



INDIANA COMMISSION *for*
HIGHER EDUCATION

Commission for Higher Education Data Submission System

**FREQUENTLY ASKED QUESTIONS AND
DATA REPORTING SCENARIOS**

for Indiana Non-Public Institutions

Revised July 2017

FREQUENTLY ASKED QUESTIONS for NON-PUBLIC INSTITUTIONS

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 (Enrollment or Degrees Conferred). A record reported on the Enrollment or Degrees Conferred 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.

Enrollment file

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

On the Enrollment file, report students who were enrolled for credit in any given semester/term/session 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 students who enroll in only one term or session during the reporting year and drop BEFORE census should not be reported at all.

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 Enrollment 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 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 Enrollment file (again, remember that students who enroll in only one term or session during the reporting year 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 total credit hours attempted, and 0 total credit hours earned. **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 total credit hours attempted (credit hours for any courses in which the student received an actual grade), and may have some total credit hours earned (if the student received a grade of D- or higher).

6. How should I report a student who is enrolled in more than one location (e.g., main campus and the "center") during the same reporting year?

If a student is enrolled in more than one location during the same reporting year, report the student at either the location where the student spent the majority of his/her time that reporting year. If the time was equally split between two locations, report the student at the primary campus. Note that CHE must have on file any location reported with student data. See Table 1.1. in General Instructions (Non-Public) for list of current locations on file. If a location is not on file, the default would be the main institution/campus.

7. 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 degree-seeking “undeclared” major students should be reported with a CIP of 240102, although 000000 also is acceptable.

8. How should I report students who are pursuing a degree at another campus but are taking a few courses at my campus (e.g., “guest” or “courses-only” students)?

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 Enrollment File as a non degree-seeking student (code 4, 5, or 6 as appropriate; see field EN04). Report credits that the student attempts and earns at your campus in the Fall Census Credit Hours (if applicable), the Total Credit Hours Attempted and Total Credit Hours Earned 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), then also report the credit hour data in the appropriate credit subset fields. For academic degree program (field EN14), you must report the degree program value as blank.

9. 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 institution, 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 or more degrees for the Degrees Conferred file under the FAQs for Degrees Conferred, Question 13.**

10. What is meant by Attempted credits?

Attempted credits represent the number of credit hours that appear on the student record at the institutional close of term. 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 Attempted credits fields will always be greater than or equal to the counts in Earned credit hours fields.

11. 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 attempted credits.

Degrees Conferred File

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

Report students who earned/were conferred a degree at the institution during the reported academic year (typically September-August, i.e., the fall, spring, trailing summer of an academic year). Students conferred a degree by the institution during the reporting period but who were not enrolled at the institution during the reporting period would be included in the Degrees Conferred file but not the Enrollment file.

13. 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.

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: Report the student based on latest degree-seeking/major status during the reporting year (e.g., spring semester). 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 Enrollment file (field EN05) 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.

Students Enrolled in Both Undergraduate and Graduate Degree Programs

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 Enrollment File. Remember that any student reported on the Enrollment file (or Degrees Conferred file) must also be reported on the Student Profile file. Scenarios below are generally applicable to any term/session within a reporting year, with appropriate modifications to fall census credit hours reported. All credit hours earned/attempted in each term/session of a reporting year would be added together for reporting in the Total Credit Hours Earned/Attempted fields.

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 enrollment file. 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.

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 Enrollment file (and Student Profile file), since the student was enrolled at census. The student would have fall census credit hours, total credit hours attempted, and total credit hours earned (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 Enrollment file (and Student Profile file), since the student was enrolled at fall census and left after fall census. Since the student received no grades or Ws only for all of his classes, the student would have fall census credit hours (since student was enrolled at fall census) and 0 total credit hours earned and 0 total credit hours attempted for the academic year.

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

Scenario #1: A student is enrolled at fall semester census date in the 2015-16 school year. However, the student withdraws from all of his courses near the end of fall 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 Enrollment file (and Student Profile file) since the student was enrolled at or after census. The student would have fall census credit hours and 0 total credit hours earned. The student should have some total credit hours attempted, since she received grade(s) in her courses.

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

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

Result: Report the student on the Enrollment file (and Student Profile file), with appropriate total credit hours earned and attempted. The student should not have any credit hours in the fall census credit hour field.

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

Scenario #1: A student enters ABC Institution after spring census date for spring semester of the 2015-16 year. The student withdraws from the institution 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 Enrollment file (and Student Profile file) since the student was enrolled at or after census. The student would have 0 fall census credit hours (was not enrolled in fall), 0 total credit hours attempted (since the student received no grades), and 0 total credit hours earned.

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 from the institution 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 Enrollment file (and Student Profile file), since the student was enrolled at or after census. The student would have 0 fall census credit hours (since student enrolled after fall census) and 0 total credit hours earned. The student should have some total credit hours attempted, since he received grade(s) in his courses.

Census and End of Term Enrollment Reporting Scenarios Chart

The chart below details expected enrollment reporting (census, earned, and attempted) 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 EN?	Census Credit Hours	Credit Hours Earned	Credit Hours Attempted
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