



Career Services & Employer Alliance

Setting the Standard. Connecting the
Business Masters Community.

Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Master's Graduating Class Profile[©]

A Framework for Consistent and Transparent
Reporting Across Institutions

Edition II, 2025

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Standards Purpose and Use

BRIEF HISTORY OF THE STANDARDS

In 1994, MBA career services professionals from around the United States met and expressed their frustration and dissatisfaction with the lack of agreed upon and accepted reporting standards for MBA employment data. They expressed the perception that (a) many MBA employment reports were generated primarily as marketing devices to attract students and employers and to attain media-generated rankings, (b) employment reports did not reflect an accurate representation of graduates' performance in the job market, (c) salary statistics were inflated by inclusion and/or exclusion of certain populations, and (d) prospective students and employers had no valid way of comparing schools one to another. To address these concerns, the MBA Career Services & Employer Alliance (formerly MBA Career Services Council) developed the Standards for Reporting Employment Statistics[®] (Standards). Since the development of the Standards, it has continued to be a priority for the Board of Directors to address the need to improve the reliability, usefulness, accuracy and comparability of reported MBA employment data.

In 2012, the Standards were revised to be applicable on a global scale, and in 2017 new Standards were created for Part-time MBA and Part-time Specialty Masters Programs. In 2024, the growing prevalence of part-time, online, and hybrid specialty master's programs on a global scale led to the expansion of these standards to include those populations because their outcomes more closely mimic those of part-time MBA programs.

DEFINITIONS AND GUIDELINES

- 1. The Graduating Class Profile VS Employment Statistics:** In response to the continuing evolution of part-time (working professional) MBA populations, in 2014 a taskforce of CSEA members took on the charge of developing standards for part-time MBA programs. In researching how schools work with, measure and assess the part-time MBA population's career success, it became clear that the traditional outcomes-based measures do not and should not be applied to this population. The part-time MBA populations are typically already employed, and their "outcome" can occur at any time (or many times) during their program. Additionally, many part-time MBAs realize the career benefits of their degree well beyond graduation, and while those are important, life-long changes and the total value of the program are beyond the purview of CSEA. Thus, a point-in-time graduating class profile is a much more appropriate approach to developing standards for this group.

The Standards for Reporting Part-Time MBA (excluding Executive) and Part-time Specialty Masters Graduating Class Profile is the continuation of CSEA's commitment to providing agreed upon and accepted reporting standards for all MBA and specialty masters employment data. The organization will continue to evolve and provide the necessary resources for the evolving specialty masters populations. These Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile are meant to capture a point-in-time snapshot of the profile for the graduating class, and not the life-long changes, total value of the program, or the impact or effectiveness of the career services function.

2. **Part-time MBA and Part-time Specialty Master's Program Definitions:** All MBA programs (excluding Executive) and all Specialty Masters programs should be accounted for in either the Standards for Reporting Full-time MBA Employment Statistics, the Standards for Reporting Full-time Specialty Masters Employment Statistics or the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile to satisfy the concept of full disclosure. Schools should follow their own internal definition of what constitutes a part-time academic program including modality and courseload. Some schools consider part-time programs to be those that are designed for working professionals or those who are working days and go to school nights or weekends. Other schools define programs based on the number of credits a typical student is expected to take each term to complete the program in X months. Some schools define full-time programs by the type of person it is designed for. For example, a full-time program might be designed for students who stop working and attend school full-time and are therefore mostly seeking new employment upon graduation. However your school defines your part-time academic program, the important thing is that the distinction is at the program level not the individual student level. Program length in MBA and master's programs vary widely. Thus, program lengths should be identified and measured using the minimum total months needed to complete all degree requirements.
3. **Part-time Program vs Part-time student.** For schools that offer a program both full-time and part-time, and allow students to switch between programs, schools should use their program designation for those students at graduation by their university registrar to determine if they should be included in the part-time graduating class. It is important for schools to remain consistent over time in how they apply these definitions.
4. **Graduating Class Profile:** A graduating class profile is a point in time snapshot of the employment status of a particular academic program (e.g. Part-time MBA or part-time Master of Finance program). The point in time is four months post-graduation. See section above titled 'Class profile vs employment statistics' for reasoning. Schools should create separate graduating class profiles for each program type (MBA, and each individual specialty master's program). It is not recommended that programs be combined for reporting purposes, since the programs and profiles are unique in composition and any trends drawn from combined reports would not be accurate.
5. **The Standards** for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile **should be implemented by the third year** that a new program is offered, recognizing that there may be meaningful limitations for smaller programs.

STANDARDS-COMPLIANT REPORTS

Although the purpose of the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile is primarily for internal use, some schools may wish to publish the data. Schools should create separate graduating class profiles for each program type (MBA, and each individual specialty master's program). It is not recommended that programs be combined for reporting purposes, since the programs and profiles are unique in composition and any trends drawn from combined reports would not be accurate. Multiple program profiles may be combined into a single report as long as the tables for each program remain separate. To ensure the accessibility and transparency of published employment data, schools must produce a Standards-compliant report containing the tables below to be in compliance with the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile. Schools should complete their Graduating Class Profile with all data collected as of the end of the data collection period.

1. **Required Tables:** The following tables are required for each Graduating Class Profile to be compliant with the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile
 - Table 1: Account for all Part-time Graduates
 - Table 3A: Number of employed graduates (salary information is optional)
 - Tables 3B-3K Employment breakdowns, as applicable
 - Table 4: Employment Changes
2. **Target Threshold:** Target for Reliable employment information is 70% of graduates (e.g. no more than 30% no recent information). A footnote is required noting the percent of the class for which you have reliable employment information.
3. **Salary Target:** Target for reliable salary data is 70% of employed graduates. A footnote is required noting the percent of those graduates accepting employment for which you have reliable salary data.
4. **Footnotes:** Schools must also add a footnote indicating that the tables were produced following the CSEA guidelines. See appendix V for specific language.
5. **Interim Reports:** For schools preparing preliminary or interim reports, those reports must be identified clearly as *preliminary* or *interim*. These include reports made to the media and used in internal recruiting materials prior to the four-month reporting date that are not considered final.
6. **Final Reports:** Each MBA program and each Specialty Master's Program should have a separate Graduating Class Profile. If your school has credible information from 100 percent of its graduates prior to the end of the data collection period (or if you have less than a 100 percent response and believe that you are not going to receive any additional information), you may publish your final Part-time Graduating Class Profile at an earlier date.
7. **Collecting Additional Data:** The Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile do not preclude schools from collecting other employment data as deemed necessary for internal or external marketing or analysis purposes. Additional data not included in the Standards for Reporting Part-time MBA (excluding Executive) and Part-time Specialty Masters Graduating Class Profile may be included in a Standards-compliant report, provided that the school notes which items are in the report are not in the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile. Schools are strongly discouraged from reporting employment outcomes or any additional information for purposes of media surveys. Schools may add additional tables to their Graduating Class Employment Profile if desired, but the existing Standards tables may not be altered
8. **CSEA Database:** After the end of the Data Collection Period, schools are asked to upload their Graduating Class Profile data to the CSEA database. This data is used for aggregate reporting to CSEA members. When uploading, schools may choose to upload each academic program (e.g. MS Finance) together or separately by modality (in-person, hybrid, online) indicating which one.



NOTE: Table Formatting: Please note that the tables used in this document are merely formatting examples. Schools may display their Part-time MBA and Part-time Specialty Master's Profile in any format of their choosing, e.g., tables, graphs, spreadsheets, charts, etc.

Section 1 Account for All Part-time Graduates

1. CSEA REPORTING YEAR

The total Part-time *graduating class* is defined as all part-time MBA and part-time specialty master's students graduating during the 12 months beginning July 1st and ending June 30th. This provision is especially important for those schools with multiple graduation dates, as the CSEA Standards Reporting Year may differ from an individual school's reporting year.

Example: Schools with One Graduation Date: Your school has one graduation date each year in May. Your May 2025 graduating date falls within the "12 months ending June 30, 2025" and all students graduating in May 2025 will be included in your 2025 Part-time MBA or Part-time Specialty Masters Profile.

Example: Schools with Multiple Graduation Dates: The 2026 graduating class should include graduates from August 3, 2025, December 13, 2025, March 15, 2026 and June 10, 2025. Altogether, these would be considered the 'Class of 2026' for the purposes of the CSEA standard report.

Note A1: Extenuating circumstances may require some schools to vary their graduating class definition within one month before or after the standard definition – for instance, if a graduating class falls within a few weeks of June 30th and varies slightly each year. In these cases, it's permissible to use the 12 months ending May 30th or July 30th as the school's graduating class. The definition must be consistent from year to year, and a footnote must be included to explain why the graduating class differs from the definition in the Standards.

2. TEACHING MODALITIES

Part-time MBA and Part-time Specialty Masters classes may be taught in a variety of modalities from 100% in person to fully online. Schools may choose to produce separate reports for different modalities of the same program or combine them into one report (Example: MS Finance Online vs MS Finance in person) if desired. That said, master's programs of different subject matters should not be combined, but should be reported separately (Example: MS Finance should not be combined with MS Analytics even if both are 100% online).

