Graduation Rates for 4-year institutions reporting on a fall cohort (academic reporters)

Overview

Graduation Rates Overview
Welcome to the IPEDS Graduation Rates (GR) survey component. The GR component collects data on the cohort of full-time, first-time degree/certificate-seeking undergraduate students and tracks their completion status at 150% of the normal time to complete all requirements of their program of study. This information is collected to assist institutions in complying with the requirements of the Student Right-to-Know Act.
Data Reporting Reminders
Once a student is in the cohort, they remain in the cohort, even if their status changes to part-time or they drop out or transfer out of the institution. However, adjustments can be made to the cohort for allowable exclusions, which include the death of a student, permanent disability, military deployment, or service on an official church mission or with a foreign aid service of the Federal government.
Resources: The survey materials package for this component can be downloaded using the following link: Survey Materials To access your prior year data submission for this component: Reported Data

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

Section I - Graduation Rates - Establishing cohorts

Based on your institution's response to the predominant calendar system question (B3) on the Institutional Characteristics Header survey component from the IPEDS Fall 2014 data collection, your institution must report graduation rates data using a:

Fall Cohort (Fall 2008)

A fall cohort is used by institutions with standard academic terms (semester, trimester, quarter, 4-1-4). A full-year cohort is used by institutions offering primarily occupational/vocational programs and operating on a continuous basis.

Establishing cohorts

NOTE: Reporting using the new race/ethnicity categories is now mandatory. On this screen you will need to revise your preloaded 2008 cohort of full-time, first-time degree/certificate-seeking undergraduate students to the new race/ethnicity categories (if applicable). For information and assistance with this, please visit the IPEDS Race/Ethnicity Information Center.

Men

Screen 1 of 2	Cohort year 2008	
	Initial cohort	Revised cohort (Column 01)
NEW categories:		
Notes for NEW categories: •Report Hispanic/Latino individuals of any race as Hispanic/Latino •Report race for non-Hispanic/Latino individuals only		
Hispanic/Latino		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
Two or more races		
OLD categories:		
Black, non-Hispanic		
American Indian/Alaska Native		
Asian/Pacific Islander		
Hispanic		
White, non-Hispanic		
Categories used in BOTH New and Old:		
Nonresident alien		
Race and ethnicity unknown		
Total men		

Women

Screen 1 of 2	Cohort year 2008	
	Initial cohort	Revised cohort (Column 01)
NEW categories:		
Notes for NEW categories: •Report Hispanic/Latino individuals of any race as Hispanic/Latino •Report race for non-Hispanic/Latino individuals only		
Hispanic/Latino		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		

Two or more races		
OLD categories:		
Black, non-Hispanic		
American Indian/Alaska Native		
Asian/Pacific Islander		
Hispanic		
White, non-Hispanic		
Categories used in BOTH New and Old:		
Nonresident alien		
Race and ethnicity unknown		
Total women		
Total men + women		

Section I - Graduation Rates - Establishing cohorts

- Incoming students seeking a bachelor's degree should be reported in Column 02. Column 03 will then be generated for you. Column 03 is meant to include any full-time, first-time entering students who were seeking a degree or certificate other than a bachelor's degree, such as an associate's degree or undergraduate certificate.
- If you have no changes to the preloaded data on this screen, click the "Save and Next" button to generate additional screens for reporting completers and transfers/exclusions.

Establishing cohorts

- **Report Hispanic/Latino individuals of any race as Hispanic/Latino**
- **Report race for non-Hispanic/Latino individuals only**

Men

Screen 2 of 2	Cohort year 2008		
	Cohort	Bachelor's or equivalent degree-seeking subcohort	Other degree/certificate-seeking subcohort (Cohort minus Bachelor's or equivalent degree-seeking subcohort)
	(Column 01)	(Column 02)	(Column 03)
Nonresident alien			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
Total men			

Women

Screen 2 of 2	Cohort year 2008		
	Cohort	Bachelor's or equivalent degree-seeking subcohort	Other degree/certificate-seeking subcohort (Cohort minus Bachelor's or equivalent degree-seeking subcohort)
	(Column 01)	(Column 02)	(Column 03)
Nonresident alien			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
Total women			
Total men + women			

Section II - Graduation Rates - Bachelor's or equivalent degree-seeking subcohort - Completers within 150%

- In the columns below, report the status of the bachelor's degree-seeking subcohort of students listed in Column 10.
- Of the students in Column 10, those who attained a degree or certificate OTHER THAN A BACHELOR'S DEGREE within 150% of the normal time to complete the program as of August 31, 2014 should be reported in either Column 11 or 12, depending on the length of the program completed.
- Of the students in Column 10, those who attained a bachelor's degree or equivalent within 150% of normal time should be reported in Column 18.

Subcohort of full-time, first-time students seeking a bachelor's or equivalent degree

- **Report Hispanic/Latino individuals of any race as Hispanic/Latino**
- **Report race for non-Hispanic/Latino individuals only**

Men

Screen 1 of 3 — Cohort year 2008

	Bachelor's or equivalent degree-seeking subcohort	Subcohort students who completed their program within 150% of normal time to completion			Total completers within 150%
		Completers of programs of less than 2 academic yrs (or equivalent)	Completers of programs of at least 2 but less than 4 academic yrs (or equivalent)	Completers of bachelor's or equivalent degrees	
	(Column 10)	(Column 11)	(Column 12)	(Column 18)	(Column 29)
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total men					

Women

Screen 1 of 3 — Cohort year 2008

	Bachelor's or equivalent degree-seeking subcohort	Subcohort students who completed their program within 150% of normal time to completion			Total completers within 150%
		Completers of programs of less than 2 academic yrs (or equivalent)	Completers of programs of at least 2 but less than 4 academic yrs (or equivalent)	Completers of bachelor's or equivalent degrees	
	(Column 10)	(Column 11)	(Column 12)	(Column 18)	(Column 29)
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					

Race and ethnicity unknown					
Total women					
Total men + women					

Section II - Graduation Rates - Bachelor's completers by length of time to degree

Those students in the bachelor's or equivalent degree-seeking subcohort who attained a bachelor's degree or equivalent within 150% of normal time to completion, as reported on the previous screen, are listed in Column 18. In Column 19, report the number of these students who earned a bachelor's degree in 4 years. In Column 20, report the number of these students who earned a bachelor's degree in 5 years. Column 21 will be calculated for you.

Subcohort of full-time, first-time students seeking a bachelor's or equivalent degree

- **Report Hispanic/Latino individuals of any race as Hispanic/Latino**
- **Report race for non-Hispanic/Latino individuals only**

Men

Screen 2 of 3	Cohort year 2008				
	Bachelor's or equivalent degree-seeking subcohort	Completed bachelor's degree or equivalent within 150%	Subcohort students who attained a bachelor's degree or equivalent		
			Completed the program in 4 yrs or less	Completed the program in 5 yrs	Completed the program in 6 yrs
	(Column 10)	(Column 18)	(Column 19)	(Column 20)	(Column 21)
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total men					

Women

Screen 2 of 3	Cohort year 2008				
	Bachelor's or equivalent degree-seeking subcohort	Completed bachelor's degree or equivalent within 150%	Subcohort students who attained a bachelor's degree or equivalent		
			Completed the program in 4 yrs or less	Completed the program in 5 yrs	Completed the program in 6 yrs
	(Column 10)	(Column 18)	(Column 19)	(Column 20)	(Column 21)
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total women					
Total men + women					

Section II - Graduation Rates - Bachelor's or equivalent degree-seeking subcohort - Transfers/exclusions

- In the columns below, report the status of those students in the BACHELOR'S OR EQUIVALENT DEGREE-SEEKING SUBCOHORT listed in Column 10 who did not complete a program within 150% of normal time to completion.
- Report transfers-out who did not complete a program in Column 30. If the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution WITHOUT having completed a program, you must report transfer-out data in Column 30. A school is required to report only on those students that the school knows have transferred to another eligible institution. A school must document that the student actually transferred. If it is not part of your mission, you may report transfer-out data if you wish.
- Report eligible exclusions from the subcohort in Column 45. The ONLY allowable categories for this column are:

Students who died or became permanently disabled
Students who left school to serve in the armed forces (or have been called up to active duty)
Students who left school to serve with a foreign aid service of the Federal Government
Students who left school to serve on an official church mission

- Column 52 [No longer enrolled] will be calculated for you. This includes students who have dropped out as well as those who completed in greater than 150% of normal time.
- If you do not have any values to report in either Column 30, 45, or 51, you must enter at least one zero in a field on this screen to continue.

