

# College for Financial Planning

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2020 FACT BOOK



COLLEGE FOR  
FINANCIAL PLANNING®  
A KAPLAN COMPANY

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## INTRODUCTION TO THE FACT BOOK

This fact book contains important and frequently requested information about the College's programs, students, faculty, staff, and operations. It is meant to serve as an information source for College employees and stakeholders, as well as current and prospective students.

The information provided in this fact book represents the data available as of January 1, 2020. Additional data can be found on the Office of Institutional Research and Effectiveness website, <https://www.kaplanfinancial.com/wealth-management/resources/ire>.

If you have any questions or concerns about this fact book, please contact the Office of Institutional Research and Effectiveness at [research@cffp.edu](mailto:research@cffp.edu).

Thank you!

## INTRODUCTION TO THE COLLEGE

### Mission

The College's mission is to be the education provider of choice for working adults in the financial services industry by enabling student learning through advanced education programs and quality support services.

### History of the College

The College for Financial Planning was granted a charter by the state of Colorado in 1972 as a private, nonprofit corporation to formalize the financial planning profession via the CFP® certification. In 1985, the College and the Certified Financial Planner Board of Standards Inc. became separate entities, with the College providing education and the CFP Board supporting the CFP® certification itself. The National Endowment for Financial Education (NEFE) evolved from and served as the parent entity of the College from 1992 to 1997 when they finalized the sale of the College for Financial Planning to Apollo Group, Inc., a for-profit organization, which was the parent company until 2018 when the College for Financial Planning was acquired by Kaplan, Inc. As a result of the recent acquisition, the enrollment data notably increased in some areas such as the CFP® Certification Professional Education Program.

Over the years, the College has developed and introduced a variety of courses and designations to better serve the needs of its students and the financial services industry. Today, the College remains committed to offering the highest level of education to the financial services industry, including two Master of Science degrees and the Certified Financial Planner Certification Professional Education program. The College also offers five graduate-level professional designations (APMA®, AWMA®, CSRIC™, CRPC®, and CRPS®) and five certificate-level professional designations (AAMS®, CMFC®, LUTCF®, FPQP™, and WMS) that are considered among the most respected credentials in the industry.

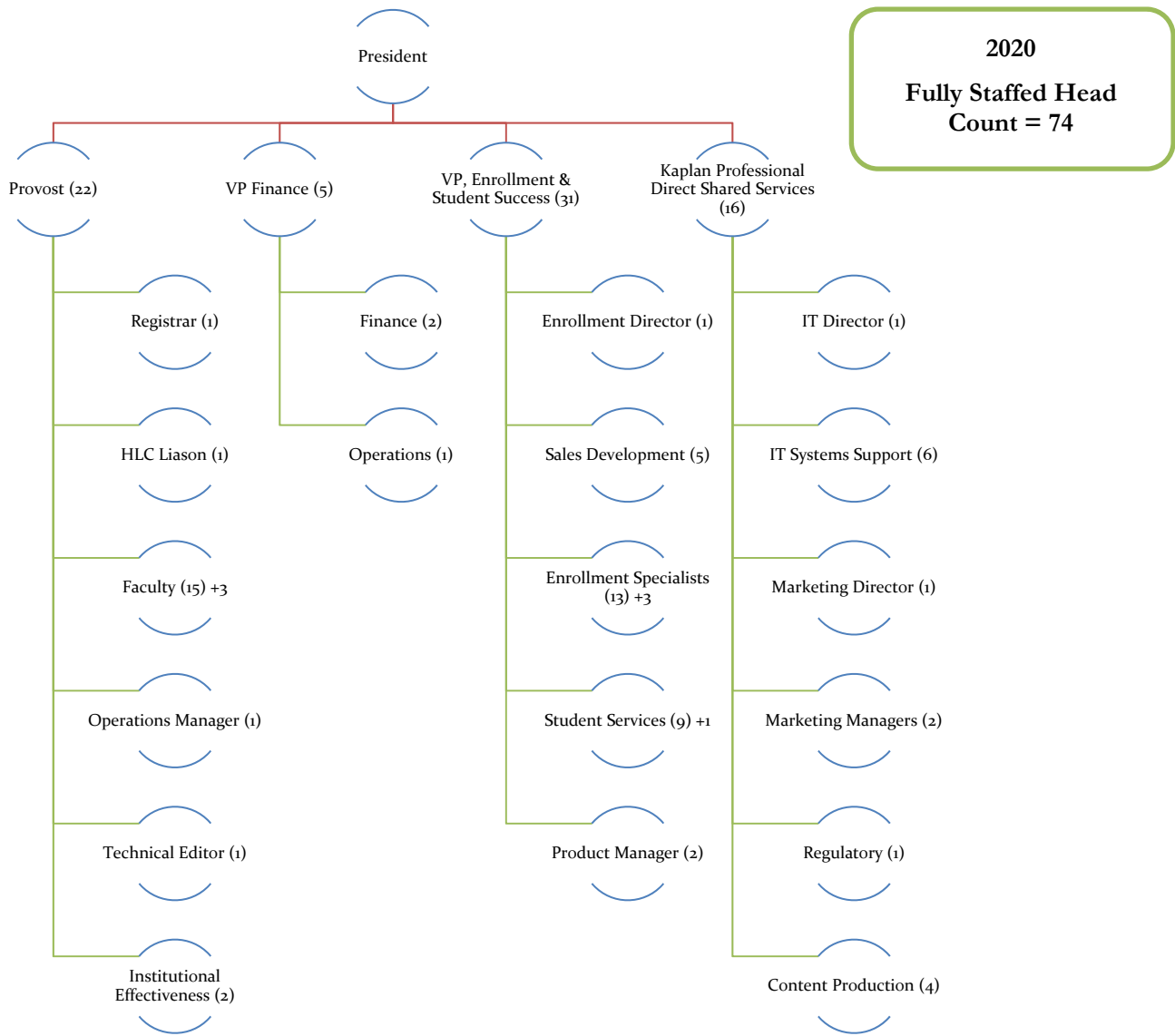
### Board of Directors

The College's board of directors consists of five members:

- Dirk Pantone, president of the College for Financial Planning
- Eileen Sharkey, principal and chair of Sharkey, Howes, & Javer
- Karen Spero, founded Spero-Smith Investment Advisors
- Judith Shine, president of Shine Investment Advisory Services, Inc.
- James Williams, CEO of J.F. Williams Co., Inc.

## Organization

The College is organized into the following broad functional areas: Academic Affairs, Finance, and Enrollment & Student Success along with additional shared services units.



## Faculty Profile

In addition to the full-time faculty, the College also employs approximately 16 adjunct faculty and 72 academic facilitators (9 of which are both). Nearly all of the College’s faculty have significant work experience in the financial services industry. A profile of the College’s instructors can be found below.

	Full-time	Adjuncts	Academic Facilitators
<b>Terminally degreed</b>	29%	31%	17%
<b>Master’s degree</b>	79%	44%	25%
<b>Female</b>	29%	38%	24%

### Accreditation

The College has been fully accredited by the Higher Learning Commission (HLC), a regional accreditor recognized by the Department of Education and the Council for Higher Education Accreditation (CHEA), since November 1994. The College is fully authorized to offer degrees in the State of Colorado by the Colorado Department of Higher Education.

The State of Colorado participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA), and the College for Financial Planning is an approved SARA institution.

The College's CFP Professional Education Program is registered with the Certified Financial Planner Board of Standards. <https://www.cfp.net/become-a-cfp-professional/find-an-education-program>

## STUDENT DEMOGRAPHICS

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Enrollment Totals</b>	<b>7,760</b>	<b>9,496</b>	<b>6,596</b>	<b>5,945</b>	<b>6,417</b>	<b>8,311</b>	<b>7,991</b>	<b>7,273</b>	<b>6,916</b>	<b>8,323</b>
<b>Gender</b>										
Female	20.3%	18.5%	20.9%	18.6%	15.8%	14.4%	13.6%	13.6%	9.0%	5.0%
Male	58.6%	56.9%	54.2%	46.5%	38.0%	35.4%	35.1%	31.1%	22.3%	12.6%
Not specified	21.0%	24.5%	24.9%	34.9%	46.2%	50.1%	51.3%	55.3%	68.8%	72.4%
<b>Age Range</b>										
20-25	0.0%	0.0%	0.0%	0.1%	0.3%	0.6%	2.1%	2.7%	2.4%	1.4%
26-30	0.1%	0.4%	1.3%	2.2%	4.0%	4.6%	5.8%	6.0%	4.5%	2.1%
31-35	2.0%	2.3%	3.0%	4.1%	4.7%	4.9%	5.7%	5.6%	3.9%	2.6%
36-40	2.9%	2.8%	3.1%	3.7%	4.1%	4.1%	4.8%	4.3%	3.2%	2.1%
41-45	3.0%	2.7%	2.9%	3.1%	3.3%	3.4%	3.3%	3.2%	2.4%	1.4%
46-50	2.7%	2.4%	2.4%	2.7%	2.9%	3.2%	3.7%	2.7%	2.3%	1.5%
51-55	3.0%	2.3%	2.1%	2.3%	2.5%	2.5%	2.6%	2.0%	1.6%	0.8%
56-60	2.4%	2.2%	2.2%	1.9%	2.0%	2.1%	1.7%	2.0%	1.1%	0.8%
61-65	1.4%	1.3%	1.4%	1.3%	1.3%	1.0%	1.0%	1.0%	0.6%	0.3%
66-70	0.8%	0.7%	0.6%	0.4%	0.6%	0.3%	0.4%	0.3%	0.1%	0.2%
71+	0.2%	0.2%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.0%
Not specified	81.5%	82.7%	80.8%	78.1%	74.3%	73.2%	68.9%	70.1%	77.9%	76.8%
<b>Race/Ethnicity</b>										
Asian/Pacific Islander	0.6%	0.5%	0.5%	0.7%	1.0%	1.0%	1.2%	1.1%	0.7%	0.7%
Black/African-American	0.6%	0.5%	0.5%	0.8%	0.7%	0.6%	1.0%	1.2%	0.9%	0.3%
Hispanic Non-White	0.1%	0.1%	0.2%	0.3%	0.3%	0.3%	0.4%	0.4%	0.3%	0.2%
Hispanic White	0.7%	0.5%	0.5%	0.8%	0.8%	1.2%	1.4%	1.3%	1.0%	0.5%
Native American	0.0%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.2%	0.0%	0.0%
White/Caucasian	15.8%	14.9%	16.5%	18.3%	21.3%	22.3%	25.8%	24.3%	18.2%	11.0%
More than one indicated	0.2%	0.2%	0.3%	0.2%	0.4%	0.3%	0.4%	0.4%	0.4%	0.1%
Not specified	82.0%	83.3%	81.5%	79.0%	75.4%	74.0%	69.8%	71.0%	78.6%	77.1%

