Commission for Higher Education Data Submission System

USER GUIDE

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Contents

1.0. Accessing the CHE Data Submission System

To access the CHE data submission system, go to the log in page at https://chedss.che.in.gov. Authorized users must enter their user name (email address) and password in order to log in to the system. If a user has forgotten his/her password, the password may be reset by clicking on the Forgot Password link.

1.1. Forgot Password

Authorized users who have forgotten their passwords may obtain new passwords without contacting CHE staff. To reset a forgotten password, click on the Forgot Password link below the Log In button on the main Log In page. This will navigate the user to the Reset Password page. Once on the Reset Password page, the user must enter his/her email address and then click the reset password button. A temporary password will be sent to the user via the email provided. Note that if the email provided by the user does not exist in the CHE data submission system (i.e., a user associated with the provided email address has not been designated with one of the institutional roles described in 2.1, the user will receive an error and the password will not be reset).

2.0. Security

Authorized users have various levels of access and control, depending upon the institutional role that has been set for the user and the institution(s) to which the user is assigned.

2.1. Manage Users

A variety of self-service user management options are available.

2.1.1. Institutional Roles

The CHE data submission system has various roles for institutional users.

User Administrator: the user administrator grants a user access to user administration functionality. Users with this role can designate themselves to any of the other three institution roles (see below), or can designate others to any of the three institution roles.
Data Approver: can submit data, review data, and approve data for an institution
Data Submitter: can submit and review data for an institution
Data Reviewer: can review data for an institution

2.1.2. Search for Users

An institution user administrator may search for users using email address, first name, or last name, and/or institution, and/or role. When searching for users, an institution user administrator may only view users from the institution(s) to which the user administrator is assigned.

To search for users, go to Security > Manage Users. Select the search criteria (email address, first name, or last name), and/or select the institution, and/or select the role. Once the search parameters have been selected, click on Filter to search by the identified parameters.

2.1.3 Add Users

An institution user administrator may add users for the institution(s) to which the user administrator is assigned.

To add a user, go to Security > Manage Users. Click on the Add User link at the bottom of the page. The user administrator must provide an email address, first name, and last name for the user. The added user must also be assigned one or more institution role, and must be assigned to one or more institution. Once the necessary information has been entered, click the Create User button and the new user will be created.

Once the user has been successfully added, a user name and password will be sent to the email provided for the new user.

2.1.4. Delete Users

An institution user administrator may delete a user for the institution(s) to which the user administrator is assigned.

To delete a user, go to Security > Manage Users. Click on the Delete link in the column marked Delete at the end of the row in which the user is listed. A dialogue box will pop up with the message "are you certain you want to delete this user?" Click OK, and the user will be deleted. Once deleted, the user no longer exists in the system. When a user ceases to be employed by an institution, it is recommended practice for the user administrator to delete that user from the system.

2.1.5. Edit Users

An institution user administrator may edit a user for the institution(s) to which the user administrator is assigned.

To edit a user's information, go to Security > Manage Users. Click on the Edit link in the column marked Edit at the end of the row in which the user is listed. A user administrator may edit the user's first name or last name; status (active vs. inactive); assigned role; and/or assigned institution(s). Once the desired changes have been made, click the Update User button and the information will be updated.

If a user is edited to be designated as inactive, the user is not deleted from the system. However, a user designated as inactive is unable to log in to the system. An inactivated user may be reactivated by the user administrator through the Security > Manage Users page. If an inactivated user is reactivated by the user administrator, the reactivated user does not need to be re-entered into the system.

2.2. Change Password

Authorized users may change their passwords without contacting CHE staff.

To change a password, go to Security > Change Password. Enter the old password, then enter the new password and confirm the new password. The password must be at least eight characters in length and must contain at least 2 non-alphanumeric characters.

3.0. Data Submission

Data submission includes several steps: file upload, with basic data validations performed (transmission); files loaded into a CHE staging database with more complex business rule edits performed (submission); and data review and approval.

3.1. Upload a File

Users who are designated as data submitters or data approvers may upload data files to the system. To upload a file, go to Data Submission > Transmit File.

3.1.1. Create a File

Data files must follow the file specifications listed in each of the data layouts (found under Help/Download Layouts). A data file must contain <u>all data for all locations associated with a campus in a single file</u>. A file cannot contain data for more than one campus. Each valid file transmission in a given reporting year will overwrite any previous file transmissions from that campus for the same reporting year.

3.1.2. Name a File

To transmit a file successfully, the user must name the file(s) using the appropriating naming convention FFYYYYCCCCCCCC.ext.

FF = the two character file type code (SP = Student Profile; CR = Credits; DE = Degrees Conferred; FA = Financial Aid; FE = Fall Enrollment).
YYYY = the reporting year that the file is for (e.g., 2012 = 2011-2012 reporting year)
CCCCCCCC = 8 digit CHE assigned campus unit ID (see General Instructions document for list of campus unit IDs)
.ext = must be .csv

3.1.3. Zip a File (optional)

If a user desires to submit multiple files in a single upload, or to compress a file for a quicker upload, the user may create a zip file containing the file(s) created. Each file in the zip archive must follow the naming convention listed in 3.1.2. Name a File. The zip file itself can have any name but must have a .zip file extension.

3.1.4. Send a File
Select single file or a zip file using the Browse button. Once the file has been selected, click the Transmit File button.

