

Graduate Management Education (GME) Admissions Reporting Standards

Endorsed July 2020

Amended October 2020

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Background and Purpose of Standards for Reporting Graduate Management Education (GME) Admissions Data

In November 1998, the Graduate Management Admission Council™ (GMAC™) established a Task Force to draft admissions, enrollment and program information standards for business schools. As a result, in 2000 GMAC first published the MBA Reporting Criteria which were updated by the renamed Advisory Group in 2002, 2004 and 2006.

During that time, nearly 200 business schools adopted and complied with the MBA Reporting Criteria, submitting their data to the MBA Pathfinder Data Warehouse to be used online with the mba.com School Search Service for prospective students, and subjecting their data to periodic audits of compliance with the criteria. GMAC sponsored audits continued until 2008.

In 2013, the MBA Reporting Criteria were retired along with the MBA Pathfinder Data Warehouse and the mba.com School Search Service while GMAC launched the School Finder program profiles to serve prospective graduate business students.

Between 2006 when the MBA Reporting Criteria were last revised and now, dramatic transformation has occurred in the Graduate Management Education (GME) community. From the successful launch of a myriad of specialized Masters programs and online MBAs to the global spread of GME programs, our industry has innovated and grown globally. While the traditional two-year MBA remains the most sought-after graduate management degree, it no longer represents the only path to successful business careers.

In January 2019, GMAC responded to requests that they be more active in setting and maintaining industry standards for reporting admissions statistics by forming a new Task Force. This Task Force was charged with reviewing the MBA Reporting Criteria and setting new GME Admissions Reporting Standards that align with today's best practices.

The Task Force released a draft of the Graduate Management Education (GME) Admissions Reporting Standards in June 2019 at the GMAC Annual Conference. In addition to a conference session, feedback was collected through three webinars, other meetings of school representatives, one-on-one conversations, and in writing through a gmac.com survey. All feedback was compiled, carefully reviewed and considered by the Task Force who revised the Standards accordingly.

These revised standards help ensure that information disseminated about GME programs is reliable, accurate, useful and comparable for prospective students and for media outlets collecting data to rank GME programs.

Special thanks to the following Task Force members for their commitment to setting new standards for the Graduate Management Education community.

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Compliance with the GME Admissions Reporting Standards

To be in full compliance with the GME Admissions Reporting Standards, business school leaders will adopt the Standards and state their compliance with these standards on their websites and in printed material, following the sample compliance statements below. The school will tailor the statement to indicate which programs are currently in compliance.

Sample Compliance Statement: The Best University Business School adopts the GME Admissions Reporting Standards and complies with all reporting requirements for all of our MBA programs.

In addition, a business school in compliance is expected to complete the following tables each year (each annual reporting period) should they be requested for review or the school is questioned about its published data. The notes section in the tables will also be helpful for tracking purposes in order to advise the next taskforce on areas of the Standards needing to be revisited.

Table 1: School and Program Information (for each degree-granting GME program)

Table 2: Application Process and Worksheet (for each degree-granting GME program)

Table 3: Admissions Reporting and Class Profile (for each degree-granting GME program)

Following the full launch of the Standards, a school in compliance will have three years to begin reporting annual data for all GME programs. Schools can leverage the Standards for reporting their 2020 data (soft launch), however beginning fall of 2021 schools must leverage the Standards for reporting the data for their FT MBA program at minimum. In 2022, schools should plan to prepare data for all of their MBA programs, regardless of delivery format. By 2023, schools should prepare data for all of their GME programs (Masters and MBA.) Programs with 20 or fewer students enrolled and new programs with fewer than three graduating classes are exempted from annual reporting requirements.

The GME Admissions Reporting Standards do not preclude schools from collecting other admissions data as deemed necessary for internal or external marketing purposes. Schools are strongly discouraged, however, from reporting additional information for purposes of media surveys designed to rank GME programs.

All business schools adopting the GME Admissions Reporting Standards will be listed on gmac.com. Adopting schools may also request a badge from GMAC (datastandards@gmac.com) to signal compliance in their marketing materials.

Section A: School and Programs Information

Compile the following information annually in Table 1 for the annual reporting period. Definitions and guidelines for each table element are provided below Table 1. For any table element, schools may answer “Data Not Collected” or “Choose Not to Report.” If either of these options are used, please provide further explanation as needed in the Notes section of Table 1.