Totals by State	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>State</b>										
AK - Alaska	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.3%	0.2%	0.1%	0.1%
AL - Alabama	0.7%	0.9%	0.9%	0.7%	0.7%	0.8%	0.8%	0.9%	0.8%	0.7%
AR - Arkansas	0.8%	0.5%	0.3%	0.6%	0.5%	0.4%	0.5%	0.4%	0.6%	0.2%
AZ - Arizona	3.6%	3.3%	3.6%	3.8%	3.1%	3.1%	3.3%	3.4%	3.8%	2.4%
CA - California	10.1%	11.2%	11.5%	10.9%	10.6%	10.9%	10.5%	11.0%	9.5%	7.3%
CO - Colorado	3.5%	3.8%	4.2%	4.8%	4.9%	3.8%	4.0%	3.9%	4.4%	3.5%
CT - Connecticut	1.8%	1.5%	1.9%	1.9%	1.8%	1.8%	2.1%	1.7%	1.4%	1.3%
DC - District of Columbia	0.3%	0.5%	0.5%	0.5%	0.5%	0.5%	0.4%	0.5%	0.4%	0.1%
DE - Delaware	0.3%	0.3%	0.2%	0.2%	0.2%	0.3%	0.2%	0.3%	0.2%	0.2%
FL - Florida	6.1%	6.6%	7.4%	7.2%	7.7%	8.9%	8.2%	8.1%	7.8%	5.4%
GA - Georgia	2.3%	2.5%	2.2%	2.6%	2.2%	2.4%	2.6%	2.8%	2.6%	1.7%
HI - Hawaii	0.4%	0.4%	0.4%	0.5%	0.4%	0.5%	0.4%	0.4%	0.3%	0.3%
IA - Iowa	0.7%	1.0%	1.0%	1.0%	0.7%	0.8%	0.9%	1.0%	1.2%	0.9%
ID - Idaho	0.4%	0.6%	0.4%	0.3%	0.2%	0.3%	0.3%	0.4%	0.4%	0.3%
IL - Illinois	3.7%	4.3%	4.1%	3.7%	3.6%	3.7%	3.5%	4.3%	4.7%	2.9%
IN - Indiana	2.4%	2.1%	2.1%	2.2%	2.5%	1.8%	1.9%	1.6%	1.9%	1.5%
KS - Kansas	0.7%	0.8%	1.0%	0.8%	1.1%	0.9%	1.1%	1.3%	1.2%	1.0%
KY - Kentucky	0.7%	0.9%	0.8%	0.7%	0.9%	0.8%	0.8%	0.9%	0.8%	0.6%
LA - Louisiana	1.0%	0.9%	0.8%	1.0%	0.8%	0.9%	0.9%	0.8%	1.0%	0.9%
MA - Massachusetts	2.8%	2.6%	2.6%	2.6%	2.9%	2.8%	2.5%	2.5%	2.6%	2.0%
MD - Maryland	2.7%	2.2%	2.1%	2.6%	2.6%	2.2%	2.5%	2.3%	2.0%	1.5%
ME - Maine	0.3%	0.4%	0.4%	0.4%	0.5%	0.4%	0.5%	0.4%	0.3%	0.6%
MI - Michigan	2.8%	2.5%	2.8%	2.7%	2.7%	2.4%	2.4%	2.3%	3.0%	2.3%
MN - Minnesota	2.8%	2.8%	2.7%	2.4%	3.1%	2.4%	2.9%	2.2%	2.5%	2.2%
MO - Missouri	2.7%	2.5%	2.4%	2.1%	2.4%	2.1%	2.0%	2.0%	2.1%	1.8%
MS - Mississippi	0.4%	0.3%	0.3%	0.3%	0.3%	0.2%	0.2%	0.2%	0.3%	0.2%
MT - Montana	0.3%	0.4%	0.3%	0.3%	0.2%	0.2%	0.3%	0.1%	0.4%	0.2%
NC - North Carolina	4.1%	3.2%	3.7%	4.0%	3.2%	3.6%	3.4%	3.1%	3.8%	2.6%
ND - North Dakota	0.3%	0.2%	0.2%	0.2%	0.2%	0.1%	0.2%	0.3%	0.3%	0.3%
NE - Nebraska	0.6%	0.6%	0.9%	0.7%	0.6%	0.5%	0.7%	0.6%	1.0%	0.6%
NH - New Hampshire	0.4%	0.6%	0.6%	0.6%	0.6%	0.8%	0.7%	0.8%	0.7%	0.5%
NJ - New Jersey	4.4%	4.1%	3.2%	3.4%	3.6%	4.4%	4.5%	4.5%	4.3%	2.6%
NM - New Mexico	0.4%	0.3%	0.4%	0.3%	0.3%	0.3%	0.4%	0.4%	0.4%	0.2%
NV - Nevada	0.5%	0.5%	0.7%	0.7%	0.7%	0.7%	0.7%	0.6%	0.8%	0.4%
NY - New York	6.4%	5.4%	5.3%	5.9%	5.9%	6.4%	6.3%	6.5%	5.1%	3.7%
OH - Ohio	3.3%	3.2%	3.6%	3.5%	3.2%	3.4%	3.5%	3.6%	3.2%	2.6%
OK - Oklahoma	0.6%	0.7%	0.5%	0.7%	0.6%	0.5%	0.7%	0.6%	0.6%	0.6%
OR - Oregon	1.3%	1.1%	0.9%	1.0%	0.9%	1.0%	0.9%	1.0%	1.2%	0.8%
PA - Pennsylvania	3.5%	3.9%	3.6%	3.9%	3.9%	3.6%	3.6%	3.6%	3.5%	3.0%
RI - Rhode Island	0.4%	0.2%	0.4%	0.4%	0.4%	0.4%	0.4%	0.3%	0.4%	0.4%
SC - South Carolina	1.0%	1.3%	0.9%	1.1%	1.2%	1.2%	1.1%	1.2%	1.2%	0.9%
SD - South Dakota	0.2%	0.3%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.3%
TN - Tennessee	1.3%	1.7%	1.5%	1.5%	1.6%	1.5%	1.2%	1.6%	1.3%	1.4%
TX - Texas	7.8%	7.8%	7.3%	6.6%	7.1%	7.6%	6.8%	7.0%	6.4%	5.3%
UT - Utah	0.8%	0.9%	1.0%	0.8%	1.0%	0.7%	0.9%	1.0%	0.9%	0.8%
VA - Virginia	2.5%	2.9%	2.6%	2.7%	2.5%	2.9%	3.1%	2.6%	2.7%	2.3%
VT - Vermont	0.1%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.1%	0.1%
WA - Washington	3.1%	2.8%	3.0%	2.7%	2.7%	2.5%	2.7%	2.8%	2.9%	2.3%
WI - Wisconsin	1.7%	1.7%	1.8%	1.8%	1.7%	1.7%	1.5%	1.3%	2.0%	1.8%
WV - West Virginia	0.2%	0.2%	0.3%	0.2%	0.2%	0.2%	0.2%	0.1%	0.3%	0.2%
WY - Wyoming	0.1%	0.1%	0.1%	0.1%	0.1%	0.0%	0.1%	0.2%	0.1%	0.1%
Not specified	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.1%	23.9%

## PROGRAM GRADUATES

### Designation Program Alumni

	AAMS	ADPA	APMA	AWMA	CMFC	CSRIC	CRPC	CRPS	FPQP	LUTCF	WMS*
<b>Total Conferred</b>	22,266	666	2,515	3,141	6,611	158	31,320	6,715	8,527	403	470
<b>Total Certified</b>	10,936	416	2,336	2,292	1,900	158	20,619	4,446	2,148	291	391

\*The totals for this designation are as of the date it was made available through the College.

### CFP® Professional Education and Graduate Degree Program Alumni

	CFP® Education Program	Graduate Degree Programs
<b>Total Graduates</b>	69,820	1,829

The following tables show the number of graduates who started their program in the calendar years shown. Fields shown in gray indicate incomplete years because students enrolled in those years still have time to complete.

### Professional Designation Programs

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>AAMS</b>	961	986	454	495	549	574	550	485	554	
<b>ADPA</b>	71	115	215	70	81	52	4	0	0	
<b>APMA</b>	101	178	149	169	173	292	412	463	346	
<b>AWMA</b>	155	128	122	209	266	302	278	227	249	
<b>CMFC</b>	90	93	123	114	89	74	46	40	26	
<b>CRPC</b>	2,019	1,938	1,367	1,137	1,285	1,506	1,476	1,292	1,219	
<b>CRPS</b>	384	402	437	349	324	349	363	412	283	
<b>CSRIC</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	63	
<b>FFPN</b>	207	231	245	197	208	252	259	283	266	
<b>LUTCF</b>	N/A	N/A	N/A	N/A	N/A	61	145	106	64	

Note that students in the professional designation programs have one year to complete, so students who enrolled in 2019 are still in the process of completing.

### CFP® Certification Professional Education Program

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>CFP® Program</b>	725	1,162	428	492	574	726	622			

Note that students in the CFP professional education program have three years to complete, so students who enrolled from 2017 - 2019 are still in the process of completing.

### Graduate Degree Programs

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>3-year graduates</b>	40	40	48	60	46	28	60			
<b>4-year graduates</b>	48	49	55	67	52	32				
<b>5-year graduates</b>	60	52	58	69	55					

