ACCET Document 28.1 Definitions
Date Developed: January 1989
Date Revised: December 2010/December 2012
Page 1 of 2
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

Completion and Placement Statistics (Document 28.1)

Calendar Year: 2013

Update as of: 10:11 AM EDT on 28 Apr 2014

Meredith Manor International Equestrian Centre, 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: Yes

(1) TOTAL # STARTS SCHED TO GRAD		(2) START	(3) SCHEDULED GRADUATION	ENF	(4) ROLLEE NSFERS	(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 2013										
			Feb 2013										
23	13		Mar 2013		10	7		53.85%	1	14.29%	6	3	50.00%
			Apr 2013										
19	14		May 2013	2	7	8	3	78.57%	2	25.00%	6	5	83.33%
			Jun 2013										
			Jul 2013										
18	12		Aug 2013	3	9	3	5	66.67%		0.00%	3	3	100.00%
			Sep 2013										
			Oct 2013										
20	18		Nov 2013	4	6	9	6	83.33%		0.00%	9	9	100.00%
			Dec 2013										
80	57	Sumr	nation:	9	32	27	14	71.93%	3	11.11%	24	20	83.33%
	•	Adjusted Placeme	ent:										

Completion and Placement Statistics (Document 28.1)

Calendar Year: 2013

Update as of: 10:11 AM EDT on 28 Apr 2014

Meredith Manor International Equestrian Centre, 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: Yes

(1) TOTAL # S		(2) START	(3) SCHEDULED	ENI	(4) ROLLEE		5) L # OF	(6) % OF	(7) # OF	(8) % OF	(9) # OF ELIGIBLE	(10) TOTAL # OF	(11) % OF
SCHED TO	GRAD		GRADUATION	TRANSFERS		COMPLETIONS		COMPLETIONS	WAIVERS	WAIVERS	COMPLETIONS	PLACEMENTS	PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
			Jan 2013										
			Feb 2013										
	7		Mar 2013	9	2	6	1	100.00%	1	16.67%	5	5	100.00%
			Apr 2013										
	5		May 2013	7	2	4		80.00%	1	25.00%	3	3	100.00%
			Jun 2013										
			Jul 2013										
	4		Aug 2013	5	1	4		100.00%		0.00%	4	3	75.00%
			Sep 2013										
			Oct 2013										
	4		Nov 2013	6	2	2	1	75.00%		0.00%	2	1	50.00%
			Dec 2013										
_	20	Sumi	mation:	27	7	16	2	90.00%	2	12.50%	14	12	85.71%
		Adjusted Placeme	ent:										

Completion and Placement Statistics (Document 28.1)

Calendar Year: 2013

Update as of: 10:11 AM EDT on 28 Apr 2014

Meredith Manor International Equestrian Centre, 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

(1) TOTAL # S	TARTS	(2) START	(3) SCHEDULED		(4) ROLLEE	TOTA	5) L # OF	(6) % OF	(7) # OF	(8) % OF	(9) # OF ELIGIBLE	(10) TOTAL # OF	(11) % OF
SCHED TO	GRAD		GRADUATION	TRANSFERS		COMPLETIONS		COMPLETIONS	WAIVERS	WAIVERS	COMPLETIONS	PLACEMENTS	PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
			Jan 2013										
			Feb 2013										
3	6		Mar 2013	6	3	6		100.00%	2	33.33%	4	2	50.00%
			Apr 2013										
5	4		May 2013	5	6	3		75.00%		0.00%	3	3	100.00%
			Jun 2013										
			Jul 2013										
4	2		Aug 2013	4	6	2		100.00%		0.00%	2	2	100.00%
			Sep 2013										
			Oct 2013										
4	4		Nov 2013	6	6	3		75.00%		0.00%	3	2	66.67%
			Dec 2013										
16	16	Sumi	mation:	21	21	14		87.50%	2	14.29%	12	9	75.00%
		Adjusted Placeme	ent:										

Completion and Placement Statistics (Document 28.1)

Calendar Year: 2013

Update as of: 10:11 AM EDT on 28 Apr 2014

Meredith Manor International Equestrian Centre, 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: Yes

(1) TOTAL # S	STARTS	(2) START	(3) SCHEDULED	ENI	(4) ROLLEE		5) L # OF	(6) % OF	(7) # OF	(8) % OF	(9) # OF ELIGIBLE	(10) TOTAL # OF	(11) % OF
SCHED TO	O GRAD		GRADUATION	TRANSFERS		COMPLETIONS		COMPLETIONS	WAIVERS	WAIVERS	COMPLETIONS	PLACEMENTS	PLACEMENTS
(GROSS)	(NET)	(MO) (YYYY)	(MO) (YYYY)	(IN)	(OUT)	(A)	(B)						
			Jan 2013										
			Feb 2013										
			Mar 2013										
			Apr 2013										
6	6		May 2013			4	1	83.33%		0.00%	4	3	75.00%
			Jun 2013										
			Jul 2013										
3	3		Aug 2013			3		100.00%		0.00%	3	3	100.00%
			Sep 2013										
4	4		Oct 2013			1	1	50.00%		0.00%	1	1	100.00%
			Nov 2013										
			Dec 2013										
13	13	Sumi	mation:			8	2	76.92%		0.00%	8	7	87.50%
		Adjusted Placeme	ent:										

Completion and Placement Statistics (Document 28.1)

Calendar Year: 2013

Update as of: 10:11 AM EDT on 28 Apr 2014

Meredith Manor International Equestrian Centre, 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	ENF	(4) ENROLLEE RANSFERS	(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 2013										
			Feb 2013										
2	2		Mar 2013			1	1	100.00%		0.00%	1	1	100.00%
			Apr 2013										
1	1		May 2013			1		100.00%		0.00%	1	1	100.00%
			Jun 2013										
			Jul 2013										
			Aug 2013										
			Sep 2013										
			Oct 2013										
			Nov 2013										
			Dec 2013										
3	3	Sumr	nation:			2	1	100.00%		0.00%	2	2	100.00%
		Adjusted Placeme	ent:										