

# Instructions for Completing the ACCSC 2021 Annual Report



<https://college360.accsc.org>

The 2021 ACCSC Annual Report is due on or before  
**October 8, 2021.**

Questions? It is best to email staff at [ar@accsc.org](mailto:ar@accsc.org). You may also contact the Commission office at 703-247-4212 and ask to speak with a member of our Annual Report Support Team.

*Updated August 19, 2021*

## What's New in the 2021 Annual Report

- The Annual Report home page looks a little different this year. Schools are required to enter **either** a Graduation & Employment (“G&E”) Chart **or** a Retention Chart for each program. When you enter a Program Enrollment Summary (“PES”), “Is there reportable data on the Graduation & Employment (“G&E”) Chart for this program?” is one of the first questions. If you select yes, a G&E Chart is required in order to complete and submit the Annual Report. If you chooses no, a Retention Chart is required in order to complete and submit the Annual Report.
- The “Transfers to Another Program” and “Transfers from Another Program” categories on the G&E Chart are now “Transfers to Another Program/Cohort” and “Transfers from Another Program/Cohort” for students who return from an approved leave of absence; are unable to complete the program within 150% of the normal program length from the original start date due to the leave of absence; and transfer to a later cohort in order to graduate within 150% of the normal program length as adjusted based on the length of the approved leave of absence. More information is available in the [July 1, 2021 Accreditation Alert](#).
- Please see the 2021 Frequently Asked Questions and Tips from ACCSC Staff on the [ACCSC website](#).

## An Overview of the 2021 Annual Report

An Annual Report is required of each accredited school (Main and Branch) that received initial accreditation prior to July 1, 2021. This report is filed each year and covers the preceding reporting period of July 1, 2020 through June 30, 2021 and must be completed using ACCSC’s on-line submission format. The instructions for completing the Annual Report have been formatted to assist schools by clarifying specific report questions. Please note that this document is not inclusive of every question on the Annual Report. Please contact the Annual Report Support Team at [ar@accsc.org](mailto:ar@accsc.org) with any questions.

ACCSC places significant reliance on the data and information submitted by schools in the Annual Report, and as such, it is of vital importance that institutions ensure that all information submitted in the Annual Report is valid, accurate, and reliable. The Commission greatly appreciates the effort that accredited institutions make to ensure that the Annual Report reflects accurate demographic, operational, enrollment, and student achievement information.

Please note that despite the challenges of COVID-19, it is important for ACCSC to continue to collect Annual Report data in order to analyze trends and to better understand the impact of the pandemic on student enrollment and achievement.

***Note: The Annual Report is not the vehicle for notifying the Commission of a school’s change in name, location, or ownership. Failure to properly notify the Commission of a change in the school’s status is grounds for review and action by the Commission. Nonsubstantive and substantive change notification and application requirements are stated in Section IV, Rules of Process and Procedure, Standards of Accreditation. (The Standards of Accreditation are available on the [ACCSC website](#).)***

## Preparing the Annual Report & Important On-line Submission Notes

- The 2021 Annual Report for each accredited institution (Main or Branch) holding ACCSC accreditation status as of June 30, 2021 is to be submitted **on or before October 8, 2021.**
- To access the Annual Report, all you need is a computer, Internet browser, and connection to the Internet. For the best experience, we recommend the use of either Google Chrome or Mozilla Firefox. Using older browsers, such as Internet Explorer, may result in the inability to properly prepare and submit the annual report. Generally, please make sure that you have an updated and not “old” Internet browser.
- Back-up documentation is NOT to be submitted with the Annual Report. All documentation supporting the data submitted in the Annual Report is to be kept on file with the school’s copy of the Annual Report. The enrollment and outcomes information collected in the Annual Report enables the Commission to analyze trends in post-secondary career education and evaluate the performance of accredited institutions relative to graduation, employment, and licensure rates. As a means to test the validity and accuracy of these data, each year the Commission tests and validates a portion of the Annual Reports received and uses a third-party auditor to verify reported employment data. Again, accuracy is essential.
- While the Annual Report covers the preceding reporting period of July 1, 2020 through June 30, 2021, **the dates used for the G&E Chart will cover class start dates from prior to this period.** The dates on the G&E Chart are determined based on program length in months. They allow for students to complete the program within 1.5 times the program length and allow for 3 months to find employment. The dates are automatically calculated once you enter the program length in months and click save. For example, the reporting period for a 12-month program is October 2018 through September 2019. (Please see page 17-18 for a complete list of determining reporting periods for the G&E Charts.)
- Please note that the website will time-out if there is 45 minutes of inactivity (typing information is considered inactivity). Therefore, please select “save” at a minimum of every 45 minutes. To avoid the possibility of losing information that is not saved, ACCSC recommends completing the information off-line before entering the data on the website or frequently saving the Annual Report.
- In order to submit the report, the “complete” box must be checked for the Annual Report section and each Program Enrollment Summary, Graduation & Employment Chart, and Retention Chart.
- **The Annual Report cannot be submitted unless the number of students as of June 30, 2021 on each PES equals the number of students as of June 30, 2021 for the Totals by Credential, Gender, Age and Ethnicity.**
- **Please review your School Info page.** If there is a discrepancy with the school name, address, accreditation dates, School Director etc., please contact Glenda Ward at [gward@accsc.org](mailto:gward@accsc.org) or 703-247-4212. If the school has a new director, please complete a [Change in Director form](#) and upload this to the College 360/Annual Report site.

