

FORM **IPEDS-GRS-1**  
(10-1-97)

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
ACTING AS COLLECTING AGENT FOR THE  
U.S. DEPARTMENT OF EDUCATION  
NATIONAL CENTER FOR EDUCATION STATISTICS

**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

**GRADUATION RATE SURVEY  
(FOR 4-YEAR INSTITUTIONS)**

**1997**

**NOTE** - The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).  
The collection and reporting of enrollment data on students with athletically-related student aid is mandatory for all institutions participating in any Title IV HEA program and is authorized by Section 485 of the Higher Education Act of 1965 (20 U.S.C. 1092), as amended.  
For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

**Please read** the accompanying instructions before completing this survey form. Report data **ONLY** for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they **CANNOT** be reported separately, please provide a list of these schools.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6235 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

**RETURN TO**

**Date due: March 1, 1998**

1. Name of respondent

2. Title of respondent

3. Telephone — Area code, number, extension

FAX number

4. E-Mail address

**CERTIFICATION** - I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

5. Name (Type or print)

6. Title

7. Telephone (Area code, number, ext.)

8. Signature

9. Date

## PURPOSE OF THE SURVEY

The Graduation Rate Survey (GRS), component of the Integrated Postsecondary Education Data System, collects data on completion or graduation rates and transfer-out rates of full-time, first-time certificate or degree-seeking undergraduate students. This survey will provide a new indicator in the National Center for Education Statistics' (NCES) ongoing effort to report on the condition of postsecondary education in the United States.

These data will also help institutions satisfy the requirements of the Student Right-to-Know legislation. According to the Student Assistance General Provisions (Sec. 668.41, 668.46, 668.49), institutions that offer athletically-related student aid are required to report graduation and transfer-out rates to the Secretary, U.S. Department of Education. In addition, other institutions that participate in any student financial assistance program under Title IV of the Higher Education Act of 1965, as amended, are required to disclose graduation rates to students and prospective students.

This survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States..." (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

## USES OF THE DATA

These data will provide comparable graduation rate statistics for all postsecondary institutions in the nation. The data will also provide much needed information to researchers as an institutional outcome measure and it will offer insight into the relationship between the changing demographics of college-going cohorts within different types of institutions. The information collected in this form can also be used by institutions to partially satisfy the final regulations regarding the Student Right-to-Know Act.

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0582. The time required to complete this information collection is estimated to average 28.3 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have comments or concerns regarding the status of your individual submission of this form write directly to:**

**National Center for Education Statistics/IPEDS  
555 New Jersey Avenue, NW  
Washington, D.C. 20208-5652**

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|   |
|---|
| <p>The definitions and instructions for compiling GRS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading unless accompanied by additional information about the institution.</p> |
|---|

**DO NOT RETURN INSTRUCTIONS**

## Before You Complete This Report ...

Please answer the following questions to determine which sections of the Graduation Rate Survey you should complete:

**1. Did your institution offer athletically-related aid to students in academic year 1996-97?**

Yes – **Complete at least Section V.**

**Section VI must be completed** if you can also report student athlete data for the 1991 cohort (see question 2 below).

No – **Sections V and VI are not applicable.**

**2. For academic year 1991-92, did your institution have any full-time, first-time students enrolled in programs at the baccalaureate level or below?**

Yes – **Complete Sections I, II, and III** if you can report for a 1991 cohort.

If 1991 cohort data are **not available** indicate the first year for which cohort data are (will be) available →

|      |
|------|
| Year |
|------|

No – This institution did not enroll full-time, first-time students. **Sections I, II, and III are not applicable.**

No – This institution did not offer programs at or below the baccalaureate level – **Sections I, II, and III are not applicable.**

**3. Which method does your institution use to identify a cohort for reporting data on this survey? (See "Cohort Identification" on page 1 of the instructions.)**

Fall Cohort

Full-Year Cohort (September 1, 1991 through August 31, 1992)



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## **SECTION I**

### **ESTABLISHING YOUR COHORTS**

**Section I – ESTABLISHING YOUR COHORTS**

**Before completing this section, please read the general instructions (page 1) for cohort identification and who to include in your cohort.**

**Line 01** – Enter the total number of students in your initial cohort of full-time, first-time degree/certificate-seeking undergraduates by race/ethnicity and sex.

\*If using a **fall cohort**, report enrollment as of the institution’s official fall reporting date or October 15. This number should be as reported on line 01 of your **1991** IPEDS Fall Enrollment (EF-1) report. If using a **full-year cohort**, this number should be an UNDUPLICATED count of all full-time, first-time degree/certificate-seeking undergraduates enrolled at anytime during the **entire** year (September 1, 1991 through August 31, 1992).

**Line 02** – If your institution determines degree intent upon entry, enter the number of students from line 01 who declared intent to seek the bachelor’s (or equivalent) degree on line 02. Also report students whose intent was unknown on line 02. If students do not declare intent upon entry or this information is not accessible, then enter the entire cohort on this line.

**Line 03** – Report the number of students from line 01 that were other than bachelor’s degree-seeking upon entry.

| Line No.  | Cohort year: 1991   | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|---|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |   | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>01</b> | Initial cohort of all full-time, first-time degree/certificate-seeking undergraduates*<br>MAKE CORRECTIONS IF NEEDED AND EXPLAIN IN REMARKS |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>02</b> | Of line 01, how many were seeking the bachelor’s (or equivalent) degree upon entry? (Transfer to Section II, Part A, line 10)               |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>03</b> | Of line 01, how many were other than bachelor’s degree-seeking upon entry? (Transfer to Section III, Part A, line 10)                       |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**Edit Check:** Be sure line 01 = lines 02 + 03. **Report each student only once.**

**REMARKS SECTION:**

**SECTION II**

**1991 COHORT OF FULL-TIME, FIRST-TIME BACHELOR'S (OR  
EQUIVALENT) DEGREE-SEEKING UNDERGRADUATE STUDENTS**

**(FROM SECTION I, LINE 02)**



**Section II – 1991 COHORT OF FULL-TIME, FIRST-TIME BACHELOR’S (OR EQUIVALENT) DEGREE-SEEKING UNDERGRADUATE STUDENTS**

**Part A – FULL-TIME, FIRST-TIME BACHELOR’S (OR EQUIVALENT) DEGREE-SEEKING UNDERGRADUATE STUDENTS**

| Line No.  | Cohort year: 1991   | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|---|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |   | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>10</b> | <b>Initial cohort of full-time, first-time bachelor’s (or equivalent) degree-seeking undergraduate students (from Section I, line 02)</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

On lines 11-17 report the status of the bachelor’s degree-seeking students reported on line 10 above who attained other than a bachelor’s degree as of August 31, 1997.

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>11</b> | <b>Completers of programs of less than 2 years, total</b>                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>12</b> | <b>Completers of programs of at least 2 years but less than 4 years, total</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>13</b> | Completed the program in 2 years or less                                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>14</b> | Completed the program in 3 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>15</b> | Completed the program in 4 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>16</b> | Completed the program in 5 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>17</b> | Completed the program in 6 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

On lines 18-21 report the status of the bachelor’s degree-seeking students reported on line 10 above who attained a bachelor’s degree as of August 31, 1997.

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>18</b> | <b>Completers of programs of at least 4 years, total</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>19</b> | Completed the program in 4 years or less                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>20</b> | Completed the program in 5 years                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>21</b> | Completed the program in 6 years                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>22</b> | <b>Noncompleters still enrolled</b>                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>23</b> | <b>Noncompleters not enrolled</b>                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Edit Checks:** Be sure line 10 = lines 11 + 12 + 18 + 22 + 23, line 12 = lines 13 + 14 + 15 + 16 + 17, and line 18 = lines 19 + 20 + 21. **Report each student only once.**

| Line No.   | Cohort year: 1991  | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|------------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|            |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>11A</b> | <b>Of line 11 above, how many completed their program within 150% of normal time</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>12A</b> | <b>Of line 12 above, how many completed their program within 150% of normal time</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**Section II – 1991 COHORT OF FULL-TIME, FIRST-TIME BACHELOR’S (OR EQUIVALENT) DEGREE-SEEKING UNDERGRADUATE STUDENTS – Continued**

**Part B – TRANSFER-OUT STUDENTS**

**Does your institution have or receive data about students who transfer-out through a verification process as described in the instructions?**

**NOTE:** Transfer must occur within 150% of normal time. Students may or may not have subsequently returned to your institution, but should not be reported here if they completed their program within 150% of normal time.