3. TARGET FOR DATA COLLECTION

The Career Services & Employer Alliance's minimum target for "the percent of total graduates for whom your school has information" is 70 percent. This includes graduates for whom you have reliable profile information from any source. The equation is: *number of graduates for whom you have information / total graduates in the graduating class for each program, e.g., the total number by program in Table 1 = percent of graduates for whom you have information by program.*

4. STATUS CATEGORIES

When the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile were developed, reviewed, and approved,



there was agreement that the CSEA wanted to measure the state of the graduating class at the point of data collection. This information is meant for the school's own knowledge.

Categorize the graduating class into four major designations:

- a. *Employed* (including those who changed jobs while in the program and those who remained in their current job)
- b. *Started/Starting a new business as an owner/founder* (during the program or shortly after the conclusion of the program)
- c. *Unemployed* (those graduates who are not employed at four months post-graduation (the Profile Date) and report they are actively seeking work.
- d. *No Recent Information* (see Note B.2 below)
- e. *Left the Workforce* (Left the workforce is defined as those who are not working AND not looking for work. The reasons might be defined by the graduate including those who report their spouse is relocating so they are postponing their job search, taking an extended vacation past the four-month reporting date, those who are continuing education or choosing not to work for family, health, or other reasons)

Note A.2 Employed is considered working full-time (30 hours per week or more) in a professional level position.

Note: A.3: Status Changes: For any individual student whose **status changes** between the above categories over the time in the MBA or master's program and in the four months following, it is the status four *months after graduation* that governs the status at all measurement points. Therefore, a student's status *at graduation* may change after graduation. Refer to Section B for additional information.

5. JOINT DEGREE STUDENTS

Dual/joint degree students, for example MBA/Master of Business Analytics, who graduate from both programs within your institution or with your partner institution at the same time must be accounted for as graduates in each program. Employment statuses (seeking/Employed) and employment outcomes/Profiles for these graduates should also be reported for both programs.

Examples: Dual/joint Degree students

A student graduates from the Part-time MS Accounting Program in December and the Part-time MBA program in May. The student would be included in Total Graduates in both programs. The Profile for the MS Accounting Program would include the status and employment changes as of 4 months post-graduation in April. The Profile for the Part-time MBA program would include the status and employment changes as of 4 months post-graduation in September. Therefore, the students status and changes may be different.

A student graduates from the Part-time MS Accounting Program and the Full-time MBA program at the same time in June. The student would be included in Total Graduates in both programs. If the student seeks and secures a new position by three months post-MBA, they may be considered Seeking/Employed (full-time MBA). If the same student is still employed at 4m in that new position, they would be considered 'employed' and would indicate the type of employment change as well (Part-time MS).

6. PROFESSIONAL JUDGEMENT

Career Centers are charged with exercising professional judgment in making determinations about the usefulness of all information used in compiling Part-time MBA and Part-time Specialty Master's Program Graduating Class Profiles. Appropriate backup notes are required when making professional judgment calls. Conjecture is not a valid reason for including or excluding a graduate in any category. You will have *valid information*, or you will have *no information*. Do not make assumptions.

When preparing the Graduating Class Profile, Career Centers are expected to use their best professional judgment when making a determination that a graduate's job is a *professional level employment*. Title and salary level alone are not the determining factors in making a judgment call on whether a job is *professional*. If the graduate believes the job is Professional-level and his/her job performance will be enhanced by their MBA or Masters education, then the job is *professional-level*. When making judgment calls, Career Centers should document the reasons carefully and be consistent.

7. DOCUMENTATION

Documentation should be kept on everything including any professional judgement calls one makes. Acceptable documentation includes a completed survey, written correspondence (including email) to or from the student confirming their status, documented phone conversations, coaching conversations or hallway chats with dates and notes, conversations and/or written documentation from the employer or screenshots of social media conversations.

Social media may be used as a source to identify the employment status of a graduate. If there is evidence that the graduate has received and/or accepted new full-time employment, the school must document its attempt to verify this information from the graduate or another credible source. Likewise, if there is evidence from social media that the graduate is not employed, the school must document its attempt to verify the graduate's status. Electronic documentation should include a date/time stamp to ascertain when screenshot was taken.



Required Table 1

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE THE GRADUATING CLASS

Table with 3 columns: Category, Number, Percent. Rows include Employed, Started/Starting a new Business as Owner/Founder, Unemployed, Left the Workforce, No Recent Information, Total (100%), and two footnotes.

INSTRUCTIONS FOR TABLE 1

1. EMPLOYED

This category is the default for most masters and MBA programs that serve fully employed or working professional students. This includes students who have remained in the same job during the entirety of the program as well as those who have changed roles one or more times. The key is that they are employed at four months post-graduation, the reporting date.

2. STARTED/STARTING A NEW BUSINESS AS OWNER/FOUNDER

This category is specifically for students who started a new business during the program or shortly after. Do not include those who are working for a start-up and receiving a salary. Similarly, do not include those who owned their own business before starting the masters or MBA program and continue in the same role. All of these students should be considered simply 'employed'.

3. UNEMPLOYED

This category is for students who are not employed at the reporting date (four months post-graduation) and report actively looking for work.

4. LEFT THE WORKFORCE

This category is for students who are not working and are not looking for work at the reporting date (four months post-graduation). For example, students who are pursuing another degree or choosing not to work for family or health reasons.

Note A4.: A graduate's lack of effort in the job search does not in itself make them eligible for this category. Professional judgment may be required, but if a graduate would accept a position (even if they were not actively searching) at four months of graduation then they should be considered unemployed rather than 'left the workforce'.

NOTE: A.5 For all categories: acceptable documentation includes a completed survey, written correspondence (including email) to or from the student confirming their status, documented phone conversations, coaching conversations or hallway chats with dates and notes, or screenshots of social media conversations.

5. NO RECENT INFORMATION AVAILABLE

The *No Recent Information Available* category must include those graduates who *may* employed or who *may not be* employed, but for whom you have no recent reliable information. If you know, *from a reliable source*, a person's status, that is, whether he was employed or not, count that student in the appropriate category. If you really have no information whatsoever, count that person in the *No Recent Information Available* category. Recent information received about a graduate is considered information gathered two months prior to graduation up to the school's data collection deadline despite required outreach efforts. That is, if a school has information on a students' status as of two months prior to graduation or later and receives no further updates, despite efforts to obtain them, the school should consider the last known status to be the student's final status.

To classify a graduate in the "No Recent Information Available" Category, the Career Center must have two evidences of outreach prior to graduation and two post-graduation within the data collection period. The last attempt at outreach must be within the final month of the data collection period (e.g. month five). Graduates may be included in the "No Recent Information Available" category **ONLY** if all required outreaches have been documented by career services AND no response has been received from the graduate during the two months prior to graduation and throughout the entire data collection period. Refer to section B for additional information about the data collection period.

Note A.6 Acceptable evidence of outreach includes:

- A written log maintained by the University with contact dates, contact names, or written correspondence, (either a letter or email), requesting employment status. Phone and hallway conversations can also be documented as outreach attempts.
- Copies of the standard email sent to all graduates requesting an update on their job search status with dates and names documented
- Copies of individual emails sent to a graduate requesting updates
- Screenshots of text messages, social media outreach (should be date/time stamped)



6. FOOTNOTE DATA COLLECTION THRESHOLD

The percent of the graduating class for whom you have reliable information should be no less than 70%. This means no more than 30% of the class should be in the 'no information' category. **Indicate the number and percent of the graduating class for whom you have reliable information as a footnote even if you did not meet the CSEA recommended threshold.**

7. TOTAL

Include information for all graduates at the reporting date of **FOUR MONTHS AFTER GRADUATION**

8. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program).

Section B: Data Collection and Timing

DEFINITION: Graduation date is defined as the earliest date at which the University represents that the students have completed the degree requirements, e.g., the students can use the distinction of the degree. This date is often considered the 'conferral date'. It is important that the Career Center communicates with the registrar to align graduation lists.

1. REPORTING DATES

To ensure comparable data, and to address the differing career goals of the part-time students and the programs in which they reside, CSEA will maintain one reporting date at *four months post-graduation* to show the profiles of graduating classes and give all schools equal time to capture and report data.

Example: Reporting Date Four Months after Graduation: Your school graduates on June 3, 2026 - therefore your reporting dates for your graduating class profiles will be at four months post-graduation (October 3, 2026).

Example: Schools with students that complete degree requirements and are considered degree holders well before actual graduation ceremony date

Your school has a graduation ceremony on June 15, 2026, however students in the program complete their degree requirements and are certified by the school that they may use the distinction of the degree on March 30, 2026. Graduation date as defined above would be March 30, 2026, and four months post-graduation would be July 30, 2026.