3.1.5 File Upload Results
Once an approved user has submitted a file, the user will receive one of two results:

An **unsuccessful file upload** is caused by one of the following situations:
1) the user has uploaded a file with an incorrect file extension (file extension is something other than .csv);
2) the file name does not meet the required format of FFYYYYCCCCCCCC
3) the campus ID specified in the file name is invalid
4) the reporting year specified in the file name is invalid
5) the user has attempted to submit data for a campus to which the user is not assigned
6) the user has attempted to submit an empty file (a file that contains no data)
7) the user has attempted to submit data for a collection that is closed

If a file transmission has been unsuccessful, the user will receive an error message on the transmission page indicating that the file transmission was unsuccessful because of one of the reasons listed above.

A **successful file upload** will be assigned a transmission ID with a message that directs the user to the transmission status page.

3.2 Transmission Status Page
Once a file has been successfully uploaded, a user can view the transmission status of the file. To view transmission status, go to Data Submission > Transmission Status.

A user can view the transmission status result for the file submission in the column titled Status. A user sees one of the following results:

Uploading: the file is being uploaded to the CHE Data Submission System
Received: the file was successfully transmitted and is awaiting processing.
Processing: the file is currently being processed. Once the file has been processed, the user receives an email indicating that the file has been processed.
A "final status" result (see 3.2.1. Final Status Results)

3.2.1 Final Transmission Status Results
Once a file has been processed, a user receives one of the following final status results:

Validation Error: a file that has failed to pass transmission edits has one or more errors that must be corrected before the file can be loaded into the staging database. Transmission edits are basic validation checks (e.g., checking for required fields; checking for correct codes; simple range checks, etc.). Transmission edits will always be errors. A downloadable Excel file is available in the column titled Errors that provides a list of each transmission error. The user should download the Excel report and use it to review and correct the errors. Once all errors have been corrected, the user can resubmit the file (see 3.1. Upload a File).
Transmittal OK: the file has passed all transmission validations, and the data has been loaded into the staging database. The user can click on the Transmittal OK link to get to the Submission Status page, or the user can go to Data Submission > Submission Status.
Replaced: a Transmittal OK status can later be changed to a Replaced status if a later file for the same file type/campus/year is successfully loaded. I.e., there will only be one "Transmittal OK" status for a given file type/campus/year combination.
No Changes: the file had no transmission validation errors, but the data was exactly the same as what already existed in the staging database. No data is loaded to replace existing data in the staging database.
Unknown Error: an unknown error occurred during file processing. If a user receives this transmission status, the user should contact a CHE administrator.

3.2.2. Search Transmissions

A user can search transmissions by:
File type (student profile, credits, degrees conferred, financial aid)
Status (uploading, received, processing, validation error, transmittal OK, replaced, no changes, unknown error)
Reporting year
Transmission ID (the transmission ID is found under the Trans. ID column on the Transmission Status page)
Campus
Transmitted on or after date

To search transmissions, select the desired search parameters and click on the Filter button.

3.3. Submission Status

Once all transmission errors have been corrected and the user has re-uploaded the file and received a status of Transmittal OK, the user can review the file's submission status. To review submission status, go to Data Submission > Submission Status.

3.3.1. Submission Status Results

A user can view the submission status results in the column titled Status. A user sees one of the following results:

No Data Submitted: No data has been submitted for the file type/year/campus.
Submission Edits Running: Data has been submitted and the submission edits are currently running.
Warnings Exist: Submission warnings exist, but no errors exist. Submission warnings are business rules to check the quality of data submitted. A downloadable Excel file is available in the column titled Warnings. The user should download the file and use it to review warnings and correct any applicable issues. Submission warnings should be reviewed but do not have to be fixed prior to approving data.
Errors Exist: Submission errors exist (and possibly warnings as well). Submission errors are more complex than transmission edits and are such things as Academic Program Inventory (API) checks, cross-field validations, cross-file validations, etc. A downloadable Excel file is available in the column titled Errors. The user should download the file and use it to review and correct errors. Submission errors must be fixed prior to approving data.
Pending Approval: Data has been submitted and no errors exist.
Submission Approved: Submission has been approved
Edit Run Failure: An unknown error occurred during submission edits. A CHE administrator should be contacted.

3.4. Difference Between Transmission and Submission

There are several key differences between transmission status and submission status.

Transmission:

Multiple transmissions for a given file type, reporting year, and campus can exist. There will always be one for each successful file upload.
Transmission edits will always be errors and usually keep the data from being loaded into the staging database

Submission:

There is only a single submission for a given file type, reporting year, and campus. It will usually be the last transmission that was processed without any errors.
Submission edits can be errors or warnings and are usually more complex than transmission errors. Submission errors prevent the submission from being approved.

3.5. Data Approval

To approve or un-approve data, go to Data Submission > Submission Status.

3.5.1. Approving Data

Once the authorized user has corrected all submission errors and reviewed submission warnings and data submission reports (see 4.0. Reports), the authorized user may approve data. Only users who are designed as data approvers in the system may approve data.

Files that have been successfully loaded into the staging database (i.e., have passed transmission edits) and have no submission errors may be approved. The user can approve a file by clicking on the Approve link under the column titled Approve. By clicking approve, the user confirms that the data has been reviewed and to the best of the user's knowledge, the data is correct and valid.

3.5.2. Manually Un-approving Data

Once a file has been approved, it is possible for an authorized user to manually unapprove the data. To unapprove data, the user needs to click on the Unapprove link under the column titled Approve. Once the file type has been unapproved, the user will need to manually re-approve the file.

