

# Graduation Rates 200

Integrated Postsecondary Education Data System (IPEDS) 2017-18

This IPEDS Graduation Rates 200 data collection instrument will be used again during the 2017-18 data collection.

## 200% Graduation Rates for 4-year institutions


### Overview

#### Graduation Rates 200 Overview

Welcome to the IPEDS Graduation Rates 200 (GR200) survey component. The GR200 component is a further extension of the traditional Graduation Rates (GR) component which carries forward 100% and 150% graduation rates data previously reported in the GR component and requests information on any additional completers and exclusions from the cohort between 151% and 200% of normal time for students to complete all requirements of their program of study. This information is collected to assist institutions with complying with the requirements of the Higher Education Act, as amended.

#### Data Reporting Reminders

The reporting of data for the 200% completion period is not cumulative. Respondents are ONLY asked to report data for the time period between 151% and 200% of normal time to completion.

 When reporting award levels for sub-baccalaureate certificates, determine program length by the number of credit or contact hours, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

#### Resources:

The survey materials package for this component can be downloaded using the following link: [Survey Materials](#)

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

### Screening Question

Your institution reported to the GR survey component as having the following number of students who did not complete, but were still enrolled at your institution: (preload the number reported from GR)

**Do you have students who received an award between 151% and 200% of the normal time to complete?**

No


Yes

Completers within 200%

For 4-year institutions, report on the 2008 cohort of full-time, first-time bachelor's or equivalent degree-seeking students.

Information for this cohort was originally reported by your institution in the 2014-15 IPEDS Graduation Rates survey component. The data on lines 1-5 are preloaded based on the information provided.

		Graduation rates
1	Revised cohort	
2	Exclusions within 150%	
3	Adjusted cohort 150%	
4	Number of students in the cohort who completed a bachelor's degree within 100% of normal time to completion	
5	Number of students in the cohort who completed a bachelor's degree within 150% of normal time to completion	
6	Additional exclusions (between 151% and 200% of normal time)	<input type="text"/>
7	Adjusted cohort 200% (line 3 - line 6)	
8	Number of students in the cohort who completed a bachelor's degree between 151% and 200% of normal time to completion	<input type="text"/>
9	Still enrolled as of 200% of normal time to completion	<input type="text"/>
10	Total completers within 200% of normal time (line 5 + line 8)	

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Prepared by

This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other
Name:	<input type="text"/>	
Email:	<input type="text"/>	

How long did it take to prepare this survey component?	<input type="text"/> hours	<input type="text"/> minutes
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The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.



## **200% Graduation Rates Full Instructions - 4-year institutions**

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## **Purpose of the Survey**

The primary purpose of the IPEDS GR200 survey component is to collect more extensive data on graduation rates as required by the Higher Education Act, as amended. The necessary data are collected to calculate graduation rates at 200% of normal time to complete all requirements of their program of study for the cohort of full-time, first-time bachelor's or equivalent degree-seeking students at 4-year institutions; and for all full-time, first-time degree/certificate-seeking undergraduate students at less than 4-year institutions.

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## **General Instructions**

### **Reporting period covered**

This survey component collects data on the cohort of full-time, first-time bachelor's or equivalent degree-seeking undergraduate students enrolled at your institution either (1) as of October 15, 2008 (or the institution's official fall reporting date) for institutions that offer a predominant number of programs based on standard academic terms (e.g., semesters, trimesters, quarters, or 4-1-4 plan); or (2) during the period between September 1, 2008 and August 31, 2009 for institutions that do not offer a predominant number of programs based on standard academic terms. Institutions are to report the status of these students as of August 31, 2016.

The status of this cohort of students (the 2008 Graduation Rates cohort) within 150% of normal time to completion was previously reported on the 2014-15 IPEDS Graduation Rates survey component. The GR200 component further tracks the status of these students at 200% of normal time to completion.

### **Context Boxes**

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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### **Coverage**

Data on the cohort of full-time, first-time bachelor's or equivalent degree-seeking undergraduate students in your institution's 2008 Graduation Rates cohort, previously reported on the 2014-15 IPEDS Graduation Rates survey component, are preloaded into the GR200 survey. The parameters for coverage of the original cohort are outlined below.

### **Who to include in the cohort**

Include all full-time, first-time students seeking a bachelor's or equivalent degree upon entering the institution either during the fall term or during the 12-month period as described above. For institutions that do not determine degree intent upon entry, this should include any students whose intent was not known. Include students enrolled in the fall term who attended college for the first time in the prior summer term and students who entered with advanced standing (college credits earned before graduating from high school).

