

# 200% Graduation Rates

Integrated Postsecondary Education Data System (IPEDS) 2019-20 to 2021-22

The changes for 2019-20 through 2021-22 include general changes to cross-cutting definitions and instructions for reporting students in Experimental Pell programs as well as changes to key GR200 definitions and the addition of a new FAQ. These changes are detailed on p. 2 and highlighted in this document.

## Glossary clarifications

### Transfer-in student

A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). This includes new students enrolled in the fall term who transferred into the reporting institution the prior summer term. The student may transfer with or without credit. For systems of coordinated institutions (multi-campus system), students are to be identified as transfer-in students upon entering an institution from another institution within the same coordinated system.

### Transfer-out student

A student that leaves the reporting institution and enrolls at another institution. For systems of coordinated institutions (multi-campus system), students are to be identified as transfer-out students when leaving an institution to enroll into another institution within the same coordinated system.

New GR200 FAQ (GR 200 does not currently have any FAQs, so this will be the first FAQ for GR200)

Q: My institution is part of a coordinated system of institutions. If a student transfers out of my institution and goes to another institution within the coordinated system, can I count that student at my institution as a completer?

A: No. Your institution may not count that student as completer because that student is considered a transfer-out student. Each reporting entity that has an IPEDS UnitID is recognized as an individual reporting institution for Graduation Rates purposes and can only report completers if that campus confers the award or degree.

## 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:

**Do you have students to report who, 1) received an award between 151% and 200% of the normal time to complete OR are still enrolled as of 200% of normal time?**

No


Yes

## Completers within 200%

For 4-year institutions, report on the 2010 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 2016-17 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 <u>bachelor's degree</u> within 100% of <u>normal time to completion</u>		
5 Number of students in the cohort who completed a <u>bachelor's degree</u> within 150% of <u>normal time to completion</u>		
6 Additional <u>exclusions</u> (between 151% and 200% of normal time)	<input type="text"/>	
7 <u>Adjusted cohort 200%</u> (line 3 - line 6)		
8 Number of students in the cohort who completed a <u>bachelor's degree</u> between 151% and 200% of normal time to completion	<input type="text"/>	
9 Still enrolled as of 200% of <u>normal time to completion</u>	<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

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.

### 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 many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text"/>	Number of Staff (including yourself)
----------------------	--------------------------------------

### How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

*Exclude the hours spent collecting data for state and other reporting purposes.*

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours



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

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### [Data Reporting Instructions](#)

## 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, 2010 (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, 2010 and August 31, 2011 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, 2018.

The status of this cohort of students (the 2010 Graduation Rates cohort) within 150% of normal time to completion was previously reported on the 2016-17 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 2010 Graduation Rates cohort, previously reported on the 2016-17 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 **recognized postsecondary credential**. 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 2010 cohort remains in the 2010 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 **recognized postsecondary credential** 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
- **Students in Experimental Pell Programs**

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## Where to Get Help with Reporting

### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### Web Tutorials

You can consult the [IPEDS Website's 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's 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 2010 Graduation Rates cohort, as first reported on the 2016-17 IPEDS Graduation Rates survey component. Institutions must report the status of these students as of August 31, 2018 so that a 200% graduation rate may be calculated. One hundred percent and 150% graduation rates were previously calculated in the 2016-17 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 2016-17 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 2016-17 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, 2018, 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, 2016 through August 31, 2018. 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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## 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:

**Do you have students to report who, 1) received an award between 151% and 200% of the normal time to complete OR are still enrolled as of 200% of normal time?**

No

Yes

## Completers within 200%

For less than 4-year institutions, report on the 2014 cohort of full-time, first-time degree/certificate-seeking undergraduate students.

Information for this cohort was originally reported by your institution in the 2017-18 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 <u>normal time to completion</u>	
5	Number of students in the cohort who completed a program within 150% of <u>normal time to completion</u>	
6	Additional <u>exclusions</u> (between 151% and 200% of normal time)	<input type="text"/>
7	<u>Adjusted cohort 200%</u> (line 3 - line 6)	
8	Number of students in the cohort who completed a program between 151% and 200% of <u>normal time to completion</u>	<input type="text"/>
9	Still enrolled as of 200% of <u>normal time to completion</u>	<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

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.

### 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 many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text"/>	Number of Staff (including yourself)
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### How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

*Exclude the hours spent collecting data for state and other reporting purposes.*

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours



## 200% Graduation Rates Full Instructions - Less Than 4-Year Institutions

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### [General Instructions](#)

### [Reporting period covered](#)

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### [Where to get help](#)

### [Where the Reported Data Will Appear](#)

### [Uploading Files to the IPEDS Data Collection System](#)

### [Data Reporting Instructions](#)

## 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, 2014 (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, 2014 and August 31, 2015 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, 2018.

The status of this cohort of students (the 2014 Graduation Rates cohort) within 150% of normal time to completion was previously reported on the 2017-18 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 2014 Graduation Rates cohort, previously reported on the 2017-18 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 **recognized postsecondary credential**. 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 2014 cohort remains in the 2014 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 **recognized postsecondary credential** 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.
- **Students in Experimental Pell Programs**

### Where to Get Help with Reporting

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- 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 2014 Graduation Rates cohort, as first reported on the 2017-18 Graduation Rates survey component. Institutions must report the status of these students as of August 31, 2018 so that a 200% graduation rate may be calculated. One hundred percent and 150% graduation rates were previously calculated in the 2017-18 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 2017-18 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 2017-18 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, 2018, 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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## 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:

**Do you have students to report who, 1) received an award between 151% and 200% of the normal time to complete OR are still enrolled as of 200% of normal time?**

No

Yes

## Completers within 200%

For less than 4-year institutions, report on the 2014 cohort of full-time, first-time degree/certificate-seeking undergraduate students.

Information for this cohort was originally reported by your institution in the 2017-18 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 <u>normal time to completion</u>	
5	Number of students in the cohort who completed a program within 150% of <u>normal time to completion</u>	
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 <u>normal time to completion</u>	<input type="text"/>
9	Still enrolled as of 200% of <u>normal time to completion</u>	<input type="text"/>
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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

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.

### 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 many staff from your institution only were involved in the data collection and reporting process of this survey component?

<input type="text"/>	Number of Staff (including yourself)
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### How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

*Exclude the hours spent collecting data for state and other reporting purposes.*

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours
Other offices	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours	<input type="text"/> hours



## 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, 2014 (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, 2014 and August 31, 2015 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, 2018.

The status of this cohort of students (the 2014 Graduation Rates cohort) within 150% of normal time to completion was previously reported on the 2017-18 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 2014 Graduation Rates cohort, previously reported on the 2017-18 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 **recognized postsecondary credential**. 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 2014 cohort remains in the 2014 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 **recognized postsecondary credential** 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.
- **Students in Experimental Pell Programs.**

### Where to Get Help with Reporting

#### IPEDS Help Desk

Phone: (877) 225-2568

E-mail: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

#### Web Tutorials

You can consult the [IPEDS Website's 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's 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 2014 Graduation Rates cohort, as first reported on the 2017-18 Graduation Rates survey component. Institutions must report the status of these students as of August 31, 2018 so that a 200% graduation rate may be calculated. One hundred percent and 150% graduation rates were previously calculated in the 2017-18 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 2017-18 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 2017-18 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, 2018, 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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