Subcohort of full-time, first-time students seeking a bachelor's or equivalent degree

- **Report Hispanic/Latino individuals of any race as Hispanic/Latino**
- **Report race for non-Hispanic/Latino individuals only**

Men

Screen 3 of 3 — Cohort year 2008

	Bachelor's or equivalent degree-seeking subcohort	Total completers within 150%	Total transfer-out students	Total exclusions	Still enrolled	No longer enrolled
	(Column 10)	(Column 29)	(Column 30)	(Column 45)	(Column 51)	(Column 52)
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
Total men						

Women

Screen 3 of 3 — Cohort year 2008

	Bachelor's or equivalent degree-seeking subcohort	Total completers within 150%	Total transfer-out students	Total exclusions	Still enrolled	No longer enrolled
	(Column 10)	(Column 29)	(Column 30)	(Column 45)	(Column 51)	(Column 52)
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						

Race and ethnicity unknown						
Total women						
Total men + women						

Section III - Graduation Rates - Other degree/certificate-seeking subcohort - Completers within 150%

- In the columns below, report the status of the subcohort of students seeking other than a bachelor's or equivalent degree listed in Column 10.
- Of the students in Column 10, those who attained a degree or certificate other than a bachelor's degree within 150% of the normal time to complete the program as of August 31, 2014 should be reported in either Column 11 or 12, depending on the length of the program completed.
- Of the students in Column 10, those who attained a bachelor's degree or equivalent within 150% of normal time should be reported in Column 18.

Subcohort of full-time, first-time students seeking other than a bachelor's degree

- **Report Hispanic/Latino individuals of any race as Hispanic/Latino**
- **Report race for non-Hispanic/Latino individuals only**

Men

Screen 1 of 2

	Cohort year 2008				
	Other degree/certificate-seeking subcohort	Subcohort students who completed their program within 150% of normal time to completion			Total completers within 150%
		Completers of programs of less than 2 academic yrs (or equivalent)	Completers of programs of at least 2 but less than 4 academic yrs (or equivalent)	Completers of bachelor's or equivalent degrees	
	(Column 10)	(Column 11)	(Column 12)	(Column 18)	(Column 29)
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total men					

Women

Screen 1 of 2

	Cohort year 2008				
	Other degree/certificate-seeking subcohort	Subcohort students who completed their program within 150% of normal time to completion			Total completers within 150%
		Completers of programs of less than 2 academic yrs (or equivalent)	Completers of programs of at least 2 but less than 4 academic yrs (or equivalent)	Completers of bachelor's or equivalent degrees	
	(Column 10)	(Column 11)	(Column 12)	(Column 18)	(Column 29)
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					

Two or more races					
Race and ethnicity unknown					
Total women					
Total men + women					

Section III - Graduation Rates - Other degree/certificate-seeking subcohort - Transfers/exclusions

- In the columns below, report the status of those students in the OTHER DEGREE/CERTIFICATE-SEEKING SUBCOHORT listed in Column 10 who did not complete a program within 150% of normal time to completion.
- Report transfers-out who did not complete a program in Column 30. A school is required to report only on those students that the school knows have transferred to another eligible institution. A school must document that the student actually transferred. If it is not part of your mission, you may report transfer-out data if you wish.
- Report eligible exclusions from the subcohort in Column 45. The ONLY allowable categories for this column are:

Students who died or became permanently disabled
Students who left school to serve in the armed forces (or have been called up to active duty)
Students who left school to serve with a foreign aid service of the Federal Government
Students who left school to serve on an official church mission

- Column 52 [No longer enrolled] will be calculated for you. This includes students who dropped out as well as those who completed in greater than 150% of normal time.
- If you do not have any values to report in either Column 30, 45, or 51, you must enter at least one zero in a field on this screen to continue.

Subcohort of full-time, first-time students seeking other than a bachelor's degree

- **Report Hispanic/Latino individuals of any race as Hispanic/Latino**
- **Report race for non-Hispanic/Latino individuals only**

Men

Screen 2 of 2	Cohort year 2008					
	Other degree/certificate-seeking subcohort	Total completers within 150%	Total transfer-out students	Total exclusions	Still enrolled	No longer enrolled
	(Column 10)	(Column 29)	(Column 30)	(Column 45)	(Column 51)	(Column 52)
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
Total men						

Women

Screen 2 of 2	Cohort year 2008					
	Other degree/certificate-seeking subcohort	Total completers within 150%	Total transfer-out students	Total exclusions	Still enrolled	No longer enrolled
	(Column 10)	(Column 29)	(Column 30)	(Column 45)	(Column 51)	(Column 52)
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						

Race and ethnicity unknown						
Total women						
Total men + women						

Prepared by

This survey component was prepared by:

○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	○	Academic Library Contact	○	Other

Name: _____

Email: _____

How long did it take to prepare this survey component?	_____	hours	_____	minutes

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

Graduation Rates Full Instructions - 4-Year Institutions

Purpose of the Survey
Changes in Reporting
General Instructions
Reporting Period Covered
Context Boxes
Coverage
Who to Include
Who to Exclude
Where to Get Help for Reporting
Where the Reported Data Will Appear
Uploading Files to the IPEDS Data Collection System
Reporting Directions
Reporting Individuals by Racial/Ethnic Categories
Section I: Establishing and Revising Cohorts
Section II: Bachelor's Degree Subcohort
Section III: Other Degree/Certificate-Seeking Subcohorts
Worksheets

Purpose of the Survey

The purpose of the IPEDS Graduation Rates survey component is to track given cohorts of full-time, first-time degree/certificate-seeking undergraduate students - as well as their completion status at 150% of the normal time to complete all requirements of their program of study - at postsecondary institutions. These data are collected to assist institutions in complying with the requirements of the Student Right-to-Know Act.

Top ▲

Changes in Reporting

There are no changes in reporting for 2014-15. However, clarifications have been made to screens and instructions to address respondent questions.

Top ▲

General Instructions

Reporting Period Covered

This survey component collects data on the cohort of full-time, first-time degree/certificate-seeking undergraduate students enrolled in your institution either (1) as of October 15, 2008 (or the institution's official fall reporting date) for institutions that offer a predominant number of programs based on standard academic terms (e.g., semesters, trimesters, quarters, or 4-1-4 plan); or (2) during the period between September 1, 2008 and August 31, 2009 for institutions that do not offer a predominant number of programs based on standard academic terms. Institutions are to report the status of these students as of August 31, 2014.

Top ▲

Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator Website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator Website; institutions should check grammar and spelling of their entries.

Top ▲

Coverage

Who to Include in the Cohort

Include all full-time, first-time degree/certificate-seeking undergraduate students entering the institution either during the fall term or during the 12-month period as described above. Include students enrolled in the fall term who attended college for the first time in the prior summer term and students who entered with advanced standing (college credits earned before graduating from high school).

For institutions that will report using a **full-year cohort**, count as entering students all students who entered the institution between September 1, 2008 and August 31, 2009, and who were enrolled for at least 15 days in a program of up to and including one year in length; or 30 days in a program of greater than one year in length.

Students must be enrolled in courses creditable toward a degree, diploma, certificate, or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, INCLUDING those enrolled in off-campus centers and those enrolled in distance learning/home study programs.

Be sure to include full-time students taking remedial courses if the student is considered degree-seeking for the purpose of student financial aid determination. This includes students who:

- Received any type of federal financial aid, regardless of what courses they took at any time
- Received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program
- Obtained a student visa to study at a U.S. postsecondary institution

A student who is designated as a member of the cohort remains in the cohort, even if the student:

- Becomes a part-time student
- Transfers to another institution
- Drops out of the institution
- Stops out of the institution
- Has not fulfilled the institution's requirements to receive a degree or certificate

Who to Exclude from the Cohort

Do NOT include students in the cohort who are:

- Enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program (i.e., non-degree/certificate-seeking students)
- Exclusively taking CEUs
- Exclusively auditing classes
- Studying abroad (e.g., at a foreign university) if their enrollment at the institution is only an administrative record and the fee is nominal
- Enrolled in any branch campus located in a foreign country
- Enrolled part-time
- Transfers into the institution

Top ▲

Where to Get Help with Reporting

IPEDS Help Desk

Phone: 1-877-225-2568
Email: ipedshelp@rti.org

Web Tutorials
You can also consult the IPEDS website which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page
The IPEDS Resource Page (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

Top ▲

Where the Reported Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- College Navigator Website
- IPEDS Data Center
- IPEDS Data Feedback Reports
- College Affordability and Transparency Center Website

At the aggregate-level, data will appear in:

- IPEDS First Looks
- IPEDS Table Library
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

Top ▲

Uploading Files to the IPEDS Data Collection System
The *File Import/Upload* option is found under the Tools menu. In order to perform the upload you'll need to have a file formatted to specifications. Upload specifications are included with the survey materials found under the Help menu. There are three upload formats available for the Graduation Rates survey component:

- Fixed width file
- Key value file
- XML format

Top ▲

Reporting Instructions

Reporting Persons by Racial/Ethnic Category (1997 OMB)

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act. These instructions correspond with the Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education, published in the Federal Register on October 19, 2007.

Method of collection - Institutions must collect race and ethnicity information using a 2-question format. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Institutions should allow students and staff to self-identify their race and ethnicity. For further details on the guidance for collecting these data, please see the full Federal Register notice.

