CAMPUS ACCOUNTABILITY REPORT (CAR) GUIDELINES

Ver. 9.6.2017

INTRODUCTION

The introduction answers commonly asked questions of the ACICS Campus Accountability Report (CAR). This section also includes a summary of the significant improvements introduced to the submission procedures.

Following the introduction, guidelines for the web-page requirements; guidelines for completing the program measurement data section of the spreadsheet and student population data section of the spreadsheet; the calculated results table; and the formulas used for calculating the data are provided.

Who Needs to Submit an ACICS Campus Accountability Report (CAR)?

The CAR is a yearly requirement separate and apart from any evaluation process. Any accredited campus (main and branch) that was accredited at any point during the CAR reporting year (July 1, 20XX to June 30, 20XX) is required to file a CAR. Each campus has an obligation to follow

the instructions and guidelines to ensure the report was complete and successfully submitted. Assurance of a complete and successful submission is the sole responsibility of the campus.

What is the CAR Reporting Year?

ACICS CAR reporting year is July 1, 20XX to June 30, 20XX. The CAR is commonly referred to using the submission year (e.g., 2017 CAR includes student population data collected from July 1, 2016 to June 30, 2017 and submitted November 1, 2017).

What data can be included on the CAR through the Submission Date in November?

Student population data MUST reflect the CAR year (July 1, 2016 to June 30, 2017). However, **placement data** for graduates and completers reported on the current year's CAR are acceptable up to **November 1, 2017.** All placements must be validated through the Placement Verification Program (PVP) and should be categorized in the appropriate placement column however; **placements that have not been validated through the PVP should be listed as "not working".**

What is the 2017 CAR Submission Date?

The CAR must be submitted by close of business **Wednesday, November 1, 2017**. It is the responsibility of the campus to correct any errors discovered by the institution or requested by Council. Any CAR revisions made after November 1, 2017 must be approved by the Executive Committee. Additionally, a **$500 Revision Fee** is charged for revisions made after November 1, 2017. No exceptions will be made.

A **$500 Late Fee** will be assessed for reports not submitted by **November 1, 2017.** Extensions will only be granted for extreme extenuating circumstances.

Improvements Effective in the 2017 CAR

Effective with the 2016-2017 CAR submission, the program spreadsheet was improved to show the following:

Student Population Data

- Inclusion of a new field for purposes of ensuring that all placements listed within the 2017 CAR have been submitted and verified through the Placement Verification Program (PVP). Placements validated through the PVP should be categorized in the appropriate placement column however; **placements that have not been validated through the PVP should be listed as "not working".**

Recognition of Main Campus and Corporate Login

Effective with the 2013-2014 CAR submission, the system functionality was improved to provide access to all institutional locations (main and branch campuses) if the end-user logs on as the corporation. Similarly, if the end-user logs in with the main campus credentials, they will have access to the main campus and any branch campus within that institutional grouping.

In addition, the web questions have been simplified and the system will self-calculate the data from spreadsheets (modeled after a standard back-up spreadsheet). **Note: ACICS will calculate the program and campus graduation rate following submission. The feature to auto-calculate the data is not included within the 2017CAR.** To successfully record program data and roll-up program level data to the campus level, each specific system-generated program spreadsheet **MUST** be downloaded from the zip file in the Member Center and used. The zip file that institutions download will house all programs that were active during the CAR reporting period. The nomenclature of the program spreadsheets located in the zip files is as follows: i.e. **00012345_Accounting_54321_04_034505** (Institution Id Code_Program Name_Program Credential Level_Application Id_Unique Program Id). **Do not rename the program spreadsheets. Institutions cannot "copy" a program spreadsheet from one campus and use for another, or copy a spreadsheet and use as a template.**

Placement Definition

ACICS defines placement as "working in the field of study or acquiring a credential that directly benefits the graduate's existing employment." For a graduate to be considered placed, their employment must be paid and intended to be continuing and sustainable.

