



Graduation Rate Calculation Method for Private Career College KPI Reporting

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Overview of Steps¹

The Graduation Rate is calculated in 6 steps:

1. Identify the Program
2. Calculate Graduation Duration
3. Calculate the Graduation Allowed Period
4. Identify all Enrolment Terms in the Graduation Allowed Period
5. Check for Whether Identified Entrants Graduated within Their Graduation Allowed Period
6. Calculate Graduation Rate

1. This is a summary of the Graduation Rate calculations, for complete details see the PCC KPI Operating Procedure for each collection cycle.



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1. Identify the Program

Graduations rates are calculated at the individual program level for each campus:

Example

*Institution: **Royal Welding College***

*Campus: **Kingston***

*Program Name: **Advanced Welding***

*Program Duration: **69 Weeks (RICC file)***



2. Calculate Graduation Duration

1. Identify the Program Duration in weeks from the RICC file.
2. Convert the Program Duration into days.
3. Calculate the Graduation Duration by multiplying the Program Duration in days times 2.

Example

*Advancing Welding → 69 Weeks = **69 x 7 days/week x 2 = 966 days***

Advanced Welding entrants must graduate within 966 days of their Program Start Date.



3. Calculate the Graduation Allowed Period

1. Apply the Graduation Duration to the first and last day of the current reporting year to identify the Graduation Allowed Period

Example:

2014 Reporting Year for Advanced Welding

2014 Reporting Year = Jan 1st – Dec 31st, 2014

966 days BEFORE January 1st, 2014 and December 31st, 2014

365 days in 2014

365 days in 2013

*366 days in 2012 (leap year) → 130th day of 2012 → **Latest** Start Date*

*236 days in 2011 → 131st day in 2011 → **Earliest** Start Date*

An entrant on May 11th, 2011 (include Program Start Date itself in the Graduation Allowed Period) would have to graduate by January 1st, 2014 (14W).

An entrant on May 10th, 2012 would have to graduate by December 31st, 2014 (14F).



4. Identify all Enrolment Terms and Entrants in the Graduation Allowed Period

Identify all enrolment terms and entrants within Graduation Allowed Period.

Example:

Program Start Dates	Enrolment Terms	# of Entrants
May 11th, 2011	2011S	0
v	2011F	27
v	2012W	8
May 10th, 2012	2012S	0
		35 Total Enrolments



5. Check Whether Identified Entrants Graduated within Their Graduation Allowed Period

Check for identified entrants graduating within the Graduation Allowed Period periods and identify all possible graduate terms.

Example:

Enrolment Terms	# of Entrants	Possible Graduation Terms	# of Graduates
2011F	27	2011F 2012W, 2012S, 2012F, 2013W, 2013S, 2013F, 2014W	25
2012W	8	2012W 2012F, 2013W, 2013S, 2013F, 2014W, 2014S, 2014F	6



6. Calculate Graduation Rate

Calculate the Graduation Rate by dividing the number of entrants who graduated within the Graduation Allowed Period ending in the Reporting Year by the total number of Entrants who should have graduated in the Graduation Allowed Period.

Example:

Identified Graduates within Reporting Year

Entrants who should have Graduated in Reporting Year

$$\begin{aligned} &= \frac{25 + 6}{27 + 8} \\ &= \frac{31}{35} \\ &= 88.6\% \text{ (Rounded)} \end{aligned}$$

