

Figure I: Institutional Interview Rubric

Part I: Program Characteristics

Admission	
	Requirements
	General Policies
Academic Program	Credit for Work/Life Experience
	Enrollment
	Major/Minor Availability and Popularity
	Course Delivery (Methods and Timeframe)
	# of Credits/ Length of Time for Completion
Student Services	Program Faculty
	Program Administrative Structure
	Academic Services (ie: Tutoring, Peer Networks- Learning Communities)
Completion	Career Services (ie: Career Counseling, OTJ Training)
	Supportive Services (ie: Childcare, Transportation)
	Completion Rate/Program Retention
	Job Placement – Employer Outreach and Engagement
	Pursuit of Advanced Study

Part II: Profile of Program Participants

Demographic	
	Gender
	Age
	Race/Ethnicity
Attendance Status and Educational Attainment	Marital/Family Status
	Full-Time/ Part-Time
	Educational Attainment
	First in Family to Pursue Bachelor Degree
	Working More than 20 Hours/Week

Part III: Affordability

Program Costs	
	Program Tuition- Full-Time/Part-Time
Financial Aid	Additional Fees
	Federal Assistance
	State Assistance
	Institutional Assistance