



## Commission for Independent Education

### Annual Student Data Collection for Licensed Institutions

Form 801

Section 1005.31; Section 1005.35, Florida Statutes

Rule 6E-2.004, Florida Administrative Code

Effective February 2024

#### **I. Instructions and Requirements**

All institutions licensed by the Commission for Independent Education are required to complete this form.

##### A. Data Collection Deadline

The information required by this form shall be submitted between October 1 and November 30.

##### B. Online Submission

This form must be submitted online at [www.fldoe.org/cie](http://www.fldoe.org/cie) on the Commission's web based system. Submission of this form by other means, including mail or facsimile, shall not be accepted.

##### C. Data Collected

Each licensed location of an institution shall report the number of student slots available for each program; the number of student applications received for each program; the number of qualified student applicants for each program; the number of qualified students accepted for each program; the number of students enrolled in each program; the number of withdrawals and the reasons for their withdrawals; the number of completers who earned the diploma, degree or credential awarded for completion of the program; the number of graduates who obtained professional licensure, if applicable; the number of graduates who obtained employment; and the number of graduates who did not obtain employment due to active military service or enrollment in another post-secondary program. This data shall include all of the institution's students but be reported by Florida and non-Florida students.

The Reporting Period for this data collection is the preceding July 1 through June 30.

The number of student slots available is the maximum number of students the institution can instruct in the program. This number should equal the maximum number of slots available for each cohort multiplied times the number of cohorts in the reporting period.

The number of applications received is the total number of applications for enrollment received for the program in the reporting period.

The number of qualified applicants is the number of applications which were received from prospective students who were qualified for admission based on the institution's published admission requirements.

The number of accepted students is the number of qualified applicants who signed an enrollment agreement during the reporting period.

Total enrollments include any student who completed at least ten percent of any program, term, quarter, or semester, whichever is less, within the reporting period. This includes the existing students at the start of the reporting period, new enrollments who started the program during the reporting period, students who withdraw from a program and then re-enrolled in a program, and any students who transferred into a program from another program or institution.

Total graduates include any student who successfully completed a licensed program during the reporting period and fulfilled all of the institution's published graduation requirements. A graduate is a completer of a program who was awarded a diploma, degree, or other credential for completion of the program and who fulfilled all of the institution's published graduation requirements.

Total withdrawals include any student who voluntarily or involuntarily left a licensed program prior to completion during the reporting period.

Total placements include any student who graduated from a licensed program during the reporting period and obtained employment.

Florida student includes any student enrolled at a Florida campus of a licensed institution or for a distance education program, a student whose mailing address for purposes of receiving distance education lessons and materials from the school, is a Florida address.

#### D. Placement Rate, Retention Rate, and Graduation Rate

The data collected on this form shall be used by the Commission to calculate institutional and programmatic placement, retention, and graduation rates for institutions which are licensed by the Commission.

Placement, retention, and graduation rates calculated by the Commission will be displayed on the Annual Student Data Collection Administration Page when data for all programs have been submitted.

The placement rate is a percentage determined by the following division ratio: The numerator shall be the number of graduates of the program in the reporting period who are employed, are in active military service, or are enrolled in another post-secondary program. The denominator shall be the total graduates of the program in the reporting period who are available for placement. All graduates will be considered available for placement except for graduates that the institution can document are unable to work due to a medical condition, death or incarceration and graduates who are exempt from placement services in accordance with paragraph 6E-2.004(10)(c), F.A.C.

The retention rate is a percentage determined by the following division ratio: The numerator shall be the total number of students, which includes existing students, new starts, re-entries, transfers, and graduates, enrolled in a program for the reporting period less than the difference between the total number of withdrawals in the reporting period and the number of students who withdrew for excusable reasons as defined in subparagraph 6E-2.004(10)(e)5., F.A.C. The denominator shall be the total number of students enrolled in the program during the reporting period.

Excused withdrawals shall include death, incarceration, active military service, return to their country of origin due to an expired visa, a documented medical condition which prevents the student from attending the institution even if reasonable accommodations are offered, or a documented job relocation or transfer.

The graduation rate is a percentage determined by the following division ratio: The numerator shall be the number of graduates of the program that finished within one and one-half times their initial enrollment during the reporting period. The denominator shall be the total number of graduates in the reporting period and total withdrawals in the reporting period less the excused withdrawals defined in subparagraph 6E-2.004(10)(e)5., F.A.C.

## **II. Data Collection**

Shaded fields are pre-populated.

Program Title:

Credential:

Degree Type:

Clock Hours:

Credit Hours:

Reporting Period: \_\_\_\_\_ - \_\_\_\_\_

### A. Student Numbers

Please fill in all fields. Enter a zero (0) if there are no students.

Number of Slots Available: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Number of Applications Received: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Number of Qualified Applicants: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Number of Accepted Applications: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Total Enrollments: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Total Withdrawals: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Of the total number of Withdrawals, how many students withdrew due to the following excusable reasons:

Death: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Incarceration: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Active military service deployment (prior to graduation): Florida students: \_\_\_\_\_  
Total: \_\_\_\_\_

Returned to country of origin due to an expired visa: Florida students: \_\_\_\_\_  
Total: \_\_\_\_\_

A documented medical condition which prevents the student from attending the institution even if reasonable accommodations are offered: Florida students: \_\_\_\_\_  
Total: \_\_\_\_\_

A documented job relocation or transfer: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Total Graduates: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Of the total number of Graduates, how many graduates were:

Deployed to active military service after graduation: Florida students: \_\_\_\_\_  
Total: \_\_\_\_\_

Continued postsecondary education: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Obtained professional licensure, if applicable: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Unable to work due to a documented medical condition: Florida students: \_\_\_\_\_  
Total: \_\_\_\_\_

Unable to work due to death: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Unable to work due to incarceration: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Total Placements: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Continuing Enrolled Students as of June 30: Florida students: \_\_\_\_\_ Total: \_\_\_\_\_

Placement, Retention, and Graduation Rates are displayed on the Annual Student Data Collection Administration Page when data for all programs have been submitted.