

Graduation Rates

Section III - Graduation rates

Screening questions

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.

- In the columns below, report the status of the Full-time, First-time students reported in the cohort in Col 10.
- Those who completed their program within 150% of normal time as of August 31, 2007 should be reported in Col 11.
- 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 should 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

Cohort of full-time, first-time students

Screen 1
of 1

Cohort year 2004

<u>Initial cohort</u>	<u>Revised cohort</u>	<u>Total exclusions</u>	<u>Adjusted cohort (10 – 45)</u>	<u>Completed program within 150% of normal time to completion</u>	<u>Total transfer-out students</u>	<u>Non-completers (still enrolled + not enrolled) and completers > 150%</u>
	(10)	(45)	(50)	(11)	(30)	(49)

Total men + women

Caveat (will be posted on the College Navigator website)

Print Form(s)

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Instructions for Graduation Rates - Less-than-2-year Institutions

For best results, print using landscape orientation.

Period of Report

This report requests data on a cohort of full-time, first-time degree/certificate-seeking students enrolled in your institution either (1) as of October 15, 2004 or (2) during the period between September 1, 2004 and August 31, 2005. Institutions are to report the status of these students as of August 31, 2007.

Cohort Identification

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 (B3) 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, or 4-1-4 plan) will report using a **fall cohort** of students. Institutions may use a census date of October 15, 2004, 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, 2004 and August 31, 2005, 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 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 2004 cohort remains in the 2004 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.

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 III – Full-Time, First-Time Degree/Certificate-Seeking Students

Report each student only once.

Report the status of the 2004 cohort of degree/certificate-seeking students **as of August 31, 2007** in terms of the number of completers within 150% of normal time to award, number of transfer-out students (non-completers), and exclusions to the cohort. Report the combined total of men and women.

Report only for full-time, first-time degree/certificate-seeking students. DO NOT include students who transferred into your institution.

Initial cohort - If you are reporting on a fall cohort, the information you reported on line 01 of your 2004 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 (10) –Please review the data in the initial cohort column, and make any necessary corrections for omissions or double counting. If you have no corrections to make to your cohort as displayed in the initial cohort, you do not need to enter any data in the revised cohort column. If your data do not appear in the initial cohort column, please provide the enrollment data as requested in the revised cohort column.

Completed within 150% (11) - 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/certificate from another institution.

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.

Total transfer-out students (30) - If the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution, and your institution has information on students who transfer out, 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 11 + Col 30 + Col 45).

Calculation of Graduation and Transfer-out Rates

Worksheets

A worksheet calculating the Student Right-To-Know completion/graduation and transfer-out rates of full-time, first-time degree/certificate-seeking students for the 2004 student cohort is provided as a convenience to the institution.

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.

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