

## ~~201, Membership Hour Reporting~~

### ~~201.1 Purpose~~

~~The Utah System of Higher Education Membership Hour Reporting Policy specifies criteria, definitions, and explanations as to how membership hours will be measured, classified, reported, and audited at each technical college. Membership hours are a performance indicator measuring college instructional activities.~~

### ~~201.2 Approval~~

~~Board of Higher Education approval: June 15, 2005. Revised: June 11, 2008; September 3, 2008. Replaced June 18, 2009. Revised: January 12, 2011; April 25, 2013; September 17, 2015; June 8, 2016; May 18, 2017; September 13, 2017.~~

### ~~201.3 References~~

~~Policy 200, Program/Course Approval and Reporting  
Policy 204, Tuition and Fees~~

### ~~201.4 Definitions~~

~~**4.1 Membership Hour:** A measure of instructional activities provided by a technical college. One membership hour equates to sixty minutes of scheduled student instruction.~~

~~**4.2 Exit Date:** The date on which a student's access to a schedule is officially discontinued as provided in college policy, as a result of graduation, expiration of enrollment, schedule change, withdrawal, etc. For a student who is not documented as having attended any class for ten consecutive full days of scheduled classes, and who has not otherwise exited from nor changed his or her schedule, the exit date from the scheduled class shall be the date of the tenth consecutive full day of absence from all scheduled classes.~~

### ~~201.5 Membership Hour Reporting~~

~~Membership hours documented as meeting all of the following criteria shall be reported to the Commissioner and Board of Higher Education. Any course that does not meet all of the following criteria shall not be reported to the Commissioner nor the Board of Higher Education.~~

~~**5.1 Enrolled Student:** The hours were accrued by a person documented as having been formally scheduled into a course or program in accordance with college policy.~~

~~**5.2 Approved Course/Program:** The activity was part of a course/program which was approved in accordance with Policy 200 (Program/Course Approval and Reporting).~~

~~**5.3 Mission-related:** The course/program meets the career and technical education mission as specified in 200.6.2.~~

~~**5.4 In-state:** The course/program offering originated within the State of Utah.~~

**5.5 Geographic Region:** The course/program was not offered outside the geographic area served by the technical college without a cooperative agreement with the Utah public postsecondary institution assigned to the region in which it was offered, as provided in UCA 53B-2a-106(3)(e), unless it met the criteria prescribed in UCA 53B-2a-106(6). Exceptions are allowed only for online courses provided to students within the State of Utah.

## **201.6 Measurement of Membership Hours**

Membership hours shall be accrued according to the applicable scheduling method:

**6.1 Open-exit Schedule:** For a schedule in which students are provided verified periods of time to receive instruction without a fixed course or program completion time, membership hours shall begin on the enrolled student's scheduled start date, and shall accrue up to and including the exit date as defined in 201.4.2.

**6.2 Defined-length Schedule:** For a schedule that does not meet the criteria of 201.6.1, membership hours shall be reported in the amount of the course length approved for the full course as provided in Policy 200.6.8. Hours for such schedules shall be accrued on the date the student enrolled as specified in 201.5.1. For a student who does not remain enrolled beyond the course's 100% refund deadline approved and published by the college, zero hours are posted regardless of hours spent or competencies completed.

6.2.1 For a full program that is structured as a defined-length schedule (i.e., hours are accrued in the amount of the program length approved under 200.6.8 on the date a student enrolls), a college shall report only the scheduled instruction delivered up to and including the student's exit date for a student who withdraws from the program after the 100% refund deadline and without graduating (i.e., a college shall discount previously reported hours for students exiting a program early and unsuccessfully).

## **201.7 Classification of Membership Hours**

Reported membership hours shall be classified by student type as follows:

**7.1 Secondary Hours:** Hours accrued by students who meet the definition of "secondary student" provided in Policy 205.5.1.1 during the enrollment period in which hours are accrued.

**7.2 Postsecondary Hours:** Hours accrued by students not meeting the definition of "secondary student" provided in Policy 205.5.1.1 during the enrollment period in which hours are accrued.

