

## Graduation Rates

### Screening questions

Does your institution use a website to disclose Student-Right-to-Know student athlete graduation rates?

No.

Yes. Please provide the URL.

http://

Does your institution offer bachelor's degree programs of 5 years or longer?

*If you answer Yes to this question, a screen will be generated for you to report the number of students still enrolled in long programs as of August 31, 2007*

No.

Yes.

Based on your institution's response to the predominant calendar system question (B3) on the Institutional Characteristics survey from the IPEDS Fall 2007 Data Collection, your institution must report graduation rates data using a

Fall Cohort

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

Caveat (will be posted on the College Navigator website)

## Section I - Graduation Rate - Establishing cohorts

### Establishing cohorts

Screen 1 of 2

Cohort year 2001

Initial cohort

Revised cohort

(01)

#### **Men**

Nonresident alien

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race/ethnicity unknown

Total men

#### **Women**

Nonresident alien

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race/ethnicity unknown

Total women

### Section I - Graduation Rate - Establishing cohorts

- Incoming students that are seeking a bachelors degree should be reported in column 02. If there are any entering students who are seeking an associates degree or undergraduate certificates, they will be generated in column 03.
- If you have no changes to the preloaded data on this screen, you must click the "Save and Next" button to generate screens to report completers and transfers.

#### Establishing Cohorts

Screen 2 of 2

Cohort year 2001

Revised Cohort (01)	<u>Bachelor's or equivalent degree-seeking subcohort</u> (02)	<u>Other degree-seeking subcohort</u> (03)
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#### Men

Nonresident alien	<input type="text"/>
Black, non-Hispanic	<input type="text"/>
American Indian/Alaskan Native	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>
Hispanic	<input type="text"/>
White, non-Hispanic	<input type="text"/>
Race/ethnicity unknown	<input type="text"/>
Total men	

#### Women

Nonresident alien	<input type="text"/>
Black, non-Hispanic	<input type="text"/>
American Indian/Alaskan Native	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>
Hispanic	<input type="text"/>
White, non-Hispanic	<input type="text"/>
Race/ethnicity unknown	<input type="text"/>
Total women	

**Section II - Graduation Rate - Completers within 150%**

- In the columns below, report the status of the Bachelor's degree-seeking students reported in the subcohort in Col 10.
- Those undergraduate students who attained OTHER THAN A BACHELOR'S DEGREE within 150% of normal time as of August 31, 2007 should be reported in either Col 11 or 12, depending on the length of the program.
- Those who attained a bachelor's degree or equivalent within 150% or normal time should be reported in Col 18.

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

Screen 1 of 4

Cohort year 2001

	<u>Bachelor's or equivalent degree- seeking subcohort</u>	<u>Subcohort students who completed their program within 150% of normal time to completion</u>			<u>Total completers within 150%</u>
		<u>Completers of programs of &lt;2-yrs</u>	<u>Completers of programs of 2&lt;4-yrs</u>	<u>Completers of bachelor's or equivalent degrees</u>	
	(10)	(11)	(12)	(18)	(29)
<b>Men</b>					
<u>Nonresident alien</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Black, non- Hispanic</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian/Alaska Native</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian/Pacific Islander</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Hispanic</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>White, non- Hispanic</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Race/ethnicity unknown</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total men					
<b>Women</b>					
<u>Nonresident alien</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Black, non- Hispanic</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian/Alaska Native</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian/Pacific Islander</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Hispanic</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>White, non- Hispanic</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Race/ethnicity unknown</u>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total women					

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

- The students who attained a bachelor's degree or equivalent as reported on the previous page are listed in Col 18. For the other columns below, report these completers according to how long it took them to complete the program.