2. DATA COLLECTION PERIOD

The Data Collection Period is the time period within which you may collect data on the status of your graduates and the other data needed to produce your Standards-compliant Report. Other than the pre-MBA/MS job information, the Data Collection period will start no earlier than 12 months prior to graduation for the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile and ends by five months post-graduation. Schools will have a Cut-off date for data collection of one month past the school's Reporting Date (four months after graduation) for the reporting year (July 1 to June 30). The time during this last month is meant to provide time to collect any final details on your graduates, verify information collected and produce your Standards-compliant Reports. Schools should complete their Part-Time MBA and Part-time Specialty masters Graduating Class Profiles with all data collected as of their Data Collection Cut-off Date (5 months) and no later than December 31st of the current year. This is to bring closure to the reporting year. For Standards purposes, schools are not required to track graduates beyond four months post-graduation. However, schools may wish to continue to collect and report data after that time as needed for analysis purposes. The Data Collection Period is defined then as including the final month after the Profile Reporting date.



Example: Data Collection Period: Your school has its final graduation date of May 25, 2026 for the reporting year ending June 30, 2026. You will have up to five months post-graduation, or one month past the four-month post-graduation reporting date, to collect data for your Part-time MBA and Part-time Specialty Masters programs for 2026. This would mean your school's Reporting Date four months post-graduation is September 25, 2026 and your school would have up to October 25, 2026 to collect and finalize the data (your cut-off Date)

3. **FOUR MONTH REPORTING DATE HAS PRIORITY**

For any individual student whose status changes over time during the academic program and in the four months following, it is the status *four months after graduation* that governs the status at all measurement points. That is, if a student who at graduation is employed and loses their job three and a half months after graduation, that student's status becomes Unemployed for the class profile.

4. **MULTIPLE GRADUATION DATES**

If a school has multiple graduation dates, all dates should be recorded so that you can accurately detail when a given student graduated.

Example: Schools with Multiple Graduation Dates – Defining Reporting Periods:

XYZ University has multiple graduation dates (May, August, and December). 400 students graduate on August 15, 2025, 100 students graduate on December 15, 2025, and 500 students graduate on May 15, 2026. The "Class of 2026", for Part-Time MBA & Part-time Specialty Masters Graduating Class Profile purposes, includes all students graduating during the 12 months ending June 30, 2026. Therefore, in this example, 1,000 students graduated during the 12 months ending June 30, 2026.

Schools with multiple graduation dates should have one combined four months post-graduation class profile snapshot that includes all the graduation dates for each program (MBA, MS Finance etc.). Similarly, one combined four months after graduation profile should be shown, which includes the data for the four months per program after each graduation date.

Section C Primary Source of Current/Accepted Position

Optional Table 2

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE

Table 2 - PRIMARY SOURCE OF NEW/ACCEPTED POSITION (OPTIONAL)

Prepare separate tables for each program (MBA and each individual master's program)

Part-time MBA and Part-time Specialty Masters Graduating Class Profile Table 2 – Primary Source of New/Accepted position (optional)		
	Number	Percent
School Related/Alumni Network		
Current/ Former Employer		
Executive Search Firm/Headhunter		
School Posting/Recruiting Activity		
Graduate's Own Network		
External Job Posting		
Other		
Source Not Provided		
Total Employed		100%

INSTRUCTIONS FOR TABLE 2

1. JOB SOURCES

In keeping with the goal of providing the graduating class profile and trends in the employment market, the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile have identified seven major categories for the sources of part-time graduates' jobs: *School Network, Current/Former Employer, Executive Search Firms, School Posting/ On-Campus Recruiting, Other*. In making this determination, the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile call for identifying a current position or accepted job (a job the graduate will be starting at a later date) according to these seven categories. In Table 2, report the number and percent of graduates indicating the primary source of the position in the following seven categories:

- a. School Related/Alumni Network

- b. Current/ Former Employer (this means the graduate is employed by a former employer or the employer they had upon the start of the degree program)
- c. Executive Search Firm/ Headhunter
- d. School Posting/Recruiting Activity
- e. Graduate's Own Network
- f. External Job Posting (not through school)
- g. Other
- h. Total: The summation of categories a, b, c, d, e, f, and g must equal the Total employed from Table 1.

2. **JOB SOURCE CATEGORIES**

Table 2 provides examples and serves as a worksheet to facilitate reporting the information under the *Primary Source of Employment for Part-time MBA or Masters student's* category. Schools should adapt these examples as appropriate to their needs.

3. **GRADUATING CLASS PROFILE**

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program)

Note C.1: It is recommended that Career Centers do not publish the number of companies recruiting part-time MBA or master's students, as it is not a reflective measure of how graduates find employment.



Section D Employment and Compensation Data

Required Table 3.A

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE

Table 3.A - COMPENSATION REPORT

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE TABLE 3.A COMPENSATION REPORT: BASE SALARY (REQUIRED)						
	NUMBER Reporting Base Salary Information	PERCENT Reporting Base Salary (1) Information	MEAN	MEDIAN	LOW	HIGH
TOTAL REPORTING BASE SALARY						

(1) Divide number of graduates reporting base salary by the number of employed graduates.

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE TABLE 3.A COMPENSATION REPORT: STARTING/SIGNING BONUS (OPTIONAL)						
	NUMBER Reporting Starting/Signing Bonus Information	PERCENT Reporting Reliable Starting/Signing Bonus (2) Information	MEAN	MEDIAN	LOW	HIGH
TOTAL REPORTING STARTING/SIGNING BONUS						

(2) Divide the number of students reporting useable starting/signing bonus information by the number of students providing base salary information.

INSTRUCTIONS FOR TABLE 3.A

1. REPORTING BASE SALARY AND SIGNING/STARTING BONUS

Include compensation information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION. Salary/compensation data pertains to the job held by the graduate at four months after graduation, regardless of whether or not a job change was made during or within four months of graduating from the program. This should be the job that serves as the graduate's primary source of income. Please use the most current information for a graduate. Compensation relates to the job currently held by the graduate at the point of submitting employment data.

2. COMPENSATION CATEGORIES

For all graduates who are employed, report compensation in two categories (Table 3A provides a worksheet for this report). **Do not combine these two categories into a Total Compensation figure.**

- a. Base Salary
- b. Starting/Signing Bonus (optional)

3. TARGET FOR SALARY INFORMATION

Salary reports should carry a footnote indicating the percent of part-time graduates for whom you have reliable salary information. While the goal is to obtain information from 100 percent of employed graduates, the CSEA minimum target is 70 percent of students who are employed. The equation is: *number of graduates for whom you have useable salary information / total employed graduates = percent for which you have usable salary information.*

4. BASE SALARY

Base salary *excludes* bonuses, commissions, and other compensation such as benefits and perquisites (e.g., car, equipment, memberships, relocation expenses, etc.), even if they appear to be guaranteed. Do not equate benefits and perquisites to cash and do not include them in a compensation report. **When converting salaries from hourly to annual, use a typical workweek for the country or state in which the student is working.**

Note D.1: Employment at Start-ups: A school can elaborate, in a footnote, the background of its statistics. Include in the salary figures of those graduates employed with a start-up company and those who started a business prior to enrolling in the part-time program. Do not report salary for graduates who started a business during the part-time program or are in the process of starting their own business. The Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile do not *per se* allow clarification to identify the percentage of graduates within each industry/function who have accepted employment with start-ups.

5. LOCAL CURRENCY OR USD

Salary/compensation data should be reported for all graduates who are employed in their local country currency or the currency most appropriate for their local employment market. For schools outside the U.S. that wish to express their Graduating Class Profile in US dollars, they may convert salary reported in their local currency to US\$ on or near their own data collection cutoff date using official currency rates published by the *Financial Times*. To maintain a consistent conversion date, conversions should be done by the school, not the student, and the student should provide the currency when reporting salary to the school. Express salary as reported and calculated, e.g., not rounded. Salaries for students whose salary is unknown or not guaranteed (e.g. commission only jobs) should not be included in salary calculations.

NOTE: D.2: Purchasing Power Parity: Schools may elect, in addition to reporting their salary tables in absolute terms, to provide or publish salary information to their prospective student populations using purchasing power parity (PPP) conversions to reflect purchasing power differences between countries. Schools should not report regional or metropolitan area purchasing power parity differences within a single country. **For consistency across all schools only salary tables in absolute terms (not PPP) should be submitted to external publications and media outlets.** If a school elects to produce these salary tables with PPP conversions, they should use the most recent conversion estimates supplied by the IMF – World Economic Outlook Database - for the current reporting year and footnote same on their report along with the published date. **To maintain consistency, PPP should be produced by the school (not the student) at or near the collection cutoff date.**

6. SIGNING/STARTING BONUS

Signing / Starting Bonus is an incentive to join an employer, which may be paid either when the offer is accepted or in the early stages of employment. Signing/Starting bonus is defined as the bonus the graduate receives upon starting new work, not any subsequent guaranteed bonus. Report signing/starting bonus ONLY for those graduates who report having accepted new employment.

