Opportunity (Purpose or Primary Reason for Project):

Courses and curricula in the Adult Basic Education (ABE), Adult Secondary Education (ASE), and English as Second Language (ESL) areas do not satisfy requirements for financial aid eligibility and cannot be used towards a certificate or degree. The data related to these courses and curricula currently reside in the UGRD Career Type in PeopleSoft, causing several issues with Undergraduate processes at the college. The largest population of students represented in these courses and curricula are enrolled in GED preparation courses that fall under the Adult Basic Education and Adult Secondary Education curricula.

These courses are calculated in a student’s GPA and financial aid (FA) completion rate which are used to determine a student’s SAP (Satisfactory Academic Progress). This is confusing since GPA and completion rate are inflated or deflated because GED courses are not financial aid eligible and should not be included in the determination of a student’s SAP.

A financial aid employee has to manually recalculate the GPA and completion rate each term the student is enrolled to determine the student’s correct SAP status.

Business Case (Budget Information):

An error in a manual GPA calculation and FA completion rate could cause ICC to award financial aid incorrectly. Ultimately, this puts ICC at risk for losing the opportunity to provide financial aid to students.

An employee spends approximately 2-4 minutes per student at minimum. The total opportunities is 20,809 times 3 minutes = 62,427 divided by 60 = about 1040 hours or approximately 26 weeks (based upon 40 hour work week).

Satisfactory Academic Progress and the calculations for GPA and completion rate are used for other processes in the college, such as, scholarships, honors, and graduation. Each of these processes are impacted by GED courses being included in the calculations.

Goal (Expected Outcomes, Deliverables, and/or Results):

- Explore if GED courses need to be represented on the transcript.
- Determine an efficient way to keep the GED courses excluded from the GPA calculation and completion rate.
- Maintain a grade record.
6 Sigma Project Charter

Scope (Constraints, Boundaries, and/or Key Risks):

In Scope: any student with a course in Adult Basic Education (ABE), Adult Secondary Education (ASE), and English as Second Language (ESL) on their record.

Timeline (Define, Measure, Analyze, Improve, and Control):

Define/Measure: September/October
Analyze/Improve: November/December

Implementation of improvements in Spring 2015

Primary Measures:

- Minutes in employee time

Other (Additional Resources Needed, Critical Considerations, and/or Initial Concerns):

- Adult Basic Education (ABE) courses are HEGIS/PCS 17 Code, Adult Secondary Education (ASE) are HEGIS/PCS 18 Code, and English as Second Language (ESL) are HEGIS/PCS 19 Code. These codes are used in PeopleSoft and at the state/federal level to accurately identify these courses.
- GED courses have credit hours and are reported to the state. Any changes to credit courses must be approved by the state.
- There is no state reimbursement for GED courses.
- Faculty teaching GED courses are currently required to report never and non-attenders for FA requirements, even though GED courses are not financial aid eligible.
6 Sigma Project Charter

Supporting Data & Process Map(s):

From Spring 1974 to Fall 2014, there were 20,809 students with at least one GED course on their student record.

Definitions from Illinois Central College Website: Financial Aid Eligibility

Course Completion Rate

- Total # of Hours Completed divided by the Total # of Hours Attempted
- Must maintain a 67% or better cumulative completion rate
- Hours attempted include all courses taken during a period of enrollment including withdrawals, repeated courses, and remedial courses
- Grades of A, B, C, D and S count as completed
- Grades of F, W, WF, WU, EX, FX, U, I and FA are considered NOT completed
- All courses with grades of NG, NR, GED classes and hours transferred in from other institution are not considered in the completion rate calculation
- All hours forgiven under ICC’s Academic Forgiveness Policy (grade exclusion) appear on the academic record and count towards hours attempted, therefore, there is no forgiveness of courses in the calculation of course completion rate for Financial Assistance eligibility

Grade Point Average

- Must maintain a minimum of a 2.0 GPA
- For the purposes of this policy, GPA is taken directly from the student’s academic record at ICC
- Hours attempted include all courses taken during a period of enrollment including withdrawals, repeated courses, and remedial courses
- All hours forgiven under ICC’s Academic Forgiveness Policy (grade exclusion) are removed from the GPA calculation on the academic record, and are therefore removed from the GPA calculation under this policy

Maximum Hours Attempted

- The maximum attempted hours a student has to complete their degree is equal to 150%, or 1.5 times the number of hours required for the completion of the degree or certificate
- This includes hours transferred into ICC from other institutions or hours taken at ICC that were credited toward other program requirements
- If the student changes their program of study, any previous coursework completed will be included in the calculation of attempted hours for the current program of study designated by the student
- Any student exceeding the 150% requirement will automatically be placed on the SAP status of termination for financial assistance regardless of their completion rate and GPA