Table 1: School and Program Information				
Reporting Period	October 1, 20___, - September 30, 20___			
University Name				
School Name				
Institutional Control	<input type="radio"/> Public	<input type="radio"/> Private, nonprofit	<input type="radio"/> Private, for-profit	
Complete the following information for each program using the categories defined in the Standards below. (Copy the table below and repeat for each program).				
Program Name and Website URL				
Program Location(s)	City(ies) (specify):	State(s) (specify):	Country(ies) (specify):	
Program Degree	Specify: _____			
Program Type	Specify: _____			
Program Format	Specify: _____			
Delivery Mode	Specify: _____			
Joint/Dual Degree Program(s)	Specify: _____			
Intake Dates				
STEM Designation (US schools only)	<input type="radio"/> Full program	<input type="radio"/> Concentration (specify): _____ _____	<input type="radio"/> Joint/Dual degree program (specify which program): _____ _____	<input type="radio"/> Other (specify): _____ _____
Program Length	Minimum: ____ months	Maximum: ____ months	Mean: ____ months	
Financial Aid	<input type="checkbox"/> Merit scholarships and/or fellowships			
	<input type="checkbox"/> Need-based scholarships and/or fellowships			
	<input type="checkbox"/> Assistantships			

	<input type="checkbox"/> Loan program
	<input type="checkbox"/> Other _____
Table 1 Notes	

Reporting Period: The reporting period is defined as the 12-month period beginning October 1st – September 30th each year. Collect data for all students who matriculate during that time period, then compile the data and report it by November 15th each year. After the three-year phase-in compliance period, schools will report all GME programs that start within the 12 month period. After September 30th, all program data is “frozen” for reporting purposes.

University Name: Enter the official name of the university/institution.

School Name: Enter the official name of the school.

Institutional Control: Specify the institutional control. (Select one.)

- Public
- Private, nonprofit
- Private, for-profit

Program Name and Website URL: Enter the official name of the GME program and the program’s website URL.

Program Location(s): Enter the primary location (city, state and country) where the program is offered. For schools with multiple locations where the program is offered, list all locations, but report data combined across locations for the program.

Program Degree: Specify the type of degree students receive upon completion of the program. (Select one.) If the program is joint-degree or dual-degree, please specify the business degree here and indicate the joint-degree/dual-degree below.

- MBA
- Master of Science (MS/MSc)
- Master of Arts (MA)
- PhD
- DBA
- Executive Doctoral
- Other (specify _____)

Program Type: Specify the type of GME program.

- MBA, full-time, 2 years (18 months or longer)
- MBA, full-time, 1 year (less than 18 months)
- MBA, part-time
- MBA, online
- Executive MBA
- Post Graduate Diploma

- Master in Accounting
- Master in Business Analytics
- Master in Communications
- Master in Data Analytics
- Master in Economics
- Master in Engineering Management
- Master in Entrepreneurship
- Master in Finance
- Master in Health Administration or Public Health
- Master in Hospitality
- Master in HR, Ind. Relations, or Org. Behavior
- Master in Information Technology or Systems
- Master in International Business
- Master in Management
- Master in Marketing
- Master in Public Administration or Public Policy Management
- Master in Real Estate
- Master in Supply Chain Management, Logistics, or Operations
- Other Masters (specify _____)
- PhD or Doctorate in Business or Management

Program Format: Specify the primary format for the program.

- Full-time (students typically take classes full-time)
- Part-time (students are typically employed and take classes part-time)
- Flexible (students can move between full-time and part-time)

Delivery Mode: Specify the primary delivery mode for the program.

- In-classroom
- Online
- Blended/Hybrid
- Flexible (students can move among in-classroom, online, blended/hybrid courses)

Joint/Dual Degree Program(s): Specify the joint/dual degree program(s) which have students in the program.

- DDS/MBA
- JD/MBA
- MD/MBA
- MFA/MBA
- MPA/MBA
- MS Arts Management/MBA
- MS Engineering/MBA
- MSW/MBA
- PharmD/MBA
- BBA (or other undergraduate business degree)/MBA (includes 4+1 or 3+2 programs)
- Other joint/dual degree (specify _____)

Intake Dates: List the start dates for every intake over the 12-month reporting period. All students matriculating in these start dates should be included in reporting.