In addition, the following three categories are utilized to describe how students were placed:

•Placed based upon job titles: Any graduate or completer of a program that was placed based upon job titles included in the list of job titles published by the institution for which the program prepares students. These job titles must be those published by the institution on its web site in compliance with USDOE Title IV regulations and must be identified in the Department's CIP-to-SOC Crosswalk (Standard Occupational Classification, U.S. Department of Labor) with the Classification of Instructional Programs (CIP) code of this program.

OR

 •Placed based upon the required use of skills: Any graduate or completer of a program that was placed based upon the required use of skills learned in the student's program as a **predominant** component of the job. These skills must be those listed in the institution's published program description and a **majority** of these skills must be documented in the employer's job description as required or desired skills, duties or responsibilities.

OR

 •Placed based upon the benefit of the training: Any graduate or completer of a program that was placed based upon the benefit of the training received from the program in maintaining a current position with supporting promotion, pay raise, or direct benefit to job related skills.

To Request Adjustments to Programs

Forms for requesting approval of program changes or terminations are available by accessing your Member Center. To access forms to make modifications or terminations to your active program listing, please log into your member center and follow these steps:

1. Select View/Add/Modify Programs.
2. Select the program you wish to modify or terminate.
3. Select the "edit this program" button or the "terminate this program" button.

Once the institution has been notified that the requested program changes or terminations have been approved the institution, **MUST** regenerate and download the zip file again.

Student Achievement Standards

ACICS defines standards for student achievement that include Retention Rates, Placement Rates and Licensure Examination Pass Rates. These rates are calculated using data on retention, job placement and licensure examination pass rates submitted and reviewed annually through the Campus Accountability Report (CAR). Quantitative standards are applied at both the program level and the campus level. For the 2017CAR period, ACICS is also compiling data to calculate a graduation rate based on "scheduled to graduate cohort".

WEB-PAGE GUIDELINES

Login

The ACICS Campus Accountability Report (CAR) is accessed through the Member Center using the campus login credentials. If the end-user logs in using the corporate credentials, they will have access to any campus under that corporate structure. If the end-user logs in as a main campus, they will have access to submit the CAR on behalf of the main campus and any branch campus within that institutional grouping.

From the left side menu selection, click on **CAR**.

Difficulty Logging In?

If you need assistance with your account, please email eBiz@acics.org or contact Ms. Kay Ropko at 202-336-6768.

If you need assistance, please contact Dr. Terron King at CAR@acics.org or 202-336-6771.

Please DO NOT upload a copy of your catalog with the CAR. The Council reserves the right to request a current copy of an institution's catalog at any time.

CAR WEB-PAGE QUESTIONS

CAMPUS ENROLLMENT DATA (CED): DO YOU HAVE STUDENTS ENROLLED IN A SECOND PROGRAM OR CONCURRENTLY ENROLLED IN TWO PROGRAMS DURING THIS REPORTING PERIOD?

CED-Q1:   YES

CED-Q2:   NO

If YES: Enter the number of students enrolled in a second program after completing the first or concurrently enrolled in two programs during this reporting period.

If NO: The following question will display.

DO YOU HAVE NON-PROGRAM ENROLLMENT DATA TO REPORT? YES – NO

If YES: Enter the correct number of students for NPEQ1-NPEQ4.

Non-Program Enrollment Data (NPE)		
Data Cell	**Information Required**	**Description of Data**
NPE-Q1	Students enrolled as of the beginning of this reporting period (July 1, 2016).	See "*Information Required*".
NPE-Q2a	New Starts	List the number of students who enrolled in courses (not a program) for the first time between July 1, 2016, and June 30, 2017. These are students who had never enrolled in your campus prior to this reporting period.
NPE-Q2b	Re-entries	List the number of students who enrolled in this program for the first time between July 1, 2016, and June 30, 2017, who have previously withdrawn from your campus. These are students who may have dropped out of your campus in a prior reporting period for any number of reasons (e.g., personal, academic, vacation, employment) but have returned to your campus during the current reporting period.
NPE-Q3a	Of the total, how many students enrolled without a high school diploma or equivalent?	See "*Information Required*".

