

**2010-11 Survey Materials****Graduation Rates**

date: 12/7/2011

**Form: Graduation Rates for less-than-2-year institutions reporting on a fall cohort (academic reporters)**

## Cohort Revision

**Cohort revision**

Number of first-time, full-time undergraduate degree/certificate-seeking students reported Column 1 of the 2007 IPEDS Enrollment survey. These students make up the Initial Cohort.

Institutions are permitted to make revisions to the initial cohort. The revisions can be either:

1. An actual change in the number of students in the cohort due to cohort-eligible students that were previously omitted from the initial cohort
2. A reclassification of students within gender or racial/ethnic categories with no actual change in the cohort total

No revisions should be made for anyone who dropped out, transferred to another institution, or became a part-time student.

**Does your institution have any revisions to make to your preloaded Initial Cohort?**

- Yes
- No

Section III - Graduation rates

Based on your institution's response to the predominant calendar system question (B3) on the Institutional Characteristics Header survey from the IPEDS Fall 2010 Data Collection, your institution must report graduation rates data using a


Fall Cohort (Fall 2007)

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

- In the columns below, report the status of the Full-time, First-time students reported in the cohort in Col 10.
- The cumulative number of those students who completed their program within 150% of normal time as of August 31, 2010 should be reported in Col 11.
- Report transfers-out who did not complete a program in Col 30. If the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution WITHOUT having completed their programs, you should report transfer-out data in column 30. A school is required to report only on those students that the school knows have transferred to another school. A school must document that the student actually transferred. If it is not part of your mission, you may report transfer-out data if you wish.
- Report exclusions from the cohort in Col 45. The ONLY allowable categories for this column are:  
 students who died or became permanently disabled  
 students who left school to serve in the armed forces (or have been called up to active duty)  
 students who left school to serve with a foreign aid service of the Federal Government  
 students who left school to serve on an official church mission
- Col 49 [non-completers (still enrolled + not enrolled) and completers > 150% of normal time] will be calculated for you
- Col 55 - Completers within 100% - this is a subset of column 11 (completers within 150%). These data are being requested so they can be preloaded into next year's Graduation Rate 200% survey form

**Cohort of full-time, first-time students**

Screen 1 of 1		Cohort year 2007						
Initial cohort	Revised cohort	Total <u>exclusions</u>	Adjusted cohort (10 - 45)	Completed program within 100% of normal time to <u>completion</u>	Completed program within 150% of normal time to <u>completion</u>	Total transfer-out students	Non-completers (still enrolled + not enrolled) and completers > 150%	
	(10)	(45)	(50)	(55)	(11)	(30)	(49)	
Total men + women	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

**2010-11 Survey Materials****GRS - Less than 2yr academic year reporters - Full Instructions**

date: 12/7/2011

**Instruction**[Purpose](#)[Reporting Period Covered](#)[Context boxes](#)[Where to get help](#)[Where data appears](#)[Screening questions](#)[Data Reporting Instructions](#)**Purpose of Survey**

The purpose of the Graduation Rate component of IPEDS is to track the cohorts of first-time, full-time, degree/certificate-seeking undergraduates, as well as their completion status at 150% of normal time at postsecondary institutions. This data is collected to comply with the Student-Right-to-Know Act.

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**General Instructions****Reporting period covered**

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, 2007 or (2) during the period between September 1, 2007 and August 31, 2008. Institutions are to report the status of these students as of August 31, 2010.

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**Context Boxes**

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

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## Where to Get Help

### IPEDS Data Collection Help Desk

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### AIR Website

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

### IPEDS Resources Page

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

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## Where the Data Will Appear

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

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

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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### Screening Question:

**Indicate whether your institution needs to make revisions to the initial cohort.**

- Institutions can make revisions to their cohort because they have omitted cohort-eligible students previously, or because some students have been misclassified by race/ethnicity or gender.

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## Reporting Instructions

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

#### Report each student only once.

Report the status of the 2007 cohort of degree/certificate-seeking students **as of August 31, 2010** in terms of the number of completers within 150% of normal time to award, number of transfer-out students (non-completers), and exclusions to the cohort. Report the combined total of men and women.

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

**Initial cohort** - If you are reporting on a fall cohort, the information you reported on line 01 of your 2007 IPEDS Fall Enrollment report will be preloaded in this column. If you did not respond to that survey, or if you are reporting on a full-year cohort, the column will be blank.