Yes – Only provide information for verified transfer-out students below.

Enter zero (0) in the TOTAL columns (columns 15 and 16) if your institution does not have transfer-out students from the 1991 cohort. Leave blank if data are not available.

No – SKIP to Part C

| Line No.  | Cohort year: 1991  | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>30</b> | <b>Transfer-out students (noncompleters) (at any time within 150% of normal time), total</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>31</b> | To a less than 2-year institution  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>32</b> | To a 2-year institution  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>33</b> | To a 4-year or higher institution  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**Edit Check:** Be sure line 30 = lines 31 + 32 + 33. Report each student only once.

| Line No.  | Cohort year: 1991  | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>38</b> | <b>Of the students reported on line 30 above, how many returned and were still enrolled as of August 31, 1997?</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**REMARKS SECTION:**

**Section II – 1991 COHORT OF FULL-TIME, FIRST-TIME BACHELOR’S (OR EQUIVALENT) DEGREE-SEEKING UNDERGRADUATE STUDENTS – Continued**

**Part C – CLARIFYING QUESTIONS**

**1. How many students in the initial cohort left your institution for one of the following reasons?**

**NOTE:** Be sure these students are included in **Section II, line 10**. Students may or may not have subsequently returned to your institution (for example from church mission), but should not be reported here if they completed their program within 150% of normal time.

*Enter zero (0) in the TOTAL columns (columns 15 and 16) if no students left for the reasons listed below. Leave blank if data are not available.*

| Line No.  | Cohort year: 1991   | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|---|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |   | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>41</b> | Students are deceased or are totally and permanently disabled   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>42</b> | Students left school to serve in the armed forces   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>43</b> | Students left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>44</b> | Students left school to serve on official church missions   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>45</b> | <b>TOTAL</b>  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**Edit Check:** Be sure line 45 = lines 41 + 42 + 43 + 44. **Report each student only once.**

**2. Of the students reported in Section II, line 22, how many are still enrolled in programs of 5 years or longer?**

**No 5-year programs offered.**

| Line No.  | Cohort year: 1991  | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>46</b> | Students still enrolled in programs of 5 years or longer |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**REMARKS SECTION:**

**SECTION III**

**1991 COHORT OF OTHER THAN BACHELOR'S DEGREE-SEEKING  
FULL-TIME, FIRST-TIME UNDERGRADUATE STUDENTS**

**(FROM SECTION I, LINE 03)**

**Section III – 1991 COHORT OF OTHER THAN BACHELOR’S DEGREE-SEEKING FULL-TIME, FIRST-TIME UNDERGRADUATE STUDENTS**

**Part A – OTHER THAN BACHELOR’S DEGREE-SEEKING FULL-TIME, FIRST-TIME UNDERGRADUATE STUDENTS**

| Line No.  | Cohort year: 1991  | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>10</b> | <b>Initial cohort of other than bachelor’s degree-seeking full-time, first-time undergraduate students (from Section I, line 03)</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

On lines 11-17 report the status of the other than bachelor’s degree-seeking students reported on line 10 above who attained other than a bachelor’s degree as of August 31, 1997.

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>11</b> | <b>Completers of programs of less than 2 years, total</b>                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>12</b> | <b>Completers of programs of at least 2 years but less than 4 years, total</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>13</b> | Completed the program in 2 years or less                                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>14</b> | Completed the program in 3 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>15</b> | Completed the program in 4 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>16</b> | Completed the program in 5 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>17</b> | Completed the program in 6 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

On lines 18-21 report the status of the other than bachelor’s degree-seeking students reported on line 10 above who attained a bachelor’s degree as of August 31, 1997.

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>18</b> | <b>Completers of programs of at least 4 years, total</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>19</b> | Completed the program in 4 years or less                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>20</b> | Completed the program in 5 years                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>21</b> | Completed the program in 6 years                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>22</b> | <b>Noncompleters still enrolled</b>                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>23</b> | <b>Noncompleters not enrolled</b>                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Edit Checks:** Be sure line 10 = lines 11 + 12 + 18 + 22 + 23, line 12 = lines 13 + 14 + 15 + 16 + 17, and line 18 = lines 19 + 20 + 21. **Report each student only once.**

| Line No.   | Cohort year: 1991  | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|------------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|            |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>11A</b> | <b>Of line 11 above, how many completed their program within 150% of normal time</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>12A</b> | <b>Of line 12 above, how many completed their program within 150% of normal time</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**Section III – 1991 COHORT OF OTHER THAN BACHELOR’S DEGREE-SEEKING FULL-TIME, FIRST-TIME UNDERGRADUATE STUDENTS – Continued**

**Part B – TRANSFER-OUT STUDENTS**

**Does your institution have or receive data about students who transfer-out through a verification process as described in the instructions?**

**NOTE:** Transfer must occur within 150% of normal time. Students may or may not have subsequently returned to your institution, but should not be reported here if they completed their program within 150% of normal time.

Yes – Only provide information for verified transfer-out students below.

Enter zero (0) in the TOTAL columns (columns 15 and 16) if your institution does not have transfer-out students from the 1991 cohort. Leave blank if data are not available.

No – SKIP to Part C

| Line No.  | Cohort year: 1991  | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>30</b> | <b>Transfer-out students (noncompleters) (at any time within 150% of normal time), total</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>31</b> | To a less than 2-year institution  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>32</b> | To a 2-year institution  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>33</b> | To a 4-year or higher institution  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**Edit Check:** Be sure line 30 = lines 31 + 32 + 33. Report each student only once.

| Line No.  | Cohort year: 1991  | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>38</b> | <b>Of the students reported on line 30 above, how many returned and were still enrolled as of August 31, 1997?</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**REMARKS SECTION:**

**Section III – 1991 COHORT OF OTHER THAN BACHELOR’S DEGREE-SEEKING FULL-TIME, FIRST-TIME UNDERGRADUATE STUDENTS – Continued**

**Part C – CLARIFYING QUESTIONS**

**1. How many students in the initial cohort left your institution for one of the following reasons?**

**NOTE:** Be sure these students are included in **Section III, line 10**. Students may or may not have subsequently returned to your institution (for example from church mission), but should not be reported here if they completed their program within 150% of normal time.

Enter zero (0) in the TOTAL columns (columns 15 and 16) if no students left for the reasons listed below. Leave blank if data are not available.

| Line No. | Cohort year: 1991   | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|----------|---|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|          |   | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| 41       | Students are deceased or are totally and permanently disabled   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| 42       | Students left school to serve in the armed forces   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| 43       | Students left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| 44       | Students left school to serve on official church missions   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| 45       | <b>TOTAL</b>  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**Edit Check:** Be sure line 45 = lines 41 + 42 + 43 + 44. Report each student only once.

**2. Of the students reported in Section III, line 22, how many are still enrolled in programs of 5 years or longer?**

No 5-year programs offered.

| Line No. | Cohort year: 1991  | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|----------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|          |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| 46       | Students still enrolled in programs of 5 years or longer |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**REMARKS SECTION:**

## **SECTION V**

### **1996 ENROLLMENT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID**

**NOTE: This section requests enrollment for fall 1996 if you are reporting on a fall cohort. If using a full-year cohort, report an unduplicated full-year count (September 1, 1996 through August 31, 1997).**

**SECTION IV IS NOT APPLICABLE TO THIS REPORT**



**Section V – 1996 ENROLLMENT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID**

In order to help fulfill the requirements of the Student Right-to-Know regulations, 34 CFR 668.41, the following additional information is requested:

| Line No. | 1996   | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|----------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|          |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| 50       | Full-time, degree/certificate-seeking undergraduates*<br>MAKE CORRECTIONS IF NEEDED AND EXPLAIN IN REMARKS   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| 51       | <b>Students receiving athletically-related student aid:</b> Of those students reported on line 50 above, how many students received athletically-related student aid at any time during the 1996-97 academic year.<br><b>TOTAL</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| 52       | Football   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| 53       | Basketball   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| 54       | Baseball   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| 55       | Cross-country and track combined   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| 56       | All other sports combined  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

\* If using a **fall cohort**, report enrollment as of the institution's official fall reporting date or October 15. This number should be as reported on lines 01-06 of your **1996** IPEDS Fall Enrollment (EF-1) report. If using a **full-year cohort**, this number should be an UNDUPLICATED count of all full-time, degree/certificate-seeking undergraduates enrolled at anytime during the **entire** year (September 1, 1996 through August 31, 1997).

