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**WISCONSIN TECHNICAL COLLEGE SYSTEM OFFICE
DATA QUALITY INSTITUTE
FEBRUARY 8-10, 2006**

Enrollment 2004

Part A - Fall Enrollment by race/ethnicity and gender

Enrollment as of the institution's official fall reporting date or as of October 15, 2004

CIPCODE: 99.0000 -- Summary

Students enrolled for <u>credit</u>	<u>Full-time undergraduate students</u>			Total, full-time undergraduate students (5)
	<u>Degree/certificate-seeking</u>		Non-degree/ non-certificate- seeking (4)	
	<u>First-time</u> (1)	Other degree/certificate- seeking (2)		
Men				
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total men				
Total men prior year				
Women				
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total women				
Total women prior year				
Total men + women				

Part A - Fall Enrollment by race/ethnicity and gender

Enrollment as of the institution's official fall reporting date or as of October 15, 2004

CIPCODE: 99.0000 -- Summary

Students enrolled for <u>credit</u>	<u>Part-time undergraduate students</u>			Total, part-time undergraduate students (5)
	<u>Degree/certificate-seeking</u> <u>First-time</u> (1)	<u>Other</u> <u>degree/certificate-</u> <u>seeking</u> (2)	<u>Total</u> (3)	
Men				
Nonresident alien	<input type="text"/>	<input type="text"/>		<input type="text"/>
Black, non-Hispanic	<input type="text"/>	<input type="text"/>		<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>		<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>		<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>		<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>		<input type="text"/>
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>		<input type="text"/>
Total men				
Total men prior year				
Women				
Nonresident alien	<input type="text"/>	<input type="text"/>		<input type="text"/>
Black, non-Hispanic	<input type="text"/>	<input type="text"/>		<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>		<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>		<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>		<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>		<input type="text"/>
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>		<input type="text"/>
Total women				
Total women prior year				

Part A - Fall Enrollment - Summary by race/ethnicity

Fall enrollment totals

CIPCODE: 99.0000 -- Summary

Students enrolled for credit	Total full-time students	Total part-time students	Grand total, all students	Prior year
Men				
Nonresident alien				
Black, non-Hispanic				
American Indian/Alaska Native				
Asian/Pacific Islander				
Hispanic				
White, non-Hispanic				
Race/ethnicity unknown				
Total men				
Women				
Nonresident alien				
Black, non-Hispanic				
American Indian/Alaska Native				
Asian/Pacific Islander				
Hispanic				
White, non-Hispanic				
Race/ethnicity unknown				
Total women				
Grand Total				

Part G - Retention Rates

In order to calculate retention rates, please do the following:

- 1) Establish your cohorts (full time separate from part time) of first-time degree/certificate-seeking students, which consists of those enrolled at your institution in fall 2003 (including those enrolled for the first time the preceding summer term).
- 2) COUNT the number of students in each cohort who either re-enrolled (or are still enrolled) at your institution in fall 2004 OR successfully completed their program by fall 2004.
- 3) Calculate the retention rates (see formula below)

Use your institution's official fall reporting date when calculating these percentages. Please report full-time and part-time percentages separately. The student status (full- or part-time) should be based on the fall 2003 status, even if this has changed by fall 2004.

For institutions that use a full-year cohort: Use the period August 1 through October 31 to define the retention cohort.

NOTE: The fall 2003 cohort data used for these calculations may be adjusted for students who left the institution for any of the following reasons: died or were totally and permanently disabled; to serve in the armed forces (including those called to active duty); to serve with a foreign aid service of the Federal Government, such as the Peace Corps; or to serve on official church missions. These are exclusions, and may be subtracted from the cohort prior to calculating the retention rate. Do not include those students who transferred into the institution as part of your fall cohort.

Formula:

$$\frac{(\text{Re-enrolled or still enrolled at institution in fall 2004} + \text{Completed program prior to fall 2004 (from step 2 above)}) * 100}{(\text{Fall 2003 cohort (from step 1 above)} - \text{Exclusions from fall 2003 cohort})}$$

Full-time rate

 %

Part-time rate

 %

Instructions for Enrollment

Introduction

Users may enter caveats on **Parts E/F - 12-Month Selection** question screen. These are intended to provide users a place to indicate characteristics of the institution which may make applying IPEDS definitions and instructions problematic. The caveats should **not** be used for explanations of edit reports, as there are other locations specifically for that purpose.

