



## Commission for Independent Education

# Placement, Retention and Graduation Reporting for Institutionally Accredited Institutions – Programmatic Reporting

Form 804  
Section 1005.31 Florida Statutes  
Rule 6E-2.004, Florida Administrative Code  
Effective January 11, 2012  
Revised February 2024

### **I. Instructions and Requirements**

All institutions licensed by the Commission for Independent Education which are institutionally accredited by an agency recognized by the United States Department of Education and report their placement, retention and/or graduation rates on a programmatic level are required to complete this form. Institutions that report to their accrediting agency on an institutional level report on CIE Form 803.

#### A. Data Collection Deadline

The information required by this form shall be submitted by the deadline of the institution's application for annual review. This deadline shall be posted online at [www.fldoe.org/cie](http://www.fldoe.org/cie).

#### B. Online Submission

This form must be submitted online at [www.fldoe.org/cie](http://www.fldoe.org/cie) on the Commission's web based system. Submission of this form by other means, including mail or facsimile, shall not be accepted.

#### C. Data Collected

Each licensed location of an institution shall report its placement rate, retention rate and graduation rate pursuant to 6E-2.004(10) F.A.C.

## D. Reporting Period

The Reporting Period for this Data Collection shall be that required by the institution's accrediting agency.

## II. Data Collection

Shaded fields are pre-populated.

Program Title:

Credential:

Degree Type:

Clock Hours:

Credit Hours:

Select your institutional accrediting agency from the list below.

### A. Placement Rate

1. Does your institution's accrediting agency require the reporting of a placement rate?  
 Yes       No

If yes, complete items 2-5. If no, skip to the Retention Rate section below.

2. List your institutional accrediting agency's placement standard for this program:  
\_\_\_\_\_ Percent

3. Enter the accrediting agency's reporting period for placement: \_\_\_\_\_ to  
mm/dd/yyyy

4. Enter the placement rate reported to the accrediting agency for this program: \_\_\_\_\_ Percent

5. Does the placement rate reported to your accrediting agency meet the agency's standard for placement?  
 Yes       No

### B. Retention Rate

1. Does your institution's accrediting agency require the reporting of a retention rate?  
 Yes       No

If yes, complete items 2-5.

2. List your institutional accrediting agency's retention standard for this program:  
\_\_\_\_\_Percent
3. Enter the accrediting agency's reporting period for retention: \_\_\_\_\_ to  
\_\_\_\_\_ mm/dd/yyyy mm/dd/yyyy
4. Enter the retention rate reported to the accrediting agency for this program: \_\_\_\_\_Percent
5. Does the retention rate reported to your accrediting agency meet the agency's standard for retention?  
Yes      No

### C. Graduation Rate

1. Does your institution's accrediting agency require the reporting of a graduation rate?  
Yes      No

If yes, complete items 2-5.

2. List your institutional accrediting agency's graduation standard for this program:  
\_\_\_\_\_Percent
3. Enter the accrediting agency's reporting period for graduation: \_\_\_\_\_ to  
\_\_\_\_\_ mm/dd/yyyy mm/dd/yyyy
4. Enter the graduation rate reported to the accrediting agency for this program:  
\_\_\_\_\_Percent
5. Does the graduation rate reported to your accrediting agency meet the agency's standard for retention?  
Yes      No