



INDIANA COMMISSION *for*
HIGHER EDUCATION

Commission for Higher Education Data Submission System

**FREQUENTLY ASKED QUESTIONS AND
DATA REPORTING SCENARIOS**

Revised July 2017

FREQUENTLY ASKED QUESTIONS

Student Profile File

1. Which students should be reported on the Student Profile file?

On the Student Profile file, report any student that you plan on reporting on any other file (Credits, Degrees Conferred, or Financial Aid). A record reported on the Credits, Degrees Conferred, or Financial Aid file with an ID that does not exist in the Student Profile file will not be accepted.

2. What should I use for the Student Identifier field?

For the Student Identifier field, you may use any alphanumeric value, provided that you use the same alphanumeric value across all reports for that student. Social Security Numbers should not be used as the Student Identifier.

Credits file

3. Which students should be reported on the Credits file?

On the Credits file, report students who were enrolled for credit during the academic year being reported. This includes graduate students enrolled for thesis or dissertation credits, even when zero credits are awarded. This also includes students who enrolled for credit after your institution's census date.

DO NOT report students who are non-credit students. Non-credit students are: students enrolled exclusively in courses that cannot be applied toward a formal award; students enrolled exclusively in Continuing Education Units (CEUs); students exclusively auditing classes; or residents/interns in doctorate-professional practice programs, since they have already earned their doctoral degree. Finally, for a given semester, do not report students who enrolled in that semester but withdrew prior to census date and did not reenroll for credit later that same semester.

4. We have students who were not enrolled during the reporting year but were conferred a degree during the reporting year (“degree only” students). How should those students be reported?

For “degree only” students (those who were conferred a degree during the reporting year but were not enrolled for credit), **DO NOT** report them on the Credits file. Report “degree only” students on the Degrees Conferred file with the appropriate program CIP code(s), degree(s) conferred type(s), and degree(s) conferred date(s).

5. If I have a student who is enrolled for credit during the academic year but does not take any credits in a particular semester, should I submit a record for the student for that semester?

No. Do not submit a semester record for a student who was not enrolled for credit in that semester (for example, do not report a student who is enrolled at your institution but took the semester off, etc.). However, if the student was a non-credit remedial-only student or a graduate student enrolled for thesis or dissertation credits where zero credits were awarded, do submit a semester record for that student.

6. If I have a student who enrolled after census but then completely withdrew before end of term, should I report that student? What if the student received no grades (or only Ws) in his or her classes?

Yes. If the student was enrolled on or after census but withdrew before end of term, report the student on the Credits file (again, remember that students who enroll and drop BEFORE census should not be reported at all).

If the student enrolled after census, withdrew before end of term, and received no grades (or only Ws) in all of his or her classes, the student would have 0 census credit hours, 0 end of term credit hours, and 0 earned credit hours. **However**, if the student enrolled after census, withdrew before end of term, but received a grade (or grades) in his or her courses (F or any other grade), the student would have some end of term credit hours (credit hours for any courses in which the student received an actual grade), and may have some earned credit hours (if the student received a grade of D- or higher).

7. How should I report a student who is enrolled in both the main campus and the “center” during the same semester?

If a student is enrolled in both the main campus and the “center” that is associated with the campus during the same semester, report the student only one time for that semester. Report the student at either the campus or the “center” where the student spent the majority of his/her time that semester. If the time was equally split between the campus and the “center,” report the student at the campus.

8. How should the cohort indicator be used? Does the cohort indicator apply only to first-time, full-time entry students?

The cohort indicator is used to identify undergraduate degree-seeking students who enroll in a particular institution for the first time in a semester—NOT ONLY for students who enroll in college for the first time. The cohort indicator should be used for undergraduate degree-seeking students who are entering college for the first time, and for other undergraduate degree-seeking students who are entering your institution for the first time (i.e., as transfer students).

The cohort indicator should be set at 1 for any undergraduate degree-seeking student entering college for the first time, or entering your institution for the first time as an undergraduate degree-seeking transfer student, regardless of which semester the student enters in. The cohort indicator should be set at 1 only in the semester in which the student enters for the first time (although if the student enters for the first time in the summer immediately preceding the first fall semester, the cohort indicator can be set at 1 for fall semester as well).

