

The CGS Ph.D. Completion Project Completion Template Instructions

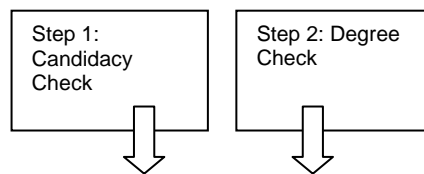
The **Ph.D. Completion Template** collects data for calculating and analyzing completion rates and patterns by program using a cohort model, where cohort means the number of students who enter a doctoral program during a given academic year. The template tracks cohort completion for years 3 through 10 after initial enrollment and includes four internal consistency checks. *[The data verification columns are not for use in the analysis of completion rates.]* The first check verifies that the number of those admitted to Ph.D. candidacy is less than or equal to the number of those enrolled in the entering cohort. The second check verifies that the number of degrees awarded (years 3 through 10) plus those continuing after year 10 is less than or equal to the number admitted to candidacy.

Two additional columns provide, for each cohort, gross numbers of students who must be accounted for on the accompanying attrition templates (described below). These estimates, derived from your completion data, should be useful for comparison with the attrition data you will assemble for the Attrition Template. *[The accuracy and usefulness of these estimates will be proportional to the number of years you are able to track each cohort.]*

Rather than leaving blank fields, please enter “0” when appropriate. Any problems indicated by the first two consistency checks will produce a “FALSE” indicator and should be corrected or resolved before proceeding to enter data on attrition. Follow the steps below to resolve inconsistencies:

Step 1. Resolve inconsistencies relating to reported candidacy*.

The candidacy consistency check determines if the number admitted to candidacy is equal to or less than the entering cohort size; an entry of TRUE indicates consistency; an entry of **FALSE indicates an inconsistency that should be corrected before proceeding.**



Of those admitted to PhD candidacy**:						
Completed within given number of years after enrolling						
Years	6 years [> 5 ≤ 6 Years]	7 years [> 6 ≤ 7 Years]	8 years [> 7 ≤ 8 Years]	9 years [> 8 ≤ 9 Years]	10 years [> 9 ≤ 10 Years]	Number who are still enrolled after 10 years
1	1	0	1	1	1	
2	1	2	0	2	0	
3	1	1	1	1	1	

Data Verifications - Not for Analysis -			
Number of students admitted to candidacy is ≤ cohort size	Number of degrees + continuing after candidacy is ≤ total admitted to candidacy	Attrition check from Admission***	Attrition check after candidacy***
TRUE	FALSE	4	-3
TRUE	TRUE	2	0
FALSE	TRUE	0	1

By candidacy, we mean the successful completion of coursework and qualifying examinations. If your program or institution uses a different definition, please indicate the appropriate definition in the space provided on each template.

Step 2. Resolve inconsistencies between candidacy and degree data.

The degree consistency check determines if the number of degrees awarded in years 3 through 10 plus enrollment after 10 years is less than or equal to the total admitted to candidacy; an entry of **FALSE indicates an inconsistency that should be corrected before proceeding.**

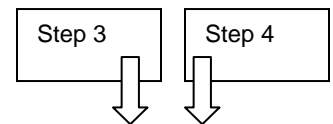
HINT: A common reporting error includes the provision of cumulative sums across the 10+ years since enrollment, rather than of discrete annual completion data.

NOTE: It is possible that a student could still be enrolled after 10 years but not yet have been admitted to candidacy. In this case, the student would *not* have been included in Completion Template column titled “number of students admitted to PhD candidacy,” and therefore would also *not* be included in the column titled “number who are still enrolled after 10 years.” These students, however, *would* be counted as “continuing” in the “10+ Years” column on the Attrition Template. If there are students at your institution who are still enrolled after 10 years but who have not yet been admitted to candidacy, the number entered on the Completion Template in the “number who are still enrolled after 10 years” column will not match the number entered on the Attrition Template as “continuing” in the “10+ Years” column. This is acceptable.

Step 3. Attrition check from admission:

Attrition check from admission = entering cohort minus the sum of Ph.D. degrees awarded in years 3 through 10. This tool is primarily intended to provide, at a glance, the number of students who must be accounted for on the Attrition Template. This is not a hard data column and should not be used for interpreting attrition patterns and/or trends.

A negative number indicates an inconsistency in reported data, generally that either step 1 or step 2 has not resolved inconsistencies in the Completion data.



Of those admitted to PhD candidacy**:						
Completed within given number of years after enrolling						
Years	6 years [> 5 ≤ 6 Years]	7 years [> 6 ≤ 7 Years]	8 years [> 7 ≤ 8 Years]	9 years [> 8 ≤ 9 Years]	10 years [> 9 ≤ 10 Years]	Number who are still enrolled after 10 years
1	1	0	1	1	1	
2	1	2	0	2	0	
3	1	1	1	1	1	

Data Verifications - Not for Analysis -			
Number of students admitted to candidacy is ≤ cohort size	Number of degrees + continuing after candidacy is ≤ total admitted to candidacy	Attrition check from Admission**	Attrition check after candidacy***
TRUE	FALSE	4	-3
TRUE	TRUE	2	0
FALSE	TRUE	0	1

Step 4. Attrition check from candidacy:

Attrition check from candidacy = number of the cohort admitted to candidacy minus the sum of degrees awarded years 3 through 10. This tool is primarily intended to provide, at a glance, the number of students who must be accounted for on the Attrition Template. This is not a hard data column and should not be used for interpreting attrition patterns and/or trends.

A **negative number indicates an inconsistency in the reported data**, generally that either step 1 or step 2 has not resulted in resolving inconsistencies in the Completion data.