#### Institutions are permitted to make revisions to the initial cohort for the following reasons:

- Cohort-eligible students were previously omitted from the initial cohort
- Students were misclassified in the wrong gender or racial/ethnic category

**A screening question allows a school to make revisions to their initial cohort, or they may skip past this step and just accept their initial cohort with no revisions.**

**Revised cohort (10)** -If revisions are needed, please make any necessary corrections for omissions or double counting. If your data do not appear in the initial cohort column, please provide the enrollment data as requested in the revised cohort column.

**Completed within 100% (55)** - In order to gather additional information that will be preloaded into next year's Graduation Rate 200% component, institutions are asked to count as completers only those students who received their degree/certificate (or completed a transfer-preparatory program) within 100% of normal program time. See Glossary for definition of normal time to completion. Do not count as completers students who get their degree/certificate from another institution.

Enter the number of students who completed programs of less than 2 years within 100% of normal time. For example, a student who completed a 6-month (or equivalent) program in 6 months or less would be reported in column 55; those taking longer would not be reported in this column.

**Completed within 150% (11)** - In order to calculate a graduation rate to comply with Student Right-to-Know regulations, institutions can count as completers, only those students who received their degree/certificate (or completed a transfer-preparatory program) within 150% of normal program time. See Glossary for definition of normal time to completion. Do not count as completers students who get their degree/certificate from another institution.

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

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

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

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

NOTE: Students who leave the institution for one of the reasons noted in b, c, or d above, but return prior to the status date of August 31, 2010, may be subtracted from the cohort during the calculation of graduation rates.

**Non-completers (still enrolled + not enrolled) and completers > 150% (49)** - This column is generated by the calculation of Col 10 - (Col 11 Col 30 Col 45).

## Calculation of Graduation and Transfer-out Rates

### Worksheets

A worksheet calculating the Student Right-To-Know completion/graduation and transfer-out rates of full-time, first-time degree/certificate-seeking students for the 2007 student cohort is provided as a convenience to the institution.

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

### Privacy Issue With Disclosure

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

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

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Term	Definition
Adjusted cohort	The result of removing any allowable exclusions from a cohort (or subcohort). For the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; for the Fall Enrollment component, it is the cohort for calculating retention rate.
Cohort	A specific group of students established for tracking purposes.
Completers within 150% of normal time	Students who completed their program within 150% of the normal (or expected) time for completion.
Exclusions	Those students who may be removed (deleted) from a cohort (or subcohort). For the Graduation Rates and Fall Enrollment retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
Full-year cohort	The group of students entering at any time during the <u>12-month period</u> September 1 through August 31 that is established for tracking and reporting <u>Graduation Rate (GRS)</u> data for institutions that primarily offer <u>occupational programs</u> of varying lengths. Students must be <u>full-time</u> and <u>first-time</u> to be considered in the <u>cohort</u> .
Graduation rate	The rate required for disclosure and/or reporting purposes under Student Right-to-Know Act. This rate is calculated as the total number of completers within 150% of normal time divided by the revised adjusted cohort.
Graduation Rates (GRS)	This annual component of IPEDS was added in 1997 to help institutions satisfy the requirements of the Student Right-to-Know legislation. Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission. Prior to 2007, institutions who offered athletically-related student aid were asked to report, by sport, the number of students receiving aid and whether they completed within 150 percent of normal time to completion. Now, these institutions only need to report a URL where the athletic data is located on their website, when available. The GRS automatically generates worksheets that calculate rates, including average rates over 4 years.
Initial cohort	A specific group of individuals established for tracking purposes. For the Graduation Rates component of IPEDS, the initial cohort is defined as all students who enter an institution as full-time, first-time degree/certificate-seeking students during either (1) the fall term of a given academic year, or (2) between September 1st and August 31st of the following year.
Less than 2-year institution	A postsecondary institution that offers programs of less than 2-years duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1800 contact hours .
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.
Revised cohort	Initial cohort after revisions are made. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.
Student Right-to-Know Act	Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically-related student aid to submit a report to the Secretary of Education annually. This report is to contain, among other things, graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. These data are also required to be disclosed to parents, coaches, and potential student athletes when the institution offers athletically-related student aid. The Graduation Rates component of IPEDS was developed specifically to help institutions respond to these requirements. See Graduation Rates for the current description of data collected.
Transfer-out rate	Total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the adjusted cohort.
Transfer-out student	A student that leaves the reporting institution and enrolls at another institution.