The cohort status indicator of 1 should only be used for degree-seeking undergraduate students. Graduate students should be reported with a cohort status indicator of 2 (not applicable; student is non degree-seeking or graduate student).

9. What program CIP code should I report for a student who is not seeking a degree but who is taking courses at my institution?

For a non-degree seeking student (e.g., a high school student; a student taking continuing education courses not pursuing a degree; or any other student taking credit-bearing courses at the institution but who is not recognized by the institution as seeking a degree or formal award), report a blank in the Academic Degree Program field. **DO NOT** report 000000 in the Academic Degree Program field for non-degree seeking students. or degree-seeking students who are pursuing a degree at another campus and where the specific degree program is unknown by the reporting campus. Note that 000000 also was previously reserved for degree-seeking students with undeclared majors; the new CIP for undeclared is 240102.

10. Are students participating in the Midwest Higher Education Compact (MHEC) program considered residents, nonresidents, or reciprocity students?

Students participating in the MHEC program should be reported as non-residents.

11. How should I report students who are pursuing a degree at another campus but are taking a few courses at my campus?

If a student is taking courses at your campus but is not ultimately pursuing a degree at your campus, you may report the student on the Credits File with a code of 1 (student is pursuing a degree at another campus) in field CR10 (Pursuing Degree at Another Campus Indicator). Report credits that the student attempts and earns at your campus in the Total Credit Hours (Census), Total Credit Hours Earned, and Total Credit Hours End of Term fields. If there are any other credit hours fields where it is appropriate to report credit hour data for the student (e.g., if the credits that the student took at your campus were remedial credits, dual credits, etc.), then also report the credit hour data in the appropriate credit subset fields.

The student should be reported as a degree-seeking student with the appropriate degree-seeking entry type. For degree level, you may report the student either with a specific degree level (if it is known what specific degree the student is pursuing at the other campus), or with the degree level “unclassified undergraduate” or “unclassified graduate.” For academic degree program, you may either report the specific CIP code of the academic degree program in which the student is pursuing a degree at the other campus, if it is known, or you may report 000000. Note that if you report unclassified undergraduate or unclassified graduate as the degree level, you must report 000000 for the academic degree program. The specific CIP code of the academic degree program DOES NOT need to exist in your institution’s API if the student is reported as pursuing a degree at another campus.

12. How should I report a student who is starting at my campus but plans to transfer to another campus within our university system to finish the degree (“joint degree transfer” student)?

Joint-degree transfer students should be reported similarly to other students who are pursuing a degree at another campus (described in Question 11). Report the student on the Credits File with a code of 2 (student plans to transfer to another campus to complete the degree program) in the Pursuing a Degree at Another Campus Indicator field (field CR10). Report the student as a degree-seeking student with the appropriate degree-seeking entry type. For degree level, to the extent possible you should report the student with the specific degree level being sought. For academic degree program, you should report the specific CIP code of the academic degree program in which the student is pursuing a degree. The specific CIP code of the academic degree program DOES NOT need to exist in your institution's API if the student is reported as planning to transfer to another campus to complete the degree program.

13. How should I report a student who is pursuing two degrees at my campus?

For a student who is pursuing two degrees at the same campus, report the student only once. If a student is pursuing two degrees and one is higher than the other, report the highest degree level/major that the student is pursuing. If a student is pursuing two degrees and both are the same level (e.g., Bachelor's degree level), select one degree program CIP code to report. **Note the difference in reporting students who have earned two degrees for the Degrees Conferred file under the FAQs for Degrees Conferred, Question 20.**

14. What is meant by distance education?

Distance education is defined as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Courses that are taught off campus but for which the instructor is physically present and at the same location as the students are not considered distance education.

15. How should transfer credits/transfer institution be reported?

Report transfer credits/transfer institution(s) only in the semester in which the student is initially transferring in the credits. E.g., if the student transfers in credits in the fall, report the transfer credits/transfer institution(s) only for the fall semester. Report 0 for transfer credits for any other semester in which the student was enrolled, and report blank for the transfer institution fields for those semesters.