Method of reporting aggregate data - Institutions must report aggregate data to the U.S. Department of Education using the NINE categories below. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

In addition, the following categories may be used:

- Nonresident alien
- Race and ethnicity unknown

Racial/ethnic descriptions - Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American- A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other descriptive categories

- **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I -551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

Top ▲

Section I – Establishing Cohorts

Cohort Type

The method used to report graduation rates data on this survey is predetermined by your institution's response to the predominant calendar system question (B3) on the IC Header survey component of the IPEDS Fall 2014 data collection, according to the following rules:

- Institutions that offer a predominant number of programs based on standard academic terms (semesters, trimesters, quarters, or 4-1-4 plan) will report using a **fall cohort** of students. Institutions may use October 15, 2008 or the institution's official fall reporting date to determine the cohort. This should be the same reporting date used for the IPEDS Fall Enrollment survey.
- Institutions that do not offer a predominant number of programs based on standard academic terms (as defined above) will report using a **full-year cohort**. These institutions must count as entering students all those students who entered the institution between September 1, 2008 and August 31, 2009, and who were enrolled for at least 15 days in a program of up to and including one year in length; or 30 days in a program of greater than one year in length.

Establishing your Cohorts

Report each student only once.

Please complete all of Section I. Screens for Sections II and III will be generated based on the data reported in Section I.

Initial cohort - If you are reporting on a fall cohort, the information reported on full-time, first-time degree/certificate-seeking undergraduate student enrollment at your institution on the 2008 IPEDS Fall Enrollment survey will be preloaded in this column. If you did not respond to that survey, or if you are reporting on a full-year cohort, the column will be blank.

Revised cohort (Column 01) - Institutions have the option of revising their preloaded cohort if:

- there are eligible students who were omitted in the past
- students were reported who did not belong in the cohort (e.g., they were not actually first-time, or full-time)
- better information regarding race/ethnicity or gender is available for eligible students

Please review the data in the *Initial cohort* column (if applicable) and re-enter the cohort data in the *Revised cohort* column according to the 1997 racial/ethnic categories, making any necessary corrections for omissions, erroneous reporting, or where better information regarding race/ethnicity or gender is available. If your data do not appear in the *Initial cohort* column, please provide the enrollment data as requested in the *Revised cohort* column.

Establishing Subcohorts

For 4-year institutions, the cohort is divided into two subcohorts: (1) those students who upon entry are seeking a bachelor's or equivalent degree, and (2) those students who upon entry are seeking an undergraduate award other than a bachelor's degree. Institutions that do not determine degree intent upon entry should report all students as if they are bachelor's degree-seeking.

Bachelor's or equivalent degree-seeking subcohort (Column 02) –Of the revised cohort of students listed in Column 1, indicate the number of these students who declared intent to seek a bachelor's or equivalent degree upon entry. As indicated above, this should also include any students whose intent was not known. These data will be carried forward to Section II.

Other degree/certificate-seeking subcohort (Column 03) –This column represents the difference between the *Revised cohort* (Column 1) and the *Bachelor's or equivalent degree-seeking subcohort* (Column 2). The values in this column are calculated for you, and represent the number of students who declared intent to seek an undergraduate award other than a bachelor's level degree (e.g., an associate's degree or other formal award) upon entry. These data will be carried forward to Section III.

Top ▲

Section II – Completers within 150% - Bachelor's or Equivalent Degree-Seeking Subcohort

Report each student only once.
Report the status of the 2008 subcohort of bachelor's or equivalent degree-seeking students as of 150% of normal time to completion or August 31, 2014 (whichever was earlier) in terms of the number of completers by type of program completed. Report all students by race/ethnicity and gender.
Report only for full-time, first-time students who were seeking a bachelor's or equivalent degree upon entry. Do NOT include part-time students, students who transferred into your institution, or students who changed their program of study to a bachelor's level degree after their first semester.
Count completers only once and indicate the highest award level attained.
SPECIAL NOTE: In order to resolve a potential conflict between transfers-out and the mission of particular programs to prepare students for transfer to other institutions, institutions may count as completers those students who have successfully completed a transfer-preparatory program.
Transfer-preparatory program is defined in 34 CFR Student Assistance General Provisions, Section 668.8(b)(1)(ii) as "the successful completion of at least a 2-year program that is acceptable for full credit toward a bachelor's degree and qualifies a student for admission into the third year of a bachelor's degree program." The Secretary considers this the equivalent of an associate's degree, thus completers of transfer-preparatory programs (although they do not receive a "formal award") should be counted as completers of an at least 2 but less than 4 year program. Similarly, institutions may count as completers those students who have successfully completed the first three years of a 3-2 program and are eligible to enter another institution to complete the program (provided the program is acceptable for full credit towards a five-year bachelor's degree, and qualifies a student for admission into the fourth year of a five-year bachelor's degree program). As with a transfer-preparatory program, these students should be counted as completers of an at least 2 but less than 4 year program.

In order to calculate a graduation rate that complies with Student Right-to-Know regulations, institutions may count as completers only those students who received their degree/certificate (or completed a transfer-preparatory program) within 150% of the normal time for program completion (normal time to completion is the amount of time necessary to complete all requirements for a program according to the institution's catalog). **Do not count as completers students who receive their degree from another institution.**
Note that completers should be reported in terms of the type of program completed, as defined by award level. For programs that are defined in terms of contact or credit hours, the program type may not be indicative of the actual calendar time a program takes to complete. For more information on program types, please consult the IPEDS Glossary.
Bachelor's or equivalent degree-seeking subcohort (Column 10) - The data in this column are carried forward from Section I for your reference.
Completers of programs of less than 2 academic years (or equivalent) (Column 11) - Enter the number of students in the bachelor's or equivalent degree-seeking subcohort who completed programs of less than 2 full-time equivalent academic years within 150% of normal time to completion. This includes awards, certificates, or diplomas of less than one academic year and of at least one but less than two academic years; or designed for completion in less than 60 semester or trimester credit hours, less than 90 quarter credit hours, or less than 1,800 contact or clock hours.
Completers of programs of at least 2 but less than 4 academic years (or equivalent) (Column 12) - Enter the number of students in the bachelor's or equivalent degree-seeking subcohort who completed programs of at least 2 but less than 4 full-time equivalent academic years within 150% of normal time to completion. This includes awards, certificates, or diplomas of at least two but less than four academic years - or designed for completion in at least 60 but less than 120 semester or trimester credit hours, at least 90 but less than 180 quarter credit hours, or at least 1,800 but less than 3,600 contact or clock hours - and associate's degrees.
Completers of bachelor's or equivalent degrees (Column 18) - Enter the number of students in the bachelor's or equivalent degree-seeking subcohort who completed a bachelor's degree or equivalent program within 150% of normal time to completion. *Note:* Completers of 3-year bachelor's degree programs should only be included if they completed the program within 4-1/2 years.
Total completers within 150% (Column 29) - This column is the sum of the previous three columns, and is calculated for you by the data collection system.

Top ▲

Section II – Bachelor's Completers by Length of Time to Degree

Report each student only once.
Of those students in the bachelor's or equivalent degree-seeking subcohort who completed a bachelor's degree or equivalent program within 150% of normal time to completion you must provide additional information on the length of time it took them to complete their program. Include all baccalaureate level degrees, including 5-year bachelor's/cooperative programs and those bachelor's degrees in which the normal 4 years of work are completed in 3 years. Of the total number of completers of bachelor's or equivalent degrees within 150% of normal time listed in Column 18, provide the following breakout:

Completed the program in 4 yrs or less (Column 19) - Enter the number of students who completed a bachelor's degree or equivalent in 4 years or less. This should include all students who completed a bachelor's degree or equivalent by August 31, 2012.

Completed the program in 5 yrs (Column 20) - Enter the number of students who completed a bachelor's degree or equivalent in 5 years. This should include all students who completed a bachelor's degree or equivalent in the period from September 1, 2012 through August 31, 2013. Do NOT include students who completed their program in 4 years or less in this column.

Completed the program in 6 yrs (Column 21) - This column represents the difference between the number of completers of bachelor's degrees or equivalent within 150% of normal time (Column 18) and the sum of those who completed their program in 4 years or less (Column 19) and those who completed their program in 5 years (Column 20). This should include all students who completed a bachelor's degree or equivalent in the period from September 1, 2013 through August 31, 2014. This column is calculated for you by the data collection system.

Top ▲

Section II – Non-completers - Bachelor's or Equivalent Degree-Seeking Subcohort

Report each student only once.
Report the status of the non-completers from the 2008 subcohort of bachelor's or equivalent degree-seeking students as of 150% of the normal time to completion for their program or August 31, 2014 (whichever was earlier). Report all students by race/ethnicity and gender.
Report only for full-time, first-time students who were seeking a bachelor's or equivalent degree upon entry. Do NOT include part-time students, students who transferred into your institution, or students who changed their program of study to a bachelor's level degree after their first semester.
Bachelor's or equivalent degree-seeking subcohort (Column 10) – The data in this column are carried forward from Section I for your reference.
Total completers within 150% (Column 29) - The data in this column are carried forward from page 1 of Section II for your reference.

