

**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.

	1996	1997	1998	1999	4-year Total
<b>MEN</b>					
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)					
<b>4-year average Graduation Rate Calculation (#4 / #3)</b>					
<b>4-year average Transfer-out Rate Calculation (#5 / #3)</b>					
<b>WOMEN</b>					
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)					
<b>4-year average Graduation Rate Calculation (#4 / #3)</b>					
<b>4-year average Transfer-out Rate Calculation (#5 / #3)</b>					
<b>TOTAL (MEN AND WOMEN)</b>					
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)					
<b>4-year average Graduation Rate Calculation (#4 / #3)</b>					
<b>4-year average Transfer-out Rate Calculation (#5 / #3)</b>					