- On the School Info page, the school has the ability to input changes to some fields including e-mail address, website, and phone and fax numbers. The school may also enter Official Correspondence Names and Emails for individuals to be copied on ACCSC correspondence (i.e., On-Site Evaluation Reports, Commission Actions Letters, Accreditation Alerts, etc.). **Please note that this should include information for individuals in addition to the School Director.** If the School Director is the only person to receive official correspondence, please leave these fields blank.
- The 2020 submission of the Annual Report is available for your reference. To access your Annual Report from the past few years, select the year under “Annual Report” at the bottom left of the main page. Please remember to return to 2021 to enter information for the 2021 Annual Report.

# 2021 ANNUAL REPORT

To log on to the Annual Reporting System, enter your username and password and select LOGON.

Once logged on to the system, the Annual Report homepage will look like this with your school information at the top of the screen:

The screenshot displays the Annual Reporting System interface. At the top left, there is a logo with the number 360 and a 'Log Off' button. Below the logo, the user's school number (042458) and timeout (43.6 minutes) are shown. A navigation bar contains buttons for 'Annual Report', 'Programs', 'School Info', 'DMS', and 'HELP?'. Below this, the user's profile information is displayed: Annual Report: 2021, School Number: 042458, School Name: Not an active school, Type: Main, Annual Report Status: Not Submitted, Address: XXXX XXXX, City: XXXX, State: VA, Zip: 22201.

The main content area is divided into four sections:

- Approved Programs:** A section with a 'View' button and a 'Submitted' checkbox.
- PES Forms:** A section with 'Add', 'Edit', and 'Delete' buttons. It includes a 'School Number' input field with the value 042458 and an 'Annual Report' dropdown menu with the value 2021.
- G & E Charts:** A section with 'Add', 'Edit', and 'Delete' buttons.
- RETENTION Charts:** A section with 'Add', 'Edit', and 'Delete' buttons.

To begin, select “View” under “Annual Report” on the left hand side of the screen. Please note that you cannot complete a Program Enrollment Summary (“PES”), Graduation and Employment (“G&E”) Chart, or Retention Chart without first saving information in Part I of the Annual Report. To save the Annual Report, type in any field (such as Report Prepared by) and select save. Many of the fields that require a number will auto-populate with the number zero (0) after save is selected. **Please make sure that the correct numbers are entered prior to submitting the Annual Report.**

### **Part 1 – School Demographic Data**

**Unemployment rate:** One of the places to find the unemployment rate is the U.S. Bureau of Labor Statistics (<https://www.bls.gov/home.htm>). Please note that the unemployment rate may not be zero.

**Demographic Location:** Check the option that best fits the school.

**Median Yearly Household Income:** The U.S. Census Bureau may be a resource in determining median yearly household incomes.

Your local Chamber of Commerce may also assist you in determining recent unemployment rates and median household income information.

**Official Correspondence Name & Email:** ACCSC will send official correspondence, such as On-Site Evaluation Reports, Commission Action Letters, and Accreditation Alerts to the e-mail address(es) entered. **Please note that this should include information for individuals in addition to the School Director** as the School Director receives all Commission correspondence. **You must complete at least one line in order to submit the Annual Report.**

### **Part 1a – Additional Contacts**

Please enter members of school management and administrative employees (ex. Director of Education, Admissions Director, Director of Career Services, Director of Student Services). This will allow ACCSC to contact school leadership (in addition to those listed under “Official Correspondence” on the School Info tab) about Commission activities and training and volunteer opportunities. Please note that the individuals listed under “Additional Contact” will not receive official correspondence from ACCSC such as On-Site Evaluation Reports and School Action Letters. **You must complete at least two lines in order to submit the Annual Report.**

### **Part 2 – Operations**

**Check this box if there are legal actions pending against the school**

This question refers to legal actions involving the school during the Annual Report reporting period of July 1, 2020 through June 30, 2021. If yes, check the box and provide a summary in the corresponding comment box.

**List all other accrediting agencies: (indicate n/a or leave blank if not applicable)**

This question applies to other accrediting agencies (i.e., ABHES, ACCET, COMTA, etc.) but does not refer to a state licensing or industry association. Include organizations that accredit the school’s individual programs.

**Was the school operating under a Warning, Probation or on Reporting as issued by any other regulatory agency (ex. accrediting agency, state) between July 1, 2020 and June 30, 2021? If yes, check all that apply and provide a summary in the corresponding comment box. Please note that if a school was NOT operating under a Warning, Probation or on Reporting as issued by another regulatory agency, please leave the answer blank.**

As a reminder, each accredited school must notify ACCSC of any material event or circumstance that could affect the school's operations, policies, staff, curricula, reputation, approval status or authority to operate as a legal entity, or financial status. Such notification must be in writing, made within 10 calendar days of the event's occurrence, and is in addition to disclosures that are required in the applications for initial or renewal of accreditation or any substantive change report. Examples of material events or circumstances necessitating such notification are listed under the "Notification Reports" section of the *Rules and Process and Procedures* portion of the Standards of Accreditation.

