



**INDIANA COMMISSION** *for*  
**HIGHER EDUCATION**

**Agreed-Upon Procedures (AUP) Engagement Manual**  
**State Financial Aid Programs**

Last Revised: September 1, 2020

## **Pools:**

- Claims/Refunds Data:
  - Frank O’Bannon Grant (Pool #1)
  - 21st Century Scholarship (Pool #2)
  - Tuition and Fee Exemption (CVO) (Pool #3)
  - Adult Student Grant (Pool #4)
  - National Guard Supplemental Grant (Pool #5)
  - Workforce Ready Grant (Pool #6)
  - Mitch Daniels Early Graduation Scholarship (Pool #7)
  - William A. Crawford Minority Teacher Scholarship (Pool #8)
  - Next Generation Hoosier Educators Scholarship (Pool #9)
  
- Credit Completion Data (Pool #10)
  
- Credit Bank Data (Pool #11)

## **Sample Sizes:**

The required sample size is determined by the size of each pool.

<b>Pool Size</b>	<b>Sample Size</b>
4 or fewer students	Select all students
Between 5 and 20 students	Select 3 students
Between 21 and 250 students	Select 15% of students
More than 250 students	Select 40 students

## **Data Sources:**

Auditors completing the AUP engagement will use the Indiana Commission for Higher Education’s **ScholarTrack** software system ([ScholarTrack.IN.gov](http://ScholarTrack.IN.gov)) to determine the students in each pool and sample.

The institution should contact the Indiana Commission for Higher Education at [CollegeFA@che.in.gov](mailto:CollegeFA@che.in.gov) to request temporary access to ScholarTrack to complete the engagement.

### **Claims/Refunds Data (Pools 1-9):**

Pool and sample data will come from the Excel Claims/Refunds Report.

This report is located in ScholarTrack under “Reports” > “College”.

When generating this report, apply filters for “Institution” and “Award Type”.

Set the “Date Claimed Start” and “Date Claimed End” filters as 7/1/2020 and 6/30/2021 if the review period of the AUP engagement is July 1, 2020 – June 30, 2021.

This report must be generated for each institution, pool/award type, and year in the review.

**Credit Completion Data (Pool 10):**

To generate pool and sample data, auditors must generate a Credit Completion file in ScholarTrack under “Credit Completion” > “Report Credit Completion”.

Click the “Request File” button.

Specify the “Institution”.

Specify the academic terms that end within the review period of the AUP engagement. For example, auditors reviewing Indiana University Bloomington for a review period of July 1, 2020 – June 30, 2021 would generate a Credit Completion file containing academic terms for “Summer 2020”, “Fall 2020”, and “Spring 2021”.

“Show Unreported Only” and “Show User Requested” flags should remain as “No”.

“Request Now” flag should be “Yes”.

Click “Request” to generate the file.

Unlike reports, the files may take several hours to generate. The ScholarTrack user who requested the file will receive an email once the file has been generated.

A Credit Completion file must be generated for each institution and year in the review.

**Credit Bank Data (Pool 11):**

To generate pool and sample data, auditors must generate a Credit Bank file in ScholarTrack under “Credit Completion” > “Report Credit Bank”.

Click the “Request File” button.

Specify the “Institution”.

“Show Unreported Only” and “Show User Requested” flags should remain as “No”.

“Request Now” flag should be “Yes”.

Click “Request” to generate the file.

Unlike reports, the files may take several hours to generate. The ScholarTrack user who requested the file will receive an email once the file has been generated.

A Credit Bank file must be requested for each institution in the review.

## **Timeline:**

Institutions may elect to perform Agreed-Upon Procedures (AUP) engagements either every year or every two years.

AUP engagements performed every two years will include results from two annual review periods. Review periods are not permitted to be longer than one year in length.

For example, if Ball State University elects to perform their AUP every two years and last submitted an AUP engagement report for the review period 7/1/2019 – 6/30/2020, then they will submit an AUP engagement report with the results from the 7/1/2020 – 6/30/2021 review period as well as the results from the 7/1/2021 – 6/30/2022 review period.

The auditors must conduct and submit their AUP engagement reports to the Indiana Commission for Higher Education at [CollegeFA@che.in.gov](mailto:CollegeFA@che.in.gov) no later than one year after the end the final review period covered by the AUP engagement.

