FINAL
SPRING 2014
STANDARD REPORTS

(as of semester end)

Office of Institutional Effectiveness, Research, and Grants

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FINAL SPRING 2014 STANDARD REPORTS *(as of semester end)*

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GRADE DISTRIBUTION

GRADES	N[1]	%
A	5,964	33%
B	4,299	24%
C	2,992	16%
D	1,051	6%
F	2,309	13%
CR (Credit)	255	1%
NC (No Credit)	39	0%
AW (Administrative Withdrawal)	29	0%
W (Withdrawal)	1,219	7%
NS (No Show)	16	0%
I (Incomplete)	39	0%
AU (Audit)	1	0%
TOTAL GRADES DISTRIBUTED	18,213	100%

COMPLETION, SUCCESS, and WITHDRAWAL

	N[1]	%
COMPLETION	16,909	93%
SUCCESS	13,510	74%
WITHDRAWAL	1,248	7%

Grades as of July 22, 2014

[1]Number (N) is duplicated among students, students are counted once for each grade received; *see Spring 2014 Standard Reports (as of census day) for unduplicated*

GRADE DISTRIBUTION by COURSE LOCATION

	COURSE LOCATION																	TOTAL	
	Main Campus		MCAS Yuma		Parker		Quartzsite		San Luis		Somerton		Wellton		Yuma - Other Than Main Campus		WEB			
GRADES	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%
A	3,684	35%	33	69%	65	37%	17	50%	825	33%	151	26%	11	37%	307	45%	871	25%	5,964	33%
B	2,549	24%	9	19%	35	20%	5	15%	607	25%	144	25%	3	10%	152	22%	795	22%	4,299	24%
C	1,800	17%	4	8%	15	9%	3	9%	483	20%	123	21%	7	23%	41	6%	516	15%	2,992	16%
D	599	6%	0	0%	13	7%	2	6%	153	6%	36	6%	1	3%	12	2%	235	7%	1,051	6%
F	1,160	11%	1	2%	28	16%	6	18%	279	11%	77	13%	5	17%	14	2%	739	21%	2,309	13%
CR (Credit)	63	1%	0	0%	7	4%	0	0%	1	0%	13	2%	0	0%	140	20%	31	1%	255	1%
NC (No Credit)	21	0%	0	0%	0	0%	0	0%	0	0%	2	0%	0	0%	6	1%	10	0%	39	0%
AW (Admin. Withdrawal)	21	0%	0	0%	0	0%	0	0%	1	0%	0	0%	0	0%	1	0%	6	0%	29	0%
W (Withdrawal)	708	7%	0	0%	12	7%	1	3%	117	5%	26	5%	3	10%	12	2%	340	10%	1,219	7%
NS (No Show)	10	0%	0	0%	0	0%	0	0%	1	0%	2	0%	0	0%	0	0%	3	0%	16	0%
I (Incomplete)	22	0%	1	2%	1	1%	0	0%	4	0%	1	0%	0	0%	1	0%	9	0%	39	0%
AU (Audit)	1	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	0%
TOTAL GRADES DISTRIBUTED	10,638	100%	48	100%	176	100%	34	100%	2,471	100%	575	100%	30	100%	686	100%	3,555	100%	18,213	100%

COMPLETION, SUCCESS, and WITHDRAWAL by COURSE LOCATION

	COURSE LOCATION																	OVERALL	
	Main Campus		MCAS Yuma		Parker		Quartzsite		San Luis		Somerton		Wellton		Yuma - Other Than Main Campus		WEB			
	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%
COMPLETION	9,876	93%	47	100%	163	93%	33	97%	2,348	95%	546	95%	27	90%	672	98%	3,197	90%	16,909	93%
SUCCESS	8,096	76%	46	98%	122	70%	25	74%	1,916	78%	431	75%	21	70%	640	93%	2,213	62%	13,510	74%
WITHDRAWAL	729	7%	0	0%	12	7%	1	3%	118	5%	26	5%	3	10%	13	2%	346	10%	1,248	7%

Grades as of July 22, 2014

[1]Number (N) is duplicated among students, students are counted once for each grade received; *see Spring 2014 Standard Reports (as of census day) for unduplicated student headcount*

