

**Graduation
Requirements for
Transfer Students**

Each institution of higher education, including each college district, shall permit a student who transfers from another Texas public institution of higher education to choose a catalog for the purpose of specifying graduation requirements, based upon the dates of attendance at the receiving and transferring institutions, in the same manner that a nontransfer student may choose a catalog. *19 TAC 4.25(g)*

**Associate Degree for
Certain Former
Students**

After receiving student information from a general academic teaching institution under Education Code 61.833(c) or (c-1), a lower-division institution of higher education, including a college district, shall review the information and, if the lower-division institution of higher education determines the student has earned the credits required to receive an associate degree awarded by the lower-division institution of higher education, may award the student the degree.

Annual Report

Annually, each lower-division institution of higher education shall produce a report recording the number of degrees awarded by the institution in the previous academic year under this section. An institution shall make the report publicly available and submit the information to a reverse transfer data-sharing platform. "Reverse transfer data-sharing platform" means the National Student Clearinghouse or a similar national electronic data sharing and exchange platform operated by an agent of the institution that meets nationally accepted standards, conventions, and practices.

Education Code 61.833(a)(2), (d), (f)

**Reporting on
Completion and
Transfer-out Rates**

Required Rate
Calculations

An institution annually must prepare the completion or graduation rate of its certificate- or degree-seeking, first-time, full-time undergraduate students. In calculating the completion or graduation rate, an institution must count as completed or graduated:

1. Students who have completed or graduated by the end of the 12-month period ending August 31 during which 150 percent of the normal time for completion or graduation from their program has lapsed; and
2. Students who have completed a program described in 34 C.F.R. 668.8(b)(1)(ii), or an equivalent program, by the end of the 12-month period ending August 31 during which 150 percent of normal time for completion from that program has lapsed.

An institution that determines that its mission includes providing substantial preparation for students to enroll in another eligible institution must prepare the transfer-out rate of its certificate- or de-

gree-seeking, first-time, full-time undergraduate students. In calculating the transfer-out rate, an institution must count as transfer-out students who by the end of the 12-month period ending August 31 during which 150 percent of the normal time for completion or graduation from the program in which they were enrolled has lapsed, have not completed or graduated but have subsequently enrolled in any program of an eligible institution for which its program provided substantial preparation.

34 C.F.R. 668.45(a)(1)–(2), (b)–(c)

Optional Rate
Calculations

In addition to calculating the completion or graduation rate, an institution may, but is not required to:

1. Calculate a completion or graduation rate for students who transfer into the institution;
2. Calculate a completion or graduation rate for students described in 34 C.F.R. (d)(1)(i)–(iv); and
3. Calculate a transfer-out rate as specified below, if the institution determines that its mission does not include providing substantial preparation for its students to enroll in another eligible institution.

34 C.F.R. 668.45(f)

Basis for Rate
Calculations

*Institutions Using
the Semester,
Trimester, or
Quarter System*

An institution that offers a predominant number of its programs based on semesters, trimesters, or quarters must base its completion or graduation rate, retention rate, and, if applicable, transfer-out rate calculations, on the cohort of certificate- or degree-seeking, first-time, full-time undergraduate students who enter the institution during the fall term of each year.

An institution that offers a predominant number of its programs based on semesters, trimesters, or quarters must count as an entering student a first-time undergraduate student who is enrolled as of October 15, the end of the institution's drop-add period, or another official reporting date as defined in 34 C.F.R. 668.41(a).

34 C.F.R. 668.45(a)(3)(i), (4)(i)

Other Institutions

An institution that does not offer a predominant number of its programs based on semesters, trimesters, or quarters must base its completion or graduation rate, retention rate, and, if applicable, transfer-out rate calculations, on the cohort of certificate- or degree-seeking, first-time, full-time undergraduate students who enter the institution between September 1 of one year and August 31 of the following year.

Those institutions must count as an entering student a first-time undergraduate student who is enrolled for at least 15 days, in a program of up to, and including, one year in length or 30 days, in a program of greater than one year in length.

34 C.F.R. 668.45(a)(3)(ii), (4)(ii)

Exceptions

For the purpose of calculating a completion or graduation rate and a transfer-out rate, an institution may:

1. Exclude students who have left school to serve in the Armed Forces; have left school to serve on official church missions; have left school to serve with a foreign aid service of the federal government, such as the Peace Corps; are totally and permanently disabled; or are deceased.
2. In cases where the students who have left school to serve in the Armed Forces, to serve on official church missions, or to serve with a foreign aid service of the federal government represent 20 percent or more of the certificate- or degree-seeking, full-time, undergraduate students at the institution, recalculate the completion or graduation rates of those students by adding to the 150 percent time-frame they normally have to complete or graduate, the time period the students were not enrolled due to their service in the Armed Forces, on official church missions, or with a recognized foreign aid service of the federal government.

34 C.F.R. 668.45(d)

Presentation of
Rates

If the number of students in such group or with such status is sufficient to yield statistically reliable information and reporting will not reveal personally identifiable information about an individual student, completion or graduation rate information must be disaggregated by:

1. Gender;
2. Each major racial and ethnic subgroup (as defined in IPEDS);
3. Recipients of a Federal Pell Grant;
4. Recipients of a Federal Family Education Loan or a Federal Direct Loan (other than an Unsubsidized Stafford Loan made under the Federal Family Education Loan Program or a Federal Direct Unsubsidized Stafford Loan) who did not receive a Federal Pell Grant; and
5. Recipients of neither a Federal Pell Grant nor a Federal Family Education Loan or a Federal Direct Loan (other than an Unsubsidized Stafford Loan made under the Federal Family

Education Loan Program or a Federal Direct Unsubsidized Loan).

If such number is not sufficient for such purpose, i.e., is too small to be meaningful, then the institution shall note that the institution enrolled too few of such students to so disclose or report with confidence and confidentiality.

With respect to the requirement above to disaggregate the completion or graduation rate information by the receipt or nonreceipt of federal student aid, students shall be considered to have received the aid in question only if they received such aid for the period specified in 34 C.F.R. 668.45(a)(3).

34 C.F.R. 668.45(a)(6)

Deadline

An institution must make available its completion or graduation rate and, if applicable, transfer-out rate, no later than the July 1 immediately following the 12-month period ending August 31 during which 150 percent of the normal time for completion or graduation has elapsed for all of the students in the group on which the institution bases its completion or graduation rate and, if applicable, transfer-out rate calculations.

34 C.F.R. 668.45(a)(5)

Waiver

The U.S. Secretary of Education grants a waiver of the requirements of this section dealing with completion and graduation rate data to any institution that is a member of an athletic association or conference that has voluntarily published completion or graduation rate data, or has agreed to publish data, that the Secretary determines are substantially comparable to the data required by this section. An institution that receives a waiver must still comply with the requirements of 34 C.F.R. 668.41(d)(3) and (f). An institution, or athletic association or conference applying on behalf of an institution, that seeks a waiver must submit a written application to the Secretary that explains why it believes the data the athletic association or conference publishes are accurate and substantially comparable to the information required by this section.

34 C.F.R. 668.45(e)