## **Definitions:**

**Regularly Assessed Fees:** Regularly assessed fees are defined as mandatory student fees paid by all resident undergraduate students. Examples of regularly assessed fees include student activity fees, repair and rehabilitation fees, and technology fees. Course-specific fees, differential fees for particular schools or programs, or optional fees are not considered regularly assessed.

**State Financial Aid Census Date:** Defined as the last day of an academic term where students can withdraw from courses and receive a full or partial refund. The state financial aid census date can occur no later than four weeks after the start of the academic term, even if students can receive a full or partial refund after the first four weeks of classes.

## **Procedures:**

### **Frank O'Bannon Grant (Pool #1):**

- Was the student selected for verification? If so, was verification completed?
- Does the net amount claimed for each academic term in ScholarTrack match the amount applied to the student's account at the institution?
- For each academic term claimed, were net claims less than or equal to tuition and regularly assessed fees, minus any institutional or private aid specifically for tuition and regularly assessed fees, minus any tuition assistance (TA) from the U.S. Army or other branches of the armed

forces?

- For each academic term claimed, did the student meet at least one of the institutional enrollment criteria below?
  - Was the student enrolled full time on the state financial aid census date for the academic term?
  - Was the student enrolled full time on the last day of the academic term?
  - Was the student enrolled in the final term of their academic program?
  - Was the student enrolled in a full-time course load across multiple institutions as part of a consortium agreement?
  - For summer academic term only: was the student enrolled full time and used state aid in either the immediately preceding fall or spring semester?
  - For summer academic term only: was the student enrolled full time in both the immediately preceding fall and spring semesters?
  
- For each academic term claimed, did the student meet at least one of the program enrollment criteria below?
  - Was the student enrolled in an associate or bachelor's degree program?
  - Was the student enrolled in a certificate program that was eligible for Title IV federal student aid at Ivy Tech Community College or Vincennes University?
  - Was the student enrolled in a professional or graduate degree program, did the student use state financial aid in a previous award year, and has the student not yet earned a bachelor's or professional degree?
  - For summer academic term only: was the student enrolled as a guest student, but another institution claimed the Frank O'Bannon Grant award offer earlier in the award year?
  
- For each academic term claimed, was the student making Satisfactory Academic Progress (SAP) in the most recent academic term where SAP was calculated prior to the academic term being claimed?
  
- If Edit 03 was overridden, is there supporting documentation showing the student has not yet earned a bachelor's degree?
  
- If Edit 11 was overridden, is there supporting documentation showing the student is either a U.S. citizen or an eligible noncitizen?
  
- If Edit 15 was overridden, is there supporting documentation showing the student was only ineligible for federal student aid for part of the award year, and the student has now regained eligibility for federal student aid?
  
- If Edit 16 was overridden, is there supporting documentation showing the student is either exempt from registration with the Selective Service or failure to register was not knowing or

willful?

- If Edit 17 was overridden, is there supporting documentation showing the student is no longer in default on federal student loans and/or has resolved the overpayment of federal student aid?
- If Edit 22 is overridden, is there supporting documentation showing the student's permanent residence is the State of Indiana?
- If the Associate Degree flag was set to "Yes", did the student earn an associate degree before enrolling in a bachelor's degree program?

**21<sup>st</sup> Century Scholarship (Pool #2):**

- Was the student selected for verification? If so, was verification successfully completed?
- Does the net amount claimed for each academic term in ScholarTrack match the amount applied to the student's account at the institution?
- For each academic term claimed, were net claims less than or equal to tuition and regularly assessed fees, minus any institutional or private aid specifically for tuition and regularly assessed fees, minus any tuition assistance (TA) from the U.S. Army or other branches of the armed forces?
- For each academic term claimed, did the student meet at least one of the institutional enrollment criteria below?
  - Was the student enrolled full time on the state financial aid census date for the academic term?
  - Was the student enrolled full time on the last day of the academic term?
  - Was the student enrolled in the final term of their academic program?
  - Was the student enrolled in a full-time course load across multiple institutions as part of a consortium agreement?
  - For summer academic term only: was the student enrolled full time and used state aid in either the immediately preceding fall or spring semester?
  - For summer academic term only: was the student enrolled full time in both the immediately preceding fall and spring semesters?
- For each academic term claimed, did the student meet at least one of the program enrollment criteria below?
  - Was the student enrolled in an associate or bachelor's degree program?
  - Was the student enrolled in a certificate program that was eligible for Title IV federal student aid at Ivy Tech Community College or Vincennes University?

