

**Glossary of Terms Used on the Graduation and Employment Chart**  
**All Data Included in the Graduation and Employment Chart Must Be Verifiable Through Appropriate Documentation**

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 cohorts starting in the same year).

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 obligations (i.e., uniforms, tools, etc.) are only those associated with actual attendance; not those considered part of the application for admission or other program costs. The scheduled start date of the program must be classified as a "start" for the purpose of reporting students on the Graduation and Employment 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 the 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.

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

7. Available for Graduation (Line 7=5-6): The total number of student 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 Withdrawn / Terminated Students: The number of students who withdrew or were terminated, within 150% of the program length, from the program.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 is reported on the "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 institution of higher education (postsecondary) or a foreign country.

12. Graduates - Unavailable for Employment: This category removes from the employment rate calculation graduates who fall into one of the following categories: death, a medical condition that prevents employment, or international students who have returned to their country of origin.

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 in field must provide employer, 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). This rate 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 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 percentage of students who obtained training related employment.