STEM Designation (U.S. programs only): Indicate whether each GME program has the US Department of Homeland Security (DHS) STEM designation based on inclusion in the *STEM Designated Degree Program List* in the *Federal Register*. This STEM list is based on the US Department of Education's National Center for Education Statistics (NCES) definition of a science, technology, engineering and mathematics (STEM) field.

- Full program has the STEM designation
- Concentration within a program has the STEM designation (specify concentration _____)
- One program within Joint/Dual Degree Program has the STEM designation (specify program _____)
- Other (specify _____)

Program Length: Indicate the minimum and maximum number of months needed to complete each GME program's requirements to earn the degree. Count from the program start date (see Section B below) to the date of completing the final credit-bearing courses, including internships.

Minimum Months to Completion: _____ months

Maximum Months to Completion: _____ months

Mean Months to Completion: _____ months

Financial Aid: Financial aid is defined as funding options administered by the program, school, or institution that are available to current students to cover tuition and required fees of the programs. Please select the financial aid available to students in the program.

- Merit scholarships/fellowship
- Need-based scholarships/fellowship
- Assistantships (paid research assistantships or teaching assistantships)
- Loan program
- Other (specify _____)

Section B: Application Process

Compile the following information for the annual reporting period specified in Table 1. Complete a separate table for Application Process and Worksheet (Table 2) for each degree-granting GME program. Definitions and guidelines for each table element are provided below Table 2. For any table element, schools may answer “Data Not Collected” or “Choose Not to Report.” If either of these options are used, please provide further explanation as needed in the Notes section of Table 2.

Table 2: Application Process and Worksheet (Copy the table and repeat for each program.)							
Reporting Period	October 1, 20__, - September 30, 20__						
Program Start Date(s)							
Application Submission Deadline(s)	<input type="radio"/> Rounds:						
	<input type="radio"/> Rolling:						
Application Action Categories	Complete Applications: _____ Incomplete Applications: _____						
	Offers of Admission: _____ Matriculants: _____						
	Deferrals and Dual Degree Admits: _____						
	Rollovers: _____ Reapplicants: _____						
	Rescind/Withdrawn Offers: _____ Withdrawals/Withdrawn before decision: _____						
Admission Notification Date(s)	<input type="radio"/> Rounds:						
	<input type="radio"/> Rolling:						
Application Elements for Deny Decisions <i>Please select all that apply.</i>	<input type="radio"/> Application form*						
	<input type="radio"/> Application fee* OR Application fee waivers*						
	<input type="radio"/> Transcripts* AND/OR <input type="radio"/> Resume/CV*						
	Degree/Diploma	<input type="radio"/> International degree-granting schools		<input type="radio"/> Domestic degree-granting schools		<input type="radio"/> All degree-granting schools	<input type="radio"/> None
	Test Scores	<input type="radio"/> GMAT	<input type="radio"/> EA	<input type="radio"/> NMAT	<input type="radio"/> GRE	<input type="radio"/> Other _____	<input type="radio"/> No Test
	English Language Test Scores			<input type="radio"/> TOEFL	<input type="radio"/> IELTS	<input type="radio"/> Other _____	<input type="radio"/> No Test
	Interview		<input type="radio"/> Required for admission		<input type="radio"/> Optional		<input type="radio"/> Not required
	References: Recommendation Letters		<input type="radio"/> Required for admission		<input type="radio"/> Optional		<input type="radio"/> Not required
	* Asterick denotes minimum required elements to be a Complete Application.						