Prepared by the Office of Institutional Effectiveness, Research, and Grants

FINAL SPRING 2014 STANDARD REPORTS *(as of semester end)*

GRADE DISTRIBUTION by COURSE DELIVERY MODE

GRADES	COURSE DELIVERY MODE													TOTAL	
	Hybrid		Interactive Telecommunications Network (ITN)		Interactive Telecommunications Network (ITN)/ Hybrid		Regular		Web		Web Enhanced					
	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%
A	442	41%	131	25%	75	38%	2,221	37%	871	25%	2,224	32%	5,964	33%
B	239	22%	119	23%	45	23%	1,531	26%	795	22%	1,570	23%	4,299	24%
C	134	12%	83	16%	29	15%	988	16%	516	15%	1,242	18%	2,992	16%
D	52	5%	34	7%	14	7%	294	5%	235	7%	422	6%	1,051	6%
F	129	12%	107	21%	23	12%	525	9%	739	21%	786	11%	2,309	13%
CR (Credit)	5	0%	0	0%	0	0%	73	1%	31	1%	146	2%	255	1%
NC (No Credit)	1	0%	0	0%	0	0%	7	0%	10	0%	21	0%	39	0%
AW (Admin. Withdrawal)	1	0%	0	0%	0	0%	17	0%	6	0%	5	0%	29	0%
W (Withdrawal)	68	6%	41	8%	9	5%	322	5%	340	10%	439	6%	1,219	7%
NS (No Show)	1	0%	1	0%	0	0%	2	0%	3	0%	9	0%	16	0%
I (Incomplete)	2	0%	2	0%	1	1%	18	0%	9	0%	7	0%	39	0%
Audit (AU)	1	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	0%
TOTAL GRADES DISTRIBUTED	1,075	100%	518	100%	196	100%	5,998	100%	3,555	100%	6,871	100%	18,213	100%

COMPLETION, SUCCESS, and WITHDRAWAL by COURSE DELIVERY MODE

	COURSE DELIVERY MODE													OVERALL	
	Hybrid		Interactive Telecommunications Network (ITN)		Interactive Telecommunications Network (ITN)/ Hybrid		Regular		Web		Web Enhanced					
	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%	N[1]	%
COMPLETION	1,002	93%	474	92%	186	95%	5,639	94%	3,197	90%	6,411	93%	16,909	93%
SUCCESS	820	76%	333	65%	149	76%	4,813	80%	2,213	62%	5,182	75%	13,510	74%
WITHDRAWAL	69	6%	41	8%	9	5%	339	6%	346	10%	444	6%	1,248	7%

Grades as of July 22, 2014

[1]Number (N) is duplicated among students, students are counted once for each grade received; **see Spring 2014 Standard Reports (as of census day) for unduplicated student headcount**

GRADUATES

		HC[1]	%
GENDER	Male	459	58%
	Female	332	42%
	Unspecified	4	1%
ETHNICITY/RACE	African American	38	5%
	Asian American	5	1%
	Caucasian	171	22%
	International	40	5%
	Latino	298	37%
	Native American	9	1%
	Native Hawaiian/Other Pacific Islander	1	0%
	Two or More Races	6	1%
	Unspecified	227	29%
AGE GROUPINGS (per IPEDS categories)	Under 18	3	0%
	18-19	7	1%
	20-21	163	21%
	22-24	209	26%
	25-29	133	17%
	30-34	96	12%
	35-39	61	8%
	40-49	75	9%
	50-64	45	6%
	65+	3	0%
	Unspecified	0	0%
STUDENT CHARACTERISTICS (by groups)	Began as Limited English Proficient	29	4%
	Began as Developmental	459	58%
	First Generation	359	45%
TOTAL GRADUATES		**795**	**100%**