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. This includes students who:

- Received any type of federal financial aid, regardless of what courses they took at any time
- Received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program
- Obtained a student visa to study at a U.S. postsecondary institution

A student who is designated as a member of the 2008 cohort remains in the 2008 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 degree or 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., non-degree/certificate-seeking students)
- Exclusively taking CEUs
- Exclusively auditing classes
- Enrolled part-time
- Transfers into the institution
- Foreign students who are only taking coursework at a host institution (e.g., an American institution overseas), if these students are not enrolled at a U.S. institution

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## **Where to Get Help with Reporting**

### **IPEDS Help Desk**

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### **Web Tutorials**

You can also consult the [IPEDS Website Trainings & Outreach](#) page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

### **IPEDS Resource Page**

The [IPEDS Website Reporting Tools](#) page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable information.

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## **Where the Reported Data Will Appear**

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Uploading Files to the IPEDS Data Collection System

The *File Import/Upload* option is found under the Tools menu. In order to perform the upload you'll need to have a file formatted to specifications. Upload specifications are included with the survey materials found under the Help menu. There are two upload formats available for the GR200 survey component:

- Fixed width file
- Key value file

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## Data Reporting Instructions

The GR200 survey component collects additional data on the cohort of full-time, first-time bachelor's degree-seeking undergraduate students in your institution's 2008 Graduation Rates cohort, as first reported on the 2014-15 IPEDS Graduation Rates survey component. Institutions must report the status of these students as of August 31, 2016 so that a 200% graduation rate may be calculated. One hundred percent and 150% graduation rates were previously calculated in the 2014-15 Graduation Rates survey.

Graduation rates data reported in the GR200 component are NOT reported by race and ethnicity.

A number of data elements are preloaded in this survey. Lines 1-5 are preloaded based on your institution's 2014-15 Graduation Rates reporting. These fields may not be updated. The 100% and 150% graduation rates calculated for the cohort based on the data reported in 2014-15 are also preloaded and may not be adjusted.

On line 6, please enter any additional allowable exclusions to the cohort. This should include any additional students who left your institution between 151% and 200% of the normal time to complete their program (and have neither graduated nor transferred to another institution) due to one of the following documented reasons:

1. The student is deceased or is totally and permanently disabled and thus unable to return to school.
2. The student left school to serve in the armed forces or was called up to active duty. (DO NOT include students already in the military who transfer to another duty station.)
3. The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
4. The student left school to serve on an official church mission.

**NOTE:** Students who leave the institution for one of the reasons noted above, but return prior to the status date of August 31, 2016, may still be reported as exclusions.

Line 7, the **200% adjusted cohort**, is a calculated value representing the difference between the 150% adjusted cohort (line 3) and the additional exclusions reported on line 6.

On line 8, report the number of students who completed a bachelor's degree or equivalent within the period from September 1, 2014 through August 31, 2016. Once you save the page, the total completers within 200% and the 200% graduation rate will be calculated in the appropriate boxes on line 10.

On line 9, report the number of students who are still enrolled at your institution as of 200% of normal time to completion.

