COMPLETION AND PLACEMENT STATISTICS - DEFINITIONS AND EXPLANATIONS

This document will be maintained by the institution and submitted by May 1st of each year to ACCET unless otherwise directed by ACCET in writing. In accordance with ACCET Document 2 - Standards for Accreditation, Section VIII-E and ACCET Document 28 – Completion and Placement Policy, the institution must review the placement data regularly to assess, document, and validate employment for all students in a given scheduled-to-graduate cohort. Accordingly, the final calculations may be delayed for up to four months after the scheduled graduation date. Refer to ACCET Document 28 for further information and guidance.

I/II. CALENDAR YEAR: 20__ **MONTHLY UPDATE OF STATISTICS AS OF __/20__**
(self-explanatory) (self-explanatory) **MO./YR.**

III. MAIN CAMPUS: _____ **BRANCH/AUX. CAMPUS: _____**
(self-explanatory - check off on form)

Each main (free-standing), branch or auxiliary campus will document the completion and placement information for that location on separate forms. Classroom extensions are considered part of a specified main or branch campus.

IV. PROGRAM/COURSE TITLE:

Completion and placement data are documented for each ACCET approved program/course taught and completed in the designated calendar year.

V. CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) CODE:

Each program must also be identified by the Classification of Instructional Program (CIP) Code which is the U.S. Department of Education's standard educational program classification system. This code is utilized by ACCET to assist in collecting, verifying, interpreting, and reporting instructional program data, including completion and placement data.

VI. NAMES/TITLES OF PLACEMENT STAFF:

The individual(s) responsible for this function .

VII. SIGNATURE:

The quarterly update or yearly submittal of the placement statistics will be attested to by an institution designated authority.

VIII. STATISTICAL DATA FORMAT

1. **TOTAL # OF STARTS SCHEDULED TO GRADUATE:** A start is defined as any student who begins the program. (No shows or early withdrawals, supported by institutional policy, who receive a 100% refund of all tuition and applicable fees are not considered as starts.)

   Gross = Total number of students who started the program.
   Net = Gross starts + total # enrollee transfers "in" and/or – total # of enrollee transfers "out".

2. **START:** Month (Mo) and year (Yr) of each cohort start.

3. **SCHEDULED GRADUATION:** (Mo) and (Yr) using 100% of the published length of the program.

4. **ENROLLEE TRANSFERS.**

   IN: # of students who transfer into the program from another program offered by the institution or through the application of its transfer of credit policy to matriculated students from another institution; include restarts or students returning from a leave of absence previously enrolled in another scheduled-to-graduate cohort start or program at the institution.
   OUT: # of students who transfer out of their scheduled-to-graduate cohort and into another program or cohort offered by the institution.

   A clear and comprehensive audit trail must be consistently maintained for the tracking of all transfer in/transfer out students.

5. **# OF COMPLETIONS:**

   Column A. # of students completing the program at the 100% point of the scheduled graduation mo/yr. (Note: total number of completions may be adjusted to include students completing the program within the maximum timeframe of the scheduled graduation mo/yr., as indicated by institutional policy.)

   Column B. # of students who dropped the program but were placed in training-related positions.

6. **% OF COMPLETIONS:** Total of 5A + 5B / # of Net Starts in the specified mo/yr x 100.

7. **# OF WAIVERS:** # of students who waived placement assistance (requires graduate signed documentation) up to 15% of eligible completers, in accordance with Document 28.

8. **% OF WAIVERS:** # of Waivers / Total # of Completions in Column 5A x 100.

9. **# OF ELIGIBLE COMPLETIONS:** Total # of Completions in Column 5A minus (-) # of documented Waivers

10. **TOTAL # OF PLACEMENTS:** # of Eligible Completions placed in training-related employment.

11. **% OF PLACEMENTS:** Total # of Placements / # of Eligible Completions x 100.

