

CEPH GUIDE TO CRITERION B₃

Students in X Degree, by Cohorts Entering Between 2019-20 and 2021-22

***Maximum Time to Graduate:**

	Cohort of Students	2019-20	2020-21	2021-22
2019-20	# Students entered			
	# Students withdrew, dropped, etc.			
	# Students graduated			
	Cumulative graduation rate			
2020-21	# Students continuing at beginning of this school year (or # entering for newest cohort)			
	# Students withdrew, dropped, etc.			
	# Students graduated			
	Cumulative graduation rate			
2021-22	# Students continuing at beginning of this school year (or # entering for newest cohort)			
	# Students withdrew, dropped, etc.			
	# Students graduated			
	Cumulative graduation rate			

CRITERION B3



This guide is meant to assist units in preparing their Criterion B3: Graduation Rate tables. We encourage you to work with your CEPH staff contact to address any additional questions you may have. If you aren't sure who your CEPH staff person is, you can email submissions@ceph.org to find out.



GETTING STARTED

USE THIS CHECKLIST TO MAKE SURE YOU HAVE ALL THE INFORMATION YOU NEED BEFORE GETTING STARTED ON THE TABLE

- | | | | |
|----|---|---------------------------------|--------------------------------|
| 01 | DO YOU KNOW FOR WHICH DEGREES YOU NEED TO PRESENT GRADUATION DATA? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| 02 | DO YOU KNOW THE MAXIMUM TIME TO GRADUATION (MTTG) YOUR PROGRAM/SCHOOL ALLOWS FOR ALL DEGREES IN THE UNIT OF ACCREDITATION? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| 03 | DO YOU KNOW HOW MANY STUDENTS MATRICULATED INTO YOUR PROGRAM EACH YEAR FROM NOW - MTTG YEARS? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| 04 | DO YOU KNOW THE NUMBER OF STUDENTS WHO HAVE WITHDRAWN <i>EACH YEAR</i> FROM NOW - MTTG YEARS? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| 05 | DO YOU KNOW THE NUMBER OF STUDENTS WHO HAVE GRADUATED EACH YEAR, STRATEFIED BY THE YEAR THEY MATRICULATED FROM NOW- MTTG YEARS? | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
-

IF YOU ANSWERED NO OR I DON'T KNOW TO ONE OR MORE OF THESE QUESTIONS, SEE OUR FAQ AT THE END OF THIS GUIDE FOR MORE INFORMATION.

IF YOU ANSWERED YES TO ALL OF THE ABOVE, YOU ARE READY TO GET STARTED!

01

The following example is a mock table for a unit with a 4-year MTTG submitting the self-study during the 2023-24 academic year. This guide will walk you step-by-step through the first two cohorts. The most important piece to understanding this table is to follow the columns DOWN, not ACROSS. This table's columns represent the enrolling cohort while its rows represent the academic year for which you are reporting data.

Let's start with the 2019-20 cohort. Your unit had 25 students enter in 2019-20. By the end of the year, 1 student withdrew and 0 students graduated. Because no students graduated, your graduation rate for the 2019-20 cohort (column) is 0% at the end of the 2019-20 academic year (row). As you continue filling out this table, you are going to stick with the 2019-20 cohort, those SAME 25 students, through the last row of the table (the current academic year) BEFORE moving on to the next column and cohort.

Students in MPH Degree, by Cohorts Entering Between 2019-20 and 2023-24						
*Maximum Time to Graduate: 4 years						
	Cohort of Students	2019-20	2020-21	2021-22	2022-2023	2023-2024
2019-20	# Students entered	25				
	# Students withdrew, dropped, etc.	1				
	# Students graduated	0				
	Cumulative graduation rate	0%				
2020-21	# Students continuing at beginning of this school year (or # entering for newest cohort)					
	# Students withdrew, dropped, etc.					
	# Students graduated					
	Cumulative graduation rate					
2021-22	# Students continuing at beginning of this school year (or # entering for newest cohort)					
	# Students withdrew, dropped, etc.					
	# Students graduated					
	Cumulative graduation rate					
2022-23	# Students continuing at beginning of this school year (or # entering for newest cohort)					
	# Students withdrew, dropped, etc.					
	# Students graduated					
	Cumulative graduation rate					
2023-24	# Students continuing at beginning of this school year (or # entering for newest cohort)					
	# Students withdrew, dropped, etc.					
	# Students graduated					
	Cumulative graduation rate					

Let's continue with the cohort who entered in 2019-20. Go to AY 2020-21 (2nd row) in the 2019-20 cohort (1st column), highlighted in yellow. (Ignore all other columns at this point and remember the focus is on the 25 students who matriculated into your program in 2019-20.)