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Term	Definition
Adjusted cohort	The result of removing any allowable <u>exclusions</u> from a <u>cohort</u> (or <u>subcohort</u> ). For the <u>Fall Enrollment</u> component, it is the cohort for calculating retention rate; for the <u>Graduation Rates</u> component, this is the cohort from which graduation and transfer-out rates are calculated; and for the <u>Outcome Measures</u> component, these are the four cohorts (full-time, first-time; part-time-first-time; full-time, non-first-time; and part-time, non-first-time) for which outcomes rates are calculated at 6 and 8 years.
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 <u>degrees</u> conferred in a 5-year <u>cooperative</u> (work-study) <u>program</u> . 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.
Bachelor's or equivalent degree-seeking subcohort	In the <u>GR</u> component of <u>IPEDS</u> , a <u>cohort</u> of students who were seeking a bachelor's or equivalent <u>degree</u> upon entry.
Cohort	A specific group of students established for tracking purposes.
Exclusions	Those students who may be removed (deleted) from a <u>cohort</u> (or <u>subcohort</u> ). For the <u>Graduation Rates</u> , <u>Outcome Measures</u> , and <u>Fall Enrollment</u> retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
Fall cohort	The group of students entering in the <u>fall term</u> established for tracking purposes. For the <u>Graduation Rates</u> component, this includes all students who enter an institution as full-time, first-time <u>degree</u> or <u>certificate</u> -seeking undergraduate students during the fall term of a given year. For the <u>Outcome Measures</u> component, all degree/certificate-seeking undergraduate students who enter an institution during the fall term of a given year must be placed in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> earned before graduation from high school).
Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
Full-year cohort	The group of students entering at any time during the <u>12-month period</u> September 1 through August 31 that is established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures (OM)</u> data for institutions that primarily offer <u>occupational programs</u> of varying lengths. Students must be full-time and first-time to be considered in the cohort. For OM component, undergraduate students must enter in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
Graduation rate	The rate required for disclosure and/or reporting purposes under <u>Student Right-to-Know Act</u> . This rate is calculated as the total number of <u>completers</u> within 150% of normal time divided by the revised <u>adjusted cohort</u> .
Graduation Rates (GR)	This annual component of <u>IPEDS</u> was added in 1997 to help institutions satisfy the requirements of the <u>Student Right-to-Know</u> legislation. Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission. Prior to 2007, institutions who offered athletically-related student aid were asked to report, by sport, the number of students receiving aid and whether they completed within 150 percent of normal time to completion. Now, these institutions only need to report a URL where the athletic data is located on their website, when available. GR automatically generates worksheets that calculate rates, including average rates over 4 years.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the <u>NCES</u> , began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based <u>data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of Employees by Assigned Position, Fall Staff, and Salaries; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
Normal time to completion	The amount of time necessary for a student to complete all requirements for a <u>degree</u> or <u>certificate</u> according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a <u>bachelor's degree</u> in a standard term-based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer terms) for an <u>associate's degree</u> in a standard term-based institution; and the various scheduled times for certificate <u>programs</u> .
Revised cohort	Initial <u>cohort</u> after revisions are made. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.
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 calculate completion or <u>graduation rates</u> of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically-related student aid to submit a report to the Secretary of Education annually. This report is to contain, among other things, graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. These data are also required to be disclosed to parents, coaches, and potential student athletes when the institution offers athletically-related student aid. The <u>Graduation Rates</u> component of IPEDS was developed specifically to help institutions respond to these requirements. See Graduation Rates for the current description of data collected.
Subcohort	A predefined subset of the <u>initial cohort</u> or the <u>revised cohort</u> established for tracking purposes on the <u>Graduation Rates (GR)</u> component of <u>IPEDS</u> . (e.g., <u>bachelor's degree-seeking subcohort</u> .)
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).

U.S. Department of Education



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## 200% Graduation Rates for less-than-4-year institutions reporting on a fall cohort (academic reporters)


### Overview

#### Graduation Rates 200 Overview

Welcome to the IPEDS Graduation Rates 200 (GR200) survey component. The GR200 component is a further extension of the traditional Graduation Rates (GR) component which carries forward 100% and 150% graduation rates data previously reported in the GR component and requests information on any additional completers and exclusions from the cohort between 151% and 200% of normal time for students to complete all requirements of their program of study. This information is collected to assist institutions with complying with the requirements of the Higher Education Act, as amended.

#### Data Reporting Reminders

The reporting of data for the 200% completion period is not cumulative. Respondents are ONLY asked to report data for the time period between 151% and 200% of normal time to completion.

 When reporting award levels for sub-baccalaureate certificates, determine program length by the number of credit or contact hours, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

#### Resources:

The survey materials package for this component can be downloaded using the following link: [Survey Materials](#)

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

### Screening Question

Your institution reported to the GR survey component as having the following number of students who did not complete, but were still enrolled at your institution: (preload the number reported from GR)

**Do you have students who received an award between 151% and 200% of the normal time to complete?**

No


Yes

Completers within 200%

For less than 4-year institutions, report on the 2012 cohort of full-time, first-time degree/certificate-seeking undergraduate students.

Information for this cohort was originally reported by your institution in the 2015-16 IPEDS Graduation Rates survey component. The data on lines 1-5 are preloaded based on the information provided.