COMPLETION AND PLACEMENT STATISTICS (DOCUMENT 28.1)

Calendar Year: 2011

Update as of: 11:24 am EDT on 20 Apr 2012

Meredith Manor International Equestrian, ACCET ID: 242
147 Saddle Lane
Waverly WV 26184

Location: Meredith Manor International Equestrian, Waverly, WV (Main)

Program: Comprehensive Riding Master III

Program status: Active

Full-Time: Yes **Part-Time:** **Title IV:**

International Students: Yes

Classification of Instructional Programs (CIP) Code: 01.0507

(1) TOTAL # STARTS SCHED TO GRAD		(2) START	(3) SCHEDULED GRADUATION	(4) ENROLLEE TRANSFERS		(5) TOTAL # OF COMPLETIONS		(6) % OF COMPLETIONS	(7) # OF WAIVERS	(8) % OF WAIVERS	(9) # OF ELIGIBLE COMPLETIONS	(10) TOTAL # OF PLACEMENTS	(11) % OF PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
			Jan 2011										
			Feb 2011										
12	11	Jun 2010	Mar 2011		1	8	2	90.91%		0.00%	8	8	100.00%
			Apr 2011										
			May 2011										
20	14	Sep 2010	Jun 2011		6	4	8	85.71%		0.00%	4	4	100.00%
			Jul 2011										
20	12	Nov 2010	Aug 2011		8	7		58.33%		0.00%	7	6	85.71%
			Sep 2011										
			Oct 2011										
17	14	Mar 2011	Nov 2011		3	2	5	50.00%		0.00%	2	2	100.00%
			Dec 2011										
69	**51**	**Summation:**			**18**	**21**	**15**	**70.59%**		**0.00%**	**21**	**20**	**95.24%**
		Adjusted Placement:											

COMPLETION AND PLACEMENT STATISTICS (DOCUMENT 28.1)

Calendar Year: 2011

Update as of: 10:56 am EDT on 20 Apr 2012

Meredith Manor International Equestrian, ACCET ID: 242
147 Saddle Lane
Waverly WV 26184

Location: Meredith Manor International Equestrian, Waverly, WV (Main)

Program: Comprehensive Riding Master VI

Program status: Active

Full-Time: Yes **Part-Time:** **Title IV:**

International Students: Yes

Classification of Instructional Programs (CIP) Code: 01.0507

(1) TOTAL # STARTS SCHED TO GRAD		(2) START	(3) SCHEDULED GRADUATION	(4) ENROLLEE TRANSFERS		(5) TOTAL # OF COMPLETIONS		(6) % OF COMPLETIONS	(7) # OF WAIVERS	(8) % OF WAIVERS	(9) # OF ELIGIBLE COMPLETIONS	(10) TOTAL # OF PLACEMENTS	(11) % OF PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
			Jan 2011										
			Feb 2011										
0	2	Jun 2010	Mar 2011	2		1		50.00%	1	100.00%	0	0	0.00%
			Apr 2011										
			May 2011										
0	4	Sep 2010	Jun 2011	5	1	4		100.00%	0	0.00%	4	4	100.00%
			Jul 2011										
0	3	Nov 2010	Aug 2011	3		3		100.00%	0	0.00%	3	3	100.00%
			Sep 2011										
			Oct 2011										
0	5	Mar 2011	Nov 2011	5		5		100.00%	0	0.00%	5	5	100.00%
			Dec 2011										
	14	**Summation:**		**15**	**1**	**13**		**92.86%**	**1**	**7.69%**	**12**	**12**	**100.00%**
		Adjusted Placement:											

COMPLETION AND PLACEMENT STATISTICS (DOCUMENT 28.1)

Calendar Year: 2011

Update as of: 11:44 am EDT on 20 Apr 2012

Meredith Manor International Equestrian, ACCET ID: 242
147 Saddle Lane
Waverly WV 26184

Location: Meredith Manor International Equestrian, Waverly, WV (Main)