Transfer-preparatory program

A program designed specifically to provide a student with the basic knowledge needed to transfer into a higher level program. For example, this may be the first 2 years of a baccalaureate level program for which the institution does not offer an award, or 2 years of undergraduate study needed for entrance into a first-professional program, or 1 or more years of undergraduate study needed for entrance into health services fields.



**2010-11 Survey Materials****Graduation Rates for Less than 2-year institutions**

date: 12/7/2011

**FAQs**

Click one of the following questions to view the answer.

**General**

- 1) My institution has programs that operate on both a term basis AND a clock hour (continuing enrollment) basis. How do I choose my cohort?
- 2) My institution does not have any information on the cohort you are requesting. Do I have to do anything this year?
- 3) When can I revise or adjust my cohort?
- 4) Do I need to track students every term?

**Cohort**

- 1) What is a "first-time" student?
- 2) I have a very small cohort, sometimes only 4 or 5 students. Do I need to report on the GRS?
- 3) How do I count a student who started in my original cohort, transferred to another institution (for which I have a confirmation of transfer), and then returned to my institution and is still enrolled?
- 4) Where do I place transfers INTO my institution?
- 5) How do I report students who are taking ESL (English as a Second Language) or developmental courses?
- 6) Are students in remedial courses included in the cohort?
- 7) If a student took only remedial courses last year and applies as a full-time degree-seeking student this fall, can I count the student as "first-time"?
- 8) What about non-credit enrollment, or students taking CEUs?
- 9) Are non-degree/certificate-seekers included?
- 10) Do I count students who have acquired credits through distance learning or correspondence as "first-time"?
- 11) If a student in my cohort obtains two awards (certificate in cosmetology and certificate in word processing) within the 150% of normal time for the longest program (cosmetology), can I count both completions?

**Normal Time and Calculation of 150% of Normal Time**

- 1) How do I calculate 150% of normal time to completion?
- 2) According to the Technical Amendment, I can count students who complete their program through August 31 of the 3rd year, but what if the student does not receive the degree until our December graduation? Does this mean I cannot count them as completers?
- 3) How do I calculate 150% for students who stop out, or drop out, and then return and complete the program?

**Transfer-Out**

- 1) Does my institution need to report transfers out?
- 2) What kind of verification must I have to report a student as a transfer out?
- 3) My school does not track transfers out and our limited budget does not allow us to set up a system to do 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?

**Other**

- 1) The number of students who could be considered for the adjustment to cohort (exclusions) is very small in my school. Do I need to try to track these "leavers"?
- 2) What is a "transfer-preparatory program"?
- 3) Can I report students as completers if they left the institution to get a job in their field of study, but did not finish their program?
- 4) My school enrolls students on a monthly basis so we will be using a full-year cohort. If my longest program is 9 months, how do I calculate 150% of normal time and which cohort do I use?
- 5) 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?
- 6) Will the GRS satisfy all my requirements for SRK?
- 7) Exactly what must be disclosed in order to be in compliance with SRK?

Answers:

**General**

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

If most programs operate on a term basis (semester, quarter or trimester), you must use a fall cohort; otherwise, you must use a full-year cohort. The cohort method you must use has been pre-determined by your answer to the Calendar System question on the IPEDS Institutional Characteristics survey.

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

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

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### 3) When can I revise or adjust my cohort?

There is a difference between revising and adjusting a cohort. **Revising** a cohort means to change the cohort by taking into consideration better information that has become available since you first reported your cohort on the Fall Enrollment survey (e.g., you may now have more complete racial/ethnic information on the cohort). You can **revise** a fall cohort by entering new data in the Revised Cohort column on the data collection screen. **Adjusting** a cohort means to subtract the Exclusions from the Revised Cohort to establish a denominator for rate calculation. Both fall and full-year cohorts will be **adjusted** for you on the worksheet screens when graduation and transfer-out rates are calculated.

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### 4) Do I need to track students every term?

No, you can set up your system to identify your cohort upon entry and then, at the end of 150% of normal time 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.