Non-Program Enrollment Data (NPE)		
Data Cell	**Information Required**	**Description of Data**
NPE-Q3b	Of the total enrollment, how many students enrolled in one or more courses through distance learning delivery mode	See "*Information Required*".
NPE-Q4	Of the number of students enrolled in one or more coursed through distance learning, how many were classified as fully online or 100% distance learning students.	See "*Information Required*".

If NO: The following question will display.

DO YOU HAVE NON-CREDIT, SHORT-TERM MODULE DATA TO REPORT?

If YES: Enter the number of students enrolled in Non-Credit, Short-Term Modules during this reporting period.

Enter the number of students who completed their Non-Credit, Short-Term Modules during this reporting period.

If NO: This is the end of the web-page questions.

PROGRAM MEASUREMENT DATA (PMD) - GUIDELINES

NOTE: When completing your program spreadsheets, please **ONLY** use a "1" to indicate a student's status during the CAR reporting year. **The system will not recognize any other letters, numbers or characters.** An error detection icon displays on the spreadsheet if incorrect Student Population Data is entered along with a message to indicate the specific error that has occurred. If error detection icon is red, the program spreadsheet will not be recognized for uploading by the system. The icon must be green.

The following information is required to report program measurement data. This information MUST be entered into row 4 of the spreadsheet. The first column of the guidelines identifies the cell by program measurement data (PMD), the column (A-U), and the row (4). The second column lists the title of information required or the question which requires an answer. The third column provides clarification of the data, when needed.

PROGRAM MEASUREMENT DATA (PMD)		
Data Cell	**Information Required**	**Description of Data**
PMD-A4	ACICS ID	Please list your campus' ACICS ID Code (e.g. 00012345).
PMD-B4	Full-time Student Tuition Rate	List the total tuition charged to complete this program as listed in the institutional catalog, depending upon the version or mode of delivery. Round to the nearest <u>whole dollar</u>. Foreign currencies must be converted to U.S. dollar equivalents.
PMD-C4	Full-time Program Fees	List the total fees charged to complete this program as listed in the campus catalog, depending upon the version or mode of deliver y. Round to the nearest <u>whole dollar</u>. Foreign currencies must be converted to U.S. dollar equivalents.
PMD-D4	Is this program less than or equal to a year in length?	Place a "1" in the column if this program is less than or equal to a year in length.
PMD-E4	Does this program have separate programmatic accreditation from an accreditor recognized by CHEA or USDE?	Place a "1" in the column if this program has separate programmatic accreditation from an accreditor recognized by the Council of Higher Education Accreditation (CHEA) or United States Department of Education (USDOE).
PMD-F4	Select your programmatic accrediting agency	Use the drop down menu to select the programmatic accrediting agency for this program.
PMD-G4	What percent of your students graduated within the normal length of the program during the current CAR reporting period?	See "*Information Required*". **Formula:** $$\frac{\text{\# of graduates 100\% of normal length from the CAR reporting period}}{\text{Total \# of graduates from the CAR reporting period}}$$

PROGRAM MEASUREMENT DATA (PMD)		
Data Cell	**Information Required**	**Description of Data**
PMD-H4	What percent of your students graduated within 150% of the normal length of the program during the current CAR reporting period?	See "*Information Required*". **Formula:** # of graduates within 150% of normal length from the CAR reporting period _____ Total # of graduates from the CAR reporting period
PMD-I4	Is licensure required to become employed in your state in this curriculum area?	Select "Yes" or "No" from the dropdown box within the cell.
PMD-J4	If the answer to the previous question is yes, please list the state, regional or national agency which administers the required licensure examination for this program.	Please write the entire name of the agency (no abbreviations). **If a program does not require licensure for employment leave cells J4-N4 blank.**
PMD-K4	If the agency providing the license examination has a pass rate standard (i.e. the pass rate that a program must meet or exceed in order to be in good standing), please list the pass rate standard	Place the agency's pass rate standard in column.
PMD-L4	Program licensure pass rate published by the licensing agency two years ago.	See "Information Required".
PMD-M4	Program licensure pass rate published by the licensing agency last year.	See "Information Required".
PMD-N4	Most recent program licensure pass rate published by the licensing agency.	See "Information Required".
PMD-O4	Is certification required to become employed in your state in this curriculum area?	Select "Yes" or "No" from the dropdown box within the cell.