	References: Reference/Referral Contact List	<input type="radio"/> Required for admission		<input type="radio"/> Optional		<input type="radio"/> Not required								
	<input type="radio"/> Essay(s)	<input type="radio"/> Required for admission Specify: _____		<input type="radio"/> Optional Specify: _____		<input type="radio"/> Not required Specify: _____								
Application Elements for Admit Decisions <i>Please select all that apply.</i> <i>* Asterick denotes minimum required elements to be a Complete Application.</i>	<input type="radio"/> Application form*													
	<input type="radio"/> Application fee* OR Application fee waivers*													
	<input type="radio"/> Transcripts* AND/OR <input type="radio"/> Resume/CV*													
	Degree/Diploma		<input type="radio"/> International degree-granting schools		<input type="radio"/> Domestic degree-granting schools		<input type="radio"/> All degree-granting schools		<input type="radio"/> None					
	Test Scores		<input type="radio"/> GMAT		<input type="radio"/> EA		<input type="radio"/> NMAT		<input type="radio"/> GRE		<input type="radio"/> Other		<input type="radio"/> No Test	
	English Language Test Scores				<input type="radio"/> TOEFL		<input type="radio"/> IELTS		<input type="radio"/> Other		<input type="radio"/> No Test			
	Interview		<input type="radio"/> Required for admission _____ %				<input type="radio"/> Optional _____ %		<input type="radio"/> Not required					
	References: Recommendation Letters		<input type="radio"/> Required for admission				<input type="radio"/> Optional		<input type="radio"/> Not required					
	References: Reference/ Referral Contact List		<input type="radio"/> Required for admission				<input type="radio"/> Optional		<input type="radio"/> Not required					
	<input type="radio"/> Essay(s)		<input type="radio"/> Required for admission _____				<input type="radio"/> Optional _____		<input type="radio"/> Not required _____					
Table 2 Notes														

Reporting Period: The reporting period is defined as the 12-month period beginning October 1st – September 30th each year. (See Section A.)

Program Start Date(s): The program start date is defined as the date after which no other candidates can join. This may be the first mandatory attendance date for a credit-bearing course toward graduation or the first mandatory orientation date (whichever is earlier), for each program intake. Please enter all applicable program start dates during the reporting period.

Application Submission Deadline(s): The application submission deadline is the last day for which an application is accepted for consideration for a particular program start date.

- Rounds:** A program may have one or multiple rounds with distinct deadlines for which candidates may submit an application to be considered for admission to a particular matriculation period. Enter the number of rounds and the application deadline for each round.

- **Rolling:** Rolling admissions is an admissions process in which candidates can submit an application for consideration any time prior to the deadline for a matriculation period. Please indicate rolling admissions and enter the last possible date to be considered for a specific matriculation period.

Application Action Categories: List the total number in each category as defined in the table below.

Application Action Categories		
Category	Definition	Guidelines
Complete Applications	Complete applications contain all required application elements (see below) necessary to render a deny decision.	Each complete application should only be counted once in the reporting period in which the application was submitted.
Incomplete Applications	Incomplete applications do not contain all of the required application elements (see below) necessary to render a deny decision.	Applications that do not contain all required elements to render a deny decision should not be counted as complete applications.
Offers of Admission	Offers of admission occur when candidates have been offered admission to the program, including those who are offered conditional admission and are subsequently allowed to matriculate, and those who are offered admission but choose not to matriculate.	If the school rescinds or withdraws an offer of admission (see below) prior to matriculation, the application should not be counted as an offer of admission. Otherwise the offer of admission is counted.
Matriculants	Matriculants are candidates who accept offers of admission, enroll in the program and start the program on the program start date.	All matriculants should be counted in the reporting period in which they matriculate.
Deferrals (including Early Admission/ Deferred Matriculation) and Dual Degree Deferrals	A deferral occurs when an offer of admission is granted, the applicant requests and is granted a delay in the date of matriculation, or an offer of admission is granted to a future reporting period.	Deferrals and dual degree deferrals should be counted <u>only once</u> as a complete application, <u>only once</u> as an admit and <u>only once</u> as a matriculant. These should all be counted in the reporting period in which they occur which may or may not be the same

	Dual degree applicants should be treated as deferrals if their first term in the dual degree program begins in another program or school.	reporting period. For example, a candidate may apply and be admitted in one reporting period (and should be counted in complete applicants and admits in that period), but may not matriculate until a subsequent reporting period (and should be counted in matriculants in that later period).
Rollovers	A rollover is a complete application for which an admission decision has not yet been made, and the program asks the applicant to roll over to a future date for admissions consideration.	A rollover should be counted only once, in only one reporting period as a complete application.
Reapplicants	A reapplicant is an applicant that completed an application for a prior program start date, did not matriculate on that date and did not receive a deferral of admission, then went through the full application process for a subsequent program start date.	A reapplicant may be counted in the reporting period for each year of application.
Rescinded/ Withdrawn Offers	Rescinded/withdrawn offer is a candidate who receives an offer of admission, followed by the program rescinding/withdrawing the offer. For example, this could apply to a candidate caught cheating or falsifying application records.	Rescinded/withdrawn offers do not include applicants who did not take action on offers of admission. Rescinded/withdrawn offer candidates should be excluded from the admit count but included in the complete applications count.
Withdrawals/Withdraws Before Decision	Withdrawals/withdraws before decision are applicants who withdraw their complete applications from consideration before receiving a decision.	These applications should be included in complete application counts but should not be included in admit or deny numbers.