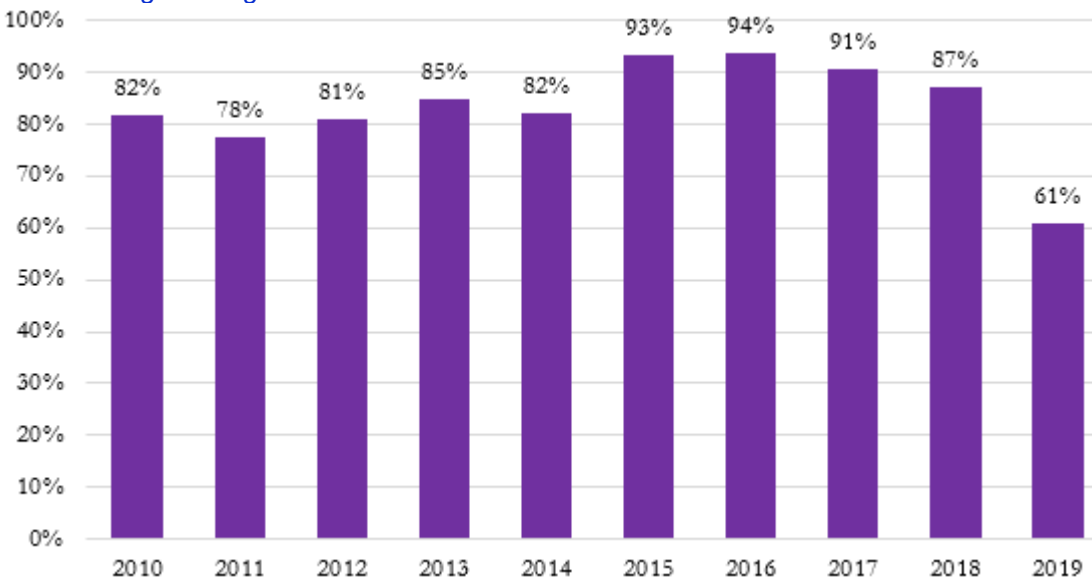


## RETENTION, PERSISTENCE, AND GRADUATION RATES

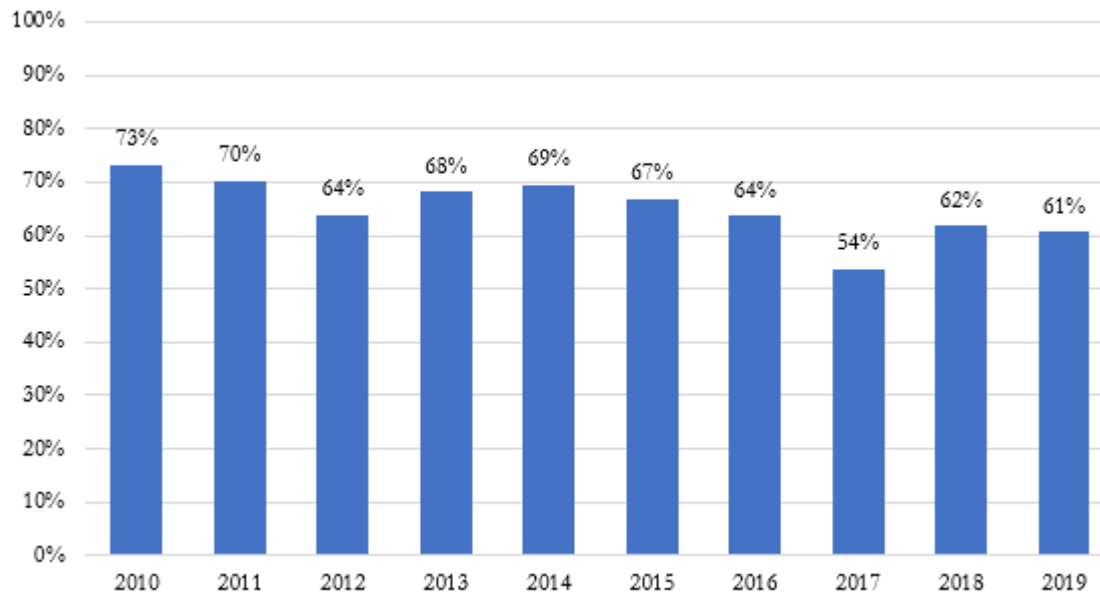
### Retention Rates

The retention rates include admitted students who enrolled during a given time and successfully completed two courses. The designations (AAMS®, CMFC®, FPQP™, APMA®, AWMA®, CSRIC™, CRPC®, CRPS®, and WMS) are single course programs, so there are no retention rates for those. Note that students who enrolled in the last term of 2019 have not yet completed two courses.

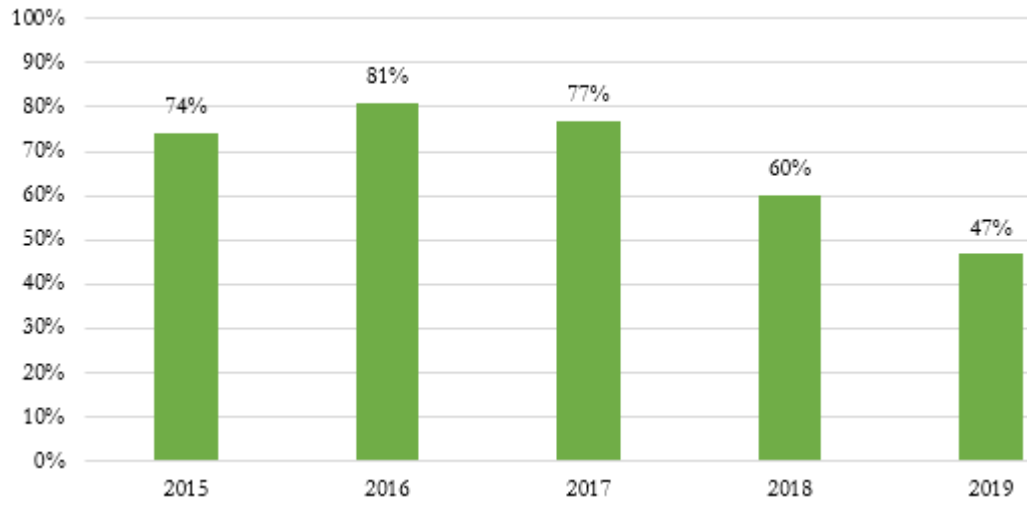
#### Graduate Degree Program Retention Rates



#### CFP® Certification Professional Education Program Retention Rates



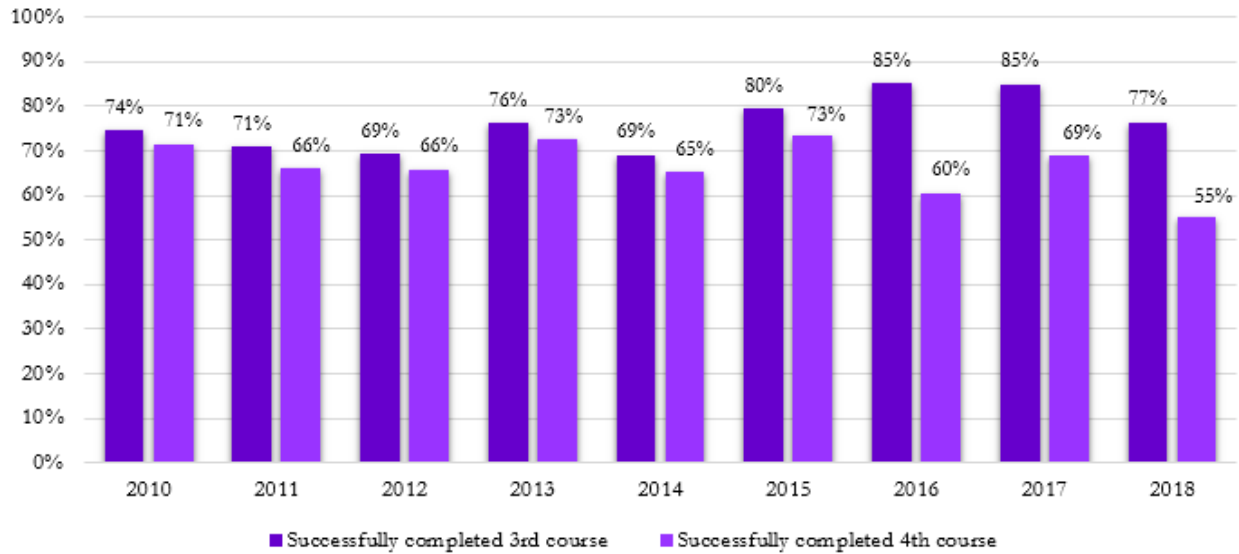
*LUTCF Program Retention Rates*



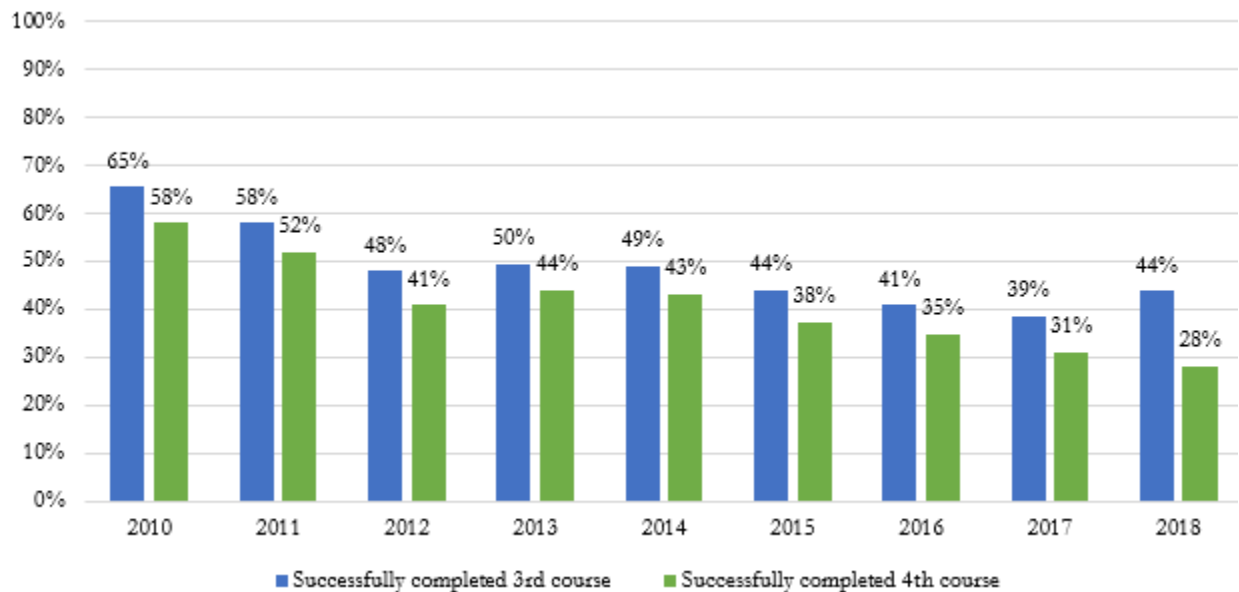
### Persistence Rates

Since the persistence rates are defined as students who initially enrolled during the given calendar years and have successfully completed four courses, the most recent date shown is 2018 because students who enrolled in subsequent years are still in the process of completing courses.

*Graduate Degree Program Persistence Rates*



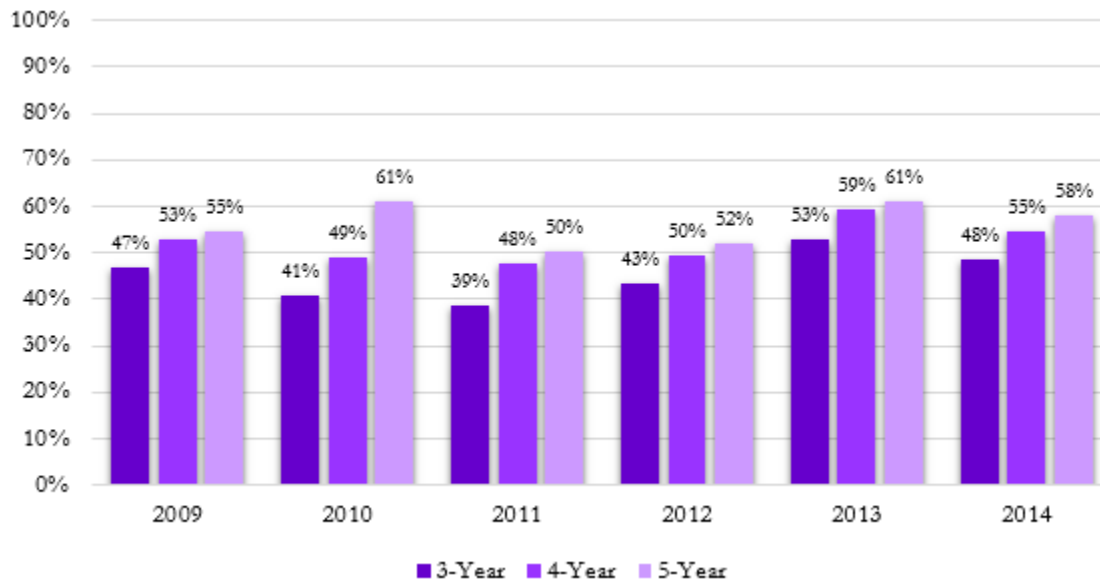
*CFP® Certification Professional Education Program Persistence Rates*



### Graduation Rates and Exam Pass Rates

Since students have five years to complete their graduate degree program, the most recent date shown is 2014 because students who enrolled in subsequent years are still in the process of completing courses.