Graduates as of **July 22, 2014**

[1]Headcount (HC) is unduplicated

CREDENTIALS AWARDED by PROGRAM

PROGRAM		HC[1]	%
DEGREES	Associate in Arts (A.A.)	308	25%
	Associate in Applied Science (A.A.S.)	131	11%
	Associate in Business (A.Bus.)	25	2%
	Associate in General Studies (A.G.S.)	3	0%
	Associate in Science (A.S.)	54	4%
	Total Degrees Awarded	*521*	*42%*
CERTIFICATES	Occupational	373	30%
	Arizona General Education Curriculum-Arts (AGEC-A)	286	23%
	Arizona General Education Curriculum-Business (AGEC-B)	24	2%
	Arizona General Education Curriculum-Science (AGEC-S)	40	3%
	Total Certificates Awarded	*723*	*58%*
TOTAL DEGREES AND CERTIFICATES AWARDED		1,244	100%

Credentials awarded as of July 22, 2014

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

DEGREES AWARDED by MAJOR

DEGREE	MAJOR	MAJOR CODE	N	%
A.A.	Administration of Justice Studies	ADMJU	39	7%
	Agriculture Science[1]	AGRIC	2	0%
	Art: Graphics	ARTGR	1	0%
	Art: Studio Art[1]	ARTST (START)	3	1%
	Associate in Arts	ASSOC	22	4%
	Customs and Border Protection Homeland Security	HLSPR	1	0%
	Education, Elementary	EDELM	8	2%
	Education, Elementary (Early Childhood Education Emphasis)	EDECE	5	1%
	Education, Secondary	EDSEC	8	2%
	English	ENGLI	2	0%
	Family Studies[1]	FAS (FAMCS)	11	2%
	General Studies	GENST	132	25%
	History	HISTO	2	0%
	Honors Discretional	HONDS	5	1%
	Honors Liberal Arts	HONOR	3	1%
	Honors General Studies	HONR2	1	0%
	Mathematics	MATHE	11	2%
	Media Arts	MDART	2	0%
	Music	MUSIC	1	0%
	Philosophy	PHILO	3	1%
	Political Science	POLSC	8	2%
	Psychology/Sociology	PSYSO	28	5%
	Spanish	SPANI	3	1%
	Theatre	THETR	7	1%
A.A.S.	Accounting	ACCT	8	2%
	Administration of Justice Studies	ADMJU	12	2%
	Air Conditioning and Refrigeration	AIRCR	2	0%
	Architectural Technology	ARCH	1	0%
	Automotive Technology[1]	AUTOT	2	0%
	Automotive Technology (General Education Emphasis)	AUTGE	2	0%
	Business, General	BUSGN	14	3%
	Computer Graphics	COMGR	2	0%
	Computer Information Systems	CISYS	7	1%
	Construction Trades Management	CTM	1	0%
	Culinary Arts	CULAR	2	0%
	Early Childhood Education	ECE	8	2%
	Electrical Technology	ELECT	1	0%
	Emergency Medical Services: Paramedic	EMSPA	2	0%
	Fire Science	FIRSC	5	1%
	Industrial Technology	INDST	1	0%
	Logistics Supply Chain Management	LOGIS	1	0%
	Massage Therapy	MASTH	4	1%
	Marketing and Management	MKTMG	2	0%
	Nursing[1]	NUR (NURHC)	31	6%
	Office Administration	OFFAD	2	0%
	Radioloic Technology	RADTE	17	3%
	Solar Photovoltaic Installation	SOLPV	1	0%
	Welding Technology	WELDT	2	0%
	Welding Technology (General Education Emphasis)	WLDGE	1	0%

DEGREES AWARDED by MAJOR

DEGREE	MAJOR	MAJOR CODE	N	%
A.Bus.	Business	BUSIN	24	5%
	Honors Discretional	HONDS	1	0%
A.G.S.	General Studies	GENST	3	1%
A.S.	Associate in Science	ASSOC	7	1%
	Biology	BIOLO	6	1%
	Computer Science	CSCIE	1	0%
	Crop Production	CRPRO	3	1%
	Engineering	ENGIN	10	2%
	Environmental Science (Biology Emphasis)	ESBIO	2	0%
	General Studies	GENST	8	2%
	Geology	GEOLO	1	0%
	Honors Discretional	HONDS	5	1%
	Honors General Studies	HONS2	1	0%
	Physics	PHYSI	10	2%
TOTAL DEGREES AWARDED			521	100%

