

**GRADUATION RATE
Less Than 2-yr Institutions**

Worksheet for Calculation of 4-year Average Graduation and Transfer-out Rates

This worksheet is provided for the institution's convenience, and may be used to calculate Student Right-to-Know completion or graduation rates or transfer-out rates for disclosure or reporting purposes. The overall 4-year average graduation rate and transfer-out rate are calculated by the data collection system. Use this worksheet to calculate additional rates by race/ethnicity or other student characteristics.

	1997	1998	1999	2000	4-year Total
MEN					
1. Revised cohort (III,10)					
2. Total exclusions (III,45)					
3. Adjusted cohort (#1 minus #2)					
4. Total completers within 150% (III,11A)					
5. Total transfer-out students (III,30)					
4-year average Graduation Rate Calculation (#4 / #3)					
4-year average Transfer-out Rate Calculation (#5 / #3)					
WOMEN					
1. Revised cohort (III,10)					
2. Total exclusions (III,45)					
3. Adjusted cohort (#1 minus #2)					
4. Total completers within 150% (III,11A)					
5. Total transfer-out students (III,30)					
4-year average Graduation Rate Calculation (#4 / #3)					
4-year average Transfer-out Rate Calculation (#5 / #3)					
TOTAL (MEN AND WOMEN)					
1. Revised cohort (III,10)					
2. Total exclusions (III,45)					
3. Adjusted cohort (#1 minus #2)					
4. Total completers within 150% (III,11A)					
5. Total transfer-out students (III,30)					
4-year average Graduation Rate Calculation (#4 / #3)					
4-year average Transfer-out Rate Calculation (#5 / #3)					