- Was the student enrolled in a professional or graduate degree program, did the student use state financial aid in a previous award year, and has the student not yet earned a bachelor's or professional degree?
- For summer academic term only: was the student enrolled as a guest student, but another institution claimed the 21<sup>st</sup> Century Scholarship award offer earlier in the award year?
- For each academic term claimed, was the student making Satisfactory Academic Progress (SAP) in the most recent academic term where SAP was calculated prior to the academic term being claimed?
- If Edit 03 was overridden, is there supporting documentation showing the student has not yet earned a bachelor's degree?
- If Edit 11 was overridden, is there supporting documentation showing the student is either a U.S. citizen or an eligible noncitizen?
- If Edit 15 was overridden, is there supporting documentation showing the student was only ineligible for federal student aid for part of the award year, and the student has now regained eligibility for federal student aid?
- If Edit 16 was overridden, is there supporting documentation showing the student is either exempt from registration with the Selective Service or failure to register was not knowing or willful?
- If Edit 17 was overridden, is there supporting documentation showing the student is no longer in default on federal student loans and/or has resolved the overpayment of federal student aid?
- If Edit 22 is overridden, is there supporting documentation showing the student's permanent residence is the State of Indiana?
- If the Associate Degree flag was set to "Yes", did the student earn an associate degree before enrolling in a bachelor's degree program?

**Tuition and Fee Exemption (CVO) (Pool #3):**

- Does the net amount claimed for each academic term in ScholarTrack match the amount applied to the student's account at the institution?
- Do the net credit hours claimed for each academic term in ScholarTrack correspond with the tuition and regularly assessed fees charged to the student?

- For each academic term claimed, were net claims less than or equal to tuition and regularly assessed fees, minus any institutional or private aid specifically for tuition and regularly assessed fees, minus any tuition assistance (TA) from the U.S. Army or other branches of the armed forces, minus any Post-9/11 GI Bill benefits, minus any Frank O'Bannon Grant, 21<sup>st</sup> Century Scholarship, Adult Student Grant, and National Guard Supplemental Grant?
- Is the student eligible for the resident tuition rate at the institution?
- If the student is enrolled in a graduate or professional degree program, was the net amount claimed for each academic term no greater than the tuition and regularly assessed fees charged to undergraduate students?
- For each academic term claimed with a term start date on or after July 1, 2019, did the student meet at least one of the program enrollment criteria below?
  - Was the student enrolled in an associate, bachelor's, professional, or graduate degree program?
  - Was the student enrolled in a certificate program that was eligible for Title IV federal student aid at Ivy Tech Community College or Vincennes University?
  - Was the student still in high school?
  - For summer academic term only: was the student enrolled as a guest student, but another institution claimed the same CVO award offer earlier in the award year?
- For each academic term claimed with a term start date on or after July 1, 2020, was the student making Satisfactory Academic Progress (SAP) in the most recent academic term where SAP was calculated prior to the academic term being claimed?
- If Edit 11 was overridden, is there supporting documentation showing the student is either a U.S. citizen or an eligible noncitizen?
- If Edit 15 was overridden, is there supporting documentation showing the student was only ineligible for federal student aid for part of the award year, and the student has now regained eligibility for federal student aid?
- If Edit 16 was overridden, is there supporting documentation showing the student is either exempt from registration with the Selective Service or failure to register was not knowing or willful?
- If Edit 17 was overridden, is there supporting documentation showing the student is no longer in default on federal student loans and/or has resolved the overpayment of federal student aid?

**Adult Student Grant (Pool #4):**

- Was the student selected for verification? If so, was verification successfully completed?



