

*U. S. Department of Education
Office of Postsecondary Education/Federal TRIO Programs
Policies and Procedures for Prior Experience (PE) Assessments
Student Support Services (SSS) Program
2010-2015 Grant Award Cycle*

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

- The PE assessment years are 2011-12, 2012-13, and 2013-14.
- The calculation of 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 student-level data a project submits in its annual performance report (APR) for each assessment year.
- A project may earn up to a total of 15 points for each year assessed (see 34 CFR 646.20(a)(2)). The final PE score is the average of the scores for the three years assessed.
- **A project that served less than 90 percent of the number of students 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 646.22(b)).**
 - To determine if a project has served at least 90 percent of the approved number of student 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%.
- A SSS project funded in the current grant cycle (2010-15) that submits the APR for each of the assessment years is eligible to earn PE points for the following PE criteria: **Funded Number; Persistence; and Good Academic Standing.**
- PE points are awarded based on meeting or exceeding the approved objectives. No partial credit is given. If the calculated rate for the PE criterion (i.e., actual rate) 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 the Persistence, Good Academic Standing, and Attainment objectives.
- To be eligible to earn PE points for the **Attainment** criterion, a SSS project must have been operating a project and must have submitted an APR for the year in which the cohort is established.
- A project that does not submit an APR in the year being assessed is not eligible to earn any PE points for that assessment year. In addition, the project is not eligible to earn PE points in the subsequent assessment year for the **Attainment** objectives because the project's prior year's APR data file is used to verify that the current data file being submitted contains all the participant records required to calculate the project's attainment rate.
- 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 is provided below.

How is the Funded Number Criterion Calculated?

PE points are awarded based on the project having served the approved number of participants for the reporting year. 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 actual number of participants served during the assessment year and is the sum of field #22 (Participant Status), options 1, 2, 8, and 9.

How is the Persistence Rate Calculated?

For a 4-year institution, PE points are awarded based on the percentage of all participants served by the SSS project in the reporting year who enroll at the grantee institution in the fall term of the next academic year or graduate with a bachelor's degree during the reporting year.

For a 2-year institution, PE points are awarded based on the percentage of all participants served in the reporting year who enroll at the grantee institution in the fall term of the next academic year or graduate with an associate’s degree or receive a certificate and/or transfer from a 2-year to a 4-year institution by the fall term of the next academic year. The Persistence Rate is calculated based on the greater of the number of participants funded to serve or the number of participants served.

The calculation rules for the persistence rate are as follows:

- The **denominator** is the greater of the number to be served or the number served.
 - Number to be served is from project’s approved objectives.
 - Number served is derived from Field #22, Participant Status, options 1 (new), 2 (continuing), 8 (new summer, earned college credits), and 9 (new summer, did not earn college credits).
- The **numerator** is derived from Field #34, Persistence Status (at the beginning of the next academic year) and is the sum of all participants served who were reported in Field #34, Persistence Status, as indicated with a “ ✓ ” below.

Field #34—Persistence Status/Option:	4-Year Institution	2-Year Institution
1 = Enrolled at grantee institution	✓	✓
2 = Has graduated from the grantee institution with an associate's degree or received a certificate and transferred from a 2- to a 4-year institution		✓
3 = Has transferred from the grantee institution (i.e., 2-year) to a 4-year institution without receiving an associate's degree or certificate		✓
4 = Has graduated from the grantee institution with an associate’s degree or received a certificate but did not transfer to a 4-year institution		✓
5 = Has graduated from the grantee institution with a bachelor’s degree or equivalent	✓	

How is the Good Academic Standing (GSA) Rate Calculated?

PE Points are awarded to grantees based on the percentage of participants served who are in good academic standing (GAS). The GAS is calculated based on the greater of the number of participants funded to serve or the number of participants served minus those new summer participants that did not earn college credit.

- The **denominator** is the greater of number to be served or the number served.
 - Number to be served is from project’s approved objective minus those new summer participants that did not earn college credit (Field #22, Participant Status, option 9).
 - Number served is derived from Field #22, Participant Status, options 1 (new), 2 (continuing), and 8 (new summer, earned college credits).
- The **numerator** is derived from Field #24, Academic Standing, and is the sum of all participants served who were in good standing (option 1).

How is the Bachelor’s Degree Attainment Rate Calculated (4-year institutions)?

PE points are awarded based on the percentage of participants served by the project in the applicable cohort year who completed a bachelor’s degree within six reporting years of first entering the project.

Note: A project at a 4-year institution that was first funded in the 2010-15 grant cycle is not eligible to earn PE points for the bachelor’s degree attainment criterion because the project was not funded and therefore did not serve students in the applicable cohort years.

- The **denominator** is the number of participants served in the applicable cohort year.

PE Assessment Year	APR Years Used	Cohort Year Field #21/Option:
2011-12	2011-12	8 = 2006-07
2012-13	2012-13	9 = 2007-08
2013-14	2013-14	10 = 2008-09

- The **numerator** is the number of participants served in the Cohort Year who graduated with a first bachelor’s degree or equivalent of a bachelor’s degree from the grantee institution as reported by the grantee in the APR for the PE Assessment Year. The field/options used to determine the **numerator** are provided below.

