

The following define those metrics used in the Academic Program Review template. In all cases, these definitions and resultant data are to be used in the APR self-study.

Part I, B.3. Official data to be supplied by the Office of Institutional Research.

- **Average actual time to degree:** The mean total number of years taken by students from time of first enrollment (first-time student or first-time transfer) through the time of graduation. Semesters included are summer, fall, and spring, with each semester taken equating to 1/3 of a year.
- **Average actual credits to degree:** The mean number of credit hours completed by students at the time of graduation (CCA, as per CPE 2013). This measure includes the total number of credits earned at the degree-granting institution as well as credit transferred in after the first semester at the institution.

Part I, B.5. and B.6. Data to be supplied by the program coordinator.

- **Success of program graduates:** The number and percentage of students graduating in a given year who sought and attained employment or admission to graduate /professional school within one year after graduation. For employment metrics, refer to the CPE-defined Areas of Geographic Responsibility available at http://cpe.ky.gov/NR/rdonlyres/26666FAC-E86C-46BF-BE80-ED55B0CCE8DB/0/Geographic_Responsibilities_Map_20081118.pdf.
- **Pass rates on relevant exam(s):** The percentage of majors/graduates receiving a passing score on a particular licensure or certification exam in a given year. It is recognized that data may lag one or more years behind, but should be reported in the year that the data become available.

Part I, C.1. Official data to be supplied by the Office of Institutional Research.

- **Number of enrollments:** Unduplicated headcount enrollments (majors) in the program over the academic year, encompassing summer, fall and spring.
- **Number of graduates:** The number of students graduating with a given major during an academic year. An academic year encompasses August, December, and May graduation dates.
- **Credit hour production:** Number of student credit hours generated by program faculty teaching in program courses over the academic year, encompassing summer, fall and spring.

Part I, C.2. Data and interpretation to be supplied by the program coordinator.

- **Similar programs at other public institutions in the state:** The existence of programs at other Kentucky public institutions at the same degree level and with the same or similar CIP code. Refer to the CPE Program Inventory database available at <http://dataportal.cpe.ky.gov/AcadProg.aspx> to identify similar programs.

Part I, D.1. Official data to be supplied by the Office of Institutional Research.

- **Minimum program hours required:** The number of credit hours required in the major. Excludes supporting courses, general education, and other requirements.
- **FTE faculty:** The number of full-time equivalent faculty (FTEF) contributing to the program under review.
- **Program SCHP/FTEF:** The credit hours production in program courses divided by the program FTEF. Program FTEF is calculated using iCAP to determine courses accepted for a given major. The number of applicable credit hours taught by an instructor during fall and spring terms is then divided by 21 hours (4:3 typical load) for undergraduate programs, 18 (3:3 typical load) for Master's programs, and 15 (typical 3:2 load) for doctoral programs. An instructor cannot be greater than 1 FTEF. **Courses listed in iCAP that are general education courses OUTSIDE the program's department are EXCLUDED from the calculation.**

Part II, B.1. Official data to be provided by the Office of Institutional Research.

- **Applied, Admitted and Enrolled:** The number of first-time, first-year (or graduate) students indicating an intended major in the program who (1) completed an application to WKU, (2) were subsequently admitted to, and (3) ultimately enrolled at the university the following fall semester.
- **Average hsGPA/ACT of entering students (UG programs):** The mean unweighted high school GPAs and ACT composite scores of entering students as defined in Applied, Admitted and Enrolled above; for students taking SAT scores, corresponding ACT scores are calculated.
- **Average ugGPA/GRE or GMAT of entering students (G programs):** The mean undergraduate GPAs and (as appropriate) GRE/GMAT composite scores of entering students as defined in Applied, Admitted and Enrolled above. The GRE Scores reflected are based on the sum of the Verbal Reasoning and Quantitative Reasoning portion of the GRE General Test (not the revised test).
- **Average WKU GPA of graduates:** The mean overall grade point average of students graduating from the program, including transfer GPA.
- **Graduation rate of entering cohort finishing within/outside the program (UG programs):** The percentage of first time, full-time degree-seeking students entering with a declared major in the program who (1) graduate with that major, or (2) graduate in another major, within 150% of the normal time. The data reported for a given academic year reflect the entering cohort three or six years prior, for associate and baccalaureate programs, respectively.
- **Graduation rate of finishing cohort starting within/outside the program (UG programs):** The percentage of first time, full-time degree-seeking students with a last declared major in the program, who graduated with that major within 150% of the normal time and either (1) entered with that major or (2) entered undeclared or with another major. The data reported for a given academic year reflect the entering cohort three or six years prior, for associate and baccalaureate programs, respectively.

Example calculation of APR graduation rates

		Entering cohort		
		Within major (graduates)	Outside major (graduates)	Total in cohort (N)
Finishing cohort	Within major (graduates)	10	40	150
	Outside major (graduates)	5	NA	
	Total in Cohort (N)	30		

Graduation Rates:

Entering/finishing within:
 $10/30 = 33\%$
 Entering/finishing outside:
 $5/30 = 17\%$
 Entering total: $33+20 = 50\%$

Finishing/entering within:
 $10/150 = 7\%$
 Finishing/entering outside:
 $40/150 = 27\%$
 Finishing total: $7 + 27 = 34\%$

- **Percentage of all students in program graduating within three and six years (G programs):** The percentage of all students (full-time or part-time) entering the program in a given year who graduate within three years (FT students) and six-years (PT students). While the time limitation for doctoral degree programs is 10 years, the six year graduation rate is anticipated to adequately reflect actual completion rates. The data reported for a given academic year reflect the entering cohort three or six years prior.

Part II, C.1. Official data to be provided by the Office of Institutional Research.

- **Faculty and graduate teaching assistants contributing to the program:** The number and FTE of individuals serving as instructors of record for program courses. MORE DETAIL TO COME.

Part II, D.1. Data to be provided by the program coordinator.

- **Average program faculty course load:** The estimated mean number of contact hours in program courses taught by program faculty, per semester. By convention, contact ours are calculated as follows:
 - Lecture classes: One contact hour for each hour of instruction per week
 - Labs and independent study classes: 0.75 contact hours for each hour of instruction per week
- **Average number of graduate advisees:** The estimated mean number of program majors advised per program faculty member, by semester.
- **Average thesis/dissertation advising load:** The estimated mean number of graduate thesis/dissertation committees chaired per program faculty member.