- Does the net amount claimed for each academic term in ScholarTrack match the amount applied to the student’s account at the institution?
- For each academic term claimed, were net claims less than or equal to tuition and regularly assessed fees, minus any institutional or private aid specifically for tuition and regularly assessed fees, minus any tuition assistance (TA) from the U.S. Army or other branches of the armed forces?
- For each academic term claimed, did the student meet at least one of the institutional enrollment criteria below?
  - Was the student enrolled at least half time on the state financial aid census date for the academic term?
  - Was the student enrolled at least half time on the last day of the academic term?
  - Was the student enrolled in the final term of their academic program?
  - Was the student enrolled in at least a half-time course load across multiple institutions as part of a consortium agreement?
  - For summer academic term only: was the student enrolled full time and used state aid in either the immediately preceding fall or spring semester?
  - For summer academic term only: was the student enrolled full time in both the immediately preceding fall and spring semesters?
- For each academic term claimed, did the student meet at least one of the program enrollment criteria below?
  - Was the student enrolled in an associate or bachelor’s degree program?
  - Was the student enrolled in a certificate program that was eligible for Title IV federal student aid at Ivy Tech Community College or Vincennes University?
  - Was the student enrolled in a professional or graduate degree program, did the student use state financial aid in a previous award year, and has the student not yet earned a bachelor’s or professional degree?
  - For summer academic term only: was the student enrolled as a guest student, but another institution claimed the Adult Student Grant award offer earlier in the award year?
- For each academic term claimed, was the student making Satisfactory Academic Progress (SAP) in the most recent academic term where SAP was calculated prior to the academic term being claimed?
- If Edit 03 was overridden, is there supporting documentation showing the student has not yet earned a bachelor’s degree?
- If Edit 11 was overridden, is there supporting documentation showing the student is either a U.S. citizen or an eligible noncitizen?

- If Edit 15 was overridden, is there supporting documentation showing the student was only ineligible for federal student aid for part of the award year, and the student has now regained eligibility for federal student aid?
- If Edit 16 was overridden, is there supporting documentation showing the student is either exempt from registration with the Selective Service or failure to register was not knowing or willful?
- If Edit 17 was overridden, is there supporting documentation showing the student is no longer in default on federal student loans and/or has resolved the overpayment of federal student aid?
- If Edit 22 is overridden, is there supporting documentation showing the student's permanent residence is the State of Indiana?

**National Guard Supplemental Grant (Pool #5):**

- Does the net amount claimed for each academic term in ScholarTrack match the amount applied to the student's account at the institution?
- For each academic term claimed, were net claims less than or equal to tuition and regularly assessed fees, minus any institutional or private aid specifically for tuition and regularly assessed fees, minus any tuition assistance (TA) from the U.S. Army or other branches of the armed forces, minus any Post 9/11 GI Bill benefits, minus the Frank O'Bannon Grant, 21<sup>st</sup> Century Scholarship, and Adult Student Grant?
- If the student was claimed as "part-time" in ScholarTrack, was the student neither enrolled full time on the state financial aid census date nor the last day of the academic term?
- If the student was claimed as "full-time" in ScholarTrack, was the student enrolled full time on the state financial aid census date or on the last day of the academic term?
- For each academic term claimed, did the student meet at least one of the program enrollment criteria below?
  - Was the student enrolled in an associate or bachelor's degree program?
  - Was the student enrolled in a certificate program that was eligible for Title IV federal student aid at Ivy Tech Community College or Vincennes University?
  - Was the student enrolled in a professional or graduate degree program, did the student use state financial aid in a previous award year, and has the student not yet earned a bachelor's or professional degree?
- For each academic term claimed, was the student making Satisfactory Academic Progress (SAP) in the most recent academic term where SAP was calculated prior to the academic term being

claimed?

- If Edit 03 was overridden, is there supporting documentation showing the student has not yet earned a bachelor's degree?
- If Edit 11 was overridden, is there supporting documentation showing the student is either a U.S. citizen or an eligible noncitizen?
- If Edit 15 was overridden, is there supporting documentation showing the student was only ineligible for federal student aid for part of the award year, and the student has now regained eligibility for federal student aid?
- If Edit 16 was overridden, is there supporting documentation showing the student is either exempt from registration with the Selective Service or failure to register was not knowing or willful?
- If Edit 17 was overridden, is there supporting documentation showing the student is no longer in default on federal student loans and/or has resolved the overpayment of federal student aid?

**Workforce Ready Grant (Pool #6):**

- Was the student selected for verification? If so, was verification successfully completed?
- Does the net amount claimed for each academic term in ScholarTrack match the amount applied to the student's account at the institution for Workforce Ready Grant-eligible coursework?
- For each academic term claimed, were net claims less than or equal to tuition, regularly assessed fees, and consumable fees for Workforce Ready Grant-eligible coursework minus all other aid except student loans?
- Do the net credit hours claimed for each academic term in ScholarTrack correspond with the tuition, regularly assessed fees, and consumable fees for Workforce Ready Grant-eligible coursework charged to the student?
- For each academic term claimed where the student is dependent on the FAFSA, did the student meet at least one of the enrollment criteria below?
  - Was the student enrolled full time on the state financial aid census date for the academic term?
  - Was the student enrolled full time on the last day of the academic term?
  - Was the student enrolled in the final term of their academic program?
  - Was the student enrolled in a full-time course load across multiple institutions as part of a consortium agreement?