Total transfer-out students (Column 30) - If the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution without having completed a program, you must report the total number of students who transferred out of your institution (without earning a degree/award) within 150% of normal time to completion. Include students who transferred out of your institution and subsequently re-enrolled at another eligible institution. If it is not part of your mission, you may still report transfer-out data if you wish.

Total exclusions (Column 45)- Indicate the total number of students who left your institution within 150% of normal time to completion for their program (and have neither graduated nor transferred to another institution) due to one of the following documented reasons:

1. The student is deceased or is totally and permanently disabled and thus unable to return to school.
2. The student left school to serve in the armed forces or was called up to active duty. (Do NOT include students already in the military who transfer to another duty station.)
3. The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
4. The student left school to serve on an official church mission.

NOTE: Students who leave the institution for one of the reasons noted above, but return prior to the status date of August 31, 2014, may still be subtracted/excluded from the cohort during the calculation of graduation rates.

Still enrolled (Column 51) - Enter the number of students who were still enrolled at your institution as of 150% of normal time to completion for their program (or August 31, 2014 if 150% of normal time to completion had not elapsed by that time).

No longer enrolled (Column 52) - This column represents the difference between the bachelor's or equivalent degree-seeking subcohort (Column 10) and the sum of Columns 29, 30, 45, and 51. This column should include students who graduated from their program after 150% of normal time to completion elapsed.

Top ▲

Section III – Completers within 150% - Other Degree/Certificate-Seeking Subcohort

Report each student only once.

Report the status of the 2008 subcohort of students seeking other than a bachelor's degree as of 150% of normal time to completion or August 31, 2014 (whichever was earlier) in terms of the number of completers by type of program completed. Report all students by race/ethnicity and gender.

Report only for full-time, first-time students who were seeking undergraduate degrees or certificates other than a bachelor's degree upon entry. Do NOT include part-time students, students who transferred into your institution, or students who changed their program of study from a bachelor's level degree after the first semester.

Count completers only once and indicate the highest award level attained.

SPECIAL NOTE: In order to resolve a potential conflict between transfers-out and the mission of particular programs to prepare students for transfer to other institutions, institutions may count as completers those students who have successfully completed a transfer-preparatory program.

Transfer-preparatory program is defined in 34 CFR Student Assistance General Provisions, Section 668.8(b)(1)(ii) as "the successful completion of at least a 2-year program that is acceptable for full credit toward a bachelor's degree and qualifies a student for admission into the third year of a bachelor's degree program." The Secretary considers this the equivalent of an associate's degree, thus completers of transfer-preparatory programs (although they do not receive a "formal award") should be counted as completers of an at least 2 but less than 4 year program. Similarly, institutions may count as completers those students who have successfully completed the first three years of a 3-2 program and are eligible to enter another institution to complete the program (provided the program is acceptable for full credit towards a five-year bachelor's degree, and qualifies a student for admission into the fourth year of a five-year bachelor's degree program). As with a transfer-preparatory program, these students should be counted as completers of an at least 2 but less than 4 year program.

In order to calculate a graduation rate that complies with Student Right-to-Know regulations, institutions may count as completers only those students who received their degree/certificate (or completed a transfer-preparatory program) within 150% of the normal time for program completion (normal time to completion is the amount of time necessary to complete all requirements for a program according to the institution's catalog). **Do not count as completers students who receive their degree from another institution.**

Note that completers should be reported in terms of the type of program completed, as defined by award level. For programs that are defined in terms of contact or credit hours, the program type may not be indicative of the actual calendar time a program takes to complete. For more information on program types, please consult the IPEDS Glossary. **Other degree/certificate-seeking subcohort (Column 10) -** The data in this column are carried forward from Section I for your reference.

Completers of programs of less than 2 academic years (or equivalent) (Column 11) - Enter the number of students in the other degree/certificate-seeking subcohort who completed programs of less than 2 full-time equivalent academic years within 150% of normal time to completion. This includes awards, certificates, or diplomas of less than one academic year and of at least one but less than two academic years; or designed for completion in less than 60 semester or trimester credit hours, less than 90 quarter credit hours, or less than 1,800 contact or clock hours.

Completers of programs of at least 2 but less than 4 academic years (or equivalent) (Column 12) - Enter the number of students in the other degree/certificate-seeking subcohort who completed programs of at least 2 but less than 4 full-time equivalent academic years within 150% of normal time to completion. This includes awards, certificates, or diplomas of at least two but less than four academic years - or designed for completion in at least 60 but less than 120 semester or trimester credit hours, at least 90 but less than 180 quarter credit hours, or at least 1,800 but less than 3,600 contact or clock hours - and associate's degrees.

Completers of bachelor's or equivalent degrees (Column 18) - Enter the number of students in the other degree/certificate-seeking subcohort who completed a bachelor's degree or equivalent program within 150% of normal time to completion. *Note:* Completers of 3-year bachelor's degree programs should only be included if they completed the program within 4-1/2 years.
Total completers within 150% (Column 29) - This column is the sum of the previous three columns, and is calculated for you by the data collection system.

Top ▲

Section III – Non-completers - Other Degree/Certificate-Seeking Subcohort

Report each student only once.
Report the status of the non-completers from the 2008 subcohort of students seeking other than a bachelor's or equivalent degree as of 150% of the normal time to completion for their program or August 31, 2014 (whichever was earlier). Report all students by race/ethnicity and gender.
Report only for full-time, first-time students who were seeking an undergraduate award other than a bachelor's level degree upon entry. Do NOT include part-time students, students who transferred into your institution, or students who changed their program of study from a bachelor's level degree after their first semester.
Other degree/certificate-seeking subcohort (Column 10) – The data in this column are carried forward from Section I for your reference.
Total completers within 150% (Column 29) - The data in this column are carried forward from page 1 of Section III for your reference.
Total transfer-out students (Column 30) - If the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution without having completed a program, you must report the total number of students who transferred out of your institution (without earning a degree/award) within 150% of normal time to completion. Include students who transferred out of your institution and subsequently re-enrolled at another eligible institution. If it is not part of your mission, you may still report transfer-out data if you wish.
Total exclusions (Column 45)- Indicate the total number of students who left your institution within 150% of normal time to completion for their program (and have neither graduated nor transferred to another institution) due to one of the following documented reasons:

1. The student is deceased or is totally and permanently disabled and thus unable to return to school.
2. The student left school to serve in the armed forces or was called up to active duty. (DO NOT include students already in the military who transfer to another duty station.)
3. The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
4. The student left school to serve on an official church mission.

NOTE: Students who leave the institution for one of the reasons noted above, but return prior to the status date of August 31, 2014, may still be subtracted/excluded from the cohort during the calculation of graduation rates.
Still enrolled (Column 51) - Enter the number of students who were still enrolled at your institution as of 150% of normal time to completion for their program (or August 31, 2014 if 150% of normal time to completion had not elapsed by that time).
No longer enrolled (Column 52) - This column represents the difference between the other degree/certificate-seeking subcohort (Column 10) and the sum of Columns 29, 30, 45, and 51. This column should include students who graduated from their program after 150% of normal time to completion elapsed.

Top ▲

Calculation of Graduation and Transfer-out Rates

Worksheets

Worksheets calculating the Student Right-To-Know and overall four-year average completion/graduation and transfer-out rates of full-time, first-time degree/certificate-seeking undergraduate students for the 2008 student cohort are provided as a convenience to the institution. In addition, the 4-year, 5-year, and 6-year graduation rates for the 2008 bachelor's or equivalent degree-seeking subcohort are provided for those institutions that are able to report bachelor's or equivalent completers by length of time to degree. Data previously reported by the institution are preloaded for use in these calculations.

Note that certain information from these worksheets will be displayed on College Navigator, as noted. Additional information relevant to the calculated rates may be entered in the context box provided, and will also be displayed on College Navigator.

Privacy Issues With Disclosure

Before using the worksheets for disclosure, please consider the following:

The Family Educational Rights and Privacy Act of 1974 as amended (1998) (FERPA) requires that institutions not disclose information where students could be identified.