## ~~205, Student Enrollment and Outcome Reporting~~

### ~~205.1 Purpose~~

~~To specify criteria, definitions, and processes for technical college and system student enrollment and outcomes data collection and reporting.~~

### ~~205.2 Approval~~

~~Board of Higher Education approval: April 10, 2014. Revised: June 12, 2014; June 11, 2015; September 17, 2015; June 8, 2016; September 14, 2016. Replaced: May 18, 2017. Revised: September 13, 2017; May 17, 2018; March 19, 2020.~~

### ~~205.3 References~~

~~UCA 53B-2a-104, Utah Board of Higher Education—Powers and Duties  
UCA 53A-15-301, Education Programs for Students with Disabilities  
UCA 53B-9-101(2), Higher Education for Senior Citizens  
Utah Administrative Code R277-419, Pupil Accounting  
Utah Administrative Code R277-705, Secondary School Completion and Diplomas~~

### ~~205.4 Provision of Data~~

~~A USHE technical college shall provide student enrollment and outcomes data to the Office of the Commissioner of Higher Education, according to schedules and procedures outlined in the Data Dictionary (205.9) and periodic directives from the Commissioner. These data shall be used for legislative reporting, institutional research, and other priorities of the Office of the Commissioner and the Utah System of Higher Education.~~

### ~~205.5 Classification and Conditions of Student Enrollment~~

~~An individual enrolling at a USHE technical college shall be classified, documented, and reported in the most applicable of the following student enrollment categories at the time of his or her enrollment, and shall be subject to any conditions of enrollment specified for that category. A student's enrollment category shall apply for the duration of the enrollment period specified for his or her enrollment category in 205.5.1, 205.5.2, 205.5.3, or 205.5.4, and shall end upon his or her graduation or non-graduation as defined in 205.6.2 and 205.6.3. A student's enrollment category, once established as correctly representing the classification that applied at the time he or she began enrollment, shall not be changed for any portion of the specified enrollment period for that category without the student's express consent.~~

~~**5.1 Secondary Student:** A student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419. The enrollment period for a secondary student shall be the duration of the course or program in which he or she is scheduled at the technical college, beginning with the first day of enrollment and ending on the date that he or she completes the course or program or withdraws.~~

~~5.1.1 Regardless of age, the student shall not have previously been conferred a high school diploma, high school certificate of completion, adult education secondary diploma, or~~

high school equivalency diploma (GED). For home schooled individuals, the student shall not have previously obtained a secondary school completion credential for homeschool.

5.1.2 Except as provided in 205.5.1.3, the student shall be no more than 18 years old on or before September 1 of the fiscal year in which he or she is enrolled at the college.

5.1.3 A student who does not meet the age requirement specified in 205.5.1.2 shall be considered a secondary student if:

(a) The student is documented as a retained senior (as specified in R277-419-2(27)) or as having been enrolled in less than grade 12 during the previous year, and is no more than 19 years old on or before September 1 of the fiscal year in which he or she is enrolled at the college; or

(b) The student meets the definition of a student with a disability under UCA 53A-15, part 3, and is no more than 21 years of age on or before September 1 of the fiscal year in which he or she is enrolled at the college. For a student turning 22 after September 1 but prior to December 31, his or her classification as a secondary student shall extend to the beginning of the college's winter holiday or until the student no longer qualifies under 205.5.1.1, whichever occurs first. For a student turning 22 after December 31, his or her classification as a secondary student shall extend to the end of the fiscal year or until the student no longer qualifies under 205.5.1.1, whichever occurs first.

5.1.4 Application of this policy shall be limited to determination of student enrollment classification and shall not be construed to imply admission of a student at a grade level inconsistent with ability to benefit, as determined by the technical college admission policy.