	PROGRAM MEASUREMENT DATA (PMD)	
Data Cell	**Information Required**	**Description of Data**
PMD-P4	If the answer to the previous question is yes, list the State, Regional or National Agency which Administers the Required Certification Examination for this Program	Please write the entire name of the agency (no abbreviations). **If a program does not require certification for employment leave cells P4-U4 blank.**
PMD-Q4	If the Agency Providing the License Based Upon an Examination has a Pass Rate Standard (i.e. the Pass Rate that a Program must Meet or Exceed in Order to be in Good Standing), List the Pass Rate Standard	Place the agency's pass rate standard in column
PMD-R4	Program Licensure Pass Rate Published by the Licensing Agency Two Years Ago	See "Information Required".
PMD-S4	Program Certification Pass Rate Published by the Certification Agency Last Year	See "Information Required".
PMD-T4	Most Recent Program Certification Pass Rate Published by the Certification Agency	See "Information Required".
PMD-U4	Is registration required to become employed in your state in this curriculum area?	Select "Yes" or "No" from the dropdown box within the cell.
PMD-V4	If the answer to the previous question is yes, list the State, Regional or National Agency which Administers the Required Registration Examination for this Program	Please write the entire name of the agency (no abbreviations). **If a program does not require registration for employment leave cells V4-Z4 blank.**

PROGRAM MEASUREMENT DATA (PMD)		
Data Cell	**Information Required**	**Description of Data**
PMD-W4	If the Agency Providing the Registration Based Upon an Examination has a Pass Rate Standard (i.e. the Pass Rate that a Program must Meet or Exceed in Order to be in Good Standing), List the Pass Rate Standard	Place the agency's pass rate standard in column
PMD-X4	Program Registration Pass Rate Published by the Registration Agency Two Years Ago	See "Information Required".
PMD-Y4	Program Registration Pass Rate Published by the Registration Agency Last Year	See "Information Required".
PMD-Z4	Most Recent Program Registration Pass Rate Published by the Registration Agency	See "Information Required".

STUDENT POPULATION DATA (SPD) - GUIDELINES

NOTE: When completing your program spreadsheets, please **ONLY** use a "1" to indicate a student's status during the CAR reporting year. **The system will not recognize any other letters, numbers or characters (unless otherwise indicated).** An error detection icon displays on the spreadsheet if incorrect Student Population Data is entered along with a message to indicate the specific error that has occurred. If error detection icon is red, the program spreadsheet will not be recognized for uploading by the system. The icon must be green.

The following information is required to report student population data. The data for the first student is entered in row 7 and a new row is used for each student reported. The first column of the guidelines identifies the cell by student population data (SPD), the column (A-AA), and the row (7). The second column lists the title of information required. The third column provides clarification of the data, when needed.

STUDENT POPULATION DATA (SPD)		
Data Cell	**Information Required**	**Description of Data**