Program: Riding Master I-VI

Program status: Active

Full-Time: Yes **Part-Time:** **Title IV:**

International Students: Yes

Classification of Instructional Programs (CIP) Code: 01.0507

(1) TOTAL # STARTS SCHED TO GRAD		(2) START	(3) SCHEDULED GRADUATION	(4) ENROLLEE TRANSFERS		(5) TOTAL # OF COMPLETIONS		(6) % OF COMPLETIONS	(7) # OF WAIVERS	(8) % OF WAIVERS	(9) # OF ELIGIBLE COMPLETIONS	(10) TOTAL # OF PLACEMENTS	(11) % OF PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
			Jan 2011										
			Feb 2011										
13	9	Nov 2010	Mar 2011		4	6		66.67%	1	16.67%	5	3	60.00%
			Apr 2011										
			May 2011										
7	3	Mar 2011	Jun 2011		4	2		66.67%		0.00%	2	2	100.00%
			Jul 2011										
7	2	Jun 2011	Aug 2011		5	1	1	100.00%		0.00%	1	1	100.00%
			Sep 2011										
			Oct 2011										
8	3	Sep 2011	Nov 2011		5	2	1	100.00%		0.00%	2	1	50.00%
			Dec 2011										
35	**17**	**Summation:**			**18**	**11**	**2**	**76.47%**	**1**	**9.09%**	**10**	**7**	**70.00%**
		Adjusted Placement:											

COMPLETION AND PLACEMENT STATISTICS (DOCUMENT 28.1)

Calendar Year: 2011

Update as of: 11:00 am EDT on 20 Apr 2012

Meredith Manor International Equestrian, ACCET ID: 242
147 Saddle Lane
Waverly WV 26184

Location: Meredith Manor International Equestrian, Waverly, WV (Main)

Program: Equine Science Master

Program status: Active

Full-Time: Yes **Part-Time:** **Title IV:**

International Students: Yes

Classification of Instructional Programs (CIP) Code: 01.0507

(1) TOTAL # STARTS SCHED TO GRAD		(2) START	(3) SCHEDULED GRADUATION	(4) ENROLLEE TRANSFERS		(5) TOTAL # OF COMPLETIONS		(6) % OF COMPLETIONS	(7) # OF WAIVERS	(8) % OF WAIVERS	(9) # OF ELIGIBLE COMPLETIONS	(10) TOTAL # OF PLACEMENTS	(11) % OF PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
			Jan 2011										
			Feb 2011										
4	4	Jun 2010	Mar 2011			2	1	75.00%		0.00%	2	2	100.00%
			Apr 2011										
			May 2011										
6	6	Sep 2010	Jun 2011			4		66.67%		0.00%	4	2	50.00%
			Jul 2011										
4	4	Nov 2010	Aug 2011			3		75.00%		0.00%	3	3	100.00%
			Sep 2011										
			Oct 2011										
5	5	Mar 2011	Nov 2011			4	1	100.00%		0.00%	4	3	75.00%
			Dec 2011										
19	**19**	**Summation:**				**13**	**2**	**78.95%**		**0.00%**	**13**	**10**	**76.92%**
		Adjusted Placement:											

COMPLETION AND PLACEMENT STATISTICS (DOCUMENT 28.1)

Calendar Year: 2011

Update as of: 10:57 am EDT on 20 Apr 2012

Meredith Manor International Equestrian, ACCET ID: 242
147 Saddle Lane
Waverly WV 26184

Location: Meredith Manor International Equestrian, Waverly, WV (Main)

Program: Shoeing Short Course

Program status: Active

Full-Time: Yes **Part-Time:** **Title IV:**

International Students: Yes

Classification of Instructional Programs (CIP) Code: 01.0507

(1) TOTAL # STARTS SCHED TO GRAD		(2) START	(3) SCHEDULED GRADUATION	(4) ENROLLEE TRANSFERS		(5) TOTAL # OF COMPLETIONS		(6) % OF COMPLETIONS	(7) # OF WAIVERS	(8) % OF WAIVERS	(9) # OF ELIGIBLE COMPLETIONS	(10) TOTAL # OF PLACEMENTS	(11) % OF PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
			Jan 2011										
			Feb 2011										
2	2	Nov 2010	Mar 2011			2		100.00%		0.00%	2	1	50.00%
			Apr 2011										
			May 2011										
2	2	Mar 2011	Jun 2011			2		100.00%		0.00%	2	2	100.00%
			Jul 2011										
			Aug 2011										
			Sep 2011										
			Oct 2011										
1	0	Sep 2011	Nov 2011		1			0.00%					0.00%
			Dec 2011										
5	**4**	**Summation:**			**1**	**4**		**100.00%**		**0.00%**	**4**	**3**	**75.00%**
		Adjusted Placement:											