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

Screen 2 of 4

Cohort year 2001

	Subcohort students who attained a <u>bachelor's degree or equivalent</u>				Completed bachelor's degree or equivalent within 150%
	<u>Bachelor's or equivalent degree-seeking subcohort</u>	Completed the program in 4 yrs or less	Completed the program in 5 yrs	Completed the program in 6 yrs	
	(10)	(19)	(20)	(21)	(18)
<b>Men</b>					
<u>Nonresident alien</u>		<input type="text"/>	<input type="text"/>		
<u>Black, non-Hispanic</u>		<input type="text"/>	<input type="text"/>		
<u>American Indian/Alaska Native</u>		<input type="text"/>	<input type="text"/>		
<u>Asian/Pacific Islander</u>		<input type="text"/>	<input type="text"/>		
<u>Hispanic</u>		<input type="text"/>	<input type="text"/>		
<u>White, non-Hispanic</u>		<input type="text"/>	<input type="text"/>		
<u>Race/ethnicity unknown</u>		<input type="text"/>	<input type="text"/>		
Total men					
<b>Women</b>					
<u>Nonresident alien</u>		<input type="text"/>	<input type="text"/>		
<u>Black, non-Hispanic</u>		<input type="text"/>	<input type="text"/>		
<u>American Indian/Alaska Native</u>		<input type="text"/>	<input type="text"/>		
<u>Asian/Pacific Islander</u>		<input type="text"/>	<input type="text"/>		
<u>Hispanic</u>		<input type="text"/>	<input type="text"/>		
<u>White, non-Hispanic</u>		<input type="text"/>	<input type="text"/>		
<u>Race/ethnicity unknown</u>		<input type="text"/>	<input type="text"/>		
Total women					

## Section II - Graduation Rate - Transfers/exclusions

- In the columns below, report the status of the BACHELOR'S DEGREE-SEEKING STUDENTS reported in the subcohort in Col 10, who did not complete a program as of August 31, 2007.
- Report transfers-out who did not complete a program in Col 30. If the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution WITHOUT having completed their programs, 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 school. 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 exclusions from the cohort in Col 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
- Col 49 [non-completers (still enrolled + not enrolled) and completers > 150% of normal time] will be calculated for you
- If you do not have any values to enter in either column 30 or 45, you must enter at least one zero in a field on this screen

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

Screen 3 of 4

Cohort year 2001

<u>Bachelor's or equivalent degree-seeking subcohort</u>	<u>Total completers within 150%</u>	<u>Total transfer- out students</u>	<u>Total exclusions</u>	<u>Non-completers (still enrolled + not enrolled) and completers &gt; 150%</u>
(10)	(29)	(30)	(45)	(49)
<b>Men</b>				
<u>Nonresident alien</u>		<input type="text"/>	<input type="text"/>	
<u>Black, non-Hispanic</u>		<input type="text"/>	<input type="text"/>	
<u>American Indian/Alaska Native</u>		<input type="text"/>	<input type="text"/>	
<u>Asian/Pacific Islander</u>		<input type="text"/>	<input type="text"/>	
<u>Hispanic</u>		<input type="text"/>	<input type="text"/>	
<u>White, non-Hispanic</u>		<input type="text"/>	<input type="text"/>	
<u>Race/ethnicity unknown</u>		<input type="text"/>	<input type="text"/>	
Total men				
<b>Women</b>				
<u>Nonresident alien</u>		<input type="text"/>	<input type="text"/>	
<u>Black, non-Hispanic</u>		<input type="text"/>	<input type="text"/>	
<u>American Indian/Alaska Native</u>		<input type="text"/>	<input type="text"/>	
<u>Asian/Pacific Islander</u>		<input type="text"/>	<input type="text"/>	
<u>Hispanic</u>		<input type="text"/>	<input type="text"/>	

White, non-Hispanic

Race/ethnicity  
unknown

Total women

## Section II - Graduation Rate - Long programs

- Non-completers still enrolled plus non-completers not enrolled as calculated on the previous page are listed in Col 49. If any of those students were still enrolled in long programs as of August 31, 2007, report them in Col 46; these are the only double counted students on this survey, as they are counted in both Col 49 and Col 46.
- If you do not have any values to enter into column 46, you must enter at least one zero into that column.

