

## **The CGS Ph.D. Completion Project Attrition Template Instructions**

The **Ph.D. Attrition Template** (second Excel worksheet) collects data for calculating and analyzing attrition rates and patterns by program for each year after initial cohort enrollment, where cohort means the number of students who enter a doctoral program during a given academic year. Any problems identified in the verification columns of the Completion Template should be corrected or resolved before proceeding to fill out the accompanying Attrition Template. The steps below require data entry and/or reconciliation with data carried over to this template automatically from the Completion Template:

### **Data transferred automatically from the Ph.D. Completion Template (no action required):**

- The cohort size
- The degrees awarded for each of the years 3 to 10 following first enrollment

**For each category below, enter\* the number of students (enter “0” when appropriate) from each cohort who:**

- Left the Ph.D. program without completing a master’s degree (within first 4 years following initial enrollment)
- Left the Ph.D. program after completing a master’s degree without candidacy (within first 4 years following initial enrollment)
- Left the Ph.D. program after achieving candidacy (within first 4 years following initial enrollment)
- Withdrew from the Ph.D. program, with or without a master’s degree (beyond the first 4 years following initial enrollment)
- Transferred out (i.e., left program to continue Ph.D. in another program / institution, e.g., to accompany advisor to another program or institution)
- Stopped out (i.e., took a leave of absence with an intent to return; this may be difficult information to obtain – again, make your best effort to determine or estimate)
- Completed the Ph.D. degree at some time during the year
- Did not complete the Ph.D. but are continuing in the program that year
- Status in the program is unclear or unknown

*\* To be provided by the graduate school, in collaboration with doctoral departments*

### **Additional Notes:**

Data for students who completed a Ph.D. degree three years or less after enrolling are automatically pulled from the Completion Template and entered into the “Ph.D. Degree” column in Year 3 of the accompanying Attrition Template. Since the “Ph.D. Degree” cells are locked on the Attrition Template for years 3 through 10, you will not be able to change these numbers. If a student actually completed his or her Ph.D. in less than three years (i.e. in Year 1 or Year 2), please enter that student into the appropriate cell in the Attrition Template. In this case, you will end up with an overcount for completers in Year 3, but this is acceptable since we do not use the

Attrition Template to calculate completion rates. In these rare cases, please inform us of this when you submit the Attrition Template, and we will correct the number entered into the “Ph.D. Degree” column in Year 3 after we receive the Attrition Template.

In addition, it is possible that a student could still be enrolled after 10 years but not yet have been admitted to candidacy. In this case, the student would *not* have been included in Completion Template column titled “number of students admitted to PhD candidacy,” and therefore would also *not* be included in the column titled “number who are still enrolled after 10 years.” These students, however, *would* be counted as “continuing” in the “10+ Years” column on the Attrition Template. If there are students at your institution who are still enrolled after 10 years but who have not yet been admitted to candidacy, the number entered on the Completion Template in the “number who are still enrolled after 10 years” column will not match the number entered on the Attrition Template as “continuing” in the “10+ Years” column. This is acceptable.

**An example of a completed attrition template is provided** on the following page. It represents a complete 10-year data set over several cohorts (reflecting a goal of what may be available at the end of the Ph.D. Completion Project). The example is intended to serve as a model as you complete an Attrition Template for *each* program.

# Attrition Template

Name of Institution: Sample  
 Program Name: Sample  
 Name & Email of Person Completing: Sample