02 Because you had one student withdraw and no graduates, you have 24 students continuing from the 2019-20 cohort into the 2020-21 academic year. By the end of this academic year, you had an additional 2 students withdraw and 15 students graduate. To calculate the cumulative graduation rate for this cohort at the end of AY 2020-21, take the total number of graduates divided by the # of students who entered this cohort. In this example, take $(15/25) \times 100$ for a cumulative rate of 60%.

Students in MPH Degree, by Cohorts Entering Between 2019-20 and 2023-24						
*Maximum Time to Graduate: 4 years						
	Cohort of Students	2019-20	2020-21	2021-22	2022-2023	2023-2024
2019-20	# Students entered	25				
	# Students withdrew, dropped, etc.	1				
	# Students graduated	0				
	Cumulative graduation rate	0%				
2020-21	# Students continuing at beginning of this school year (or # entering for newest cohort)	24				
	# Students withdrew, dropped, etc.	2				
	# Students graduated	15				
	Cumulative graduation rate	60%				
2021-22	# Students continuing at beginning of this school year (or # entering for newest cohort)					
	# Students withdrew, dropped, etc.					
	# Students graduated					
	Cumulative graduation rate					
2022-23	# Students continuing at beginning of this school year (or # entering for newest cohort)					
	# Students withdrew, dropped, etc.					
	# Students graduated					
	Cumulative graduation rate					
2023-24	# Students continuing at beginning of this school year (or # entering for newest cohort)					
	# Students withdrew, dropped, etc.					
	# Students graduated					
	Cumulative graduation rate					

03

Let's continue with the cohort who entered in 2019-20. You'll go next to AY 2021-22 (3rd row) in the 2019-20 cohort (1st column), highlighted in yellow. During the previous academic year, 2 students withdrew and 15 graduated, so you have 7 students continuing from the 2019-20 cohort into AY 2021-22. By the end of this academic year, you had 0 students withdraw and 5 students graduate. To calculate the cumulative graduation rate for this cohort at the end of AY 2021-22, take the total number of graduates divided by the # of students who entered this cohort. In this example, take $(20/25) \times 100$ for a cumulative rate of 80%.

Students in MPH Degree, by Cohorts Entering Between 2019-20 and 2023-24						
*Maximum Time to Graduate: 4 years						
	Cohort of Students	2019-20	2020-21	2021-22	2022-2023	2023-2024
2019-20	# Students entered	25				
	# Students withdrew, dropped, etc.	1				
	# Students graduated	0				
	Cumulative graduation rate	0%				
2020-21	# Students continuing at beginning of this school year (or # entering for newest cohort)	24				
	# Students withdrew, dropped, etc.	2				
	# Students graduated	15				
	Cumulative graduation rate	60%				
2021-22	# Students continuing at beginning of this school year (or # entering for newest cohort)	7				
	# Students withdrew, dropped, etc.	0				
	# Students graduated	5				
	Cumulative graduation rate	80%				
2022-23	# Students continuing at beginning of this school year (or # entering for newest cohort)					
	# Students withdrew, dropped, etc.					
	# Students graduated					
	Cumulative graduation rate					
2023-24	# Students continuing at beginning of this school year (or # entering for newest cohort)					
	# Students withdrew, dropped, etc.					
	# Students graduated					
	Cumulative graduation rate					

04

Let's continue with the 2019-20 cohort. You'll go next to AY 2022-23 (4th row) in the 2019-2020 cohort (1st column), highlighted in yellow. During the previous academic year, 0 students withdrew and 5 graduated, so you have 2 students left continuing from the 2019-20 cohort into AY 2022-23. By the end of this academic year, you had 0 students withdraw and both students graduate. To calculate the cumulative graduation rate for this cohort at the end of AY 2021-22, take the total number of graduates divided by the # of students who entered this cohort. In this example, take $(22/25) \times 100$ for a cumulative rate of 88%.