16. What is meant by Other Alternative Credits Earned, and how should these be reported?

Other Alternative Credits Earned refers to credit hours that a student may have earned and is transferring in to the reporting institution by the following methods: AP credit hours (credits accepted by the reporting institution from Advanced Placement exams or departmental placement tests); CLEP credit hours (credits accepted by the reporting institution earned through the College Level Examination Program); DSST credit hours (formerly DAN TES; credits accepted by the reporting institution earned through DAN TES Subject Standardized Tests); and ACE credit hours (credits accepted by the reporting institution through American Council of Education's Credit Recommendation Service).

Report alternative credits earned and accepted by the institution only for the first semester in which the institution is accepting the credits. Generally, this would be expected to be the first semester in which the student is enrolling in the reporting institution. For all semesters other than the first semester in which the institution is accepted alternative credits, report 0.

17. What is meant by End of Term credits?

End of Term credits represent the number of credit hours that appear on the student record at the institutional close of term (also referred to as “attempted” hours). This would include Fs, incompletes, late withdrawals, and Fails (for Pass/Fail courses), as well as earned credit hours, even if the student accumulated the hours after the institutional census date. The counts of End of Term credits fields will always be greater than or equal to the counts in Earned credit hours fields.

18. What is meant by “late withdrawals?”

“Late withdrawal” means a student who withdrew from a course after a point at which the student could withdraw and not receive a grade. In other words, a late withdrawal is a student who withdrew from a course late enough to receive an automatic grade, which is usually (but not necessarily always) an F. Late withdrawal, for the purpose of end of term credit reporting, DOES NOT mean a student who withdrew after census date (or the last drop/add date) and received a W. Courses in which a student received a W should be counted as 0 earned credits and 0 end of term credits.

Degrees Conferred File

19. Which students should be reported on the Degrees Conferred file?

Report students who earned a degree during the reported academic year (September-August, i.e., the fall, spring, trailing summer of an academic year).

20. How should students who earn multiple degrees be reported?

Report each degree that a student earned within the reporting period on the Degrees Conferred file. The second degree, third degree, and fourth degree fields should be used to report multiple degrees earned by a student in the same reporting period. If a student earned only one degree during the reporting period, report the degree type, degree CIP code, and degree conferred date in the First Degree fields. For the remaining fields pertaining to second, third, and fourth degrees, leave the degree CIP codes and degree conferred dates blank and report 00 for degree types.

Financial Aid File

21. Which students should be reported on the Financial Aid file?

Report students to whom financial aid was disbursed during the reporting period. Only report students who were enrolled for credit and to whom financial aid was disbursed. Do not report data on non-credit students (students enrolled exclusively in courses not creditable toward a certificate/degree; in Continuing Education Units; or exclusively auditing classes), even if those students were disbursed financial aid.

DATA REPORTING SCENARIOS

General Reporting Scenarios

Degree-seeking Students with Undeclared Majors

Scenario #1: A student enters ABC institution as a degree-seeking student (a student recognized by the institution as pursuing a formal degree or award) in the fall. The student returns as a degree-seeking student in the spring. However, the student does not declare a degree program major until the spring his freshman year.

Result: For fall, report the student on the Credits file indicating the Academic Degree Program CIP code to be 240102. For spring, report the student with a record indicating the appropriate CIP code.

Scenario #2: A student enters ABC institution as a degree-seeking student, but the student has not decided which degree level he wants to pursue.

Result: Report the student on the Credits file with a degree level of unclassified undergraduate or unclassified graduate, depending on which level the student is enrolled in. A student reported as an unclassified undergraduate or unclassified graduate must have 000000 reported as his/her Academic Degree Program CIP code. Note that "unknown" is no longer an approved student degree level code.

Students Enrolled in a Campus and That Campus's Associated Center in the Same Semester

Scenario #1: A student is enrolled at a "center" during fall semester. The student is enrolled in 9 credit hours of fall coursework at the center. The student is also taking a lab course for three credits at the main campus.

Result: For fall semester credits reporting, report the student at the center (using the center's appropriate code in the campus/center field). Report the credits attempted and earned at the main campus together with the credits attempted and earned at the center.