Note: No degrees were awarded for those majors not listed

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

Degree Title & Major Code Change: Studio Art (START) to Art: Studio (ARTST), AY 06-07

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

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

Degree Title & Major Code Change: Family and Consumer Sciences (FAMCS) to Family Studies (FAS), AY 09-10

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

CERTIFICATES AWARDED by MAJOR

CERTIFICATE TYPE	MAJOR	MAJOR CODE	N	%
AGEC	Arizona General Education Curriculum-Arts	AGECA	286	40%
	Arizona General Education Curriculum-Business	AGECB	24	3%
	Arizona General Education Curriculum-Science	AGECS	40	6%
OCCUPATIONAL	Accounting	ACCT	3	0%
	Air Conditioning and Refrigeration	AIRCR	6	1%
	Athletic Coaching	ATHCH	3	0%
	Automotive Brakes and Suspension	AUTBR	14	2%
	Automotive Computer Fundamentals, Engine Performance, and Diagnostics	AUTCD	11	2%
	Automotive Electrical and Air Conditioning Systems	AUTAC	7	1%
	Automotive Power Trains	AUTPT	13	2%
	Automotive Technology	AUTOT	4	1%
	Basic Air Conditioning and Refrigeration Service Technician	BACT	8	1%
	Basic Carpentry	BCARP	20	3%
	Basic Electrical[1]	BELEC (ELECT)	4	1%
	Basic Plumbing	BPLMB	56	8%
	Computer Information Systems	CISYS	1	0%
	Computer Security	COMSE	1	0%
	Construction/Industrial Safety	CIST	8	1%
	Culinary Arts	CULAR	3	0%
	Culinary Arts with a Focus in Entrepreneurship	CAENT	1	0%
	Early Childhood Education	ECE	5	1%
	Electrical Construction Trades	ECT	1	0%
	Emergency Medical Technician: Basic	EMSBA	26	4%
	Emergency Medical Services: Paramedic	EMSPA	1	0%
	Entrepreneurial-Basic[1]	ENTBA (ENTEM)	5	1%
	Family Development Credential	FDC	12	2%
	Food Science and Safety	FSS	3	0%
	Foundations of Construction	FNDC	106	15%
	Infant and Toddler Education	INTOE	2	0%
	Law Enforcement Training Academy	LETA	1	0%
	Logistics Advanced	LGSAD	1	0%
	Masonry	MAS	16	2%
	Massage Therapy	MASTH	8	1%
	Nursing Assistant	NURAS	9	1%
	Office Administration	OFFAD	1	0%
	Paralegal Studies	LEGAL	2	0%
	Pre-Health Careers	PREHC	1	0%
	Preschool Education	PRSCE	2	0%
	Retail Management	RETMG	2	0%
	Solar Panel Installation Level 1	SOLIN	6	1%
TOTAL CERTIFICATES AWARDED			723	100%

Note: No certificates were awarded for those majors not listed

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

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

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

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

AWC GRADUATES & TRANSFER-OUT

TRANSFER TO COLLEGE/UNIVERSITY	HC[1]	%
Arizona State University	2	6%
Northern Arizona University	18	53%
University of Arizona	1	3%
AZ Other	5	15%
Out of State	8	24%
TOTAL GRADUATE TRANSFER-OUT HC[1]	34	100%

Graduates as of **July 22**, 2014; Transfer as of July 23, 2014

[1]Headcount (HC) is unduplicated

APPENDIX A
Institutional Research Definitions of Data Elements and Disaggregation Categories

Our office has developed standard reports based on official census day (45th day) data, after audit processes have been finalized, as well as on semester and year- end data. Both enrollment and performance measurements are reported at the aggregate (overall/college-wide) level and partially at the intermediate (course location, course delivery, department and division, declared major) level. Additional reports at the intermediate and/or individual levels may be requested.