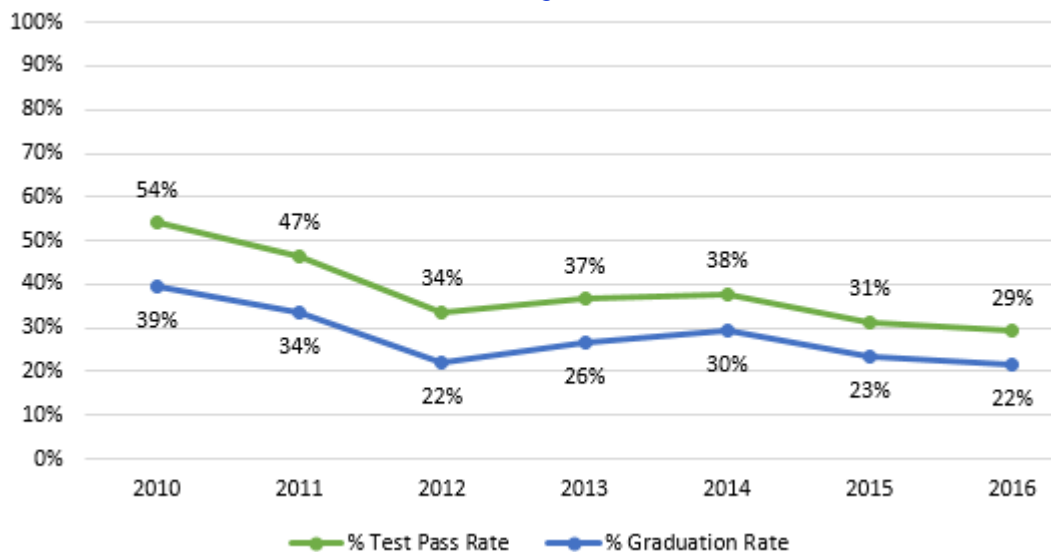
#### Graduate Degree Program Graduation Rates



Since students have three years to complete their CFP program, the most recent date shown is 2016 because students who enrolled in subsequent years are still in the process of completing courses.

The test pass rates are the percentage of individuals who passed the final exam based on the number who took the exam. Graduation rates are the percentage of individuals who passed the final exam based on the total number enrolled in the program.

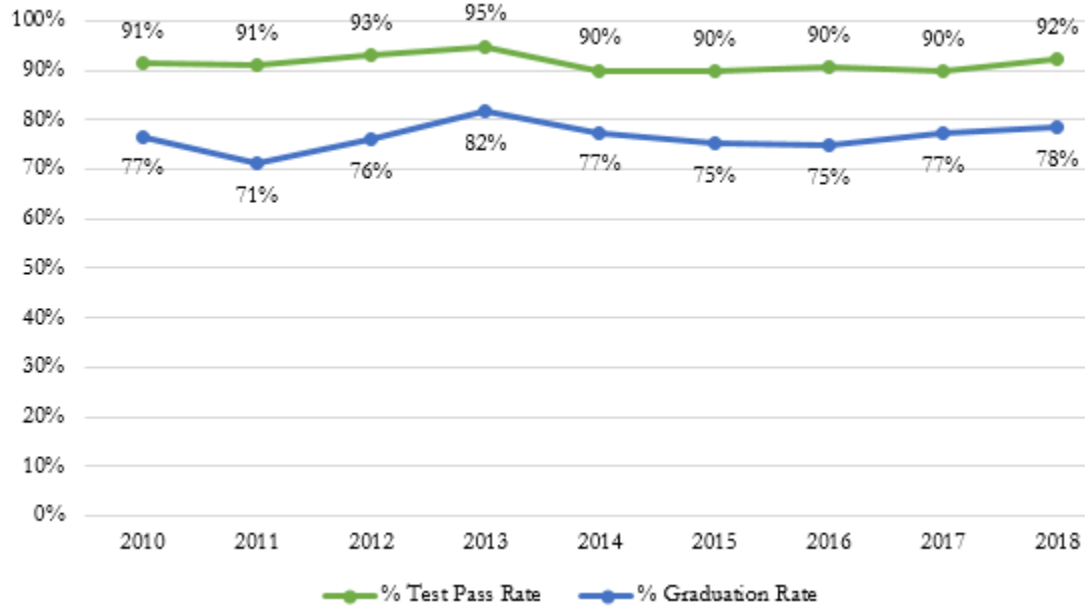
#### CFP® Certification Professional Education Program Graduation Rates



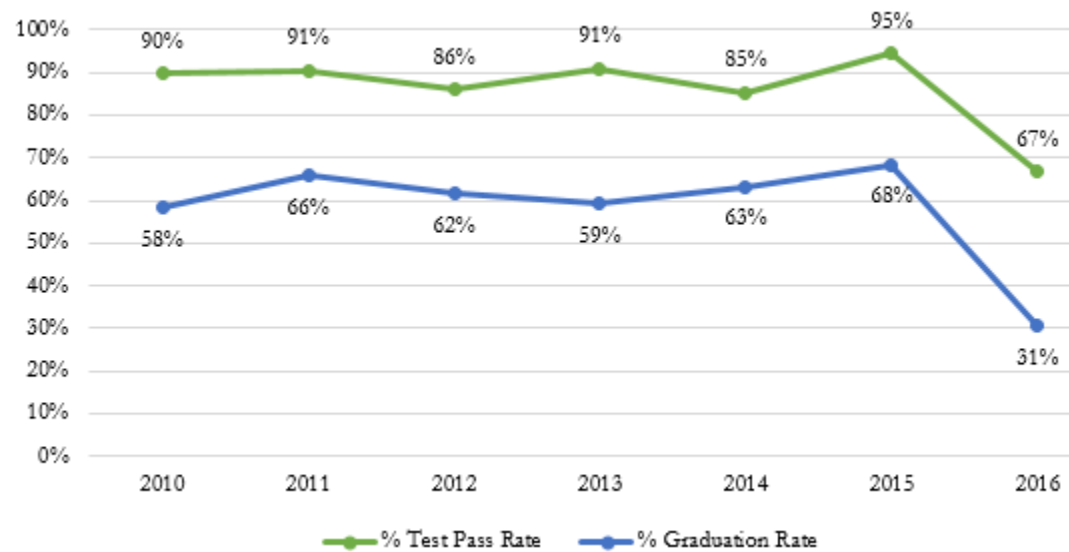
Since students have one year to complete their designation program, 2018 is the most recent date shown with finalized data because students who enrolled 2019 are still in the process of completing.

*Accredited Asset Management Specialist<sup>SM</sup> or AAMS<sup>®</sup> Program*

(Approximately 68% pass on their first attempt)

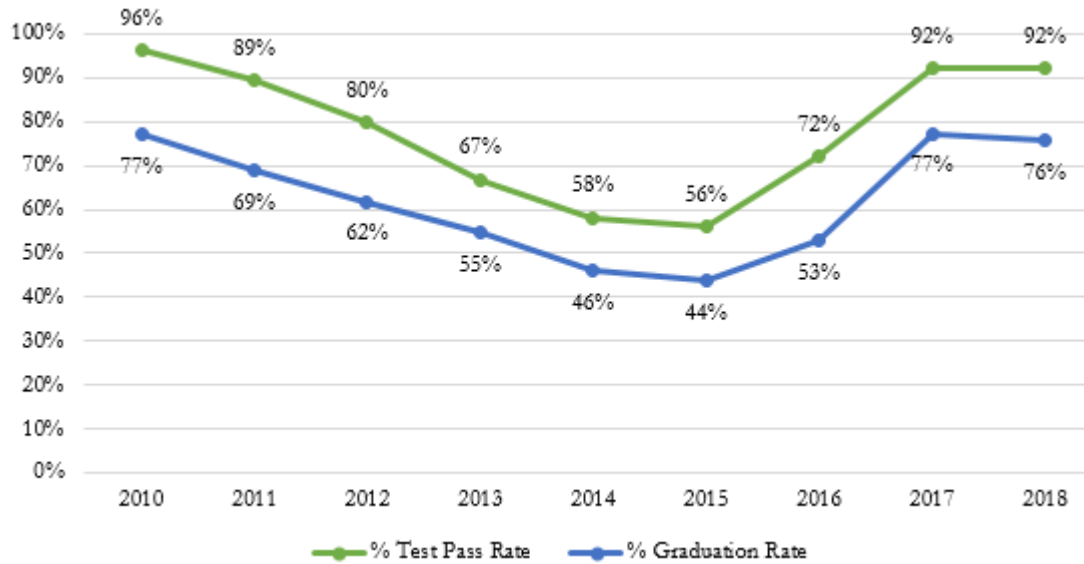


*Accredited Domestic Partnership Advisor<sup>SM</sup> or ADPA<sup>®</sup> Program*

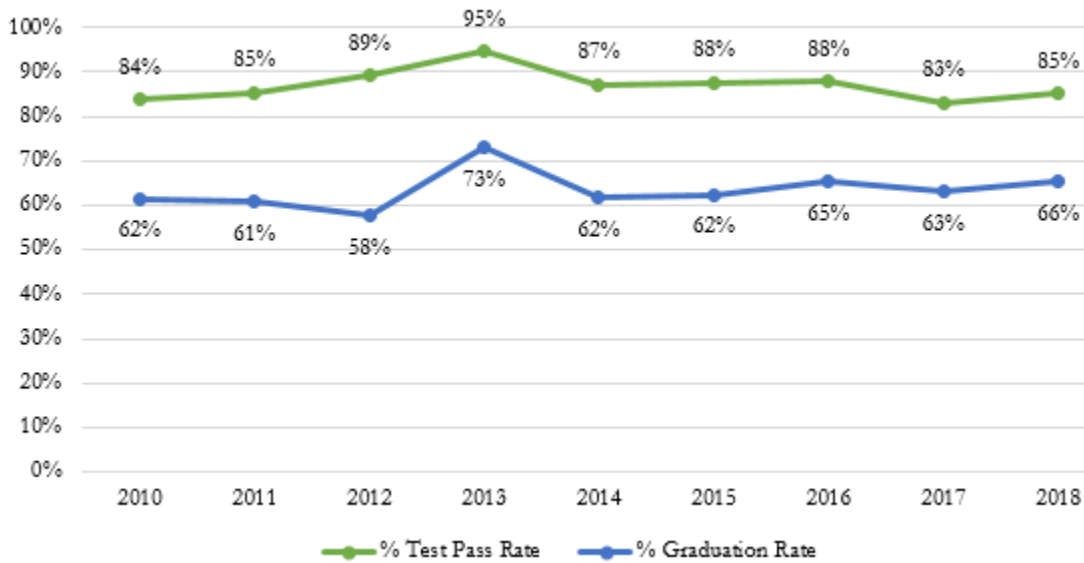


Note: In July of 2016, the College suspended the ADPA program following the U.S. Supreme Court’s ruling on same-sex marriage.

