

**MAINE COMMUNITY COLLEGE SYSTEM
PROCEDURES MANUAL**

**ACADEMIC AFFAIRS
Section 300.2**

SUBJECT: STUDENT ADVANCEMENT/RETENTION REPORTING

PURPOSE: To establish the format, frequency, and definitions for advancement/retention reporting.

The MCCS is interested in obtaining advancement and retention data on student cohorts that includes their graduation, transfer, and continued enrollment status. In addition, data will be collected to learn which graduates from the cohort continued their higher education after graduation.

Form F300.2.1 is designed:

1. to capture colleges' student cohort advancement/retention data for reporting in the MCCS Strategic plan at 150% of normal time for completion of their credential after initial enrollment, and
2. to obtain information about which college students in the cohort transfer to before graduation, or continue their education after graduation at another higher education institution and at which institutions.

The colleges will provide student data on the identified cohort to the System Office by September 15 each year. Using this information, along with data from the National Student Clearinghouse, the Center for Career Development will provide Student Advancement/Retention data for use in the Strategic Plan and to the colleges by November 15, as well as providing a report including transfer activity and graduates-continuing-their-education to the Office of Public Affairs and the colleges by that date. Colleges will verify the data and provide any changes needed to the System Office within 5 working days.

Colleges may send a complete cohort list on a CD via mail or, if you break the enrollment data into two sections using a unique identifier for each section, with names in one section and SSNs in another section, you may email them. We must have a unique identifier so we can merge the data back together once we receive it. Please be sure to email each section separately as names and SSNs cannot be emailed together.

Glossary of Terms

Cohort

For purposes of reporting F300.2.2, cohort is defined as all students matriculated for the first time at the institution in any given fall semester at the October 15 census date.

Cohort year

The year of the fall in which the matriculated students comprising the cohort first enrolled in the institution.

Exclusions

The same exclusions that apply to the “Student Right to Know” reports the college completes apply to this report: Disabled, Volunteer work, Military Service, Deceased.

Full-Time

This refers to status at initial enrollment.

Graduation date

The first graduation date achieved by the student during 150% of normal completion time.

Normal Time for Completion

This is defined as one academic year excluding summers for certificate and one-year diploma programs and two academic years for Associate degree and two-year diploma programs. “150% of normal time for completion” is, therefore, three (3) semesters for the former programs and six (6) semesters for the latter.

Tracking year

The year in which the report is completed.

1.

REFERENCES:

DATE ADOPTED: July 10, 2008

DATE(S) AMENDED: January 26, 2010