Admission Notification Date(s): The admission notification date is the final date by which the program notifies applicants as to the decision of their application.

- **Rounds:** Please enter the admission notification dates for each round.

- **Rolling:** Please enter the final admission notification date for a particular matriculation date.

Application Elements for Deny and Admit Decisions: Please select the mandatory application elements required for an application to be considered a complete application for making a deny decision. (Note that minimum required application elements for making deny decisions are application form, application fee or application fee waiver, and either a transcript or Resume/CV.) Please also indicate application elements necessary to render admit decisions.

- **Application form:** An official form use to gather vital statistics about an applicant and used to start an application file. (REQUIRED)
- **Application fee OR Application fee waiver:** Either a fee collected to begin processing an application, or a waiver of the application fee for any reason. (REQUIRED)
- **Transcript(s):** Official or unofficial record of postsecondary educational pursuits. (REQUIRED or Resume/CV)
- **Resume/Curriculum vitae:** A personal account of a candidate's academic and professional achievements. (REQUIRED or Transcript)
- **Degree/Diploma:** A physical document showing the successful completion of postsecondary education programs. Indicate for which schools a physical degree/diploma document is required when conferral of degree is not indicated on the transcript.
 - International degree-granting schools
 - Domestic degree-granting schools
 - All degree-granting schools
 - None
- **Test Scores:** An official or unofficial test score. Select all that are required or accepted.
 - GMAT
 - Executive Assessment (EA)
 - NMAT
 - GRE
 - Other (specify)
 - No Test
- **English Language Test Scores:** An official or unofficial test score for non-native English-speaking candidates. Select all that are required or accepted.
 - TOEFL
 - IELTS
 - Other (specify)
 - No Test
- **Interview:** An in-person, phone, video or online meeting between the candidate and the program's representative that is used as a part of the application evaluation.
 - Required for admission (Indicate percent of applicants.)

- Optional (Indicate percent of applicants.)
- Not required
- **References:** Third party source of information about the candidate.
 - Recommendation letters
 - Required for admission
 - Optional
 - Not required
 - Reference/Referral contact list
 - Required for admission
 - Optional
 - Not required
- **Essay(s):** A required piece of writing used as a part of the application evaluation.
 - Required for admission (Indicate which essay(s).)
 - Optional (Indicate which essay(s).)
 - Not required (Indicate which essay(s).)

Section C: Admissions Reporting and Class Profile

Compile the following information for the annual reporting period specified in Table 1.

Complete a separate table for Admissions Reporting and Class Profile (Table 3) for each degree-granting GME program. Definitions and guidelines for each table element are provided below Table 3. For any table element, schools may answer “Data Not Collected” or “Choose Not to Report.” If either of these options are used, please provide further explanation as needed in the Notes section of Table 3.

Table 3: Admissions Reporting and Class Profile (Copy the table and repeat for each program.)						
Reporting Period		October 1, 20___, - September 30, 20___				
Total Number of Complete Applicants						
Total Number of Admits						
Total Number of Matriculants						
Selectivity		_____ %				
Yield		_____ %				
Class Profile		Percentage	Mean	Median	Middle 80% Range	
					10th Percentile	90th Percentile
GPA (US schools only)		_____ %				
Test Scores	GMAT: Total	_____ %				
	Executive Assessment (EA): Quant	_____ %				
	EA: Verbal					
	EA: IR					
	EA Total					
	NMAT: Quant	_____ %				
	NMAT: Language					
	NMAT: Logical Reasoning					
	NMAT: Total					
	GRE: Quant	_____ %				
	GRE: Verbal					
	GRE: Analytical Writing					
	Other	_____ %				
English Language Test Scores	TOEFL	_____ %				
	IELTS	_____ %				
	Other	_____ %				
Age						
Gender	_____ % Male	_____ % Female	_____ % Other	_____ % Declined to Answer		