Students Enrolled in more than one degree program

Scenario # 1: A student is enrolled in both undergraduate and graduate programs in a given academic year (e.g., enrolling in a graduate program in a summer session immediately following the end of spring with an undergraduate degree pending conferral in August).

Result: Report the student under the category for which they were enrolled the majority of the year.

Scenario # 2: A student is classified as both an "unclassified" and degree-seeking student.

Result: Report the degree level only (i.e., degree always takes precedence over unclassified).

Student Enrollment Scenarios

Note that the scenarios below primarily deal with whether/how to report the student on the Credits File. However, remember that any student reported on the Credits file (or the Financial Aid or Degrees Conferred Files) must also be reported on the Student Profile file.

Students Withdrawing Before Census Date

Scenario #1: A student enters ABC Institution in the fall of the 2015-16 year. However, the student withdraws from ABC Institution prior to September 15th, which is ABC Institution's fall census date. The student does not return to ABC Institution at any time during the 2015-16 year. (See Student 1 on the Census and End of Term Enrollment Reporting Scenarios Chart).

Result: Do not report the student on the credits file for any term. Because the student enrolled in the fall and withdrew prior to fall census, and the student did not re-enroll at any time during 2015-16, the student should not be reported.

Scenario #2: A student enters ABC Institution in summer, July of 2015 and enrolls in and completes credits in the summer. The student then withdraws from ABC Institution prior to September 15th of 2015, which is ABC Institution's fall census date. The student does not return to ABC Institution during the 2015-16 year.

Result: Do not report a fall semester record for the student since the student withdrew prior to fall census date and did not re-enroll.

Students Enrolling Before or At Census Date. Remaining Until End of Term

Scenario #1: A student enters ABC Institution in the fall of the 2015-16 and is enrolled on fall census date. The student is still enrolled at the end of the fall term and receives grades in her courses. (See student 2 on the Census and End of Term Enrollment Reporting Scenarios Chart).

Result: Report the student on the Credits file for fall term, since the student was enrolled at census. The student would have census credit hours, end of term credit hours, and earned credit hours (if the student received any grades D- or higher).

Students Enrolled at Census Date but Withdrawing After Census Date. Receiving No Grades (or Ws Only)

Scenario #1: A student enters ABC Institution in the fall of the 2015-16 year. The student is still enrolled at the institution on fall census date. However, the student withdraws from the institution in December of 2015. The student receives only Ws or no grades for all of his classes. (See student 3 on the Census and End of Term Enrollment Reporting Scenarios Chart).

Result: Report the student on the Credits file, since the student was enrolled at fall census and left after fall census. For the Credits file, report only one record for the student, for fall semester. Do not report any other semester records for the student since the student withdrew prior to spring semester. Since the student received no grades or Ws only for all of his classes, the student would have 0 earned credit hours and 0 end of term credit hours.

Students Enrolled at Census Date but Withdrawing After Census Date. Receiving Grades

Scenario #1: A student is enrolled at spring semester census date in the 2015-16 school year. However, the student withdraws from all of his courses near the end of spring term. The student has withdrawn too late not to receive grades in her courses. The student receives grades of F in all of her courses. (See student 4 on the Census and End of Term Enrollment Reporting Scenarios Chart).

Result: Report the student on the Credits file (and Student Profile, as well as Financial Aid file, if applicable) for spring term, since the student was enrolled at spring census and left after spring census. The student would have census credit hours and end of term credit hours, since she received grade(s) in her courses. The student would have 0 earned credit hours for spring semester.

Students Enrolling After Term Census Date. Remaining Until End of Term

Scenario #1: A student enters ABC Institution in the fall of the 2015-16 year, but enrolls after September 15th, which is ABC Institution's census date. The student takes courses for credit in both fall and spring semesters. (See student 5 on the Census and End of Term Enrollment Reporting Scenarios Chart).

Result: Report the student on the Credits file (and Student Profile, as well as Financial Aid file, if applicable). Report a fall and spring record for the student, with appropriate credit hours end of term and earned. The student should not have any credit hours in the census credit hour field for the fall term record.