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

Screen 4 of 4

Cohort Year 2001

	Non-completers (still enrolled + not enrolled) and completers > 150%	Still enrolled in programs of 5 years or longer
	(49)	(46)

Men		
Nonresident alien		<input type="text"/>
Black, non-Hispanic		<input type="text"/>
American Indian/Alaskan Native		<input type="text"/>
Asian/Pacific Islander		<input type="text"/>
Hispanic		<input type="text"/>
White, non-Hispanic		<input type="text"/>
Race/ethnicity unknown		<input type="text"/>
Total men		
Women		
Nonresident alien		<input type="text"/>
Black, non-Hispanic		<input type="text"/>
American Indian/Alaskan Native		<input type="text"/>
Asian/Pacific Islander		<input type="text"/>
Hispanic		<input type="text"/>
White, non-Hispanic		<input type="text"/>
Race/ethnicity unknown		<input type="text"/>
Total women		

**Section III - Graduation Rate - Completers within 150%**

- In the columns below, report the status of the other undergraduate degree or certificate-seeking students reported in the subcohort in Col 10.
- Those undergraduate students who attained OTHER THAN A BACHELOR'S DEGREE within 150% of normal time as of August 31, 2007 should be reported in either Col 11 or 12, depending on the length of the program.
- Those who attained a bachelor's degree or equivalent within 150% or normal time should be reported in Col 18.

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

Screen 1 of 3

Cohort year 2001

Other degree-seeking subcohort	Subcohort students who completed their program within 150% of normal time to completion			Total completers within 150%
	Completers of programs of <2-yrs	Completers of programs of 2<4-yrs	Completers of bachelor's or equivalent degrees	
(10)	(11)	(12)	(18)	(29)
<b>Men</b>				
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total men				
<b>Women</b>				
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total women				

### Section III - Graduation Rate - Transfers/exclusions

- In the columns below, report the status of the OTHER THAN A BACHELOR'S DEGREE-SEEKING STUDENTS reported in the subcohort in Col 10, who did not complete a program as of August 31, 2007.
- Report transfers-out who did not complete a program in Col 30. If the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution WITHOUT having completed their programs, 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 school. 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 exclusions from the cohort in Col 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
- Col 49 [non-completers (still enrolled + not enrolled) and completers > 150% of normal time] will be calculated for you
- If you do not have any values to enter in either column 30 or 45, you must enter at least one zero in a field on this screen

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

Screen 2 of 3

Cohort year 2001

	Other degree-seeking subcohort (10)	Total completers within 150% (29)	Total transfer-out students (30)	Total exclusions (45)	Non-completers (still enrolled + not enrolled) and completers > 150% (49)
<b>Men</b>					
Nonresident alien			<input type="text"/>	<input type="text"/>	
Black, non-Hispanic			<input type="text"/>	<input type="text"/>	
American Indian/Alaska Native			<input type="text"/>	<input type="text"/>	
Asian/Pacific Islander			<input type="text"/>	<input type="text"/>	
Hispanic			<input type="text"/>	<input type="text"/>	
White, non-Hispanic			<input type="text"/>	<input type="text"/>	
Race/ethnicity unknown			<input type="text"/>	<input type="text"/>	
Total men					
<b>Women</b>					
Nonresident alien			<input type="text"/>	<input type="text"/>	
Black, non-Hispanic			<input type="text"/>	<input type="text"/>	
American Indian/Alaska Native			<input type="text"/>	<input type="text"/>	
Asian/Pacific Islander			<input type="text"/>	<input type="text"/>	

Hispanic

White, non-  
Hispanic

Race/ethnicity  
unknown

Total women

### Section III - Graduation Rate - Long programs

Screening questions

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

Screen 3 of 3

Cohort Year 2001

Non-completers (still enrolled + not enrolled) and  
completers > 150%

Still enrolled in programs of 5 years  
or longer

(49)