3.5.3. Subsequent File Upload and Approval Override

After a file has been approved, a subsequent file upload of the same file type/campus/reporting year may automatically override approval of that file. If the user submits a data file for the same file type/campus/reporting year that has already been approved, the subsequent file will override existing approval if the file contains no transmission errors (i.e. if the file receives a status of "transmittal OK." A file with no changes or with transmission errors will NOT override existing approval.

When transmitting a subsequent file of the same file type/campus/reporting year that has already been approved, the user will receive a note that the transmission may override the approval status of the existing submission. The user should review the submission status page once the subsequent transmission has been processed.

If the approval has been overridden by a subsequent file submission, the user will see a note on the Submission Status page (Data Submission > Submission Status) indicating that approval was overridden by a more recent submission edit run.

To reapprove a file type which has had its approval manually overridden, the user must correct any existing submission errors caused by the subsequent file and then manually reapprove the submission.

3.5.4. Linked Reports and Approval Override

Some reports are dependent on others for submission edits, and a file upload of one file type for a campus/reporting year may automatically override approval of another file type for the same campus/reporting year. If a user submits a new file upload for a file type that has a dependent file type (e.g., degrees conferred and student profile; credits and student profile; financial aid and student profile) that has already been approved, the new submission may override approval for the dependent file type. For example, if a user submits a Student Profile for a given campus/reporting year, and the Degrees Conferred file has already been approved for that campus/reporting year, the subsequent upload of the Student Profile file may result in the override of existing approval for the Degrees Conferred file. The dependent file approval will only be overridden if the subsequent file transmission causes any new submission errors and/or warnings for the dependent file.

When transmitting a subsequent file that has a dependent file type, the user will receive a note that the transmission may override the approval status of the existing submission. The user should review the submission status page once the subsequent transmission has been processed.

If the approval of a dependent file has been overridden by a subsequent file submission, the user will see a note on the Submission Status page (Data Submission > Submission Status) indicating that approval was overridden by a more recent submission edit run.

To reapprove a file type which has had its approval manually overridden by the submission of another file type on which it is dependent, the user must correct any existing submission errors caused by the subsequent file and then manually reapprove the submission.

4.0. Reports

There are two types of reports: Submission Data Reports and Administrative Reports.

4.1. Submission Data Reports

To access submission data reports, go to Reports > Submission Data Reports. Submission data reports are based on data submitted. For each report (other than the API Report and 12-month Transfer Report), data are available for three years (current submission year + two years prior). The purpose of submission data reports is for users to review the accuracy of data submitted and to compare current data submissions with prior year data submissions to check accuracy. The reports provided on the Submission Data Reports page **are not for public use** and are available to authorized users only. Submission data reports (other than the API report) are available at the campus and, where applicable, the location level. The API report is available at the institution and location level. For all reports, a user may only view and download reports for the institution(s) to which the user is assigned.

4.1.1. Program Reports

Authorized users can download two program reports: an API (Academic Program Inventory) report, and headcount/FTE enrollment and degrees conferred by six-digit CIP code.

4.1.1.1. API Report

The API report contains all approved programs (approved, suspended, and eliminated) for an institution and/or location. The API report may be run at the institution or location level.

To create an API report at the institution level, select the institution and click on the Download Report button. A user may only create an API report for the institution(s) to which the user is assigned.

To create an API report at the location level, select the institution and then click the check box to create an API report by location. Then click the Download Report button. The generated report will contain only programs that are approved at that location.

The API report is available in Excel format only.

4.1.1.2 Degree Program Summary

The Degree Program Summary report provides headcounts, FTE, and degrees conferred by six-digit CIP code. The report is available in Excel format only. To download the report, select the reporting year and institution (and location, if desired/applicable). Then click the Download Report button.

The Degree Program Summary provides program type, program ID, program degree level, program CIP code, program CIP title, program name, program status, and headcount/FTE/degrees conferred. The Degree Program Summary report combines information reported on the Credits and Degrees Conferred files with the academic program inventory (API) for the institution/location. The Degree Program Summary DOES NOT include students who are non-degree seeking students (entry types 4-6) or unclassified students (degree levels 21-22).

Program Type: There are five program types.
Approved degree program: the reported CIP code and degree level map to a degree program in the institution's API and the student was NOT reported as being in a transfer program or pursuing a degree at another campus (field CR10).
Undeclared degree program: the reported CIP code was 00.0000 and the student was NOT reported as being in a transfer program or pursuing a degree at another campus.
Transfer degree program: the student was reported as being in a transfer program (planning to transfer to another campus to complete the degree program, field CR10 code 2).
Degree program at another campus: the student was reported as pursuing a degree at another campus (field CR10, code 1).
Non-approved degree program: the reported CIP code and degree level do not map to a degree program in the institution's API, and the student was NOT reported as being in a transfer program or pursuing a degree at another campus. Rows classified as non-approved degree programs are highlighted in red.

For non-approved degree program types, mapping to the API differs for enrollment data (headcount/FTE) and degree data (degree count).

For enrollment data, a reported CIP/degree level must exist at the ***institution*** level. As such, enrollment data may be reported by a location for a CIP/degree level that doesn't exist at that location, and the row will not be highlighted in red as "non-approved degree program" as long as the program under that CIP/degree level exists for the institution.

