

FORM **IPEDS-GRS-1S**
(11-1999)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS**NOTE** – The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

The collection and reporting of enrollment data on students with athletically-related student aid is mandatory for all institutions participating in any Title IV HEA program and is authorized by Section 485 of the Higher Education Act of 1965 (20 U.S.C. 1092), as amended.

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

**INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM****GRADUATION RATE SURVEY****SUPPLEMENT ON THE
1991 COHORT
FOR SCHOOLS WITH 5-YEAR
PROGRAMS**

Please read the accompanying instructions before completing this survey form. Report data **ONLY** for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they **CANNOT** be reported separately, please provide a list of these schools.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO**Please submit by February 7, 2000**

1. Name of respondent

2. Title of respondent

3. Telephone — Area code, number, extension

FAX number

4. E-Mail address

CERTIFICATION – I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.5. Name (*Type or print*)

6. Title

7. Telephone (*Area code, number, ext.*)

8. Signature

9. Date

PURPOSE OF THE SURVEY

The Graduation Rate Survey (GRS) component of the Integrated Postsecondary Education Data System collects data on completion or graduation rates and transfer-out rates of full-time, first-time certificate or degree-seeking undergraduate students. This survey will provide a new indicator in the National Center for Education Statistics' (NCES) ongoing effort to report on the condition of postsecondary education in the United States.

These data will also help institutions satisfy the requirements of the Student Right-to-Know legislation. According to the Student Assistance General Provisions (Sec. 668.41, 668.46, 668.49), institutions that offer athletically-related student aid are required to report graduation and transfer-out rates to the Secretary, U.S. Department of Education. In addition, other institutions that participate in any student financial assistance program under Title IV of the Higher Education Act of 1965, as amended, are required to disclose graduation rates to students and prospective students.

This survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States..." (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

USES OF THE DATA

These data will provide comparable graduation rate statistics for all postsecondary institutions in the nation. The data will also provide much needed information to researchers as an institutional outcome measure and it will offer insight into the relationship between the changing demographics of college-going cohorts within different types of institutions. The information collected in this form can also be used by institutions to partially satisfy the final regulations regarding the Student Right-to-Know Act.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0582. The time required to complete this information collection is estimated to average 5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have comments or concerns regarding the status of your individual submission of this form write directly to:**

**National Center for Education Statistics/IPEDS
555 New Jersey Avenue, NW
Washington, D.C. 20208-5652**

The definitions and instructions for compiling GRS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading unless accompanied by additional information about the institution.

DO NOT RETURN INSTRUCTIONS

Before You Complete This Report ...

Please read this carefully and answer the question below before completing this report.

This supplemental report is provided to institutions that indicated on their 1997 Graduation Rate Survey (GRS) that they offered 5-year baccalaureate programs. It is intended to collect additional information on the 1991 cohort of full-time/first-time degree/certificate-seeking students, thus allowing institutions to compute a graduation rate and a transfer out rate based on 150% of normal time for their 5-year programs, or after 7½ years.

The National Center for Education Statistics (NCES) is providing **edited data** from your institution's 1997 GRS submission on this form to aid in your response. Institutions are asked to **update** the data provided after 6 years to reflect the status of their 1991 cohort after 7½ years. This new data should be used to calculate a graduation rate for dissemination purposes.

NCES has structured this report in the same format as your original submission; we have added lines where appropriate to allow for the additional reporting after 7½ years. If you have any questions regarding the completion of this report, please call Susan Broyles at 202-219-1359 or the Census Bureau representative at 1-800-451-6236.

Question: Does this institution have additional data to report on completers or transfers out of 5-year programs for the 1991 GRS cohort?

- Yes – Please complete the following sections.
- No – Please sign the certification statement on the front cover of this form and return pages 1-3 to the Census Bureau.

TABLE OF CONTENTS
INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM
GRADUATION RATE SURVEY (GRS-1S)

SUPPLEMENT ON THE 1991 COHORT FOR SCHOOLS WITH 5-YEAR PROGRAMS	Pages
SECTION I – NOT APPLICABLE	
SECTION II – 1991 COHORT OF FULL-TIME, FIRST-TIME STUDENTS SEEKING A BACHELOR’S OR EQUIVALENT DEGREE	6-9
PART A – STATUS OF STUDENTS IN THE COHORT	6-7
PART B – TRANSFER-OUT STUDENTS	8
PART C – CLARIFYING QUESTION	9
SECTION III – 1991 COHORT OF FULL-TIME, FIRST-TIME UNDERGRADUATE STUDENTS SEEKING OTHER THAN A BACHELOR’S DEGREE	10-13
PART A – STATUS OF STUDENTS IN THE COHORT	10-11
PART B – TRANSFER-OUT STUDENTS	12
PART C – CLARIFYING QUESTION	13
SECTION IV – NOT APPLICABLE	
SECTION V – NOT APPLICABLE	
SECTION VI – 1991 COHORT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS	14-17
PART A – STATUS OF STUDENTS IN THE COHORT RECEIVING ATHLETICALLY-RELATED STUDENT AID	14-15
PART B – TRANSFER-OUT STUDENTS	16
PART C – CLARIFYING QUESTION	17
WORKSHEETS	Worksheets 1-2
INSTRUCTIONS	Instructions 1-3
GLOSSARY	Glossary 1-3

