

Graduation Rate Survey Screens for Less-than-2-year Institutions NOTES

Answer the screening questions first.

The cohort method screening question (#3) may already be answered for you in the data collection system, based on your institution's response to the predominant calendar system question (D1) on the Institutional Characteristics survey from the IPEDS Fall 2000 Data Collection. Institutions with standard academic terms (semester, trimester, quarter, 4-1-4 plan) must use a Fall cohort; institutions offering primarily occupational/vocational programs and operating on a continuous basis must use a Full year cohort.

In the pages that follow, the unshaded areas indicate where data need to be provided. Column totals for men and women, and row totals for racial/ethnic categories will be generated by the data collection system.

The following notation is used in this document for Graduation Rate data:

- (x,y) where x = Section, and y = column

Section III screens:

- These screens will only be generated if the answer to screening question #1 is Yes .
- The initial cohort data (III,10) will be preloaded if the cohort method utilized is Fall, and the 1997 Fall Enrollment data were reported.
- NA will appear in (III,30) if the answer to screening question #4 is No, or if the answer is Yes, but **no** data on transfers out are available.

Calculation of Graduation and Transfer-out Rates

- This screen is generated for the 1997 cohort.

Calculation of 4-year Average Rates

- These 3 screens are generated, and rates are calculated, for the years 1994 through 1997. Previously reported data are preloaded for use in the calculations.

Graduation Rate Survey for Less-than-2-year Institutions Screening Questions

For the purposes of this Graduation Rate survey report, a cohort is a specific group of students established for tracking purposes. The Section III cohort data requested are for students in your 1997 cohort.

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

- 1. For academic year 1997-1998, did your institution enroll any full-time, first-time students?**
 - No. This institution did not enroll full-time, first-time students. *(Do NOT submit data for Section III.)*
 - Yes. *(Submit data for Section III.)*

- 2. Does the mission of your institution include providing substantial preparation for students to enroll in another eligible institution?**
 - No. *(You do not need to submit data for Section III, 30.)*
 - Yes, but my institution does not have any information on transfer-out students. *(You do not need to submit data for Section III, 30.)*
 - Yes, and my institution does have information on transfer-out students. *(Submit data for Section III, 30.)*

- 3. Which method does your institution use to identify a cohort for reporting data on this survey?**
 - Fall cohort -- for use by institutions with standard academic terms (semester, trimester, quarter, 4-1-4 plan).
 - Full year cohort -- for use by institutions offering primarily occupational/vocational programs and operating on a continuous basis.

GRADUATION RATE

Section III - Cohort of Full-time, First-time Students

Screen 1 of 1	Cohort Year 1997				
	Initial cohort	Revised cohort	Completed within 150%	Total transfer-out students (non-completers)	Total exclusions
		(10)	(11A)	(30)	(45)
MEN					
Nonresident alien	<i>preloaded</i>				
Black, non-Hispanic	<i>preloaded</i>				
Amer Indian or Alaskan Native	<i>preloaded</i>				
Asian or Pacific Islander	<i>preloaded</i>				
Hispanic	<i>preloaded</i>				
White, non-Hispanic	<i>preloaded</i>				
Race/ethnicity unknown	<i>preloaded</i>				
TOTAL MEN	<i>preloaded</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>
WOMEN					
Nonresident alien	<i>preloaded</i>				
Black, non-Hispanic	<i>preloaded</i>				
Amer Indian or Alaskan Native	<i>preloaded</i>				
Asian or Pacific Islander	<i>preloaded</i>				
Hispanic	<i>preloaded</i>				
White, non-Hispanic	<i>preloaded</i>				
Race/ethnicity unknown	<i>preloaded</i>				
TOTAL WOMEN	<i>preloaded</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>

GRADUATION RATE

Calculation of Graduation and Transfer-out Rates

Screen 1 of 1	Cohort year 1997					
	Revised cohort	Total exclusions	Total completers within 150%	Total transfer-out students (non-completers)	Graduation Rate	Transfer-out Rate
MEN						
Nonresident alien	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
Black, non-Hispanic	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
Amer Indian or Alaskan Native	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
Asian or Pacific Islander	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
Hispanic	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
White, non-Hispanic	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
Race/ethnicity unknown	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
TOTAL MEN	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
WOMEN						
Nonresident alien	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
Black, non-Hispanic	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
Amer Indian or Alaskan Native	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
Asian or Pacific Islander	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
Hispanic	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
White, non-Hispanic	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
Race/ethnicity unknown	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
TOTAL WOMEN	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>brought fwd</i>	<i>calculated</i>	<i>calculated</i>
TOTAL (MEN AND WOMEN)						
Nonresident alien	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>calculated</i>	<i>calculated</i>
Black, non-Hispanic	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>calculated</i>	<i>calculated</i>
Amer Indian or Alaskan Native	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>calculated</i>	<i>calculated</i>
Asian or Pacific Islander	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>calculated</i>	<i>calculated</i>
Hispanic	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>calculated</i>	<i>calculated</i>
White, non-Hispanic	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>calculated</i>	<i>calculated</i>
Race/ethnicity unknown	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>calculated</i>	<i>calculated</i>
TOTAL	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>calculated</i>	<i>calculated</i>