(46)

Men

Nonresident alien

Black, non-Hispanic

American Indian/Alaskan  
Native

Asian or Pacific Islander

Hispanic

White, non-Hispanic

Race/ethnicity unknown

Total men

Women

Nonresident alien

Black, non-Hispanic

American Indian/Alaskan  
Native

Asian or Pacific Islander

Hispanic

White, non-Hispanic

Race/ethnicity unknown

Total women

Print Form(s)

GoBack



## Integrated Postsecondary Education Data System 2007 - 08

Institution

User

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Help

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System

LogOut

### Instructions for Graduation Rates - 4-year institutions

For best results, print using landscape orientation.

#### Period of Report

The majority of this report requests data on a cohort of full-time, first-time degree/certificate-seeking undergraduates enrolled in your institution either (1) as of October 15, 2001 or (2) during the period between September 1, 2001 and August 31, 2002. Institutions are to report the status of these students as of August 31, 2007.

#### Screening Questions:

Please read these questions carefully. Your responses will determine whether or not you need to complete the survey and which sections you should complete. The data collection system will use your answers to these questions to determine which screens for data entry will follow.

- Please provide the URL where the Student-Right-to-Know information is disclosed on your institution's website.
- Indicate if your institution offers bachelor's degree programs of 5 years or longer.
- The method used to establish the cohort reported on this survey has been predetermined by your institution's response to the predominant calendar system question (D1) on the Institutional Characteristics survey component of the IPEDS Fall 2007 Data Collection, according to the following rules:
  - Institutions that offer a predominant number of programs based on **standard academic terms** (semesters, trimesters, quarters, 4-1-4 plan, or other academic calendar) will report using a **fall cohort** of students. Institutions may use a census date of October 15, 2001, or the end of the institution's drop-add period, or another official fall reporting date to determine the cohort. This should be the same reporting date established for your IPEDS Fall Enrollment report.
  - 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, 2001 and August 31, 2002, 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.

#### 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.

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.

A student who is designated as a member of the 2001 cohort remains in the 2001 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., nondegree seeking).
- Taking CEUs unless they are also enrolled full time in courses creditable toward a degree or other formal award.
- Exclusively auditing classes.
- Studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
- In any branch campus located in a foreign country.
- Part time.
- Transfers into the institution.

#### **Categorization of Students**

The Glossary provides detailed definitions of specific terms and should be used to define students in the initial cohort. The Glossary should also be used to identify completers and transfer-out students.

#### **Length of Program**

The Glossary also provides detailed definitions of programs of less than 2 years, programs of at least 2 years but less than 4 years, and programs of at least 4 years. Use the definitions to determine where to report completers.

#### **Reporting Students by Racial/Ethnic Category and Gender**

**Method of collection** - The manner of collecting racial/ethnic information is left to the discretion of the institution, provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a

verification procedure to ascertain the completeness and accuracy of student submissions should be employed.

**Assignment to categories** - For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible noncitizens. (See definitions below.)

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

- **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian or Pacific Islander** – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Black, non-Hispanic** – A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central, or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** – A person having origins in any of the original peoples of Europe, North Africa or the Middle East (except those of Hispanic origin).

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 rows provided, rather than in any of the five racial/ethnic categories described above. Resident aliens and other eligible (for financial aid purposes) noncitizens who are not citizens or nationals of the United States and who have been lawfully 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/ethnicity unknown** – This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

### **Worksheets**

Worksheets calculating the Student Right-To-Know completion/graduation and transfer-out rates of full-time, first-time degree/certificate-seeking undergraduates for the 2001 student cohort are provided as a convenience to the institution. A worksheet calculating 4-year, 5-year, and 6-year graduation rates for the 2001 bachelor's or equivalent degree-seeking subcohort are provided for those institutions that are able to report bachelor's and equivalent completers by length of time to degree.

