



University of Dallas

**Consumer Information
Policy**

Graduation Rates

POLICY AIC-G

Responsible Executive:
General Counsel
Responsible Office:
Office of General Counsel
Issued: 7.1.21
Revised: n/a

1. PURPOSE

This Policy guides the University of Dallas in providing information to prospective and current students, as well as the general public, regarding the programs and activities of the University. Specifically, this Policy contains guidance relating to information required under 34 C.F.R. § [668.45](#).

2. UNDERGRADUATE GRADUATION REPORT

The University annually will prepare the graduation rate of its degree-seeking, first-time, full-time undergraduate students.

2.1. **Time Frame.** In calculating the graduation rate, the University will count as graduated students who have graduated by the end of the 12-month period ending August 31 during which 150 percent of the normal time for graduation from their program has lapsed.

2.2. **Disaggregated Information.**

2.2.1. 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, graduation rate information must be disaggregated

2.2.1.1. by gender,

2.2.1.2. by each major racial and ethnic subgroup (as defined in IPEDS),

2.2.1.3. by recipients of a Federal Pell Grant,

2.2.1.4. by 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

2.2.1.5. by 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).

2.2.2. If such number in Section 2.2.1 of this policy is not sufficient for such purpose, i.e., is too small to be meaningful, then the University will note that it enrolled too few of such students to disclose or report with confidence and confidentiality.

- 2.2.3. With respect to the requirement 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 Section 2.1 of this Policy.

3. UNDERGRADUATE TRANSFER-OUT REPORT

If the University determines that its mission includes providing substantial preparation for students to enroll in another eligible institution it will prepare the transfer-out rate of its degree-seeking, first-time, full-time undergraduate students.

- 3.1. **Time Frame.** The University will count as transfers-out students who by the end of the 12-month period ending August 31 during which 150 percent of the normal time for graduation from the program in which they were enrolled has lapsed, have not graduated but have subsequently enrolled in any program of an eligible institution for which its program provided substantial preparation.

4. CALCULATING RATES

- 4.1. **Method of Calculating Rates.** The University will base its graduation rate, retention rate, and, if applicable, transfer-out rate calculations, on the cohort of degree-seeking, first-time, full-time undergraduate students who enter the University during the fall term of each year.

- 4.1.1. The University will 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 fall reporting date.

- 4.2. **Exclusions.** For the purpose of calculating a graduation rate and a transfer-out rate, the University may -

- 4.2.1. Exclude students who -

4.2.1.1. Have left school to serve in the Armed Forces;

4.2.1.2. Have left school to serve on official church missions;

4.2.1.3. Have left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps;

4.2.1.4. Are totally and permanently disabled; or

4.2.1.5. Are deceased.

- 4.2.2. In cases where the students described in Sections 4.2.1.1, .2, and .3 of this Policy represent 20 percent or more of the degree-seeking, full-time, undergraduate students at the University, the University will recalculate the graduation rates of those students by adding to the 150 percent time-frame they normally have to graduate, as described in Section 2.1 of this Policy, 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.

5. SUPPLEMENTAL INFORMATION

In addition to calculating the graduation rate required by Section 2 of this Policy, the University may, but is not required to -

- 5.1. Calculate a graduation rate for students who transfer into the University;
- 5.2. Calculate a graduation rate for students described in Sections 4.2.1.1-4; and
- 5.3. Calculate a transfer-out rate as specified in Section 3.1, if the University determines that its mission does not include providing substantial preparation for its students to enroll in another eligible institution.

6. DEFINITIONS

- 6.1. **“Degree-seeking student”** means a student enrolled in a course of credit who is recognized by the University as seeking a degree.
- 6.2. **“Female”** means a person born as a biological female.
- 6.3. **“First-time undergraduate student”** means an entering undergraduate who has never attended any institution of higher education. It includes a student enrolled in the fall term who attended a postsecondary institution for the first time in the prior summer term, and a student who entered with advanced standing (college credit earned before graduation from high school).
- 6.4. **“Male”** means a person born as a biological male.
- 6.5. **“Normal time”** is the amount of time necessary for a student to complete all requirements for a degree according to the University’s catalog.
- 6.6. **“Notice”** means a notification of the availability of information the University is required to disclose, provided to an individual on a one-to-one basis through an appropriate mailing or publication, including direct mailing through the U.S. Postal Service, campus mail, or electronic mail. Posting on an Internet website or an Intranet website does not constitute a notice.
- 6.7. **“Official fall reporting date”** means that date (in the fall) on which the University must report fall enrollment data to either the State, its board of trustees or governing board, or some other external governing body.
- 6.8. **“Prospective student”** means an individual who has contacted the University requesting information concerning admission to the University.
- 6.9. **“Secretary”** means the Secretary of the Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority.

6.10. **“Undergraduate students,”** for purposes of this Policy only, means students enrolled in a bachelor’s degree program, an associate degree program, or a vocational or technical program at or below the baccalaureate level.

6.11. **“University”** and **“the University”** mean the University of Dallas.

7. RESPONSIBILITIES

| Responsible Party | List of Responsibilities |
|---------------------------------------|---|
| Office of General Counsel | 1. Oversee the publication and making available of information pursuant to this policy. |
| Office of Institutional Effectiveness | 1. Gather the information required for compliance with this policy. 2. In conjunction with the Office of the Registrar and the Office of Financial Aid, determine whether students should be excluded from calculation of graduation and transfer-out rates. 3. Make available the information required for compliance with Section 2, and, if applicable Sections 3 and 5, of this Policy. |

8. PROCEDURES

| Task | Procedure |
|----------------------------|---|
| Gather Information | 1. The Office of Institutional Effectiveness, on at least an annual basis, will notify the relevant offices and departments of the information that it will need in order to comply with this policy. 2. The relevant offices and departments will provide the requested information to the Office of Institutional Effectiveness in a timely manner. |
| Determine Exclusions | 1. The Office of Institutional Effectiveness, the Office of the Registrar, and the Office of Financial Aid will coordinate in deciding what students may be excluded when calculating the graduation rate and the transfer-out rate. A committee, consisting of a member of each of those Offices, will meet at least once, but generally twice, each year to review exclusions and verify appropriate documentation. |
| Make Information Available | 1. The Office of Institutional Effectiveness will prepare the information to be made available and distributed. 2. The Office of Institutional Effectiveness, in conjunction with the relevant offices and/or departments, will make available the information identified in Section 2, and, if applicable Sections 3 and 5, of this Policy through the University’s consumer information web page. 3. The Office of General Counsel will monitor the information made available. |

9. POLICY ENFORCEMENT

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| Enforcement | The Office of General Counsel or the Office of Institutional Effectiveness will investigate suspected violations of this Policy, and take appropriate action in accordance with University policy. |
| Reporting Violations | Report suspected violations of this Policy to the Office of General Counsel or the Office of Institutional Effectiveness. |

10. RELATED DOCUMENTS

| Policy or Document | Web Address |
|--|---|
| Policy AIC - Consumer Information Policy | https://udallas.edu/about/university-policies/index.php |
| Policy AIC-I - Consumer Information Policy - Institutional Information | https://udallas.edu/about/university-policies/index.php |

11. CONTACTS

| Subject | Office or Position | Telephone Number | Office Email or URL |
|-----------------------------|---------------------------------------|---|--|
| Policy Clarification | Office of General Counsel | (972) 721-5363 | hlachenauer@udallas.edu |
| Graduate Rates | Office of Institutional Effectiveness | (972) 265-5744 | vmorrisdueer@udallas.edu |
| Web Address for this Policy | | https://udallas.edu/about/university-policies/index.php | |