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RGM Memo

Date	October 17, 2013
To	School Owners and Financial Aid Personnel
RE	ATTENDANCE, GRADES AND GPA CALCULATIONS

One of the things that came out during the RGM USDE Program Review was the advantage of maintaining an integrated system where students can be followed from the recruiting process through the admissions, registrar, financial aid, fiscal, placement and default prevention processes. However, in order for an integrated system to function properly, it needs data which is input (manually or electronically) to fill in the necessary fields for each module to function as programmed.

During the program review, it was noted that a school was posting attendance on a monthly basis in the RGM system as hours completed in a month. This posting method did not inform the system and school users when a given student was absent for a continuous period of 14 calendar days as required for the Official Withdrawal date in the R2T4 calculation.

The reviewers recommended to us (RGM) that attendance should be posted for periods no longer than on a weekly basis.

In following their recommendation, the RGM system will no longer accept postings from the "Monthly Hours " posting option to indicate hours completed in a given month or hours cumulative as of the end of a given month. Attendance may be posted on a weekly or daily basis, however, the weekly posting must include the daily breakdown of the hours.

A concern that came from **our own conclusions, but was not** mentioned in the program review, was the fact that we could not easily identify data entries which would provide a clear audit trail of the GPA calculation in the student record. This important item needs and must be corrected in the system for the benefit of our school clients.

Therefore, we will be conducting a review of each school client to ensure that we are collecting the correct data from data entry or from any electronic transmission in the RGM system.

Currently, the system allows for the following transactions to calculate GPA

Clock Hour programs:

Cosmetology and Barber schools:

Normally, these schools are subject to State Boards that require a fixed number of hours to be completed for graduation. Attended hours and scheduled hours, make up the required pace rate percentage calculation.

GPA calculation:

Normally,

Theory grade is derived from exams graded and posted to the student record

Practical grade may be derived either from individual grading of operations (using the NACCAS 10 point grading format) or the percentile (100% as per the institutional procedures). A four point grade can also be used.

Practical grades can also be obtained from subject practical exams once they are set in the RGM controls per school requirements. (Practical subject exam)

LVN and Court reporting programs:

Normally, these schools are subject to State Boards that require a fixed number of hours to be completed for graduation. Actual hours attended and scheduled hours, make up the required pace rate percentage calculation.

GPA is calculated from grades:

Grades can be obtained from subject completion as lecture, laboratory or externship, Individual subject or modules can be set in the system to calculate GPA.

Courses using Clock hours not overseen by a State Board:

Normally, these programs include a number of clock hours listed in their catalog which are accepted by state approving agencies, accrediting commissions and the U.S. Department of Education.

Required Pace Rate:

This calculation is based on the percentage of actual hours attended from the scheduled hours.

Required GPA calculation:

This calculation is gathered from grades obtained in subjects completed based on the nature of the subject (lecture, lab externship) or as a whole grade.

Credit Hour programs NON DEGREE PROGRAMS and
Non standard term programs Non degree programs:

Most of these programs set their subjects as lecture, lab and externship, as part of the new rules regarding credit hour conversion, they may also include outside of the classroom work grading. The system may accommodate any variation needed.

PLEASE REMEMBER THAT THE CORRECT CONVERSION IS, FOR **EACH LECTURE HOUR** THERE MUST BE 2 HOURS OF LAB, EXTERNSHIP OR OUTSIDE CLASSROOM WORK. WE STILL SEE SOME INCORRECT CONVERSIONS.

Pace rate is calculated from credit hours completed vs. credit hours attempted

GPA is calculated from subject completion as set up in the controls for each individual program.
The calculation is based on total grades divided by number of subjects completed as of any given date.

DEGREE GRANTING PROGRAMS

Most of these programs set their subjects as lecture, lab AND externship.

Pace rate is calculated from credit hours completed vs. credit hours attempted

GPA is calculated from subject completion as set up in the controls for each individual program.
The calculation is based on total grades divided by number of subjects completed as of any given date.

This additional data would be very helpful to complete an official transcript from the system

Thank you,
Rafael