Base Salary and Starting/Signing Bonus are not cumulative. Schools should not publish a “Total Compensation” or “Salary plus Signing Bonus” figure. Total Compensation does not provide an accurate representation of actual compensation since it represents the addition of base salary, plus other types of compensation. This combines one-time payments with ongoing or potentially ongoing payments. Thus, a total compensation figure does not provide a consistent, reliable salary figure. The most accurate way to depict compensation is to list each type of compensation separately—base salary and starting/signing bonus.

7. NOT INCLUDED

Stock option values, tuition reimbursement, sales commissions, relocation and moving expenses are excluded from this profile. However, schools may report the number or percent of job-seeking graduates receiving tuition reimbursement or relocation and moving expenses.

8. MEAN, MEDIAN, HIGH AND LOW

Report the median, mean, high and low salaries and starting/signing bonuses when there is a *minimum of three data points*, or the number of data points *is equal to or greater than one percent of employed graduates (whichever is greater)*. This provides additional confidentiality for compensation reporting. Even when minimum data requirements are met, career services professionals may elect not to report any salary data that would compromise student confidentiality or use a higher number or percentage as a threshold depending on class size or other factors; they should exercise their judgment in making this determination, as long as all salaries are included in the total figures.

9. MAINTAINING CONFIDENTIALITY

Career Centers are responsible for maintaining confidentiality of individual salaries. Therefore, even when minimum data points are met per CSEA Standards, the school may always elect not to report any salary data that would compromise student confidentiality or use a higher number or percentage as a



threshold depending on class size or other factors. They should exercise their judgement in making this determination as long as all salaries are included in the total salary figure.

10. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program).



Reporting Employment by Functions, Industries, Geographic Regions, and Professional Experience

INSTRUCTIONS FOR ALL TABLES 3B through 3K (TABLES REQUIRED, SALARY DATA NOT REQUIRED)

1. EMPLOYMENT AT FOUR MONTHS

Report for all graduates with a status of employed by four months after graduation in these categories. The number and corresponding percentage of employed graduates in Tables 3.B through Table 3.K is the number reporting employment by functions, industries, geographic regions, or level of experience.

2. MINIMUM DATA REQUIRED

Schools have the option of reporting salary information for these categories, as outlined by the tables below. **Salary data is not required.** If reporting salary, schools must meet the *minimum data required*: Include data on a professional function, industry, geographic region, or level of experience when there is a minimum of *three* salary data points, or the number of data points is *equal to or greater than one percent of employed part-time graduates (whichever is greater)*. Data points not meeting the “minimum of three” or “one percent or greater” requirements should be reported in the *Other* category (assuming there are a minimum of three such data points) or indicated by an N/A designation.

Example: Minimum Data Required

350 part-time graduates who are employed; one percent equals 3.35 graduates:

- Two graduates are employed within one of the categories in this section. The *minimum of three graduates* rule was not met, and the *one- percent or greater* rule was *not* met. Therefore, the graduates in this category could either be moved to the *Other* category, or they could be left in the appropriate category and their salary shown as N/A.
- Nine graduates (2.6 percent) are employed within one of the categories in this section. These nine graduates would be counted in that category and their salary would be shown, since *the minimum of three graduates* and the *one- percent or greater* rules have been met.

Example: Minimum Data Required

90 part-time graduates who are employed; one percent equals 1.1 graduates:

- Five graduates are employed within one of the categories in this section. The *minimum of three graduates* and the *one- percent or greater* rules have been met.
- Two graduates are employed within one of the categories in this section. While *the one- percent or greater* rule has been met, the *minimum of three graduates* rule has not been met. Therefore, these two graduates (2.2% of the class) could be shown as employed in this category, and the salary for the category be shown as N/A, or these graduates and their salaries could be included in the *Other* category.

3. MAINTAINING CONFIDENTIALITY



Schools should use discretion when reporting salary data that could compromise confidentiality. Should a school determine that 3 data points and/or minimum of 1% are not adequate to protect graduates confidentiality, that data should be reported in the ‘Other’ category or indicated by an N/A designation. Even when minimum data requirements are met, the Career Office may elect not to report any salary data that would compromise student confidentiality or use a higher number or percentage as a threshold depending on class size or other factors. They should exercise their judgment in making this determination, as long as all salaries are reported in the total salary figures.

4. TOTAL GRADUATES EMPLOYED

The number and corresponding percentage of graduates employed in Tables 3.B through Table 3.K is the total number reporting employment at four months from Table 1, regardless of whether the graduate has provided base salary information. In other words, the denominator for percentages is the Total Graduates Employed at four months.

5. NUMBER OF GRADUATES REPORTING SALARY

The number of graduates reporting salary in Tables 3.B through Table 3.K is the number within the category (e.g., that functions, industries, geographic regions, or experience range) who reported salary.

6. REPORTING

Only the number of graduates employed NOT the number of graduates reporting salary should be reported for CSEA Standards-compliant tables. For report formats where the report only allows for one number for a category, it should be the number employed. The number reporting salary should never be reported without the number employed. The reasoning here is that the number employed leads directly to the percentage employed. The number reporting salary is in most cases smaller and may be confusing to the average reader if not reported together.

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master’s program).



Required Table 3.B

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE

Table 3.B - EMPLOYMENT BY PROFESSIONAL FUNCTIONS

Table with 7 columns: FUNCTIONS*, EMPLOYED GRADUATES (Number, Percent), GRADUATES REPORTING SALARY (Number), MEAN BASE SALARY (optional), MEDIAN BASE SALARY (optional), LOW BASE SALARY (optional), HIGH BASE SALARY (optional). Rows include Accounting, Business/Data Analytics, Consulting, Finance, General Management, Human Resources, Marketing/Sales, Information Technology, Operations/Logistics, Product Management, Other, Function not reported, and Total.

*Modify or expand functions into sub-functions as needed to best represent a specific program.

INSTRUCTIONS FOR TABLE 3.B EMPLOYMENT BY PROFESSIONAL FUNCTIONS

1. PROFESSIONAL FUNCTIONS (Table 3.B)

Include information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION. Report the number and percent of graduates employed within Professional Functions appropriate for your school. Enter the number of graduates who reported salary within each function, including mean, median, low, and high salaries, provided that minimum data thresholds are met (refer to

Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile Section D.2. in the Instructions for all Tables 3.B-3. K.) The major headings are defined in Table 3.B; schools should expand upon those subsets as appropriate to their needs. See below for examples.

2. NOT REPORTED

All students who were employment at four months but who didn't report function. NOTE: its ok to verify job function via social media such as LinkedIn.

3. COMPENSATION

If reporting compensation, include information only for those graduates employed when data is collected at *four months after graduation*.

4. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. See section B: Data Collection and Timing for more information. Prepare separate tables for each program (MBA and each individual master's program)

EXAMPLES OF WAYS TO EXPAND THE MINIMUM FUNCTIONS LIST

Note: only the major headings are required in the Standards-compliant report.

CONSULTING

- Internal Consulting
- IT / Systems Consulting
- General Consulting
- Management Consulting
- Operations / Process Consulting

FINANCE

- Corporate Finance
- Investment Banking
- Investment Management
- Public Finance
- Real Estate
- Private Equity
- Private Wealth Management
- Research
- Sales & Trading

GENERAL MANAGEMENT

- General Services
- Leadership Development Programs

MARKETING/SALES

- Advertising/Public Relations
- Brand Management
- Buying/Merchandising
- Research/Consumer Insights
- Sales

OPERATIONS/LOGISTICS

- Logistics/Supply Chain
- Production Management
- Purchasing
- Service Operations

OTHER

This category should contain sub-functions that are rare and not typically seen among your student population, or that don't easily fit into another category.

Required Table 3.C
**PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS
PROFILE**
Table 3.C - EMPLOYMENT BY INDUSTRIES (REQUIRED)

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE TABLE 3.C EMPLOYMENT BY INDUSTRIES (Employment required, salaries not required)							
INDUSTRIES*	EMPLOYED GRADUATES**		GRADUATES REPORTING SALARY (Optional)	MEAN BASE SALARY (optional)	MEDIAN BASE SALARY (optional)	LOW BASE SALARY (optional)	HIGH BASE SALARY (optional)
	Number	Percent	Number				
Accounting Services							
Consulting							
Consumer Packaged Goods							
Financial Services							
Government							
Healthcare (Including Products and Services)							
Hospitality							
Manufacturing							
Media/Entertainment							
Non-Profit							
Energy							
Real Estate							
Retail							
Technology							
Transportation & Logistics Services							
Other							
Industry Not Reported							
Total		100%					

*Modify or expand industry sectors into sub-sectors as needed to best represent a specific program.

**Based on total students reporting employment at four months.

INSTRUCTIONS FOR TABLE 4.C – EMPLOYMENT BY INDUSTRIES

1. INDUSTRIES

Report the number and percent of graduates employed within *Industries* appropriate for your school. *Table 3.C* includes some, but not all, of those industries. The major headings are defined and cannot be changed. Schools may, however, expand upon the subsets as appropriate to their needs.

2. COMPENSATION

Include compensation information only for graduates who report that they are employed at FOUR MONTHS AFTER GRADUATION.