Part A – Fall Enrollment by Race/ethnicity and gender

All institutions must report total enrollment using the Summary (CIP 99.0000) screens. Four-year institutions (for reporting enrollment in even numbered years only) are also to report students by their major field of study for selected fields. Details for this reporting follow the general Part A instructions.

Period of Report

For institutions operating under a traditional academic year calendar (semester, trimester, quarter, 4-1-4, or other academic year), enrollment should be reported as of the institution's official fall reporting date or October 15, except for Parts E and F which request data for a 12-month period. **For institutions operating under a calendar that differs by program or enrolling on a continuous basis (program reporters)**, include students who were enrolled in your institution at any time between August 1 and October 31 of the current year except for Parts E and F.

Who to Include in this Report

Students included in report - Report all students enrolled in courses **creditable** toward a diploma, certificate, degree, 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. Include high school students taking regular college courses for credit. Report these students in the classification in which they are recorded by the institution. 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.

Students excluded from this report - Do **NOT** include in this report:

- Students enrolled exclusively in courses **not creditable** toward a formal award or the completion of a vocational program. Do **NOT** include students taking CEU's unless they are also enrolled in courses creditable toward a degree or other formal award.
- Students exclusively auditing classes.
- Residents or interns in first-professional fields, since they have already received their first-professional degree.
- Students 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.
- Students in any branch campus located in a foreign country.

Reporting Students by Racial/Ethnic Category and Gender

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

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 non-citizens. (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/Alaska 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/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 places provided, rather than in any of the five racial/ethnic categories described above. **Resident aliens** and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been 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.

Part A - Full-Time Undergraduate Students

Include all students enrolled in 4 or 5-year bachelor's degree programs, associate's degree programs, or any vocational/technical programs that grant degrees or certificates below the baccalaureate level. Students who have already earned a bachelor's degree but are taking undergraduate courses FOR CREDIT should be included as undergraduates.

Full-time first-time degree/certificate-seeking undergraduate students (column 1)- This group defines an institution's initial cohort for reporting graduation rates for Student Right-to-Know purposes if the institution operates on standard academic terms. Students reported in this group will appear as a cohort on the Graduation Rate Survey (GRS) in the reporting year appropriate for your institution. The number of students reported here will

appear on Part D to be used in determining the percentage of the entering class represented by the cohort. This number will also appear on the Student Financial Aid survey (SFA). **Program reporters** - Include full-time students who enrolled in your institution for the first time between August 1 and October 31 of the current year if they have not been enrolled in any other postsecondary institution before.

First-time degree/certificate-seeking students are those students who never attended any college (or other postsecondary institution). Include students enrolled in the fall term who attended college for the first time in the prior summer term. Also include students who entered with advanced standing (college credits earned before graduation from high school). In order to be considered degree/certificate-seeking, students must be enrolled in courses for credit and be recognized by the institution as seeking a degree or other formal award. Be sure to include students in occupational and vocational programs. Note: all students eligible to receive federal student financial aid are to be considered degree/certificate-seeking.

Other full-time degree/certificate-seeking undergraduate students - In column 2, report the total number of all other full-time degree/certificate-seeking undergraduate students. DO NOT include students who are not considered degree/certificate-seeking by the institution, even though they may be enrolled for credit.

Non-degree/certificate-seeking full-time undergraduates - In column 4, report the total number of full-time non-degree/certificate-seeking undergraduates. Examples of non-degree/certificate-seeking students would be high school students enrolled in creditable courses prior to high school graduation, or those enrolled in creditable courses who for some reason are not seeking a degree/certificate.

Once you save the data by clicking the "Verify and Save" button, the "Total full-time degree/certificate-seeking undergraduates" (column 3) and "Total, full-time undergraduate students" (column 5) will be computed by the system and numbers entered on the screen.

Part A - Part-time Undergraduate Students -

Using the definitions and instructions provided for full-time undergraduate students, report part-time students in the same manner.

Part A - Graduate Students

Report all students enrolled in graduate programs at your institution as either full-time (column 1) or part-time (column 2). Be sure to include students involved in thesis preparation.

Part A - First-Professional Students

First-professional students are those students enrolled in programs leading toward a first-professional degree in the fields of chiropractic, dentistry, law, medicine, optometry, osteopathy, pharmacy, podiatry, theology and veterinary medicine. Report these students as full-time (column 1) or part-time (column 2).

First-professional degrees are defined as follows:

- Chiropractic (D.C., D.C.M.)
- Dentistry (D.D.S., D.M.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.) *
- Podiatry (D.P.M., D.P., Pod.D.)
- Veterinary Medicine (D.V.M.)