		Graduation rates
1	Revised cohort	
2	Exclusions within 150%	
3	Adjusted cohort 150%	
4	Number of students in the cohort who completed a program within 100% of normal time to completion	
5	Number of students in the cohort who completed a program within 150% of normal time to completion	
6	Additional <u>exclusions</u> (between 151% and 200% of normal time)	<input type="text"/>
7	Adjusted cohort 200% (line 3 - line 6)	
8	Number of students in the cohort who completed a program between 151% and 200% of normal time to completion	<input type="text"/>
9	Still enrolled as of 200% of normal time to completion	<input type="text"/>
10	Total completers within 200% of normal time (line 5 + line 8)	

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Prepared by

This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other
Name:	<input type="text"/>	
Email:	<input type="text"/>	

How long did it take to prepare this survey component?	<input type="text"/> hours	<input type="text"/> minutes
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The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.



## 200% Graduation Rates for less-than-4-year institutions reporting on a full-year cohort (program reporters)


### Overview

#### Graduation Rates 200 Overview

Welcome to the IPEDS Graduation Rates 200 (GR200) survey component. The GR200 component is a further extension of the traditional Graduation Rates (GR) component which carries forward 100% and 150% graduation rates data previously reported in the GR component and requests information on any additional completers and exclusions from the cohort between 151% and 200% of normal time for students to complete all requirements of their program of study. This information is collected to assist institutions with complying with the requirements of the Higher Education Act, as amended.

#### Data Reporting Reminders

The reporting of data for the 200% completion period is not cumulative. Respondents are ONLY asked to report data for the time period between 151% and 200% of normal time to completion.

 When reporting award levels for sub-baccalaureate certificates, determine program length by the number of credit or contact hours, NOT the academic year length in parentheses. The academic year length is meant only to provide context.

#### Resources:

The survey materials package for this component can be downloaded using the following link: [Survey Materials](#)

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

### Screening Question

Your institution reported to the GR survey component as having the following number of students who did not complete, but were still enrolled at your institution: (preload the number reported from GR)

**Do you have students who received an award between 151% and 200% of the normal time to complete?**

No

Yes




Completers within 200%

For less than 4-year institutions, report on the 2012 cohort of full-time, first-time degree/certificate-seeking undergraduate students.

Information for this cohort was originally reported by your institution in the 2015-16 IPEDS Graduation Rates survey component. The data on lines 1-5 are preloaded based on the information provided.

		Graduation rates
1	Revised cohort	
2	Exclusions within 150%	
3	Adjusted cohort 150%	
4	Number of students in the cohort who completed a program within 100% of normal time to completion	
5	Number of students in the cohort who completed a program within 150% of normal time to completion	
6	Additional <u>exclusions</u> (between 151% and 200% of normal time)	<input type="text"/>
7	Adjusted cohort 200% (line 3 - line 6)	
8	Number of students in the cohort who completed a program between 151% and 200% of normal time to completion	<input type="text"/>
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10	Total completers within 200% of normal time (line 5 + line 8)	

 You may use the space below to provide context for the data you've reported above. These context notes will be posted on the College Navigator website, and should be written to be understood by students and parents.

Prepared by

This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
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## 200% Graduation Rates Full Instructions - Less Than 4-Year Institutions

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## Purpose of the Survey

The primary purpose of the IPEDS GR200 survey component is to collect more extensive data on graduation rates as required by the Higher Education Act, as amended. The necessary data are collected to calculate graduation rates at 200% of normal time to complete all requirements of their program of study for the cohort of full-time, first-time bachelor's or equivalent degree-seeking students at 4-year institutions; and for all full-time, first-time degree/certificate-seeking undergraduate students at less than 4-year institutions.

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## General Instructions

### Reporting period covered

This survey component collects data on the cohort of full-time, first-time degree/certificate-seeking undergraduate students enrolled at your institution either (1) as of October 15, 2012 (or the institution's official fall reporting date) for institutions that offer a predominant number of programs based on standard academic terms (e.g., semesters, trimesters, quarters, or 4-1-4 plan); or (2) during the period between September 1, 2012 and August 31, 2013 for institutions that do not offer a predominant number of programs based on standard academic terms. Institutions are to report the status of these students as of August 31, 2016.

The status of this cohort of students (the 2012 Graduation Rates cohort) within 150% of normal time to completion was previously reported on the 2015-16 IPEDS Graduation Rates survey component. The GR200 component further tracks the status of these students at 200% of normal time to completion.

### Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the [College Navigator Website](#), which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the [College Navigator Website](#); institutions should check grammar and spelling of their entries.