SECTION II

SUPPLEMENTAL DATA ON THE 1991 COHORT OF FULL-TIME, FIRST-TIME STUDENTS SEEKING A BACHELOR'S OR EQUIVALENT DEGREE

Edited data from your 1997 Graduation Rate Survey report are provided on lines 10–21. You may update this data by crossing out the preprinted information and entering the correct numbers. **Be sure to provide your supplemental data on lines 17S and 21S and revise the subtotals accordingly.**

SECTION I IS NOT APPLICABLE TO THIS REPORT

Section II - SUPPLEMENTAL DATA ON THE 1991 COHORT OF FULL-TIME, FIRST-TIME STUDENTS SEEKING A BACHELOR'S OR EQUIVALENT DEGREE

Part A - STATUS OF STUDENTS IN THE COHORT

**THE PREPRINTED INFORMATION WAS PROVIDED ON YOUR 1991 COHORT AFTER 6 YEARS -
NOTE THAT THESE DATA HAVE BEEN EDITED BY NCES/CENSUS AND MAY NOT EXACTLY MATCH YOUR SUBMISSION**

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
10	Initial cohort of full-time, first-time students seeking a bachelor's or equivalent degree																
11	Completers of programs of less than 2 years, total																
12	Completers of programs of at least 2 years but less than 4 years, total																
13	Completed the program in 2 years or less																
14	Completed the program in 3 years																
15	Completed the program in 4 years																
16	Completed the program in 5 years																
17	Completed the program in 6 years																
17S	Completed the program in 7 or 8 years																
18	Completers of bachelor's or equivalent degrees, total																
19	Completed the program in 4 years or less																
20	Completed the program in 5 years																
21	Completed the program in 6 years																
21S	Completed the program in 7 or 8 years																

Edit Checks: Be sure line 12 = lines 13 + 14 + 15 + 16 + 17 + 17S, and line 18 = lines 19 + 20 + 21 + 21S. **Report each student only once.**

Section II – SUPPLEMENTAL DATA ON THE 1991 COHORT OF FULL-TIME, FIRST-TIME STUDENTS SEEKING A BACHELOR’S OR EQUIVALENT DEGREE – Continued

Part A – STATUS OF STUDENTS IN THE COHORT – Continued

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
11A	Of line 11 above, how many completed their program within 150% of normal time																
12A	Of line 12 above, how many completed their program within 150% of normal time																
18A	Of line 18 above, how many completed their program within 150% of normal time																

REMARKS SECTION:

REMARKS SECTION:

Section II – SUPPLEMENTAL DATA ON THE 1991 COHORT OF FULL-TIME, FIRST-TIME STUDENTS SEEKING A BACHELOR’S OR EQUIVALENT DEGREE – Continued

Part B – TRANSFER OUT STUDENTS

If your institution has or receives data about students who transfer out through a verification process as described in the instructions, please complete Part B.

NOTE: Transfer must occur within 150% of normal time. Students may or may not have subsequently returned to your institution, but should not be reported here if they completed their program within 150% of normal time.

The numbers you provided for your 1991 cohort (on the 1997 Graduation Rate Survey) have been preprinted for you. Please update any information that has changed by crossing out the incorrect number and entering the new data.

Enter zero (0) in the TOTAL columns (columns 15 and 16) if your institution does not have transfer-out students from the 1991 cohort. Leave blank if data are not available.

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
30	Transfer-out students (noncompleters) (at any time within 150% of normal time), total																
31	To a less than 2-year institution																
32	To a 2-year institution																
33	To a 4-year or higher institution																

Edit Check: Be sure line 30 = lines 31 + 32 + 33. **Report each student only once.**

REMARKS SECTION:

Section II – SUPPLEMENTAL DATA ON THE 1991 COHORT OF FULL-TIME, FIRST-TIME STUDENTS SEEKING A BACHELOR’S OR EQUIVALENT DEGREE – Continued

Part C – CLARIFYING QUESTION

1. How many students in the initial cohort left your institution for one of the following reasons?

NOTE: Be sure these students are included in Section II, Part A, line 10. Students may or may not have subsequently returned to your institution, (for example from church mission) but should not be reported here if they completed their program within 150% of normal time.