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- Law (L.L.B., J.D.)
- Theology (M.Div., M.H.L., B.D., or Ordination)

* Report students enrolled for the Bachelor of Pharmacy degree at the undergraduate level.

Do not report residents or interns in this report since they have already received their first-professional degree.

Fall Enrollment - Selected Fields of Study

(only applies to four-year institutions reporting in even numbered years)

CIPCODE Selection - This screen lists all the fields and their CIP codes for which enrollment should be reported. These designations were taken from the 2000 version of the NCES publication "A Classification of Instructional Programs." Field names and corresponding CIP code numbers for the programs known to exist at your institution have already been checked. Please update this list by adding or removing checks in the associated boxes. *For the fields of dentistry, medicine and law, include only students enrolled at the first-professional level.* When reporting enrollment, be sure to report students with double majors only once.

If students at your institution do not declare a major field of study until the second or third year of undergraduate study, be sure to report all students with undeclared majors on the Summary (99.0000) page only.

Once you have updated the selection screen and saved the results, screens similar to the Summary screens will be generated at the appropriate levels and fields of study. Follow the same instructions as Summary screens to enter the enrollments for these fields. Since the First-professional fields only have one screen each, there are no "Summary by race/ethnicity" screens, as is the case for the other fields of study.

Part B – Enrollment of Students by Age

(Required for reports of enrollment in odd-numbered years only)

Relation to enrollment reported in Part A - This distribution of students should include all students reported in Part A. All directions regarding the date of the report, students to include, and categorization of students by attendance status (full or part time) apply to this part.

Age of students - Use institutional records to calculate age as of the institution's official fall reporting date (on or about October 15).

The totals by gender for each attendance status and student level will be brought from the corresponding Part A (Summary) totals. If the sum of the ages by gender does not agree with this total, the "Age unknown/unreported" will be calculated. **NOTE** - If the sum of students by age is larger than the total brought from Part A, this results in a negative value, which will result in a fatal error. You should reexamine both the age data and comparable portion of Part A to detect the problem and make appropriate corrections.

Part C – Residence of First-time Degree/Certificate-seeking Undergraduate Students

(Required for reports of enrollment in even-numbered years only)

Relation to enrollment reported in Part A - This distribution of students should include all the first-time, degree/certificate-seeking undergraduate students reported

Example: The credit hour activity for a 3-credit course with an enrollment of 30 students is 90 credit hours. Using this method, compute the credit hour activity for each course and then sum the activity for all credit hour courses for the entire 12-month period.

Please note that the data reported on this page will be used to calculate full-time equivalent (FTE) enrollment at your institution. FTE is used in computing expenses by function per FTE and revenues per FTE, which are reported on the NPEC IPEDS Data Feedback Report.

Calculated Full-Time Equivalent (FTE) Estimate: After clicking on Verify and Save a box will appear that states what the FTE estimate would be based on the instructional activity reported on this page. FTE is calculated as follows:

For institutions reporting contact or clock hours, the number of contact hours is divided by 900.

For institutions operating on a Quarter calendar system, as reported in Institutional Characteristics (IC), graduate credit hours reported above are divided by 36, and undergraduate credit hours are divided by 45.

For institutions operating on a semester, 4-1-4 Plan, or other calendar type, as reported in IC, graduate credit hours are divided by 24, and undergraduate credit hours are divided by 30.

If these calculated estimates are not reasonable for your institution (i.e., credit measurement different from traditional hours per week in the classroom for each course), you will also be given the opportunity to give a more accurate estimate of FTE for the institution. If credit hours are measured in the traditional manner at the institution, please check the credit or contact hours reported on this form and adjust as necessary.

Part G - Retention Rates

(Less-than-4-year institutions)

In order to calculate a retention rate, please do the following:

1) Establish your cohorts (full time separate from part time) of first-time degree/certificate-seeking students, which consists of those enrolled at your institution in fall 2003 (including those enrolled for the first time the preceding summer term).

2) COUNT the number of students in each cohort who either re-enrolled at your institution in fall 2004 OR successfully completed their program by fall 2004.

3) Calculate the retention rates (see formula below).

Use your institution's official fall reporting date when calculating these percentages. Please report full-time and part-time percentages separately. The student status (full- or part-time) should be based on the fall 2003 status, even if this has changed by fall 2004.

For institutions that use a full-year cohort: Use the period August 1 through October 31 to define the retention cohort.

