**USAP - Definitions**

**Author** - The term “Author” refers to the person or persons who will be inputting the information into the software for the USAP Report.

**Approver** – The person the unit reports to who will give the go ahead for the task force to begin their review of the unit report. In most cases, this will be a Dean or Vice Chancellor.

**Graduation rate** refers to the number or percent of students that graduate within a defined period, typically 4 years or 6 years.

**Gateway Courses** - courses that are: 1) credit bearing, 2) at the foundational level (either developmental or entry to major), 3) high risk to students (high D, F, W, I rates - 30% or greater) and 4) with high enrollment.

**Persistence refers** to the number and/or percent of students from a specific cohort that are retained (see Retention) or graduate within the specified retention time-span (e.g., Fall to Fall).

**Retention refers** to the number and/or percent of students from a specific cohort (e.g., beginning freshman) enrolled one semester that return a specific, subsequent semester. These students are referred to as Retained.

**Signature Courses** - The phrase “signature program” is new to the university... introduced in this strategic plan. The phrase is one that suggests programs that will develop over time, rather than being declared at the outset. Signature programs are those that distinguish and set IPFW apart from other institutions and might be an academic program, a distinguishing center, research program, or a student services program. These programs and services will become what IPFW is known for and will enhance our ability to recruit and retain students.

According to the related process goal in our strategic plan, a signature program will respond to regional needs and will be built on faculty expertise. Promoting success in student achievement through learning outcomes, graduation rates and job placement prospects is also a priority. How can we leverage the exceptional talent and expertise of IPFW faculty and staff to develop programs that truly set us apart from other institutions, both regionally and perhaps nationally? What programs have the potential to eventually be self-sustaining? What unique and high-demand aspects already exist at IPFW that could be further developed and promoted? Defining signature programs is
an opportunity for this campus to distinguish itself by what we do best. Identifying them will occur over the next several years and will emerge as we align our work with the strategic plan.

**Unit** - The word “unit” is used to describe the program, department or division for which a report is required. Because the level of analysis is based on the boxes from the IPFW organizational chart and the names describing each of those are different, the generic “unit” encompasses them all.

**Unit Lead** - The person that manages the unit is known as the “Unit Lead”. This person’s official title will vary based on the division but may be a Director, Chair, Dean, Vice Chancellor or other title. This person is responsible for coordinating with faculty and staff in his or her unit to write goals and create the USAP Report.