program from other programs at the campus (Question 2c). These transfers appear on more than one program sheet, but they represent only one enrollment. Therefore, if there are internal transfers between programs, the sum of the total enrollment in all the programs will be greater than the total enrollment on the campus report. When rolling up enrollments from program- level to campus level, transfers in and out are ignored.
- É **Even if your campus offers only one program, a program data form must be completed.** ACICS accredits a number of campuses that offer only one program. This form is needed to roll up to the campus data form and to ensure the accurate compilation of data for the *Summary of Key Operating Statistics (KOS)* document published each year.
- É **Produce clear, concise backup documentation that can be easily understood and reviewed by ACICS.** Because the Council does not have a required format, some campuses have used lists of students for each category on a spreadsheet format. The Council has developed an optional Excel spreadsheet format for backup documentation that can be downloaded from [www.acics.org](http://www.acics.org). Once on the Web site, click on "Applications" and then "Campus Accountability Report" (on the left hand column), then "Backup Documentation" (on the left hand column). If your campus backup documentation cannot be verified or does not

support the data reported on the CAR, the Council may require your campus to reproduce the backup documentation, CAR, or both, along with a \$250 revision fee.

É **Submit all of the appropriate documents to the Council office electronically by November 1, 2013.** Documentation includes:

- A. The on-line submission of your 2013 CAR
- B. The on-line submission of the campus backup documentation

**DON'T FORGET TO HIT THE SUBMIT BUTTON** to submit the report when it has been completed! You will receive a notice verifying that AC ICS has received the report.

**For assistance with technical issues please email [CAR@acics.org](mailto:CAR@acics.org).** For personal assistance, please contact Ms. Terron King at 202-336-6771 or Ms. Emily Jacobs at 202-336-6852. Thank you.

## **VIII. Student Achievement Standards**

ACICS defines standards for student achievement that include Retention Rates, Placement Rates and Licensure Examination Pass Rates. These rates are calculated using data on retention and job placement from the annual Campus Accountability Report (CAR) and data on licensure pass rates from the annual CAR Addendum. The relevant terminology is defined and the formulas are described in the *Guidelines and Instructions for the Campus Accountability Report* and the *Guidelines and Instructions for the CAR Addendum*. Quantitative Standards are defined at the Benchmark level and the Compliance level. ACICS has enhanced those standards for application to CAR data beginning with the 2013 reporting year. These standards are applied at both the program level and the campus level, as described below.

**Benchmark Standards** ó Benchmarks are intended to encourage campuses and programs whose student achievement is below average to improve their performance and to ensure that they avoid falling out of compliance. A campus whose rates fall below the Benchmarks must develop and implement a Campus Improvement Plan and fulfill certain reporting and other requirements. However, applications for new programs by these campuses may be submitted without requesting a waiver. A program whose rates fall below the Benchmark standard must develop and implement a Program Improvement Plan.

**Compliance Standards** ó Compliance standards are intended to ensure that a substantial majority of students at ACICS-accredited campuses are retained, pass licensure exams where applicable, and find employment related to their fields. A campus whose rates fall below the Compliance Standard must come into compliance within established timeframes or its grant of accreditation may be withdrawn. A program whose rates fall below the Compliance Standard must come into compliance within established timeframes, or approval for inclusion of the program within the campus's grant of accreditation may be withdrawn. A campus whose retention or placement rate falls below the Compliance Standard must seek a waiver in order to apply for approval of a new program.

**2013 Reporting Year** ó ACICS adopted enhanced student achievement standards in July 2012, effective for the 2013 reporting period and beyond, as described in the table below.

<b>STUDENT ACHIEVEMENT STANDARDS</b>				
To Be Implemented Based on the 2013 Campus Accountability Report				
<b>Campus Level Standards</b>				
	<b>Retention</b>		<b>Placement</b>	
Benchmark	70%		70%	
Compliance	60%		60%	
<b>Program Level Standards</b>				
	<b>Retention</b>		<b>Placement</b>	<b>Licensure<sup>1,2</sup></b>
	<i>Tier 1 - Program Length ≤1 year</i>	<i>Tier 2 - Program Length &gt;1 year</i>		
Benchmark	70%	65%	70%	70%
Compliance	60%	60%	60%	60%

<sup>1</sup> Where licensure is required for employment. <sup>2</sup> Must also meet applicable agency standards.

**Mitigating Circumstances** – ACICS will give due consideration to mitigating circumstances when applying these standards. If student achievement at a campus falls below one or another of the ACICS compliance standards at the program or campus level due to circumstances beyond the campus control, the campus is invited to request a waiver from the application of the standard by submitting evidence of the mitigating circumstance as part of the Campus Accountability Report due November 1, 2013 or the CAR Addendum due March 1, 2014. In addition to submission of data in the CAR or CAR Addendum, a program or campus improvement plan addressing the issue must also be uploaded with the CAR or CAR Addendum. The mitigating circumstances which qualify for waivers are listed in the CAR and CAR Addendum and the required documentation is described in the respective *Guidelines and Instructions*. If a waiver is requested for a particular mitigating circumstance in a subsequent year, the Program or Campus Improvement Plan must show continuous improvement and the campus must upload evidence that investment of resources to address the circumstance has been sufficient.

**Improvement Notice and Compliance Warning Letters** ó A campus whose retention, placement or licensure pass rate is determined by the Council to fall below the ACICS benchmark standard at either the campus level or program level, will receive an Improvement Notice describing the relevant rates and standards as well as the resulting requirements for developing an improvement plan, submitting interim reports, and participating in workshops consultations or visits, as necessary. A campus whose retention, placement or licensure pass rate is determined by the Council to fall below the ACICS compliance standard will receive a Compliance Warning citing the rates and standards and describing the established timeframe within which the campus and/or program must come into compliance. Some campuses will receive only an Improvement Notice. However, because the Compliance Standards are lower than the Benchmark Standards, campuses which receive a Compliance Warning letter will also receive an Improvement Notice letter. These campuses must fulfill the requirements in the Improvement Notice and must come into compliance as described in the Compliance Warning.

**Established Timeframes for Compliance** ó If the Council determines that an institution is not in compliance with the *Accreditation Criteria*, it will take prompt adverse action against the institution, or it will require the institution to take appropriate action to bring itself into compliance with the *Accreditation Criteria* within a time frame specified by the Council after the institution has been notified that it is not in compliance. That time frame will not exceed the following:

- (a) twelve months, if the longest program is less than one year in length;
- (b) eighteen months, if the longest program is at least one year, but less than two years in length;
- (c) two years, if the longest program is at least two years in length.

The above time frames may be extended at the sole discretion of the Council for good cause, including evidence that there has been significant improvement in the deficient area(s) and the applicable time frame does not provide sufficient time to demonstrate full compliance, e.g., significant improvement in completion or placement rates.

**Data Collection and Verification** ó The ACICS standards are applied by the Council to the data that is collected from each main campus and each additional location through the annual Campus Accountability Report (CAR) and the Annual CAR Addendum. This data is used to calculate a retention rate and placement rate for each program and each campus and a licensure pass rate for each program for which licensure is required for employment in the state where the campus is located. The CAR is due on November 1<sup>st</sup> of each year and the CAR Addendum is due on March 1<sup>st</sup> of each year. The Council makes decisions about the application of standards to these data at its meetings in

December and in April. The data is spot checked by program specialists serving as evaluators on a site evaluation visit team for a grant renewal or the inclusion in a grant of a new additional location. Because of the unique significance of data about job placement, ACICS is developing a special program to verify job placement data. This program will be developed in 2013, tested in 2014 and scaled up for full operation by 2015.