NOTE: The fall 2003 cohort data used for these calculations may be adjusted for students who departed for the following reasons: deceased, permanently disabled, or joined the armed forces (including those called to active duty from the Reserves

or National Guard) or foreign aid service of the federal government or official church missions. These are exclusions, and may be subtracted from the cohort prior to calculating the retention rate. Do not include those students who transferred into the institution as part of your fall cohort.

The following formula summarizes the calculation of the two percentages:

$$\left(\frac{\text{Re-enrolled Fall 2004} + \text{Completed (from step 2 above)}}{\text{Fall 2003 cohort (from step 1 above)} - \text{Exclusions}} \right) * 100$$

Report percentages as whole numbers. Once both percentages are entered, click "Verify and Save".

(Four-year institutions)

In order to calculate a retention rate for your first-time bachelor's (or equivalent) degree-seeking undergraduates, please do the following:

- 1) Establish your cohorts (full time separate from part time) of first-time bachelor's (or equivalent) degree-seeking undergraduates, which consists of those enrolled at your institution in fall 2003 (including those enrolled for the first time the preceding summer term).
- 2) COUNT the number of students in each cohort who re-enrolled at your institution in fall 2004.
- 3) Calculate the retention rates (see formula below).

Use your institution's official fall reporting date when calculating these percentages. Please report full-time and part-time percentages separately. The student status (full- or part-time) should be based on the fall 2003 status, even if this has changed by fall 2004.

NOTE: The fall 2003 cohort data used for these calculations may be adjusted for students who departed for the following reasons: deceased, permanently disabled, or joined the armed forces (including those called to active duty from the Reserves or National Guard) or foreign aid service of the federal government or official church missions. These are exclusions, and may be subtracted from the cohort prior to calculating the retention rate. Do not include those students who transferred into the institution as part of your fall cohort.

$$\left(\frac{\text{Re-enrolled Fall 2004 (from step 2 above)}}{\text{Fall 2003 bachelor's cohort (from step 1 above)} - \text{Exclusions}} \right) * 100$$

Report percentages as whole numbers. Once both percentages are entered, click "Verify and Save".

Section III - Graduation Rate - Completers within 150%

- In the columns below, report the status of the Full-time, First-time degree/certificate-seeking students reported in the cohort in Col 10.
- Those who completed their program within 150% of normal time as of August 31, 2004 should be reported in either Col 11 or 12, depending on the length of the program.

Screen 1 of 3

Cohort of Full-time, first-time degree/certificate-seeking students
Cohort Year 2001

	Initial cohort	Revised cohort	Cohort students who completed their program within 150% of <u>normal time to completion</u>		Total <u>completers</u> within 150%
			Completers of programs of <2-yrs	Completers of programs of 2<4-yrs	
		(10)	(11)	(12)	(29)
Men					
Nonresident alien		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black, non-Hispanic		<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian/Alaska Native		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian/Pacific Islander		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hispanic		<input type="text"/>	<input type="text"/>	<input type="text"/>	
White, non-Hispanic		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race/ethnicity unknown		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total men					
Women					
Nonresident alien		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black, non-Hispanic		<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian/Alaska Native		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian/Pacific Islander		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hispanic		<input type="text"/>	<input type="text"/>	<input type="text"/>	
White, non-Hispanic		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race/ethnicity unknown		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total women					

Section III - Graduation Rate - Transfers/exclusions

- In the columns below, report the status of the Full-time, First-time degree/certificate-seeking students reported in the subcohort in Col 10, who did not complete a program as of August 31, 2004.
- 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
- If you do not have any values to enter in either column 30 or 45, you must enter at least one zero in a field on this screen

Screen 2 of 3	Cohort of full-time, first-time degree/certificate-seeking students Cohort Year 2001				
	Revised cohort (10)	Total completers within 150% (29)	Total transfer-out students (30)	Total exclusions (45)	Non-completers (still enrolled + not enrolled) and completers > 150% (49)
Men					
Nonresident alien			<input type="text"/>	<input type="text"/>	
Black, non-Hispanic			<input type="text"/>	<input type="text"/>	
American Indian/Alaska Native			<input type="text"/>	<input type="text"/>	
Asian/Pacific Islander			<input type="text"/>	<input type="text"/>	
Hispanic			<input type="text"/>	<input type="text"/>	
White, non-Hispanic			<input type="text"/>	<input type="text"/>	
Race/ethnicity unknown			<input type="text"/>	<input type="text"/>	
Total men					
Women					
Nonresident alien			<input type="text"/>	<input type="text"/>	
Black, non-Hispanic			<input type="text"/>	<input type="text"/>	
American Indian/Alaska Native			<input type="text"/>	<input type="text"/>	
Asian/Pacific Islander			<input type="text"/>	<input type="text"/>	
Hispanic			<input type="text"/>	<input type="text"/>	
White, non-Hispanic			<input type="text"/>	<input type="text"/>	
Race/ethnicity unknown			<input type="text"/>	<input type="text"/>	
Total women					
Total in prior year (men and women)					

