

**2010-11 Survey Materials**

**Graduation Rates Supplemental**

date: 12/7/2011

**Form: Graduation Rates Supplemental form for 2-year institutions**

Screening Question

**Does this institution have additional data to report on completers or transfers out of long programs for the 2004 cohort?**

*If you answer Yes to this question, you will be required to finish the survey*

No

Yes

Total number of students in long programs from 2007-08

Number of students in long programs

Section III - Graduation Rate - Completers within 150%

<b>Cohort of full-time, first-time degree/certificate-seeking students</b>				
Cohort year 2004				
	Revised cohort	Cohort 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	
	(10)	(11A)	(12A)	(29A)
<b>Men</b>				
<u>Nonresident alien</u>				
<u>Black, non-Hispanic</u>				
<u>American Indian/Alaska Native</u>				
<u>Asian/Pacific Islander</u>				
<u>Hispanic</u>				
<u>White, non-Hispanic</u>				
<u>Race and ethnicity unknown</u>				
<b>Total men</b>				
<b>Women</b>				
<u>Nonresident alien</u>				
<u>Black, non-Hispanic</u>				
<u>American Indian/Alaska Native</u>				
<u>Asian/Pacific Islander</u>				
<u>Hispanic</u>				
<u>White, non-Hispanic</u>				
<u>Race and ethnicity unknown</u>				
<b>Total women</b>				

Section III - Graduation Rate - Transfers/exclusions

**Cohort of full-time, first-time degree/certificate-seeking students**

Cohort year 2004

	Revised cohort	Total completers within 150%	Total transfer-out students (non-completers)	Total exclusions	Non-completers still enrolled and non-completers not enrolled
	(10)	(29A)	(30)	(45)	(49)
<b>Men</b>					
Nonresident alien					
Black, non-Hispanic					
American Indian/Alaska Native					
Asian/Pacific Islander					
Hispanic					
White, non-Hispanic					
Race and ethnicity unknown					
<b>Total men</b>					
<b>Women</b>					
Nonresident alien					
Black, non-Hispanic					
American Indian/Alaska Native					
Asian/Pacific Islander					
Hispanic					
White, non-Hispanic					
Race and ethnicity unknown					
<b>Total women</b>					

**2010-11 Survey Materials****GRS Supplemental - 2yr - Full instructions**

date: 12/7/2011

**Instruction**

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[Purpose of Survey](#)[Changes in Reporting](#)[Reporting Period Covered](#)[Where to get help](#)[Where data appears](#)[Screening Question](#)[Data Reporting Instructions](#)**Purpose of Survey**

The purpose of the Graduation Rate Supplemental Survey is to allow institutions to update the status of those students in programs of 3 years or longer. By going back and reporting their status after six years, these students will have been given the full complement of 150% of normal time of completion as described in the Student-Right-to-Know Act.

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**Changes in Reporting**

There have been no changes implemented for the 2010-11 Graduation Rates Supplemental Survey.

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**Reporting period covered**

This report requests additional data on the 2004 cohort of full-time, first-time degree/certificate-seeking students who were reported on your Graduation Rate Survey report in 2007.

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**Where to Get Help**

## IPEDS Data Collection Help Desk

Phone: 1-877-225-2568  
Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

## AIR Website

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

## IPEDS Resources Page

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

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## Where the 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](#)

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](#)

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## Data Reporting Instructions

### Screening Question

In order to make it easier for some institutions to report on the supplemental form, there is the following screening question:

**Does this institution have additional data to report on completers or transfers out of long programs for the 2004 cohort?**

If the institution answers "Yes", they will need to complete the rest of the survey. However, if they answer "No", they are not required to fill out anything else on this survey.

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## Data Reporting Instructions

### Preloaded Information

This report includes each of the Sections that you will need to update. Section III includes edited data from your 2007 GRS submission.