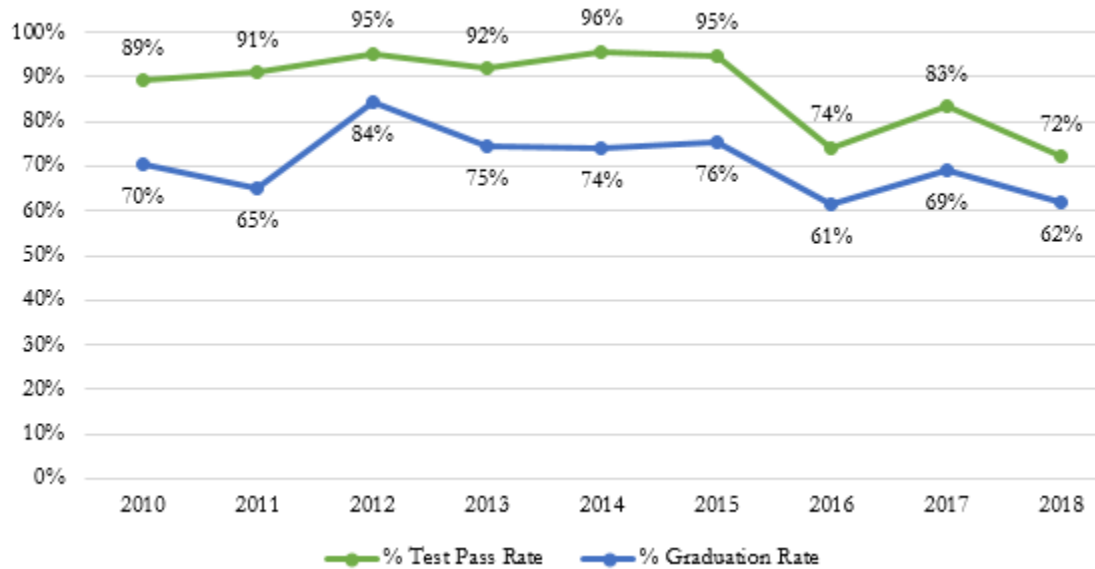
*Accredited Portfolio Management Advisor<sup>SM</sup> or APMA<sup>®</sup> Program*  
 (Approximately 62% pass on their first attempt)



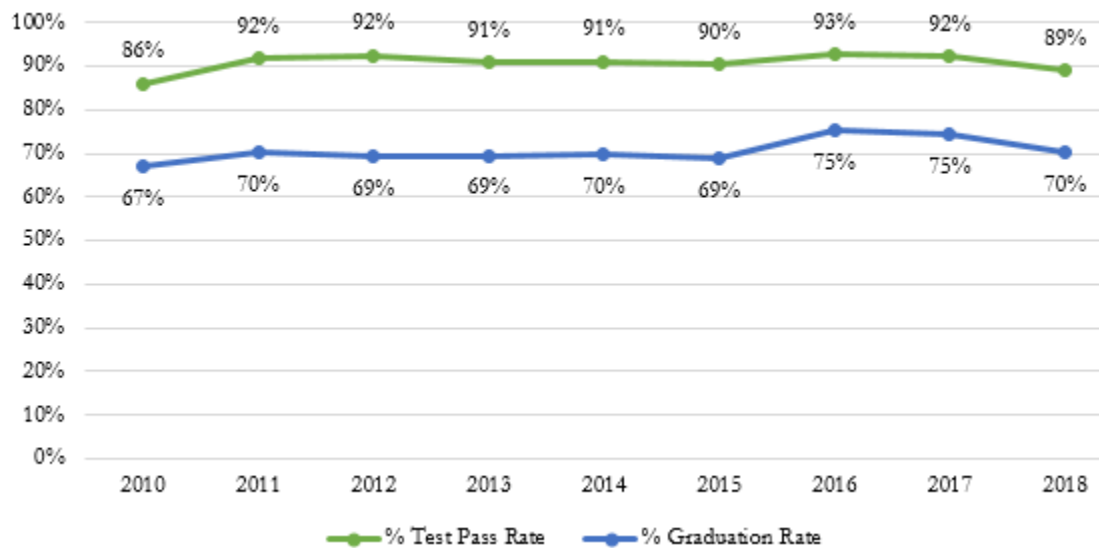
*Accredited Wealth Management Advisor<sup>SM</sup> or AWMA<sup>®</sup> Program*  
 (Approximately 54% pass on their first attempt)



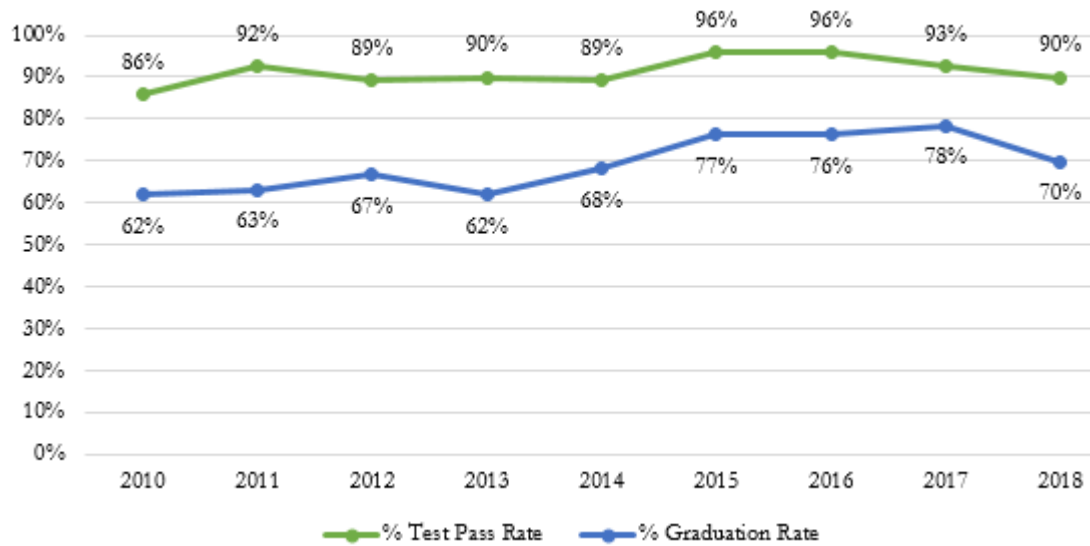
*Chartered Mutual Fund Counselor<sup>SM</sup> or CMFC<sup>®</sup> Program*  
 (Approximately 56% pass on their first attempt)



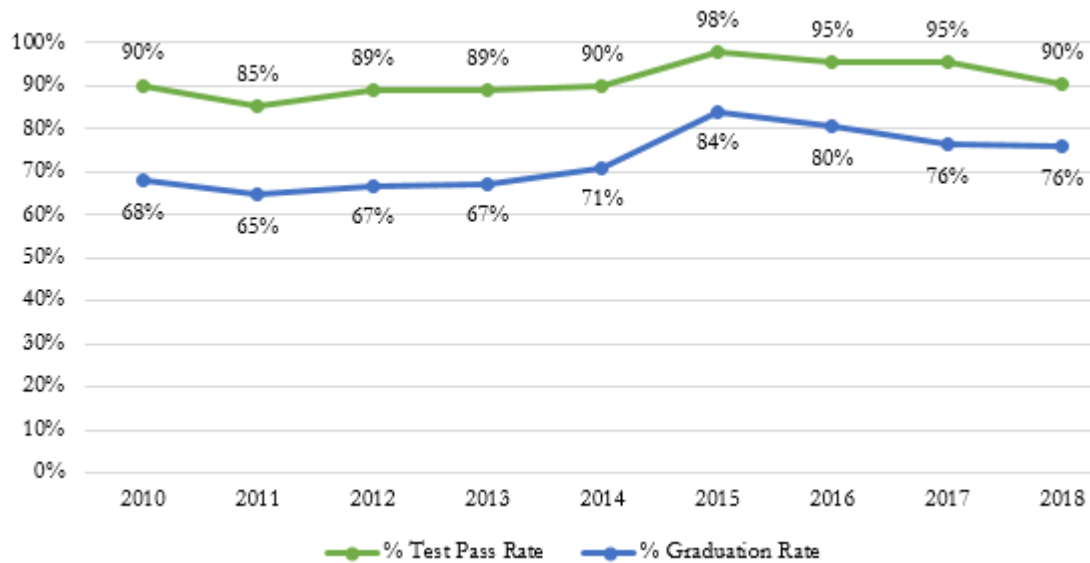
*Chartered Retirement Planning Counselor<sup>SM</sup> or CRPC<sup>®</sup> Program*  
 (Approximately 72% pass on their first attempt)



*Chartered Retirement Plans Specialist<sup>SM</sup> or CRPS<sup>®</sup> Program*  
 (Approximately 79% pass on their first attempt)

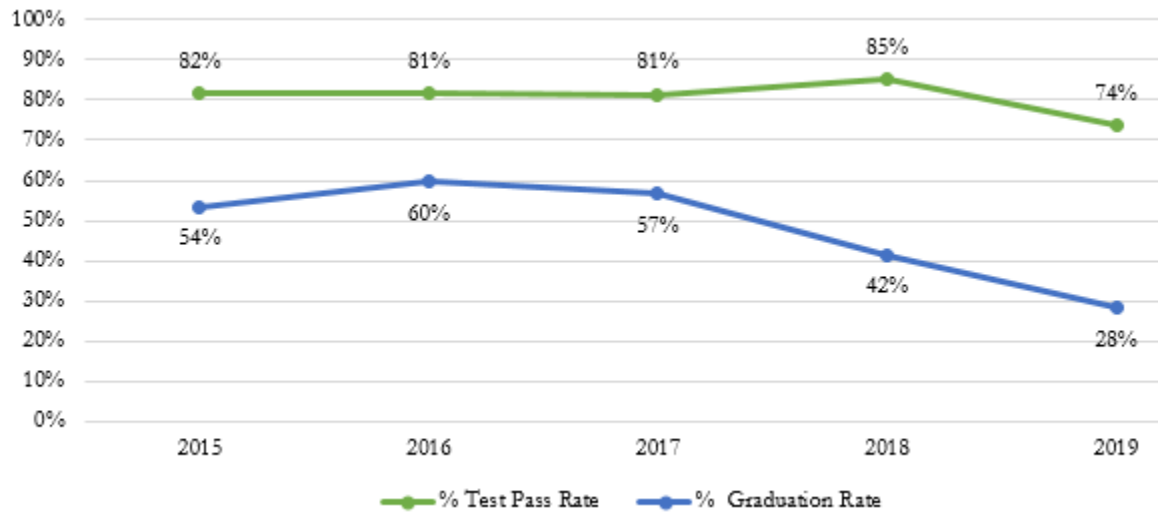


*Foundations in Financial Planning<sup>SM</sup> Program leading to the FPQP designation*  
 (Approximately 60% pass on their first attempt)