Section III - Graduation Rate - Long Programs

- Non-completers still enrolled plus non-completers not enrolled as calculated on the previous page are listed in Col 49. If any of those students were still enrolled in long programs as of August 31, 2004, report them in Col 47; these are the only double counted students on this survey, as they are counted in both Col 49 and Col 47.

Screen 3 of 3	Cohort of Full-time, first-time degree/certificate-seeking students Cohort year 2001	
	Non-completers (still enrolled + not enrolled) and completers > 150% (49)	Still enrolled in programs of 3 years or longer (47)
Men		
Nonresident alien		<input type="text"/>
Black, non-Hispanic		<input type="text"/>
American Indian/Alaskan Native		<input type="text"/>
Asian or Pacific Islander		<input type="text"/>
Hispanic		<input type="text"/>
White, non-Hispanic		<input type="text"/>
Race/ethnicity unknown		<input type="text"/>
Total men		
Women		
Nonresident alien		<input type="text"/>
Black, non-Hispanic		<input type="text"/>
American Indian/Alaskan Native		<input type="text"/>
Asian or Pacific Islander		<input type="text"/>
Hispanic		<input type="text"/>
White, non-Hispanic		<input type="text"/>
Race/ethnicity unknown		<input type="text"/>
Total women		

Instructions for Graduation Rates - 2-year institutions

Period of Report

The majority of this report requests data on a cohort of full-time, first-time degree/certificate-seeking undergraduates enrolled in your institution either (1) as of October 15, 2001 or (2) during the period between September 1, 2001 and August 31, 2002. Institutions are to report the status of these students as of August 31, 2004. Note that Section V requests data for the period between September 1, 2003 and August 31, 2004.

Screening Questions:

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

- If your institution offered athletically-related aid to students in academic year 2001-2002, you must complete Section VI. Indicate the sports for which athletically-related student aid was offered.
- Indicate if your institution offers programs of 3 or 3-1/2 years or longer.
- The method used to establish the cohort reported on this survey has been predetermined by your institution's response to the predominant calendar system question (D1) on the Institutional Characteristics survey component of the IPEDS Fall 2002 Data Collection, according to the following rules:
 - a. Institutions that offer a predominant number of programs based on **standard academic terms** (semesters, trimesters, quarters, or 4-1-4 plan) will report using a **fall cohort** of students. Institutions may use a census date of October 15, 2001, or the end of the institution's drop-add period, or another official fall reporting date to determine the cohort. This should be the same reporting date established for your IPEDS Fall Enrollment report.
 - b. Institutions that do not offer a predominant number of programs based on standard academic terms (as defined above) will report using a **full-year cohort**. These institutions must count as entering students all those students who entered the institution between September 1, 2001 and August 31, 2002, and who were enrolled for at least 15 days in a program of up to, and including, one year in length, or 30 days in a program of greater than one year in length.

Who to Include in the Cohort

Include all full-time, first-time degree/certificate-seeking undergraduate students entering the institution either during the fall term or during the 12-month period as described above.

Students must be enrolled in courses creditable toward a degree, diploma, certificate, or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, INCLUDING those enrolled in off-campus centers and those enrolled in distance learning/home study programs.

Be sure to include full-time students taking remedial courses if the student is considered degree-seeking for the purpose of student financial aid determination.

A student who is designated as a member of the 2001 cohort remains in the 2001 cohort, even if the student:

- Becomes a part-time student.
- Transfers to another institution.
- Drops out of the institution.

- Stops out of the institution.
- Has not fulfilled the institution's requirements to receive a degree or certificate.

Who to Exclude from the Cohort

DO NOT include students in the cohort who are:

- Enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program (i.e., nondegree seeking).
- Taking CEUs unless they are also enrolled full time in courses creditable toward a degree or other formal award.
- Exclusively auditing classes.
- Studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
- In any branch campus located in a foreign country.
- Part time.
- Transfers into the institution.