- For summer academic term only: was the student enrolled in their Workforce Ready Grant-eligible certificate program in a prior term?
  - For summer academic term only: was the student enrolled full time and used state aid in either the immediately preceding fall or spring semester?
  - For summer academic term only: was the student enrolled full time in both the immediately preceding fall and spring semesters?
- For each academic term claimed where the student is independent on the FAFSA, did the student meet at least one of the enrollment criteria below?
    - Was the student enrolled at least half time on the state financial aid census date for the academic term?
    - Was the student enrolled at least half time on the last day of the academic term?
    - Was the student enrolled in the final term of their academic program?
    - For summer academic term only: was the student enrolled in their Workforce Ready Grant-eligible certificate program in a prior term?
    - For summer academic term only: was the student enrolled full time and used state aid in either the immediately preceding fall or spring semester?
    - For summer academic term only: was the student enrolled full time in both the immediately preceding fall and spring semesters?
- For each academic term claimed, was the student enrolled in a Workforce Ready Grant-eligible program?
- For each academic term claimed, was the student making Satisfactory Academic Progress (SAP) in the most recent academic term where SAP was calculated prior to the academic term being claimed?
- If Edit 11 was overridden, is there supporting documentation showing the student is either a U.S. citizen or an eligible noncitizen?
- If Edit 15 was overridden, is there supporting documentation showing the student was only ineligible for federal student aid for part of the award year, and the student has now regained eligibility for federal student aid?
- If Edit 16 was overridden, is there supporting documentation showing the student is either exempt from registration with the Selective Service or failure to register was not knowing or willful?
- If Edit 17 was overridden, is there supporting documentation showing the student is no longer in default on federal student loans and/or has resolved the overpayment of federal student aid?
- If Edit 22 is overridden, is there supporting documentation showing the student's permanent residence is the State of Indiana?

### **Mitch Daniels Early Graduation Scholarship (Pool #7)**

- Does the net amount claimed in ScholarTrack match the amount applied to the student's account at the institution?
- Was the full amount applied to outstanding charges for tuition and regularly assessed fees first, then the remaining amount refunded to the student?
- Did the student meet at least one of the institutional enrollment criteria below?
  - Was the student enrolled full time on the state financial aid census date for the academic term?
  - Was the student enrolled full time on the last day of the academic term?
  - Was the student enrolled in a full-time course load across multiple institutions as part of a consortium agreement?
- Did the student meet at least one of the program enrollment criteria below?
  - Was the student enrolled in an associate or bachelor's degree program?
  - Was the student enrolled in a certificate program that was eligible for Title IV federal student aid at Ivy Tech Community College or Vincennes University?
- For each academic term claimed, was the student making Satisfactory Academic Progress (SAP) in the most recent academic term where SAP was calculated prior to the academic term being claimed?
- If Edit 11 was overridden, is there supporting documentation showing the student is either a U.S. citizen or an eligible noncitizen?
- If Edit 15 was overridden, is there supporting documentation showing the student was only ineligible for federal student aid for part of the award year, and the student has now regained eligibility for federal student aid?
- If Edit 16 was overridden, is there supporting documentation showing the student is either exempt from registration with the Selective Service or failure to register was not knowing or willful?
- If Edit 17 was overridden, is there supporting documentation showing the student is no longer in default on federal student loans and/or has resolved the overpayment of federal student aid?
- If Edit 22 is overridden, is there supporting documentation showing the student's permanent residence is the State of Indiana?