Top ▲

Glossary

date: 3/13/2015

Term	Definition
Adjusted cohort	The result of removing any allowable exclusions from a cohort (or subcohort). For the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; for the Fall Enrollment component, it is the cohort for calculating retention rate.
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
Bachelor's degree	An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.
Bachelor's or equivalent degree-seeking subcohort	In the GR component of IPEDS, a cohort of students who were seeking a bachelor's or equivalent degree upon entry.
Black or African American	A person having origins in any of the black racial groups of Africa.
Cohort	A specific group of students established for tracking purposes.
Completers within 150% of normal time	Students who completed their program within 150% of the normal (or expected) time for completion.
Degree/certificate-seeking students	Students enrolled in courses for credit who are seeking a degree, certificate, or other formal award. This includes students who: - received any type of federal financial aid, regardless of what courses they took at any time; - received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program; or - obtained a student visa to study at a U.S. postsecondary institution High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking.
Exclusions	Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
Fall cohort	The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
Full-time student	Undergraduate: A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. Doctor's degree - Professional practice - as defined by the institution.
Full-year cohort	The group of students entering at any time during the 12-month period September 1 through August 31 that is established for tracking and reporting Graduation Rate (GR) data for institutions that primarily offer occupational programs of varying lengths. Students must be full-time and first-time to be considered in the cohort.
Graduation rate	The rate required for disclosure and/or reporting purposes under Student Right-to-Know Act. This rate is calculated as the total number of completers within 150% of normal time divided by the revised adjusted cohort.
Graduation Rates (GR)	This annual component of IPEDS was added in 1997 to help institutions satisfy the requirements of the Student Right-to-Know legislation. Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission. Prior to 2007, institutions who offered athletically-related student aid were asked to report, by sport, the number of students receiving aid and whether they completed within 150 percent of normal time to completion. Now, these institutions only need to report a URL where the athletic data is located on their website, when available. GR automatically generates worksheets that calculate rates, including average rates over 4 years.
Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Initial cohort	A specific group of individuals established for tracking purposes. For the Graduation Rates component of IPEDS, the initial cohort is defined as all students who enter an institution as full-time, first-time degree/certificate-seeking students during either (1) the fall term of a given academic year, or (2) between September 1st and August 31st of the following year.
Integrated Postsecondary Education Data System (IPEDS)	

	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12);Completions (C); Human Resources (HR) composed of Employees by Assigned Position (EAP), Fall Staff (S),and Salaries (SA); Fall Enrollment (EF); Graduation Rates (GRS); Finance (F); and Student Financial Aid (SFA).
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Nonresident alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
Normal time to completion	The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer terms) for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs.
Other degree/certificate-seeking subcohort	A subset of students belonging to a GR cohort who were seeking a degree or certificate other than bachelor's degree upon entry.
Race and ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
Race/ethnicity	Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as: - Hispanic or Latino or - Not Hispanic or Latino Second, individuals are asked to indicate all races that apply among the following: - American Indian or Alaska Native - Asian - Black or African American - Native Hawaiian or Other Pacific Islander - White
Revised cohort	Initial cohort after revisions are made. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.
Student Right-to-Know Act	Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically-related student aid to submit a report to the Secretary of Education annually. This report is to contain, among other things, graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. These data are also required to be disclosed to parents, coaches, and potential student athletes when the institution offers athletically-related student aid. The Graduation Rates component of IPEDS was developed specifically to help institutions respond to these requirements. See Graduation Rates for the current description of data collected.
Subcohort	A predefined subset of the initial cohort or the revised cohort established for tracking purposes on the Graduation Rates (GR) component of IPEDS. (e.g., bachelor's degree-seeking subcohort.)
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
Transfer-out rate	Total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the adjusted cohort.
Transfer-out student	A student that leaves the reporting institution and enrolls at another institution.
Transfer-preparatory program	A program designed specifically to provide a student with the basic knowledge needed to transfer into a higher level program. For example, this may be the first 2 years of a baccalaureate level program for which the institution does not offer an award, or 2 years of undergraduate study needed for entrance into a first-professional program, or 1 or more years of undergraduate study needed for entrance into health services fields.
Undergraduate	A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Graduation Rates for 4-year institutions

Click one of the following questions to view the answer.

General

1) My institution has programs that operate on both a term basis AND a clock hour (continuing enrollment) basis. How do I choose which cohort to use for Graduation Rates (GR) reporting?

2) Why is it necessary for 4-year institutions to separate their entering cohort into two groups?

3) My institution does not have any information on the cohort you are requesting. Do I have to do anything this year?

4) When can I revise or adjust my cohort?

5) Do I need to track students every term?

Cohort

1) What is a "first-time" student?

2) My institution has a very small cohort, sometimes only 4 or 5 students. Do I need to complete the GR survey?

3) How do I count a student who started in my original cohort, transferred to another institution (for which I have a confirmation of transfer), and then returned to my institution and is still enrolled?

4) Where do I place transfers INTO my institution?

5) How do I report students who are taking ESL (English as a Second Language) or developmental courses?

6) Are students in remedial courses included in the cohort?

7) If a student took only remedial courses last year and applies as a full-time degree/certificate-seeking student this fall, can I count the student as "first-time"?

8) What about non-credit enrollment, or students taking CEUs?

9) Are non-degree/certificate-seekers included?

10) How do I treat new entrants that receive credit for life experience?

11) Do I count students who have acquired credits through distance learning or correspondence as "first-time"?

12) How do I report students studying in consortium agreements?

13) Many of our students take courses during the summer at other schools; should these be considered transfers-out?

14) My initial cohort includes all full-time, first-time degree/certificate-seeking undergraduate students enrolled as of October 15 - the same as on my IPEDS Fall Enrollment survey. Now what happens to: stop outs, drop outs, students who enroll part-time after the first semester, or students who change programs?

15) If a student in my cohort obtains two undergraduate level degrees (e.g., AA and BA) within the 6-year period, can I count both completions?

16) I have a student who intended upon entry to complete a bachelor's degree, so he is included in my Section II - Bachelor's or equivalent degree-seeking subcohort. However, he does not complete his BA within the 6-year period, and instead completes an associate's degree along the way, and it was completed within 3 years. Where should I report him?

Normal Time and Calculation of 150% of Normal Time

1) How do I calculate 150% of normal time to completion?

2) How do I report a student who has switched programs since entering the cohort?

3) How do I calculate 150% for students who stop out, or drop out, and then return and complete the program?

4) According to the Technical Amendment to the SRK, I can count as completers within 150% of normal time students who complete their program through August 31 of the 6th year; but what if the student does not receive the degree until our December graduation? Does this mean I cannot count them as completers?

Transfers-Out

1) Does my institution need to report transfers-out?

2) What kind of verification must I have to report a student as a transfer-out?

3) My school does not track transfers-out, and our limited budget does not allow us to set up a system to do so. Am I still in compliance with the requirements of the Student Right-to-Know Act, and am I still responsive to the GR survey, if I don't report transfers-out?

Other

1) Exactly what must be disclosed in order to be in compliance with the Student Right-to-Know Act?

2) Will completing the IPEDS Graduation Rates survey satisfy all of my requirements for the Student Right-to-Know Act?

3) My institution belongs to the NCAA; do I have to report graduation rates data to IPEDS? Do I also need to report to the Secretary of Education?

4) The number of students who could be considered for the adjustments to the cohort (allowable exclusions) at my institution is very small. Do I need to track these "leavers"?

5) What is a "transfer-preparatory program?"

6) My institution offers pre-med and pre-vet programs, but formal awards are not given. What happens to these students?

7) My institution offers a PharmD program where students are accepted into the program after completing a 2 or 3 year program of undergraduate studies. What happens to these students?

8) How do I deal with "3/2" programs? My institution provides the first 3 years of an engineering program and our students matriculate to another university for the last 2 years of study and to attain their degree. Can we count these students as completers when they receive their degree from the second institution?

9) There is a provision for excluding students who leave the institution to join the Armed Forces. Is there a similar provision for excluding students who are already in the military but are transferred to another duty station?

Answers:

General

1) My institution has programs that operate on both a term basis AND a clock hour (continuing enrollment) basis. How do I choose which cohort to use for Graduation Rates (GR) reporting?

Student Right-to-Know legislation states that institutions that offer a predominant number of programs based on a term basis (semester, quarter, or trimester) must calculate graduation and transfer-out rates using a fall cohort; otherwise, you must use a full-year cohort. The cohort used to report your institution's GR data is predetermined based on your response to the Calendar System question on the IPEDS Institutional Characteristics Header survey component.

Back to top

2) Why is it necessary for 4-year institutions to separate their entering cohort into two groups?

NCES requests that 4-year institutions that offer undergraduate awards other than a bachelor's degree define two distinct subcohorts: (1) students who upon entry intend to complete a bachelor's or equivalent degree, and (2) students who upon entry intend to complete an undergraduate award other than a bachelor's or equivalent degree. Students whose intent is unknown should be reported in the subcohort with those seeking a bachelor's or equivalent degree. By separating the cohort in this way, the graduation and transfer rates of the first group can be compared with those at like institutions, as well as with those at institutions offering only a bachelor's degree. Similarly, the rates of the second group can more easily be compared with those at 2-year institutions.

Back to top

3) My institution does not have any information on the cohort you are requesting. Do I have to do anything this year?