**Was the school operating under a Warning, Probation or on Reporting or Heightened Monitoring as issued by ACCSC between July 1, 2020 and June 30, 2021?** If yes, check all that apply.

**Check this box if any program reviews or audits, not including fiscal year-end audit of financial statements, have been conducted by federal, state, or private agencies.** If so, please check the box and provide a summary in the corresponding comment box.

**Check this box if a Corporation owns the school.** If so, enter the corporation information including the corporate compliance officer and indicate if another corporation owns stock of the corporation that owns the school and if the school is publicly traded.

### **Part 2a – Ownership**

**Identify the legal entity or individual who directly owns 5% or more of the school (i.e., the first level of ownership).** Please note that if the school is a non-profit entity, enter the type of non-profit (i.e., 501 c3); in the name field and 100 in the percentage field of Level 1.

**If there is more than one level of ownership existing between the entity that directly owns the school and the ultimate owners, please identify each entity and percentage of ownership in the ownership chain, up to and including the parent entity in the chain of ownership.**

For example:

Level 1: Ziggy Acquisition Corporation (100% owner of the school)

Level 2: Ziggy School of Technology, Inc. (100% owner of Level 1)

Level 3: PGH Inc. (100% owner of Level 2)

Level 4: PGH Capital Fund, LP (100% owner of Level 3)

**Identify the individuals who own 10% or more of the final legal entity** (ultimate parent – in this example, PGH Capital Fund, LP).

John Doe – 50%

Jane Doe – 50%

### **Part 2b – Non-Profit Board Members**

If the school is part of/owned by a non-profit organization/corporation, please certify that an individual/entity group (owner or manager) that has any financial interest in the non-profit organization/corporation does not serve as a board member, have a seat on the Board, or is not a member of the non-profit corporation.

Please list up to 20 members who serve as a board member including the board chair.

### **Part 2c – Operational Data**

Please answer yes or no for this group of questions regarding whether the school has ACCSC approval to offer a degree program, any portion of a program via Distance Education (on-line), avocational/continuing education courses, and whether the school admits Ability-to-Benefit students.

**Individual School Gross Tuition Revenue:** Please note that the gross tuition must be for the individual school for the three most recent fiscal year-ends. Please enter the gross tuition revenue as submitted on the Sustaining Fee Calculation Worksheet.

**Financial Aid Participant:** Please select yes or no for this question.

**If yes, please provide the school's OPEID number.**

This is the Office of Postsecondary Education Identification number assigned to your school by the U.S. Department of Education upon approval to participate in Title IV programs. The OPEID number can be found on the Title IV eligibility letter sent from the U.S. Department of Education. Please enter only the first six digits of your OPEID number. If you are not a financial aid participant, please enter 0.

**Please provide the 3-year Cohort Default Rates for the three most recent years.**

This information, typically released in September, should be listed in the most recent Cohort Default Rate Letter from the U.S. Department of Education to the school. If there is no Cohort Default Rate, enter 0. If you are unsure of your cohort default rate, please utilize the following website:

<https://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html>

### **Part 2d – Substantive Changes**

Please answer whether any of these changes (ex. did the school change location or change its name) occurred during the period of July 1, 2020 through June 30, 2021.

### **Part 3 – Characteristics of Student Enrollment**

The student enrollment information for the fields below will **automatically appear based on the data entered in the Program Enrollment Summaries.**

➤ **Student Enrollment as of July 1, 2020**

This number represents all students enrolled as of this date.

➤ **Additional Enrollments: July 1, 2020 – June 30, 2021**

This number includes any additional students enrolled between July 1, 2020 and June 30, 2021.



- **Total Enrollments**  
This number is the sum of the previous two questions and is automatically calculated.
- **Students Graduated:**  
This number includes all student graduates between July 1, 2020 and June 30, 2021.
- **Students who withdrew or were terminated:**  
This number includes all withdrawn/terminated students between July 1, 2020 and June 30, 2021.
- **Total Enrollment as of June 30, 2021**  
Student enrollment represents “Total Enrollments” minus “Students Graduated” minus “Students who withdrew or were terminated.”

**Percentage of students of the total enrollment as of June 30, 2021 receiving:**

- **Title IV Financial Assistance** (This should reflect the percentage of students that receive any type of Title IV financial assistance.)
- **Title IV Pell Grants**
- **Title IV Loans**
- **Non-Title IV Assistance (e.g. WIA, Vocational Rehabilitation, state grants, VA benefits, etc.)**  
This question should reflect the percentage of students that receive loans and/or grants from outside entities such as states or Veterans Affairs that are external from the school.

Please note that some students may fall into multiple or all categories. If there are no students enrolled as of June 30, 2021, you may enter the percentage for students enrolled during the Annual Report reporting period.

**How many hours did faculty, staff and students devote to Community Service projects and activities organized by the school?**

**Total student enrollment in any avocational / continuing education courses July 1, 2020 – June 30, 2021**

Please enter the total number of students enrolled in any avocational / continuing education courses offered by the school during the July 1, 2020 through June 30, 2021 timeframe.

**Before submitting the Annual Report, check the box for “complete” when this section has been completed and select save.**

If there are errors, you will receive the following message:

The information has not been saved due to invalid entries highlighted in Yellow.