Enter zero (0) in the TOTAL columns (columns 15 and 16) if no students left for the reasons listed below. Leave blank if data are not available.

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
41	Students are deceased or are totally and permanently disabled																
42	Students left school to serve in the armed forces																
43	Students left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps																
44	Students left school to serve on official church missions																
45	TOTAL																

Edit Check: Be sure line 45 = lines 41 + 42 + 43 + 44.

REMARKS SECTION:

SECTION III

SUPPLEMENTAL DATA ON THE 1991 COHORT OF FULL-TIME, FIRST-TIME STUDENTS SEEKING OTHER THAN A BACHELOR'S DEGREE

Edited data from your 1997 Graduation Rate Survey report are provided on lines 10–21. You may update this data by crossing out the preprinted information and entering the correct numbers. **Be sure to provide your supplemental data on lines 17S and 21S and revise the subtotals accordingly.**

Section III – SUPPLEMENTAL DATA ON THE 1991 COHORT OF FULL-TIME, FIRST-TIME STUDENTS SEEKING OTHER THAN A BACHELOR’S DEGREE

Part A – STATUS OF STUDENTS IN THE COHORT

**THE PREPRINTED INFORMATION WAS PROVIDED ON YOUR 1991 COHORT AFTER 6 YEARS –
NOTE THAT THESE DATA HAVE BEEN EDITED BY NCES/CENSUS AND MAY NOT EXACTLY MATCH YOUR SUBMISSION**

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
10	Initial cohort of full-time, first-time students seeking other than a bachelor’s degree																
11	Completers of programs of less than 2 years, total																
12	Completers of programs of at least 2 years but less than 4 years, total																
13	Completed the program in 2 years or less																
14	Completed the program in 3 years																
15	Completed the program in 4 years																
16	Completed the program in 5 years																
17	Completed the program in 6 years																
17S	Completed the program in 7 or 8 years																
18	Completers of bachelor’s or equivalent degrees, total																
19	Completed the program in 4 years or less																
20	Completed the program in 5 years																
21	Completed the program in 6 years																
21S	Completed the program in 7 or 8 years																

Edit Checks: Be sure line 12 = lines 13 + 14 + 15 + 16 + 17 + 17S, and line 18 = lines 19 + 20 + 21 + 21S. **Report each student only once.**

Section III - SUPPLEMENTAL DATA ON THE 1991 COHORT OF FULL-TIME, FIRST-TIME STUDENTS SEEKING OTHER THAN A BACHELOR'S DEGREE - Continued

Part A - STATUS OF STUDENTS IN THE COHORT - Continued

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
11A	Of line 11 above, how many completed their program within 150% of normal time																
12A	Of line 12 above, how many completed their program within 150% of normal time																
18A	Of line 18 above, how many completed their program within 150% of normal time																

REMARKS SECTION:

REMARKS SECTION:

Section III – SUPPLEMENTAL DATA ON THE 1991 COHORT OF FULL-TIME, FIRST-TIME STUDENTS SEEKING OTHER THAN A BACHELOR’S DEGREE – Continued

Part B – TRANSFER-OUT STUDENTS

If your institution has or receives data about students who transfer out through a verification process as described in the instructions, please complete Part B.

NOTE: Transfer must occur within 150% of normal time. Students may or may not have subsequently returned to your institution, but should not be reported here if they completed their program within 150% of normal time.

The numbers you provided for your 1991 cohort (on the 1997 Graduation Rate Survey) have been preprinted for you. Please update any information that has changed by crossing out the incorrect number and entering the new data.

Enter zero (0) in the TOTAL columns (columns 15 and 16) if your institution does not have transfer-out students from the 1991 cohort. Leave blank if data are not available.

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
30	Transfer-out students (noncompleters) (at any time within 150% of normal time), total																
31	To a less than 2-year institution																
32	To a 2-year institution																
33	To a 4-year or higher institution																

Edit Check: Be sure line 31 = lines 31 + 32 + 33. **Report each student only once.**

REMARKS SECTION:

Section III – SUPPLEMENTAL DATA ON THE 1991 COHORT OF FULL-TIME, FIRST-TIME STUDENTS SEEKING OTHER THAN A BACHELOR’S DEGREE – Continued

Part C – CLARIFYING QUESTION

1. How many students in the initial cohort left your institution for one of the following reasons?

NOTE: Be sure these students are included in Section III, Part A, line 10. Students may or may not have subsequently returned to your institution, (for example from church mission) but should not be reported here if they completed their program within 150% of normal time.

Enter zero (0) in the TOTAL columns (columns 15 and 16) if no students left for the reasons listed below. Leave blank if data are not available.