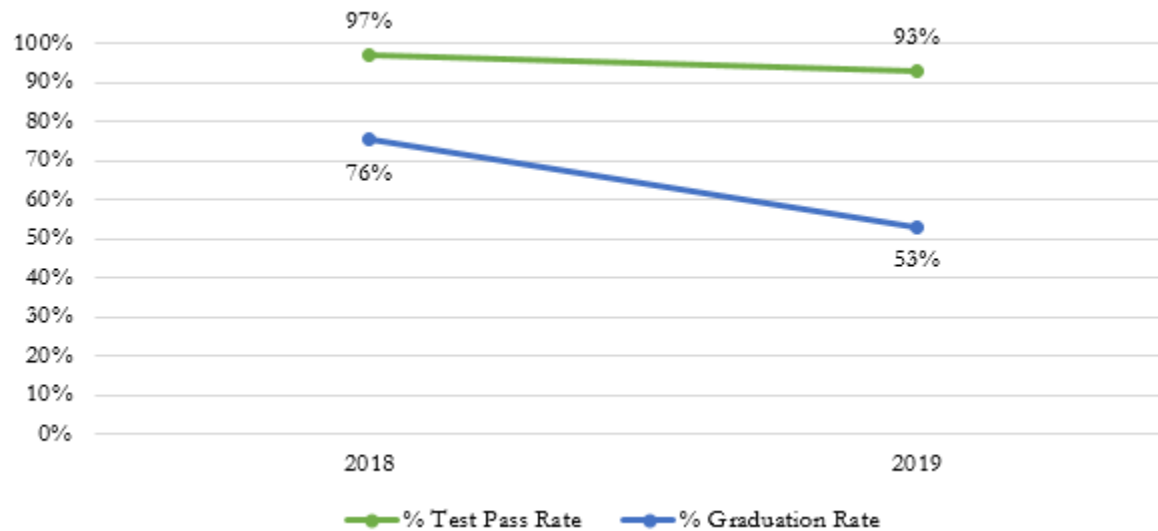




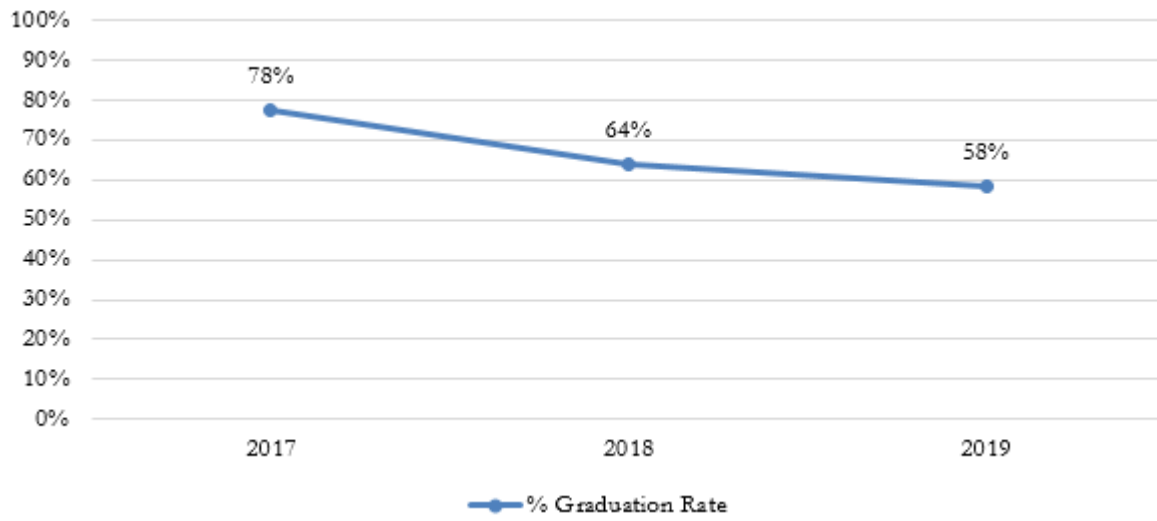
*Life Underwriter Training Council Fellow<sup>SM</sup> or LUTCF<sup>®</sup> Program*  
 (Approximately 72% pass on their first attempt)



*CSRIC<sup>™</sup> or Chartered SRI Counselor Program*



*WMS™ or Wealth Management Specialist<sup>SM</sup>*

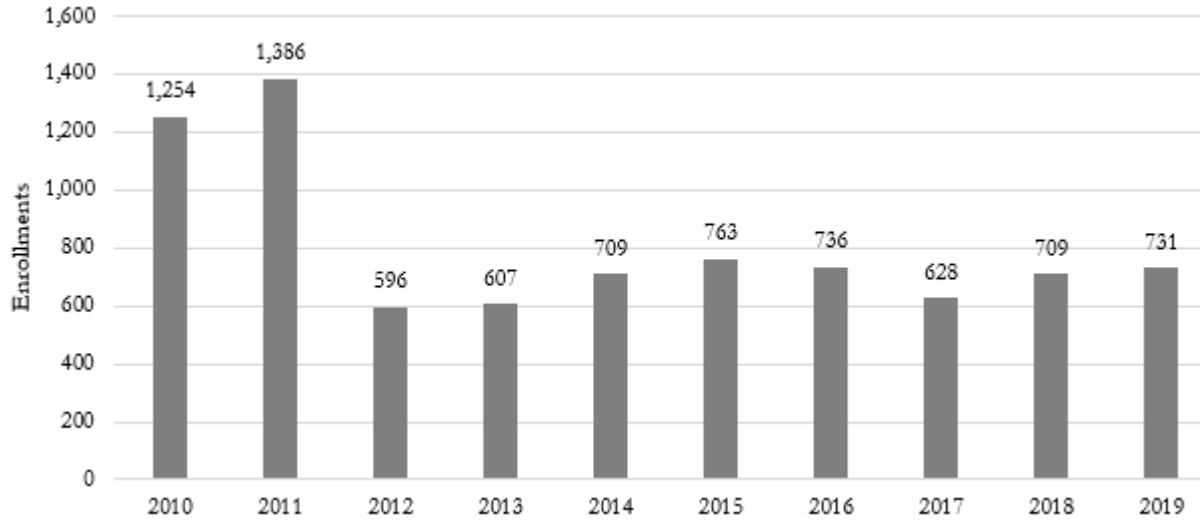


Test pass rate information is not currently available for the Wealth Management Specialist program.

## ENROLLMENTS BY PROGRAM

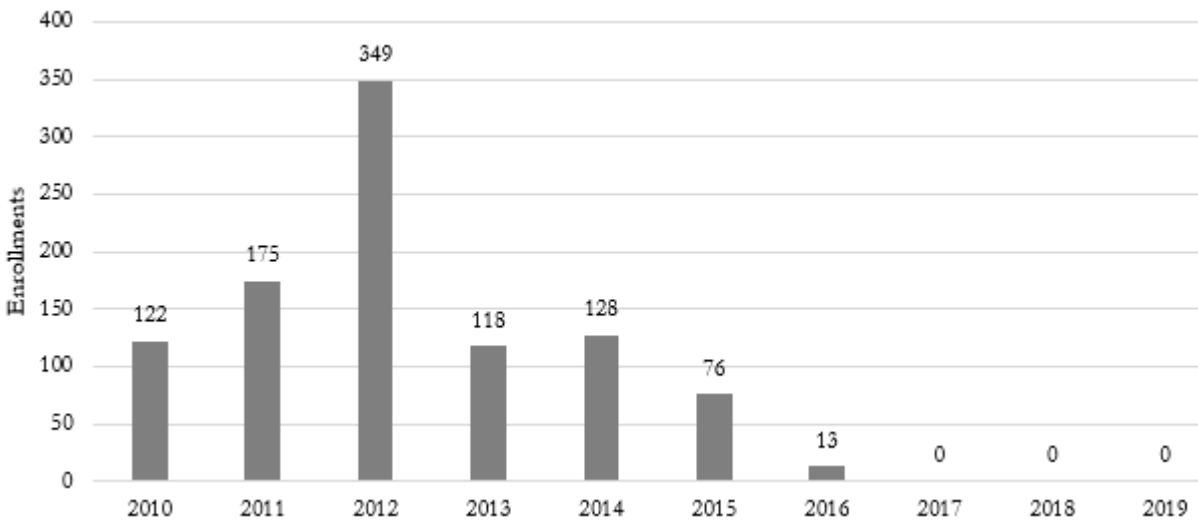
Students are tracked by cohort based on the first year in which they enrolled, so the program enrollments include students who enrolled for the first time in the years shown for each program.

### Accredited Asset Management Specialist<sup>SM</sup> or AAMS<sup>®</sup> Program

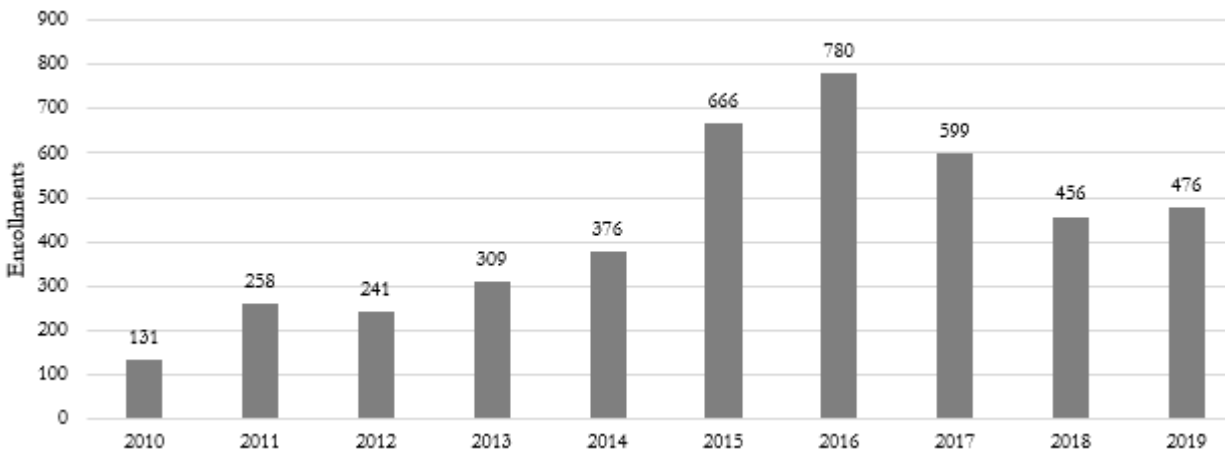


### Accredited Domestic Partnership Advisor<sup>SM</sup> or ADPA<sup>®</sup> Program

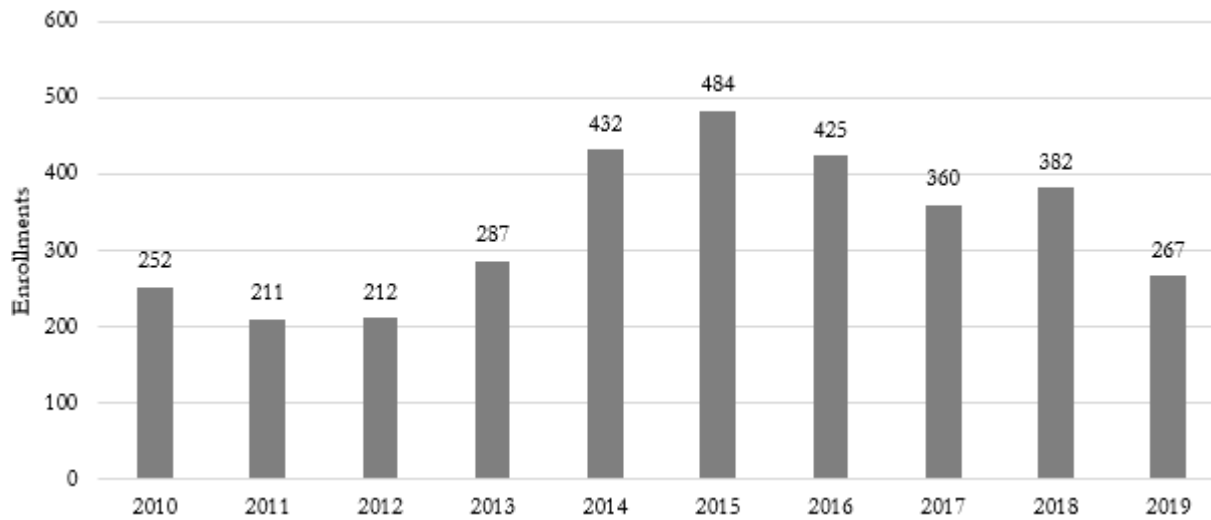
In July of 2016, the College suspended the ADPA program following the U.S. Supreme Court’s ruling on same-sex marriage. With the national legal recognition of same-sex marriage, some of the material in the ADPA program was no longer relevant. Note that the program was suspended rather than cancelled, which allows it to be reactivated should there be an increased interest in financial planning for non-married partners.