## Programs Tab

A Program Enrollment Summary (“PES”) can only be completed after the Annual Report has been saved and the programs have been verified. To verify the list of approved programs, go to the “Programs” tab, and select the appropriate Program Code.



You may also edit the program length in months and credit hour type. Once this is saved, the school can proceed with the PES, Graduation & Employment Charts, and Retention Charts sections of the Annual Report. If there are any discrepancies with respect to the program name, clock hours, credits hours, credential, and externship hours, as well as missing or discontinued programs, please contact the Commission office at 703-247-4212 and ask to speak with a member of the Annual Report Support Team. **The program list shows programs as of June 30, 2021**; therefore, any program modifications or new programs added after June 30, 2020 will be reflected in next year’s Annual Report and should appear on the School Directory section of the ACCSC website at <http://www.accsc.org/Directory/index.aspx>.

**Please note that schools will be unable to submit the report if the program length is listed as 0 months. Please click on the Programs tab to edit the program length.**

## PROGRAM ENROLLMENT SUMMARY

The Program Enrollment Summary (“PES”) provides the Commission with information regarding the approved programs taught by the school. The data is used to develop a statistical profile of programs offered by member schools for the period of July 1, 2020 through June 30, 2021.

One PES per approved program should be prepared; however, in instances where a school offers a program both residentially and via 100% distance education, a PES is required for each delivery method for that program. The Commission approves programs based on clock and/or credit hours, irrespective of scheduled length, i.e., full-time, part-time, day, night, etc. **Therefore for programs with multiple lengths, the school should submit one PES and multiple Graduation and Employment Charts or Retention Charts.**

**To enter a PES, click on the program name in the list of approved programs and then select add under PES Forms. The list of Approved Programs will be on the main page once the programs have been verified.**

COLLEGE 360 Log Off 042458 Timeout: 44.9 minutes

Annual Report Programs School Info DMS HELP?

Annual Report: 2021 School Number: 042458 School Name: Not an active school Type: Main Annual Report Status: Not Submitted  
Address1: XXXX XXXX City: XXXX State: VA Zip: 22201

Approved Programs

Test Program 124 Diploma

Annual Report

View

Submit Report

Submitted

PES Forms

Add Edit Delete

School Number: 042458

The following fields will be auto-populated from the Program tab:

- ACCSC Approved Program Title
- Program Code
- Credential
- Date Approved by ACCSC
- Program Length in Months

- **Approved Clock Hours**
- **Approved Credit Hours**
- **Is an externship offered as part of this program**
- **Externship clock hours & Externship credit hours**

**Total Tuition**

The amount of tuition should be clearly discernible in the school’s catalog. Do not include books, supplies, rental charges, administrative fees or other charges.

**Additional Expenses**

Include any additional monies such as books, supplies, rental charges, administrative fees or other charged to students for enrolling in the program.

**Average starting salary for graduates.**

The school should *estimate* the potential annual starting salary (in thousands) of a student who has graduated from the program and has received employment in the trained field.

**Licensure or Certification Examination is required for Employment (yes/no).** Certain states may require graduates of some programs, such as cosmetology or massage therapy, to obtain a license prior to beginning employment. If licensure is required, please answer yes and remember to complete the Licensure / Certification Examination Pass Rates Chart when preparing a Graduation and Employment Chart for these programs.

**ENROLLMENT DATA**

**Is there reportable data on the Graduation & Employment (“G&E”) Chart for this program? (Yes/No)**

If you select yes, a G&E Chart is required in order to complete and submit the Annual Report. If you select no, a Retention Chart is required in order to complete and submit the Annual Report.

To determine if a G&E Chart is needed, please see the complete list of reporting periods later in this instructions document or use the Excel version of the G&E Chart available on [Forms and Reports page](#) of the ACCSC website. Simply enter July 2021 as the report date and then enter the length in months. For example, the reporting period for an 8-month program is April 2019 through March 2020, so if there were student starts between April 1, 2019 and March 31, 2020, you would select yes that there is reportable data on the G&E Chart.

**Do student take any portion of the program via Distance Education? (Yes/No)**

If students take any portion of the program via distance education (online), please select yes.

**If no,** enter the Number of Students Enrolled as of 7/1/20 and Total Number of Additional Student Enrollments Between 7/1/20 and 6/30/21. The Total number of students will calculate automatically.

**If yes,** enter the following:

**Number of Students Enrolled as of 7/1/20**

- Number of students enrolled in 100% Distance Education
- Number of students enrolled in an on-campus/distance education hybrid
- Number of students enrolled in on-campus only (if program note offered 100% online)

This is the number of students that are enrolled in the program on July 1, 2020. Please note that schools that offer a program 100% via distance education should have a separate program listed in the approved program section. In this case, schools should enter data for students enrolled in the 100% distance education program only in the Distance Education specific PES. Students enrolled in the on-campus/distance education hybrid program should be included on the “on-campus” PES.

**Additional Students enrolled between 7/1/20 and 6/30/21**

- Number of students enrolled in 100% Distance Education
- Number of students enrolled in an on-campus/distance education hybrid
- Number of students enrolled in on-campus only (if program not offered 100% online)

**Total Students** will calculate automatically.

**Satellite Location Enrollment**

If the school has students at a satellite location, check the box for additional fields to appear.

