

## Annual Report

### NONDEGREE PROGRAM COMPLETION

Non-degree program completion rates (e.g., postsecondary certificate or diploma, or a high school diploma) is a way for institutions to provide a tangible and direct measure of student achievement. Completion rates are an example of a direct measurement that DEAC uses to evaluate student achievement as appropriate to an institution's mission and educational offerings.

1. This report should employ a cohort based model where a group of entering new students are tracked over time.
2. Please enter the number of students that completed the program within 150% of normal time to completion for the program.

For example, if you have a two year program then 150% of normal time is three years. You would enter how many students completed the program within three years of their original start date. If the institution uses a different method for determining normal time for completion, provide an explanation in response to Question D in the Narrative section of the Annual Report.

3. Please also indicate the type of credential awarded, the length in credit hours, and the type of credit hours used to track progress through the program.
4. Enter the average time it takes (in months) for students to complete the program.

Enrollments are students who remained enrolled after the 5-day minimum cancellation period and met all admissions criteria. Exclusions categories that fall outside of the definition for enrollments and may include circumstances such as deployment for active duty military service, medical leave of absence, death, other approved leave of absence, or other reasons for exclusions as determined by the institution. Note - DEAC may request additional information for students reported under "exclusions."

Program Name	Level	# of New Students in Year Cohort was Established	# of Students Excluded from the Original Cohort	# of Students Still Continuing in Program	# Graduating Since Cohort was Established	Average Months to Complete For Graduates	Graduation Rate Before Exclusions	Graduation Rate after Exclusions
Administrative Medical Assistant	Non-Degree	3	0	1	2	6	66.67%	66.67%
Criminal Justice	Non-Degree	0	0	0	0	0	%	%
Entrepreneur Undergraduate Certificate	Non-Degree	0	0	0	0	0	%	%
Entrepreneurship Certificate Program	Non-Degree	17	2	0	10	6	58.82%	66.67%
GED Prep	Non-Degree	0	0	0	0	0	%	%
Grant Writer Certificate Program	Non-Degree	9	0	0	8	6	88.89%	88.89%
Law Office Management Undergraduate Certificate	Non-Degree	0	0	0	0	0	%	%
Legal Assistant Undergraduate Certificate	Non-Degree	0	0	0	0	0	%	%
Legal Document Preparer Undergraduate Certificate	Non-Degree	0	0	0	0	0	%	%
Legal Secretary Undergraduate Certificate	Non-Degree	0	0	0	0	0	%	%
Mediation	Non-Degree	12	1	0	10	6	83.33%	90.91%
Medical Billing	Non-Degree	6	0	0	5	6	83.33%	83.33%
Medical Coding	Non-Degree	5	0	1	4	6	80.00%	80.00%

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Minister Certificate Program	Non-Degree	10	1	2	7	6	70.00%	77.78%
Motivational Speaker Certificate Program	Non-Degree	3	0	0	3	0	100.00%	100.00%
Office Manager Undergraduate Certificate	Non-Degree	0	0	0	0	0	%	%
Paralegal Studies	Non-Degree	12	2	1	9	10	75.00%	90.00%
Pharmacy Technician	Non-Degree	7	0	1	6	7	85.71%	85.71%
Professional Coaching Certificate Program	Non-Degree	1	0	0	1	6	100.00%	100.00%
Real Estate Management Certificate Program	Non-Degree	39	4	0	28	6	71.79%	80.00%
Restaurant Business Management Undergraduate Certificate	Non-Degree	0	0	0	0	0	%	%
Virtual Executive Assistant Certificate Program	Non-Degree	2	0	0	2	6	100.00%	100.00%