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## Cohort

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

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).

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### 2) I have a very small cohort, sometimes only 4 or 5 students. Do I need to report on the GRS?

Yes. You need to **report** the data to NCES regardless of the cohort size. See the questions on disclosure for further information.

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

You should report the student as a transfer-out.

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### 4) Where do I place transfers INTO my institution?

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

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

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

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

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

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### 7) 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"?

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.

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

Neither should be included in your cohort.

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

Even though these students are enrolled for credit, if they are not seeking a degree/certificate, 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.

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

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."

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### 11) If a student in my cohort obtains two awards (certificate in cosmetology and certificate in word processing) within the 150% of normal time for the longest program (cosmetology), can I count both completions?

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

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## Normal Time and Calculation of 150% of Normal Time

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

In order to calculate this, we must first define "normal time to completion." IPEDS has adopted the definition developed by the Joint Commission on Accountability Reporting (JCAR) as a definition of normal time. 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:

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.

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### 2) According to the Technical Amendment, I can count students who complete their program through August 31 of the 3rd year, but what if the student does not receive the degree until our December graduation? Does this mean I cannot count them as completers?

Technically you cannot count the completion until the degree has been conferred. If you "award" the degree upon completion (i.e., an award date of, or prior to, August 31 is noted on the student's record), and just allow the student to "pick it up" at the December ceremony, then you should be able to count the student in your completions.

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

There is no difference in the calculation. The 150% of normal time 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.

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## Transfer-Out

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

The November 1, 2000 regulations state that "An institution that determines that its mission includes providing substantial preparation for students to enroll in another eligible institution" must report transfers out so that a transfer out rate can be calculated. The students to be reported as transfers are those who have NOT completed a degree, certificate, or transfer preparatory program, so they cannot be counted as completers. If the institution does not have such a mission, reporting of transfers out is optional.

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

None. All verification requirements were dropped from the November 1, 2000 regulations.

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**3) 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?**

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

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**Other**

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

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

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**2) What is a "transfer-preparatory program"?**

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

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**3) Can I report students as completers if they left the institution to get a job in their field of study, but did not finish their program?**

No, you may not report these students as completers, since they left the institution prior to completion of their program.

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**4) My school enrolls students on a monthly basis so we will be using a full-year cohort. If my longest program is 9 months, how do I calculate 150% of normal time and which cohort do I use?**

Let's look at this one step at a time. First, schools with programs of less than 4 years are to report on a 2007 cohort; therefore, you should look at those students who entered your institution between September 1, 2007 and August 31, 2008. Next, assuming the latest possible enrollment date would be August 31, 2008, 150% of 9 months following this date would extend to October 15, 2009 (13 1/2 months later). In order to complete the IPEDS GRS, the first status date following this is August 31, 2010 and the report is due in the Spring 2011 data collection, so you are on track for reporting on this cohort.

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

No, there is no such provision.

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**6) Will the GRS satisfy all my requirements for SRK?**

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 and reporting requirements. The GRS satisfies the reporting requirements only.

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**7) Exactly what must be disclosed in order to be in compliance with SRK?**

The regulations state that beginning with the group of students who enter the institution between September 1, 1999 and August 31, 2000, an institution shall disclose its completion or graduation rate and transfer-out rate information no later than the July 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 (July 1) your graduation and transfer-out rates (as of August 31 of the prior year). In addition, institutions for which transfer out is an important part of their mission must also disclose a transfer-out rate. 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. The SRK regulations state that if a category of students within an athletic subcohort contains 5 or fewer students, institutions need not disclose information on the category of students.

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**2010-11 Survey Materials**

date: 12/7/2011

**Narrative Edits for Graduation Rates for less-than-2-year institutions****Edit specifications for the 2010-11 IPEDS Web-Based Data Collection****Graduation Rates (GRS) Component*****Applicable to less-than-2 year institutions***

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

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

Screening Questions, Part 2 - Cohort Revision

Section III: Cohort Data

Worksheet

**Screening Questions, Part 2 - Cohort Revision*****Applicable to Academic reporters ONLY***

On this screen, you may choose to revise your institution's **Initial cohort** if eligible students were previously omitted from the cohort, or the racial or ethnic category of a student was misrepresented.