- Satellite location enrollment as of 7/1/20
- Number of additional students enrolled between 7/1/20 and 6/30/21
- Number of withdrawn or graduated students between 7/1/20 and 6/30/21
- Satellite location enrollment as of 6/30/21 (automatically populated)

Please note that students enrolled in the satellite location must also be included in the other categories on the PES (ex. Total students enrolled as of 7/1/20 and additional students enrolled between 7/1/20 and 6/30/21).

**Graduated between 7/1/20 and 6/30/21**

Of the students who graduated during this time, enter the character that fits best for their status after graduation.

<b>Graduate Status</b>	<b>Definition</b>
Employed in Field	Graduate obtained a job in-field
Employed in Unrelated Field	Graduate obtained a job in an unrelated field
Further Education: 4 year college	Graduate continued his/her education in a Bachelor’s Degree program
Further Ed: 2 year college	Graduate continued his/her education in an Associate’s Degree program
Further Ed: Trade school	Graduate continued his/her education in a Diploma/Certificate program
Further Ed: Other Training	Graduate continued his/her education in another category (ex. Master’s degree program)
Unemployed	Graduate is not working
Unknown	No information about employment or unemployment is known
Incarcerated	Graduate was incarcerated after graduation and was unable to gain employment
Military Service	Graduate is an active military service member
Death	Graduate passed away
Medical	Graduate has the onset of a medical condition that prevents employment

International Student	Graduate is an international student who enrolled on the basis of a student or work visa and is ineligible for sustainable employment in the United States post-graduation
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### **Withdrew or Terminated between 7/1/20 and 6/30/21**

Of the students who withdrew or were terminated during this time, break down the total number of withdrawn and terminated students by listed characteristics to show the reasons why students withdrew or were terminated.

<b>Reason Students Withdrew</b>	<b>Definition</b>
Employed in Field	Student obtained a job in-field and withdrew before graduating
Employed in Unrelated Field	Student obtained a job in an unrelated field and withdrew before graduating
Incarcerated	Student was incarcerated and unable to continue in school
Military Service	Active military service and unable to continue in school
Death	Student passed away
Medical	Student experienced a medical condition that prevented them from continuing in school
International Student	An international student that returned to native country prior to completing program
Financial/Family	Student unable to continue due to financial concerns or family issues
Moved from Area	Student left the area and program is not available online
Personal Reasons	Student unable to continue due to personal reasons
Attendance	Student unable to maintain sufficient attendance to complete the program
Academic	Student did not maintain satisfactory academic progress
Transfer within School	Student transferred to another program at the school
Other	Reason other than identified options
Unknown	School unable to determine why student withdrew

### **Total number of students enrolled as of 6/30/21**

This is the enrollment in the program as of June 30, 2021 and is automatically populated from the above totals.

### **The numbers for the following questions must equal the total number of students enrolled as of June 30, 2021:**

- **Highest level of education upon entering the program**
- **Student population by gender**
- **Student population by age**
- **Student population by ethnicity**

Please note that the gender question now includes an option for “Not Disclosed” to reflect changes in how some states request (or do not request) this information.

### **When a PES is completed, check the box for “complete” and select save.**

If there are errors, you will receive the following message:

**The information has not been saved due to invalid entries highlighted in Yellow.**

## GRADUATION AND EMPLOYMENT CHART

A Graduation and Employment (“G&E”) Chart can only be completed after a Program Enrollment Summary has been saved, and the school answered yes to the question “Is there reportable data on the G&E Chart for this program?” in the PES. To complete a Graduation and Employment Chart, select the program under the PES tab and then select the “Add” button under G&E Charts. Follow these same steps to add additional G&E Charts, if necessary.

The screenshot displays the PES Forms interface. At the top, the 'Approved Programs' section shows a list with 'Test Program 124 Diploma'. Below this, the 'Annual Report' section includes 'View', 'Submit Report', and a 'Submitted' checkbox. The 'PES Forms' section features 'Add', 'Edit', and 'Delete' buttons above a list containing '124 Test Program'. A red arrow points to this entry. To the left, the 'School Number' is '042458' and the 'Annual Report' is set to '2021'. At the bottom, the 'G & E Charts' section has an 'Add' button circled in red, followed by 'Edit' and 'Delete' buttons. The 'RETENTION Charts' section also has 'Add', 'Edit', and 'Delete' buttons but is currently empty.

The Graduation and Employment Chart must be submitted for each approved program with separate charts for differing normal lengths of completion, i.e., full-time, part-time, day, evening, etc. A separate G&E Chart must also be submitted for programs that are offered 100% Distance Education or if more than 50% of the program is offered at a satellite location.

For programs with multiple lengths, schools should submit a separate G&E Chart for each version of the program (e.g., two G&E Charts for a program with an 8-month version and a 12-month version) and one Program Enrollment Summary combining the numbers from each version.

