

National Accrediting Commission of Cosmetology Arts & Sciences, Inc.

2007 Preliminary Annual Report COHORT 1 GRID (To calculate completion rate)

Instructions: Make as many copies of this form as you need. Fill out a Grid 1 for each program.

1. Columns 1 and 2: List in alphabetical order by last name all students who were scheduled to graduate in 2007. Make sure that only students who were scheduled to graduate in 2007 are listed.
 - If a student whose original enrollment agreement has him/her scheduled to graduate in 2006, but he/she had a leave of absence that changed the “scheduled to graduate” date to a date in 2007, this student **should** be listed on the Cohort 1 Grid.
 - If the original enrollment agreement of a student has him/her scheduled to graduate in 2007, but he/she had a leave of absence that changed the “scheduled to graduate” date to a date in 2008, this student **should not** be listed on the Cohort 1 Grid.
 - A change from a full-time to a part-time schedule also may alter the expected graduation date.
2. Column 3: Enter the date the student left school and the student’s status when he or she left
 G = Student who completed all requirements for graduation.
 IG = Student who completed required hours, but still owes money to the school, or has not completed a final exam, or has not completed some other requirement for graduation.
 EW = a student who enrolled in a program shorter than an academic year and withdrew within 15 days of enrollment; or a student who enrolled in a program of one academic year or longer who withdrew within 30 days of enrollment.
 A= Auditing only
3. Count the “G, “IG” and “W” students and enter this number on Item 1 of the preliminary annual report worksheet.
4. Count the students with a “G” and enter this number on Item 2 of the preliminary annual report worksheet.

School Ref. # _____

Program/Course _____

1. Students Scheduled to Graduate in 2007 (alphabetically by last name)	2. Date Scheduled to Graduate	3. Graduated (G) Incomplete Grad (IG) Withdrawn (W) Early Withdrawal (EW) Auditing only (A) (include date)	4. Last Known Address, e-mail, and Telephone # (include area codes)
Sample: Brown, James	01 Mar 07	(G) 10 Oct 07	123 Main Street Alexandria, VA 22314 (573) 751-0101 squeue@msn.com
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(over)

1. Students Scheduled to Graduate in 2007 (alphabetically by last name)	2. Date Scheduled to Graduate	3. Graduated (G) Incomplete Grad (IG) Withdrawn (W) Early Withdrawal (EW) Auditing only (A) (include date)	4. Last Known Address, e-mail, and Telephone # (include area codes)
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