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

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

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

Administrative Withdrawal Grade (AW)
Pursuant to 15-1466.02 ©, on the forty-fifth day class rosters, each professor or instructor shall indicate as withdrawn each student who has not been attending class, even if the student has not formally withdrawn from the course and a grade of "AW" (administrative withdrawal) will be awarded. After the forty-fifth day, if a student is unable to attend the course for any reason, it will be the responsibility of the student to withdraw from the course. *(See AWC Course Catalog for additional information)*

Age-Groups
Based on date of birth as reported by students

Audit Grade (AU)
Auditing classes is permitted with the permission of the instructor. Students auditing a class are expected to attend class regularly and participate in general class activities; however, students are not required to take examinations or complete class assignments. Students auditing a class must officially register in the course but will not receive credit or a grade in the class. The grade symbol of "AU" will show on the official college transcript. The last day to change a class from audit to credit or credit to audit is the last day of the add/drop period (week following first day of classes of the given term). Courses taken as audit may not be retaken for credit. *(See AWC Course Catalog for additional information)*

Began as Developmental
A student who was enrolled in a developmental course (reading and/or, below college level English and/or math) at any time during an academic year prior to receiving a credential

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

Completion
Refers to students, and the percentage of students, that finish a course with grades of A, B, C, D, F, CR, or NC (without grades of AU, I, W, AW, NS, R, or IP)

APPENDIX A
Institutional Research Definitions of Data Elements and Disaggregation Categories

Completion rate calculation:
- The numerator is the number of students who received grades of A, B, C, D, F, CR, or NC
- The denominator is the number of students who received grades of A, B, C, D, F, CR, NC, AW, W, or NS

Note: grades AU (Audit), I (Incomplete), R (Repeat), and IP (In Progress) are not included in this calculation

Course Delivery Modes

Course delivery modes include:

Hybrid – Courses combining both web-based learning and face-to-face instruction or required physical attendance in a classroom

ITN – Two-way Interactive Television Network courses transmitted to sites throughout Yuma and La Paz counties

Mixed Media – courses offered via multiple/combined delivery modes

Regular – Face-to-Face courses where all instruction takes place at a physical location with the professor directly interacting with students

Telecourse – Professionally produced telecourses via two cable television stations (channels 74 and 75)

Web – Courses delivered via the Internet and completed without face-to-face instruction or required physical attendance in a classroom

Course Location

Current course locations include:

Parker: Parker Learning Center

Quartzsite: Quartzsite Learning Center

San Luis: San Luis Learning Center

Somerton: Somerton Learning Center

Wellton: AWC East Yuma County

Yuma Main Campus

Yuma Marine Corps Air Station (MCAS): Marine Corps Air Station Education Center

Yuma Other than Main Campus:
> Entrepreneurial Center
> Martin Luther King Jr. Neighborhood Center

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

Yuma State Prison

Ethnicity/Race

On October 19, 2007, the U.S. Department of Education posted to the Federal Register the "Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education." (See the Federal Register, Volume 72, Number 202, pp. 59266-59279: http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf). The proposed changes are necessary for the Department to implement the Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting and Presenting Federal Data on Race and Ethnicity. IPEDS adopted new aggregate categories for reporting R/E data in accordance with the final guidance.

The guidance issued by the Department covers two separate issues: (1) the collection of R/E data by institutions and (2) the reporting of aggregate data to the Department. For collecting R/E data, institutions must use a two-question format, and the Department encourages institutions to re-survey students and staff (the two-question format is as follows: The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White). For further details on the guidance for collecting data, please see the full Federal Register notice. For reporting aggregate data to the Department, the

APPENDIX A
Institutional Research Definitions of Data Elements and Disaggregation Categories

guidance identifies nine categories that will be used for IPEDS. The **new** race/ethnicity categories for reporting data to IPEDS are outlined below:

Hispanics of any race – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

Non-Hispanic, American Indian or Alaska Native (Native American) – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment

Non-Hispanic, Asian (Asian American) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

Non-Hispanic, Black or African American (African American) – A person having origins in any of the black racial groups of Africa

Non-Hispanic, Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Non-Hispanic, White (Caucasian) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Non-Resident Alien (International) – A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely

Race and Ethnicity unknown (Unspecified) – The category used to report students whose race and ethnicity are not known

