NCTM CAEP Standards (2012) Guidelines for Documenting a Transcript Analysis

Graduate level programs (e.g., MAT or M. Ed.) that rely on undergraduate mathematics coursework taken by program candidates at another institution or in a different academic major must complete a transcript analysis to determine the sufficiency of courses taken and to specify coursework required to remediate mathematics content deficiencies of admitted candidates. The transcript analysis process must follow these guidelines and documentation requirements.

Transcript analysis is a component of a course grades-based assessment. A transcript analysis cannot be used as an assessment in addition to or separate from course grades. The transcript analysis process must include alignment between elements of NCTM CAEP Standards (2012) - Secondary, NCTM CAEP Standards 2012 Mathematics Content for Secondary, and required undergraduate content major coursework. See NCTM CAEP Standards (2012) Step-by-Step Guide for Documenting Course Grades as an Assessment of Candidate Content Knowledge for alignment table examples.

Documentation Requirements for a Transcript Analysis (All Graduate Programs):

1. Describe the transcript analysis process including when it occurs, who does the analysis, etc.

2. Describe policies used by the program in evaluating the transcript including all of the following:
   a) Currency of preparation: Is there a limit to when coursework must have been completed?
   b) Other related degrees: How are degrees in related fields addressed?
   c) Minimum grade requirements: What earned grade (e.g., C or better) is required for the program? How are grades of “Satisfactory”, “Unsatisfactory”, or “Transfer” interpreted?
   d) Alignment clarification: What process is used for making decisions if course titles are not clearly aligned with NCTM standard elements?

3. Describe the process used to ensure that candidates who do not meet the coursework requirements are required to remediate mathematics content deficiencies.

4. Provide the form used to complete the transcript analysis that is used to determine sufficiency of courses taken at another institution and to specify coursework required to remediate deficiencies in the mathematics content acquirement of admitted candidates.


6. Report overall mathematics GPAs for graduate program completers across all required mathematics major courses listed on the plan of study submitted in Section I of the program report. Data disaggregated by academic year or term on completers’ mean grade point average (GPA) and grade distribution (range) across all required undergraduate mathematics major courses, number of completers, and percentage of completers meeting the minimum expectation must be included. See sample data table B below.
Data Table B (Mathematics Major Coursework GPA) Example:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Mean GPA* and (Range)</th>
<th>Number of Completers</th>
<th>% of Completers Meeting Minimum Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2012</td>
<td>3.75 (3.0 – 3.9)</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>2012-2013</td>
<td>3.3 (2.9 – 3.5)</td>
<td>4</td>
<td>75</td>
</tr>
</tbody>
</table>

* A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0

7. Provide data** disaggregated by academic year or term on the number of completers/candidates for whom a transcript analysis was done, how many completers/candidates required remediation, nature of remediation (e.g., coursework or special project) by course or content, and the number of completers/candidates, if any, who received waivers (explanation required) from the process. See sample data table C below.

Data Table C for Transcript Analysis Results Example:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Number of Completers/ Candidates</th>
<th>Number of Completers/ Candidates Requiring Remediation</th>
<th>Nature of Remediation by Course (or Content)</th>
<th>Number of Completers/ Candidates Receiving Waivers</th>
<th>Waiver Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2012</td>
<td>6</td>
<td>1</td>
<td>MATH 6120 – College Geometry required for program completion</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| 2012-2013     | 8                                | 2                                                     | Completer 1: MATH 6700 – History of Mathematics required for program completion  
Completer 2: Secondary Content Addendum (A.2, A.3, A.4, and A.6) – Special technology project targeting the design and implementation of math-specific technological tools for teaching algebra, geometry, statistics, and discrete mathematics lessons required in capstone course | 1                                                 | Completer 4 was a graduate of a University System of Georgia institution with identical program requirements |
** Note that CAEP policy specifies that programs must submit, at a minimum, data on program completers; data on program candidates are acceptable but not required. The number of completers/candidates in the data table(s) for each academic year must be consistent with the number of completers/candidates reported in Section I of the program report.