**Edit Check:** Be sure line 51 = lines 52 + 53 + 54 + 55 + 56. **Report each student only once.**

**REMARKS SECTION:**

## **SECTION VI**

### **1991 COHORT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS**

**(Be sure to report each sport on a separate page)**

**NOTE:** The marked boxes indicate the sport to be reported on each page. If athletically-related student aid was not offered in **1991** for a sport that is marked, indicate by marking check box 8.

**Section VI – 1991 COHORT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS**

**Part A – FULL-TIME, FIRST-TIME DEGREE/CERTIFICATE-SEEKING UNDERGRADUATES RECEIVING ATHLETICALLY-RELATED STUDENT AID TO PLAY:**

Check **only one** of the following boxes for the sport that applies:

1  **Football**    2  **Basketball**    3  **Baseball**    4  **Cross-country/track**    5  **All other sports combined**

| Line No.  | Cohort year: 1991   | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|---|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |   | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>60</b> | <b>Of the initial cohort in Section I, line 01, how many received athletically-related student aid to play this sport</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

On lines 61-73 report the status of the students reported on line 60 above as of August 31, 1997. **Report each student only once.**

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>61</b> | <b>Completers of programs of less than 2-years, total</b>                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>62</b> | <b>Completers of programs of at least 2-years but less than 4-years, total</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>63</b> | Completed the program in 2 years or less                                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>64</b> | Completed the program in 3 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>65</b> | Completed the program in 4 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>66</b> | Completed the program in 5 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>67</b> | Completed the program in 6 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>68</b> | <b>Completers of programs of at least 4 years, total</b>                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>69</b> | Completed the program in 4 years or less                                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>70</b> | Completed the program in 5 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>71</b> | Completed the program in 6 years   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>72</b> | <b>Noncompleters still enrolled</b>  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>73</b> | <b>Noncompleters not enrolled</b>  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Edit Checks:** Be sure line 60 = lines 61 + 62 + 68 + 72 + 73, line 62 = lines 63 + 64 + 65 + 66 + 67, and line 68 = lines 69 + 70 + 71.

| Line No.   | Cohort year: 1991  | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|------------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|            |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>61A</b> | <b>Of line 61 above, how many completed their program within 150% of normal time</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>62A</b> | <b>Of line 62 above, how many completed their program within 150% of normal time</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**Section VI – 1991 COHORT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS – Continued**

**Part B – TRANSFER-OUT STUDENTS**

**Does your institution have or receive data about students who transfer-out through a verification process as described in the instructions?**

**NOTE:** Transfer must occur within 150% of normal time. Students may or may not have subsequently returned to your institution, but should not be reported here if they completed their program within 150% of normal time.

Yes – Only provide information for verified transfer-out students below.

Enter zero (0) in the TOTAL columns (columns 15 and 16) if your institution does not have transfer-out students from the 1991 cohort. Leave blank if data are not available.

No – SKIP to Part C

| Line No.  | Cohort year: 1991  | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|--|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |  | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>80</b> | <b>Transfer-out students (noncompleters) (at any time within 150% of normal time), total</b> |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>81</b> | To a less than 2-year institution  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>82</b> | To a 2-year institution  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>83</b> | To a 4-year or higher institution  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**Edit Check:** Be sure line 80 = lines 81 + 82 + 83. Report each student only once.

**REMARKS SECTION:**

**Section VI – 1991 COHORT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS – Continued**

**Part C – CLARIFYING QUESTIONS**

**How many students in the initial cohort left your institution for one of the following reasons?**

**NOTE:** Be sure these students are included in **Section VI, line 60**. Students may or may not have subsequently returned to your institution (for example from church mission), but should not be reported here if they completed their program within 150% of normal time.

*Enter zero (0) in the TOTAL columns (columns 15 and 16) if no students left for the reasons listed below. Leave blank if data are not available.*

| Line No.  | Cohort year: 1991   | Nonresident alien |           | Black, non-Hispanic |           | American Indian or Alaskan Native |           | Asian or Pacific Islander |           | Hispanic |            | White, non-Hispanic |            | Race/ethnicity unknown |            | TOTAL ALL STUDENTS |            |
|-----------|---|-------------------|-----------|---------------------|-----------|-----------------------------------|-----------|---------------------------|-----------|----------|------------|---------------------|------------|------------------------|------------|--------------------|------------|
|           |   | Men (1)           | Women (2) | Men (3)             | Women (4) | Men (5)                           | Women (6) | Men (7)                   | Women (8) | Men (9)  | Women (10) | Men (11)            | Women (12) | Men (13)               | Women (14) | Men (15)           | Women (16) |
| <b>91</b> | Students are deceased or are totally and permanently disabled   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>92</b> | Students left school to serve in the armed forces   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>93</b> | Students left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>94</b> | Students left school to serve on official church missions   |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |
| <b>95</b> | <b>TOTAL</b>  |                   |           |                     |           |                                   |           |                           |           |          |            |                     |            |                        |            |                    |            |

**Edit Check:** Be sure line 95 = lines 91 + 92 + 93 + 94. **Report each student only once.**

**REMARKS SECTION:**

## **WORKSHEETS FOR CALCULATING GRADUATION AND TRANSFER-OUT RATES**

**These worksheets are provided for the institution's convenience and may be used to calculate graduation and transfer-out rates or other rates for disclosure or reporting purposes. Duplicate the worksheets if needed to calculate additional rates by race/ethnicity or other student characteristics.**

**WORKSHEET FOR CALCULATING STUDENT RIGHT-TO-KNOW COMPLETION OR GRADUATION AND  
TRANSFER-OUT RATES OF FULL-TIME, FIRST-TIME DEGREE/CERTIFICATE-SEEKING UNDERGRADUATES  
FOR 4-YEAR INSTITUTIONS**

**This worksheet is provided for the institution's convenience and may be used to calculate Student Right-To-Know completion or graduation and transfer-out rates or other rates for disclosure or reporting purposes. Duplicate the worksheet if needed to calculate rates by race/ethnicity or other student characteristics.**

| 1. Cohort determination. Enter your initial cohort from Section I, line 01 and the number of allowable exclusions from Sections II and III, Part C to determine your cohort for calculating graduation rates. |              |                |       | 2. Calculation of total completers. Enter the numbers of completers from Sections II and III onto the worksheet as indicated. Enter "0" if appropriate. |              |                |       | 3. Calculation of total transfer-out students. Enter the numbers of transfer-out students from Sections II and III onto the worksheet as indicated. Enter "0" if appropriate. |              |                |       |
|---|--------------|----------------|-------|---|--------------|----------------|-------|---|--------------|----------------|-------|
| Item Reference  | Men (Col 15) | Women (Col 16) | TOTAL | Item Reference  | Men (Col 15) | Women (Col 16) | TOTAL | Item Reference  | Men (Col 15) | Women (Col 16) | TOTAL |
| a. Initial cohort<br>Sec I, line 01   |              |                |       | a. Completers of < 2-yr programs<br>Sec II, Part A, line 11A  |              |                |       | a. Transfer-out students<br>Sec II, Part B, line 30   |              |                |       |
| b. Initial Cohort: Sum Item 1a<br>(Cols 15 + 16) and enter total here →   |              |                |       | b. Completers of 2 < 4-yr programs<br>Sec II, Part A, line 12A  |              |                |       | b. Transfer-out students<br>Sec III, Part B, line 30  |              |                |       |
| c. Allowable exclusions<br>Sec II, Part C, line 45  |              |                |       | c. Completers of 4-yr programs<br>Sec II, Part A, line 18   |              |                |       | c. Total (Sum of a + b)   |              |                |       |
| d. Allowable exclusions<br>Sec III, Part C, line 45   |              |                |       | d. Completers of < 2-yr programs<br>Sec III, Part A, line 11A   |              |                |       | d. Total transfer-out students: Sum Item 3c<br>(Cols 15 + 16) and enter total here →  |              |                |       |
| e. Total exclusions:<br>(Sum of c + d)  |              |                |       | e. Completers of 2 < 4-yr programs<br>Sec III, Part A, line 12A   |              |                |       |   |              |                |       |
| f. Total Exclusions: Sum Item 1e<br>(Cols 15 + 16) and enter total here →   |              |                |       | f. Completers of 4-yr programs<br>Sec III, Part A, line 18  |              |                |       |   |              |                |       |
| g. Final Cohort: Subtract the exclusions<br>(Item 1f) from the initial cohort total<br>(Item 1b) and enter the result here →  |              |                |       | g. Total<br>(Sum of a through f)  |              |                |       |   |              |                |       |
|   |              |                |       | h. Sum Item 2g (Cols 15 + 16) and<br>enter total here →   |              |                |       |   |              |                |       |
| <b>4. Student Right-To-Know Completion or Graduation Rate Calculation: Item 2h divided by Item 1g - enter result here →</b>   |              |                |       |   |              |                |       |   |              |                |       |
| <b>5. Student Right-To-Know Transfer-Out Rate Calculation: Item 3d divided by Item 1g - enter result here →</b>   |              |                |       |   |              |                |       |   |              |                |       |