Because all students have now either withdrawn or graduated, double check your cumulative graduation rate. Add all the students who withdrew (highlighted in red) and subtract that number from the total # of students who entered the cohort in 2019-2020 (highlighted in green). $25 - 3 = 22$. $(22/25) \times 100 = 88\%$.

Students in MPH Degree, by Cohorts Entering Between 2019-20 and 2023-24						
*Maximum Time to Graduate: 4 years						
	Cohort of Students	2019-20	2020-21	2021-22	2022-2023	2023-2024
2019-20	# Students entered	25				
	# Students withdrew, dropped, etc.	1				
	# Students graduated	0				
	Cumulative graduation rate	0%				
2020-21	# Students continuing at beginning of this school year (or # entering for newest cohort)	24				
	# Students withdrew, dropped, etc.	2				
	# Students graduated	15				
	Cumulative graduation rate	60%				
2021-22	# Students continuing at beginning of this school year (or # entering for newest cohort)	7				
	# Students withdrew, dropped, etc.	0				
	# Students graduated	5				
	Cumulative graduation rate	80%				
2022-23	# Students continuing at beginning of this school year (or # entering for newest cohort)	2				
	# Students withdrew, dropped, etc.	0				
	# Students graduated	2				
	Cumulative graduation rate	88%				
2023-24	# Students continuing at beginning of this school year (or # entering for newest cohort)					
	# Students withdrew, dropped, etc.					
	# Students graduated					
	Cumulative graduation rate					

05

Now that you've accounted for all the students who matriculated into your program in AY 2019-20, let's move on to the second column: students who matriculated in 2020-21. **Remember**, you are **only** focusing on the cohort of students who matriculated into the program in 2020-21. You are NOT counting students from the 2019-20 cohort in this column (2).

Let's say you have 32 students enter your program in AY 2020-21. By the end of AY 2020-21, 3 have withdrawn and 1 has graduated. Your cumulative graduation rate for this cohort is 3% $((1/32)*100)$.

Students in MPH Degree, by Cohorts Entering Between 2019-20 and 2023-24						
*Maximum Time to Graduate: 4 years						
	Cohort of Students	2019-20	2020-21	2021-22	2022-2023	2023-2024
2019-20	# Students entered	25				
	# Students withdrew, dropped, etc.	1				
	# Students graduated	0				
	Cumulative graduation rate	0%				
2020-21	# Students continuing at beginning of this school year (or # entering for newest cohort)	24	32			
	# Students withdrew, dropped, etc.	2	3			
	# Students graduated	15	1			
	Cumulative graduation rate	60%	3%			
2021-22	# Students continuing at beginning of this school year (or # entering for newest cohort)	7				
	# Students withdrew, dropped, etc.	0				
	# Students graduated	5				
	Cumulative graduation rate	80%				
2022-23	# Students continuing at beginning of this school year (or # entering for newest cohort)	2				
	# Students withdrew, dropped, etc.	0				
	# Students graduated	2				
	Cumulative graduation rate	88%				
2023-24	# Students continuing at beginning of this school year (or # entering for newest cohort)	-				
	# Students withdrew, dropped, etc.	-				
	# Students graduated	-				
	Cumulative graduation rate	88%				

Let's continue with the cohort who entered in 2020-21. Go to AY 2021-22 (3rd row) in the 2020-21 cohort (2nd column), highlighted in yellow. (Ignore all other columns at this point and remember the focus is on the 32 students who matriculated into your program in 2020-2021. Right now, you are not focused on how many students enrolled in 2019-20 OR 2021-22.)

06

Because you had 3 students withdraw and 1 graduate, you have 28 students continuing from the 2020-21 cohort into AY 2021-22. By the end of this academic year, you had an additional 7 students withdraw and 10 students graduate. To calculate the cumulative graduation rate for this cohort at the end of AY 2021-22, take the total number of graduates divided by the # of students who entered this cohort. In this example, take $(10/28) * 100$ for a cumulative rate of 34%.

