



## Commission for Independent Education

### Annual Student Data Collection for Non-Institutionally Accredited Institutions

Form 801

Section 1005.31; Section 1005.35, Florida Statutes  
Rule 6E-2.004, Rule 6E-4.001, Florida Administrative Code  
Effective January 11, 2012

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

All institutions licensed by the Commission for Independent Education which are not institutionally accredited by an agency recognized by the United States Department of 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 student enrollments, graduates, withdrawals, and placements for each licensed program.

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

Total Enrollments include any Florida Student who was registered to take a program during the Reporting Period (including existing students, students newly registering and students who re-enroll), when such registration obligated the student to pay tuition to the institution and obligated the institution to provide instruction to the student.

Total Graduates include any Florida Student who successfully completed a licensed program during the Reporting Period and fulfilled all of the institution's published graduation requirements.

Total Withdrawals include any Florida Student who voluntarily or involuntarily left a licensed program prior to completion during the Reporting Period.

Total Placements include any Florida Student who graduated from a licensed program during the reporting period and obtained employment in field or in a field related to their program of study.

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 and Retention Rate

The data collected on this form shall be used by the Commission to calculate placement and retention rates for institutions which are not institutionally accredited by an agency recognized by the United States Department of Education.

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

An institution's Placement Rate shall be calculated by adding the total Placements of Graduates for all licensed programs during the Reporting Period and dividing that sum by the difference between the number of students that were not available for placement due to death, incarceration, active military service deployment, returned to country of origin, continued postsecondary education, or a medical condition that prevented placement and the total number of Graduates for all licensed programs during the Reporting Period.

An institution's Retention Rate shall be calculated by adding total Enrollments for all licensed programs during the Reporting Period, then subtracting the difference between students who withdrew due to death, incarceration, active military service deployment, returned to country of origin or a medical condition that prevented continued enrollment and the total number of withdrawals for all licensed programs during the Reporting Period, then dividing the remainder by the total of Enrollments for all licensed programs during the Reporting Period.

## 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.

Total Enrollments: \_\_\_\_\_

Total Withdrawals: \_\_\_\_\_

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

Death: \_\_\_\_\_

Incarceration: \_\_\_\_\_

Active military service deployment: \_\_\_\_\_

Returned to country of origin: \_\_\_\_\_

A medical condition that prevented continued enrollment: \_\_\_\_\_

Total Graduates: \_\_\_\_\_

Of the total number of Graduates, how many students were not available for placement due to:

Death: \_\_\_\_\_

Incarceration: \_\_\_\_\_

Active military service deployment: \_\_\_\_\_

Returned to country of origin: \_\_\_\_\_

Continued postsecondary education: \_\_\_\_\_

A medical condition that prevented placement: \_\_\_\_\_

Total Placements: \_\_\_\_\_

Continuing Enrolled Students as of June 30:

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