

Kansas Board of Regents
Qualified Admissions Annual Report
Instructions

I. Web collection

- A. Beginning with 2007 Academic Year reporting, data will be entered online to the KSPSD website at www.kspdsd.org.

II. Instructions for Completing Online Data Collection

- A. Account and Project Access – In order to complete the online data collection, each user must have a KSPSD account with access to the Qualified Admissions project.
1. If you already have a KSPSD account, you must request a “Change in Access” to gain access to the QA project.
 - a. Login to the website.
 - b. Click the red “Change” link in the yellow bar at the top.
 - c. On the right side of the resulting screen, click to “Update Account Information”.
 - d. Click the button at the bottom of this screen, “Request Change to Access”.
 - e. For the project “QA”, click “Request to Change”.
 - f. Select your institution and the appropriate access level. One user at each institution will need “Lock” access.
 - g. Click the button “Request to Add or Change Access”. Your request will be sent to IR staff and access will be granted as appropriate.
 2. If you do not have a KSPSD account, you will need to create one.
 - a. Go to kspdsd.org, and click “Login”.
 - b. Click the link “Apply for a New Account”.
 - c. Follow prompts. At the drop down box for “Choose Project”, select “Qualified Admissions Annual Report”.
 - d. Select your institution and access level, and click “Apply”. Your request will be sent to IR staff, and your account and access will be created as appropriate.
- B. Entering Data
1. Login to www.kspdsd.org.
 2. Navigate to the left side of the webpage (in the blue menu bar), and perform a “mouse-over” on the “Projects” item. Select the Qualified Admissions option.
 3. You may be asked to confirm your profile information. Make sure the institution, period, and year are correct. Click “Update”.
 4. The webpage for QA reporting will open. Navigate to the Data Submission tab.

5. Data input is identical to the Excel template used in the past. Input is split into two parts: Applicants subject to QA, and Applicants not Subject to QA. Click on the “Input Form” to start entering data.
6. Enter data directly to the web form for Parts 1 and 2.
 - a. Enter data to the white boxes. The yellow boxes are calculated fields. They will automatically update as you enter data.
 - b. Data will not be saved until you hit the enter button on the keyboard or click the “Save” button on the web form.
 - c. You may exit and re-enter as often as necessary.
7. Locking the Submission
 - a. After Part 1 and Part 2 are completed and reviewed, the lock process must be completed by the institutional user who has lock access.
 - b. On the Data Submission tab, click the “Lock reports” link. This informs the KBOR IR staff that the data submission process for this report is complete and the data is ready to be used in further reporting.

III. Data – General

- A. Semesters included are Summer + Fall + Spring. For example, Annual Reporting Year 2007 data will include Summer-06 + Fall-06 + Spring-07.
- B. Include admissions information for all first-time first-year students and transfer students with < 24 hours.
- C. Include admissions information for students seeking admission to open-ended associate degree programs that comprise the first two years of a non-technical/occupational baccalaureate program (AA degrees and non-occupational AS degrees).
- D. DO NOT include admissions information for transfers with 24 or more hours, non-degree seeking students, international students, or high school students concurrently enrolled.

IV. Part 1 – Applicants Subject to QA

- A. Definitions
 1. Resident Exceptions: Kansas applicants who were admitted by exception.
 2. Total Admitted Not Subject to QA: Grand Total of the Admitted Column on the Legislative Annual Report, Part 2.
 3. Total Admitted Subject to QA: The sum of students admitted subject to QA by Test Score, Class Rank, Curriculum, and Exceptions.
 4. Denied: Officially denied admissions by the institution.
 5. Annual Report Year Admit Status: Applicants are admitted based on one criterion. The order of this selection is as follows:
 - a. Test Score: ACT Composite Score must be 21 or above. Total SAT (Math + Verbal) must be 980 or above.
 - b. Class Rank: Class ranking in the top 1/3 of the high school class upon completion of 7 or 8 semesters.
 - c. Curriculum: *Resident* – Minimum 2.0 GPA on a 4.0 scale in the Regents prescribed pre-college curriculum.

- d. Curriculum: *Nonresident* – Minimum 2.5 GPA on a 4.0 scale in the Regents prescribed pre-college curriculum.
 - e. Exceptions: Applicants that are admitted but do not meet the test score, class rank or curriculum criteria.
6. Annual Reporting Year Enrolled: This is the number of students who were admitted to the university and enrolled as of the 20th day of classes.
 7. Resident: Applicants / Students who are from the state of Kansas.
 8. Nonresident: Applicants / Students who are not from the state of Kansas. (International applicants are excluded.)
 9. Male / Female: Gender of the applicant. If gender is not indicated by the applicant, headcounts are entered to the Unknown cells.
 10. Minority: Applicants / Students who are in the ethnic / racial categories of Black/Non-Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander, or Hispanic.
 11. Nonminority: Applicants / Students who are in the ethnic / racial category of White.
 - Note: The ethnic categories are based on the definitions used by the Integrated Postsecondary Education Data System (IPEDS).
 12. Percent of Resident Exceptions Admitted: Resident Exceptions divided by ((Total Admitted Not Subject to QA) plus (Total Admitted Subject to QA)) * 100.

V. Part 2 – Applicants Not subject to Qualified Admissions

A. Definitions

1. Pre-QA: Graduated from high school or earned a GED prior to May, 2001.
2. GED: Earned a General Education Degree by May, 2001 or later.
3. 21 and Older: Applicant / Student who graduated from high school May, 2001 or later and is 21 or older by the 20th day of classes.

B. Notes

1. While applicants may fit more than one category, the order of selection is *Pre-QA*, *GED*, and *21 and Over*.
2. The definitions for Resident / Nonresident, Male / Female, Minority / Nonminority are the same as stated in Part 1.
3. The counts for this page of the report are not subject to qualified admissions, so applicants are categorized as Denied or Admitted only.
4. The Enrolled column includes only those students who were admitted to the university and enrolled as of the 20th day.