**KEEP THIS DOCUMENT IN THE INSTITUTION’S ACCREDITATION FILE**

**ALONG WITH A COPY OF THE INSTITUTION’S ANNUAL REPORT**



**RECORD OF ALLOWABLE SUBTRACTIONS**

**Completion, Placement, and Licensure for Postsecondary Programs**

**-- Public, Non-Public, and Registered Apprenticeship Institutions –**

Complete this form for each active program reporting graduates and completion, placement, and/or licensure data in the annual report.

Enter the number of students in each category below who have been subtracted from completion rate calculations. (The subtraction is made **before** entering the final result in the annual report software.) These students can be subtracted from Beginning Enrollment (Row 5) or New Enrollees (Row 6).

**IMPORTANT**: Documentation that supports each subtraction **must** be maintained in individual student records (copies may be kept with annual report files as well). Team members will review student records to confirm appropriate documentation is maintained that supports these subtractions from each program during accreditation reviews (announced or unannounced).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Name/Campus ID** | |  | ***ID#*** | |
| **Program Name** | |  | | |
| **Reporting Period** | |  | | |
|  | | | **Row 5**  **Beginning**  **Enrollment** | **Row 6**  **New**  **Enrollees** |
| **Row 5 – *Beginning Enrollment:*** the total number of students enrolled in the program on the **first day** of the reporting period (12 consecutive months). *(The number of students enrolled in a program on the first day of the reporting period means the number of students enrolled in each program on the last day of the previous reporting year AND who remained in school on the first day of the current reporting year. This number will be the same number reported as ‘Still Enrolled’ from the last annual report.)* | | |  |  |
| **Row 6 - *New Enrollees:***  The number of new, unduplicated enrollments for the program during the reporting period. | | |  |  |
|  | **Allowable Subtraction Categories** | |  |  |
| **A.** | Students who transferred to another program **within** the institution | |  |  |
| **B.** | Students who received a 100% refund of tuition after withdrawal from the program or those who only attended class the first day | |  |  |
| **C.** | Students documented to be unavailable to earn a credential in their programs due to situations such as: pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, etc. | |  |  |
| **D.** | Students who left their program of study before completion to serve with a foreign aid service of the Federal government, such as the Peace Corps; to serve on an official church mission; or, due to military duty activation or relocation (for those students who are active national guard or military before and during program enrollment) | |  |  |
| **E.** | Secondary students (Some institutions may be required to report completion rate data for secondary students on a separate form) | |  |  |
|  | **Sum of numbers reported in A. through E. above** | |  |  |
|  | ***FINAL RESULT: Subtract the sum of A through E from the number reported in Rows 5 or 6, respectively. THIS is the number to be entered in the annual report software.)*** | |  |  |