### General Instructions

Since this report collects supplemental information for the 2004 cohort of students you included on your 2007 Graduation Rate survey (GRS) form, all instructions for reporting additional information remain the same.

Please report additional completers by race/ethnicity and gender in the columns provided, so that a graduation rate can be calculated based on 150% of normal time for your institution's longest program.

### Section III - Full-Time, First-Time Degree/Certificate-Seeking Students, Completers within 150% of Normal Time

#### Report each student only once.

Report the status of the 2004 cohort of degree/certificate-seeking students **as of August 31, 2010**. Report all students by race/ethnicity and gender.

**Report only for full-time, first-time students seeking degrees or certificates. DO NOT** include students who transferred into your institution.

#### Count completers only once and indicate the highest degree level attained.

**Completed 2<4-yr within 150% (12)** - 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.

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. Include completers of 3-year programs only if they completed within 4-1/2 years.

### Section III - Full-Time, First-Time Degree/Certificate-Seeking Students, Transfers/Exclusions

**Total transfer-out students (30)** - Report the total number of students who transferred (without a degree/award) out of your institution, within 150% of normal time to completion. Include students who transferred out of your institution and subsequently re-enrolled.

**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:

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 in b, c, or d above, but return prior to the status date of August 31, 2010, may be subtracted from the cohort during the calculation of graduation rates.

### Calculation of Graduation and Transfer-out Rates

### Worksheets

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

**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.

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**2010-11 Survey Materials**

date: 12/7/2011

**Narrative Edits for Graduation Rates Supplemental form for 2-year institutions****Edit specifications for the 2010-11 IPEDS Web-Based Data Collection****Graduation Rate Supplemental Component****Applicable to 2-year completers who did not complete the Graduation Rates survey as required**

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.*

Screening QuestionsSection III: Cohort Data**Screening Questions**

You must respond to the following screening question:

- Does this institution have additional data to report on completers or transfers out of long programs for the 2004 cohort?
  - If you select **Yes**, you are required to finish the survey.

The above screening question is a critical data item. To lock this survey, this question must be answered.

[Top](#)**Section III: Cohort data****Completers within 150%**

On this screen you must report the total number of **Completers of programs of at-least-two but less-than-four years** (column 12A) from **Cohort year 2004** who completed their program within 150% of normal time to completion. Values for the **Revised Cohort** (column 10) and **Completers of programs of less-than-2 years** (column 11A) within 150% of normal time are preloaded from your institution's 2007 Graduation Rates submission. Columns 11A and 12A are summed across each race/ethnicity and gender category to determine the **Total completers within 150%**.

**Transfers/Exclusions**

On this screen, enter the number of **Total transfer-out students (non-completers)** (column 30) and **Total exclusions** (column 45) from **Cohort year 2004**. The values from columns 30, 45, and the **Total completers within 150%** (column 29A) are summed across each race/ethnicity and gender category, and subtracted from the **Revised cohort** (column 10) to determine the total number of **Non-completers still enrolled and non-completers not enrolled** (column 49).

The following edits will be performed on this screen:

- The total number of **Non-completers still enrolled and non-completers not enrolled** (column 49) must be greater than or equal to 0. To correct this value, the sum of **Total completers within 150%** (column 29A), **Total transfer-out students** (column 30), and **Total exclusions** (column 45) must not be greater than the **Revised cohort** (column 10).
- For **Total exclusions** (column 45), if the sum of **Men** plus **Women** is greater than 10, then the number of **Total exclusions** in column 45 is expected to be less than or equal to 10% of the total number of men and women in the **Revised cohort** (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.

- An *explanation* must be provided if your institution reported having 0 **Non-completers** (column 49); and your institution reported having more than 100 men and women in the **Revised cohort** (column 10); and your institution reported having more than 10 **Total transfer-out students** (column 30).

**Note:** Please verify that non-completers were not reported erroneously as transfer-out students (column 30) or exclusions (column 45).