Sexual Orientation		_____ % LGBTQ		
Citizenship		_____ % Domestic (Specify Country: _____)		_____ % International
Citizenship Region		Africa _____		
		Asia _____		
		Europe, Eastern _____		
		Europe, Western _____		
		Latin America & the Caribbean _____		
		Middle East _____		
		North America, Canada _____		
		North America, United States _____		
Ethnicity: US Subgroups (US schools only)		American Indian or Alaskan Native		_____ %
		Asian		_____ %
		Black or African American		_____ %
		Hispanic or Latino		_____ %
		Native Hawaiian or Other Pacific Islander		_____ %
		White, non-Hispanic		_____ %
		Multi-racial/ethnic		_____ %
Ethnicity: US Underrepresented Minorities (US schools only)		_____ %		
Ethnicity: US Minorities (US schools only)		_____ %		
Undergraduate Degree		Business/Commerce		_____ %
		Economics		_____ %
		Engineering		_____ %
		Math/Physical Sciences		_____ %
		Social sciences		_____ %
		Arts/Humanities		_____ %
		Other		_____ %
		TOTAL		100 %
				Middle 80% Range
		Mean	Median	10th Percentile
Work Experience				
Management Experience				
Notes				

Reporting Period: The reporting period is defined as the 12-month period beginning October 1st – September 30th each year. (See Section A.)

Total Number of Applicants: The total number of complete applications received during the reporting period (see definition in Section B and number in Table 2).

Total Numbers of Admits: The total number of offers of admission given during the reporting period (see definition in Section B and number in Table 2).

Total Number of Matriculants: The total number of admitted students who matriculated during the reporting period (see definition in Section B and number in Table 2).

Selectivity: The total number of admits divided by the total number of complete applications in the reporting period.

Example: During their annual reporting period, Best University Business School had 1,020 complete applications to their full-time 2 year MBA program and admitted 470 of those applicants. **Selectivity** for the full-time 2 year MBA = $470/1,020 = 46\%$.

Yield: The total number of matriculants divided by the total number of admits in the reporting period.

Example: During their annual reporting period, 250 students matriculated to the full-time 2 year MBA at Best University Business School out of 470 applicants admitted.
Yield for the full-time 2 year MBA = $250/470 = 53\%$.

If Best University Business School issues Deferrals (see Section B for definition) for 20 candidates in the previous reporting period, and those candidates matriculate in the current reporting period, then they should be counted as matriculants in the current reporting period.

Yield = $250+20/470 = 57\%$.

GPA (US schools only): Grade Point Average (GPA) is reportable for those who attended US institutions where GPA is calculated on a 4.0 grading scale (no conversions) for the entire bachelor's degree program (typically 4 years) and appears on the transcript as final cumulative GPA.

- **Percentage GPA:** The percent of matriculants who submitted an undergraduate transcript from a US university.
- **Mean GPA:** The sum of the group of values divided by the number of values in the group. In Excel, use the formula, AVERAGE(array).
- **Median GPA:** The middle point in a set of numbers in which half of the numbers are above the median and half are below the median. In Excel, use the formula, MEDIAN(array)
- **Middle 80%:** Eliminate the highest 10% of GPAs and the lowest 10% of GPAs.

- **10th Percentile:** the 10th percentile, which makes up the bottom number of the middle 80%, is the value in which 10 percent of the values are below and 90 percent are above. In Excel, use the formula, PERCENTILE.INC(array, 0.1).
- **90th Percentile:** the 90th percentile, which makes up the top number of the middle 80%, is the value in which 90 percent of the values are below and 10 percent are above. In Excel, use the formula, PERCENTILE.INC(array, 0.9).

Example: If the total range of GPA's is 2.5 to 3.8 on a 4.0 scale, remove the bottom 10% and the top 10% to create a middle 80% range of GPA's of 2.9 to 3.6.

- **GPA Exceptions/Special Cases**

- If a candidate attended more than one undergraduate institution, and received a degree from only one school, the final cumulative GPA from the degree awarding institution should be used.
- If a candidate attended more than one undergraduate institution, and received more than one degree from more than one school, the final cumulative GPA from the most recent degree awarding institution should be used.

