

## **Outcome Measures (OM) Who to Include Tutorial Script 2023-24 Data Collection Cycle**

This tutorial discusses who to include when reporting Outcome Measures data. Only institutions that are degree-granting are required to report OM.

All institutions now report data using a full year cohort regardless of the institution's reporting type. Institutions must count all degree/certificate-seeking students who entered the institution over a 12-month period, between July 1<sup>st</sup> and June 30<sup>th</sup>, the coverage cohort period for OM. For academic reporters, students must have been enrolled at least by the institution's Census Date for official enrollment. For program/hybrid reporters, students must have been 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.

All degree-/certificate seeking undergraduate students entering the institution should be included in one of the four cohorts—first-time, full-time entering students; first-time, part-time entering students; non-first-time, full-time entering students; and non-first-time, part-time entering students. There are two subcohort groups for each cohort – Pell Grant recipients and Non-Pell Grant recipients – resulting in eight undergraduate subcohorts. Pell Grant recipients are identified as having received a disbursed award. Students enter a Pell Grant subcohort only if they received a Pell Grant during the entering coverage cohort period, July 1<sup>st</sup> to June 30<sup>th</sup>. If a student received a Pell Grant outside of the cohort coverage year, that student would be placed in the Non-Pell Grant entering subcohort.

Students' statuses for OM reporting purposes are determined in their first full term as a degree/certificate-seeking student. For example, if a student begins as a non-degree/certificate-seeking student in the fall term and becomes degree/certificate-seeking in the spring term, that student should be counted in the OM cohort as a non-degree/certificate-seeking student.

Students must be enrolled in courses creditable toward a degree, diploma, certificate, or other "recognized postsecondary credential". Include students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers and those enrolled in distance learning or home study programs.

Be sure to include students taking remedial courses if the student is considered degree-seeking, for the purpose of student financial aid determination.

A student who is designated as a member of a cohort remains in that cohort, even if the student started

as either a full-time or part-time student and later changes enrollment intensity, transfers to another institution, drops out of the institution, stops out of the institution, or has not fulfilled the institution's requirements to receive a degree or certificate.

Do not include students in the cohort who are enrolled exclusively in courses not creditable towards a recognized postsecondary credential, or the completion of a vocational program; exclusively taking Continuing Education Units (or CEUs); exclusively auditing classes; studying abroad such as at a foreign university if their enrollment at this institution is only an administrative record; in any branch campus located in a foreign country.

For more information on the material presented in this tutorial, please contact the IPEDS Help Desk. NCES strongly recommends reviewing the Frequently Asked Questions set up for the OM component.