GRADUATION RATE

Calculation of 4-year Average Rates: Cohort Adjustment

Screen 1 of 3	1994	1995	1996	1997	4-year Total
MEN					
Revised cohort (III,10)	<i>preloaded</i>	<i>preloaded</i>	<i>preloaded</i>	<i>brought forward</i>	<i>generated</i>
Total exclusions (III,45)	<i>preloaded</i>	<i>preloaded</i>	<i>preloaded</i>	<i>brought forward</i>	<i>generated</i>
Adjusted cohort	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>
WOMEN					
Revised cohort (III,10)	<i>preloaded</i>	<i>preloaded</i>	<i>preloaded</i>	<i>brought forward</i>	<i>generated</i>
Total exclusions (III,45)	<i>preloaded</i>	<i>preloaded</i>	<i>preloaded</i>	<i>brought forward</i>	<i>generated</i>
Adjusted cohort	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>
TOTAL (MEN AND WOMEN)					
Revised cohort (III,10)	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>
Total exclusions (III,45)	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>
Adjusted cohort	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>

GRADUATION RATE

Calculation of 4-year Average Rates: Completers Within 150% of Normal Time

Screen 2 of 3	1994	1995	1996	1997	4-year Total
MEN					
Total completers within 150% (III,11A)	<i>preloaded</i>	<i>preloaded</i>	<i>preloaded</i>	<i>brought forward</i>	<i>generated</i>
WOMEN					
Total completers within 150% (III,11A)	<i>preloaded</i>	<i>preloaded</i>	<i>preloaded</i>	<i>brought forward</i>	<i>generated</i>
TOTAL (MEN AND WOMEN)					
Total completers within 150% (III,11A)	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>

GRADUATION RATE

Calculation of 4-year Average Rates: Transfer-out Students and Rate Calculations

Screen 3 of 3	1994	1995	1996	1997	4-year Total
MEN					
Total transfer-out students (III,30)	<i>preloaded</i>	<i>preloaded</i>	<i>preloaded</i>	<i>brought forward</i>	<i>generated</i>
WOMEN					
Total transfer-out students (III,30)	<i>preloaded</i>	<i>preloaded</i>	<i>preloaded</i>	<i>brought forward</i>	<i>generated</i>
TOTAL (MEN AND WOMEN)					
Total transfer-out students (III,30)	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>	<i>generated</i>
4-year average Student-Right-to-Know Completion or Graduation Rate Calculation					<i>calculated</i>
4-year average Student-Right-to-Know Transfer-out Rate Calculation					<i>calculated</i>

GRADUATION RATE SURVEY (GRS)

GENERAL INSTRUCTIONS – LESS-THAN-2-YEAR INSTITUTIONS

PERIOD OF REPORT

This report requests data on a cohort of full-time, first-time degree/certificate-seeking students enrolled in your institution either (1) as of October 15, 1997 or (2) during the period between September 1, 1997 and August 31, 1998. Institutions are to report the status of these students as of August 31, 2000.

COHORT IDENTIFICATION

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 2000 Data Collection. If you did not respond to that survey, you will need to indicate which method your institution will use, according to the following rules:

- 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, 1997, 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.
- 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, 1997 and August 31, 1998, 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 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 1997 cohort remains in the 1997 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 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.

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.

CONFIDENTIALITY OF DATA

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

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

The Freedom of Information Act requires that data retained by the Federal Government must be made available to the public so long as the rights to privacy of individuals are not violated. When requested, data collected in this survey will be made available to the public in the form of diskettes or via Internet. The database will contain all of the data items on the report, as well as the names of institutions submitting the reports.

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 1997 student cohort is provided as a convenience to the institution.

Worksheets calculating the 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 for 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 is available from the IPEDS website at <http://nces.ed.gov/ipeds/web2000/SpringScreens.html>.

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.

SCREENING QUESTIONS:

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

1. If your institution enrolled any full-time, first-time degree/certificate-seeking students for academic year 1997-1998, you must report graduation rate cohort data for that year.
2. If the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution, you must report transfer-out data if your institution has information on students who transfer out.
3. 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 2000 Data Collection. If you did not respond to that survey, you will need to indicate which method your institution will use, 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, 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, 1997 and August 31, 1998, 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.

SECTION III – FULL-TIME, FIRST-TIME DEGREE/CERTIFICATE-SEEKING STUDENTS

Report each student only once.

Report the status of the 1997 cohort of degree/certificate-seeking students **as of August 31, 2000** 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 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.

Initial cohort -- If you are reporting on a fall cohort, the information you reported on line 01 of your 1997 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. Enter the data according to student race/ethnicity and gender. If you have no corrections to make to your cohort as displayed in the initial cohort column, you do not need to enter any data in the revised cohort column. 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 150% (11A) -- 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.

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 on 11A; those taking longer would not be reported.

Total transfer-out students (non-completers) (30) -- If you indicated in Screening Question #2 that 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 you indicated No to Screening Question #2, or if your institution does not have any information on students who transfer out, the data collection system will insert values of NA into each field in this column. You may, however, 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 return to school.
- b. The student left school to serve in the armed forces. (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, 2000, may be subtracted from the cohort during the calculation of graduation rates.

WORKSHEETS

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