^Note that at this point, you've had a total of 10 students withdraw from a cohort of 32. It is no longer possible for you to meet this criterion's threshold of 70% graduation, because even if all remaining students graduate, you can ONLY graduate 22 out of 32 students, leaving at MOST a ~69% cumulative rate. Let's keep going.

Students in MPH Degree, by Cohorts Entering Between 2019-20 and 2023-24						
*Maximum Time to Graduate: 4 years						
	Cohort of Students	2019-20	2020-21	2021-22	2022-2023	2023-2024
2019-20	# Students entered	25				
	# Students withdrew, dropped, etc.	1				
	# Students graduated	0				
	Cumulative graduation rate	0%				
2020-21	# Students continuing at beginning of this school year (or # entering for newest cohort)	24	32			
	# Students withdrew, dropped, etc.	2	3			
	# Students graduated	15	1			
	Cumulative graduation rate	60%	3%			
2021-22	# Students continuing at beginning of this school year (or # entering for newest cohort)	7	28			
	# Students withdrew, dropped, etc.	0	7			
	# Students graduated	5	10			
	Cumulative graduation rate	80%	34%			
2022-23	# Students continuing at beginning of this school year (or # entering for newest cohort)	2				
	# Students withdrew, dropped, etc.	0				
	# Students graduated	2				
	Cumulative graduation rate	88%				
2023-24	# Students continuing at beginning of this school year (or # entering for newest cohort)	-				
	# Students withdrew, dropped, etc.	-				
	# Students graduated	-				
	Cumulative graduation rate	88%				

Let's continue with the cohort who entered in 2020-21. Go to AY 2022-23 (4th row) in the 2020-21 cohort (2nd column), highlighted in yellow. Because you had 7 students withdraw and 10 graduate, you have 11 students continuing from the 2020-21 cohort into AY 2022-23. By the end of this academic year, you had 0 students withdraw and 9 students graduate. To calculate the cumulative graduation rate for this cohort at the end of AY 2022-23, take the total number of graduates divided by the # of students who entered this cohort. In this example, take $(20/32)*100$ for a cumulative rate of 65%.

07 The next academic year is 2023-24. You have 2 students from this cohort continuing into their 4th year in the program. You won't be able to fill in the data in the remaining rows because you don't yet know how many students will withdraw or graduate by the end of the year. Carry down the cumulative graduation percentage from the previous academic year because, at the time you are filling this table out, AY 2023-24 does not have an updated grad rate.

Students in MPH Degree, by Cohorts Entering Between 2019-20 and 2023-24						
*Maximum Time to Graduate: 4 years						
	Cohort of Students	2019-20	2020-21	2021-22	2022-2023	2023-2024
2019-20	# Students entered	25				
	# Students withdrew, dropped, etc.	1				
	# Students graduated	0				
	Cumulative graduation rate	0%				
2020-21	# Students continuing at beginning of this school year (or # entering for newest cohort)	24	32			
	# Students withdrew, dropped, etc.	2	3			
	# Students graduated	15	1			
	Cumulative graduation rate	60%	3%			
2021-22	# Students continuing at beginning of this school year (or # entering for newest cohort)	7	28			
	# Students withdrew, dropped, etc.	0	7			
	# Students graduated	5	10			
	Cumulative graduation rate	80%	34%			
2022-23	# Students continuing at beginning of this school year (or # entering for newest cohort)	2	11			
	# Students withdrew, dropped, etc.	0	0			
	# Students graduated	2	9			
	Cumulative graduation rate	88%	63%			
2023-24	# Students continuing at beginning of this school year (or # entering for newest cohort)	-	2			
	# Students withdrew, dropped, etc.	-	-			
	# Students graduated	-	-			
	Cumulative graduation rate	88%	63%			

08

You will follow the same steps as above for all remaining COLUMNS. Below is a completed example for a unit submitting the self-study during AY 2023-24 with a MTTG of 4 years. For the purposes of this example, the following can be assumed:

- All students who started the program in AY 2019-20 have graduated or withdrawn. This cohort presents a cumulative graduation rate of 88%.
- The 2020-21 cohort has 2 students left who are continuing in AY 2023-24 (green highlight). This cohort has already lost more than 30% of its initial group (red highlights); thus, the **highest** cumulative graduation rate achievable for this cohort is 69% and the **lowest** is 63% (if the 2 remaining students withdraw before their MTTG).
- Based on the current withdrawal numbers, all remaining cohorts could still meet this criterion's minimum threshold of 70% graduation.