STUDENT POPULATION DATA (SPD)		
Data Cell	**Information Required**	**Description of Data**
SPD-A7	Student ID Number	List the number that your campus uses to identify students enrolled in this program during the 2016 CAR reporting period. This must be the same Student ID Number used previously, if the student has been enrolled continuously in a previous CAR reporting period. **Please do not include student's social security numbers.**
SPD-B7	Student Name	Enter the first and last name of any student in enrolled in this program during the 2017 CAR reporting period.
SPD-C7	Start Date	Enter the month and year any student listed entered this program (e.g. 01/14).
SPD-D7	Scheduled to Graduate Cohort	Enter the month and year that the student was originally scheduled to graduate as listed on the enrollment agreement signed by the student (e.g. 06/15).
SPD-E7	Is the student here on a visa?	Place a "1" in the column for any student that is in the country on a **student visa**.
SPD-F7	Does this student receive federal financial aid?	Place a "1" in the column for any student that received federal financial aid during the 2017CAR period.
SPD-G7	Enrolled as a part of the beginning population (July 1, 2016)	Place a "1" in the column for any student.
SPD-H7	New Starts	Place a "1" in the column for any student who enrolled in this program for the first time between July 1, 2016, and June 30, 2017. These are students who had never enrolled in your campus prior to this reporting period, **except for students who had**: **a)** Enrolled and then graduated from a different program and have subsequently enrolled in this program for the first time, or **b)** Enrolled for the first time during the same reporting period in another program as well as in this one, or **c)** Enrolled in courses but not in a full program, or **d)** Enrolled initially in the program as non-regular students for a trial enrollment period.

STUDENT POPULATION DATA (SPD)		
Data Cell	**Information Required**	**Description of Data**
SPD-I7	Re-entries	Place a "1" in the column for any student who enrolled in this program between July 1, 2016, and June 30, 2017, who have previously withdrawn from your campus. These are students who may have dropped out of your campus in a prior reporting period for any number of reasons (e.g., personal, academic, employment) but have returned to your campus during the current reporting period.
SPD-J7	Transfers into the program from other programs at the campus	Place a "1" in the column for any student that transferred into this program from another program at the campus. **NOTE: If you have a student that transferred into a program more than once during the reporting period, you may insert the number of times the student transferred into the program (maximum of 5) in this column.**
SPD-K7	Transfers out of the program to other programs at the campus	Place a "1" in the column for any student that transferred out of this program to another program at the campus. **NOTE: If you have a student that transferred out of a program more than once during the reporting period, you may insert the number of times the student transferred out of the program (maximum of 5) in this column.**
SPD-L7	Revised Scheduled to Graduate Cohort	Enter the month and year that the student is scheduled to graduate if it was revised from the original date through a transfer into the program, a leave of absence or fails a course and repeats the course in a subsequent term. If the student's cohort did not change, then leave this column blank (e.g. 01/16).
SPD-M7	Leave of Absence	Place a "1" in the column for any student that took a leave of absence during, or at any point, in the reporting period. There must be formal documentation of this action in the student's file.

STUDENT POPULATION DATA (SPD)		
Data Cell	**Information Required**	**Description of Data**
SPD-N7	Completed a program	Place a "1" in the column for any student who completed the program but did not graduate between July 1, 2016- June 30, 2017. A completer is a student who is no longer enrolled in the campus and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements: **a)** Achieve a GPA of at least 2.0. **b)** Attain required competencies or speed skills. **c)** Satisfy non-academic requirements (e.g., outstanding financial obligations). Students who are classified as completers must be tracked for placement purposes even if the campus' policy is to withhold placement services. The Council considers both graduates and completers to be eligible for placement.
SPD-O7	Graduated from a program	Place a "1" in the column for any student who graduated from the program between July 1, 2016- June 30, 2017. A graduate meets **ALL** of the following criteria: **a)** Achieved a GPA of 2.0 or greater at graduation. **b)** Successfully passed all courses in the program or substitute courses permitted by the campus. **c)** Attained required competencies or speed levels in all courses. **d)** Met all clinical, internship, and externship requirements. **e)** Satisfied all other academic requirements for graduation. **f)** Satisfied all non-academic requirements for graduation, such as payment of tuition and fees, return of books, etc. **g)** Received the appropriate credential. **h)** Is no longer enrolled at the campus, unless currently enrolled or reenrolled as a new start in a different program.

