

Adding a New Admission Cohort

- The first step to entering students and cohort information is to create admission cohorts. A 'cohort' is a group of students who are admitted to the program together. Typically the students would all graduate together.
- Navigate to the 'Students' tab, click **Create New Cohort** to begin (A form will open on the page with a number of fields to complete. You will find you can also start adding students to cohorts you create at the bottom of the form).



Cohort List

The first step to entering students and cohort information is to create cohorts. The system allows you one cohort per on-time graduation year. Click Create a new Cohort to begin. A form will open on this page with a number of fields to complete. You will find you can also start adding students to the cohorts you create at the bottom of the form.



- A student cohort will comprise of students who are admitted together.
- Students will remain in this cohort, regardless of graduation year. This will help programs be able to track the impact of curricular or other changes.
- You can start adding students to your cohort by completing the fields. The system will automatically copy the information saved here to the **Students** tab, where you can complete the full student profile.
- *Please note: Programs with BOTH a Bachelor and Masters program can create separate cohorts by indicating 'Degree Type.'*

[Add a New Cohort](#)

The first step to entering students and cohort information is to create cohorts. The system allows you one cohort per on-time graduation year. You will find you can also start adding students to the cohorts you create at the bottom of the form.

A student cohort will comprise of all students who will graduate within the same academic year, regardless of enrollment date. For example, students graduating on December 2012 through August 2013 will be part of the 2012-2013 cohort.

Cohort Name: 2019-2020

Description: [Empty text area]

Enrollment Year: 2015-2016

On-Time Grad Year: 2019-2020

Maximum Number of Students: 25

Estimated Number of Applicants: 20

Degree Type: Bachelor Masters

Please use the student's legal name as it's registered with the Registrar's office.

FIRST NAME	LAST NAME	STUDENT UNIVERSITY ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

- The system will organize the cohort by 'Degree Type' and will include separate BOC pass rate tables within the 'BOC Pass Rate' tab

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[Create a new Cohort](#)

Search:

COHORT ID	COHORT NAME	ENROLLMENT YEAR	MAX STUDENTS	ON-TIME GRADUATION	DEGREE TYPE
2526	2019-2020	2015-2016	25	2019-2020	Masters
1236	Class of 2011	2007-2008	11	2010-2011	Bachelor
1232	Class of 2012	2008-2009	7	2011-2012	Bachelor
1228	Class of 2013	2009-2010	9	2012-2013	Bachelor
1237	Class of 2014	2010-2011	10	2013-2014	Masters

Important points regarding cohorts:

- Do not move a student from one cohort to another even if that student has a delayed graduation.
- Be sure to update the individual student profiles with their BOC IDs, and status in the program. If a student changes majors or transfers out of the program, you can indicate that on the student profile.
- A student remains with his/her cohort regardless of when they graduate or when they sit for the BOC examination. See two examples below:
 - The Class of 2013 cohort's "on-time" graduation date is May 5, 2013. One student does not graduate until May 8, 2014, he remains with with the Class of 2013 cohort. His on-time graduation would be listed as May of 2013 with actual graduation in May of 2014.
 - The Class of 2013 cohort's "on-time" graduation date is May 2013. One student graduates, but does not sit for the BOC examination until 2015. His BOC results stay with the Class of 2013 cohort regardless of when he takes the examination.

BOC Pass Rate Table

Once a BOC ID is matched to each student in a cohort, and the student has taken the BOC exam, this table will populate from data directly from the BOC. The aggregate pass rate is calculated by the number of graduates taking the exam divided by the number of graduates who pass the exam. Important note: The first time pass rate and total pass rate may be different than what was previously received by programs from the BOC in the Institution Pass Report . The BOC pass rate on previous reports from the BOC was calculated without regard to student cohort and was based on the BOC exam year (April-February of each year). BOC pass rate data posted on the program's website MUST match the data on this table.

Programs must meet or exceed a three year aggregate of 70 percent first-time pass rate on the BOC exam.

Bachelors Student BOC Pass Rate

FIELDS	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	3 YR AGGREGATE
Number of students graduating from program.	11	7	4	0	0	4
Number of students graduating from program who took examination.	11	7	4	0	0	4
Number of students who passed the examination on the first attempt.	7	6	3	0	0	3
Percentage of students who passed the examination on the first attempt.	63.64	85.71	75.00	0.00	0.00	75.00
Number of students who passed the examination regardless of the number of attempts.	10	7	4	0	0	4
Percentage of students who passed the examination regardless of the number of attempts.	90.91	100.00	100.00	0.00	0.00	100.00

Masters Student BOC Pass Rate

FIELDS	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	3 YR AGGREGATE
Number of students graduating from program.	0	0	0	5	0	5
Number of students graduating from program who took examination.	0	0	1	5	0	6
Number of students who passed the examination on the first attempt.	0	0	0	4	0	4
Percentage of students who passed the examination on the first attempt.	0.00	0.00	0.00	80.00	0.00	66.67
Number of students who passed the examination regardless of the number of attempts.	0	0	0	5	0	5
Percentage of students who passed the examination regardless of the number of attempts.	0.00	0.00	0.00	100.00	0.00	83.33