3. REPORTS

Prepare one final report with all data collected as of the end of the data collection period (one month past your four-month reporting date). Prepare separate tables for each program (MBA and each individual master's program)

Note D.3: For multi-business corporations such as Siemens (e.g. transportation, consumer products, healthcare technology, SAAS, energy), schools may opt to classify the student's accepted job at the business unit level. For example, a student joining Siemens Healthineers is grouped in Healthcare (including Products & Services), while another graduate joining Siemens Mobility would be grouped in Transportation & Logistics Services. Dun & Bradstreet, a global business directory, is one useful resource for identifying an organization's primary industry classification.

EXAMPLES OF WAYS TO EXPAND THE INDUSTRIES LIST (only the major headings are required for the standards compliant report)	
<p>FINANCIAL SERVICES</p> <ul style="list-style-type: none"> • Asset / Investment Management • Commercial Banking • Hedge Funds • Insurance • Investment Banking • Private Equity / Venture Capital <p>HEALTHCARE</p> <ul style="list-style-type: none"> • Pharmaceuticals / Biotech • Devices • Health Services / Hospitals <p>MANUFACTURING</p> <ul style="list-style-type: none"> • Aerospace • Automotive • Consumer Durables • Diversified • Other 	<p>TECHNOLOGY</p> <ul style="list-style-type: none"> • Computers • Hardware • Internet Services • Retail • Software • Telecommunications <p>*Individual industries that qualify under technology can be classified at the school's discretion. Consistency should be applied from year to year.</p>

Required Table 3.D
**PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS
PROFILE**
Table 3.D – EMPLOYMENT BY WORLD REGIONS

GEOGRAPHIC REGIONS (Tables 3.D-3.J): Each school should complete Table 3.D, Employment by World Region, and the table that corresponds to its home region. Completing additional tables is recommended, but not required.

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE TABLE 3.D – EMPLOYMENT BY WORLD REGION (REQUIRED)							
REGIONS	EMPLOYED GRADUATES		NUMBER REPORTING SALARY (optional)	MEAN BASE SALARY (optional)	MEDIAN BASE SALARY (optional)	LOW BASE SALARY (optional)	HIGH BASE SALARY (optional)
	Number	Percent	Number				
Africa	(A)	(B)					
Asia	(C)	(D)					
Europe	(E)	(F)					
Latin America and the Caribbean	(G)	(H)					
North America	(I)	(J)					
Oceania	(K)	(L)					
World Region Not Reported							
Total		100%					

Note D.4: The number and percent of graduates accepting jobs in each region in Table 2.C should equal the corresponding numbers in Tables 2.D through 2.I as notes (A) through (L) indicate.

INSTRUCTIONS FOR TABLE 3.D: EMPLOYMENT BY WORLD REGIONS
1. GRADUATES EMPLOYED AT FOUR MONTH BY REGION

Enter the number and percent of employed graduates in each Geographic Region. Optional:

Enter the number of graduates who reported salary within each region, including mean, median,



low, and high salaries, provided that minimum data thresholds are met (refer to Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile Section F.2.b).

For Tables 3.E through 3.J, enter the number and percent of employed graduates in the same fashion. For a definition of the countries included in each sub-region, refer to the Geographic regions provided in Appendix I based on the United Nations Department of Economic and Social Affairs Statistics Division. Percentages for all tables are calculated on the basis of total graduates whose information is known worldwide, so that Tables 3.E through 3.J are components of Table 3.D

2. GEOGRAPHIC SUBSETS

Schools are encouraged to utilize subsets, if appropriate, for their population: e.g, specific countries or cities within a given geographic region. Salary data by sub-region is likely less meaningful because it aggregates multiple countries, so it is not part of the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile, with the exception of North America, where it has historical precedent within the Standards

3. REMOTE WORK

The geographic location for a student working remote should be the student's "home office" – or the physical location of the office where the student would go if they had to go into work. If the company is 100% virtual, the location should be where the student conducts a majority of their work.

4. ALL EMPLOYED GRADUATES

If reporting compensation, include only for those graduates who report that they are employed at *four months after graduation*.

5. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program).

Required Table 3.E
**PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS
PROFILE**
Table 3.E – EMPLOYMENT BY WORLD REGION: AFRICA

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE		
TABLE 3.E – EMPLOYMENT BY WORLD REGION: AFRICA (REQUIRED only for schools located in Africa)		
AFRICAN SUB- REGIONS	EMPLOYED GRADUATES	
	Number	Percent
Eastern Africa		
Middle Africa		
Northern Africa		
Southern Africa		
Western Africa		
Sub-region not reported		
Total Africa	(A)	(B)

**INSTRUCTIONS FOR TABLE 3.E – EMPLOYMENT
BY WORLD REGION: AFRICA**
1. REGION: AFRICA

The total number and percent of graduates shown employed and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 3.D. Thus, percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

2. COUNTRIES WITHIN THIS REGION

See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

3. COMPENSATION

If including compensation information, include only for those graduates employed at four MONTHS AFTER GRADUATION.

4. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program).

Required Table 3.F
**PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS
PROFILE**
Table 3.F – EMPLOYMENT BY WORLD REGION: ASIA

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE		
TABLE 3.F – EMPLOYMENT BY WORLD REGION: ASIA (REQUIRED only for schools located in ASIA)		
ASIAN SUB- REGIONS	EMPLOYED GRADUATES	
	Number	Percent
Central Asia		
Eastern Asia		
Southern Asia		
South-Eastern Asia		
Western Asia		
Sub-region not reported		
Total Asia	(C)	(D)

INSTRUCTIONS FOR TABLE 3.F – EMPLOYMENT BY REGION: ASIA
1. REGION: ASIA

The total number and percent of graduates shown employed and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 3.D. Thus, percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

2. COUNTRIES WITHIN THIS REGION

See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

3. COMPENSATION

If including compensation information, include only for those graduates employed at four MONTHS AFTER GRADUATION.

4. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program).

Required Table 3.G

**PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS
PROFILE**

Table 3.G – EMPLOYMENT BY WORLD REGION: EUROPE

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE		
TABLE 3.G – EMPLOYMENT BY WORLD REGION: EUROPE (REQUIRED only for schools located in EUROPE)		
EUROPEAN SUB- REGIONS	EMPLOYED GRADUATES	
	Number	Percent
Eastern Europe		
Northern Europe		
Southern Europe		
Western Europe		
Sub-region not reported		
Total Europe	(E)	(F)

**INSTRUCTIONS FOR TABLE 3.G – EMPLOYMENT
BY WORLD REGION: EUROPE**

1. REGION: EUROPE

The total number and percent of graduates shown employed and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 3.D. Thus percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

2. COUNTRIES WITHIN THIS REGION

See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

3. COMPENSATION

If including Include compensation information, include only for those graduates employed at four MONTHS AFTER GRADUATION.

4. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual masters program).

Required Table 3.H
**PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS
PROFILE**
Table 3.H – EMPLOYMENT BY WORLD REGION: LATIN AMERICA & THE CARIBBEAN

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE TABLE 3.H – EMPLOYMENT BY WORLD REGION: LATIN AMERICA & THE CARIBBEAN (REQUIRED only for schools located in LATIN AMERICA & THE CARIBBEAN)		
LATIN AMERICAN & CARIBBEAN SUB-REGIONS	EMPLOYED GRADUATES	
	Number	Percent
Caribbean		
Central America		
South America		
Sub-region not reported		
Total Latin America & Caribbean	(G)	(H)

**INSTRUCTIONS FOR TABLE 3.H – EMPLOYMENT BY WORLD REGION: LATIN
AMERICA & THE CARIBBEAN**
5. REGION: LATIN AMERICA & THE CARIBBEAN

The total number and percent of graduates shown employed and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 3.D. Thus percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

6. COUNTRIES WITHIN THIS REGION

See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

7. COMPENSATION

If including compensation information, include only for those graduates employed at four MONTHS AFTER GRADUATION.

8. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program). **EMPLOYMENT BY WORLD REGION: NORTH AMERICA**



Required Table 3.I

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE

Table 3.I – EMPLOYMENT BY WORLD REGION: NORTH AMERICA

Table with 7 columns: NORTH AMERICAN SUB-REGIONS, EMPLOYED GRADUATES (Number, Percent), NUMBER REPORTING SALARY (optional), MEAN BASE SALARY (optional), MEDIAN BASE SALARY (optional), LOW BASE SALARY (optional), HIGH BASE SALARY (optional). Rows include Bermuda, Canada, Greenland, St. Pierre & Miquelon, United States (Mid-Atlantic, Midwest, Northeast, South, Southwest, West), Sub-region not reported, and Total North America.

INSTRUCTIONS FOR TABLE 3.I – EMPLOYMENT BY WORLD REGION: NORTH AMERICA

1. REGION: NORTH AMERICA

The total number and percent of graduates shown employed and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 3.D. Thus percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

2. COUNTRIES WITHIN THIS REGION

See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

3. NORTH AMERICAN SUB-REGIONS

- Mid-Atlantic: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia



- **Midwest:** Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
- **Northeast:** Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont
- **South:** Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee
- **Southwest:** Arizona, Colorado, New Mexico, Oklahoma, Texas
- **West:** Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming

4. COMPENSATION

If including Include compensation information, include only for those graduates employed at four MONTHS AFTER GRADUATION.

5. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program).

Required Table 3.J
**PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS
PROFILE**
Table 3.J – EMPLOYMENT BY WORLD REGION: OCEANIA

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE TABLE 3.J – EMPLOYMENT BY WORLD REGION: OCEANIA (REQUIRED only for schools located in OCEANIA)		
OCEANIAN SUB- REGIONS	EMPLOYED GRADUATES	
	Number	Percent
Australia & New Zealand		
Melanesia		
Micronesia		
Polynesia		
Sub-region not reported		
Total Oceania	(K)	(L)

**INSTRUCTIONS FOR TABLE 3.J – EMPLOYMENT
BY WORLD REGION: OCEANIA**
1. REGION: OCEANIA

The total number and percent of graduates shown employed and reporting salary for each region should equal the total number and percent of graduates shown for this region in Table 3.D. Thus percentages on each regional table are calculated on the basis of the total students providing geographic information worldwide.

2. COUNTRIES WITHIN THIS REGION

See Appendix I for a list of what countries are in each region listed above. If your graduate is employed in a newly minted country or one that is not included in the UN list, please use your professional judgement as to where the country should be placed.

3. COMPENSATION

If including compensation information, include only for those graduates employed at four MONTHS AFTER GRADUATION.

4. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual masters program).

Required Table 3.K
**PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS
PROFILE**
Table 3.K - EMPLOYMENT BY PROFESSIONAL EXPERIENCE

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE TABLE 3.K – EMPLOYMENT BY PROFESSIONAL EXPERIENCE (Table required – salaries optional)						
YEARS PROFESSIONAL EXPERIENCE	EMPLOYED GRADUATES		MEAN BASE SALARY (optional)	MEDIAN BASE SALARY (optional)	LOW BASE SALARY (optional)	HIGH BASE SALARY (optional)
	Number	Percent				
0-3 years						
4-7 years						
8-12 years						
13-20 years						
Over 20 years						
Years of Professional Experience Not Reported						
Total		100%				

**INSTRUCTIONS FOR TALE 3.K EMPLOYMENT
BY PROFESSIONAL EXPERIENCE**
1. PROFESSIONAL EXPERIENCE

Express Professional Experience as the number of years of full-time, professional work experience completed since earning the first degree, through graduation with the MBA/Master's program. This would include any professional work experience attained while enrolled in the part-time program. Report *Professional Experience* within the following groups by program type:

- a. 0-3 years
- b. 4-7 years
- c. 8-12 years



- d. 13-20 years
- e. Over 20 years

2. COMPENSATION

If including Include compensation information, include only for those graduates employed at four MONTHS AFTER GRADUATION.

3. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program).

Example: Years of Professional Work Experience Pre-MBA/Masters Graduation

Helen Smith earned her BA degree in 2019. She worked four years and nine months for Compaq before moving to Dell during her program. She has been with Dell for two years and three months. Helen has a total of seven years of professional experience.

Required Table 4
**PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS
PROFILE**
Table 4 – CLASSIFYING EMPLOYMENT CHANGES (REQUIRED)

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE TABLE 4 CLASSIFYING EMPLOYMENT CHANGES (REQUIRED)		
	NUMBER OF EMPLOYED GRADUATES Reporting Change	PERCENT OF EMPLOYED GRADUATES Reporting Change
COMPANY		
LEVEL		
FUNCTION		
INDUSTRY		
GEOGRAPHY		
EMPLOYMENT CHANGE NOT REPORTED		
TOTAL EMPLOYED GRADUATES AT FOUR MONTHS*		

*Each row represents its own unique subset of the total population of employed graduates as students may report changes in more than one row. Total and percents comes from Table 1, not by adding the rows.

INSTRUCTIONS FOR TABLE 4: CLASSIFYING EMPLOYMENT CHANGES
1. EMPLOYMENT CHANGES

Data reflecting employment changes pertains to the job held by the graduate *at four months after graduation* as compared to the job held at the start of the part-time MBA or part-time specialty master's program.

2. EMPLOYED GRADUATES AT FOUR MONTHS

For all employed part-time graduates, report changes in four categories (Table 4 provides a worksheet for this report) by program type. Each row represents its own unique subset of the total population of employed graduates. In other words, graduates might report more than one change,

for example, a company change and a geography change. Categories include: company, level, function, industry and geography.

3. **LEVEL** reflects a promotion in job level experienced by the graduate.

Example: Job Level Change: John was an Assistant Marketing Manager at the start of the program but was promoted to a Marketing Manager role which he held four months after graduation.

4. **FUNCTION** reflects a change from one job function to another.

Example: Job Function Change: Sarah was a Financial Analyst at the start of the program but moved to an Assistant Brand Manager role which she held four months after graduation

5. **INDUSTRY** reflects a change from one industry to another.

Example: Job Industry Change
Bob worked in the aerospace industry at the start of the program but moved to a new company in the consumer products industry two months post-graduation

6. **GEOGRAPHY** reflects a change from one location to another.

Example: Job Geographic Change
Bob worked in Atlanta while in the program, and upon graduation he accepted an assignment in his company's Chicago office.

7. **PERCENTS**

The denominator for the percent should be 'total employed graduates at four months'.

8. **NOT REPORTED**

Include the number and percent of graduates who did not report any changes in company, level, function, industry or geography since the beginning of the MBA program.

9. **TOTAL**

The total here is the total employed graduates at four months from Table 1. The number of company + level + function + geography changes + not reported will not equal the total number of employed graduates as some graduates may report more than one change (example: function and company).

10. **GRADUATING CLASS PROFILE**

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program).

Optional Table 5.A

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE

TABLE 5.A JOB CHANGE BY FUNCTION (OPTIONAL)

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE				
TABLE 5.A JOB CHANGE BY FUNCTION (OPTIONAL)				
OPTIONAL	START OF MBA		FOUR MONTH POST MBA	
	NUMBER	PERCENT	NUMBER	PERCENT
Function 1				
Function 2				
Function 3				
Function 4				
Function 5				
Function 6				
Function 7				
Function 8				
Function and/or Job Change Not Reported				
Total		100%		100%

INSTRUCTIONS FOR TABLE 5.A JOB CHANGE BY FUNCTION

1. EMPLOYED AT FOUR MONTHS

Schools may, for each part-time program, report the number and percent of students holding jobs in each professional function at the start of the program and at four months after graduation.

2. JOB CHANGE

Include information only for those graduates **who reported a job change at four months** after graduation.

3. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program).

Optional Table 5.B

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE

Table 5.B - JOB CHANGE BY INDUSTRY (OPTIONAL)

PART-TIME MBA AND PART-TIME SPECIALTY MASTERS GRADUATING CLASS PROFILE				
Table 5.B - JOB CHANGE BY INDUSTRY (OPTIONAL)				
OPTIONAL	START OF PROGRAM		FOUR MONTHS POST PROGRAM	
	NUMBER	PERCENT	NUMBER	PERCENT
Industry 1				
Industry 2				
Industry 3				
Industry 4				
Industry 5				
Industry 6				
Industry 7				
Industry 8				
Industry and/or Job Change Not Reported				
TOTAL		100%		100%

INSTRUCTIONS FOR TABLE 5.A JOB CHANGE BY INDUSTRY

1. EMPLOYED AT FOUR MONTHS

Schools may, for each part-time program, report the number and percent of students holding jobs in each industry at the start of the program and at four months after graduation.

2. JOB CHANGE

Include information only for those graduates **who reported a job change at four months** after graduation.

3. GRADUATING CLASS PROFILE

Prepare each profile with all data collected as of the end of the data collection period. Prepare separate tables for each program (MBA and each individual master's program).



