^{1.} Four measures were used: course completion, course retention, certificates, and degrees.

 $^{2.} The \, mean \, of \, each \, measure \, over \, the \, immediate \, five \, previous \, years \, was \, calculated \, and \, reduced \, by \, five \, percent \, of \, the \, mean.$

^{3.} Results of the procedure delineated in 1 and 2 above are the institution-set st

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The mean of each measure over the immediate five previous years was calculated and reduced by five percent of the mean.