Student Right-to-Know legislation states that graduation rates reporting is mandatory for institutions that enrolled full-time, first-time degree/certificate-seeking undergraduate students during the relevant cohort year. If you did not enroll this type of student, or your institution was not in operation during the relevant cohort year, please report this information on the Institutional Characteristics Header survey component.

Back to top

4) When can I revise or adjust my cohort?

There is a difference between revising and adjusting a cohort. **Revising** a cohort means modifying the cohort data to reflect better information that has become available since the cohort was first reported in the relevant Fall Enrollment survey (e.g., you may now have more complete racial/ethnic information on the cohort). *Fall* cohorts may be **revised** by entering new data in the *Revised cohort* column on the data collection screen. **Adjusting** a cohort means subtracting any allowable exclusions from the revised cohort to establish a denominator for graduation rate calculation. Both fall and full-year cohorts are **adjusted** for you on the worksheet screens when calculating graduation and transfer-out rates.

Back to top

5) Do I need to track students every term?

No. You can set up your system to identify your cohort upon entry, and then, at the end of 150% of normal time to complete all requirements of the longest program, look back to see the status of those in the cohort. You will need to know when students in the cohort completed, but it is not necessary to compare or track these students from term-to-term.

Back to top

Cohort

1) What is a "first-time" student?

According to the IPEDS Glossary, a first-time student is "*A student who has no prior postsecondary experience attending any institution for the first time at the undergraduate level.*" This means that the student is first-time in terms of postsecondary education (or the student is not known to have attended another postsecondary institution). There are two exceptions: (1) students who attended any institution for the first time the summer prior to entering your institution in the fall term are to be counted as "first-time", as are (2) students who entered with advanced standing (college credits earned before graduation from high school).

Back to top

2) My institution has a very small cohort, sometimes only 4 or 5 students. Do I need to complete the GR survey?

Yes. You must **report** the data to NCES regardless of the cohort size. See the questions related to disclosure requirements under *Other* below for additional information.

Back to top

3) How do I count a student who started in my original cohort, transferred to another institution (for which I have a confirmation of transfer), and then returned to my institution and is still enrolled?

You should report the student as a transfer-out. For the purposes of the full-time, first-time cohort used for IPEDS graduation rates reporting, this action closes out their status in the cohort. Upon re-enrolling at your institution, the student would then be included in a subsequent, non-first-time cohort not collected through the IPEDS GR survey.

Back to top

4) Where do I place transfers INTO my institution?

The IPEDS GR survey does NOT collect information on transfers in. THESE STUDENTS SHOULD NOT BE INCLUDED IN ANY GR COHORT.

Back to top

5) How do I report students who are taking ESL (English as a Second Language) or developmental courses?

These students are not included in the cohort if their courses are not part of a program of study that leads to a degree, diploma, certificate, or other formal award, and if they are not eligible for Title IV federal financial aid.

Back to top

6) Are students in remedial courses included in the cohort?

Use the same reasoning here that you use to determine who to report as degree/certificate-seeking in the IPEDS Fall Enrollment survey. If a student is degree/certificate-seeking for the purposes of qualifying for student financial aid, then they **must** be included in the GR cohort.

Back to top

7) If a student took only remedial courses last year and applies as a full-time degree/certificate-seeking student this fall, can I count the student as "first-time"?

No. The student does not qualify as "first-time" because they are known to have previously attended a postsecondary institution (yours or another school) even though they are entering with no credit.

Back to top

8) What about non-credit enrollment, or students taking CEUs?

Neither should be included in the cohort for graduation rates reporting.

Back to top

9) Are non-degree/certificate-seekers included?

Even though these students are enrolled for credit, if they are not seeking a degree/certificate, they should not be included in the cohort according to Student Right-to-Know regulations. Be sure to carefully review the definition of degree/certificate-seeking in the IPEDS Glossary.

Back to top

10) How do I treat new entrants that receive credit for life experience?

If the student has never enrolled in a postsecondary institution, they should be counted as "first-time."

Back to top

11) Do I count students who have acquired credits through distance learning or correspondence as "first-time"?

Since these students must have been previously enrolled in a postsecondary institution in order to obtain credit through correspondence or distance learning, they are not considered "first-time."

Back to top

12) How do I report students studying in consortium agreements?

Use the same reasoning here that you use to determine who to report in the IPEDS Fall Enrollment survey. For additional information on this topic, please refer to the IPEDS Data Tip Sheet related to Reporting Students for Institutions in Consortia.

Back to top

13) Many of our students take courses during the summer at other schools; should these be considered transfers-out?

No. Keep the students in the cohort since they return in the fall and continue their programs of study.

Back to top

14) My initial cohort includes all full-time, first-time degree/certificate-seeking undergraduate students enrolled as of October 15 - the same as on my IPEDS Fall Enrollment survey. Now what happens to: stop outs, drop outs, students who enroll part-time after the first semester, or students who change programs?

It looks like your cohort is defined correctly. Remember YOUR COHORT NEVER CHANGES. Students who stop out or drop out do not leave the cohort. They remain in the count; and if they complete their most recent program within 150% of normal time they should be reported accordingly. Students who switch to part-time status or to another program are not given extra time to complete, nor are they removed from the cohort. Report their status as requested.

Back to top

15) If a student in my cohort obtains two undergraduate level degrees (e.g., AA and BA) within the 6-year period, can I count both completions?

No, you may only count one. NCES recommends that you report the highest degree attained, but it is your decision as to which one you prefer to report.

Back to top

16) I have a student who intended upon entry to complete a bachelor's degree, so he is included in my Section II - Bachelor's or equivalent degree-seeking subcohort. However, he does not complete his BA within the 6-year period, and instead completes an associate's degree along the way, and it was completed within 3 years. Where should I report him?

By all means, count this student as a completer of an associate's degree (at least 2 but less than 4 year program) since that degree was completed within 150% of normal time. Remember, intent is not important when reporting your completers; what is important is whether or not they finished any program within 150% of normal time.

Back to top

Normal Time and Calculation of 150% of Normal Time

1) How do I calculate 150% of normal time to completion?

In order to calculate this, we must first define "normal time to completion". IPEDS has adopted the definition developed by the Joint Commission on Accountability Reporting (JCAR) as a definition of normal time. As such,
"normal time to completion" is defined as *"the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term -based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer terms) for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs."* Let's look at some examples:

Many bachelor's degree programs are outlined as 4-year programs (8 semesters – typically fall and spring). Extending this to 150% (1.5 x 8) would be 12 semesters or **through the end of the spring term of the sixth year.**

Similarly, an associate's degree program that is advertised as a 2-year program (6 quarters - fall, winter, and spring, with no scheduled summer quarter) would extend to 9 quarters (1.5 x 6) or **through the end of the spring quarter of the third year.**

However, the Technical Amendment to the Student Right-to-Know Act redefined the cohort year to allow you to count completers through August 31 of the summer following the sixth year of a 4-year program (or the third year of a 2-year program).

Certificate programs must be handled somewhat differently. If a 900 contact hour course is advertised as taking 30 weeks to complete, the calculation of 1.5 x 30 equals 45 weeks **after the start date.** If the student completes within that 45-week period, they are within 150% of normal time.

Back to top

2) How do I report a student who has switched programs since entering the cohort?

If a student has switched programs, you will calculate 150% of normal time to completion based on his or her most recent program for reporting outcomes. However, the student's "clock" does not reset once they switch programs. He or she must still graduate, transfer, or qualify as an exclusion within 150% of normal time to completion starting from the date he or she first entered the cohort.

Back to top

3) How do I calculate 150% for students who stop out, or drop out, and then return and complete the program?

There is no difference in the calculation. The 150% of normal time calculation should be applied as of the student's initial start date, and is the same regardless of stop-out time. Some students may stop out for a term or two and still complete within 150% of normal time.

Back to top

4) According to the Technical Amendment to the SRK, I can count as completers within 150% of normal time students who complete their program through August 31 of the 6th year; but what if the student does not receive the degree until our December graduation? Does this mean I cannot count them as completers?

Technically you cannot count the completion until the degree has been conferred. If you "award" the degree upon completion of the program (i.e., an award date of, or prior to, August 31 is noted in the student's record) and simply allow the student to "pick up" their degree at the December ceremony, then you should be able to count the student as having completed within 150% of normal time.

Back to top

Transfers-Out

1) Does my institution need to report transfers-out?

The Student Right-to-Know legislation states that "An institution that determines that its mission includes providing substantial preparation for students to enroll in another eligible institution" must report transfers-out so that a transfer-out rate may be calculated for its full-time, first-time degree/certificate-seeking undergraduate students. Students to be reported as transfers are those who have NOT completed a program or graduated, so they cannot be counted as completers, but have subsequently enrolled in any program of an eligible institution for which the insititution provided substantial preparation. If the institution does not have such a mission, reporting of transfers-out is optional.

Back to top

2) What kind of verification must I have to report a student as a transfer-out?

None. All verification requirements were dropped from the regulations.