Appendices



Appendix I – Geographic Regions

COMPOSITION OF MAJOR AREAS AND REGIONS (UPDATED 2024)

From United Nations, Department of Economic and Social Affairs, Statistics Division, M49 Standard Geographic Regions. <https://unstats.un.org/unsd/methodology/m49/>

NOTE: in the event a country is new or not present in list, schools should list country in region/sub-region that reflects its location

GEOGRAPHIC REGIONS	
AFRICA:	
Northern Africa: <ul style="list-style-type: none"> Algeria Egypt Libyan Arab Jamahiriya Morocco Sudan Tunisia Western Sahara 	
Eastern Africa: <ul style="list-style-type: none"> British Indian Ocean Territory Barundi Comoros Djibouti Eritrea Ethiopia French Southern Territories Kenya Madagascar Malawi Mauritius Mayotte Mozambique Réunion Rwanda Seychelles Somalia South Sudan Uganda United Republic of Tanzania Zambia Zimbabwe 	Middle Africa: <ul style="list-style-type: none"> Angola Cameroon Central African Republic Chad Congo Democratic Republic of the Congo Equatorial Guinea Gabon Sao Tome and Principe Western Africa: <ul style="list-style-type: none"> Benin Burkina Faso Cabo Verde Côte D'Ivoire Gambia Ghana Guinea Guinea-Bissau Liberia Mali Mauritania



<p>Southern Africa:</p> <ul style="list-style-type: none"> • Botswana • Lesotho • Namibia • South Africa 	<p>Western Africa Continued</p> <ul style="list-style-type: none"> • Niger • Nigeria • Saint Helena • Senegal • Sierra Leone • Togo
<p>AMERICAS:</p>	
<p><u>Latin American and the Caribbean:</u></p>	
<p>Caribbean:</p> <ul style="list-style-type: none"> • Anguilla • Antigua and Barbuda • Aruba • Bahamas • Barbados • Bonaire, Sint Eustatius and Saba • British Virgin Islands • Cayman Islands • Cuba • Curaçao • Dominica • Dominican Republic • Grenada • Guadeloupe • Haiti • Jamaica • Martinique • Montserrat • Puerto Rico • Saint Barthélemy (new) • Saint Kitts and Nevis • Saint Lucia • Saint Martin (French Part) • Saint Vincent and the Grenadines • Sint Maarten (Dutch part) • Trinidad and Tobago • Turks and Caicos Islands • United States Virgin Islands 	<p>Central America:</p> <ul style="list-style-type: none"> • Belize • Costa Rica • El Salvador • Guatemala • Honduras • Mexico • Nicaragua • Panama <p>South America:</p> <ul style="list-style-type: none"> • Argentina • Bolivia (Plurinational State of) • Bouvet Island • Brazil • Chile • Colombia • Ecuador • Falkland Islands (Malvinas) • French Guiana • Guyana • Paraguay • Peru • South Georgia and the South Sandwich Islands • Suriname • Uruguay • Venezuela (Bolivarian Republic of)
<p><u>Northern America:</u></p> <ul style="list-style-type: none"> • Bermuda • Canada • Greenland • Saint Pierre and Miquelon • United States of America 	



ASIA:	
<p><u>Central Asia:</u></p> <ul style="list-style-type: none"> • Kazakhstan • Kyrgyzstan • Tajikistan • Turkmenistan • Uzbekistan <p><u>South-eastern Asia:</u></p> <ul style="list-style-type: none"> • Brunei Darussalam • Cambodia • Indonesia • Lao People’s Democratic Republic • Malaysia • Myanmar • Philippines • Singapore • Thailand • Timor-Leste • Viet Nam <p><u>Eastern Asia:</u></p> <ul style="list-style-type: none"> • China • China, Hong Kong Special Administrative Region • China, Macao Special Administrative Region • Democratic People’s Republic of Korea • Japan • Mongolia • Republic of Korea 	<p><u>Southern Asia:</u></p> <ul style="list-style-type: none"> • Afghanistan • Bangladesh • Bhutan • India • Iran (Islamic Republic of) • Maldives • Nepal • Pakistan • Sri Lanka <p><u>Western Asia:</u></p> <ul style="list-style-type: none"> • Armenia • Azerbaijan • Bahrain • Cyprus • Georgia • Iraq • Israel • Jordan • Kuwait • Lebanon • Oman • Qatar • Saudi Arabia • State of Palestine • Syrian Arab Republic • Türkiye • United Arab Emirates • Yemen
EUROPE:	
<p><u>Eastern Europe:</u></p> <ul style="list-style-type: none"> • Belarus • Bulgaria • Czechia • Hungary • Poland • Republic of Moldova • Romania • Russian Federation • Slovakia • Ukraine 	<p><u>Northern Europe:</u></p> <ul style="list-style-type: none"> • Aland Islands • Denmark • Estonia • Faroe Islands • Finland • Guernsey • Iceland • Ireland • Isle of Man • Jersey



<p><u>Southern Europe:</u></p> <ul style="list-style-type: none">• Albania <p>Southern Europe Continued</p> <ul style="list-style-type: none">• Andorra• Bosnia and Herzegovina• Croatia• Gibraltar• Greece• Holy See• Italy• Malta• Montenegro• North Macedonia• Portugal• San Marino• Serbia• Slovenia• Spain	<p>Northern Europe Continued</p> <ul style="list-style-type: none">• Latvia• Lithuania• Norway• Svalbard and Jan Mayen Islands• Sweden• United Kingdom of Great Britain and Northern Ireland <p><u>Western Europe</u></p> <ul style="list-style-type: none">• Austria• Belgium• France• Germany• Liechtenstein• Luxembourg• Monaco• Netherlands (Kingdom of the)• Switzerland
<p>OCEANIA:</p>	
<p><u>Australia and New Zealand:</u></p> <ul style="list-style-type: none">• Australia• Christmas Island• Cocos (Keeling) Islands• Heard Island and McDonald Islands• New Zealand• Norfolk Island <p><u>Micronesia:</u></p> <ul style="list-style-type: none">• Guam• Kiribati• Marshall Islands• Micronesia (Federated States of)• Nauru• Northern Mariana Islands• Palau• United States Minor Outlying Islands	<p><u>Melanesia:</u></p> <ul style="list-style-type: none">• Fiji• New Caledonia• Papua New Guinea• Solomon Islands• Vanuatu <p><u>Polynesia:</u></p> <ul style="list-style-type: none">• American Samoa• Cook Islands• French Polynesia• Niue• Pitcairn• Samoa• Tokelau• Tonga• Tuvalu• Wallis and Futuna Islands

Appendix II – Glossary

Term	Definition
Acceptable Documentation	Acceptable documentation includes a completed survey, written correspondence (including email) to or from the student/employer confirming their status, documented phone conversations, coaching conversations or hallway chats with dates and notes or screenshots of social media conversations.
Base Salary	Base salary is the graduates' guaranteed annual salary which excludes bonuses, commissions, and other compensation such as benefits and perquisites (e.g., car, equipment, memberships, relocation expenses, etc.), even if they appear to be guaranteed.
Class Profile	Point in time snapshot at four-month post-graduation showcasing employment status of each program. Since working professionals are typically not seeking employment like full-time students, the class profile is not meant to showcase outcomes, but merely describe the class.
Data Collection period	Data collection period is the time period during which schools are reaching out to students to collect data on employment status and preparing their final report. Data collection period might start up to a year before graduation, but must end five months post-graduation (one-month past the schools Profile Reporting Date.)
Dual/Joint Degree Students	Joint degree students are those who are enrolled in and graduate from more than one program at the same institution (or partner institution), sometimes graduating at the same time from both, but could graduate from the other program before or after this degree. For example, an MBA and an MS Finance program.
Profile Reporting Date	This is the date of the class profile. Graduates must be employed at four months to be included as 'employed' in the profile. This is four months post-graduation for the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile
Full-time Employment	At least 30 hours per week in a professional-level position with no predetermined termination date
Graduate-facilitated Sources	Graduate-'facilitated sources include all sources of employment for which the students own connections and activities were the source of the offer, including the conversion of a graduate-initiated networking through personal contacts and applying to online job postings.

Graduation Date	Graduation date is defined as the earliest date at which the University represents that the students have completed the degree requirements, e.g., the students can use the distinction of the degree. This date is often considered the conferral date. It's important that The Career Center communicates with the registrar to align graduation lists.
Job Acceptance	A job acceptance occurs when a graduate has notified an employer that they have accepted a valid offer for a specific position.
Left the Workforce	Graduates who are continuing education or choosing not to work for family or health reasons.
Minimum Data Required (salary)	<p>When reporting salary within categories, the minimum data required to publish is a minimum of three graduates in each category or one-percent of graduates (whichever is greater). If you have less than this, CSEA standards require the student's salary be added to the 'other' category to preserve confidentiality of the student.</p> <p>Schools should use discretion when reporting salary data that could compromise confidentiality. Should a school determine that 3 data points and/or a minimum of 1% are not adequate to protect graduates' confidentiality, that data should be reported in the "Other" category or indicated by an N/A designation. Even when minimum data requirements are met, career services professionals may elect not to report any salary data in a way that would compromise student confidentiality or use a higher number or percentage as a threshold depending on class size or other factors; they should exercise their judgment in making this determination as long as all salaries are included in the total salary figures.</p>
Minimum Target - salary	While the goal is to obtain information from 100% of job accepting graduates, the CSEA minimum target for part-time MBA and part-time specialty master's programs is 70%. The equation is: number of employed graduates for whom you have reliable salary information / total graduates = percent.
No Recent Information Available	This category must include those graduates who may be employed or who may not be employed but for whom you have no recent reliable information. To classify a student in this category, the school must have evidences of two outreaches prior to graduation and two post-graduation. The last attempt at outreach must be within the final month of the data collection period AND the school have absolutely no information two months prior to graduation or later. Graduates may be included in the "No Recent Information Available" category ONLY if all required outreaches have been documented by career services AND no response has been received from the graduate throughout the entire data collection period

