FREQUENTLY ASKED QUESTIONS: 2014 CAMPUS ACCOUNTABILITY REPORT (CAR)

How do institutions retrieve the program spreadsheets for use in the 2014 CAR?

The program spreadsheets should be retrieved by accessing the member portal. You will download your program spreadsheets in a zip file.

Will the new program- level retention formula lower a program's retention rate?

Yes, the new program level retention formula removes transfers out of the total enrollment for a program in both the numerator and denominator. This may lower program's retention rate.

What are the three placement categories?

The three placement categories are: 1) Based upon job titles in the list of job titles published by the institution for which the program prepares students. 2) Based upon the required use of skills learned in the student's program as a predominant component of the job. 3) Based upon the benefit of training received from the program in obtaining a new position or maintaining a current position, supporting or improving job related skills.

Are the placement categories for the 2014 CAR optional?

In order that institutions have time to incorporate these new questions into their data collection and information systems, this information is optional for the 2014 CAR. This means that while institutions must select one of the three categories for every student that was placed during the reporting period, ACICS will not be verifying that these students were actually placed in that particular category for the 2014 CAR.

Can institutions use their own Excel spreadsheets in the 2014 CAR?

No, the program spreadsheets for the CAR must be downloaded after logging into the member portal to gain access to the CAR.

Will institutions be able to copy and paste data from our internal spreadsheet to the pre-generated ACICS program spreadsheets?

Yes, you may copy and paste your data into the pre-generated ACICS spreadsheet.

Will the 2014 CAR flag programs that are below the compliance level?

No, the 2014 CAR will not flag programs that are below the compliance level. Institutions that are

deemed to be below the compliance level will receive directive from the Council after the December 2014 meeting.

When will the CAR be ready for data input?
Institutions may begin downloading program spreadsheets on <u>Monday, August 18th.</u> Institutions may begin uploading completed spreadsheets on <u>Monday, September 15th</u>.

Is year of entry relative to current student record being reported or, if previously enrolled, "original" year of entry.
The year of entry is the original year that the student first entered that particular program.

The spreadsheets are pre-named. After institutions populate the data in the spreadsheet can the file name be changed?
No, the system will only recognize the pre-named file name for each program.

If a graduate is placed after June 30, are they counted as placed for the reporting period?
Graduates from the reporting period may be counted as placed until <u>November 1st</u>.

Does an institution have to upload a separate spreadsheet for each program?
Yes, every program will have a separate spreadsheet that must be completed and uploaded to the CAR.

Where do institutions list non-program enrollment data?
The non-program enrollment data will be listed in the Campus Questionnaire, when applicable.

Does the system lock every time an institution's CAR is submitted?
No, the system only locks on November 3rd. If an institution needs to revise a previously submitted CAR prior to the November 3rd due date, the institution can request to revise through the system. No fee will be assessed. However, if an institution needs to revise a previously submitted CAR after the November 3rd due date, the institution can request to revise through the system and a $250 fee will be assessed.

When institutions add an updated document, does it replace the old one or keep two on file?
When an institution revises a spreadsheet that has been previously uploaded, the system replaces the old spreadsheet with the new spreadsheet.

Does the program spreadsheet have to be filled in with X's or can you use the number "1" instead?
Only an "X" can be placed in columns "D" through "AC" in the SPD section of the program spreadsheets. See the **2014 Program Spreadsheet Sample** on the ACICS website.

Are program corrections still submitted through PAR@acics.org?
Yes, any program changes or corrections must be submitted through PAR@acics.org.

Will there still be a full PDF of the completed report to print/save after the final data is submitted?
Yes, institutions will be sent a message once the preliminary data has been reviewed. At that time, institutions will be able to print and/or save their 2014 CAR.

Do institutions have to upload the data before answering the questionnaire?
Institutions can complete the CAR beginning with the Campus Questionnaire or the Program

Spreadsheets.

Is the CAR reporting period for cumulative licensure pass rates Jul 1 - June 30?

Yes, the cumulative pass rate for licensure refers to the period of July 1-June 30 for the three reporting periods outlined in the program spreadsheet.

Where are Guidelines and Instructions for the 2014 CAR located?

The Guidelines and Instructions for the 2014 CAR can be found on the ACICS website. Click on the Accreditation tab; click on the CAR report link and scroll down to relevant downloads.

How can institutions get the username and password to access the member portal to complete the CAR 2014?

Institutions should send an email to Ebiz@acics.org if they do not have their username or password for the member portal.

How can institutions make sure that students enrolled in two programs are not duplicated into the campus data since the numbers are automatically added from the programs data?

The Campus Questionnaire has a question under the Campus Enrollment Data section that asks for the number of students enrolled in two programs during the reporting period. That number is subtracted from the total enrollment in the campus level retention formula.

How is the "normal length of a program" determined, for reporting graduation percentage on the program spreadsheets?

The normal length of a program is determined by the method that the institution utilizes when evaluating Satisfactory Academic Progress (SAP) to meet Title IV requirements.

How should institutions calculate the program graduation percentages in the program spreadsheets for students that graduated within the normal length of the program and students that graduated within 150% of the normal length of the program?

 The program graduation percentages should be calculated using the following formula:

# of graduates within 100% or 150% of normal length from the CAR reporting period/Total # of graduates from the CAR reporting period.

*If you need assistance with your account, please email eBiz@acics.org or contact Ms. Soo Ryun Kim at 202-336-6766. If you need technical assistance, please email CAR@acics.org or contact Ms. Terron King at 202-336-6771 or Ms. Shaniqua Smith at 202-336-6773.