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
41	Students are deceased or are totally and permanently disabled																
42	Students left school to serve in the armed forces																
43	Students left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps																
44	Students left school to serve on official church missions																
45	TOTAL																

Edit Check: Be sure line 45 = lines 41 + 42 + 43 + 44. **Report each student only once.**

REMARKS SECTION:

SECTION VI

SUPPLEMENTAL DATA ON THE 1991 COHORT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS

Edited data from your 1997 Graduation Rate Survey report are provided on lines 60–71. You may update this data by crossing out the preprinted information and entering the correct numbers. **Be sure to provide your supplemental data on lines 67S and 71S and revise the subtotals accordingly.**

SECTIONS IV AND V ARE NOT APPLICABLE TO THIS REPORT.

Section VI – SUPPLEMENTAL DATA ON THE 1991 COHORT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS

Part A – STATUS OF STUDENTS IN THE COHORT RECEIVING ATHLETICALLY-RELATED STUDENT AID TO PLAY:

Check only one of the following boxes for the sport that applies:

1 **Football** 2 **Basketball** 3 **Baseball** 4 **Cross-country/track** 5 **All other sports combined**

**THE PREPRINTED INFORMATION WAS PROVIDED ON YOUR 1991 COHORT AFTER 6 YEARS –
NOTE THAT THESE DATA HAVE BEEN EDITED BY NCES/CENSUS AND MAY NOT EXACTLY MATCH YOUR SUBMISSION**

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
60	Of the initial cohort, how many first-time students received athletically-related student aid to play this sport																
61	Completers of programs of less than 2 years, total																
62	Completers of programs of at least 2 years but less than 4 years, total																
63	Completed the program in 2 years or less																
64	Completed the program in 3 years																
65	Completed the program in 4 years																
66	Completed the program in 5 years																
67	Completed the program in 6 years																
67S	Completed the program in 7 or 8 years																
68	Completers of bachelor's or equivalent degrees, total																
69	Completed the program in 4 years or less																
70	Completed the program in 5 years																
71	Completed the program in 6 years																
71S	Completed the program in 7 or 8 years																

Edit Checks: Be sure line 62 = lines 63 + 64 + 65 + 66 + 67 + 67S, and line 68 = lines 69 + 70 + 71 + 71S. **Report each student only once.**

Section VI – SUPPLEMENTAL DATA ON THE 1991 COHORT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS: – Continued

Part A – STATUS OF STUDENTS IN THE COHORT RECEIVING ATHLETICALLY-RELATED STUDENT AID TO PLAY: – Continued

Check only one of the following boxes for the sport that applies:

1 **Football** 2 **Basketball** 3 **Baseball** 4 **Cross-country/track** 5 **All other sports combined**

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
61A	Of line 11 above, how many completed their program within 150% of normal time																
62A	Of line 12 above, how many completed their program within 150% of normal time																
68A	Of line 18 above, how many completed their program within 150% of normal time																

REMARKS SECTION:

Section VI – SUPPLEMENTAL DATA ON THE 1991 COHORT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS – Continued

Part B – TRANSFER-OUT STUDENTS

Check only one of the following boxes for the sport that applies:

- 1 Football 2 Basketball 3 Baseball 4 Cross-country/track 5 All other sports combined

If your institution has or receives data about students who transfer out through a verification process as described in the instructions, please complete Part B.

NOTE: Transfer must occur within 150% of normal time. Students may or may not have subsequently returned to your institution, but should not be reported here if they completed their program within 150% of normal time.

The numbers you provided for your 1991 cohort (on the 1997 Graduation Rate Survey) have been preprinted for you. Please update any information that has changed by crossing out the incorrect number and entering the new data.

Enter zero (0) in the TOTAL columns (columns 15 and 16) if your institution does not have transfer-out students from the 1991 cohort. Leave blank if data are not available.

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
80	Transfer-out students (noncompleters) (at any time within 150% of normal time), total																
81	To a less than 2-year institution																
82	To a 2-year institution																
83	To a 4-year or higher institution																

Edit Check: Be sure line 80 = lines 81 + 82 + 83. **Report each student only once.**

REMARKS SECTION:

Section VI – SUPPLEMENTAL DATA ON THE 1991 COHORT OF STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS – Continued

Part C – CLARIFYING QUESTION

Check only one of the following boxes for the sport that applies:

- 1 Football 2 Basketball 3 Baseball 4 Cross-country/track 5 All other sports combined

1. How many students in the initial cohort left your institution for one of the following reasons?

NOTE: Be sure these students are included in Section VI, Part A, line 60. Students may or may not have subsequently returned to your institution, (for example from church mission) but should not be reported here if they completed their program within 150% of normal time.

Enter zero (0) in the TOTAL columns (columns 15 and 16) if no students left for the reasons listed below. Leave blank if data are not available.