For degree data, a reported CIP/degree level must exist at the ***location*** level. As such, degree conferred data may not be reported by a location for a CIP/degree level that does not exist at that location, regardless of whether the CIP/degree level exists at the institution level. Degree conferred data reported for a location at which the CIP/degree level does not exist is classified as "non-approved degree program" and is highlighted in red. Rows highlighted in red that contain 2011-2012 enrollment and/or degrees conferred data have corresponding submission errors that must be fixed prior to submission approval.

NOTE: for program data reported in years prior to 2011-2012, rows may appear red that are not results of data reporting errors and instead result from changes made to the 2011-2012 data collection. Those are program enrollments reported for students in transfer programs or pursuing degrees at other campuses. Beginning with 2011-2012, program enrollment for students reported as enrolled in transfer programs is categorized as "transfer degree program." Program enrollment for students reported as pursuing a degree at another campus is categorized as "degree program at another campus." However, those codes did not exist in a consistent manner prior to 2011-2012; therefore, program enrollment data reported for these students has the category type "non-approved degree program."

Headcount is an unduplicated count of students enrolled based on data reported on the Credits file at the mapped program level (field CR09, Academic Degree Program and field CR07, degree level)) for a given reporting year. The headcount data cannot be summed to get total/subtotal unduplicated counts, because a student may have been reported in more than one degree program in a given reporting year and is counted in each of those mapped program's headcounts.

Full time equivalence (FTE) is calculated by dividing total end of term credits (field CR26) for the mapped program (fields CR09 and CR07) for a given reporting year by 30 for undergraduate level programs (degree levels 01-03 and 05) and divided by 24 for graduate level programs (degree levels 06-08, 17, and 18).

Degree count is a sum of all degrees conferred, based on data reported on the Degrees Conferred file at the mapped program level (fields DE05, DE06, DE08, DE09, DE11, DE12, DE14, and DE15) for a given reporting year.

For reporting years 2010-2011 and prior, data includes degrees conferred from July-June. For reporting years 2011-2012 ONLY, data includes degrees conferred from September through August AND degrees conferred in the late summer of the prior year (July 2011 and August 2011). This may cause the 2011-2012 degree counts to appear inflated.

4.1.2. Student Profile Reports

Authorized users can view and download one main report based on student profile reporting. To view the Student Profile reports, a user must select the reporting year and campus (and location, if desired/applicable) and then click on the View Report button. The Student Profile reports can be exported to PDF or Excel. To export, select a format for export and then click on the Export link.

4.1.2.1. Student Profile Summary

The Student Profile Summary report rolls up data reported on the Student Profile file and provides disaggregation by age, gender, and race/ethnicity. The Student Profile Summary has various subreports:

4.1.2.1.1. Age Range
The Age Range subreport provides counts of students reported on the Student Profile report by age range. Age is calculated using the Student Date of Birth field (SP09) and is based on September 1 of the reporting year.

4.1.2.1.2. Gender
The Gender subreport provides counts of students reported on the Student Profile report by gender. Gender counts are determined using the Student Gender field (SP10).

4.1.2.1.3. Race/Ethnicity
The Race/Ethnicity subreport provides counts of students reported on the Student Profile report by race/ethnicity. Race/ethnicity counts are determined using the Student Race (SP11) field.

4.1.3. Credits Semester Reports
Authorized users can view and download three main reports based on semester credits reporting. To view the Credits Semester Reports, a user must select reporting year, semester (fall is the default), campus (and location, if desired/applicable), and then click on the View Report button. The Credits Semester reports can be exported to PDF or Excel. To export, select a format for export and then click on the Export link.

All Credits Semester reports are separated by degree level (undergraduate and graduate). Degree level status is determined using entry type (CR05) and degree level (CR07) fields. For non-degree seeking entry types (4-6), a level is assigned based on entry type: 4 and 5 = undergraduate; 6 = graduate. For degree-seeking entry types (1-3), the level is assigned based on degree level: 01-03, 05, 21 = undergraduate; 06-08, 17, 18, 22 = graduate.

FTE (full time equivalence) is determined by taking the sum of total credit hours (census, field CR24, or EOT, field CR26) and dividing by 15 for undergraduates and 12 for graduates.

4.1.3.1. Credits Semester Headcount/FTE Summary
The Credits Semester Headcount/FTE Summary rolls up data reported on the Credits file and provides headcounts by enrollment status (full time/part time/zero credits), and headcounts/FTE by residency, degree level, entry type, and distance education status. The Credits Semester Headcount/FTE Summary has various subreports:

4.1.3.1.1. Enrollment Status
The Enrollment Status subreport provides headcounts for census and end of term (EOT) based on credit hours reported. Census credit hours are based on the Total Credit Hours (Census) field (CR24), and EOT credit hours are based on the Total Credit Hours (End of Term) field (CR26).

The zero credit headcount is a count of students reported for the selected semester who had zero census or EOT credits. The headcount of students with full time status is based on having 12 or more credit hours reported in census or EOT (for undergraduates) and 9 or more credit hours reported in census or EOT (for graduates).

4.1.3.1.2. Residency Status
The Residency Status subreport provides headcounts and FTE by census and end of term, disaggregated by resident, non-resident, and non-resident (reciprocity) students (field CR08).

4.1.3.1.3. Degree Level
The Degree Level subreport provides headcounts and FTE by census and end of term, disaggregated by degree level category (field CR07).