Worksheets calculating overall four-year average completion/graduation and transfer-out rates of full-time, first-time degree/certificate-seeking undergraduates for the student cohort are also provided. Data previously reported by the institution have been preloaded to use in these calculations.

An additional blank worksheet for calculating Student Right-to-Know four-year average graduation and transfer-out rates by race/ethnicity or other student characteristics for the student cohort is available from the IPEDS website at [http://nces.ed.gov/ipeds/submit\\_data/springdataitems.asp](http://nces.ed.gov/ipeds/submit_data/springdataitems.asp).

### **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.

## **Section I – Graduation Rate - Establishing Cohorts**

### **Report each student only once.**

If your institution determines degree intent upon entry, students in your revised initial cohort are to be separated into two groups or subcohorts: (1) students entering bachelor's or equivalent degree programs and (2) students seeking other than a bachelor's degree (associate's degree, certificates, etc.).

Institutions that do not determine degree intent upon entry should report all students as if they are bachelor's degree-seeking.

Please complete all of Section I; screens for Sections II and III will be generated based on the data you report in Section I.

**Initial cohort** - If you are reporting on a fall cohort, the information you reported on line 01 of your 2001 IPEDS Fall Enrollment report 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 (01)** - Please review the data in the initial cohort column, and make any necessary corrections for omissions or double counting in the revised cohort column. Enter the data according to student race/ethnicity and gender. If your data do not appear in the initial cohort column, please provide the enrollment data as requested in the revised cohort column.

## **Section I – Graduation Rate - Establishing Cohorts**

In all cases, students whose intent is not known are to be reported in the bachelor's cohort (02).

**Bachelor's or equivalent degree-seeking subcohort (02)** - Of the revised cohort, indicate how many students declared intent to seek the bachelor's or equivalent degree upon entry. As indicated above, this should also include any students whose intent was not known. These data are brought forward to Section II.

**Other degree-seeking subcohort (03)** - The difference between the revised cohort and the bachelor's or

equivalent degree-seeking subcohort is calculated for you. This indicates how many students declared intent to seek other than a bachelor's level degree (i.e., associate's degree or other formal award) upon entry. These data are brought forward to Section III.

## **Section II – Full-Time, First-Time Students Seeking a Bachelor's or Equivalent Degree**

### **Report each student only once.**

Report the status of the 2001 subcohort of bachelor's or equivalent degree-seeking students **as of August 31, 2007** in terms of the number of completers within 150% of normal time to award, by length of program completed. Report all students by race/ethnicity and gender.

**Report only for full-time, first-time students seeking a bachelor's or equivalent degree. DO NOT** include students who transferred into your institution.

### **Count completers only once and indicate the highest degree 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. 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. The student receives full credit toward a 5-year bachelor's degree and qualifies the student for admission into the fourth year of a 5-year bachelor's degree program.

### **\*\*SPECIAL INSTRUCTIONS FOR INSTITUTIONS WITH 5-YEAR PROGRAMS\*\***

Institutions with 5-year undergraduate programs are to report on the same cohort of students that is being reported by the traditional 4-year institutions. Section II, column 46 requests the number of students still enrolled in 5-year programs. Be sure to complete the information requested in this item. NCES will also request that institutions with 5-year programs report data and calculate a graduation rate after 7-1/2 years. A special supplementary form will be used in Spring 2010 to collect this information on your 2001 cohort.

**Bachelor's or equivalent degree-seeking subcohort (10)** - These are the data as reported in Section I.

### **Completers within 150% of Normal Time (11, 12, 18)**

In order to calculate a graduation rate to comply with Student Right-to-Know regulations, institutions can count as completers only those students who received their degree/certificate (or completed a transfer-preparatory program) within 150% of normal program time. See Glossary for definition of normal time to completion. Do not count as completers students who get their degree from another institution.

**Completed <2-yr within 150% (11)** - Enter the number of students who completed programs of less than 2 years within 150% of normal time. For example, a student who completed a 6-month (or equivalent) program in 9 months or less would be reported in column 11; those taking longer would not be reported.