- If you select **Yes** (to indicate that you wish to report changes to the **Initial cohort**), a **Revised Cohort** column will be provided in **Section III** of this survey for entering the necessary corrections.

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**Section III: Cohort Data**

On this screen, report the status of the **Cohort of full-time, first-time students for Cohort year 2007**. This includes the number of **Total exclusions** (column 45), the number of students who **Completed program within 100% of normal time to completion** (column 55), the number of students who **Completed program within 150% of normal time to completion** (column 11), and the **Total transfer-out students** (column 30).

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

- If the cohort (column 10) is greater than 20, then the number of **Total completers within 150%** (column 11) must be greater than 0. Otherwise, a *fatal* error will occur to prevent a graduation rate of 0.0% on your institution's College Navigator page.
- If the cohort (column 10) is greater than 10, then the number of **Total completers within 150%** (column 11) must be less than the **Adjusted Cohort** (column 50). Otherwise, a *fatal* error will occur to prevent a graduation rate of 100% on your institution's College Navigator page.
- If the number of **Total exclusions** (men + women) (column 45) is greater than 10, then this value is expected to be less than or equal to 10% of the total number of men and women in the cohort (column 10).  
**Note:** Exclusions should ONLY include students who died or were permanently disabled; or who left school to join the military, to serve with a foreign aid service of the federal government, or to serve on an official church mission. Do NOT include all non-completers in this column.
- If the prior year **Adjusted Cohort** (found on the Worksheet screen) is greater than 0; AND the current year **Adjusted Cohort** (column 50) is greater than 0; THEN:

The number who **Completed program within 150% of normal time to completion** \* 100

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## The Adjusted cohort

Should be within a 20% range of the following:

The PY **Total Completers within 150%** (found on the Worksheet screen) \* 100

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### The PY Adjusted cohort

- The calculated total number of **Non-completers (still enrolled + not enrolled) and completers > 150%** (column 49) must be greater than or equal to 0. To correct this value, the sum of **Total completers within 150%** (column 29), **Total transfer-out students** (column 30), and **Total exclusions** (column 45) must be less than or equal to the cohort (column 10).
- An *explanation* must be provided if your institution reported having 0 **Non-completers** (column 49); and your institution reported having more than 100 men and women in the **cohort** (column 10); and your institution reported having more than 10 **Total transfer-out students** (column 30).
- Note:** Please verify that non-completers were not reported erroneously as transfer-out students (column 30) or exclusions (column 45).
- The number of **Total completers within 100%** (column 55) should be less than or equal to the number of **Total completers within 150%** (column 11).

## Revised Cohort

**Applicable ONLY to those institutions that indicated that they wished to revise their initial cohort on the Screening Questions, part 2 - Cohort revision screen**

**\*The edits outlined below are performed in addition to those listed above**

If you selected **Yes** on the **Screening Questions, part 2 - Cohort revision** screen, indicating that you wish to make changes to your institution's preloaded **Initial cohort**, then an additional **Revised cohort** column (column 10) is available on the **Completers within 150%** screen for entering the necessary corrections. If you no longer wish to revise the cohort, return to the **Screening Questions, part 2 - Cohort revision** screen and select **No**.

In addition to the general edits performed above, the system will perform the following edits relevant to the **Revised Cohort**:

- The calculated Total men + women in the **Revised Cohort** (column 10) must be greater than 0.
- The **Revised Cohort** must be within a certain range of the **Initial cohort**, as outlined below:
  - If the number of **Total men + women** in the **Initial cohort** is between 1 and 25 students, then the **Total men + women** in the **Revised Cohort** must be within a 50% range of that value.
  - If the number of **Total men + women** in the **Initial cohort** is between 26 and 100 students, then the **Total men + women** in the **Revised Cohort** must be within a 30% range of that value.
  - If the number of **Total men + women** in the **Initial cohort** is between 101 and 500 students, then the **Total men + women** in the **Revised Cohort** must be within a 20% range of that value.
  - If the number of **Total men + women** in the **Initial cohort** is greater than 500 students, then the **Total men + women** in the **Revised Cohort** must be within a 10% range of that value.

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## Worksheet

Additional worksheet screens have been included at the end of the survey. These screens provide your institution with a summary of the data entered, along with prior year data. This includes: **Calculation of graduation and transfer-out rates** and **Calculation of 4-year average rates** tables.

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