4.1.3.1.4. Entry Type
The Entry Type subreport provides headcounts and FTE by census and end of term, disaggregated by entry type (degree-seeking and non-degree seeking), field CR05.

4.1.3.1.5. Distance Education Status

The Distance Education Status subreport provides headcounts and FTE by census and end of term, disaggregated by distance education status (field CR11) and distance education location (field CR12).

4.1.3.2. Credits Semester Credit Hour Summary

The Credits Semester Credit Hour Summary rolls up data reported on the Credits file and provides headcounts and credit hours counts by various credit hour fields. The Credits Semester Credit Hour Summary has various subreports:

4.1.3.2.1. Semester Credit Hours by Credit Type

The Semester Credit Hours by Credit Type subreport provides headcounts, total EOT credits, and total earned credits for a variety of credit hour types. Headcount for each credit type is a headcount of all students who had greater than zero end of term (EOT) credit hours reported for the given credit type. Total EOT credits are the sum of all EOT credit hours reported for the given credit type, and total earned credits is the sum of all earned credit hours reported for the given credit type.

Credit types included in the Semester Credit Hours by Credit Type include Remedial Math (fields CR27 and CR28); Remedial English (fields CR29 and CR30); Total Dual Credit (fields CR31 and CR32); Off-Campus Dual Credit (fields CR33 and CR34); Off-Campus Technical + High Priority Dual Credit (fields CR35 and CR36); Distance Education (fields CR37 and CR38); English Gateway (fields CR39 and CR40); and Math Gateway (fields CR41 and CR42).

4.1.3.2.2. Cumulative Credit Hours

The Cumulative Credit Hours subreport provides headcounts, total EOT credits, and total earned credits for the cumulative credits fields.

Headcount for Cumulative Credits (Institution) is a headcount of all students who had greater than zero credits reported in the Total Cumulative Credits End of Term at this Institution (field CR44). Total EOT credits for Cumulative Credits (Institution) are the sum of all credit hours reported for field CR44 (Total Cumulative Credits End of Term at this Institution). Total earned credits for Cumulative Credits (Institution) are the sum of all credit hours reported for field CR43 (Total Cumulative Credits Earned at this Institution).

Headcount for Cumulative Credits (Academic Career) is a headcount of all students who had greater than zero cumulative credits earned (academic career) (field 45) reported. Total earned credits for Cumulative Credits (Academic Career) are the sum of all credit hours reported for field CR45 (Total Cumulative Credits Earned Academic Career).

4.1.3.2.3. Transfer/Other Alternative Credit Hours

The Transfer/Other Alternative Credit Hours subreport provides headcounts and total credits for the transfer and other alternative credits fields.

Headcount for Transfer Credits is a headcount of all students who had greater than zero transfer credits reported (fields CR14, CR16, CR13, CR20, and CR22). Total credits are the sum of all transfer credits reported in those fields.

Headcount for Other Alternative Credits is a headcount of all students who had greater than zero other alternative credit hours (field CR23) reported. Total credits are the sum of all credits reported in that field.

4.1.3.3. Credits Semester GPA Summary

The Credits Semester GPA Summary rolls up data reported on the Credits file and provides GPA distribution and average GPA. The Credits Semester GPA Summary has two subreports:

4.1.3.3.1. Cumulative GPA Distribution

The Cumulative GPA Distribution subreport provides counts of students reported by GPA range. GPA is determined using the Cumulative GPA (field CR46) field.

4.1.3.3.2. Average Cumulative GPA

The Average Cumulative GPA subreport calculates the average GPA for all students who had a GPA reported in the Cumulative GPA (field CR46) field. Blank GPA values are not included in the average GPA calculation.

4.1.4. Credits 12-Month Reports

Authorized users can view and download two main reports based on 12-month credit reporting. To view the Credits 12-Month reports, a user must select reporting year and campus (and location, if applicable/desired). The Credits 12-Month Summary report can be exported to PDF or Excel. To export, select a format for export and then click on the Export link. The Credits 12-Month Transfer Summary is available in Excel format only.

4.1.4.1. Credits 12-Month Summary

The Credits 12-Month Summary is a compilation of all semester records for a given reporting year. The report provides headcount, total EOT credits, and FTE by degree level.

4.1.4.1.1. 12-Month Headcount, Credit, and FTE Summary

The 12-month Headcount, Credit, and FTE Summary provides student headcount, total end of term (EOT) credits, and FTE by degree level.

For degree level, each semester record is assigned an undergraduate/graduate status using entry type (field CR05) and degree level (field CR07). For non-degree seeking entry types (4-6), a level is assigned based on entry type: 4 and 5 = undergraduate; 6 = graduate. For degree-seeking entry types (1-3), the level is assigned based on degree level: 01-03, 05, 21 = undergraduate; 06-08, 17, 18, 22 = graduate.

Headcount is an unduplicated student count. Each student is counted only once at the highest student level at which the student was reported. If a student had both undergraduate and graduate semester records (e.g., student was an undergraduate in the fall semester and a graduate in the spring semester), the student would be counted once as a graduate student.

Total EOT credits is the sum of total EOT credit hours (field CR26) for all semesters grouped by the undergraduate/graduate status assigned to each semester record.

Full-time equivalent (FTE) is calculated by dividing undergraduate total EOT credits by 30 and graduate total EOT credits by 24.

