

AMENDMENT A
CAL GRANT PROGRAMS
Institutional Participation Agreement for 2012-16
SB 70 Reporting Requirements

This Amendment is made to the Cal Grant Programs Institutional Participation Agreement (Agreement) for 2012-16 previously executed between the California Student Aid Commission (“Commission”) and the Institution. It is mutually understood and agreed by and between the undersigned that the reporting required by Senate Bill 70 (Chapter 7, Statutes of 2011) shall consist of the following:

Article I. SB 70 Reporting Requirements – Enrollment, Persistence and Graduation

- A.** A qualifying institution shall annually report to the Commission no later than December 31st, for the academic year ending the preceding June 30th, the enrollment data, persistence data and graduation data for all undergraduate students, excluding students concurrently enrolled in K-12, or who are solely enrolled in basic skills instructional courses, remedial courses or English as a Second Language courses. The qualifying institution shall also include in its report aggregate enrollment data, persistence data and graduation data on all Cal Grant recipients attending the institution.
- B.** The Commission may extend the period for filing if the institution demonstrates evidence of substantial need, but in no event longer will the deadline be extended longer than 90 days. For the report due December 2012 only, all institutions have been granted a 90 day extension for reporting and do not need to submit a request for the 90 day extension.
- C.** The annual report shall be filed electronically by either:
- (1) submitting the information required by subdivision (a) via the Commission’s WebGrants website; or
 - (2) providing sufficient student unitary data to the Commission to allow the Commission to prepare the report on the institution’s behalf. An institution electing to have the Commission prepare its report shall provide the following student unitary data: student’s first, middle initial, and last name; date of birth; social security number; race/ethnicity; gender; original term enrollment date; enrollment status; institution campus code; CIP code for the student’s completed educational program; units completed by term for the academic year; and program completion date, if applicable.
- (A.) An institution electing to submit data to the Commission under this paragraph shall provide it no later than November 15th for the academic year ending the preceding June 30th. The Commission will calculate the enrollment, persistence and graduation data and provide a draft report to the institution within fifteen business days of its submission. The institution shall thereafter have fifteen business days to review its report and provide any additional information necessary to ensure the accuracy of the report.

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- D.** Any qualifying institution that fails to timely submit its annual report, or the data necessary for the Commission to prepare the annual report, shall be considered to be out of compliance with its Institutional Participation Agreement with the Commission.
- E. Enrollment Data.** Enrollment data shall be reported by cohort for the undergraduate programs offered by the institution, reported separately for each campus. Enrollment data shall consist of aggregate data on each of the following student characteristics: race/ethnicity, gender, enrollment status, and Cal Grant recipient status.
- F. Persistence Data.**
- (1) Persistence data shall consist of the total number of undergraduate students by cohort who have continued in, or persisted in, their education by enrolling in and completing at least one course at the institution during the academic year following initial enrollment, and every academic year thereafter, segregated by enrollment status, race/ethnicity, gender and Cal Grant recipient status for each campus.
 - (2) Persistence data shall be updated annually for each cohort until the number of academic years reported equals at least 200% of the published program length.
- G. Graduation data.** “Graduation data” means, for each undergraduate program offered by a qualifying institution, the number of students within the cohort who complete a program and upon whom the institution has actually conferred the degree, diploma, certificate or other formal award, within 100%, 150% and 200% of the published program length of the program, reported by CIP Code, enrollment status, race/ethnicity, gender and Cal Grant status. Graduation data shall be segregated by each campus of qualifying institution.
- (1) In order for an institution to report a student as completing within 100% of the published program length, the student shall have completed the program, certificate or degree in 100% or less of the published program length regardless of the enrollment status of the student.
 - (2) In order for an institution to report a student as completing within 150% of the published program length, the student shall have completed the program, certificate or degree in 101-150% of the published program length regardless of the enrollment status of the student.
 - (3) In order for an institution to report a student as completing within 200% of the published program length, the student shall have completed the program, certificate or degree in 151-200% of the published program length, regardless of the enrollment status of the student.
- H. Optional Graduation Data Reporting.** An institution may elect to report graduation data beyond 200% of the published program length of the program

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in the same format required by paragraph G. An institution electing to report additional graduation data may report for students completing the program, certificate or degree in 250%, 300%, 350% and 400% of published program length.

- (1) In order for an institution to report a student as completing within 250% of the published program length, the student shall have completed the program, certificate or degree in 201-250% of the published program length regardless of the enrollment status of the student.
- (2) In order for an institution to report a student as completing within 300% of the published program length, the student shall have completed the program, certificate or degree in 251-300% of the published program length regardless of the enrollment status of the student.
- (3) In order for an institution to report a student as completing within 350% of the published program length, the student shall have completed the program, certificate or degree in 301-350% of the published program length, regardless of the enrollment status of the student.
- (4) In order for an institution to report a student as completing within 400% of the published program length, the student shall have completed the program, certificate or degree in 351-400% of the published program length, regardless of the enrollment status of the student.

- I.** In addition to reporting graduation data, a California community college may report a transfer-out rate by reporting, for each cohort, the number of students who are known to have transferred from the California community college to a baccalaureate degree granting institution.