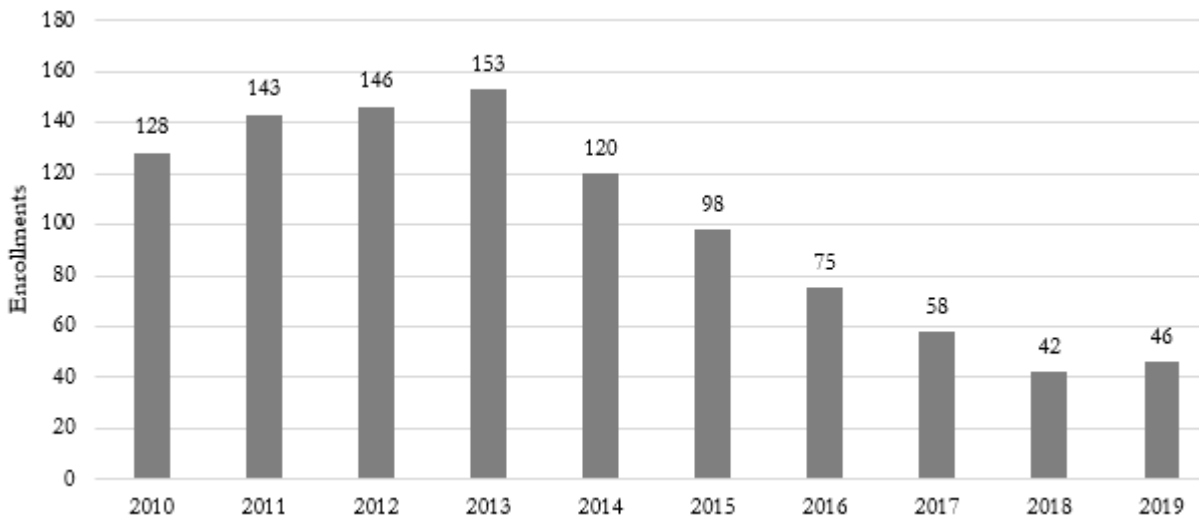
### Accredited Portfolio Management Advisor<sup>SM</sup> or APMA<sup>®</sup> Program



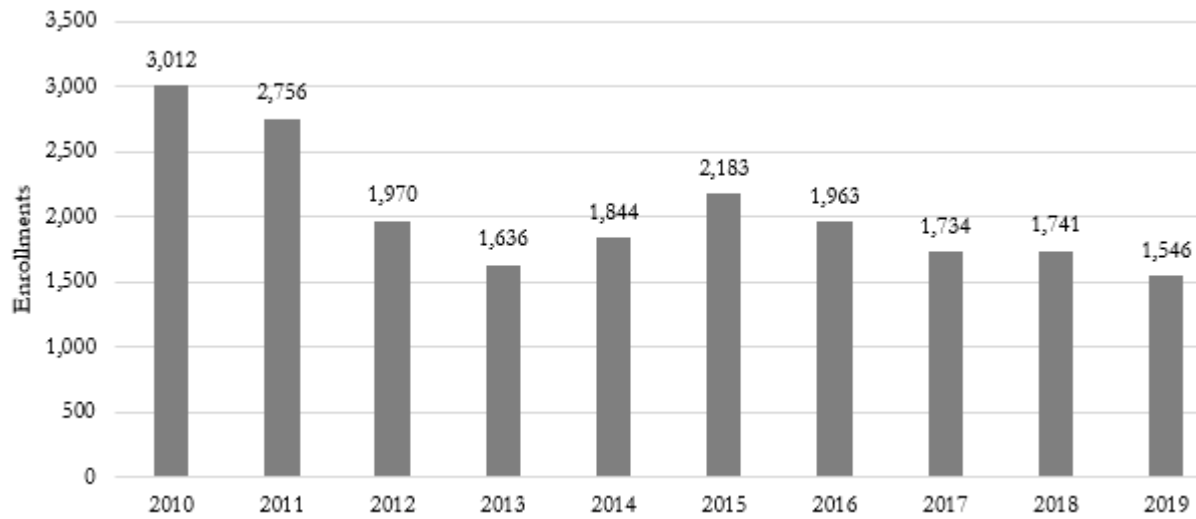
### Accredited Wealth Management Advisor<sup>SM</sup> or AWMA<sup>®</sup> Program



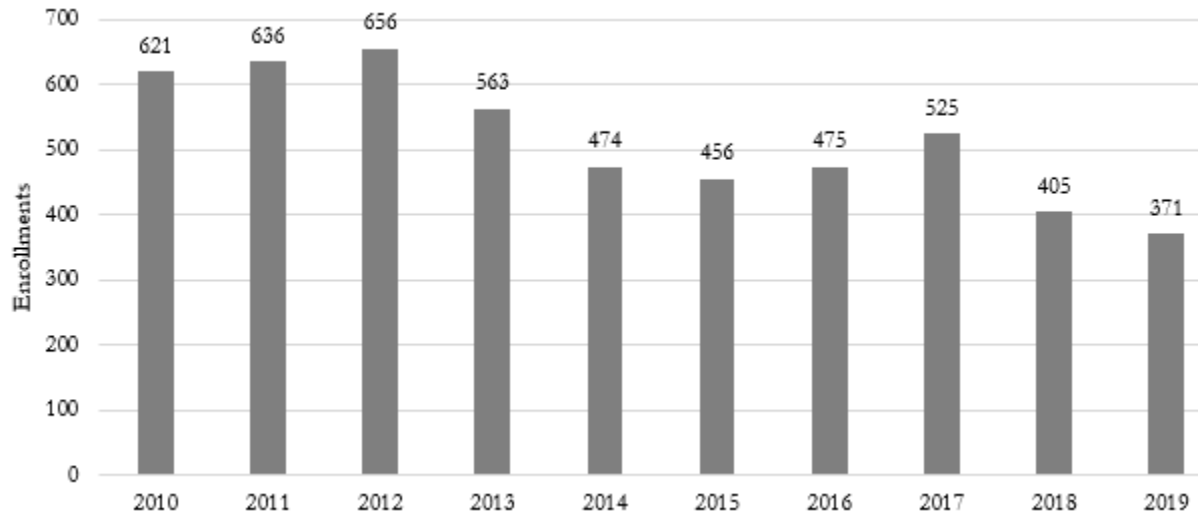
Chartered Mutual Fund Counselor<sup>SM</sup> or CMFC<sup>®</sup> Program



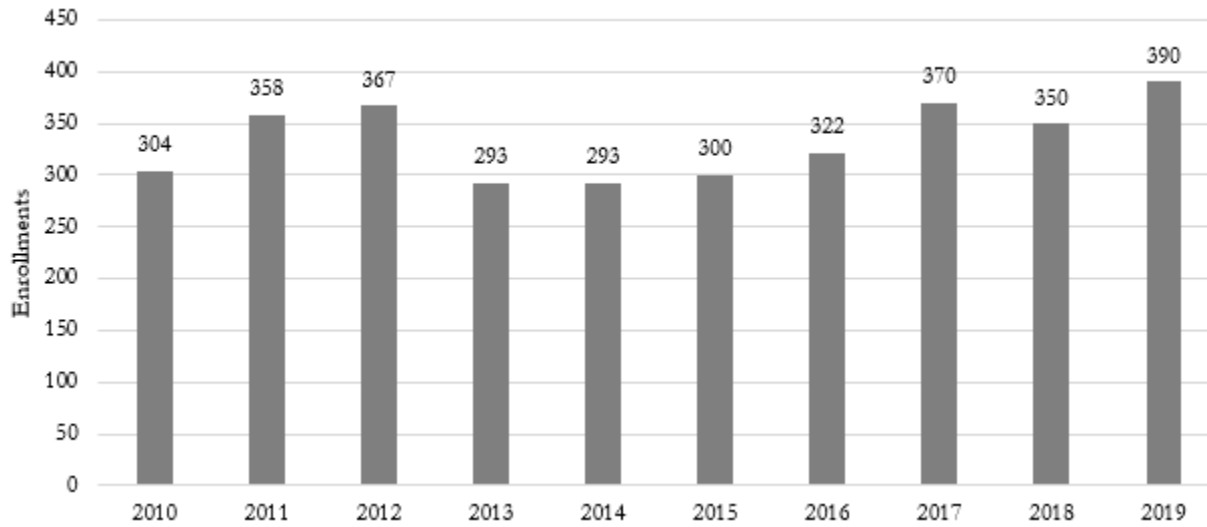
Chartered Retirement Planning Counselor<sup>SM</sup> or CRPC<sup>®</sup> Program



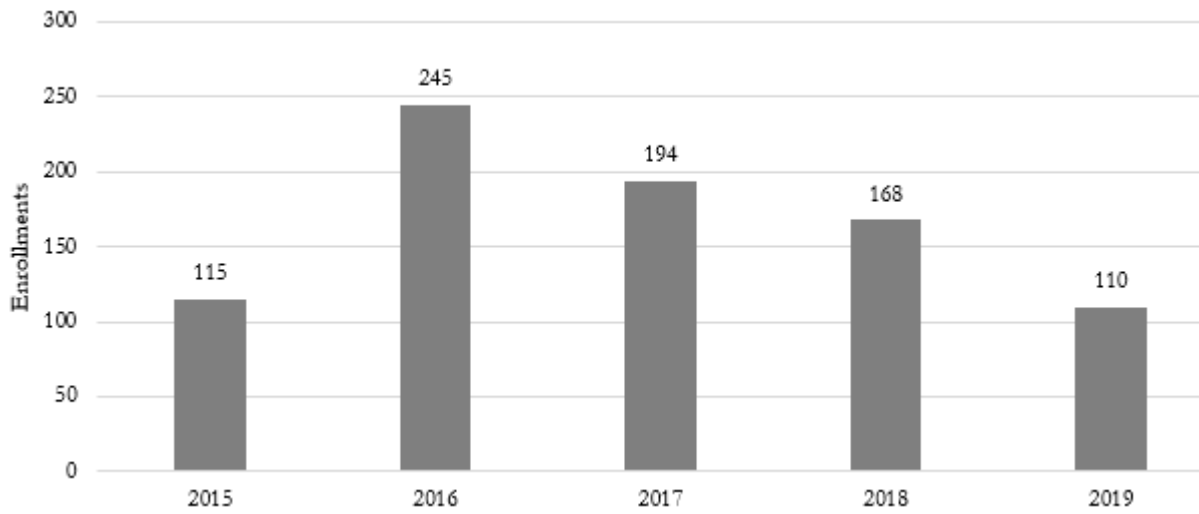
### Chartered Retirement Plans Specialist<sup>SM</sup> or CRPS<sup>®</sup> Program



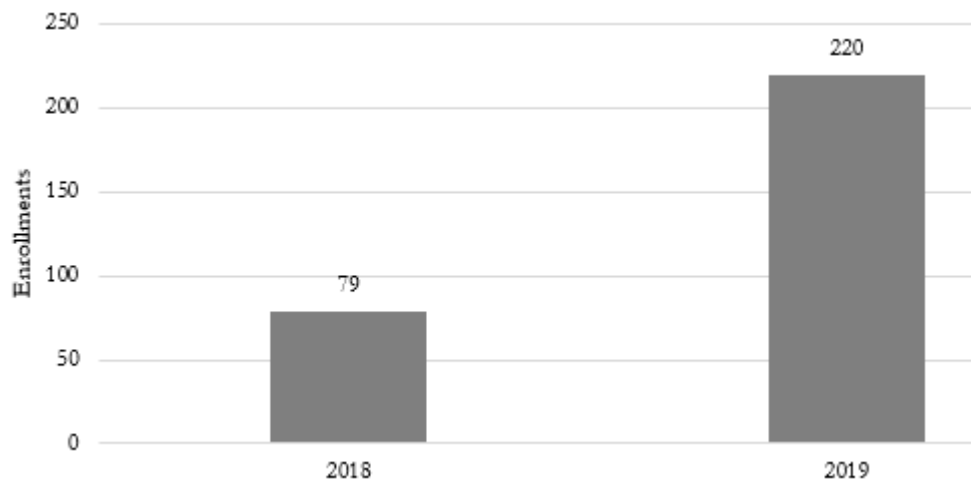
### Foundations in Financial Planning<sup>SM</sup> Program leading to the FPQP<sup>TM</sup> Designation