Students Enrolling After Term Census Date and Withdrawing Before End of Term. Receiving No Grades (or Ws Only)

Scenario #1: A student enrolls at ABC Institution after spring census date for spring semester of the 2015-16 year. The student withdraws prior to spring end of term and receives no grades in any of his classes (or Ws only). (See student 6 on the Census and End of Term Enrollment Reporting Scenarios Chart).

Result: Report the student on the Credits file for spring term, since the student was enrolled at or after census. The student would have 0 census credit hours, 0 end of term credit hours (since the student received no grades), and 0 earned credit hours.

Students Enrolling After Term Census Date and Withdrawing Before End of Term. Receiving Grades

Scenario #1: A student enrolls at ABC Institution after fall census date for fall semester of the 2015-16 year. The student withdraws prior to fall end of term, but the withdrawal occurs too late not to receive grades in his classes. The student receives Fs for all of his courses. (See student 7 on the Census and End of Term Enrollment Reporting Scenarios Chart).

Result: Report the student on the Credits file for fall term, since the student was enrolled at or after census. The student would have 0 census credit hours, 0 earned credit hours, but would have end of term credit hours, since the student received grades in his courses.

Census and End of Term Enrollment Reporting Scenarios Chart

The chart below details expected credits reporting (census, earned, and end of term) for various term enrollment scenarios:

	W/D Prior to Census	Still Enrolled at Census	Enrolled after Census	W/D after Census, No Grades	W/D after Census, rec'd Grade(s)	Still Enrolled at End of Term	Report on CR?	Census Credit Hours	Credit Hours Earned	End of Term Credits
Student 1	X						No	n/a	n/a	n/a
Student 2		X				X	Yes	1-60	0-60	1-60
Student 3		X		X			Yes	1-60	0	0
Student 4		X			X		Yes	1-60	0-60	1-60
Student 5			X			X	Yes	0	0-60	1-60
Student 6			X	X			Yes	0	0	0
Student 7			X		X		Yes	0	0-60	1-60

Cumulative Credits Scenarios

Non-Transfer Students

Scenario #1: A student enters ABC Institution as a first-time undergraduate student with 0 credits. During the reporting year, the student attempts and earns 15 credit hours in fall semester and 15 credit hours in spring semester, for a total of 30 credit hours earned at ABC Institution.

Result: Fall Semester: Cumulative Credits Earned at this Institution: 15
 Cumulative Credits End of Term at this Institution: 15
 Cumulative Credits Earned (Academic Career): 15

Spring Semester: Cumulative Credits Earned at this Institution: 30 (15 + 15)
 Cumulative Credits End of Term at this Institution: 30 (15 + 15)
 Cumulative Credits Earned (Academic Career): 30 (15 + 15)

Scenario #2: A student returns to ABC Institution as a second-year undergraduate student (continuing entry) in a Bachelor's degree program. During the student's first year at ABC Institution, the student earned 24 credits out of 24 End of Term. During the reporting year, the student attempts 24 credit hours in the fall and earns 15; attempts 15 credit hours in the spring and earns 15; and attempts 6 credit hours in the summer and earns 6.

Result: Fall Semester: Cumulative Credits Earned at this Institution: 39 (24 + 15)
 Cumulative Credits End of Term at this Institution: 48 (24 + 24)
 Cumulative Credits Earned (Academic Career): 39 (24 + 15)

Spring Semester: Cumulative Credits Earned at this Institution: 54 (24 + 15 + 15)
 Cumulative Credits End of Term at this Institution: 63 (24 + 24 + 15)
 Cumulative Credits Earned (Academic Career): 54 (24 + 15 + 15)

Summer Semester: Cumulative Credits Earned at this Institution: 60 (24 + 15 + 15 + 6)
 Cumulative Credits End of Term at this Institution: 69 (24 + 24 + 15 + 6)
 Cumulative Credits Earned (Academic Career): 60 (24 + 15 + 15 + 6)

Scenario #3: A student enters ABC Institution as a first-time graduate student in a Master's degree program. During the reporting year, the student End of Term and earned 12 credits in the spring semester.