4.1.4.2. Credits 12-Month Transfer Summary

The Credits 12-Month Transfer Summary provides the institution CEEB code, institution name, institution state, headcount, total credits transferred, and average credits transferred. To download the report, select reporting year and campus (and location, if applicable/desired) and click on the Download Report button. The report is available in Excel format only.

The report is based on transfer institutions and transfer credits reported in fields CR13 through CR22.

Headcount is an unduplicated count at the transfer institution level. A student is counted only once at a given transfer institution even if they have transfer credits from that same institution reported in more than one semester. Headcount data cannot be summed to get a “total” unduplicated count, as a student may have transferred credits from more than one institution and is counted in each of those transfer institution’s headcounts.

Total credits transferred is the sum of transfer credit hours from a given transfer institution.

Average credits transferred is calculated by taking the total number of transfer credits reported from a particular institution divided by the headcount of students with credits from that institution.

The report is sorted by headcount (largest to smallest).

4.1.5. Degrees Conferred Reports

Authorized users can view and download the Degrees Conferred Summary report. To view the report, a user must select reporting year and campus (and location, if applicable/desired) and click the View Report button. The report can be exported to PDF or Excel. To export, select a format for export and then click on the Export link.

The Degrees Conferred Summary report is separated by degree level. Degree level is determined using degree level fields (DE06, DE09, DE12, and DE15). Undergraduate levels are 01-03 and 05; graduate levels are 06-08; 17; and 18.

4.1.5.1. Degrees Conferred Summary

The Degrees Conferred Summary rolls up data reported on the Degrees Conferred file and provides disaggregations by degree level and residency status as well as by degree conferred date.

For reporting years 2010-2011 and prior, graduates in late summer (July and August) were not reported until the following year (e.g., a July 2011 graduate would not be reported until the 2011-2012 reporting year). For reporting year 2011-2012, both late summer graduates from the prior year (July 2011 and August 2011) AND from the current year (July 2012 and August 2012) were reported. This may cause the 2011-2012 counts to appear inflated.

4.1.5.1.1. Residency Status and Degree Level (Undergraduate)

The Residency Status and Degree Level (Undergraduate) subreport provides counts of degrees conferred by residency status for undergraduate students. Residency status is determined using the Student Residency Status field (DE04).

4.1.5.1.2. Residency Status and Degree Level (Graduate)

The Residency Status and Degree Level (Graduate) subreport provides counts of degrees conferred by residency status for graduate students. Residency status is determined using the Student Residency Status field (DE04).

4.1.5.1.3. Degree Conferred Date

The Degree Conferred Date subreport provides counts of degrees conferred by degree level and degree conferred month. Degree conferred month is determined using the Degree Conferred Date fields (DE07, DE10, DE13, and DE16).

For reporting years 2010-2011 and prior, graduates in late summer (July and August) were not reported until the following reporting year (e.g., a July 2011 graduate would not be reported until the 2011-2012 reporting year). For reporting year 2011-2012, late graduates from the prior year (July and August of 2011) were reported. However, late summer graduates from the prior year (July and August) are not included in the Degree Conferred Date subreport. They are included in a separate report (see 4.5.1.4. Degree Conferred Date (Late Summer Degrees from Prior Year)). Late summer graduates from 2012 (July and August 2012) ARE included in the Degree Conferred Date subreport.

4.1.5.1.4. Degree Conferred Date (Late Summer Degrees from Prior Year)

The Degree Conferred Date (Late Summer Degrees from Prior Year) provides counts of degrees conferred by degree level and degree conferred month for degrees conferred in July and August of the year prior to the reporting year (e.g., for 2009-2010 reporting year, the counts are for degrees conferred in July 2009 and August 2009). Degree conferred month is determined using the Degree Conferred Date fields (DE07, DE10, DE13, and DE16).

4.1.6. Financial Aid Reports

Authorized users can view and download the Financial Aid Summary report. To view the report, a user must select reporting year, disbursement period (Academic Year is the default) and campus (and location, if applicable/desired) and click the View Report button. The report can be exported to PDF or Excel. To export, select a format for export and then click on the Export link.

4.1.6.1. Financial Aid Summary

The Financial Aid Summary provides information on various aspects of financial aid, including total and average aid amounts for various financial aid types and various disaggregations

4.1.6.1.1. Financial Aid by Aid Type

The Financial Aid by Aid Type subreport provides information on various aid types reported by head count, total aid amount, and average aid amount. Headcount for each aid type is a headcount of all students who had greater than zero aid reported for the given aid type. Total aid amount is the sum of all aid disbursed for the given aid type. Average aid amount is the total aid amount divided by headcount for the given aid type.

4.1.6.1.2. Financial Aid Summary by Dependency Status

The Financial Aid Summary by Dependency Status subreport provides disaggregated counts by dependency status, as well as percentage of all students (of those reported on the Financial Aid file) who were reported with a given dependency status.

4.1.6.1.3. Financial Aid Summary by Housing Status

The Financial Aid Summary by Housing Status subreport provides disaggregated counts by housing status, as well as percentage of all students (of those reported on the Financial Aid file) who were reported with a given housing status.

4.1.6.1.4. Financial Aid Summary by Residency Status

The Financial Aid Summary by Residency Status subreport provides disaggregated counts by residency status, as well as percentage of all students (of those reported on the Financial Aid file) who were reported with a given residency status.