**WORKSHEET FOR CALCULATING STUDENT RIGHT-TO-KNOW COMPLETION OR GRADUATION AND  
TRANSFER-OUT RATES OF FULL-TIME, FIRST-TIME DEGREE/CERTIFICATE-SEEKING STUDENTS RECEIVING  
ATHLETICALLY-RELATED STUDENT AID  
FOR 4-YEAR INSTITUTIONS**

**This worksheet is provided for the institution's convenience and may be used to calculate Student Right-To-Know completion or graduation and transfer-out rates or other rates for disclosure or reporting purposes. Duplicate the worksheet if needed to calculate rates for each sport or by race/ethnicity or other student characteristics.**

Check **only one** of the following boxes for the sport that applies.

1  **Football**    2  **Basketball**    3  **Baseball**    4  **Cross-country/track**    5  **All other sports combined**

**1.** Cohort determination. Enter your initial cohort from Section VI, Part A, line 60 and the number of allowable exclusions from Section VI, Part C to determine your cohort for calculating graduation rates.

**2.** Calculation of total completers. Enter the numbers of completers from Section VI onto the worksheet as indicated. Enter "0" if appropriate.

**3.** Calculation of total transfer-out students. Enter the numbers of transfer-out students from Section VI onto the worksheet as indicated. Enter "0" if appropriate.

| Item Reference   | Men<br>(Col 15) | Women<br>(Col 16) | TOTAL | Item Reference  | Men<br>(Col 15) | Women<br>(Col 16) | TOTAL | Item Reference   | Men<br>(Col 15) | Women<br>(Col 16) | TOTAL |
|--|-----------------|-------------------|-------|---|-----------------|-------------------|-------|--|-----------------|-------------------|-------|
| <b>a.</b> Initial cohort<br>Sec VI, Part A, line 60  |                 |                   |       | <b>a.</b> Completers of<br>< 2-yr programs<br>Sec VI, Part A,<br>line 61A   |                 |                   |       | <b>a.</b> Transfer-out students<br>Sec VI, Part B,<br>line 80                                  |                 |                   |       |
| <b>b.</b> Initial Cohort: Sum Item 1a<br>(Cols 15 + 16) and enter total here →   |                 |                   |       | <b>b.</b> Completers of<br>2 < 4-yr programs<br>Sec VI, Part A,<br>line 62A |                 |                   |       | <b>b.</b> Total transfer-out students:<br>Sum Item 3a (Cols 15 + 16) and<br>enter total here → |                 |                   |       |
| <b>c.</b> Allowable exclusions<br>Sec VI, Part C, line 95  |                 |                   |       | <b>c.</b> Completers of<br>4-yr programs<br>Sec VI, Part A,<br>line 68      |                 |                   |       |  |                 |                   |       |
| <b>d.</b> Total Exclusions: Sum Item 1c<br>(Cols 15 + 16) and enter total here →   |                 |                   |       | <b>d.</b> Total<br>(Sum of a through c)                                     |                 |                   |       |  |                 |                   |       |
| <b>e.</b> Final Cohort: Subtract the exclusions (Item 1d)<br>from the initial cohort total (Item 1b) and<br>enter the results here → |                 |                   |       | <b>e.</b> Sum of Item 2d<br>(Cols 15 + 16) and enter total here →           |                 |                   |       |  |                 |                   |       |

**4. Student Right-To-Know Completion or Graduation Rate Calculation: Item 2e divided by Item 1e – enter result here →**

**5. Student Right-To-Know Transfer-Out Rate Calculation: Item 3b divided by Item 1e – enter result here →**



**INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM  
GRADUATION RATE SURVEY (GRS)  
GENERAL INSTRUCTIONS – GRS-1**

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

### **INSTITUTIONAL IDENTIFICATION**

In the space provided on the front page of this report, make any necessary corrections to the preprinted address information. Also, enter the name, title, telephone number, e-Mail address, and FAX number of the person responsible for completing the report and to whom questions may be directed.

### **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, 1991 or (2) during the period between September 1, 1991 and August 31, 1992. Institutions are to report the status of these students as of August 31, 1997. Note that Section V requests data for the 1996 fall term or the period between September 1, 1996 and August 31, 1997.

### **BEFORE YOU COMPLETE THIS FORM . . .**

Please read these questions carefully. Your responses will help you determine whether or not you need to complete the survey and which sections you should complete. If your institution currently offers athletically-related aid to students, you **must** at least complete Section V. In addition, if you have cohort data available for 1991, you should complete the remainder of the survey form. If you have not established a 1991 cohort for tracking purposes, be sure to indicate the first year for which cohort data are available. After answering the questions, if you still are unsure about which sections need to be completed, please call the Census Bureau for clarification.

### **COHORT IDENTIFICATION**

Indicate which method your institution is using to identify the cohort reported on this survey. You may indicate **either a fall cohort** or a **full-year cohort (12-month period)**.

When establishing a cohort, include **only** those full-time, first-time degree/certificate-seeking undergraduates who entered the institution during one of the time periods described below:

- (1) Institutions that offer a predominant number of programs based on standard academic terms (semesters, trimesters, or quarters) will report using a **fall cohort** of students. Institutions may use a census date of October 15, 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 (EF-1) report.
- (2) Institutions that do not offer a predominant number of programs based on standard academic terms (as defined above) must count as entering students all those students who entered the institution between September 1, 1991 and August 31, 1992, and who attended at least 1 day of class.

### **WHO TO INCLUDE IN THE COHORT**

**Students included in 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.

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 1991 cohort remains in the 1991 cohort, even if the student:

- Becomes a part-time student.
- Transfers to another institution.
- Stops out of the institution.
- Drops 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 this 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 CEU's 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 attached 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, noncompleters still enrolled, noncompleters not enrolled, 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.

**REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES**

## GENERAL INSTRUCTIONS – GRS-1 – Continued

### REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX

**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:

- **Black, non-Hispanic** – A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **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.
- **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 columns 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.

In columns 15 and 16, report the grand total of all students in the cohort regardless of race/ethnicity or citizenship.

### GENERAL INSTRUCTIONS FOR STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID

These sections are to be completed by any institution that participates in any Federal student financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended, **and** awards athletically-related student aid.

The sports specified are as defined in 34 CFR Section 668.41 of the Student Assistance General Provisions.

**Definition of Sport** – For the purposes of this section, report separately for the following sports: (1) Football; (2) Basketball; (3) Baseball; (4) Cross-country and track combined; and (5) All other sports combined.

If a student receives athletically-related student aid for **MORE THAN ONE SPORT**, count that student only **ONCE**. Count the student using the following sports hierarchy: football; basketball; baseball; cross-country and track combined; and all other sports combined. **For example**, if a student receives athletically-related aid for playing football **and** baseball, provide information for this student **only** under the sport of football.