<p>Part-time Program Definitions</p>	<p>All MBA programs (excluding Executive) and all Specialty Masters programs should be accounted for in either the Standards for Reporting Full-time MBA Employment Statistics, the Standards for Reporting Full-time Specialty Masters Employment Statistics or the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile to satisfy the concept of full disclosure. Schools should follow their own internal definition of what constitutes a part-time academic program including modality and courseload. Some schools consider part-time programs to be those that are designed for working professionals or those who are working days and go to school nights or weekends. Other schools define programs based on the number of credits a typical student is expected to take each term to complete the program in X months. Some schools define full-time programs by the type of person it is designed for. For example, a full-time program might be designed for students who stop working and attend school full-time and are therefore mostly seeking new employment upon graduation. However your school defines your full-time academic program, the important thing is that the distinction is at the program level not the individual student level. Program length in MBA and Masters programs vary widely. Thus, program lengths should be identified and measured using the minimum total months needed to complete all degree requirements.</p>
<p>Part-time Student Status</p>	<p>Include all students who graduate from the school's part-time program, even if they have taken courses full-time at some points or moved between programs.</p>
<p>Reneged Acceptance</p>	<p>A reneged acceptance is a job acceptance that a graduate at a later date chooses not to honor.</p>
<p>CSEA Reporting Year</p>	<p>This is the CSEA defined reporting year, July 1-June 30 during which multiple graduating cohorts are combined into one CSEA graduating class year. For example, all students graduating July 1, 2024 - June 30, 2025 should be included in the 2025 reporting year. With extenuating circumstances, schools have the option to vary the reporting period by one month either earlier or later (but not both) provided the same dates are consistent for the school year to year and the reason is documented in the Graduating Class Profile.</p>
<p>Rescinded Offer</p>	<p>A rescinded offer is an offer that a graduate accepts for full-time MBA-level employment that the employer later retracts.</p>
<p>School-facilitated job sources</p>	<p>School facilitated activities include all sources of job acceptances for which the school has contributed, ranging from the conversion of an internship obtained through school resources to faculty and alumni referrals.</p>
<p>Signing/Starting Bonus</p>	<p>Signing / Starting Bonus is an incentive to join an employer, which may be paid either when the offer is accepted or in the early stages of employment. Signing/Starting bonus is defined as the bonus the graduate receives upon starting work, not any subsequent guaranteed bonus.</p>

Standards-compliant Report	A report is Standards-compliant when the school not only follows the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile to the best of their ability, but also produces all required tables including required footnotes and the compliance statement.
Timeline for data collection per the Standards for Reporting Part-time MBA (excluding Executive) and Part-time Specialty Masters Profile	<ul style="list-style-type: none"> • Data Collection Begins – Up to one year before graduation (except for the “Start of MBA” data needed for tables 4, 5A and 5B • Before Graduation – You must do 2 outreaches to all students • 2 months prior to graduation is the cut-off date for ‘no information’. Status collected after this point will remain the ‘last known status’ • After graduation – 2 outreaches must be made to all students without a terminal status (a status that isn’t likely to change in the short-term, such as left the workforce or employed). Last outreach must be done within the last month. • 4 months after graduation – Final Profile Reporting Date • 5 months after graduation – End of Data Collection period.
Total Graduating Class	<p>The total graduating class is defined as all students graduating during the 12 months beginning July 1st and ending June 30th (The CSEA reporting year). This provision is especially important for those schools with multiple graduation dates, as the CSEA Standards Reporting Year may differ from an individual school’s reporting year.</p> <p>Extenuating circumstances may enable schools to vary their graduating class definition by one month. See Reporting Year definition above for details.</p>
Unemployed	Graduates who are not working and seeking new employment
Withdrawn Offer	A withdrawn offer is defined as a Full-Time MBA level employment offer made to a graduate that is later withdrawn before the graduate accepts the offer.

Appendix III – Gender, Race and National Origin

The CSEA recommends that schools collect employment data pertaining to gender, race and national origin as it relates to salary, job function and industry statistics for internal tracking purposes only, as appropriate to your school. This collection **should not be included as a part of a formal employment profile**. Including this information in a formal published report can create an inaccurate narrative due to statistically insignificant datasets, as well as create student confidentiality concerns.

Appendix IV: Compliance Statement and Required Footnotes

1. COMPLIANCE STATEMENT

Include a *compliance statement* on your Part-time MBA and Part-time Specialty masters Graduating Class Profile if it has been developed in accordance with the standards in this document. The Compliance Statement should appear on both printed and online Profiles

Example Compliance Statement: *This report conforms to the Career Services & Employer Alliance Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile[®].*

2. REQUIRED FOOTNOTES

- a. The percent of graduates for whom you have reliable information
- b. The percent of graduates for whom you have reliable salary information
- c. Graduation dates within the reporting year
- d. Clearly identifying interim reports
- e. Salary tables that include purchase price parity multiplier
- f. Data included in the report that is not part of the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile
- g. If the school's graduating Class Reporting year differs from the CSEA Standard Reporting Year definition, indicate that and provide an explanation why

Example: Footnote indicating Reporting year adjustment: *This report was compiled using an adjusted reporting year of August 1, 2025 – July 31, 2026. due to graduation dates being tied to the lunar new year and sometimes falling before July 1 and sometimes after July 1.*

3. INSTRUCTIONS AND FOOTNOTE EXAMPLES

a. PERCENT OF GRADUATES FOR WHOM YOU HAVE RELIABLE INFORMATION

The CSEA minimum target is 70 percent of all graduates (see Table 1). While you may have received information from *less than 70 percent* of the total graduating class, you should nonetheless insert a footnote on the Graduating Class Profile clearly indicating the percent of the total class on which you *have* received information. Recognize that you may receive information from the graduate, from an employer, from a graduate's parent, or from some other credible source.

Example: Reliable Information : Your school has 1,000 total part-time graduates. You receive questionnaires from 700 graduates and you have reliable information from other sources on 180 additional graduates.

Accordingly, you have information on 88 percent of the graduating class (880/1,000).

NOTE H.1 on rounding threshold percentages: Always round to the nearest tenth applying typical mathematical conventions. 84.96 becomes 85%; 84.89 becomes 84.9; 84.93 becomes 84.9.

b. PERCENT OF GRADUATES PROVIDING RELIABLE SALARY INFORMATION

The CSEA minimum target is 70 percent. The equation is: *the number of part-time graduates for whom you have useable salary information / total part-time graduates = percent providing usable salary information.*

Example: Footnoting Graduates Who Submitted Salary Information

Example 1: Reliable Salary Information

If a school has 100 employed part-time graduates, and 92 of those graduates provided reliable salary information, the percent of graduates for whom you have useable salary information is 92%.

Example 2: Reliable Salary Information

If a school has 100 employed graduates, 78 of those graduates provided reliable salary information, and you have useable salary information from employers for 14 other graduates, the percent of graduates for whom you have useable information is 92%.

Footnote Example:

This salary report is based upon useable salary information from 92% of the graduates at four months after graduation.

c. GRADUATION DATES WITHIN THE REPORTING YEAR

Footnote the graduating class(es) that are included in this report.

Footnote example: Graduation dates within the reporting year: *The university represents that the dates that graduates completed their degree requirements and therefore were able to use the distinction of their degrees as December 15, 2025 and May 15, 2026.*

Footnote example: Graduation date within the reporting year: *Graduates completed their degree requirements and were conferred their degrees in two ceremonies which were December 10, 2025 and June 10, 2026.*

d. INTERIM REPORTS

Schools may wish to prepare and publish any number of **interim** reports prior to the end of the data collection period (one month past your four months post-graduation date). However, schools must date those interim reports and clearly indicate that those reports are **interim** reports.

Example: Interim Reports: *This is an INTERIM REPORT. A final Part-Time MBA and Part-time Specialty masters Graduating Class Profile, which will include all information received as of (the end of the data collection period) will be published at a later date.*

If your school has reliable data on 100 percent of the total graduating class before the end of your data collection period, then your school may publish your data as of that date.

Footnote Example: *This is XYZ UNIVERSITY'S FINAL Part-Time MBA MBA and Specialty masters Graduating Class Profile. It is based upon information from 100 percent of the part-time MBA graduates.*

e. SALARY TABLES THAT INCLUDE PURCHASE PRICE PARITY MULTIPLIER:

Footnote Example: Purchase Price Parity Multiplier: *The salary tables expressed including Purchasing Power Parity were calculated using the IMF- World Economic Outlook Tables.*

F. PROGRAM LENGTHS

Example Footnote: *This MBA Program is nine months long*



g. INCLUDING ADDITIONAL DATA

Data included in the report that is not part of the Standards for Reporting Part-time MBA (Excluding Executive) and Part-time Specialty Masters Graduating Class Profile

Example Footnote: *In addition to including all the required CSEA Standards-compliant tables, this report also includes data collected that is specific to this program such as XY, and Z.*

h. DEFINITION OF HYBRID PROGRAM

If you separate programs in your report by modality, Footnote how your school defines a hybrid program.

Example: Footnote for Hybrid Program: *XYZ University's part-time Hybrid program is 40% in-person and 60% online instruction.*