Back to top

3) My school does not track transfers-out, and our limited budget does not allow us to set up a system to do so. Am I still in compliance with the requirements of the Student Right-to-Know Act, and am I still responsive to the GR survey, if I don't report transfers-out?

As long as your institution does not include providing substantial preparation for students to enroll in another eligible institution as part of its mission, you do not need to set up a system to track transfers-out. However, if your institution does have such a mission, you must be able to track and report on transfers-out.

Back to top

Other

1) Exactly what must be disclosed in order to be in compliance with the Student Right-to-Know Act?

Student Right-to-Know Act regulations state that an institution must annually prepare the completion or graduation rates of its full-time, first-time degree/certificate-seeking undergraduate students; and for institutions that determine that their mission includes providing substantial preparation for students to enroll in another eligible institution, the transfer-out rate of these students. In calculating these rates, an institution must count any students who have completed or graduated by the end of the 12-month period ending August 31 during which 150% of the normal time for completion or graduation from their program has lapsed.

Therefore, at a minimum, you must report and disclose your graduation and transfer-out rates (as of August 31 of the prior year). The Secretary urges institutions to disclose as much additional information as warranted to help consumers understand institutional mission, etc. Thus you should consider disclosing additional rates as well, such as rates for part-time students and possibly rates 8 or 10 years out, if your students typically take longer to complete.

Back to top

2) Will completing the IPEDS Graduation Rates survey satisfy all of my requirements for the Student Right-to-Know Act?

NO! NO! and NO! The IPEDS GR survey provides institutions with instructions, definitions, and a format for calculating graduation rates and transfer-out rates. It also provides institutions with a methodology so that there is some level of consistency in the way the rates are calculated. However, the SRK requires disclosure of these rates to students and prospective students. In addition, for schools that offer athletically-related student aid there are additional disclosure and reporting requirements. By completing the GR survey, you will have the rates you need to disclose, but you still need to make them available. The GR survey statisfies the reporting requirements ONLY.

Back to top

3) My institution belongs to the NCAA; do I have to report graduation rates data to IPEDS? Do I also need to report to the Secretary of Education?

Completing the IPEDS Graduation Rates survey through the web-based data collection system satisfies all of your reporting requirements to the Secretary of Education. However, the NCAA is now collecting their own data on graduation rates, separately from IPEDS. You will still need to report data to the NCAA. If you have any questions about these reporting requirements, you should contact the NCAA directly.

Back to top

4) The number of students who could be considered for the adjustments to the cohort (allowable exclusions) at my institution is very small. Do I need to track these "leavers"?

No. The allowable exclusions are provided for those institutions that may have a significant number of students who require longer to (or cannot) complete their programs for the reasons stated.

Back to top

5) What is a "transfer-preparatory program?"

This term is defined in 34 CFR Student Assistance General Provisions, Section 668.8(b)(1)(ii) as *"the successful completion of at least a 2-year program that is acceptable for full credit toward a bachelor's degree and qualifies a student for admission into the third year of a bachelor's degree program."* The Secretary considers this the equivalent of an associate's degree, thus completers of transfer-preparatory programs (although they do not receive a "formal award") should be counted as completers.

Back to top

6) My institution offers pre-med and pre-vet programs, but formal awards are not given. What happens to these students?

Assuming that these are 2- or 3-year programs, count the students as completers of an "at least 2 but less than 4 year program" provided they complete within 150% of normal time.

Back to top

7) My institution offers a PharmD program where students are accepted into the program after completing a 2 or 3 year program of undergraduate studies. What happens to these students?

Students who complete the undergraduate portion of the program within 150% of normal time should be counted in the other degree/certificate-seeking subcohort (Section III) as completers of an "at least 2 but less than 4 year program". However, do not track their progress any further towards the PharmD since this is a first-professional degree, and thus not part of IPEDS GR reporting.

Back to top

8) How do I deal with "3/2" programs? My institution provides the first 3 years of an engineering program and our students matriculate to another university for the last 2 years of study and to attain their degree. Can we count these students as completers when they receive their degree from the second institution?

No, you should NEVER count a student as a completer when they receive their degree from **another** institution. Your job is done when they leave your school. If the student completed the first 3 years of a 3/2 program (within 150% of normal time) so that they are now ready to "transfer" in order to complete the remaining 2 years at another institution, then you should count the student as a completer of an "at least 2 but less than 4 year program." This works the same way as the "transfer-preparatory program" described above.

Back to top

9) There is a provision for excluding students who leave the institution to join the Armed Forces. Is there a similar provision for excluding students who are already in the military but are transferred to another duty station?

No, there is no such provision.

Back to top

Graduation Rates for 4-year institutions

Edit specifications for the 2014-15 IPEDS Web-Based Data Collection

Graduation Rates (GR) Component

Applicable to 4-year institutions

NOTE: The specifications in this document apply to the institutions listed above. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

All screens must be completed in order to lock the survey.

Section I: Establishing Cohorts
Sections II and III: Subcohort Data
Worksheets

Section I: Establishing Cohorts

Part 1

You must first report on the cohort of first-time, full-time degree/certificate-seeking undergraduates. The screen shown will vary depending on whether your institution has a preloaded 2008 cohort. The values entered in **Column 01** will be used to represent the **Cohort** on all subsequent screens.

For institutions with a preloaded **Initial cohort**, use the screen provided to enter the **Revised cohort** (column 01) of students by race/ethnicity and gender to correct incorrect data that were reported in an earlier year and/or to revise the existing cohort for use with the new race/ethnicity categories.

For institutions with no preloaded cohort, use the screen provided to enter the 2008 **Cohort** (column 01) of students by race/ethnicity and gender.

The system will perform the following edits on the data entered:

- The calculated **Total men + women** in **Column 01** must be greater than 0.
- If no Initial cohort is preloaded, then the calculated **Total men + women** in the **Revised cohort** (column 01) must be less than or equal to the Unduplicated count of undergraduates reported in the same year's 12-month enrollment survey.
- If no Initial cohort is preloaded and the cohort reported in the prior year was greater than 25, then the calculated **Total men + women** in the **Cohort** (column 01) is expected to be within a 30% range of the **Total in prior year (men and women)** value.
- If an Initial cohort is preloaded, then the **Revised cohort** total must be within a certain range of the **Initial cohort** total, as outlined below:
    - If the number of **Total men + women** in the **Initial cohort** is between 1 and 25 students, then the **Total men + women** in the **Revised cohort** must be within plus 8 or minus 5 of that value.
    - If the number of **Total men + women** in the **Initial cohort** is between 26 and 100 students, then the **Total men + women** in the **Revised cohort** must be within a 30% range of that value.
    - If the number of **Total men + women** in the **Initial cohort** is between 101 and 500 students, then the **Total men + women** in the **Revised cohort** must be within a 20% range of that value.
    - If the number of **Total men + women** in the **Initial cohort** is greater than 500 students, then the **Total men + women** in the **Revised cohort** must be within a 10% range of that value.
- If the percent of **Total men + women** reported in the **Race and ethnicity unknown** category is between 20 percent and 80 percent, then an *explanation* is required.
- If the percent of **Total men + women** reported in the **Race and ethnicity unknown** category is greater than 80 percent, then a *fatal* error will occur.

- The current year racial/ethnic distribution of **Men** is expected to be within a 30% range of the prior year racial/ethnic distribution, otherwise an *explanation* must be provided.
  Note: These distributions are calculated by finding the absolute value of the current year percentage for men minus the corresponding prior year percentage for men from each race/ethnicity category. If the sum of the absolute values across all race/ethnicity categories (excluding the **White** category) is greater than 30, then an *explanation* error will occur. For example, in *Table 1* (shown below) the sum of the **Current year minus prior year absolute values** across all applicable race/ethnicity categories is 40. Because this number is greater than 30, an *explanation* error will occur.

  Table 1

Race/ethnicity	Current year percentage of men	Prior year percentage of men	Current year minus prior year absolute value
Nonresident Alien	6	14	8
Hispanic/Latino	10	9	1
American Indian/Alaska Native	1	3	2
Asian	8	6	2
Black or African American	25	10	15
Native Hawaiian or Other Pacific Islander	6	4	2
White	50	46	--
Two or more races	4	6	2
Race and ethnicity unknown	0	8	8
Total	**--**	**--**	**40**

- As with the distribution of Men explained previously, the current year racial/ethnic distribution of **Women** is expected to be within a 30% range of the prior year racial/ethnic distribution, otherwise an *explanation* must be provided.
- If your institution was a 2-year institution in 2011-12 and is now a 4-year institution, then the **Total men + women** in the 2008 **Revised cohort** is expected to be equal to the amount previously reported by your institution for this cohort on the 2011-12 Graduation Rates survey.

Part 2

On this screen, enter the number of students who belong to the **Bachelor's or equivalent degree-seeking subcohort** (column 02) for cohort year 2008 for each race/ethnicity and gender category.