### CONFIDENTIALITY OF DATA

The confidentiality of individuals will be preserved in accordance with Title V, Section 501(a) of the Education Amendments of 1974 (P.L. 93-380) which amends Part A of the General Education Provisions Act by adding at the end thereof a new Section 406 specifically referring to NCES. Section (d)(2) of the Act is cited below:

"The Center shall develop and enforce standards designed to protect the confidentiality of persons in the collection, reporting, and publication of data under this section. This subparagraph shall not be construed to protect the confidentiality of information about institutions, organizations, and agencies receiving grants from or having contracts with the Federal Government."

The Freedom of Information Act requires that data retained by the Federal Government must be made available to the public so long as the rights to privacy of individuals are not violated. When requested, data collected in this survey will be made available to the public in the form of diskettes or via Internet. Data cells containing fewer than three individuals will be removed. The database will contain all of the data items on the report (except those which might identify individuals), as well as the names of institutions submitting the reports.

# INSTRUCTIONS FOR COMPLETING THE GRADUATION RATE SURVEY GRS-1 REPORT FORM

Enter zero (0) in the TOTAL columns (columns 15 and 16) if the reported data for an item number are "Not Applicable" or "None." Leave blank if the data are not available.

## SECTION I – ESTABLISHING YOUR COHORTS

### Report each student only once.

If your institution determines degree intent upon entry, students in your initial cohort are to be separated into two groups: (1) students entering bachelor's (or equivalent) degree programs and (2) students seeking other than a bachelor's degree (associate's degree, certificates, etc.). Please complete all of **SECTION I** and continue with **SECTIONS II** and **III** as directed.

Institutions that do not determine degree intent upon entry should report their entire cohort on **line 01** and continue as if all students are bachelor's degree seeking.

In all cases, students whose intent is not known are to be reported on **line 02**.

**Line 01 – Initial Cohort** – Enter the total number of students in your initial cohort according to their race/ethnicity and sex. If you are reporting on a **fall cohort**, this should be approximately the same information you reported on line 01 of your **1991 IPEDS Fall Enrollment (EF-1)** report. If you responded to this survey, the information should be preprinted for you. Please review these data and make any necessary corrections for omissions or double counting. If there is a major difference in columns 15 and 16, please explain in the remarks section. If you did not respond or your data do not appear on line 01, please provide the enrollment data as requested.

**Line 02** – Of the initial 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.

**Line 03** – Of the initial cohort, indicate how many students declared intent to seek other than a bachelor's level degree (i.e., associates degree or other formal award) upon entry.

**NOTE:** Line 01 should equal the sum of lines 02+03.

If you completed **line 02**, transfer the data from SECTION I, line 02 to SECTION II, line 10 and complete SECTION II.

Similarly, if you completed **line 03**, transfer these data to SECTION III, line 10 and complete SECTION III.

## SECTION II – FULL-TIME, FIRST-TIME BACHELOR'S (OR EQUIVALENT) DEGREE-SEEKING UNDERGRADUATE STUDENTS

### Part A – Status of Students in this Cohort – Report each student only once.

Report the status of the 1991 cohort of bachelor's (or equivalent) degree-seeking students as of August 31, 1997 in terms of the total students in the cohort; the number of completers, by length of program completed, by time to complete the program; the number of noncompleters still enrolled; and the number of noncompleters not graduated and no longer enrolled, including noncompleters who transferred out of the institution. Report all bachelor's degree-seeking students by race/ethnicity and sex.

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

**Line 10 – Initial Cohort** – This should be the same data as reported in **SECTION I, line 02** if your institution can determine degree intent for students upon entry. Otherwise, it is the entire cohort of full-time, first-time degree-seeking undergraduate students.

### Status of Cohort as of August 31, 1997:

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

**Line 11: Completers of programs of less than 2 years** – Report all students in the cohort who completed programs of less than 2 years at any time during the 6-year period.

**Lines 12–17: Completers of programs of at least 2 years but less than 4 years** – Report the total number of students completing these programs on **line 12**; on **lines 13 through 17**, report students according to how long it took them to complete their program.

**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.

**Lines 18–21: Completers of programs of at least 4 years** – Report all students in the cohort who are completers of programs of at least 4 years; i.e., baccalaureate level or equivalent degrees, 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 on line 18. On **lines 19 through 21**, report students according to how long it took them to complete their program. (**NOTE:** Students enrolled in 5-year programs who have not completed within the 6-year period following their enrollment are to be reported as **still enrolled** on **line 22**.)

### Line 22: Noncompleters Still Enrolled

All students (who have not completed a program) who re-enroll in the institution the fall term following the status date of August 31, 1997 are to be considered "still enrolled" and should be reported on **line 22**. Students must be "still enrolled" as of October 15, 1997 or the institution's official fall reporting date.

### Line 23: Noncompleters Not Enrolled

Report on **line 23** all students not accounted for elsewhere in **SECTION II, Part A**. This will include such students as drop outs, stop outs, and those who transferred out of the reporting institution.

## INSTRUCTIONS FOR COMPLETING THE GRS-1 REPORT FORM – Continued

**Edit Check:** Make sure that all students in the cohort are accounted for in this section. **Line 10** is the sum of **line 11 + line 12 + line 18 + line 22 + line 23**.

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

Institutions with 5-year undergraduate programs are to report on the same cohort of students who are being reported by the traditional 4-year institutions. Report students by the length of time it took to complete their 5-year programs on **lines 19 through 21**. Students who have not yet completed their 5-year programs are to be reported as **still enrolled** on **line 22**. In addition, Part C, Item 2 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 7½ years. A special form will be mailed to these institutions in 1999 to collect this information on your 1991 cohort.

#### **Lines 11A and 12A: Completers within 150% of Normal Time**

In order to calculate a graduation rate to comply with Student Right-to-Know regulations, institutions can only count as completers, 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*.

**Line 11A:** Enter the number of students reported on **line 11**, 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 on **line 11A**; those taking longer would only show on **line 11**. Note that the count on **line 11A** is a subset of those completers reported on **line 11**.

**Line 12A:** 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 ½ years or less should be reported on **line 12A**. Again, **line 12A** should be a subset of those students reported on **line 12**.

### **SECTION II – Part B – Transfer-out Students**

#### **Lines 30–38: Transfers Out of Your Institution**

**Check Box:** If your institution receives any data about students who transfer to other institutions through a verification process as described below, check **YES** and complete **lines 30–38**. If you check **NO**, skip to **Part C** (Clarifying Questions).

**Line 30:** For those institutions that check **YES**, report the total number of students who transferred (without a degree/award) out of your institution, within 150% of normal time to completion, if you can provide verification of that transfer by any one of the following means:

- A certification letter or document from the receiving institution stating that the student is enrolled at that institution.
- An electronic certification, such as SPEEDE/ ExPRESS, stating that the student is enrolled at that institution.
- Confirmation of enrollment data from a legally-authorized statewide or regional system (or shared information from those systems) confirming that the student has enrolled at another institution.

- Institutional data exchange information confirming that the student has enrolled at another institution.
- An equivalent level of documentation. For example, transfer information supplied by the student (through surveys or other means) and maintained by the institution would be acceptable for counting individual students as having transferred out.

**DO NOT** consider requests for a transcript as a valid verification of a student's transfer to another institution.

**Lines 31–33:** Report transfer students according to the level of institution that received the student and by race/ ethnicity and sex.

**Edit Check:** Be sure **line 30 = lines 31 + 32 + 33**.

**NOTE:** Students who are counted as transfers out in Part B should also be reported in Part A as either:

- Noncompleters not enrolled on **line 23** or
- Noncompleters still enrolled on **line 22**, if they subsequently re-enrolled at your institution after a successful transfer. These students should also be reported on **line 38** as indicated below.

**Line 38:** Report those students from **line 30** who transferred out of your institution and then subsequently re-enrolled during the period covered by this report. These students must be considered "still enrolled" as of the institution's official fall reporting date or October 15, 1997.

### **SECTION II – Part C – Clarifying Questions**

#### **Lines 41–45: ITEM 1 – Adjustments to Cohort**

Referencing the cohort reported on **line 10**, indicate the number of students who left your institution (and have neither graduated nor transferred to another institution) because of one of the following **documented** reasons:

- The student is deceased or is totally and permanently disabled and thus unable to return to school.
- The student left school to serve in the armed forces. (**DO NOT** include students already in the military who transfer to another duty station.)
- The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
- 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, 1997**, may be subtracted from the cohort during the calculation of graduation rates.

