**Student Success Report Request Guidelines**

**Overview:**

The Student Success Report is produced by the Office of Institutional Research (OIR) for a specified group or organization of students, providing:

* Term Grade Point Average (GPA)
* Term Semester Credit Hours (SCH)
* Success Rate
* Time to Degree

A standard report has been created that can be requested by any department in Student Affairs. Please follow the instructions below to request this report.

**Instructions:**

1.) Following each spring term, you may request this information from OIR by submitting a spreadsheet with the information below to the Director of Strategic Planning and Assessment for Student Affairs at [kasey.neece-fielder@utsa.edu](mailto:kasey.neece-fielder@utsa.edu). Requests will be consolidated and sent to OIR.

2.) Create an Excel spreadsheet of the students you would like the data pulled for. Only new students who have joined the organization or group during the reporting year need to be submitted. Students who appear on previously submitted lists should not be included. Please list each student on a separate row of the spreadsheet as shown below. Lists with duplicate students will be sent back to departments to revise.

3.) When creating this spreadsheet, it is important to keep in mind which term you will begin tracking your students. You will define this as the FIRST TERM the student joined the organization or group. However, the term column may look different for each department and/or organization. Here are some examples:

* For SGA, the term is the semester in which they begin their office position.
* For Volunteer Services/VOICES, the term is the semester in which they became members of the organization.
* For Greek Life, the term is the semester in which they were inducted.

**Example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Banner ID** | **Organization Name** | **Term** |
| Smith | Lori | @00000003 | SGA | Spring  2012 |
| Doe | John | @00000002 | VOICES | Fall  2012 |
| Davis | Jane | @00000001 | Delta Zeta | Fall 2013 |

**What to expect from your report…**

* You will receive an Excel spreadsheet report on: Term Grade Point Average (GPA), Term Semester Credit Hours (SCH), Success Rate, and Time to Degree.
* Correspondence between you and an Institutional Research officer may be necessary for additional information or clarification concerning your report.

**Report Description:**

*GPA and SCH*- Each student’s Term GPA and SCH correspond to what each student earned at the end of their term enrolled.

*Success Rate*- Any student 1) who is enrolled in each long term (fall or spring) following the term they entered the organization, or 2) who has graduated is classified as a successful student. This determines the total number of students who are classified as successful. From this, the success rate is calculated by taking the total of successful students and dividing it by the total student count.

*Time to Degree*- Time to degree indicates how many years a student takes to graduate, which is the number of years taken to earn a bachelor’s degree. This is calculated by subtracting the first term of initiation from each student’s term of graduation, and is indicated in years.

**Example of Report**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Participant Status** | **Student Classification** | **Student Count** | **Success Rate** | **Time-to-Degree (Yrs)** | **Avg. Term SCH Earned** | **Avg. Term GPA** |
| Spring 2007 | Non-Member | Freshmen | 5272 | 65% | 4.50 | 9.73 | 2.30 |
| Sophomore | 4455 | 79% | 3.48 | 9.61 | 2.34 |
| Junior | 5031 | 87% | 2.53 | 9.46 | 2.46 |
| Senior | 7319 | 81% | 1.17 | 9.59 | 2.78 |
| Member | Freshmen | 83 | 100% | 4.20 | 11.90 | 2.67 |
| Sophomore | 88 | 100% | 3.46 | 11.44 | 2.60 |
| Junior | 81 | 100% | 2.21 | 11.70 | 2.77 |
| Senior | 31 | 100% | 1.85 | 11.58 | 2.66 |

**General Information:**

**Students included in the report**

Reports include undergraduate students enrolled after the fall 2006 term. Students without accurate identifying information will be included in the non-participant population.

**How to use your report**

For this report, students participating in the group/organization are compared with the non-participating students in the overall UTSA population within the same classification (freshman, sophomore, junior, senior). The student classifications reported are as of the time of the report.

These data show the aggregate success of students in your organizations. Trends in any category should be further evaluated. In addition, more detailed information, including data about individual students, may be requested to provide better information about the success of your students.

Direct conclusions cannot be drawn about the correlation between group membership and academic success, whether positive or negative. These numbers are provided for comparison purposes only, and do not indicate there is a causal relationship between involvement and student success.

For example,

We can say…

Students in this organization have an average GPA of \_\_\_\_ and complete an average of \_\_\_\_ SCH per term.

We can’t say…

Membership in this organization will positively impact students’ chances of graduating.

**Example of interpretation**

All data can be used to examine student outcomes. This data should be looked at collectively to determine if there are any years where students are demonstrating lower than usual outcomes in any of the metrics offered. So, in other words, were there any inconsistencies? An example is, when looking at Member Avg. Term SCH and GPA metrics, Spring 2012 Member Seniors are lower than Spring 2007 Member seniors. This may need further investigation as to why the metrics were lower during in this year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Participant Status** | **Student Classification** | **Student Count** | **Avg. Term SCH Earned** | **Avg. Term GPA** |
| Spring 2007 | Member | Senior | 31 | 11.58 | 2.66 |
| Spring 2012 | Member | Senior | 30 | 9.96 | 2.49 |