The system will calculate the **Other degree-seeking subcohort** (column 03) by subtracting the **Bachelor's or equivalent degree-seeking subcohort** (column 02) from the preloaded **Cohort** (column 01).

The system will perform the following edits on the data entered:

- For each race/ethnicity and gender category, the **Bachelor's or equivalent degree-seeking subcohort** (column 02) cannot be greater than the **Cohort** (column 01).
- If your institution reported offering bachelor's degrees in the IC Header survey, then the **Total men + women** seeking a **Bachelor's or equivalent degree** (column 02) is expected to be greater than 0.
- If your institution reported offering award levels other than bachelor's degrees in the IC Header survey, the **Total men + women** seeking an **Other degree** (column 03) is expected to be greater than 0.
- The sum of **Total completers within 150%** (column 29) from ***Sections II and III*** must be greater than 0. Otherwise, a *fatal* error will occur to prevent a graduation rate of 0.0% on your institution's College Navigator page.
- If the sum of **Total completers within 150%** from ***Sections II and III*** is greater than 10, then this value must be less than the **Cohort** (column 01) minus the sum of **Total Exclusions** from ***Sections II and III*** (from the ***Transfers/Exclusions screen***). Otherwise, a *fatal* error will occur to prevent a graduation rate of 100% on your institution's College Navigator page.

- If the prior year **Adjusted cohort** (from the ***Calculation of 4-year average rates: Cohort adjustment*** worksheet) is greater than 0; AND the sum of **Total Exclusions** from ***Sections II and III*** is greater than 0; THEN:

$$\frac{\text{The sum of } \textbf{Total Completers within 150\%} \text{ from } \textbf{\textit{Sections II and III}} * 100}{\text{The } \textbf{Cohort} \text{ (column 01)} - \text{the sum of } \textbf{Total Exclusions} \text{ from } \textbf{\textit{Sections II and III}}}$$

Should be within a 20% range of the following:

$$\frac{\text{PY } \textbf{Total Completers within 150\%} \text{ (from the 4-year-average, part 2 worksheet) } * 100}{\text{The PY } \textbf{Adjusted cohort}}$$

- If your institution was a 2-year institution in 2011-12 and is now a 4-year institution, then the **Total men + women** seeking a **Bachelor's or equivalent degree** (column 02) for cohort year 2008 is expected to be 0.

Top ▲

Section II and Section III: Subcohort Data

Use Sections II and III to report data on the specified student subcohorts, based on the descriptions below:

- **Section II**: Report the status of the Subcohort of full-time, first-time students seeking a bachelor's or equivalent degree for Cohort year 2008.
  - *Applicable to institutions that report a **Bachelor's degree-seeking subcohort** on the **Establishing Cohorts, Part 2** screen)*
- **Section III**: Report the status of the Subcohort of full-time, first-time students seeking other than a bachelor's or equivalent degree for Cohort year 2008.
  - *Applicable to institutions that report an **Other degree-seeking subcohort** on the **Establishing Cohorts, Part 2** screen)*

The following screens must be completed for both ***Section II*** and ***Section III*** (as applicable to your institution):

Completers within 150%

Use sections II and II to report the subcohort of students who completed their program within 150% of normal time to completion, including: **Completers of programs of less than 2 years** (column 11), **Completers of programs of at least two but less than four years** (column 12), and **Completers of bachelor's or equivalent degrees** (column 18) by race/ethnicity and gender.

For each column, the system will calculate the **Total men + women** to determine the grand total number of completers by length of time to completion. The relevant subcohort (column 10) is preloaded for your reference.

In addition, the system will calculate the sum of columns 11, 12, and 18 to determine the number of **Total completers within 150%** (column 29) for each race/ethnicity and gender category.

The system will perform the following edits on the data entered in **Section II**:

- The **Total men + women** calculated for **Completers of bachelor's or equivalent degrees** (Column 18) is expected to be greater than 0.
- For each race/ethnicity and gender category, the **Total completers within 150%** (column 29) must be less than or equal to the **Bachelor's or equivalent degree-seeking subcohort** (column 10).
- If the calculated **Total men + women** in the **Bachelor's or equivalent degree-seeking subcohort** (column 10) is greater than 25, then the **Total men + women** calculated for **Total completers within 150%** (column 29) is expected to be greater than 0.

The system will perform the following edits on the data entered in **Section III**:

- For each race/ethnicity and gender category, the **Total completers within 150%** (column 29) must be less than or equal to the **Other degree-seeking subcohort** (column 10).
- If the calculated **Total men + women** in the **Other degree-seeking subcohort** (column 10) is greater than 25, then the **Total men + women** calculated for **Total completers within 150% (column 29) is expected to be greater than 0.**

- If your institution was a 2-year institution in 2011-12 and is now a 4-year institution, then the **Total men + women** reported for **Total completers within 150%** (column 29) for the cohort year 2008 is expected to be equal to the amount previously reported by your institution for this cohort on the 2011-12 Graduation Rates survey.

Bachelor's completers by length of time to degree

Applicable to Section II ONLY

On this screen, you must report the number of students in the **Bachelor's or equivalent degree-seeking subcohort** (column 10) who **Completed the program in 4 years or less** (column 19) and **Completed the program in 5 years** (column 20) by race/ethnicity and gender.

For each column, the system will calculate the **Total men + women** to determine the grand total number of completers by length of time to completion. The **Bachelor's or equivalent degree-seeking subcohort** (column 10) and the number of students who **Completed a bachelor's degree or equivalent within 150%** (column 18) are preloaded for your reference.

In addition, the system will calculate the number of students who **Completed the program in 6 years** (column 21) for each race/ethnicity and gender category by subtracting columns 19 and 20 from the **Bachelor's or equivalent degree-seeking subcohort** (column 10).

The system will perform the following edit on the data entered:

- The **Total men + women** calculated for the subcohort of students that **Completed the program in 4 yrs or less**(Column 19) is expected to be greater than 0.
- For each race/ethnicity and gender category, the number of students who **Completed the program in 6 years** cannot be negative. To correct this value, you must adjust the number of students who **Completed the program in 4 years or less** and/or **Completed the program in 5 years**, so that the sum of these values is less than or equal to the number of students in the subcohort (Column 10).

Transfers/Exclusions

Use Sections II and III to report the subcohort of students who did not complete a program within 150% of normal time to completion, including: **Total transfer-out students** (column 30), **Total exclusions** (column 45), and the number of students **Still enrolled** (column 51) by race/ethnicity and gender.

For each column, the system will calculate the **Total men + women** to determine the grand total number of non-completers. The relevant subcohort (column 10) and the **Total completers within 150%** (column 29) are preloaded for your reference.

In addition, the system will calculate the number of students **No longer enrolled** (column 52) for each race/ethnicity and gender category by subtracting columns 30, 45, 51 and 29 from the subcohort (column 10).

The system will perform the following edits on the data entered:

- For each race/ethnicity and gender category, the total number of students **No longer enrolled** (column 52) cannot be negative. To correct this value, the sum of **Total completers within 150%** (column 29), **Total transfer-out students** (column 30), **Total exclusions** (column 45), and **Still enrolled** (column 51) must be less or equal to the number of students in the subcohort (column 10).
- If the number of **Total transfer-out students** (men + women) (column 30) is greater than 10, then this value is expected to be less than or equal to 40% of the total number of men and women in the subcohort (column 10).
  Note: Transfer-out students should ONLY include students who transferred out to another eligible institution. Do NOT include all non-completers here.
- If the number of **Total exclusions** (men + women) (column 45) is greater than 10, then this value is expected to be less than or equal to 10% of the total number of men and women in the subcohort (column 10).
  Note: Exclusions should ONLY include students who died or were permanently disabled; or who left school to join the military, to serve with a foreign aid service of the federal government, or to serve on an official church mission. Do NOT include all non-completers here.
- If your institution reported having more than 100 men and women in the subcohort (column 10); and your institution reported having more than 10 **Total transfer-out students** (column 30), then the number of students **No longer enrolled** (column 52) is expected to be greater than 0.
  Note: Please verify that non-completers were not reported erroneously as transfer-out students (column 30) or exclusions (column 45).

Top ▲

Worksheets

Additional worksheet screens are displayed at the end of the survey to provide your institution with a summary of the data entered in the current and prior years. Worksheets include:

- **Graduation and transfer-out rates**, including:
  - Graduation rate (men, women, total)
  - Transfer-out rate (men, women, total)
  - 4 year, 5 year, and 6 year graduation rate (men, women, total by race/ethnicity) *Applicable to institutions that reported completers of bachelor's or equivalent degrees*
- **4-year average rates**, including:
  - Adjusted cohort (men, women, total)
  - Total completers within 150% (men, women, total)
  - Total transfer-out students (men, women, total)
  - 4-year average Student Right-to-Know completion or graduation calculation
  - 4-year average Student Right-to-Know transfer-out rate calculation

Top ▲