| **Definitions of Basic Terms** |
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| **Term** | **Definition** |
| Successful Completion of a Course | Success in a course is based on the institution’s policies or practices where credits can be applied to the completion of a program of study, progression through developmental education, or requirement to graduate, as long as the grade awarded is at least “C-” or better, or P if the course was offered as pass/fail. If the college’s credit awarding practices does not allow a student to progress with a grade of “C-“, the higher grade the college uses should be used in determining successful completion of the course. However, VFA is not allowing any grade below “C-“ (i.e. “D+”) to be used, regardless of institutional policy.*Note this definition is not the same as that used for the calculation of credits earned. While “Credits Earned” is based solely on the institution’s practices of awarding credits, Successful Completion of a Course also uses a letter grade threshold of C- or better (or a “passing” grade for courses without letter grades) in addition to the credit awarding or developmental education progression practices of the institution.*  |

# Appendix C: Credits Earned vs. Successfully Completed

The VFA uses credits in different ways to calculate the metrics. Please see below for the definitions as well as the metrics that use them.

***Credential Seeking Cohort -*** *based on institutional credit awarding practices*

Credits accumulated are inclusive of college-level and developmental education coursework (converted to credit equivalents, if applicable) completed at your college by the end of their second year [including the summer term]. Credits should be counted according to institutional practice, regardless of the grade awarded. Credits transferred in and credits earned prior to high school completion (e.g. dual enrollment) and transfer credits should not be included.

***Credits Earned*** – *based on institutional credit awarding practices*

Credits accumulated are inclusive of any credits of which the institution is aware (or developmental education courses for which you don’t award credit but are converted to credit equivalents) and are counted according to institutional practice, regardless of the grade awarded. Credits earned are inclusive of earned credits prior to high school completion (e.g. dual enrollment) and transfer credits.

Used to determine:

* + Two-Year Progress: Reached Credit Threshold

***30 Semester Credits Earned* –** *based on institutional credit awarding practices*

Credits accumulated are inclusive of any college-level semester credits of which the institution is aware and are counted according to institutional practice, regardless of the grade awarded. Developmental education credits, except those that are counted towards a credential, should not be included. Credits earned are inclusive of earned college level credits prior to high school completion (e.g. dual enrollment) and transfer credits.

Used to determine:

* + Six-Year Outcomes: Left with ≥ 30 credits
	+ Six-Year Outcomes: Left with < 30 credits

***Credits Successfully Completed –*** *based on the following VFA definition*

For credits to count as “successfully” completed, a student must earn a “C-” or better (or a “passing” grade for courses without letter grades) and, according to institutional practices, be considered to have passed the course. If, based on institutional practice, a grade of “C-” cannot be applied toward earning a credential, the course should not be counted as successfully completed. All credits successfully completed must be taken at your institution.

Used to determine:

* Developmental Education Progress: Completed Highest Dev Course
* Developmental Education Progress: Completed College Course
* Two-Year Progress: Credits Attempted/Completed First Term
* Two-Year Progress: Credits Attempted/Completed Year Two

Application in Metrics:

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| **Two-Year Credit Measures** |
| **Measure Name** | **Definition** | **Important Notes** |
| **Percent Credits Successfully Completed First Term***Other names:*1st Term Credit Success Rate | Percent of semester credit hours (not students) attempted at your college in the first (fall) term by the cohort that were successfully completed. What to report: * Numerator: Number of semester **credit hours successfully completed** by all students in the cohort by the end of the first (fall) academic term;
* Denominator: number of semester **credit hours attempted** by all students in the cohort during the first (fall) academic term.

Post-high school credits taken in the summer prior to their first fall term should not be included in this metric. | For this measure, please calculate and report both the numerator and denominator. Note: This is a count of credit hours, not a count of students.**Credit hours** are defined as any credit hours the student was enrolled in after the institutions’ drop/add period had ended. Include all credit hours for credit (including ESL coursework) and developmental courses, converted to credit hours if they are not offered for credit.**Successful completion** of a course is based on institutional practice of completion as long as the student earned a letter grade of C- or better (or P if the course is offered as pass/fail).All credits included in this measure must be taken at your college. |
| Metric CalculationNumerator:1st Term Credits Successfully Completed(defined here)Denominator: 1st Term Credit Hours Attempted(defined here) |
| **Percent Credits Successfully Completed in Two Years***Other names:*Two Year Credit Success Rate | Percent of semester credit hours (not students) attempted at your college during the first two academic years by the cohort that were successfully completed. What to report:* Numerator: number of semester **credit hours successfully completed** by all students in the cohort by the end of the second academic year (before fall 2016 for the Two Year Cohort, and before fall 2012 for the Six Year Cohort).
* Denominator: number of semester **credit hours attempted** by all students in the cohort from the beginning of their first, fall term through the end of the end of their second academic year (before fall 2016 for the Two Year Cohort, and before fall 2012 for the Six Year Cohort).

Post-high school credits successfully completed in the summer prior to their first fall term should be included in this metric. | For this measure, both the numerator and denominator are calculated and reported.Note: This is a count of credit hours, not a count of students.**Credit hours** are defined as any credit hours the student was enrolled in after the institutions’ drop/add period had ended. Include all credit hours for credit (including ESL coursework) and developmental courses converted to credit hours if they are not offered for credit.**Successful completion** of a course is based on institutional practice of completion as long as the student earned a letter grade of C- or better (or P if the course is offered as pass/fail).All credits included in this measure must be taken at your college. |
| Metric CalculationNumerator:Two Year Credits Successfully Completed(defined here)Denominator: Two Year Credit Hours Attempted(defined here) |