4.1.6.1.5. Cost Factor Summary

The Cost Factor Summary subreport provides information on various cost factors reported on the Financial Aid file. Average amounts are provided for each cost factor (gross income, base tuition, required fees, cost of attendance, parent contribution, and student contribution). Average amount for base tuition and required fees is calculated by taking the sum of the given cost factor divided by the total number of students reported for the given disbursement period. Average amount for gross income, cost of attendance, parent contribution, and student contribution is calculated by taking the sum of the given cost factor divided by the total number of students who had data reported for the given cost factor in the given disbursement period (i.e., reported value for the given cost factor was not blank).

4.1.7. Fall Enrollment Reports

Authorized users can view and download the Fall Enrollment Summary report. To view the report, a user must select reporting year and campus and click the View Report button. The report can be exported to PDF or Excel. To export, select a format for export and then click on the Export link.

4.1.7.1. Fall Enrollment Summary by Student Classification and Residency Status

The Fall Enrollment Summary by Student Classification and Residency Status report provides disaggregated counts by residency status for each student classification, as well as full time and part time headcounts for each disaggregation.

4.1.7.2. Fall Enrollment Summary by Student Classification

The Fall Enrollment Summary by Student Classification report provides counts of full time and part time students, as well as full time equivalent (FTE) counts for each student classification.

4.1.7.3. Fall Enrollment Summary by Residency Status

The Fall Enrollment Summary by Residency Status report provides counts of full time and part time students, as well as full time equivalent (FTE) counts for each residency status and student classification level (undergraduate or graduate).

4.2. Administrative Reports

The purpose of Administrative Reports is to facilitate submission status review for institutions with many campuses, and also to facilitate review of historical program reporting data.

4.2.1. Submission Status Reports

The Submission Status Reports provide information on the submission status of files submitted for each campus.

4.2.1.1. Submission Status Summary

The Submission Status Summary report provides information on the submission status of each file for each campus, including last update date, number of records, number of errors and warnings, user ID of approval for any files that have been approved, whether the file has had approval overridden, number of transmissions, and last transmission date.

The report provides submission status for each campus to which an institutional user is assigned. The report is designed to facilitate submission status review for those institutions that are associated with many campuses. Rather than having to review each campus separately, the user can download the Submission Status Summary to see simultaneously all campuses to which the user is assigned.

4.2.2. Program Mapping Reports

The Program Mapping Reports provide information on reported CIP codes and degree levels mapped to different programs listed in the API. There are two reports: Program Mapping by Reporting Year and Program Mapping by Program. To access the Program Mapping Reports, go to Reports > Administrative Reports.

4.2.2.1. Program Mapping by Reporting Year

The Program Mapping by Reporting Year provides information, by year, on CIP codes and degree levels reported for the selected year and to which program they were mapped.

To access the report, select the reporting year and institution, and then click download report. The report is available in Excel format only.

On the left side, the report lists the CIP code, CIP title, and degree level reported for the selected year. On the right side, the report lists the API program ID, program CIP code, program CIP title, program degree level, and program name to which the reported CIP code and degree level has been mapped. If the reported CIP code and degree level are exactly the same as the CIP code and degree level that currently exists for the program in the API, the Exact Mapping column will have the value Yes. If the reported CIP code and/or degree level are not exactly the same as the CIP code and degree level that currently exists for the program in the API, the Exact Mapping column will have the value No.

For example, a program will have the value No in the Exact Mapping column if a certain CIP code was reported in the selected year, but subsequent to submission, the program associated with the reported CIP code was changed to a different CIP code (as a result of, e.g., 2000 to 2010 CIP code mapping; or another CIP code was determined to be a better fit, etc.). Example: Institution XYZ reported data in 2009-2010 for API program 123 under the 2000 CIP code of 51.1601. Subsequently, with 2000 to 2010 CIP code mapping, CIP code 51.1601 was mapped to the 2010 CIP code of 51.3801. If Institution XYZ selects reporting year 2009-2010 for the Program Mapping by Reporting Year report, the institution will see that data reported under 51.1601 in 2009-2010 has a value of No in the Exact Mapping column, and in the next column, program CIP code, the institution will see the program to which the data reported under 51.1601 has been mapped (as well as the API program ID, degree level, and program name).

The Program Mapping by Reporting Year report shows only the data reported in the selected year.

4.2.2.2. Program Mapping by Program

The Program Mapping by Program report provides information, by API program ID, on CIP codes and degree levels reported for each program and whether, in any year, the data reported for that year did not match the CIP code and/or degree level for the program as it currently exists in the API.

Download the report by selecting the institution and then clicking download report. The report is available in Excel format only.

Information in the report is organized by API program ID and is sorted by program CIP code. The program CIP code in the report is the most current program CIP code that is associated with the API program ID (to access the institution or location API, go to Reports > Submission Data Reports and select API Report under the Program Reports heading).

For each API program ID, there is a column titled Count of Unique Mappings. That column has the number of CIP code or degree program level mappings that have been made for that API program ID. If a program has more than one unique mapping, the user can expand the program ID to show the reported CIP code and/or reported program degree level that has been mapped. To expand the program ID, select the plus sign that appears next to the row number of the program ID.

A program will have more than one unique mapping if, at any time subsequent to data reporting, a reported CIP code or degree level was mapped to another CIP code or degree level (e.g., as a result of 2000 to 2010 CIP code mapping; request by the institution to move the program to a better CIP code; data reporting error, etc.).

4.2.3. Historical Data Mapping Documents

The Historical Data Mapping Document provides a summary of how historical SIS data was converted to CHEDSS data formats.