When calculating the cohort reporting period Beginning and Ending Dates for each G&E, please use the chart at the end of this section. Please note that the required reporting period will vary depending on program length. **In addition, please note that once in the G&E Chart, entering the “Program Length in Months” and “Save” will automatically provide the Beginning and Ending Dates. Commission staff recommends entering the program length in months and clicking save prior to entering the other data on the G&E Chart.**

**You will not be able to enter a start date prior to the Beginning Date or after the End Date. Please only report starts within the required reporting period.**

The reporting period used to complete the G&E Chart is determined by taking the program’s normal length of completion (including vacations and holidays rounded to the nearest whole number) in months multiplied by 150 percent and adding three (3) months for employment. From the Report Date of July 2021, count back the number of months (program length in months x 150% + 3 months) to establish the Ending Date of a reporting period. From the Ending Date, count back an additional twelve (12) months to determine the Beginning Date of the reporting period.

To convert the program length in weeks to months, divide the number of weeks (including holidays and breaks) by 4.34 and round up to the nearest whole number. Use the actual amount of time a student must commit to a program to receive his or her credential.

The actual program length is the amount of time a student is committed to a course of study, including breaks, holidays, and variations of schedule. A school's catalog may show the "academic instructional length" (weeks) and the "actual program length" in either weeks or months. The actual program length is a clear indicator to the student of the total amount of time they will have to commit to successfully complete their program. The Commission uses the actual program length when calculating G&E Chart cohort reporting timeframes.

***Note:*** *If your program is less than 4.34 weeks, round up to one (1) month when entering the program length in months.*



**USE THE CHART BELOW TO DETERMINE REPORTING PERIOD  
FOR THE GRADUATION AND EMPLOYMENT CHARTS**

The Report Date is **fixed at July 2021**. The reporting period used to complete the Graduation and Employment Chart is dependent upon the length of the program in months. Therefore, the reporting period may be different for each scheduled variation of a program. Please note that the G&E Chart will automatically calculate these dates after the program length is entered and saved.

<b>Length of Program in Months</b>	<b>Beginning Date</b>	<b>Ending Date</b>
1	March 2020	February 2021
2	January 2020	December 2020
3	December 2019	November 2020
4	October 2019	September 2020
5	September 2019	August 2020
6	July 2019	June 2020
7	June 2019	May 2020
8	April 2019	March 2020
9	March 2019	February 2020
10	January 2019	December 2019
11	December 2018	November 2019
12	October 2018	September 2019
13	September 2018	August 2019
14	July 2018	June 2019
15	June 2018	May 2019
16	April 2018	March 2019
17	March 2018	February 2019
18	January 2018	December 2018
19	December 2017	November 2018
20	October 2017	September 2018
21	September 2017	August 2018
22	July 2017	June 2018
23	June 2017	May 2018
24	April 2017	March 2018
25	March 2017	February 2018
26	January 2017	December 2017
27	December 2016	November 2017
28	October 2016	September 2017
29	September 2016	August 2017
30	July 2016	June 2017
31	June 2016	May 2017
32	April 2016	March 2017
33	March 2016	February 2017
34	January 2016	December 2016
35	December 2015	November 2016
36	October 2015	September 2016
37	September 2015	August 2016
38	July 2015	June 2016

<b>Length of Program in Months</b>	<b>Beginning Date</b>	<b>Ending Date</b>
39	June 2015	May 2016
40	April 2015	March 2016
41	March 2015	February 2016
42	January 2015	December 2015
43	December 2014	November 2015
44	October 2014	September 2015
45	September 2014	August 2015
46	July 2014	June 2015
47	June 2014	May 2015
48	April 2014	March 2015

### **Glossary of Terms Used on the Graduate and Employment Chart**

1. Class Start Date: The month and year each student cohort, or groups of student cohorts, started (a group of student cohorts occurs when there are multiple class starts within a single month).

2. Number Started: The number of students who started in the program for each start date in the period, including students entering with advanced placement.

**Start:** Students are considered to have been in attendance for reporting purposes (“a start”) if, as a result of their attendance, they incur a tuition/fee or other financial obligation as specified by the institution’s refund policy. Fees or other obligations (i.e., uniforms, tools, etc.) are only those associated with actual attendance; not those considered part of the application for admission or enrollment process. In any event, any student enrolled 15 days from the scheduled start date of the program must be classified as a “start” for the purpose of reporting students on the G&E Chart.

3. Transfers to Another Program/Cohort: 1. The total number of students who transferred out of this program and into another ACCSC-approved program at the school; 2. The total number of students for this program who: a. Return from an approved leave of absence; b. Are unable to complete the program within 150% of the normal program length from the original start date due to the leave of absence; and c. Transfer to a later cohort in order to graduate within 150% of the normal program length as adjusted based on the length of the approved leave of absence.

4. Transfers from Another Program/Cohort: The total number of students who transferred into this program from another ACCSC-approved program at the school, and whose progress in the program is concurrent with the students in this class start date and the total number of students for this program who return from an approved leave of absence and transfer from an earlier cohort as allowed by the “Transfer from Another Program/Cohort” glossary definition.

5. Total Starts plus/minus Transfers (Line 5 = 2-3+4): The total number of students who started, minus those who transferred out, plus those who transferred in. This is the total number of students on which graduation will be based.

6. Unavailable for Graduation: This category removes from the graduation rate calculation students who fall into one of the following classifications: death, incarceration, active military service, or the onset of a medical condition that prevents continued enrollment.

