

**U. S. Department of Education  
Office of Postsecondary Education/Federal TRIO Programs  
Policies and Procedures for Prior Experience (PE) Assessments  
Veterans Upward Bound  
2012–17 Grant Award Cycle**

*Brief summary of policies and procedures for assessing prior experience (PE) points*

- The PE assessment years are 2013–14, 2014–15, and 2015–16.
- Calculating PE points for the three assessment years is based on:
  - A project’s approved number of participants to be served;
  - A project’s approved objectives; and
  - The participant-level data a project submits in its annual performance report (APR) for each assessment year.
- A project may earn up to 15 points for each year assessed (see 34 CFR 645.30(a)(2)). The final PE score is the average of the scores for the three years assessed. A project that fails to submit an APR in the year being assessed is ineligible to earn any PE points for that assessment year.
- **A project that served less than 90 percent of the number of participants the project was funded to serve in the assessment year is *not* eligible to earn points for *any* of the PE criteria in the assessment year (see 34 CFR 645.32(b)).**
  - To determine if a project has served at least 90 percent of the approved number of participants to be served, standard rounding rules are applied; if the calculated Number Served rate is between 89.5 and 89.9 percent, it is rounded up to 90%.
  - To earn PE points for the Funded Number criterion, a project must serve at least the number funded to serve. Except for the one situation noted above, no rounding is applied to the Number Served rates. For example, if the calculated rate is 99.6%, the rate will be 99%, not 100%.
- Any VUB project funded in the current grant cycle (2012–17) that submits an APR for the assessment year, and serves at least 90 percent of the number of participants it was funded to serve, is eligible to earn PE points for the following PE criteria: Funded Number, Academic Improvement on Standardized Test, Education Program Retention and Completion, and Postsecondary Enrollment.
- The point of measurement for the Postsecondary Education Completion objective is six years; therefore, any project first funded in the 2012–17 grant cycle will not be eligible to earn PE points for this objective during the grant cycle. A VUB project first funded prior to the 2012-17 grant cycle will only be eligible to earn PE points for the Postsecondary Education Completion objective if the project served at least one participant who qualified for the cohort year applicable to the PE assessment year (e.g., the applicable postsecondary education cohort year [field #38, VetPSEcohort] is 2008 for the 2013–14 assessment year).
- PE points are awarded based on meeting or exceeding the approved objectives. No partial credit is given. If the calculated (i.e., actual) rate for the PE criterion is greater than or equal to the approved rate, PE points are awarded. Standard rounding rules are used (e.g., 79.6% rounds to 80%) for all objectives other than Funded Number, which is handled as described in the fourth bullet on this page.

## Appendix

- Participants who died or became permanently incapacitated are included in the Funded Number criterion for any assessment year in which they were served. For all other criteria, as applicable, current and prior-year participants who died or became permanently incapacitated are not included in the calculations.
- The Department will not accept any changes to the project's APR data once the APR has been submitted for the assessment year.

The formulae for calculating PE are provided below.

### *How is the Funded Number Criterion Calculated?*

PE points are awarded if the project served the approved number of participants for the reporting period. The actual number of participants served must be equal to or greater than the number of participants the project was funded to serve.

- The **denominator** is the project's approved number of participants to be served.
- The **numerator** is the actual number of participants served during the assessment year and is the sum of field #26 (Participant Status), options 1 (new), 2 (continuing), and 3 (reentry).

### *How is the Rate for Academic Improvement on Standardized Test Calculated?*

PE points are awarded based on the percentage of participants completing the VUB program during the project year who improved their academic performance as measured by a standardized test taken before and after receiving services from the project.

- The **denominator** is the number of participants who meet two criteria:
  - Field #26 (Participant Status) is option 1 (new), 2 (continuing), or 3 (reentry) and
  - Field #31 (VUB Educational Program Completion Year) is the applicable assessment year (e.g., 2013 for the 2013–14 assessment year).
- The **numerator** is the number of participants in the denominator for whom field #29 (Academic Improvement on Standardized Text Objective—Numerator) is option 1 (Yes, participant completed VUB program during the reporting year and improved academic performance as demonstrated by pre- and posttests).

**Note:** Participants who were served during the reporting period but who subsequently died or became permanently incapacitated are not included in the calculation (see field #25, options 3 and 4).

### *How is the Rate for Education Program Retention and Completion Calculated?*

PE points are awarded to grantees based on the percentage of participants served during the project year who completed their VUB educational program by the end of the project year or remained enrolled in the program.