**Completed 2<4 yr within 150% (12)** - Indicate the number of students who completed programs of at least 2 years but less than 4 years within 150% of normal time to completion of their program. For example, a student who completed a 3-year program in 4-1/2 years or less should be reported in column 12.

**Completed Bachelor's degree within 150% (18)** - Enter the number of students who completed a bachelor's degree or equivalent program within 150% of normal time. Note: Include completers of 3-year bachelor's degree programs only if they completed within 4-1/2 years.

**Total completers within 150% (29)** - This column is the sum of the previous three columns, and is calculated by the data collection system.

## Section II – Full-Time, First-Time Students Seeking a Bachelor's or Equivalent Degree

**Report each student only once.**

Report the status of the 2001 subcohort of bachelor's or equivalent degree-seeking students **as of August 31, 2007** in terms of the number of completers by length of time to degree. Report all students by race/ethnicity and gender.

Report completers of bachelor's degrees or equivalent according to how long it took them to complete their program. Include all baccalaureate level degrees, including 5-year bachelor's (including 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 you reported (18), provide the following breakout:

**Completed the program in 4 yrs or less (19)** - Report all students who completed a bachelor's degree or equivalent in 4 years or less in this column. Include all students who completed a bachelor's degree or equivalent by August 31, 2005.

**Completed the program in 5 yrs (20)** - Report all students who completed a bachelor's degree or equivalent in 5 years in this column. Include all students who completed a bachelor's degree or equivalent in the period from September 1, 2005 through August 31, 2006. Do NOT include students who completed their program in 4 years or less in this column.

**Completed the program in 6 yrs (21)** - This column is the difference between the completers of bachelor's degree or equivalent within 150% of normal time (18) and the sum of those who completed the program in 4 years or less (19) and those who completed the program in 5 years (20). Included are all students who completed a bachelor's degree or equivalent in the period from September 1, 2006 through August 31, 2007. This column will be calculated by the data collection system.

## Section II – Full-Time, First-Time Students Seeking a Bachelor's or Equivalent Degree

**Report each student only once.**

Report the status of the 2001 subcohort of bachelor's or equivalent degree-seeking students **as of August 31, 2007** in terms of the number of transfer-out students (non-completers) and exclusions to the cohort. Report all students by race/ethnicity and gender.

**Report only for full-time, first-time students seeking a bachelor's or equivalent degree. DO NOT**

include students who transferred into your institution.

**Bachelor's or equivalent degree-seeking subcohort (10)** - These are the data as reported in Section I.

**Total completers within 150% (29)** - These are the data as reported on the first page of Section II.

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

**Total exclusions (45)** - Indicate the total number of students who left your institution (and have neither graduated nor transferred to another institution) because of one of the following documented reasons:

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

**NOTE:** Students who leave the institution for one of the reasons noted in b, c, or d above, but return prior to the status date of August 31, 2007, may be subtracted from the cohort during the calculation of graduation rates.

**Non-completers (still enrolled + not enrolled) and completers > 150% (49)** - This column is generated by the calculation of Col 10 - (Col 29 + Col 30 + Col 45).

### **Section III – Full-Time, First-Time Students Seeking Other than a Bachelor's Degree, Completers within 150% of Normal Time**

**Report each student only once.**

Report the status of the 2001 subcohort of students seeking other than a bachelor's degree **as of August 31, 2007** in terms of the number of completers within 150% of normal time to award, by length of program completed. Report all students by race/ethnicity and gender.

**Report only for full-time, first-time students seeking undergraduate degrees or certificates other than a bachelor's degree. DO NOT** include students who transferred into your institution.

**Count completers only once and indicate the highest degree 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. 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. The student receives full credit toward a 5-year bachelor's degree and qualifies the student for admission into the fourth year of a 5-year bachelor's degree program.