4.2.3.1. Historical Data Mapping Document

The Historical Data Mapping Document details, for each CHEDSS data layout, how historical SIS data was loaded into CHEDSS. The document provides tables for each CHEDSS layout (Student Profile, Credits, Degrees Conferred, Financial Aid, and Fall Enrollment) that include:

2012 field name (the CHEDSS data layout field name)
2012 field ID (the CHEDSS data layout field ID)
Pre-2012 field name (the historical SIS data layout field name)—note that this is pre-2014 for Fall Enrollment
Pre-12 field number (the historical SIS data layout field number)—note that this is pre-2014 for Fall Enrollment
Notes (additional mapping notes, including default values, years before which data could not be mapped, and business logic for any overrides)

The document also has information on special mapping that occurred, such as how SIS data elements were mapped to semesters (to correspond with CHEDSS credits file semesters); how reported SIS student entry types were mapped to correspond with CHEDSS credits files; how reported SIS cohort status indicator was mapped to correspond with CHEDSS credits files; and how reported SIS financial aid data elements were mapped to correspond with CHEDSS financial aid disbursement periods.

5.0. Help

The Help link provides a variety of information designed to assist users with data submission and review.

5.1. Download Layouts

The Download Layouts section contains general instructions and data reporting FAQ and scenarios, as well as downloadable layouts for each data collection.

5.1.1. General Instructions

The General Instructions document contains general information on reports collected by CHE, as well as reference tables.

Table 1.1.: This table contains system, institution, campus, and location names and IDs. The location unit ID is used in the Location data fields (SP02, CR02, DE02, and FA02). The campus unit ID is used in the Campus data field for Fall Enrollment (FE02).

Table 2.1.: This table contains Indiana county codes. The Indiana county code is used in the Student County/State/Country of origin field (SP13). Students with Indiana as the location of origin should have an Indiana code reported in SP13.

Table 2.2.: This table contains codes for U.S. states and territories. The U.S. states and territories codes are used in the Student County/State/Country of origin field (SP13).

Table 2.3.: This table contains codes for foreign (non-U.S.) countries. The foreign country codes are used in the Student County/State/Country of origin field (SP13).

Table 3.1.: This table contains a list of technical dual credit courses created by the Career & Technical Education division of the Indiana Department of Education. The table also includes a crosswalk, created by IDOE staff, to courses offered at several institutions that correspond with the technical dual credit courses. Credit hours attempted and earned in these courses are reported in the Off-Campus Dual Credit Hours (Technical + High Priority) fields (CR35 and CR36).

Table 3.2.: This table contains a list of high priority dual credit courses. Credit hours attempted and earned in these courses are reported in the Off-Campus Dual Credit Hours (Technical + High Priority) fields (CR35 and CR36).

Table 4.1.: This table contains a list of English gateway courses for each institution, as designated by the institution. Credit hours attempted and earned in these courses are reported in the English Gateway Course Credit Hours fields (CR39 and CR40).

Table 4.2.: This table contains a list of Math gateway courses for each institution, as designated by the institution. Credit hours attempted and earned in these courses are reported in the Math Gateway Course Credit Hours fields (CR41 and CR42).

5.1.2. Student Profile (SP) Layout

The specifications for reporting the Student Profile file can be downloaded into PDF by clicking on the Student Profile (SP) Layout link.

5.1.3. Credits (CR) Layout

The specifications for reporting the Credits file can be downloaded into PDF by clicking on the Credits (CR) Layout link.

5.1.4. Degrees Conferred (DE) Layout

The specifications for reporting the Degrees Conferred file can be downloaded into PDF by clicking on the Degrees Conferred (DE) Layout link.

5.1.5. Financial Aid (FA) Layout

The specifications for reporting the Financial Aid file can be downloaded into PDF by clicking on the Financial Aid (FA) Layout link.

5.1.6. Fall Enrollment (FE) Layout

The specifications for reporting the Fall Enrollment file can be downloaded into PDF by clicking on the Fall Enrollment (FE) Layout link.

5.1.7. Data Reporting FAQ and Scenarios

This link provides information on frequently asked questions about each data file type, as well as various data reporting scenarios.

5.2. Contact Information

The Contact Information section contains the general email address for questions about the CHE Data Submission System, as well as phone numbers for contact.

5.3. System Documentation

The System Documentation system contains the User Guide for the CHE Data Submission System, as well as a complete list of all possible transmission edits and a complete list of all possible submission edits.

5.3.1. User Guide

The user guide contains information on each aspect of the CHE Data Submission System.

5.3.2. Transmission Edits

This downloadable report contains a complete list of all possible errors that may occur during transmission status validation. The report provides the file ID, file type name, field ID, field name, error ID, error message, and edit logic for each transmission error.

5.3.3. Submission Edits

This downloadable report contains a complete list of all possible errors and warnings that may occur during submission status validation. The report provides the file type ID, file type name, field ID, field name, edit ID, edit type (error or warning), edit message, and edit logic.

5.3.4. Data Share User Guide

The data share user guide contains information on the data share system.

5.4. High School & College CEEB Codes

The High School & College CEEB Codes section contains downloadable Excel files that provide CEEB codes for Indiana high schools and U.S. colleges. The high school CEEB codes are reported in the High School CEEB code field (SP14), and the college CEEB codes are reported in the Transfer Institution fields (CR13, CR15, CR17, CR19, and CR21).