Result: Spring Semester: Cumulative Credits Earned at this Institution: 12
 Cumulative Credits End of Term at this Institution: 12
 Cumulative Credits Earned (Academic Career): 12

Transfer Students and Students with High School or Alternative Credits

Scenario #4: A student enters ABC Institution as a transfer, transferring in from DEF Institution. The student is transferring in 36 credit hours from DEF (so ABC Institution reports Institution DEF's CEEB code in field CR13 and 36 in field CR14). During the reporting year, the student attempts 15 credit hours in the fall and earns 9; attempts and earns 9 in the spring; and attempts and earns 3 in the summer.

Result: Fall Semester: Cumulative Credits Earned at this Institution: 9
Cumulative Credits End of Term at this Institution: 15
Cumulative Credits Earned (Academic Career): 45 (36 + 9)

Spring Semester: Cumulative Credits Earned at this Institution: 18 (9 + 9)
Cumulative Credits End of Term at this Institution: 24 (15 + 9)
Cumulative Credits Earned (Academic Career): 54 (36 + 9 + 9)

Summer Semester: Cumulative Credits Earned at this Institution: 21 (9 + 9 + 3)
Cumulative Credits End of Term at this Institution: 27 (15 + 9 + 3)
Cumulative Credits Earned (Academic Career): 57 (36 + 9 + 9 + 3)

Scenario #5: A student enters ABC Institution as a transfer, transferring in 60 credits from DEF Institution. The student is also transferring 9 credits earned previously from XYZ institution. During the reporting year, the student attempts 12 credit hours in the spring and earns 9.

Result: Spring Semester: Cumulative Credits Earned at this Institution: 9
Cumulative Credits End of Term at this Institution: 12
Cumulative Credits Earned (Academic Career): 78 (60 + 9 + 9)

Scenario #6: A student enters ABC Institution as a first-time entry undergraduate student. The student earned 6 dual credits while in high school that are accepted by ABC Institution. During the reporting year, the student attempts and earns 18 credit hours in the fall and 12 credit hours in the spring.

Result: Fall Semester: Cumulative Credits Earned at this Institution: 18
Cumulative Credits End of Term at this Institution: 18
Cumulative Credits Earned (Academic Career): 24 (6 + 18)

Spring Semester: Cumulative Credits Earned at this Institution: 30 (18 + 12)
Cumulative Credits End of Term at this Institution: 30 (18 + 12)
Cumulative Credits Earned (Academic Career): 36 (6 + 18 + 12)

Scenario #7: A student enters ABC Institution as a first-time undergraduate student. The student earned 3 AP credits while in high school that are accepted by ABC Institution. During the reporting year, the student attempts 12 credit hours in the spring, and earns 9.

Result: Spring Semester: Cumulative Credits Earned at this Institution: 9
Cumulative Credits End of Term at this Institution: 12
Cumulative Credits Earned (Academic Career): 12 (3 + 9)

Students Pursuing a Graduate Degree Who Earned an Undergraduate Degree at the Same Institution

Scenario #8: A student enters ABC Institution as a first-time graduate student in a doctoral program. The student also earned a Bachelor's degree at ABC Institution in the previous year, requiring the completion of 120 credit hours. In the reporting year, the student attempts 12 and earns 12 credit hours in the fall.

Result: Fall Semester: Cumulative Credits Earned at this Institution: 12
Cumulative Credits End of Term at this Institution: 12
Cumulative Credits Earned (Academic Career): 12

(Note that the student's undergraduate credits are not reported in the cumulative credits fields, as the credits were earned at the undergraduate level, even though the credits were earned at the same institution)

Non-Degree Seeking Students Who Become Degree-Seeking Students

Scenario #9: A student enters ABC Institution in fall semester as a non-degree seeking student. In spring semester, the student becomes a degree-seeking student at ABC Institution. The student attempts 3 credits in fall semester and earns 3 credits. The student attempts 12 credits in spring semester and earns 9 credits.

Result: Fall Semester: Cumulative Credits Earned at this Institution: 3
Cumulative Credits End of Term at this Institution: 3
Cumulative Credits Earned (Academic Career): 3

Spring Semester: Cumulative Credits Earned at this Institution: 12
Cumulative Credits End of Term at this Institution: 15
Cumulative Credits Earned (Academic Career): 12