



# meac

midwifery education  
accreditation council

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## MEAC MEMBER SCHOOLS LETTER #10

### Policies related to interpretation of enrollment data

July 14, 2014

Dear MEAC Member Schools:

As we evaluate your Student Completion and Retention Reports for the year ending December 31, 2013, we would like to provide you with the following updates and clarifications on how this data will be used when assessing compliance with Benchmark I.C1 (Student Retention) and Benchmark I.C2 (Student Completion).

### Leaves of Absence

MEAC member programs and institutions have a variety of policies around leaves of absence. In order to ensure consistency in our reviews across programs and institutions, we must apply a common standard in our calculations. When assessing compliance with Benchmarks I.C1 and I.C2, stated timeframes and stated maximum timeframes are calculated on a per-student basis according to each student's enrollment date. These dates are not adjusted for leaves of absence. For example, if your program has a stated timeframe of 3 years and a stated maximum timeframe of 5 years, a student who enrolled on 9/1/2008 must graduate on or before 9/1/2011 to be counted towards Benchmark I.C1, and must graduate on or before 9/1/2013 to be counted towards Benchmark I.C2. If this student takes a leave of absence, these deadlines do not change for purposes of calculating compliance with these benchmarks.

### Deceased/Totally and Permanently Disabled Students

Beginning with this year's enrollment reports, students who pass away or become totally and permanently disabled during their time of enrollment in a MEAC-accredited program/institution will be excluded from the calculation for Benchmarks I.C1 and I.C2. Next year's form will be updated to provide an input field(s) for this information. **For this year, if you have any students who fall in this category and you did NOT note this in the comments field, please contact your accreditation coordinator with this information.**

**Short-enrollment Students**

Beginning with this year's enrollment reports, students who withdraw very early in their enrollment period as specified below will be excluded from the calculations for Benchmarks I.C1 and I.C2.

- Students enrolled less than 15 days in a program with a stated length up to and including one year
- Students enrolled less than 30 days in a program with a stated length greater than one year

For next year's report, the form will be updated to automate these calculations. For this year's report, MEAC staff will make any necessary adjustments.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'K L B', written in a cursive style.

Karin L. Borgerson