#### **Line 46: ITEM 2 – Students Still Enrolled in 5-Year Programs**

Referencing **line 22**, the number of students in the original cohort who are still enrolled at your institution and have not received a degree or other formal award, indicate how many of these students are still enrolled in programs of 5 years or longer. Check the box provided if your institution does not offer 5-year programs.

### **SECTION III – OTHER THAN BACHELOR'S DEGREE-SEEKING FULL-TIME, FIRST-TIME UNDERGRADUATE STUDENTS**

**Line 10 – Initial Cohort** – This should be the same data as reported in **SECTION I, line 03** if your institution can determine degree intent for students upon entry. These students are seeking **undergraduate** degrees or certificates other than the bachelor's degree.

Follow all instructions for **SECTION II, Parts A, B, and C** when completing **SECTION III**

## INSTRUCTIONS FOR COMPLETING THE GRS-1 REPORT FORM – Continued

**SECTION IV is not applicable to this report.**

### **SECTION V – 1996 ENROLLMENT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID**

The Student Right-to-Know regulations (34 CFR Student Assistance General Provisions, Section 668.41(b)(2)) require that institutions report on:

**Line 50: Institutional Enrollment** – Report the number of full-time, degree/certificate-seeking undergraduate students, categorized by race and sex, who attended the institution during the year prior to the submission of this report.

For institutions reporting on a **fall cohort**, this should be the same as lines 01 through 06 of your **1996 IPEDS Fall Enrollment (EF-1)** report. If you responded to this survey, the information should be preprinted for you. Please review these data and make any necessary corrections for omissions or double counting. If you did not respond or your data do not appear on **line 50**, please provide the enrollment data as requested.

For institutions reporting on a **full-year cohort**, report the UNDUPLICATED count of all full-time, degree/certificate-seeking undergraduate students enrolled at the institution at anytime during the 12-month period September 1, 1996 through August 31, 1997.

**Lines 51–56 – Students Receiving Athletically-Related Student Aid** – Report on **line 51** the number of students on **line 50** who received athletically-related student aid at any time during the 1996-97 academic year. Categorize students by race/ethnicity and sex and then distribute them by sport on **lines 52 through 56**. These numbers should account for **all** full-time, degree/certificate-seeking undergraduate students receiving athletically-related student aid.

### **SECTION VI – STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS**

Based on information provided on your **1996 IPEDS "Institutional Characteristics"** survey, this section of the Graduation Rate Survey has been customized specifically for your institution. Boxes 1 through 5 have been pre-checked to indicate the sport to be reported on each page. If your institution did not offer athletically-related student aid in 1991 for a pre-checked sport, mark box "8" at the top of the page and **do not** complete the section. Individual sections are provided so that you can report data separately for each sport. A blank set of SECTION VI pages is provided for your convenience in reporting data for any of the five specified sports we may have missed. Report only for students in the 1991 cohort. Report each student **only once**. See the General Instructions for Students Receiving Athletically-Related Student Aid on page 2.

**Establishing the 1991 Sport Cohorts** – SECTION VI cohorts are a subset of the cohort you reported in **Section I, line 01**. These cohorts consist of all full-time, first-time degree/certificate-seeking undergraduates receiving athletically-related student aid. Categorized by race/ethnicity and sex, cohorts are further divided by sport.

Students receiving athletically-related student aid are defined in the Student Right-to-Know regulations (Section 668.49(a)(1)(iv)) as those entering students (full-time, first-time degree-seeking undergraduates) who receive athletically-related student aid for any period of time during their entering year. **EXCLUDE** first-time students who do not meet or partially meet the qualifications for athletic aid (nonqualifiers and partial qualifiers).

**EXCLUDE** students receiving athletically-related student aid who transfer into a sports program from another institution. This survey **DOES NOT** collect information on transfer-in students.

### **Part A – Full-Time, First-Time Degree/Certificate-Seeking Undergraduates Receiving Athletically-Related Student Aid**

**Report each student only once.**

Report the status of the 1991 cohort of degree-seeking students as of August 31, 1997 in terms of entering students receiving athletically-related student aid; the number of completers, by length of program completed, by time to complete the program; the number of noncompleters still enrolled; and the number of noncompleters receiving athletically-related student aid no longer enrolled, including those who transferred out of the institution. Report all students by race/ethnicity and sex.

**Report only for full-time, first-time degree/certificate-seeking students receiving athletically-related student aid.**

**Do not include students receiving athletically-related student aid who transfer into your institution.**

**Line 60 – Initial Cohort** – Report the number of students from **SECTION I, line 01** who received athletically-related student aid at any time during their entering year. The box marked at the top of the page determines which sport cohort is being reported.

Follow all instructions for the corresponding line items in **SECTION II** when completing **SECTION VI**.

### **EDIT CHECKS FOR ALL SECTIONS**

**Adding across rows:**

**Parts A, B, and C**

- Column 15 should equal the sum of columns 01+03+05+07+09+11+13.
- Column 16 should equal the sum of columns 02+04+06+08+10+12+14.

**Adding down columns:**

#### **SECTION I**

- Line 01 = lines 02+03

#### **SECTIONS II AND III**

##### **Part A**

- Line 10 should equal the sum of lines 11+12+18+22+23.
- Line 12 should equal the sum of lines 13+14+15+16+17.
- Line 18 should equal the sum of lines 19+20+21.

##### **Part B**

- Line 30 should equal the sum of lines 31+32+33.

##### **Part C – Item 1**

- Line 45 should equal the sum of lines 41+42+43+44.

#### **SECTION V**

- Line 51 should equal the sum of lines 52+53+54+55+56.

#### **SECTION VI**

##### **Part A**

- Line 60 should equal the sum of lines 61+62+68+72+73.
- Line 62 should equal the sum of lines 63+64+65+66+67.
- Line 68 should equal the sum of lines 69+70+71.

##### **Part B**

- Line 80 should equal the sum of lines 81+82+83.

##### **Part C**

- Line 95 should equal the sum of lines 91+92+93+94.

## GRADUATION RATE SURVEY (GRS) GLOSSARY – GRS-1

**ACADEMIC PROGRAM** – Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

**ACADEMIC YEAR** – The period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4-1-4 plan.

**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.

**ASSOCIATE'S DEGREE** – An award that normally requires at least 2 years but less than 4 years of full-time equivalent college work.

**ATHLETICALLY-RELATED STUDENT AID** – Any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution in order to be eligible to receive such assistance.

**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.

**BLACK, NON-HISPANIC** – A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

**CERTIFICATE** – A formal award certifying the satisfactory completion of a postsecondary education program.

**CEU** – Continuing education unit. One continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

**COHORT** – A specific group (of students) established for tracking purposes. [For this survey, the initial cohort is defined as all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during either (1) the fall term of a given year, or (2) between September 1 and August 31 of the same academic year. (See instructions for further clarification.)]

**COMPLETER** – A student who receives a degree, diploma, certificate, or other formal award. In order to be considered a completer, the degree/award must actually be conferred.

**COOPERATIVE (WORK-STUDY PLAN) PROGRAM** – A program that provides for alternate class attendance and employment in business, industry, or government.

**CREDIT** – Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

**CREDIT COURSE** – A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

**DEGREE** – An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

**DEGREE-SEEKING STUDENTS** – Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.

**DIPLOMA** – A formal document certifying the successful completion of a prescribed program of studies.

**DROP OUT** – A student who left the institution and did not return.

**FALL TERM** – The part of the academic year that begins between late August and November 1.

**FIRST-TIME FRESHMAN** – An entering freshman who has never attended any college (or other postsecondary institution). Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

**FIRST-TIME STUDENT** – A student attending any institution for the first time at the level (undergraduate, graduate, or first-professional) enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).

**5-YEAR PROGRAM** – A program offered by an institution that is defined in the catalog as requiring a student to take courses over a 5-year period in order to attain a bachelor's degree. These include, but are not limited to, 5-year cooperative programs which alternate class attendance with employment.

**FULL-TIME STUDENT** – At the undergraduate level, 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.

**HISPANIC** – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**INITIAL COHORT** – *See Cohort.*

**NONCOMPLETERS NOT ENROLLED** – A student from a given cohort who has not completed a program and is not enrolled as of October 15 or the institution's official fall reporting date (following the August 31 status date). The student may have left either formally or without notice.