Field #31—Undergraduate Degree/Certificate Completed at Grantee Institution Option:
4 = 1 st Bachelor’s degree 6 = Equivalent of 1 st Bachelor’s degree

How are the Associate’s Degree or Certificate Attainment/Transfer Rates Calculated (2-year institutions)?

Two-year institutions have two objectives related to the PE criterion for degree or certificate attainment and transfer.

Note: A project at a two-year institution that was first funded in 2010-15 grant cycle is not eligible to earn PE points for these objectives in the 2011-12 or 2012-13 assessment years because the project was not funded and therefore did not serve students in the applicable cohort years. These projects, however, are eligible to earn PE points for these objectives in the 2013-14 assessment year.

C1: Denominator and Numerator

For the first objective (C1), PE points are awarded based on the percentage of new participants served in the applicable cohort years who graduate with an associate’s degree or certificate within four reporting years of first entering the project.

- The **denominator** is the number of new participants in the applicable cohort year.

PE Assessment Year	APR Years Used	Cohort Year Field #21/Option:
2011-12	2011-12	10 = 2008-09
2012-13	2012-13	11 = 2009-10
2013-14	2013-14	12 = 2010-11

- The **numerator** for C1 is the number of new participants in the applicable cohort year who graduated with an associate’s degree only, received a certificate only, or graduated with an associate’s degree or received a certificate and transferred from a 2-year to a 4-year institution within four reporting years of first entering the SSS program. The field/options used to determine the **numerator** are provided below.

Field #31—Undergraduate Degree/Certificate Completed at Grantee Institution Options:
1 = Certificate/diploma for occupational, educational program (less than two-year program)— Did not transfer from a 2- to a 4-year institution
2 = Certificate/diploma for occupational, educational program (at least two-year program)— Did not transfer from a 2- to a 4-year institution
10 = Associate’s degree only— Did not transfer from a 2- to a 4-year institution
11 = Associate’s degree AND transferred from a 2- to a 4-year institution within the academic year or by the beginning of the next academic year
12 = Certificate AND transferred from a 2- to a 4-year institution within the academic year or by the beginning of the next academic year

Appendix

For the second objective (C2—the percentage of new participants that will transfer with an associate’s degree or certificate within four years), a project’s PE points are calculated based on one of two different interpretations as to what constitutes the cohort (denominator) for this objective. In submitting the 2011-12 APR, each SSS project indicated which of the following interpretations of the cohort (denominator) will be used to calculate its PE points for the 2010-15 grant cycle. This was a one-time change and as such, PE points will be calculated for this objective for assessment years 2011-12, 2012-13 and 2013-14 based on the option the project chose in reporting period 2011-12.

C2, Option 1: Number of new participants who transfer from a 2-year to a 4-year institution with an associate’s degree or certificate within four reporting years of first entering the project.

OR

C2, Option 2: Number of new participants who complete an associate's degree or receive a certificate **and** transfer from a 2-year to a 4-year institution within four reporting years of first entering the project.

C2, Option 1: Denominator and Numerator

- The **denominator** for C2, Option 1 is the number of new participants in the applicable cohort year.

PE Assessment Year	APR Years Used	Cohort Year Field #21/Option:
2011-12	2011-12	10 = 2008-09
2012-13	2012-13	11 = 2009-10
2013-14	2013-14	12 = 2010-11

- The **numerator** for C2, Option 1 is the number of new participants who transferred from a 2-year to a 4-year institution with an associate’s degree or certificate within four reporting years of first entering the project. The field/options used to determine the **numerator** are provided below.

Field #31—Undergraduate Degree/Certificate Completed at Grantee Institution Options:
11 = Associate’s degree AND transferred from a 2- to a 4-year institution within the academic year or by the beginning of the next academic year
12 = Certificate AND transferred from a 2- to a 4-year institution within the academic year or by the beginning of the next academic year

C2, Option 2: Denominator and Numerator

- The **denominator** for C2, Option 2 is the number of new participants in the applicable cohort year who graduated with an associate’s degree only, received a certificate only, or graduated with an associate’s degree or received a certificate and transferred from a 2-year to a 4-year institution within four reporting years of first entering the SSS program. The field/options used to determine the **denominator** are provided below.

PE Assessment Year	APR Years Used	Cohort Year (Field #21) and Degree (Field #31)
2011-12	2011-12	Field #21, option 10 AND Field #31, Option 1, 2, 10, 11 & 12
2012-13	2012-13	Field #21, option 11 AND Field #31, Option 1, 2, 10, 11 & 12
2013-14	2013-14	Field #21, option 12 AND Field #31, Option 1, 2, 10, 11 & 12

- The **numerator** for objective C2, Options 2, is the number of new participants who transferred from a 2-year to a 4-year institution with an associate’s degree or certificate within four reporting years of first entering the project. The field/options used to determine the **numerator** are provided below.

Field #31—Undergraduate Degree/Certificate Completed at Grantee Institution Options:
11 = Associate’s degree <u>AND</u> transferred from a 2- to a 4-year institution within the academic year or by the beginning of the next academic year
12 = Certificate <u>AND</u> transferred from a 2- to a 4-year institution within the academic year or by the beginning of the next academic year