7. Available for Graduation (Line 7=5-6): The total number of students available for graduation from the program.
8. Withdrawn / Terminated Students: The number of students who withdrew or were terminated, within 150% of the program length, from the program. This number does not include the students classified as "Unavailable for Graduation" (Line 6).
9. Graduates within 150% of Program Length: The number of students who graduated from the program within 150% of the stated program length.
10. **GRADUATION RATE:** The school's official graduation rate for each cohort and for the program for the reporting period (Line 10 = 9/7).
11. Graduates - Further Education: The number of graduates that continue on with education in an accredited postsecondary institution on at least a half-time basis.
12. Graduates - Unavailable for Employment: This category removes from the employment rate calculation graduates who fall into one of the following categories: death, incarceration, active military service, the onset of a medical condition that prevents employment, or international students who are enrolled on the basis of a student or work visa and are ineligible for sustainable employment in the United States post graduation. If international students as defined here represent a majority (i.e., more than 50%) of the Total Starts for the program (Line 5), then the school may not use the "international student" exclusion.
13. Available for Employment (Line 13 = 9-11-12): The total number of students available for employment.
14. Graduates - Employed in Field: The number of graduates employed in jobs for which the program trained them. NOTE: Graduates classified as employed must be supported by documentation showing position obtained, date employed, employer, and employer contact person, address, and phone.
15. **EMPLOYMENT RATE:** The school's official rate of graduate job attainment for each cohort and for the program for the reporting period (Line 15=14/13). The school's official rate of employment is that which is used to determine compliance with accreditation requirements.
16. Graduates in Unrelated Occupations: The number of graduates employed in jobs not related to the training obtained from the school's program.
17. Graduates Unemployed: The number of unemployed graduates.
18. Graduates Unknown: The number of graduates for which no information about employment or unemployment is available.
19. Non-Graduated Students Who Obtained Training Related Employment: The number of withdrawn/terminated students from Line 8 who obtain employment in a field related to the program in which the student was enrolled and based upon the training provided by the school.

20. Employment Rate with Non-Graduated Students Who Obtained Training Related Employment: The school's supplemental employment rate which calculates the total number of graduated and non-graduated students who obtained training related employment.

### **LICENSURE / CERTIFICATION EXAMINATION PASS RATES CHART**

Some states require graduates in specific fields to obtain a license prior to beginning employment. For these programs, please complete this section underneath the Graduation and Employment Chart.

**1. Class Start Date (e.g. 01/18)**

The class start dates will automatically appear based on the class start dates listed on the G&E Chart.

**2. Number of Graduates**

This is the number of graduates from the corresponding class start date and will automatically appear from the information entered on the G&E Chart.

**3. # of Graduates Taking Exam**

This is the number of graduates that took the licensure / certification examination.

**4. # of Graduates Passing Exam**

This is the number of graduates that passed the licensure / certification examination.

**5. Percentage of Grads Passing Exam**

This line is automatically calculated. For example, if 10 graduates took the exam and 9 graduates passed the exam, the total in this line would be 90.

**Licensure / Certification Examination Agency Rate**

Please enter the percentage of graduates that passed the exam. This percentage represents all students that took the examination, not just the graduates of your institution. If the licensure / certification examination administering agency does not provide this information, enter 0.

**When a Graduation & Employment Chart is completed, check the box for “complete” and select save.**

If there are errors, you will receive the following message:

**The information has not been saved due to invalid entries highlighted in Yellow.**

# RETENTION CHART

A Retention Chart can only be completed after a Program Enrollment Summary has been saved, and the school answered no to the question “Is there reportable data on the G&E Chart for this program?” in the PES. To complete a Retention Chart, select the program under the PES tab and then select the “Add” button under Retention Charts. Follow these same steps to add additional Retention Charts, if necessary.

The screenshot displays a software interface with several sections:

- Approved Programs:** A list containing one entry, "Test Program 124 Diploma". To the left of this list are buttons for "View" and "Submit Report", and a checkbox labeled "Submitted".
- PES Forms:** A section with three buttons: "Add" (green), "Edit" (yellow), and "Delete" (red). Below these buttons is a list containing one entry, "124 Test Program", which is pointed to by a red arrow.
- School Number:** A text input field containing the value "042458".
- Annual Report:** A dropdown menu currently set to "2021".
- G & E Charts:** A section with three buttons: "Add" (green), "Edit" (yellow), and "Delete" (red).
- RETENTION Charts:** A section with three buttons: "Add" (green), "Edit" (yellow), and "Delete" (red). The "Add" button in this section is circled in red.

**USE THE CHART BELOW TO DETERMINE REPORTING PERIOD  
FOR THE RETENTION CHARTS**

The Report Date is **fixed at July 2021**. The reporting period used to complete the Retention Chart is dependent upon the length of the program in months. Therefore, the reporting period may be different for each scheduled variation of a program. Please note that the Retention Chart will automatically calculate these dates after the program length is entered and saved. Please also note that although the ending date is July 2021 for programs that are 6 months or less, **do not include students who started in July 2021 on the Retention Chart**.