Categorization of Students

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

Length of Program

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

General Instructions for Students Receiving Athletically-Related Student Aid

Sections V and VI 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 668.48 of the Student Assistance General Provisions.

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.

Athletic trainers should not be included as part of the athletic cohorts.

Women receiving athletically-related aid to play softball should be included in All other sports combined, not Baseball.

Reporting Students by Racial/Ethnic Category and Gender

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

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

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

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

Other descriptive categories:

- **Nonresident alien** – A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE: Nonresident aliens are to be reported separately, in the rows provided, rather than in any of the five racial/ethnic categories described above. Resident aliens and other eligible (for financial aid purposes) noncitizens who are not citizens or nationals of the United States and who have been lawfully admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race/ethnicity unknown** – This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

Worksheets

Worksheets calculating the Student Right-To-Know completion/graduation and transfer-out rates of full-time, first-time degree/certificate-seeking undergraduates for the 2001 student cohort and the 2001 athletic subcohorts are provided as a convenience to the institution.

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

An additional blank worksheet for calculating Student Right-to-Know four-year average graduation and transfer-out rates by race/ethnicity or other student

characteristics for the student cohort and athletic subcohorts is available from the IPEDS website at <http://nces.ed.gov/ipeds/web2000/springdataitems.asp>.

Privacy Issues with Disclosure

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

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

The disclosure guidelines cited in 34 CFR Section 668.48 (a)(3) of the Student Assistance General Provisions say that if a category within an athletic subcohort contains five or fewer students, the institution need not disclose information on that category of students.

Section III – Full-Time, First-Time Degree/certificate-seeking Students

Report each student only once.

Report the status of the 2001 cohort of degree/certificate-seeking students **as of August 31, 2004** in terms of the number of completers within 150% of normal time to award, by length of program completed. Report all students by race/ethnicity and gender.

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

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

SPECIAL NOTE: In order to resolve a potential conflict between transfers out and the mission of particular programs to prepare students for transfer to other institutions, institutions may count as completers those students who have successfully completed a transfer-preparatory program.

Transfer-preparatory program is defined in 34 CFR Student Assistance General Provisions, Section 668.8(b)(1)(ii) as "the successful completion of at least a 2-year program that is acceptable for full credit toward a bachelor's degree and qualifies a student for admission into the third year of a bachelor's degree program." The Secretary considers this the equivalent of an associate's degree. Similarly, institutions may count as completers, those students who have successfully completed the first three years of a 3-2 program and are eligible to enter another institution to complete the program. The student receives full credit toward a 5-year bachelor's degree and qualifies the student for admission into the fourth year of a 5-year bachelor's degree program.

****SPECIAL INSTRUCTIONS FOR INSTITUTIONS WITH 3-YEAR AND LONGER PROGRAMS****

Institutions with 3-year and longer programs are to report on the same cohort of students that is being reported by the traditional 2-year institutions. Section III, column 47 requests the number of students still enrolled in 3-year and longer programs. Be sure to complete the information requested in this item. NCES will also request that institutions with 3-year and longer programs report data and calculate a graduation rate after 5-1/4 years. A special supplementary form will be used in Spring 2007 to collect this information on your 2001 cohort.

Initial Cohort - If you are reporting on a fall cohort, the information you reported on line 01 of your 2001 IPEDS Fall Enrollment report will be preloaded in this column. If you did not respond to that survey, or if you are reporting on a full-year cohort, the column will be blank.

Revised Cohort (10) – Please review the data in the initial cohort column, and make any necessary corrections for omissions or double counting in the revised cohort column. Enter the data according to student race/ethnicity and gender. If your data do not appear in the initial cohort column, please provide the enrollment data as requested in the revised cohort column.

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

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

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

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

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

Section III – Full-Time, First-Time Degree/certificate-seeking Students

Report each student only once.

Report the status of the 200 cohort of full-time, first-time degree/certificate-seeking students **as of August 31, 2004** in terms of the number of transfer-out students (non-completers), and exclusions to the cohort. Report all students by race/ethnicity and gender.

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

Revised Cohort (10) – These are the data as reported in Section III, page 1.

Total completers within 150% (29) - These are the data as reported in Section III, page 1.

Total transfer-out students (30) - If the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution, 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 report transfer-out data if you wish.

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

- a. The student is deceased or is totally and permanently disabled and thus unable to

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

NOTE: Students who leave the institution for one of the reasons noted in b, c, or d above, but return prior to the status date of August 31, 2004, may be subtracted from the cohort during the calculation of graduation rates.

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