Line No.	Cohort year: 1991	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
91	Students are deceased or are totally and permanently disabled																
92	Students left school to serve in the armed forces																
93	Students left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps																
94	Students left school to serve on official church missions																
95	TOTAL																

Edit Check: Be sure line 95 = lines 91 + 92 + 93 + 94. **Report each student only once.**

REMARKS SECTION:

WORKSHEET FOR CALCULATING GRADUATION AND TRANSFER-OUT RATES

These worksheets are provided for the institution's convenience and may be used to calculate graduation and transfer-out rates or other rates for disclosure or reporting purposes. Duplicate the worksheets if needed to calculate additional race/ethnicity or other student characteristics.

WORKSHEET FOR CALCULATING STUDENT RIGHT-TO-KNOW COMPLETION OR GRADUATION AND TRANSFER-OUT RATES OF FULL-TIME, FIRST-TIME DEGREE/CERTIFICATE-SEEKING UNDERGRADUATES FOR 4-YEAR INSTITUTIONS WITH 5-YEAR PROGRAMS

This worksheet is provided for the institution's convenience and may be used to calculate Student Right-To-Know completion or graduation and transfer-out rates or other rates for disclosure or reporting purposes. Duplicate the worksheet if needed to calculate rates by race/ethnicity or other student characteristics.

1. Cohort determination. Enter your initial cohort from Sections II and III, Part A, line 10 and the number of allowable exclusions from Sections II and III, Part C to determine your cohort for calculating graduation rates.				2. Calculation of total completers. Enter the numbers of completers from Sections II and III onto the worksheet as indicated. Enter "0" if appropriate.				3. Calculation of total transfer-out students. Enter the numbers of transfer-out students from Sections II and III onto the worksheet as indicated. Enter "0" if appropriate.			
Item Reference	Men (Col 15)	Women (Col 16)	TOTAL	Item Reference	Men (Col 15)	Women (Col 16)	TOTAL	Item Reference	Men (Col 15)	Women (Col 16)	TOTAL
a. Initial cohort Sec II, Part A, line 10				a. Completers of < 2-yr programs Sec II, Part A, line 11A				a. Transfer-out students Sec II, Part B, line 30			
b. Initial cohort Sec III, Part A, line 10				b. Completers of 2 < 4-yr programs Sec II, Part A, line 12A				b. Transfer-out students Sec III, Part B, line 30			
c. Initial Cohort: Sum Item 1a and 1b (Cols 15 + 16) and enter total here →				c. Completers of bachelor's programs Sec II, Part A, line 18A				c. Total (Sum of a + b)			
d. Allowable exclusions Sec II, Part C, line 45				d. Completers of < 2-yr programs Sec III, Part A, line 11A				d. Total transfer-out students: Sum Item 3c (Cols 15 + 16) and enter total here →			
e. Allowable exclusions Sec III, Part C, line 45				e. Completers of 2 < 4-yr programs Sec III, Part A, line 12A							
f. Total exclusions: (Sum of d + e)				f. Completers of bachelor's programs Sec III, Part A, line 18A							
g. Total Exclusions: Sum Item 1f (Cols 15 + 16) and enter total here →				g. Total: (Sum of a through f)							
h. Final Cohort: Subtract the exclusions (Item 1g) from the initial cohort total (Item 1c) and enter the result here →				h. Total Completers: Sum Item 2g (Cols 15 + 16) and enter total here →							
4. Student Right-To-Know Completion or Graduation Rate Calculation: Item 2h divided by Item 1h – enter result here →											
5. Student Right-To-Know Transfer-Out Rate Calculation: Item 3d divided by Item 1h – enter result here →											

WORKSHEET FOR CALCULATING STUDENT RIGHT-TO-KNOW COMPLETION OR GRADUATION AND TRANSFER-OUT RATES OF FULL-TIME, FIRST-TIME DEGREE/CERTIFICATE-SEEKING STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR 4-YEAR INSTITUTIONS WITH 5-YEAR PROGRAMS

This worksheet is provided for the institution's convenience and may be used to calculate Student Right-To-Know completion or graduation and transfer-out rates or other rates for disclosure or reporting purposes. Duplicate the worksheet if needed to calculate rates for each sport or by race/ethnicity or other student characteristics.

Check **only one** of the following boxes for the sport that applies.

- 1 **Football** 2 **Basketball** 3 **Baseball** 4 **Cross-country/track** 5 **All other sports combined**

1. Cohort determination. Enter your initial cohort from Section VI, Part A, line 60 and the number of allowable exclusions from Section VI, Part C to determine your cohort for calculating graduation rates.

2. Calculation of total completers. Enter the numbers of completers from Section VI onto the worksheet as indicated. Enter "0" if appropriate.