Students in MPH Degree, by Cohorts Entering Between 2019-20 and 2023-24						
*Maximum Time to Graduate: 4 years						
	Cohort of Students	2019-20	2020-21	2021-22	2022-2023	2023-2024
2019-20	# Students entered	25				
	# Students withdrew, dropped, etc.	1				
	# Students graduated	0				
	Cumulative graduation rate	0%				
2020-21	# Students continuing at beginning of this school year (or # entering for newest cohort)	24	32			
	# Students withdrew, dropped, etc.	2	3			
	# Students graduated	15	1			
	Cumulative graduation rate	60%	3%			
2021-22	# Students continuing at beginning of this school year (or # entering for newest cohort)	7	28	42		
	# Students withdrew, dropped, etc.	0	7	3		
	# Students graduated	5	10	4		
	Cumulative graduation rate	80%	34%	10%		
2022-23	# Students continuing at beginning of this school year (or # entering for newest cohort)	2	11	35	35	
	# Students withdrew, dropped, etc.	0	0	1	0	
	# Students graduated	2	9	20	5	
	Cumulative graduation rate	88%	63%	57%	14%	
2023-24	# Students continuing at beginning of this school year (or # entering for newest cohort)	-	2	14	30	40
	# Students withdrew, dropped, etc.	-	-	-	-	-
	# Students graduated	-	-	-	-	-
	Cumulative graduation rate	88%	63%	57%	14%	0%

FAQs

How many years of data do I have to present?

This depends on your maximum time to graduation (MTTG) for each degree. Start with the most recently completed academic year and count backward the MTTG for each degree. For example, your final self-study is due in September 2023 and you allow 5 years for your MPH students to graduate and 10 years for your PhD students to graduate. You would include MPH graduation rates starting with the 2018-19 enrolling cohort (2018-19, 2019-20, 2020-21, 2021-22, 2022-23) and PhD rates starting with the 2013-14 enrolling cohort.

For which degrees do I need to present data?

All **public health** degrees in the unit of accreditation. For public health programs (PHPs), that is **all** of the degrees in your unit. For schools of public health (SPH), all degrees categorized as public health should be presented. Do not present non-public health degrees (e.g., social work, communicative disorders, etc.).

How do I determine the MTTG for my unit's degrees?

Most universities set a maximum time to graduate for students. You can choose to use that time or set a shorter MTTG for your students if that's what you decide is right for your school or program in your unique context.

How should I count a student who has taken a leave of absence?

Students who take a leave of absence or receive permission to extend their time in the program may be moved from their original cohort to a more recent cohort based on their updated MTTG. For example, a student originally enrolled in 2019-20 and took a leave of absence during AY 2020-21, returning in 2021-22. Remove the student from the denominator of 2019-20 (their original enrollment cohort) and move them to the 2021-22 cohort.

What if my program has full- and part-time students?

Schools and programs should track students over the full period of time allowed. It is not necessary to separate full- and part-time students, since both have the same **maximum** allowable time to graduate.

How should I count students who switch degrees within our unit of accreditation? (e.g., from MPH to MS)

Students who transfer to another degree within the school or program should not be counted in the denominator for the original degree. They should be retrospectively added to the entering enrollment number of the degree they transferred into.

How should I count a student who switched degrees outside of our unit of accreditation? (e.g., from BSPH to BA in history or from MPH to MA in sociology)

Students who transfer to a degree that is not part of the accredited school or program should remain in the denominator and be counted as withdrawn. Schools and programs may choose to track these students separately so that they can document the destination of students who transfer to a degree program outside of the accredited unit, but this is not required.

When should I start counting undergraduate students?

Begin counting these students when they have declared public health to be their major and have completed 75 semester-credit hours of coursework toward their public health degree.

FOR MORE FAQs VISIT

[HTTPS://CEPH.ORG/CONSTITUENTS/SCHOOLS/FAQS/GENERAL/GRADUATION-RATES/](https://ceph.org/constituents/schools/faqs/general/graduation-rates/)