- The **denominator** is the greater of the number to be served or the number actually served.
  - Number to be served is from project's approved objective.
  - Number actually served is derived from field #26 (Participant Status), options 1 (new), 2 (continuing), or 3 (reentry).
- The **numerator** is the number of participants served for whom field #31 (VUB Educational Program Completion Year) is the applicable assessment year (e.g., 2013 for the 2013–14 assessment year) or 8888 (Still in the educational program offered by the project).

**Note:** Participants who were served during the reporting period but who subsequently died or became permanently incapacitated are not included in the calculation (see field #25, options 3 and 4).

***How is the Postsecondary Enrollment Rate Calculated?***

PE points are awarded to grantees based on the percentage of participants completing their prescribed VUB educational program in the previous project year who enrolled in a program of postsecondary education by the end of the current project year.

**Note:** If the project did not serve any participants who completed VUB during the previous project year, the project will not earn any PE points for this objective for the assessment year.

- The **denominator** is the number of participants who meet two criteria:
  - Field #26 (Participant Status) is option 4 (prior-year participant) **and**
  - Field #31 (VUB Educational Program Completion Year) is the year before the current assessment year (e.g., 2012 for the 2013–14 assessment year).
- The **numerator** is the number of participants in the denominator for whom field #37 (Date of First Postsecondary School Enrollment) is within the range September 1 of the year before the current assessment year through September 30 of the current assessment year (e.g., 09/01/2012–09/30/2014 for the 2013–14 assessment year).

**Note:** Prior-year participants who died or became permanently incapacitated are not included in the calculation (see field #25, options 1 and 2).

***How is the Postsecondary Education Completion Rate Calculated?***

PE points are awarded to grantees based on the percentage of prior-year participants in a specific postsecondary education enrollment cohort year (field #38) who completed a program of postsecondary education within six years of the cohort year. For example, for the 2013–14 assessment year, the relevant postsecondary education enrollment cohort year is 2008 (six years prior to 2013–14); to count toward the objective in the 2013–14 assessment year, a participant with a cohort year of 2008 must have completed a postsecondary program by September 30, 2014.

**Note:** A postsecondary education enrollment cohort year can be set for a participant only when he or she has completed the VUB program in one project year and enrolled in a program of postsecondary education no later than the end of the subsequent project year for the first time since completing the VUB program. Using data grantees reported in prior-year APRs, the Department established a postsecondary enrollment cohort year (field #38) for each prior participant who qualified for a cohort year of 2008 through 2012 and for members of cohort year 2013 for whom data was available; the remainder of the 2013 cohort and the members of subsequent PSE cohort years will be established at the time the applicable APR is submitted. Once established, data in this field will not be adjusted in later years. Please see the General Instructions for the APR for further information on how cohorts are set.

To be eligible to earn PE points for the postsecondary education completion objective, a project must have served at least one participant with an applicable cohort year. No project first funded in 2012 is eligible to earn PE points for this objective in the 2012–17 grant cycle.

Assessment Year	PSE Education Enrollment Cohort (Field #38)
2013–14	2008
2014–15	2009
2015–16	2010

Appendix

- The **denominator** is the number of participants in field #38 (Postsecondary Education Enrollment Cohort) in the year six years before the current assessment year (e.g., 2008 [2008–09] for assessment year 2013–14).
- The **numerator** is the total of those in the denominator for whom completion of a postsecondary program has been indicated in the two APR fields referring to award and date of a postsecondary certificate, diploma, or degree. Please see table below for details of the calculation.

Field #43 (Certificate or Diploma Completed) is option 1 (Yes, completed certificate or diploma for an occupational or educational program) <b>AND</b>	Field #44 (Date of First Certificate or Diploma) is no later than September 30 in the assessment year (e.g., 09/30/2014 for assessment year 2013–14).
<b>OR</b>	
Field #45 (Associate Degree Attained) is option 1 (Yes, attained associate degree) <b>AND</b>	Field #46 (Date of First Associate Degree) is no later than September 30 in the assessment year (e.g., 09/30/2014 for assessment year 2013–14).
<b>OR</b>	
Field #47 (Bachelor’s Degree Attained) is option 1 (Yes, attained bachelor’s degree) <b>AND</b>	Field #48 (Date of First Bachelor’s Degree) is no later than September 30 in the assessment year (e.g., 09/30/2014 for assessment year 2013–14).

**Note:** If a prior participant received more than one certificate, diploma, or degree in the six-year period, he or she will be counted only once towards the postsecondary completion objective. Prior-year participants in the applicable PSE cohort year who died or became permanently incapacitated are not included in the calculation (see field #25, options 1 and 2).

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