STUDENT POPULATION DATA (SPD)		
Data Cell	**Information Required**	**Description of Data**
SPD-P7	Withdrew due to active military service	Select this option from the dropdown box for any student who has moved to a military base due to orders from the armed services (including spouses or dependents of military personnel who were enrolled at your campus). Students who have withdrawn due to active military service will not count against the retention percentage. Documentation must be maintained in the student's file at the campus.
SPD-P7	Withdrew to enroll in an institution with common ownership	Select this option from the dropdown box for any student who withdrew and re-enrolled in a campus under common ownership during the reporting period. Students who have withdrawn to enroll in a campus with common ownership will not count against the retention percentage. Campuses must keep documentation in student files for students who withdraw to enroll in other campuses with common ownership.
SPD-P7	Withdrew due to incarceration	Select this option from the dropdown box for any student who was incarcerated and serving a criminal sentence in a Federal, State or local penitentiary, prison, jail, or other similar correctional institution. Students under permanent house arrest are included. Students sentenced to serve for less than one month, only on weekends or in a half-way house are not eligible. Documentation must be maintained in the student's file at the campus.
SPD-P7	Withdrew due to death	Select this option from the dropdown box for any student in the program who died between July 1, 2016- June 30, 2017. Documentation must be maintained in the student's file at the campus.
SPD-Q7	Withdrawals	Place a "1" in the column for any student in the program who did not complete their objective, who withdrew from your campus (see definition below) between July 1, 2016 and June 30, 2017, and who are not counted as transfers, completers, graduates, still enrolled or as one of the four excluded withdrawals.

STUDENT POPULATION DATA (SPD)		
Data Cell	**Information Required**	**Description of Data**
SPD-R7	Month Submitted to PVP	Enter the month and year that the student was submitted to the Placement Verification Program (PVP) (e.g. 04/16).
SPD-S7	Placed based upon job titles included in the list of **job titles** published by the institution for which the program prepares students	Place a "1" in the column for any student in the program who was placed based upon job titles included in the list of job titles published by the institution for which the program prepares students. These job titles must be those published by the institution on its web site in compliance with USDOE Title IV regulations and must be identified in the Department's CIP-to-SOC Crosswalk (Standard Occupational Classification, U.S. Department of Labor) with the Classification of Instructional Programs (CIP) code of this program. If the job title was on the published list, but the classification of a placement also involved an analysis of the program skills required as a predominant component of the job, include the student under Column R rather than here. Do not include a student in more than one placement category.
SPD-T7	Placed based upon the required use of **skills learned** in the student's program as a predominant component of the job	Place a "1" in the column for any student in the program who was placed based upon the required use of skills learned in the student's program as a **predominant** component of the job. These skills must be those listed in the institution's published program description and a **majority** of these skills must be documented in the employer's job description as required or desired skills, duties or responsibilities. Do not include a student in more than one placement category.

STUDENT POPULATION DATA (SPD)		
Data Cell	**Information Required**	**Description of Data**
SPD-U7	Placed Based Upon the Benefit of the Training Received from the Program in Maintaining a Current Position with Supporting Promotion, Pay Raise, or Direct Benefit to Job Related Skills	Place a"1" in the column for any student in the program that was placed based upon the benefit of the training received from the program in maintaining a current position with supporting promotion, pay raise, or direct benefit to job related skills. Documentation should include a job description or letter from the employer that indicate the graduate received a direct benefit to their existing employment, through a promotion, pay raise of improvement of job skills, or any other documentation to verify as such. Do not include a student in more than one placement category.
SPD-V7	Not available for placement due to pregnancy, death, or other health-related issues	Select this option from the dropdown box for any student in the program who is unavailable for placement due to pregnancy, death, or other health-related issues. **a)** Written information from a relative that completer or graduate was pregnant or gave birth at some time during the reporting period for placements. **b)** Written information from family or friend, or obituary. **c)** Written information that the completer, graduate or someone in the immediate family required hospitalization, bed rest or rehabilitation for at least a four-month period during the reporting period.
SPD-V7	Not available for placement due to continuing education	Select this option from the dropdown box for any student in the program who is unavailable for placement due to continuing their educational studies. **a)** Enrollment agreement or letter of acceptance as a full-time student into a new educational program that is 300 hours or longer in length.