3. Calculation of total transfer-out students. Enter the numbers of transfer-out students from Section VI onto the worksheet as indicated. Enter "0" if appropriate.

Item Reference	Men (Col 15)	Women (Col 16)	TOTAL	Item Reference	Men (Col 15)	Women (Col 16)	TOTAL	Item Reference	Men (Col 15)	Women (Col 16)	TOTAL
a. Initial cohort Sec VI, Part A, line 60				a. Completers of < 2-yr programs Sec VI, Part A, line 61A				a. Transfer-out students Sec VI, Part B, line 80			
b. Initial Cohort: Sum Item 1a (Cols 15 + 16) and enter total here →				b. Completers of 2 < 4-yr programs Sec VI, Part A, line 62A				b. Total transfer-out students: Sum Item 3a (Cols 15 + 16) and enter total here →			
c. Allowable exclusions Sec VI, Part C, line 95				c. Completers of bachelor's programs Sec VI, Part A, line 68A							
d. Total Exclusions: Sum Item 1c (Cols 15 + 16) and enter total here →				d. Total: (Sum of a through c)							
e. Final Cohort: Subtract the exclusions (Item 1d) from the initial cohort total (Item 1b) and enter the results here →				e. Total Completers: Sum Item 2d (Cols 15 + 16) and enter total here →							

4. Student Right-To-Know Completion or Graduation Rate Calculation: Item 2e divided by Item 1e – enter result here →

5. Student Right-To-Know Transfer-Out Rate Calculation: Item 3b divided by Item 1e – enter result here →

**INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM
GRADUATION RATE SURVEY (GRS) SUPPLEMENT
GENERAL INSTRUCTIONS – GRS-1S**

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report, make any necessary corrections to the preprinted address information. Also, enter the name, title, telephone number, e-Mail address, and FAX number of the person responsible for completing the report and to whom questions may be directed.

PERIOD OF REPORT

This report requests additional data on the 1991 cohort of full-time, first-time degree/certificate-seeking undergraduate students who were reported on your Graduation Rate Survey report in 1997.

BEFORE YOU COMPLETE THIS FORM . . .

Please read this section carefully before you answer the question. Your response determines whether or not you need to provide supplemental data for your 1991 cohort. This supplemental data covers the period from August 31, 1997 through August 31, 1999. If your institution offers 5-year baccalaureate programs, you may count completers and transfers out through the end of the first semester of the eighth year (or comparable period) when computing a graduation rate and transfer out rate for those programs. If you have no additional completers or transfers out to report, simply check the "No" box, sign the certification on the cover page, and return the form to the Census Bureau. If you have additional information to report, check the "Yes" box and follow the instructions carefully when completing the remaining sections.

PREPRINTED INFORMATION

This survey form includes each of the Sections that you will need to update. Sections II and III include **edited data** from your 1997 GRS submission. Section VI **edited data** are also included if your institution offers athletically-related student aid.

GENERAL INSTRUCTIONS

Since this form collects supplemental information for the 1991 cohort of students you included on your 1997 Graduation Rate Survey (GRS) form, all instructions for reporting additional information remain the same.

Please report additional completers by race/ethnicity and gender on the lines provided, and revise the subtotal lines accordingly. Be sure you revise Line 18A so that a graduation rate can be calculated based on 150% of normal time for your institution's longest program.

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. Data cells containing fewer than three individuals will be removed. The database will contain all of the data items on the report (except those which might identify individuals), as well as the names of institutions submitting the reports.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES

INSTRUCTIONS FOR COMPLETING THE GRADUATION RATE SURVEY GRS-1S REPORT FORM

Enter zero (0) in the TOTAL columns (columns 15 and 16) if the reported data for an item number are "Not Applicable" or "None." Leave blank if the data are not available.

SECTION II – FULL-TIME, FIRST-TIME STUDENTS SEEKING A BACHELOR’S OR EQUIVALENT DEGREE

Part A – Status of Students in the Cohort – Report each student only once.

Report the status of the 1991 cohort of bachelor’s or equivalent degree-seeking students as of August 31, 1999. Edited data from your 1997 GRS report are included on the survey form. Please make any changes to the data by crossing out the preprinted information and entering the correct value(s).

Line 17S: Additional completers of programs of at least 2 years but less than 4 years

Report any students from your original cohort who completed these programs during the period from August 31, 1997 (after 6 years) to August 31, 1999 (after 8 years). These students will not have completed within 150% of normal time; however, it is important to be able to look at time to degree for these students.

Line 12: Total completers of at least 2 years but less than 4 years programs

Revise the total on line 12 to reflect any additional completers reported on line 17S.