Test Scores: For each of the test scores selected in Section B, calculate the percentage of matriculants for whom you are reporting, the mean, median and middle 80% range (10th and 90th percentiles) using the methods explained above for GPA. Test scores must be from one test-sitting for which the school is in possession of the official score record from the testing agency.

Test scores are reportable if the school has a minimum of 10 applicants reporting scores or 10% of the class, whichever is larger. If multiple test scores are received for a candidate, report only the test score that was used to make the admissions decision.

Example: If a prospective student submits both GMAT and GRE scores to Best University Business School, the Best Admissions team should include either the GMAT score or the GRE scores for that candidate, based upon which score was used for the admissions decision, when calculating and reporting the percentage of matriculants, and the mean, median and middle 80% range.

Age: Age at the time of program start date (matriculation). Calculate the mean, median and middle 80% range (10th and 90th percentiles) using the method explained above for GPA.

Gender

- **Male:** Percentage of males
- **Female:** Percentage of females
- **Other:** Percentage of other gender
- **Declined to Answer:** Percentage who declined to respond to the Gender question

Sexual Orientation: Percentage who identify as LGBTQ

Citizenship

- **Domestic:** A citizen or permanent resident of the country in which the program is located (primary location)
- **International:** A non-citizen or non-permanent resident of the country in which the program is located (primary location)
- **Dual Citizens:** Determine whether domestic or international based on student's primary citizenship. Count each student only once.
- **Programs with Locations in Multiple Countries:** For programs offered in multiple countries, determine and specify which program location is domestic for purposes of reporting students' citizenships. Students who are citizens/permanent residents of all other countries should be reported as international.

Citizenship Region: The number of students from each region based on students' primary citizenships. If students report dual citizenships (or more), the school should count only one region per student based on each student's primary citizenship.

Ethnicity: The United Nations states that regarding a global definition for race/ethnicity, "no internationally relevant criteria can be recommended." Each non-US GME program may use categories relevant to the region of their university, but are not required to report in Table 3.

- **US Subgroups (US schools only):** Percentage of US citizen/permanent resident matriculants who identify with each of the following categories defined by the US Census Bureau, modified as needed by specific university requirements.
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Hispanic or Latino
 - Native Hawaiian or Other Pacific Islander
 - White, non-Hispanic
 - Multi-racial/ethnic

NOTE: Some universities require that applicants be permitted to select more than one Ethnicity and/or Multi-racial/ethnic. Therefore, report the percentage of the US citizens and permanent residents for each option, recognizing that these percentages may total to more than 100%.

Example: Best University Business School has 150 US citizens or permanent residents out of their 250 full-time 2 year MBA students. Of the US citizens/permanent residents, 22 identify as being Hispanic. For reporting ethnicity, $22/150 = 15\%$ of US students in the class are Hispanic.

- **Underrepresented Minority (URM) (US schools only):** Percentage of US citizens/permanent resident matriculants who identify with each of these US Subgroups:
 - American Indian or Alaska Native
 - Black or African American
 - Hispanic or Latino
 - Native Hawaiian or Other Pacific Islander

- Multi-racial/Ethnic, if more than one subgroup is selected and one of the Race Subgroups includes Black/African American, American Indian/Alaskan Native, Hispanic or Native Hawaiian/Other Pacific Islander then Multi-Racial/Ethnic is selected
 - NOTE: Asian Americans are not included as URM's since they are not underrepresented in GME programs relative to their proportion in the US population.
- **US Minority (USM) (US schools only):** Percentage of US citizen/permanent resident matriculants who identify as any Ethnicity group except White, non-Hispanic.

Undergraduate Degree: Area of study in a candidate's undergraduate degree program. If a candidate attended more than one undergraduate institution, and received more than one degree from more than one school, the major from the most recent degree awarding institution should be used.

- Business/Commerce
- Economics
- Engineering
- Math/Physical Sciences
- Social sciences
- Arts/Humanities
- Other

Work Experience: The number of months a candidate worked full-time since completing the undergraduate degree (including military experience) reported on the candidate's application, resume or CV. Calculate the mean, median, and middle 80% range (10th and 90th percentiles) using the method explained above for GPA.

Management Experience (for EMBA applicants): Management experience is defined as having oversight of people and/or budgets. For number of years of management experience, calculate the mean, median and middle 80% range (10th and 90th percentiles) using the method explained above for GPA.