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### Coverage

Data on the cohort of full-time, first-time degree/certificate-seeking undergraduate students in your institution's 2012 Graduation Rates cohort, previously reported on the 2015-16 IPEDS Graduation Rates survey component, are preloaded into the GR200 survey. The parameters for coverage of the original cohort are outlined below.

#### Who to include in the cohort

Include all full-time, first-time degree/certificate-seeking undergraduate students entering the institution either during the fall term or during the 12-month period as described above. Include students enrolled in the fall term who attended college for the first time in the prior summer term and students who entered with advanced standing (college credits earned before graduating from high school).

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. This includes students who:

- Received any type of federal financial aid, regardless of what courses they took at any time
- Received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program
- Obtained a student visa to study at a U.S. postsecondary institution

A student who is designated as a member of the 2012 cohort remains in the 2012 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 degree or 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., non-degree/certificate-seeking students)
- Exclusively taking CEUs
- Exclusively auditing classes
- Enrolled part-time
- Transfers into the institution
- Foreign students who are only taking coursework at a host institution (e.g., an American institution overseas), if these students are not enrolled at a U.S. institution.

### Where to Get Help with Reporting

#### IPEDS Help Desk

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

#### Web Tutorials

You can also consult the [IPEDS Website Trainings & Outreach](#) page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

#### IPEDS Resource Page

The [IPEDS Website Reporting Tools](#) page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable information.

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### Where the Reported Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)
- [College Affordability and Transparency Center Website](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)

- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

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## Uploading Files to the IPEDS Data Collection System

The *File Import/Upload* option is found under the Tools menu. In order to perform the upload you'll need to have a file formatted to specifications. Upload specifications are included with the survey materials found under the Help menu. There are two upload formats available for the GR200 survey component:

- Fixed width file
- Key value file

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## Data Reporting Instructions

The GR200 survey component collects additional data on the cohort of full-time, first-time degree/certificate-seeking undergraduate students in your institution's 2012 Graduation Rates cohort, as first reported on the 2015-16 Graduation Rates survey component. Institutions must report the status of these students as of August 31, 2016 so that a 200% graduation rate may be calculated. One hundred percent and 150% graduation rates were previously calculated in the 2015-16 Graduation Rates survey.

Graduation Rates data reported in the GR200 component are NOT reported by race and ethnicity.

A number of data elements are preloaded in this survey. Data elements 1-5 are preloaded based on your institution's 2015-16 Graduation Rates reporting. These fields may not be updated. The 100% and 150% graduation rates calculated for the cohort based on the data reported in 2015-16 are also preloaded, and may not be adjusted.

On line 6, please enter any additional allowable exclusions to the cohort. This should include any additional students who left your institution between 151% and 200% of the normal time to complete their program (and have neither graduated nor transferred to another institution) due to one of the following documented reasons:

1. The student is deceased or is totally and permanently disabled and thus unable to return to school.
2. The student left school to serve in the armed forces or was called up to active duty. (DO NOT include students already in the military who transfer to another duty station.)
3. The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
4. The student left school to serve on an official church mission.

**NOTE:** Students who leave the institution for one of the reasons noted above, but return prior to the status date of August 31, 2016, may still be reported as exclusions.

Line 7, **200% adjusted cohort**, is a calculated value representing the difference between the 150% adjusted cohort (line 3) and the additional exclusions reported on line 6.

On line 8, report the number of students who completed a program (including eligible transfer-preparatory programs; as outlined in the instructions for the Graduation Rates survey component) within the period of 151% to 200% of normal time. Once you save the page, the total completers within 200% and the 200% graduation rate will be calculated in the appropriate boxes on line 10.

On line 9, report the number of students who are still enrolled at your institution as of 200% of normal time to completion.