## 5.2 Students Enrolled in COE-accredited Training

**5.2.1 Certificate-seeking Student:** An individual enrolled at a USHE technical college who is not a secondary student (205.5.1), who is enrolled in an approved program (200.4.1), and who has indicated intent to complete a program certificate (200.4.3). The enrollment period for a certificate-seeking student shall be the duration of his or her program of enrollment, beginning with the first day of enrollment in the program and ending on the date that he or she graduates or withdraws. This mission-related, postsecondary training is approved by and reported to the Council on Occupational Education.

**5.2.2 Career Advancement Student:** An individual enrolled at a USHE technical college who is not a secondary student, is employed in a specific occupation related to the training sought, and who is enrolled in courses that are part of an accredited program with the intent to enhance existing knowledge and skills necessary for career advancement (as opposed to maintaining one's current occupation). The enrollment period for a career advancement student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course(s) or withdraws. This mission-related, postsecondary training is approved by and reported to the Council on Occupational Education.

**5.3 Continuing Occupational Education Student:** An individual who is not a secondary student, who is enrolled at a USHE technical college in educational activities or experiences that are approved by the college instructional officer, do not lead to a credential, and are designed to assist in the development of knowledge and skills with the goal of maintaining one's current professional occupation (as opposed to advancing one's career). Continuing occupational education students are assumed to have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling. The enrollment period for a

continuing occupational education student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course(s) or withdraws. This mission-related, postsecondary training is not approved by nor reported to the Council on Occupational Education.

**5.4 Individuals Enrolled in Other Training:** Individuals who are not secondary students, who are enrolled at a USHE technical college in mission-related educational activities or experiences that do not fit into one of the above categories (205.5.1-3). Individuals enrolled in other training include those who are unemployed and seeking short-term training to re-enter the workforce, persons enrolled in basic skills instruction (200.6.4), senior citizens enrolling under an audit waiver (204.7), and individuals enrolled in accredited programs or continuing occupational education courses for personal interests unrelated to a career. The enrollment period for an individual enrolled in other training shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course(s) or withdraws. Individuals enrolled in Other Training are ineligible to earn a certificate from an approved program (205.7.1) and therefore do not meet the Council on Occupational Education's definition of "Student" ("A person who is formally engaged in learning as demonstrated by a commitment to ... earn a credential"; COE, Handbook of Accreditation, 2017 ed. page 86). Hence, these individuals are not reported to the accrediting body.

## 205.6 Student Graduation

A USHE technical college shall document, classify, and report every student enrolled in an approved program during a given reporting period with one of the following outcome types for each program in which he or she was enrolled:

**6.1 Still Enrolled:** A student who has not yet exited from the course or program (either through graduation or withdrawal) in which he or she is enrolled at the end of the reporting period.

**6.2 Graduate:** A student who is not still enrolled, who has demonstrated the competencies required for a certificate in an approved program and has been awarded a program certificate on his or her transcript.

**6.3 Non-graduate:** A student who has exited from his or her course or program without qualifying as a graduate.

## 205.7 Credentials

A USHE technical college shall document and report the following metrics of program certificate attainment:

**7.1 Program Certificate:** A program certificate (200.4.3) may be issued only to students in the secondary (5.1), certificate-seeking (5.2.1), or career advancement (5.2.2) enrollment categories who qualify for the certificate. A credential awarded for a program that has been approved in accordance with 200.4.1 and is reported as an "Occupational Upgrade Program" for accreditation purposes is considered a Program Certificate. A college shall report a student's certificate attainment only upon the student's exit from a distinct program (i.e., graduation or withdrawal).

**7.2 Weighted Average Certificate Length:** The average length of all program certificates (205.7.1) awarded and reported during a reporting period.

7.2.1 Weighted average certificate length is calculated by summing the program lengths (expected completion time as approved in Policy 200.7.1) for all program certificates that were awarded to students and reported during the reporting period and dividing the sum by the total number of program certificates awarded and reported. Example: Web (1,170) + CNA (120) + Auto (630) + CNA (120) = 2,040 hours ÷ 4 certificates = 510 weighted average.