Line 21S: Additional completers of bachelor’s or equivalent degrees

Report any students from your original cohort who completed a bachelor’s or equivalent degree during the period from August 31, 1997 (after 6 years) to August 31, 1999 (after 8 years). These students may be completers of either 4 or 5-year programs and may not have completed within 150% of normal time; however, this information is important for studying time to degree for these students.

Line 18: Total completers of bachelor’s or equivalent degrees

Revise the total on line 18 to reflect any additional completers reported on line 21S.

Lines 11A, 12A and 18A: Completers within 150% of Normal Time

In order to calculate a graduation rate to comply with Student Right-to-Know regulations, institutions can only count as completers, 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.*

Line 11A: Completers of less than 2-year programs – Data from your 1997 GRS report are provided for you and may be revised to reflect additional completers.

Line 12A: Completers of at least 2, but less than 4-year programs – Again, data from your 1997 GRS report are provided for you and may be revised to reflect additional completers.

Line 18A: Completers of bachelor’s or equivalent degrees – Enter the number of students reported on line 18 who completed a bachelor’s or equivalent degree program within 150% of normal time. Include completers of 3-year bachelor’s degree programs only if they completed within 4½ years; 4-year programs must be completed within 6 years; and 5-year programs must be completed within 7½ years. Your 1997 data are provided for your convenience. Please cross out any incorrect information and enter your new data.

Part B – Transfer-Out Students

Lines 30–33: If your institution has or receives data about students who transfer to other institutions **AND** you provided data on your 1997 GRS report, the data are preprinted on this form. Please update this report with any new information about students who transferred out of your 1991 cohort within 150% of normal time for the program in which they were enrolled.

Part C – Clarifying Question

Lines 41–45: Adjustments to Cohort

Referencing the cohort reported on line 10, indicate the number of students who left your institution (and have neither graduated nor transferred to another institution) because of one of the following **documented** reasons:

- The student is deceased or is totally and permanently disabled and thus unable to return to school.
- The student left school to serve in the armed forces, (**DO NOT** include students already in the military who transfer to another duty station.)
- The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
- 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, 1999 may be subtracted from the cohort during the calculation of graduation rates.

SECTION III – FULL-TIME, FIRST-TIME UNDERGRADUATE STUDENTS SEEKING OTHER THAN A BACHELOR’S DEGREE

Follow all instruction for **Section II, Parts A, B, and C** when updating **SECTION III** with additional information on your 1991 cohort.

SECTIONS IV and V are not applicable to this report.

SECTION VI – STUDENTS RECEIVING ATHLETICALLY-RELATED STUDENT AID FOR SPECIFIED SPORTS

Based on information provided on your 1997 GRS report, this section has been customized specifically for your institution. If your institution did not provide data on students with athletically-related student aid from the 1991 cohort, Section VI will not be provided.

Individual sections are preprinted for institutions that provided data on athletes in 1997, so that you can update data separately for each sport.

Follow all instructions for the corresponding line items in Section II when completing Section VI.

GRADUATION RATE SURVEY (GRS) SUPPLEMENT GLOSSARY – GRS-1S

ACADEMIC PROGRAM – Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

ACADEMIC YEAR – The period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4-1-4 plan.

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.

ASSOCIATE'S DEGREE – An award that normally requires at least 2 years but less than 4 years of full-time equivalent college work.

ATHLETICALLY-RELATED STUDENT AID – Any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution in order to be eligible to receive such assistance.

BACHELOR'S DEGREE – An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK STUDY) PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.

BLACK, NON-HISPANIC – A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

CERTIFICATE – A formal award certifying the satisfactory completion of a postsecondary education program.

CEU – Continuing education unit. One continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

COHORT – A specific group (of students) established for tracking purposes. [For this survey, the initial cohort is defined as all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during either (1) the fall term of a given year, or (2) between September 1 and August 31 of the same academic year. (See instructions for further clarification.)]

COMPLETER – A student who receives a degree, diploma, certificate, or other formal award. In order to be considered a completer, the degree/award must actually be conferred.

COOPERATIVE (WORK-STUDY PLAN) PROGRAM – A program that provides for alternate class attendance and employment in business, industry, or government.

CREDIT – Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

CREDIT COURSE – A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

DEGREE – An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

DEGREE-SEEKING STUDENTS – Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.

DIPLOMA – A formal document certifying the successful completion of a prescribed program of studies.

DROP OUT – A student who left the institution and did not return.

FALL TERM – The part of the academic year that begins between late August and November 1.

FIRST-TIME FRESHMAN – An entering freshman who has never attended any college (or other postsecondary institution). Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

FIRST-TIME STUDENT – A student attending any institution for the first time at the level (undergraduate, graduate, or first-professional) enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school).

5-YEAR PROGRAM – A program offered by an institution that is defined in the catalog as requiring a student to take courses over a 5-year period in order to attain a bachelor's degree. These include, but are not limited to, 5-year cooperative programs which alternate class attendance with employment.