## **GRADUATION RATE SURVEY (GRS) GLOSSARY – GRS-1– Continued**

**NONCOMPLETERS STILL ENROLLED** – A student from a given cohort who has not completed a program and is still enrolled at the institution as of October 15 or the institution's official fall reporting date (following the August 31 status date). Also known as persisters.

**NONCREDIT COURSE** – A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

**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.

**OCCUPATIONAL PROGRAM** – A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.

**OFF-CAMPUS CENTERS (EXTENSION CENTERS)** – Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.

**OFFICIAL FALL REPORTING DATE** – The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body.

**POSTSECONDARY EDUCATION** – The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational (leisure) and adult basic education programs.

**PROGRAM** – A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

**PROGRAMS OF AT LEAST 4 YEARS** – Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, diploma, or other formal award. Includes programs resulting in all bachelor's degrees and other baccalaureate level or equivalent degrees, as well as 5-year cooperative programs, and those programs in which the normal 4 years of work are completed in 3 years.

**PROGRAMS OF AT LEAST 2 YEARS BUT LESS THAN 4 YEARS** – Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma, certificate, or other formal award.

**PROGRAMS OF LESS THAN 2 YEARS** – Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 contact hours to obtain a degree, diploma, certificate, or other formal award.

**QUARTER CALENDAR SYSTEM** – A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

**RACE/ETHNICITY** – Categories 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. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible noncitizens are as follows:

- Black, non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, non-Hispanic

**RACE/ETHNICITY UNKNOWN** – Category used to classify students or employees whose race/ethnicity is not known **and** institutions are unable to place them in one of the specified racial/ethnic categories.

**REMEDIAL COURSES** – Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

**RESIDENT ALIEN (and other eligible non-citizens)** – A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds 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).

**SEMESTER CALENDAR SYSTEM** – A calendar system that consists of 2 semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer term.

**STATUS DATE** – August 31 of the reporting year; at which time institutions determine the status of their cohort.

**STOP OUT** – A student who left the institution and did not return.

**GRADUATION RATE SURVEY (GRS)  
GLOSSARY – GRS-1– Continued**

**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 disclose completion or graduation rates of certificate- or degree-seeking, full-time students entering an institution to all students and prospective students. Further, Section 104 requires each institution which participates in any Title IV program and is attended by students receiving athletically-related student aid to annually submit a report to the Secretary. This report is to contain, among other things, graduation/completion rates of students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rates for the four most recent years. These data are also required to be disclosed to potential student athletes (and others) when the institution offers athletically-related student aid.

**SUMMER SESSION** – A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.

**3/2 PROGRAM** – A program of study that normally requires the first 3 years of undergraduate study at one institution and the last 2 years of study at another institution in order to attain a bachelor's degree. These programs are predefined by the institutions and are normally offered when an institution is unable to grant a degree in a particular field or program of study.

**TRANSCRIPT** – An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.

**TRANSFER-OUT STUDENT** – A student that leaves the reporting institution and enrolls at another institution. (For this survey, certification of transfer must be documented and transfer must occur within 150% of normal time to completion of the student's program.)

**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.

**TRANSFER-READY STUDENT** – A student who has successfully completed a transfer-preparatory program. (For purposes of this report, these students are counted as Completers.)

**TRANSFER VERIFICATION** – Evidence of transfer as documented by:

- a. A certification letter or document from the registrar of the receiving institution that the student is enrolled in the receiving institution.
- b. An electronic certification, such as SPEEDE/ExPRESS or a secure e-mail message from the registrar of the receiving institution stating that the student is enrolled at that institution.
- c. Confirmation of enrollment data from a legally-authorized, statewide or regional tracking system (or shared information from those systems) confirming that the student has enrolled in another institution.
- d. Institutional data exchange information confirming that a student has enrolled in another institution.
- e. An equivalent level of documentation.

**TRIMESTER CALENDAR SYSTEM** – An academic year consisting of 3 terms of about 15 weeks each.

**12-MONTH PERIOD** – The 12-month period used by the institution for reporting a full year of activity. This time period should be consistent among all IPEDS surveys and from year-to-year. (The 12-month reporting period used for the purposes of the Graduation Rate Survey is September 1 to August 31.)

**UNDERGRADUATE** – A student enrolled in a 4-year or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.

**UNDUPLICATED COUNT** – The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

**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).



## **GRADUATION RATE SURVEY (GRS-1) QUESTIONS AND ANSWERS**

### **GENERAL QUESTIONS**

**QUESTION: My institution has programs that operate on both a term basis and a clock hour (continuing enrollment) basis. How do I choose my cohort?**

**ANSWER:** If most programs operate on a term basis (semester, quarter or trimester), use a fall entering cohort; otherwise, you should use a full-year cohort. You must report completers according to the program they completed and calculate 150% of normal time based on the length of that program.

**QUESTION: My school has mostly 5-year programs. According to the Student Right-to-Know (SRK) regulations, I need not disclose graduation rates until 7½ years after the start of my fall 1996 cohort. Do I still need to respond to the IPEDS GRS?**

**ANSWER:** Yes. IPEDS is mandated by a different law and must be completed by institutions that have Program Participation Agreements (PPA's) with the Department of Education for Federal student financial assistance.

You will be asked to report on your 1991 cohort (after 6 years) on the 1997 GRS form. There is a specific question in Part C where you are asked to report the number of students still enrolled in 5-year programs. In addition, during the 1999 survey year, NCES will request supplemental information on your 1991 cohort; that is, the total number of completers and transfers out (within 150% of normal time – or 7½ years). These numbers can then be used to calculate the rates for Student Right-to-Know.

**QUESTION: Why do 4-year institutions need to separate their entering cohort into two groups?**

**ANSWER:** NCES is asking 4-year schools that offer undergraduate awards other than the bachelor's degree to define two "cohorts": (1) students who enter with the intent to complete a bachelor's degree and (2) students who intend to complete other than a bachelor's degree program. Students whose intent is unknown are to be placed in with those seeking a bachelor's degree. By separating the cohort this way, the graduation and transfer rates of the first group can be compared to those at like institutions as well as those at institutions offering only a bachelor's degree. Likewise, the rates of the second group can also be compared to rates at 2-year institutions.

**QUESTION: My institution offers a bachelor's degree, but we do not have any information on a 1991 cohort. Do I have to do anything this year?**

**ANSWER:** Not much. You will need to answer the questions on page 3 where it says . . . **Before You Complete This Report** . . . so that NCES will know when you will be able to report graduation rate data. You should also complete the cover sheet and sign the form before returning it to NCES or your State Coordinator.

**QUESTION: I thought the cohort year was defined as July 1 through June 30, but the form says September 1 through August 31, which is it?**

**ANSWER:** Public Law 105-18 enacted on June 12, 1997 redefined the cohort year as September 1 through August 31.

**QUESTION: When can I adjust my cohort?**

**ANSWER:** For purposes of this survey, NCES recommends that you wait until you are ready to calculate your SRK completion and transfer-out rates. The worksheet provides a place to subtract the exclusions/adjustments from the cohort to establish a number for your denominator.

**QUESTION: Do I need to track students every term?**

**ANSWER:** No, you can set up your system to identify your cohort upon entry and then, at the end of 150% of normal time for the longest program, look back to see what happened to those in the cohort. You will need to know when they completed, but it is not necessary to compare or track from term-to-term.

**REMOVE BEFORE MAILING AND RETAIN FOR YOUR FILES**

## COHORT QUESTIONS

QUESTION: **What is a "first-time" student?**

ANSWER: According to the IPEDS *Glossary*, a first-time student is "A student attending any institution for the first time at the level enrolled." By this we mean at the undergraduate level, graduate level, or first-professional level. Since the GRS is only interested in undergraduates, it means that the student is first time in postsecondary education (or the student is not known to have attended another postsecondary institution). There are two exceptions: (1) students who attended any institution 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).

QUESTION: **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?**

ANSWER: You should include the student on line 22 as a "noncompleter still enrolled." Also you should show that the student successfully transferred on lines 30–33 as appropriate, and on line 38, report the number of students who returned to the institution and were still enrolled as of August 31, 1997?

QUESTION: **Where do I place transfers into my institution?**

ANSWER: The IPEDS GRS does NOT collect information on transfers in. THESE STUDENTS SHOULD NOT BE INCLUDED IN ANY COHORT.