STUDENT POPULATION DATA (SPD)		
Data Cell	**Information Required**	**Description of Data**
SPD-V7	Not available for placement due to active military service	Select this option from the dropdown box for any student in the program who is unavailable for placement due to active military service. **a)** Papers verifying assignment to active duty. **b)** Completers and Graduates as well as spouses and dependents of military personnel who have moved due to military transfer orders are included.
SPD-V7	Not available for placement due to visa restrictions (international students)	Select this option from the dropdown box for any student in the program who is unavailable for placement due to visa restrictions. **a)** Documentation of the visa, of the lack of opportunities for paid practical training and of the location of the completer or graduate in the US for some time during the reporting period. **b)** Graduates are **not** considered "Not Available" just because they have moved to another country.
SPD-V7	Not available for placement due to enrollment in an English as a Second Language (ESL) program	Select this option from the dropdown box for any student in the program who is unavailable for placement due to enrollment in an ESL program. **a)** A copy of an enrollment agreement or transcript is acceptable documentation.
SPD-V7	Not available for placement due to incarceration	Select this option from the dropdown box for any student in the program who is unavailable for placement due to incarceration. **a)** Documentation that the completer or graduate was incarcerated during the reporting period and served a criminal sentence in a Federal, State or local penitentiary, prison, jail, or other similar correctional institution. **b)** Students under house arrest are included. Students sentenced to serve for less than one month, only on weekends or in a half-way house are not eligible. **c)** Documentation must be maintained in the student's file at the campus.

STUDENT POPULATION DATA (SPD)		
Data Cell	**Information Required**	**Description of Data**
SPD-W7	Not Placed	Place a "1" in the column for any student who graduated or completed the program but is not working or are not documented to be working. a) Graduates who may be working out of their home cannot be listed as placed or waived. They may be listed as "placed" if documented evidence is available, but they must be listed as "not working" if documentation cannot be obtained.
SPD-X7	Enrolled without a high school diploma or equivalent	Place a "1" in the column for any student in the program that enrolled without a high school diploma or equivalent.
SPD-Y7	Enrolled in one or more courses through distance learning delivery mode	Place a "1" in the column for any student in the program that is enrolled in one or more courses through distance learning delivery mode.
SPD-Z7	Classified as a fully online or 100% distance learning student	Place a "1" in the column for any student in the program that is classified as a fully online or 100% distance learning student.
SPD-AA7	Still Enrolled	This column will automatically populate within the spreadsheet based on the categories selected for each student.

FORMULAS USED IN CALCULATING RATES

CED= CAMPUS ENROLLMENT DATA	**NPE=NON PROGRAMMATIC ENROLLMENT**
LPR= LICENSURE PASS RATE	**SPD= STUDENT POPULATION DATA**

CAMPUS RETENTION RATE FORMULA**

((SPD G+H+I) - (SPD P: WITHDREW TO ENROLL IN AN INSTITUTION WITH COMMON OWNERSHIP) - (CED Q1)) - (SPD Q) / ((SPD G+H+I) - (SPD P: WITHDREW TO ENROLL IN AN INSTITUTION WITH COMMON OWNERSHIP) - (CED Q1))

CAMPUS PLACEMENT RATE FORMULA**

(SPD S+T+U) / ((SPD N+O) - (SPD V))

PROGRAM RETENTION RATE FORMULA*

((SPD G+H+I+J) - (SPD P: WITHDREW TO ENROLL IN AN INSTITUTION WITH COMMON OWNERSHIP) - (SPD Q)) / ((SPD G+H+I+J) - (SPD P: WITHDREW TO ENROLL IN AN INSTITUTION WITH COMMON OWNERSHIP))

PROGRAM PLACEMENT RATE FORMULA*

(SPD S+T+U) / ((SPD N+O) - (SPD V))

ENDING POPULATION FORMULA**

(SPD G+H+I) - (SPD N+O+P+Q)

** Rates will be auto-calculated by the system.

*Rates will be auto-calculated within the program spreadsheet.