Article II. SB 70 Reporting Requirements – Job Placement and Salary and Wage Reporting

- A.** Beginning in 2012, a qualifying institution shall report to the Commission no later than December 31st, for the academic year ending the preceding June 30th, the total number of students graduating during the 11-12 academic year aggregated by campus and CIP Code from all of its undergraduate programs leading to a certificate or Associate's degree that are either:
- (1) designed or advertised to lead to a particular type of job; or
 - (2) advertised or promoted with any claims regarding job placement.
- B.** For purposes of paragraph A, an undergraduate program is “designed or advertised to lead to a particular type of job” if it consists of postsecondary vocational, career, and technical workforce education courses, programs and/or training in which specific instruction is provided with an occupationally specific objective and for which a certificate and/or associate's degree is awarded.

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- C.** An undergraduate program is not “designed or advertised to lead to a particular type of job” within the meaning of paragraph A, if it is either of the following:
- (1) A two-academic-year program fully transferrable to a baccalaureate degree program, and specifically designed to be a transfer program, including but not limited to the following programs:
 - a. Associate Degree General Education General;
 - b. Associates in Arts for Transfer (AA-T) / Associates in Science for Transfer (AS-T) codified in Education Code section 66746-66749;
 - c. California State University General Education Breadth course requirements;
 - d. Intersegmental General Education Transfer Curriculum (IGETC); or
 - (2) A course of study that is designed to provide students with basic skills, remedial, English as a Second Language (ESL), or other necessary preparatory coursework for enrollment in a certificate, diploma or degree program.
- D.** For purposes of this section, a program is “advertised or promoted with any claim regarding job placement” if it is either of the following:
- (1) The institution advertises, promotes, or otherwise represents to students, whether orally or in writing, that the program will assist students in obtaining gainful employment following graduation; or
 - (2) The institution advertises, promotes, solicits, or directly corresponds with a prospective student whether in printed materials or electronic format, the availability of jobs upon graduation.
- E.** The annual report shall be electronically filed by submitting the information required via the Commission’s WebGrants website.
- F.** In lieu of reporting the data required pursuant to paragraph A, a California community college may provide student data to the Commission so as to allow the Commission to prepare the report on the institution’s behalf. An institution electing to have the Commission prepare its report shall provide the following student unitary data: student’s first name, middle initial, and last name; date of birth; social security number, if applicable; last known address; email address; institution campus code; CIP code for the student’s program; program completion date; and any employer or employment information in the possession of the institution.
- (1) A California community college electing to submit data to the Commission shall provide it no later than November 15th for the academic year ending the preceding June 30th. The Commission will create the institution’s draft report and provide it to the institution. The institution shall thereafter have 30 calendar days to review its report and provide any additional information necessary to ensure the accuracy of the report before it becomes final.

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- G.** The Commission may extend the period for filing the annual Job Placement Rate and Salary and Wage Report if the institution demonstrates evidence of substantial need, but in no event longer will the deadline be extended longer than 90 days. *For the report due December 2012 only, all institutions have been granted a 90 day extension for reporting and do not need to submit a request for the 90 day extension.*
- H.** Any qualifying institution that fails to timely submit its annual report, or the data necessary for the Commission to prepare the annual report under subdivision (g), shall be considered to be out of compliance with its Institutional Participation Agreement with the Commission.

Article III. SB 70 Reporting Requirements - Record Maintenance and data audit

- A.** The information used to substantiate the reports submitted to the Commission pursuant to sections 69433.2 shall be documented and maintained by the institution for five years from the date of the publication of that data. An institution may retain this information in an electronic format. Failure to maintain the information necessary for the Commission to audit an institution's filing may result in termination of the institution's institutional participation agreement.

Article IV. SB 70 Reporting Requirements - Definitions

- A. Classification of Instructional Programs (CIP) Code.** The Classification of Instructional Program (CIP) Code means the 2010 taxonomic scheme developed by the U.S Department of Education, National Center for Education Statistics (NCES) for the tracking and reporting of fields of study and program completion activity as used for the Integrated Postsecondary Education Data System (IPEDS) statistical data gathering and reporting.
- B. Cohort.**
- (1) For purposes of reporting enrollment data, persistence data and graduation data, a cohort is defined as the group of students who commenced attendance at the qualifying institution at any point during an academic year. Once assigned to a particular cohort upon initial enrollment, the student remains in that cohort for the duration of his or her attendance at the institution, or until the student completes his or her program, certificate or degree. Any student who completes his or her program, certificate or degree and pursues a new program, certificate or degree at the same qualifying institution would be assigned to the academic year cohort applicable to the subsequent enrollment.
- (2) For purposes of reporting the job placement rate and salary and wage data, a cohort is defined as the group of students who graduated with a certificate, diploma or degree at any point during an academic year. Once assigned to a

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particular cohort upon graduation, the student remains in that cohort for the duration of institution's reporting obligation.

- C. Published Program Length.** "Published Program Length" shall mean the institution's normal or expected time for completion of the program, certificate or degree as reported to the U.S. Department of Education through the Program Participation Agreement.

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The effective date of this Amendment is October 13, 2012. All other terms and conditions of the Institutional Participation Agreement remain in full force and effect.

Name of Institution: _____

Address of Institution: _____

Office of Postsecondary Education
Identification (OPE ID) Number: _____

Name(s), Address(es), and Phone Number(s) of Additional Location(s) included in your IPA: (*must be a California location and must have an OPE ID number*) (attach additional page if necessary)

	OPE ID Number(s)
1. _____ _____ _____	_____
2. _____ _____ _____	_____
3. _____ _____ _____	_____

*****Signature must be in BLUE ink*****

**Signature: Chancellor/Chief Executive Officer/
President of Institution**

Date

**Signature: Chief, Program Administration and Services
Division, California Student Aid Commission**

Date