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Term	Definition
Adjusted cohort	The result of removing any allowable <u>exclusions</u> from a <u>cohort</u> (or <u>subcohort</u> ). For the <u>Fall Enrollment</u> component, it is the cohort for calculating retention rate; for the <u>Graduation Rates</u> component, this is the cohort from which graduation and transfer-out rates are calculated; and for the <u>Outcome Measures</u> component, these are the four cohorts (full-time, first-time; part-time-first-time; full-time, non-first-time; and part-time, non-first-time) for which outcomes rates are calculated at 6 and 8 years.
Cohort	A specific group of students established for tracking purposes.
Exclusions	Those students who may be removed (deleted) from a <u>cohort</u> (or <u>subcohort</u> ). For the <u>Graduation Rates</u> , <u>Outcome Measures</u> , and <u>Fall Enrollment</u> retention rate reporting, students may be removed from a cohort if they left the institution for one of the following reasons: death or total and permanent disability; service in the armed forces (including those called to active duty); service with a foreign aid service of the federal government, such as the Peace Corps; or service on official church missions.
Fall cohort	The group of students entering in the <u>fall term</u> established for tracking purposes. For the <u>Graduation Rates</u> component, this includes all students who enter an institution as full-time, first-time <u>degree</u> or <u>certificate-seeking</u> undergraduate students during the fall term of a given year. For the <u>Outcome Measures</u> component, all <u>degree/certificate-seeking</u> undergraduate students who enter an institution during the fall term of a given year must be placed in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
First-time student (undergraduate)	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the <u>undergraduate level</u> . This includes students enrolled in <u>academic</u> or <u>occupational programs</u> . It also includes students enrolled in the <u>fall term</u> who attended college for the first time in the prior summer term, and students who entered with advanced standing (college <u>credits</u> earned before graduation from high school).
Full-time student	Undergraduate: A student enrolled for 12 or more <u>semester credits</u> , or 12 or more <u>quarter credits</u> , or 24 or more <u>contact hours</u> a week each term. Graduate: A student enrolled for 9 or more <u>semester credits</u> , or 9 or more <u>quarter credits</u> , or a student involved in thesis or dissertation preparation that is considered full-time by the institution. <u>Doctor's degree - Professional practice</u> - as defined by the institution.
Full-year cohort	The group of students entering at any time during the <u>12-month period</u> September 1 through August 31 that is established for tracking and reporting <u>Graduation Rate (GR)</u> and <u>Outcome Measures (OM)</u> data for institutions that primarily offer <u>occupational programs</u> of varying lengths. Students must be <u>full-time</u> and <u>first-time</u> to be considered in the <u>cohort</u> . For OM component, undergraduate students must enter in one of four cohorts: full-time, first-time; part-time, first-time; full-time, non-first-time; and part-time, non-first-time.
Graduation rate	The rate required for disclosure and/or reporting purposes under <u>Student Right-to-Know Act</u> . This rate is calculated as the total number of <u>completers</u> within 150% of normal time divided by the revised <u>adjusted cohort</u> .
Graduation Rates (GR)	This annual component of <u>IPEDS</u> was added in 1997 to help institutions satisfy the requirements of the <u>Student Right-to-Know</u> legislation. Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission. Prior to 2007, institutions who offered athletically-related student aid were asked to report, by sport, the number of students receiving aid and whether they completed within 150 percent of normal time to completion. Now, these institutions only need to report a URL where the athletic data is located on their website, when available. GR automatically generates worksheets that calculate rates, including average rates over 4 years.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the <u>NCES</u> , began in 1986 and involves annual institution-level data collections. All <u>postsecondary institutions</u> that have a <u>Program Participation Agreement</u> with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a <u>web-based data collection system</u> . IPEDS currently consists of the following components: <u>Institutional Characteristics (IC)</u> ; <u>12-month Enrollment (E12)</u> ; <u>Completions (C)</u> ; <u>Admissions (ADM)</u> ; <u>Student Financial Aid (SFA)</u> ; <u>Human Resources (HR)</u> composed of <u>Employees by Assigned Position</u> , <u>Fall Staff</u> , and <u>Salaries</u> ; <u>Fall Enrollment (EF)</u> ; <u>Graduation Rates (GR)</u> ; <u>Outcome Measures (OM)</u> ; <u>Finance (F)</u> ; and <u>Academic Libraries (AL)</u> .
Normal time to completion	The amount of time necessary for a student to complete all requirements for a <u>degree</u> or <u>certificate</u> according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a <u>bachelor's degree</u> in a standard term-based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer terms) for an <u>associate's degree</u> in a standard term-based institution; and the various scheduled times for <u>certificate programs</u> .
Revised cohort	Initial <u>cohort</u> after revisions are made. Cohorts may be revised if an institution discovers that incorrect data were reported in an earlier year.
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 calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically-related student aid to submit a report to the Secretary of Education annually. This report is to contain, among other things, graduation/completion rates of all students as well as students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. These data are also required to be disclosed to parents, coaches, and potential student athletes when the institution offers athletically-related student aid. The <u>Graduation Rates</u> component of IPEDS was developed specifically to help institutions respond to these requirements. See <u>Graduation Rates</u> for the current description of data collected.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
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.

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