**\*\*SPECIAL INSTRUCTIONS FOR INSTITUTIONS WITH 5-YEAR PROGRAMS\*\***

Institutions with 5-year undergraduate programs are to report on the same cohort of students that is being reported by the traditional 4-year institutions. Section III, column 46 requests the number of students still enrolled in 5-year programs. Be sure to complete the information requested in this item. NCES will also request that institutions with 5-year programs report data and calculate a graduation rate after 7-1/2 years. A special supplementary form will be used in Spring 2010 to collect this information on your 2001 cohort.

**Other degree-seeking subcohort (10)** – These are the data as reflected in Section I.

**Completers within 150% of Normal Time (11, 12, 18)**

In order to calculate a graduation rate to comply with Student Right-to-Know regulations, institutions can count as completers only those students who received their degree/certificate (or completed a transfer-preparatory program) within 150% of normal program time. See Glossary for definition of normal time to completion. Do not count as completers students who get their degree from another institution.

**Completed <2-yr within 150% (11)** - Enter the number of students who completed programs of less than 2 years within 150% of normal time. For example, a student who completed a 6-month (or equivalent) program in 9 months or less would be reported in column 11; those taking longer would not be reported.

**Completed 2<4 yr within 150% (12)** - Indicate the number of students who completed programs of at least 2 years but less than 4 years within 150% of normal time to completion of their program. For example, a student who completed a 3-year program in 4-1/2 years or less should be reported in column 12.

**Completed Bachelor's degree within 150% (18)** - Enter the number of students who completed a bachelor's degree program within 150% of normal time. Note: Include completers of 3-year bachelor's degree programs only if they completed within 4-1/2 years.

**Total completers within 150% (29)** - This column is the sum of the previous three columns, and is calculated by the data collection system.

**Section III – Full-Time, First-Time Students Seeking Other than a Bachelor's Degree, Transfers/Exclusions**

**Report each student only once.**

Report the status of the 2001 subcohort of students seeking other than a bachelor's degree **as of August 31, 2007** in terms of the number of transfer-out students (non-completers), exclusions to the cohort, and students still enrolled in programs of 5 years or longer. Report all students by race/ethnicity and gender.

**Report only for full-time, first-time students seeking undergraduate degrees or certificates other than a bachelor's degree. DO NOT** include students who transferred into your institution.

**Other degree-seeking subcohort (10)** – These are the data as reflected in Section I.

**Total completers within 150% (29)** - These are the data as reported on the first page of Section III.

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

**Total exclusions (45)**- Indicate the total number of students who left your institution (and have neither graduated nor transferred to another institution) because of one of the following documented reasons:

- a. The student is deceased or is totally and permanently disabled and thus unable to return to school.
- b. 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.)
- c. The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
- d. The student left school to serve on an official church mission.

**NOTE:** Students who leave the institution for one of the reasons noted in b, c, or d above, but return prior to the status date of August 31, 2007, may be subtracted from the cohort during the calculation of graduation rates.

**Non-completers (still enrolled + not enrolled) and completers > 150% (49)** - This column is generated by the calculation of Col 10 - (Col 29 + Col 30 + Col 45).

### Calculation of Graduation and Transfer-out Rates

#### Worksheets

Worksheets calculating the Student Right-To-Know completion/graduation and transfer-out rates of full-time, first-time degree/certificate-seeking students for the 2001 student cohort are provided as a convenience to the institution. A worksheet calculating 4-year, 5-year, and 6-year graduation rates for the 2001 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.

Worksheets calculating the overall four-year average completion/graduation and transfer-out rates of full-time, first-time degree/certificate-seeking students for the student cohort are also provided. Data previously reported by the institution have been preloaded to use in these calculations.

An additional blank worksheet for calculating Student Right-to-Know four-year average graduation and transfer-out rates by race/ethnicity or other student characteristics for the student cohort is available from the IPEDS website at [http://nces.ed.gov/ipeds/submit\\_data/springdataitems.html](http://nces.ed.gov/ipeds/submit_data/springdataitems.html).

#### 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.