<b>Length of Program in Months</b>	<b>Beginning Date</b>	<b>Ending Date</b>
2	June 2021	July 2021
3	May 2021	July 2021
4	April 2021	July 2021
5	April 2021	July 2021
6	March 2021	July 2021
7	February 2021	June 2021
8	January 2021	June 2021
9	January 2021	June 2021
10	December 2020	June 2021
11	November 2020	June 2021
12	October 2020	June 2021
13	October 2020	June 2021
14	September 2020	May 2021
15	August 2020	May 2021
16	July 2020	May 2021
17	July 2020	May 2021
18	June 2020	May 2021
19	May 2020	May 2021
20	April 2020	April 2021
21	April 2020	April 2021
22	March 2020	April 2021
23	February 2020	April 2021
24	January 2020	April 2021
25	January 2020	April 2021
26	December 2019	April 2021
27	November 2019	March 2021
28	October 2019	March 2021
29	October 2019	March 2021
30	September 2019	March 2021
31	August 2019	March 2021
32	July 2019	March 2021
33	July 2019	March 2021
34	June 2019	February 2021
35	May 2019	February 2021
36	April 2019	February 2021
37	April 2019	February 2021
38	March 2019	February 2021

<b>Length of Program in Months</b>	<b>Beginning Date</b>	<b>Ending Date</b>
39	February 2019	February 2021
40	January 2019	January 2021
41	January 2019	January 2021
42	December 2018	January 2021
43	November 2018	January 2021
44	October 2018	January 2021
45	October 2018	January 2021
46	September 2018	January 2021
47	August 2018	December 2020
48	July 2018	December 2020

**Please note that if there are more than 12 starts on the Retention Chart during the reporting period, please only enter the first 12 starts.**

Please note that several lines including the percentage of program completed as of Report Date; percentage of program remaining as of Report Date; and total students retained are automatically calculated.

### **Glossary of Terms Used on the Retention Chart**

1. Class Start Date: The month and year each student cohort, or groups of student cohorts students started (a group of student cohorts occurs when there are multiple class starts within a single month).

2. Number Started: The number of students who started in the program for each start date in the period, including students entering with advanced placement.

Start: Students are considered to have been in attendance for reporting purposes (Start) if, as a result of their attendance, they incur a tuition/fee or other financial obligation as specified by the institution's refund policy. Fees or other obligations (i.e., uniforms, tools, etc.) are only those associated with actual attendance; not those considered part of the application for admission or enrollment process. In any event, any student enrolled 15 days from the scheduled start date of the program must be classified as a "start" for the purpose of reporting students on the Retention Chart.

3. Transfers to Another Program: The total number of students who transferred out of this program and into another ACCSC-approved program at the school.

4. Transfers from Another Program: The total number of students who transferred into this program from another ACCSC-approved program at the school, and whose progress in the program is concurrent with the students in this class start date.

5. Total Starts plus/minus Transfers (Line 5 = 2-3+4): The total number of students who started, minus those who transferred out, plus those who transferred in. This is the total number of students on which graduation will be based.

6. Unavailable for Retention: This category removes from the graduation rate calculation students who fall into one of the following classifications: death, incarceration, active military service, or the onset of a medical condition that prevents continued enrollment.

7. Available for Graduation (Line 7=5-6): The total number of students available for graduation from the program.

8. Withdrawn / Terminated Students: The number of students who withdrew or were terminated, within 150% of the program length, from the program. This number does not include the student classified as "Unavailable for Retention" (Line 6).

9. Graduates within 150% of Program Length: The number of students who graduated from the program within 150% of the stated program length.

10. **GRADUATION RATE:** The school's official graduation rate for each cohort and for the program for the reporting period (Line 10 = 9/7).



## SCHOOL INFORMATION



Many fields such as school name, address, accreditation dates and school director name are locked for editing. The school has the ability to input changes to its e-mail address, website, phone and fax numbers, and the official correspondence names and e-mail addresses. If there is a discrepancy for the School Director or the director's email address, please complete a [Change in Director form](#) and upload this on the College 360/Annual Report site.

**Official Correspondence Name & Email Address:** Please enter staff members to receive official Commission correspondence such as On-Site Evaluation Reports and Commission Action Letters. Please note that the school director receives all correspondence, so these fields are for staff members **in addition to the school director to receive information.**

**Announcement / Correspondence Name & Email Address:** Please enter names and email addresses of staff members to receive general accreditation announcements and member services events. These include Accreditation Alerts and information about ACCSC's Professional Development Conference. Individuals listed in the announcement / correspondence name and emails will not receive official correspondence such as On-Site Evaluation Reports and Commission Action Letters. Please note that the school director and individuals listed in the "Official Correspondence Name" fields receives all correspondence, so the "Announcement / Correspondence Name" fields are for staff members in addition to those listed above.

**Department Directors:** Please see the description under Part 1a – Additional Contacts on page 6 of this document.

### **Once the entire Annual Report is completed, click on the Submit Report button on the main Annual Report page.**

This message will then appear:

This is to certify that to the best of my knowledge, all of the information submitted in the Annual Report, including the supporting information and documentation for the classifications provided in the Graduation and Employment Chart(s) on file, is truthful and accurate, and that the institution has operated in good faith compliance with ACCSC accreditation standards for the period covered by this Annual Report.

Select okay.

The report will then show if there are any errors or if you successfully completed the 2020 Annual Report.