Source: http://nces.ed.gov/ipeds/news_room/ana_Changes_to_10_25_2007_169.asp

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

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

Grading Systems
System I:
> A – Exceptional performance for most learning outcomes
> B – Good performance for most learning outcomes
> C – Satisfactory performance for most learning outcomes
> D – Unsatisfactory performance for most learning outcomes
> F – Unsatisfactory performance for all learning outcomes

System II:
> CR – Credit (not computed into the GPA)
> NC – No Credit (not computed into the GPA)

APPENDIX A
Institutional Research Definitions of Data Elements and Disaggregation Categories

Additional grade symbols included in both systems but not calculated into the grade-point average are:

        AU – Audit (see Audit)
        I – Incomplete (see Incomplete)
        AW – Administrative Withdrawal (see Administrative Withdrawal)
        W – Withdrawal (see Withdrawal)
        NS – No Show (student never attended class)
        R – Repeat (see Repeat Classes)
        IP – In Progress (see In Progress)

Graduate
A student who has: met the basic requirements for an associate degree or certificate, as listed in the General Program Requirements section of the AWC Course Catalog (*note: a minimum of a "C" grade and a minimum 2.0 G.P.A. is required for all courses in a certificate or degree program*); provided an official AWC transcript and any other transfer credit documentation including advanced placement credit, military transcripts, CLEP scores, etc.; completed the Learning Outcomes Assessment at the AWC Testing Center; filed a completed Application for Graduation form with the Admissions and Registration Office and paid the required non-refundable graduation fee in accordance with the time schedule as listed in the AWC Course Catalog; cleared any indebtedness to the College before degree/certificate requirements will be certified or the degree/certificate will be awarded; met in full the requirements for graduation set forth in the AWC catalog. *(See AWC Course Catalog for additional information)*

Incomplete Grade (I)
A grade of incomplete is permissible only when the student has been unable to complete assigned course work due to an illness or to other reasons beyond his/her control and is applicable only when the student would otherwise have had a passing grade. A student receiving an incomplete has the responsibility of initiating the procedure for completing the work. The course must be completed during the following semester or a grade of "F" (if registered for Grading System I), or
"NC" (if registered for Grading System II), will be recorded for the course. *(See AWC Course Catalog for additional information)*

In Progress Grade (IP)
"IP" is a grade indicating a course is in progress and a final grade has yet to be assigned. It is not to be used as an alternative to an incomplete grade. The "IP" must be used for open entry/open exit courses or short courses approved by the Dean of Instruction when the ending date of the course is not coincidental with the ending date of the grading period in which the course begins.

At the close of the first grading period, an "IP" grade will be assigned. The "IP" will be replaced by a letter grade at the conclusion of the course. There is a limit of one more semester beyond the semester of enrollment (not including summer) to replace the "IP." After this time limit, the "IP" reverts to the grade of "F." The "IP" is not computed in the G.P.A. *(See AWC Course Catalog for additional information)*

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

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

APPENDIX A
Institutional Research Definitions of Data Elements and Disaggregation Categories

<u>Success</u>
Refers to students, and the percentage of students, that at finished a course with grades of A, B, C, or CR (without grades D, F, NC, AU, I, W, AW, NS, R, or IP)

> Success rate calculation:
> - The numerator is the number of students who received grades of A, B, C, or CR
> - The denominator is the number of students who received grades of A, B, C, D, F, CR, NC, AW, W, or NS
>
> *Note: grades AU (Audit), I (Incomplete), R (Repeat), and IP (In Progress) are not included in this calculation*

<u>Unknown Grade</u>
Due in part to technology issues and report preparation timing, some grades are unavailable for reporting

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

> Withdrawal rate calculation:
> - The numerator is the number of students who received grades of AW, or W
> - The denominator is the number of students who received grades of A, B, C, D, F, CR, NC, AW, W, or NS
>
> *Note: grades AU (Audit), I (Incomplete), R (Repeat), and IP (In Progress) are not included in this calculation*

<u>Withdrawal Grade (W)</u>
After the designated add/drop period (week following first day of classes of the given term) and through the first three quarters of the course, or as specified by the Dean of Enrollment Services, students may withdraw from one or more classes and receive a grade of "W" on their official academic record. Classes lasting less than an entire semester may have a different withdrawal period. *(See AWC Course Catalog for additional information)*