

-- INSTRUCTIONS--

<p>REPORTING PERIOD: At the top of the form, list the reporting beginning and end date for which you are providing information. The reporting period must cover a minimum of 6 months. Institutions may choose any consecutive 6-month period within the most recent previous 18-month period, which provides accurate and complete data for all of the rows on this form. Data must be reported for all programs currently offered at the School</p>	
Row 1	<p>Beginning Enrollment: the total number of students enrolled in the program on the first day of the reporting period</p> <p><i>(The number of students enrolled in a program as of the first day of the reporting period means the number of students who were enrolled in each program on the first day of the reporting period.)</i></p>
Row 2	New Enrollees: the number of new, unduplicated enrollments for the program during the reporting period
Row 3	Cumulative Enrollment: Sum of rows 1 and 2.
Row 4	Students Still Enrolled: the number of students who are enrolled in each program at the <u>end</u> of this reporting period, and have continued in their program.
Row 5	Non-Graduate Completers: the total number of students who left a program before graduation but have acquired sufficient competencies for employment in the field of instruction or related field <u>as evidenced by such employment.</u>
Row 6	<p>Graduate Completers: the number of students who have demonstrated the competencies required for a program and have been awarded the appropriate certificates, diplomas, and/or degrees upon completion.</p> <p>TIP: The sum of rows 9, 11, 12, 15, 16, and 17 must equal the number in this row.</p>
Row 7	<p>Total Completers: Total of rows 5 and 6.</p> <p>TIP: The sum of rows 10, 11, 12, 15, 16, and 17 must equal the number in this row.</p>
Row 8	Non-Graduate Completers Employed in Positions Related to Field of Instruction: As defined, a non-graduate completer must be employed in the field of instruction; therefore, the number in this row must be the same as the number reported in row 5. (Do not include non-graduate completers placed in field from a period other than the reporting period.)
Row 9	Graduate Completers Employed in Positions Related to Field of Instruction: graduates who (1) are employed in the field of instruction pursued, (2) have entered the military, or (3) are continuing their education.
Row 10	Total Completers Employed in Positions Related to Field of Instruction: Total of rows 8 and 9.
Row 11	Graduate Completers Employed in Positions Unrelated to Field of Instruction: graduates who are now employed in fields unrelated to the field of instruction for which they enrolled.
Row 12	<p>Graduate Completers Waiting To Take Licensure Exam: the number of graduates who have completed their programs of instruction and are waiting to take a state- or federally-administered licensure exam, or those graduates who took an exam and are still waiting for pass/fail results.</p> <p><i>(A licensure examination program is a program of instruction where the graduate must pass a licensure examination in order to become employed in the field of instruction pursued.)</i></p> <p>TIP: If any completer waiting to take a licensure exam is already employed in a position related to the field of instruction, <u>DO NOT</u> include them in this row.</p>
Row 13	Graduate Completers Who Took Licensure Exam are those graduates who have completed taking state- or federally-required licensure exams and have received pass/fail results.
Row 14	<p>Graduate Completers Who Passed Licensure Exam (self explanatory)</p> <p>TIP: The number reported in this row cannot exceed the number in row 13. Do not report data from graduates of prior reporting periods.</p>
Row 15	Graduate Completers Employment Status Unknown or Unavailable for Employment: the number of graduate completers who cannot be traced for follow-up purposes and whom employment information is otherwise unknown, and those graduates whom provide documented evidence to be unavailable for employment because of situations such as pregnancy, other serious health-related issues, caring for ill family members, death, etc.
Row 16	Graduate Completers Who Refused Employment: the number of graduate completers for whom the institution has documented evidence that the completers failed to keep interview appointments, enrolled in the program of instruction strictly for personal use, or simply refused an employment offer in the field of

	instruction.
Row 17	Graduate Completers Seeking Employment: the number of graduate completers who are currently seeking employment in the field for which they were instructed.
Row 18	Withdrawals: the number of students who withdrew from their respective programs of instruction without acquiring marketable skills.
Row 19	Sum of Rows 12, 15, and 16: total the numbers in rows 12, 15, and 16 and enter here. TIP: The number reported in this row cannot exceed the number reported in row 6.
Row 20	Difference - Row 6 minus Row 19: subtract the number in row 19 from the number in row 6 and enter the result here.
Row 21	Difference - Row 7 minus Row 19: subtract the number in row 19 from the number in row 7 and enter the result in this row.
Row 22	Graduation Rate: A. For each program, take the cumulative enrollment number listed in row 3, subtract the number of students still enrolled listed in row 4. B. Divide the number of graduate completers listed in row 6 by the total obtained in 'A' above and multiply by 100. This is the graduate completion rate for the program.
Row 23	Total Completion Rate: A. For each program, take the cumulative enrollment number listed in row 3, subtract the number of students still enrolled listed in row 4. B. Divide the number of completers listed in row 7 by the total obtained in 'A' above and multiply by 100. This is the overall completion rate for the program.
Row 24	Graduate Placement Rate: divide the number in row 9 by the number in row 20 for each program and multiply by 100.
Row 25	Total Placement Rate: divide the number in row 10 by the number in row 21 for each program and multiply by 100.
Row 26	Licensure Exam Pass Rate: divide the number who passed licensure exams (row 14) by the number who took the exams (row 13) and multiply by 100.