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

ANSWER: 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.

QUESTION: **Are students in remedial courses included in the cohort?**

ANSWER: Use the same reasoning here that you use to determine who to report as degree seeking on your IPEDS Fall Enrollment report. If they are degree seeking for purposes of qualifying for student financial aid, then they must be included in the cohort.

QUESTION: **If a student took only remedial courses last year and applies as a full-time degree-seeking student this fall, can I count the student as "first-time"?**

ANSWER: 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 enter with no credit.

QUESTION: **What about non-credit enrollment, or students taking CEU's?**

ANSWER: Neither should be included in your cohort.

QUESTION: **Are non-degree seekers included?**

ANSWER: Even though these students are enrolled for credit, if they are not seeking a degree or other formal award, they are not to be included in your cohort according to the SRK regulations. Be sure to carefully read the definition of degree-seeking in the *Glossary*.

QUESTION: **How do I treat new entrants that get credit for life experience?**

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

QUESTION: **Do I count students who have acquired credits through distance learning or correspondence as "first-time"?**

ANSWER: Since these students must have been enrolled in an institution in order to obtain credit through correspondence or distance learning, they are not "first-time."

## COHORT QUESTIONS – Continued

QUESTION: **Many of our students take courses during the summer at other schools; should these be considered transfers out?**

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

QUESTION: **My initial cohort includes all full-time, first-time degree-seeking undergraduates enrolled as of October 15 - the same as on my IPEDS Fall Enrollment report. Now what happens to: stop outs, drop outs, students who enroll part time next semester, or students who switch to another program?**

ANSWER: It looks like your cohort is defined correctly. Remember YOUR COHORT NEVER CHANGES. Students who stop out or drop out do not change the line 01 cohort number. They remain in the count and either return and complete (possibly within 150%), return but are still enrolled at the time you report their status, or they fall into the "noncompleters not enrolled" category.

Students who switch to part time or to another program are not given extra time to complete, nor are they removed from the cohort. Report their status as requested.

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

ANSWER: 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.

## TRANSFER-OUT QUESTIONS

QUESTION: **If I get a request for transcript, can I use that as verification of transfer for a student in the cohort?**

ANSWER: No, a request for transcript is not sufficient; however, should some follow up to the request for transcript indicate that the student has enrolled in another institution (e.g., confirmation from the receiving institution or postcard follow up with the student), that would be sufficient.

QUESTION: **In our school, we contact students who have not re-enrolled the next semester and/or conduct exit interviews. The exit interview is done in person; the contact is done by telephone or through a postcard survey. Some students indicate to us that they are currently enrolled in another institution. Can we consider these students as verified "transfers out"?**

ANSWER: If you have written confirmation from a student as on the postcard survey or a note is made to the file during the exit interview or telephone call that **the student is attending another institution and the 150% of normal time has not elapsed**, then under the circumstances described above, you should consider these students as verified transfers out. However, if you only contact a sample of the students who have left, YOU MAY NOT EXTRAPOLATE THE DATA ON CONFIRMED TRANSFERS TO THE ENTIRE NUMBER OF LEAVERS.

QUESTION: **My school does not track transfers out and our limited budget does not allow us to set up a system to do this. Am I still in compliance with the requirements of SRK and am I still responsive to the GRS if I don't report transfers out?**

ANSWER: Yes. You are to report any transfers for which you have verification, but there is no requirement to set up expensive systems to track transfer students.

## QUESTIONS ON NORMAL TIME AND CALCULATION OF 150% OF NORMAL TIME

QUESTION: **How do I calculate 150% of normal time to completion?**

ANSWER: 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. Normal time is defined as *"the time necessary for a student to complete all requirements for a degree or certificate according to an institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree, 2 years (4 semesters or trimesters, or 6 quarters, excluding summer terms) for an associate's degree, and the scheduled times for certificate programs."* Let's look at some examples:

## QUESTIONS ON NORMAL TIME AND CALCULATION OF 150% OF NORMAL TIME – Continued

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

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

However, the Technical Amendments that redefine the cohort year allow you to count completers through August 31 of the summer following the sixth year of a 4-year program (or the third year for 2-year programs).

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.

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

ANSWER: There is no difference in the calculation. The 150% of normal time is applied to the 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.

## QUESTIONS ON STUDENTS WITH ATHLETICALLY-RELATED AID

QUESTION: **What do I do with students who receive athletically-related student aid to play more than one sport?**

ANSWER: IPEDS has adopted the hierarchy established by the NCAA for reporting these students, which is as follows: football, basketball, baseball, cross-country/track, and finally all other sports combined. Please be sure to count each student athlete only once.

QUESTION: **If a student enrolls with the promise of athletic aid the second semester (provided they maintain good grades the first semester) should they be included in my cohort of students receiving athletic aid? What if they receive athletically-related student aid the second semester?**

ANSWER: Students who receive athletically-related student aid at any time during their first-year are to be included in the cohort for purposes of calculating graduation rates.

## OTHER QUESTIONS

QUESTION: **My institution belongs to the NCAA; do I have to report GRS data to IPEDS? Do I also need to report to the Secretary of Education?**

ANSWER: The IPEDS GRS form satisfies all your reporting requirements to the Secretary of Education. You should send one copy of your GRS form to NCES or to your State Coordinator for forwarding to NCES. **At the same time**, be sure to send a copy of the GRS form to the NCAA. They may request additional information, but will not ask for the same information covered on the GRS.

QUESTION: **The number of students who could be considered for the adjustment to cohort (in the clarifying questions) is very small in my school. Do I need to try to track these "leavers"?**

ANSWER: 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.

## OTHER QUESTIONS – Continued

QUESTION: **What is a "transfer-preparatory program"?**

ANSWER: 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") are to be counted as completers.

QUESTION: **How do I deal with "3/2" programs? My institution provides the first 3 years of an engineering program and our students go on to another university for the last 2 years of study to attain their degree. Can we count them as completers when they get their degree from the second institution?**

ANSWER: No, you can never count a student as a completer if they get their degree from another institution. In this case, however, if the student completes the first 3 years of a 3/2 program and successfully "transfers" or is accepted into the last 2 years of the program at another institution, then you should count them as a completer at the end of the 3-year program at your institution (not after 5 years). This works the same way as the "transfer-preparatory program" described above.

QUESTION: **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?**

ANSWER: No, there is no such provision.

QUESTION: **If I report on the 1991 cohort in 1997, what gets reported next year?**

ANSWER: Next year (1998) you should report on a 1992 cohort. In 1999, NCES will request data on your 1993 cohort (and for institutions with 5-year programs, there will be a short form requesting additional information on the 1991 cohort to allow for reporting after 7½ years).

QUESTION: **How do I determine who is a "noncompleter still enrolled" (line 22) on the August 31 status date?**

ANSWER: Since many institutions are not in session at this time, NCES prefers that you wait until the fall semester has begun to determine this number. A student from a given cohort who has not completed a program and is still enrolled in the institution as of October 15 or the institution's official fall reporting date (following the August 31 status date) should be reported here. These are also known as persisters. **Line 23**, "noncompleters not enrolled" should be determined at the same time.

QUESTION: **Will the GRS satisfy all my requirements for SRK?**

ANSWER: NO! NO! and NO! The GRS 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 consistency in the way the rates are calculated.

SRK requires disclosure of these rates to students and prospective students. By completing the GRS, you now have the rates you need to disclose. But you need to make them available.

For schools that offer athletically-related student aid, there are additional disclosure requirements and some reporting requirements. The GRS satisfies the reporting requirements only.

QUESTION: **Exactly what must be disclosed in order to be in compliance with SRK?**

ANSWER: The regulations state that *"Beginning with the group of students who enter the institution between July 1, 1996 and June 30, 1997, [don't forget that there is a Technical Amendment that changes this to September 1, 1996 and August 31, 1997] an institution shall disclose its completion or graduation rate and transfer-out rate information no later than the January 1 immediately following the point in time that 150% of the normal time for completion or graduation has elapsed for all of the students in the groups on which the institution bases its completion or graduation rate and transfer-out rate calculations."*

Therefore, at a minimum, you must disclose (January 1) 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 additional rates as well, such as rates for part-time students and possibly rates 8 or 10 years out, if your students take longer to complete.