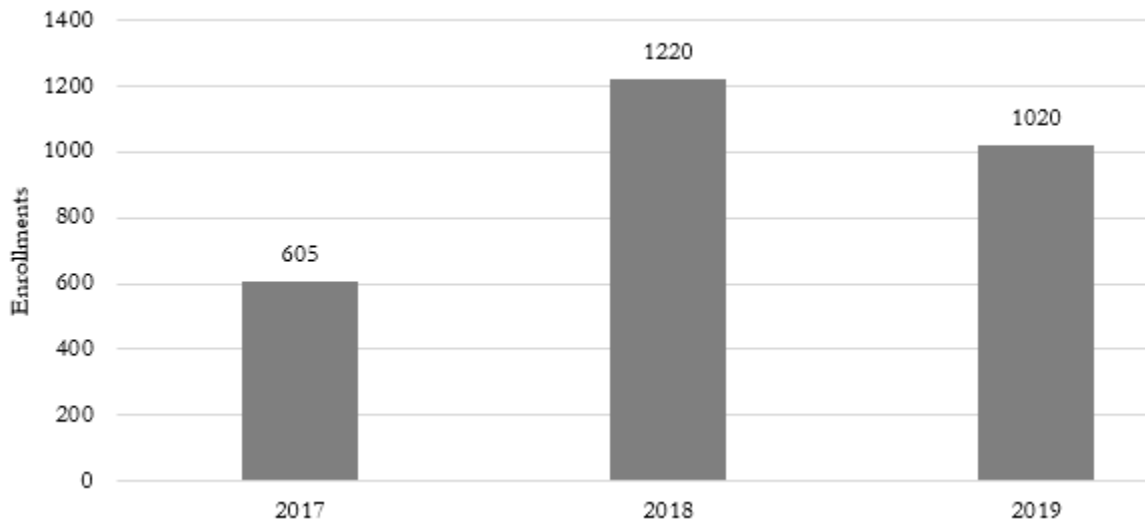
Life Underwriter Training Council Fellow<sup>SM</sup> or LUTCF<sup>®</sup> Program



CSRIC<sup>™</sup> or Chartered SRI Counselor Program

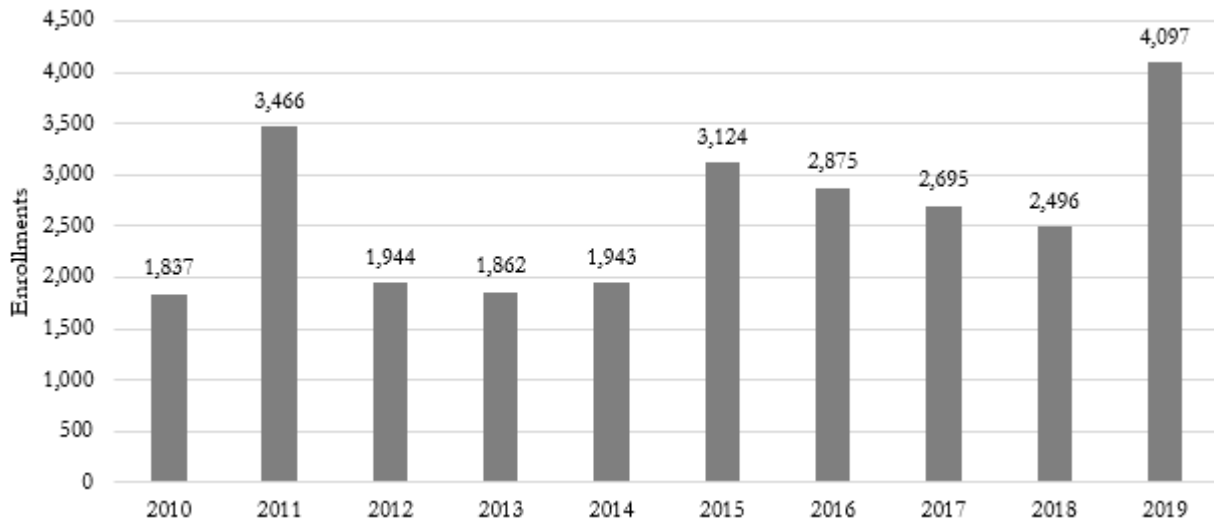


WMS™ or Wealth Management Specialist<sup>SM</sup>



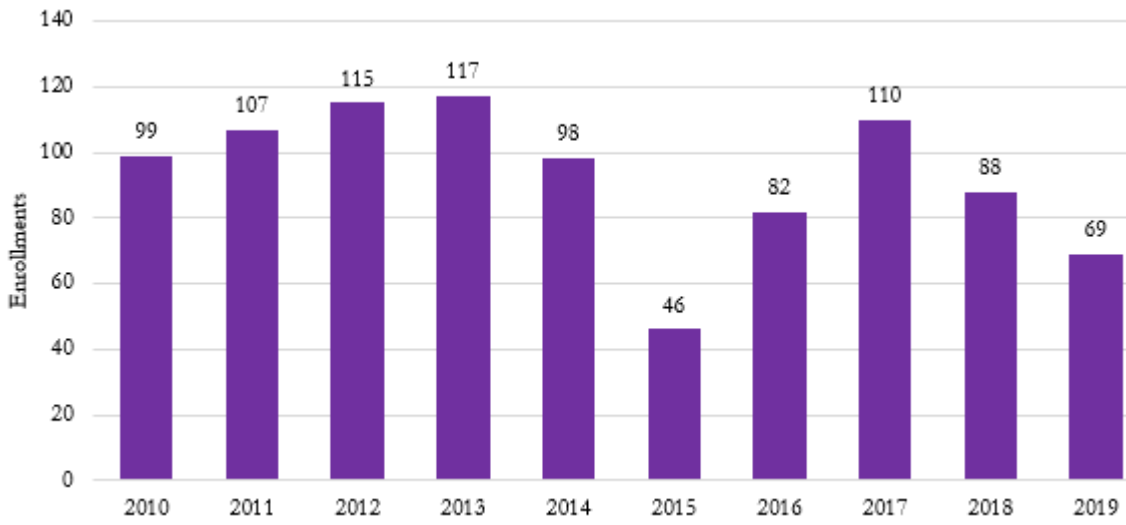
\*Data for gender, age, race/ethnicity, and state of residence is not currently available for the Wealth Management Specialist program.

CFP® Certification Professional Education Program





### Graduate Degree Programs



## SCHOLARSHIPS AND DATA DEFINITIONS

### Scholarships

The College offers several scholarships to deserving students. These include:

- **David M. King Merit Scholarship:** This scholarship covers all CFP program costs for an individual new to the financial services field who has demonstrated both potential and leadership in the financial services industry (offered twice a year in January and July).
- **Ginger E. Current Professional Designation Merit Scholarship:** This scholarship covers the costs of any one of the College's single-course designation programs (offered twice a year in January and July).
- **Loren Dunton Merit Scholarship:** This scholarship covers all costs associated with the Master of Science Degree Program (except materials), and is offered to individuals with a minimum of five years of experience who have exhibited leadership in the financial services industry (offered twice a year in January and July).

### CFP® and Professional Designation Programs

- **Active:** Student is within their six-month testing window or have attempted an exam and are within their one-year program window.
- **Certified:** Individuals who successfully completed the academic requirements of the designation program and are currently authorized to use the designation. Continued use of designations is subject to compliance with ongoing renewal requirements.
- **CFP® Program and LUTCF Program Retention:** Students who enroll during a given time and attempt the exam and successfully complete two courses.
- **CFP® Program Persistence:** Students who enroll during a given time and attempt the exam and successfully complete four courses.
- **Completed:** Student has taken the exam and earned a score of 70% or higher.
- **Designation Conferment:** Students who successfully complete the academic requirements of the program are permitted to apply for authorization to use the applicable trademarks or registered service marks in accordance with the Designation Requirements.
- **Dismissed:** Student has not completed all program requirements by the course or program end date, or is found to be in violation with academic or administrative policies (such as non-payment).
- **Failed Exam:** Students who received a grade of 69.99 or lower on their course exam receive a course status of failed exam if they are still within their one-year program window. After that point it will show as dismissed if they have not passed.
- **Graduate:** Students who enrolled during a given time and successfully complete all program requirements within the time allotted by the program.
- **Inactive:** Student has not attempted the exam within six months of the course begin date.
- **Reactivate:** A student whose course has become inactive may pay to reactivate the course if they are still within the one-year time frame from the begin date of the course.
- **Re-enrollment:** Students who have previously withdrawn or been dismissed from a professional designation program or course may re-enroll into the current version of the program by paying the current tuition and fees in place at the time of their re-enrollment. The student must settle any unpaid balances on their account prior to re-enrolling.
- **Withdrawn:** Student voluntarily withdraws from a course/program.

## Graduate Degree Programs

- **Accepted:** Student has been admitted to the program.
- **Active:** Student is enrolled in a course for an upcoming or current term.
- **Cancelled:** Indicates either that the student voluntarily removed him or herself from the course during the add/drop period, or in some instances was administratively removed from a course due to lacking necessary prerequisite requirements or other error.
- **Complete:** Student has been issued a final course grade.
- **Continuous Enrollment:** Students accepted into a Master of Science degree program must enroll and continue in a course beyond the add/drop period within six months of being accepted into the program. Failure to enroll and continue in a course beyond the add/drop period within six months of acceptance may result in dismissal from the program.
- The Graduate Degree Program has been designed with a recommended course sequence to promote student success. You are required to complete a minimum of one course every three terms, in addition to a 5-year completion requirement. Failure to complete a minimum of one course every three terms may result in dismissal from the program.
- **Dismissed:** Student is involuntarily dismissed from a course/program for reasons including but not limited to: violation of the student conduct requirements, violation of the academic integrity standards, failure to enroll in a course within six months of being accepted into the program, failure to meet minimum requirements of the academic standards policy, failure to maintain continuous enrollment, failure to return from an approved leave of absence, or exceeding the maximum allowable timeframe for their program.
- **Drop-out:** Students who withdrew or were dismissed from the program.
- **Graduate:** Admitted students who enroll during a given time and successfully complete all degree requirements within the five-year program window.
- **Incomplete:** In situations of verifiable extenuating circumstances, an instructor may approve a temporary grade of incomplete and/or additional time to complete the course assignments. Students may be eligible to request an Incomplete under these conditions: 1) Student has completed a minimum of 50% of the total course assignments prior to incomplete request, 2) There is reasonable expectation that student will earn an overall passing course grade based on work submitted prior to incomplete request, and 3) Student initiates incomplete request form detailing the extenuating circumstance, in advance of the term end date with sufficient time to determine a mutually acceptable plan for completion with the instructor.
- **Persistence:** Admitted students who enroll during a given time and successfully complete four courses.
- **Program Transfer:** The student was moved from one set of degree requirements to another.
- **Retention:** Admitted students who enroll during a given time and successfully complete two courses.
- **Stop-out:** Students who skipped two or more consecutive terms at some point during their program but returned.
- **Withdrawn:** Student voluntarily withdraws from a course/program after the add/drop period but before midnight on the last day of week 6 of a course.