7.2.2 The weighted average certificate length shall be included in all reporting of program certificate attainment, including counts of credentials awarded, graduation rates, costs per certificate, etc.

## **205.8 Student Placement**

For each student enrolled in a distinct and approved program during a reporting period, a technical college shall classify and report the most applicable of the placement categories (i.e., placed, unplaced, not seeking employment, or not applicable) provided under the current year's policies and procedures published by the Council on Occupational Education.

## **205.9 USHE Data Dictionary**

The Office of the Commissioner of Higher Education shall provide specifications to the technical colleges in the form of a Data Dictionary detailing definitions and processes for the consistent application, collection, submission, and reporting of data elements as shall be required by this policy, the Board of Higher Education, the Commissioner of Higher Education, and other college and system stakeholders. The Data Dictionary and revisions thereto shall be approved annually by the Board of Higher Education prior to the fiscal year for which it is applicable, or during the year if needed.

## **205.10 College Data Submission and Certification**

A USHE technical college shall submit data to the Office of the Commissioner from its student information system in accordance with the USHE Data Dictionary or as required by the Office of the Commissioner. Following the conclusion of each fiscal year, a college shall have final data submissions certified and formally approved as specified in this section, and as shall be detailed in the USHE Data Dictionary.

**10.1 Preliminary Year-end Data Submission:** The college preliminary year-end data submission shall include enrollment (headcount and membership hour), certificate, and placement data for all students enrolled during the complete fiscal year reporting period of July 1 through June 30 and shall be submitted by July 31 (31 calendar days after the fiscal year's end).

**10.1.1 College President Review and Certification:** Each technical college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college preliminary year-end data submission, and shall provide written certification that to the best of the president and his or her staff's knowledge, the college data:

- (a) Are complete and accurate, and in agreement with USHE summaries of the data; and
- (b) Comply with the criteria outlined in Policies 200, 201, and 205, and any local college policies.

**10.1.2 College Board of Trustees Notification:** The technical college president's data review and certification of the preliminary year-end data submission shall be presented to the college board of trustees in an official board meeting as an information item not requiring approval.

**10.1.3 Board of Higher Education Approval:** The Office of the Commissioner of Higher Education shall review each technical college president's certification of the preliminary year-end data submission, and the Commissioner shall report USHE administration acceptance and approval to the Board of Higher Education as an action item requiring approval in an official board meeting by September 30.

**10.1.4 Data Use and Publication:** Upon approval of the technical college preliminary year-end data submissions and certification by the Board of Higher Education, the data shall be clearly designated as preliminary for publication in reports pertaining to the fiscal year, pending the final year-end data submission (205.10.2).

**10.2 Final Year-end Data Submission:** The college final year-end data submission shall include updated completion and placement data for all students who appeared in the certified preliminary year-end data submission and shall be submitted five business days after the COE annual report deadline in December.

**10.2.1 College President Review and Certification:** Each technical college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college final year-end data submission, and shall provide written certification to the Commissioner at least one week prior to the January Board of Higher Education meeting that the final year-end data, to the best of the president and his or her staff's knowledge:

(a) Are complete and accurate, and in agreement with USHE summaries of the data; and

(b) Comply with the criteria outlined in Policies 200, 201, and 205, and any local college policies.

**10.2.2 College Board of Trustees Approval:** The technical college president's data review and certification of the final year-end data submission shall be presented to the technical college board of trustees as an action item for approval in the next scheduled board meeting after the certification is completed, preferably prior to the first regularly scheduled meeting of the Board of Higher Education in the new calendar year.

**10.2.3 Board of Higher Education Approval:** The Office of the Commissioner shall review each technical college president's certification, and the Commissioner shall report USHE administration acceptance and approval to the Board of Higher Education as an action item requiring approval in an official board meeting in January.

**10.2.4 Data Use and Publication:** Upon approval of the certified technical college final year-end data submission by the Board of Higher Education, the data shall be designated as official for publication in all reports pertaining to the fiscal year. Summaries of this data shall be published as a supplement to preliminary reports.