FULL-TIME STUDENT – At the undergraduate level, a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.

HISPANIC – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

INITIAL COHORT – *See Cohort.*

NONCOMPLETERS NOT ENROLLED – A student from a given cohort who has not completed a program and is not enrolled as of October 15 or the institution's official fall reporting date (following the August 31 status date). The student may have left either formally or without notice.

**GRADUATION RATE SURVEY (GRS) SUPPLEMENT
GLOSSARY – GRS-1S– Continued**

NONCOMPLETERS STILL ENROLLED – A student from a given cohort who has not completed a program and is still enrolled at the institution as of October 15 or the institution’s official fall reporting date (following the August 31 status date). Also known as persisters.

NONCREDIT COURSE – A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

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.

OCCUPATIONAL PROGRAM – A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.

OFF-CAMPUS CENTERS (EXTENSION CENTERS) – Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.

OFFICIAL FALL REPORTING DATE – The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body.

POSTSECONDARY EDUCATION – The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational (leisure) and adult basic education programs.

PROGRAM – A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

PROGRAMS OF AT LEAST 4 YEARS – Programs designed to be completed in at least 8 semesters or 12 quarters to obtain a degree, diploma, or other formal award. Includes programs resulting in all bachelor’s degrees and other baccalaureate level or equivalent degrees, as well as 5-year cooperative programs, and those programs in which the normal 4 years of work are completed in 3 years.

PROGRAMS OF AT LEAST 2 YEARS BUT LESS THAN 4 YEARS – Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including associate’s degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma, certificate, or other formal award.

PROGRAMS OF LESS THAN 2 YEARS – Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 contact hours to obtain a degree, diploma, certificate, or other formal award.

QUARTER CALENDAR SYSTEM – A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

RACE/ETHNICITY – Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible noncitizens are as follows:

- Black, non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, non-Hispanic

RACE/ETHNICITY UNKNOWN – Category used to classify students or employees whose race/ethnicity is not known and institutions are unable to place them in one of the specified racial/ethnic categories.

REMEDIAL COURSES – Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

RESIDENT ALIEN (and other eligible non-citizens) – A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds 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).

SEMESTER CALENDAR SYSTEM – A calendar system that consists of 2 semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer term.

STATUS DATE – August 31 of the reporting year; at which time institutions determine the status of their cohort.

STOP OUT – A student who left the institution and did not return.

GRADUATION RATE SURVEY (GRS) SUPPLEMENT
GLOSSARY – GRS-1S – Continued

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 disclose completion or graduation rates of certificate- or degree-seeking, full-time students entering an institution to all students and prospective students. Further, Section 104 requires each institution which participates in any Title IV program and is attended by students receiving athletically-related student aid to annually submit a report to the Secretary. This report is to contain, among other things, graduation/completion rates of students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rates for the four most recent years. These data are also required to be disclosed to potential student athletes (and others) when the institution offers athletically-related student aid.

SUMMER SESSION – A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.

3/2 PROGRAM – A program of study that normally requires the first 3 years of undergraduate study at one institution and the last 2 years of study at another institution in order to attain a bachelor's degree. These programs are predefined by the institutions and are normally offered when an institution is unable to grant a degree in a particular field or program of study.

TRANSCRIPT – An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.

TRANSFER-OUT STUDENT – A student that leaves the reporting institution and enrolls at another institution. (For this survey, certification of transfer must be documented and transfer must occur within 150% of normal time to completion of the student's program.)

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.

TRANSFER-READY STUDENT – A student who has successfully completed a transfer-preparatory program. (For purposes of this report, these students are counted as Completers.)

TRANSFER VERIFICATION – Evidence of transfer as documented by:

- a. A certification letter or document from the registrar of the receiving institution that the student is enrolled in the receiving institution.
- b. An electronic certification, such as SPEEDE/ExPRESS or a secure e-mail message from the registrar of the receiving institution stating that the student is enrolled at that institution.
- c. Confirmation of enrollment data from a legally-authorized, statewide or regional tracking system (or shared information from those systems) confirming that the student has enrolled in another institution.
- d. Institutional data exchange information confirming that a student has enrolled in another institution.
- e. An equivalent level of documentation.

TRIMESTER CALENDAR SYSTEM – An academic year consisting of 3 terms of about 15 weeks each.

12-MONTH PERIOD – The 12-month period used by the institution for reporting a full year of activity. This time period should be consistent among all IPEDS surveys and from year-to-year. (The 12-month reporting period used for the purposes of the Graduation Rate Survey is September 1 to August 31.)

UNDERGRADUATE – A student enrolled in a 4-year or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.

UNDUPLICATED COUNT – The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

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).