After Enrollment	Year 1 [≤ 1 Year]	Year 2 [≥ 1 ≤ 2 Years]	Year 3 [≥ 2 ≤ 3]	Year 4 [≥ 3 ≤ 4]	Year 5 [≥ 4 ≤ 5]	Year 6 [≥ 5 ≤ 6]	Year 7 [≥ 6 ≤ 7]	Year 8 [≥ 7 ≤ 8]	Year 9 [≥ 8 ≤ 9]	Year 10 [≥ 9 ≤ 10]	10+ Years [> 10]
Cohort	Without MA With MA - without C With Candidacy Transfer Out Stop Out Ph.D. Degree Continuing Info Unknown	Without MA With MA - without C With Candidacy Transfer Out Stop Out Ph.D. Degree Continuing Info Unknown	Without MA With MA - without C With Candidacy Transfer Out Stop Out Ph.D. Degree Continuing Info Unknown	Without MA With MA - without C With Candidacy Transfer Out Stop Out Ph.D. Degree Continuing Info Unknown	Without MA With MA - without C With Candidacy Transfer Out Stop Out Ph.D. Degree Continuing Info Unknown	Without MA With MA - without C With Candidacy Transfer Out Stop Out Ph.D. Degree Continuing Info Unknown	Without MA With MA - without C With Candidacy Transfer Out Stop Out Ph.D. Degree Continuing Info Unknown	Without MA With MA - without C With Candidacy Transfer Out Stop Out Ph.D. Degree Continuing Info Unknown	Without MA With MA - without C With Candidacy Transfer Out Stop Out Ph.D. Degree Continuing Info Unknown	Without MA With MA - without C With Candidacy Transfer Out Stop Out Ph.D. Degree Continuing Info Unknown	Without MA With MA - without C With Candidacy Transfer Out Stop Out Ph.D. Degree Continuing Info Unknown
92-93	9	1 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	1 0 0 0 0 0 1 6 0	0 0 0 0 1 5 0 0	1 0 0 0 0 2 0 0	0 0 0 0 1 1 0 0	0 0 0 0 1 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
93-94	5	1 0 0 0 0 0 0 0	1 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 1 2 0	0 0 0 0 0 1 1 0	0 0 0 0 0 1 0 0	0 0 0 0 0 1 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
94-95	5	1 0 0 0 0 0 0 0	2 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 1 0 0	0 0 0 0 0 1 0 0	0 0 0 0 0 1 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
95-96	6	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	1 1 0 0 0 0 0 0	0 0 0 0 0 0 4 0 0	0 0 0 0 0 1 3 0	0 0 0 0 0 2 0 0	0 0 0 0 0 2 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
96-97	7	1 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 1 6 0	0 0 0 0 0 4 0 0	0 0 0 0 0 3 0 0	2 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
97-98	6	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 4 0 0	1 0 0 0 0 2 0 0	1 0 0 0 0 1 0 0	0 0 0 0 0 1 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
98-99	4	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 4 0 0	0 0 0 0 0 3 1 0	0 0 0 0 0 1 0 0	1 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
99-00	10	2 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	1 1 0 0 0 0 0 0	0 0 0 0 0 0 6 0 0	2 0 0 0 0 1 3 0 0	0 0 0 0 0 3 0 0	1 0 0 0 0 2 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
00-01	7	1 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 4 0 0	2 0 0 0 0 2 0 0	0 0 0 0 0 2 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
01-02	6	1 0 0 0 0 0 0 0	0 1 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 6 0 0	1 0 0 0 0 5 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
02-03	10	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 1 9 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
03-04	14	2 0 0 0 0 1 0 11	0 2 0 0 0 0 0 9	0 0 0 0 0 0 0 9	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
04-05	16	4 1 0 0 0 0 0 11	1 1 0 0 0 0 0 9	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
05-06	22	6 0 0 0 0 0 0 14	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0
Totals	127	20 1 0 0 0 1 0 0	4 4 0 0 0 0 0 81	2 2 1 0 0 0 0 68	1 2 1 0 0 0 5 62	7 0 0 0 4 32	2 0 0 0 6 17	2 0 0 0 4 9	3 0 0 1 1 2	0 0 0 0 3 1	0 0 0 0 0 0
Annual Total		126	88	74	61	42	24	16	7	4	0

SAMPLE  
Do Not Cite

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**Key:**  
 Without MA = Withdrawal without receiving a master's degree from the program (within first 4 years following initial enrollment)  
 With MA - without C = Withdrawal with completed master's degree without candidacy (within first 4 years following initial enrollment)  
 With Candidacy = Withdrawal after achieving candidacy, with or without a master's degree (within first 4 years following initial enrollment)  
 Withdrew = Left Ph.D. program after year 4 (with or without master's degree)  
 Transfer Out = Left program to continue Ph.D. in another program / institution (e.g., to accompany advisor to another program or institution)  
 Stopout = Temporary leave from Ph.D. program (for personal, family, financial, ... reasons; intending to return)  
 Ph.D. Degree = Ph.D. degree completed and conferred within the year indicated  
 Continuing = Enrolled in Ph.D. program and continuing work toward the degree  
 Info Unknown = Not enrolled, but no further information about status in Ph.D. program



Please address questions about this form to Helen Frasier [telephone: (202) 223-3791; email: hfrasier@cgs.nche.edu];  
 for all general questions about the Ph.D. Completion Project, please contact: Daniel Denecke [telephone: (202) 223-3791; email: ddenecke@cgs.nche.edu].