ACCET Document 28.1 Definitions
Date Developed: January 1989
Date Revised: December 2010/December 2012
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Pertinent To: Vocational/Title IV Institutions

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 its placement data regularly, at least quarterly, 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 of the student cohort. Refer to ACCET Document 28 for further information and guidance.

1/11.	(self-explanatory)	(self-explanatory)	OF/20 MO./YR.
III.	MAIN CAMPUS:	BRANCH/AUX. CAMPUS:	

Each main (free-standing) or branch campus will document the completion and placement information for that location on separate forms. Auxiliary Classrooms and Classroom Extensions are combined with main or branch campuses to which they are attached as they 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. 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.

Enrollee Transfer In/Out columns are used for tracking those students whose expected graduation date or program/session changes during their course of study.

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IN: # of students who transfer into a scheduled graduation cohort from another program/session/cohort, or through the application of its transfer of credit policy to matriculated students from another 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 (enrollee transfers in), as indicated by institutional policy).

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

- % 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/dated documentation) up to 15% of eligible completers, in accordance with Document 28.
- % 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. A graduate is considered placed when employed for 30 days in a paid training-related position. Training-related is defined by the vocational objectives of the program for which the graduate was enrolled, consistent with the program length, job title, and responsibilities. For example, a graduate of a Licensed Vocational Nurse program would be considered placed if he/she were employed for 30 days in a Vocational Nurse position. He/she would not be considered placed if employed as a Certified Nurse Assistant, Medical Assistant, Home Health Aide, or a Self-Employed Care Giver. Supporting documentation including the job description of a program graduate must demonstrate that the placement is training-related and consistent with the vocational objectives, content, and length of the graduate's program.
- 11. % OF PLACEMENTS: Total # of Placements / # of Eligible Completions x 100

Calendar Year: 2012

Update as of: 09:49 am EDT on 06 May 2013

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: Yes

International Students:

(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 2012										
			Feb 2012										
13	8	Jun 2011	Mar 2012		5	4	1	62.50%		0.00%	4	3	75.00%
			Apr 2012										
			May 2012										
21	11	Sep 2011	Jun 2012	1	11	7	2	81.82%	2	28.57%	5	4	80.00%
			Jul 2012										
22	15	Nov 2011	Aug 2012		7	10	1	73.33%	1	10.00%	9	5	55.56%
			Sep 2012										
			Oct 2012										
13	8	Mar 2012	Nov 2012		5	4	1	62.50%		0.00%	4	4	100.00%
			Dec 2012										
69	42	Sumn	nation:	1	28	25	5	71.43%	3	12.00%	22	16	72.73%
		Adjusted Place	ment:										

Calendar Year: 2012

Update as of: 09:49 am EDT on 06 May 2013

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: Yes

International Students:

(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 2012										
			Feb 2012										
	2	Jun 2011	Mar 2012	3	1	0		0.00%					0.00%
			Apr 2012										
			May 2012										
	10	Sep 2011	Jun 2012	10		8		80.00%		0.00%	8	8	100.00%
			Jul 2012										
	1	Nov 2011	Aug 2012	3	2	1		100.00%		0.00%	1		0.00%
			Sep 2012										
			Oct 2012										
	4	Mar 2012	Nov 2012	5	1	4		100.00%		0.00%	4	4	100.00%
			Dec 2012										
	17	Sumn	nation:	21	4	13		76.47%		0.00%	13	12	92.31%
		Adjusted Place	ment:										

Calendar Year: 2012

Update as of: 09:49 am EDT on 06 May 2013

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: Yes

International Students:

(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 2012										
			Feb 2012										
4	4	Nov 2011	Mar 2012	4	4	3		75.00%		0.00%	3	2	66.67%
			Apr 2012										
			May 2012										
2	7	Mar 2012	Jun 2012	9	4	6		85.71%		0.00%	6	5	83.33%
			Jul 2012										
3	3	Jun 2012	Aug 2012	3	3	3		100.00%	2	66.67%	1	1	100.00%
			Sep 2012										
			Oct 2012										
4	5	Sep 2012	Nov 2012	6	5	4		80.00%		0.00%	4	3	75.00%
			Dec 2012										
13	19	Sumn	nation:	22	16	16		84.21%	2	12.50%	14	11	78.57%
		Adjusted Place	ment:										

Calendar Year: 2012

Update as of: 09:49 am EDT on 06 May 2013

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: Yes

International Students:

(1)		(2)	(3)		(4)	(5	-	(6)	(7)	(8)	(9)	(10)	(11)
TOTAL # S		START	SCHEDULED GRADUATION	ENROLLEE TRANSFERS		TOTAL # OF COMPLETIONS		% OF COMPLETIONS	# OF WAIVERS	% OF WAIVERS	# OF ELIGIBLE COMPLETIONS	TOTAL # OF PLACEMENTS	% OF PLACEMENTS
	1				1			COMPLETIONS	WAIVERS	WAIVERS	COM EL MONS	TEACEMENTS	FEACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
			Jan 2012										
			Feb 2012										
5	3	Jun 2011	Mar 2012		2	3		100.00%		0.00%	3	3	100.00%
			Apr 2012										
			May 2012										
5	7	Sep 2011	Jun 2012	2		6		85.71%		0.00%	6	6	100.00%
			Jul 2012										
3	3	Nov 2011	Aug 2012			2		66.67%		0.00%	2	1	50.00%
			Sep 2012										
			Oct 2012										
4	3	Mar 2012	Nov 2012		1	1		33.33%		0.00%	1	1	100.00%
			Dec 2012										
17	16	Sumn	nation:	2	3	12		75.00%		0.00%	12	11	91.67%
		Adjusted Place	ment:										

Calendar Year: 2012

Update as of: 09:49 am EDT on 06 May 2013

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:

(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 2012										
			Feb 2012										
			Mar 2012										
			Apr 2012										
			May 2012										
			Jun 2012										
			Jul 2012										
2	2		Aug 2012			2		100.00%		0.00%	2	2	100.00%
			Sep 2012										
			Oct 2012										
4	2	Sep 2012	Nov 2012		2	2		100.00%		0.00%	2	2	100.00%
			Dec 2012										
6	4	Sumn	nation:		2	4		100.00%		0.00%	4	4	100.00%
	Adjusted Placement:												