**William A. Crawford Minority Teacher Scholarship (Pool #8):**

- Was the student selected for verification? If so, was verification successfully completed?
- Does the net amount claimed for each academic term in ScholarTrack match the amount applied to the student's account at the institution?
- For each academic term claimed, were net claims less than or equal to tuition and regularly assessed fees, minus any institutional or private aid specifically for tuition and regularly assessed fees, minus any tuition assistance (TA) from the U.S. Army or other branches of the armed forces, minus any Post 9/11 GI Bill benefits, minus the Frank O'Bannon Grant, 21<sup>st</sup> Century Scholarship, and Adult Student Grant, minus the Tuition and Fee Exemption (CVO)?
- For each academic term claimed, did the student meet at least one of the institutional enrollment criteria below?
  - Was the student enrolled full time on the state financial aid census date for the academic term?
  - Was the student enrolled full time on the last day of the academic term?
  - Was the student enrolled in the final term of their academic program?
  - Was the student enrolled in a full time course load across multiple institutions as part of a consortium agreement?
- For each academic term claimed, was the student enrolled in an associate or bachelor's degree program which would allow the student to teach at an accredited school in Indiana after graduation?
- For each academic term claimed, was the student making Satisfactory Academic Progress (SAP) in the most recent academic term where SAP was calculated prior to the academic term being claimed?
- If Edit 03 was overridden, is there supporting documentation showing the student has not yet earned a bachelor's degree?
- If Edit 11 was overridden, is there supporting documentation showing the student is either a U.S. citizen or an eligible noncitizen?
- If Edit 15 was overridden, is there supporting documentation showing the student was only ineligible for federal student aid for part of the award year, and the student has now regained eligibility for federal student aid?
- If Edit 16 was overridden, is there supporting documentation showing the student is either exempt from registration with the Selective Service or failure to register was not knowing or willful?

- If Edit 17 was overridden, is there supporting documentation showing the student is no longer in default on federal student loans and/or has resolved the overpayment of federal student aid?
- If Edit 22 is overridden, is there supporting documentation showing the student's permanent residence is the State of Indiana?
- If the Associate Degree flag was set to "Yes", did the student earn an associate degree before enrolling in a bachelor's degree program?

**Next Generation Hoosier Educators Scholarship (Pool #9):**

- Does the net amount claimed for each academic term in ScholarTrack match the amount applied to the student's account at the institution?
- For each academic term claimed, were net claims less than or equal to tuition and regularly assessed fees, minus any institutional or private aid specifically for tuition and regularly assessed fees, minus any tuition assistance (TA) from the U.S. Army or other branches of the armed forces, minus any Post 9/11 GI Bill benefits, minus the Frank O'Bannon Grant, 21<sup>st</sup> Century Scholarship, and Adult Student Grant, minus the Tuition and Fee Exemption (CVO), minus the William A. Crawford Minority Teacher Scholarship?
- For each academic term claimed, did the student meet at least one of the institutional enrollment criteria below?
  - Was the student enrolled full time on the state financial aid census date for the academic term?
  - Was the student enrolled full time on the last day of the academic term?
  - Was the student enrolled in the final term of their academic program?
  - Was the student enrolled in a full-time course load across multiple institutions as part of a consortium agreement?
  - For summer academic term only: was the student enrolled full time and used state aid in either the immediately preceding fall or spring semester?
  - For summer academic term only: was the student enrolled full time in both the immediately preceding fall and spring semesters?
- For each academic term claimed, was the student enrolled in an associate or bachelor's degree program which would allow the student to teach at an accredited school in Indiana after graduation?
- For each academic term claimed, was the student making Satisfactory Academic Progress (SAP) in the most recent academic term where SAP was calculated prior to the academic term being claimed?

- If Edit 03 was overridden, is there supporting documentation showing the student has not yet earned a bachelor's degree?
- If Edit 11 was overridden, is there supporting documentation showing the student is either a U.S. citizen or an eligible noncitizen?
- If Edit 15 was overridden, is there supporting documentation showing the student was only ineligible for federal student aid for part of the award year, and the student has now regained eligibility for federal student aid?
- If Edit 16 was overridden, is there supporting documentation showing the student is either exempt from registration with the Selective Service or failure to register was not knowing or willful?
- If Edit 17 was overridden, is there supporting documentation showing the student is no longer in default on federal student loans and/or has resolved the overpayment of federal student aid?
- If Edit 22 is overridden, is there supporting documentation showing the student's permanent residence is the State of Indiana?
- If the Associate Degree flag was set to "Yes", did the student earn an associate degree before enrolling in a bachelor's degree program?

**Credit Completion Data (Pool #10):**

- Do the "Local Credit Hours" reported in the Credit Completion data in a given academic term match the credit hours that should have been reported by the institution?
  - Institutions are expected to report all credit hours earned at their institution with at least a D- letter grade or higher, excluding any coursework earned more than once with a passing grade, and excluding any remedial coursework earned either in excess of 12 credit hours or outside of the student's first academic year.
- Does the "Cumulative GPA" reported in the Credit Completion data match the cumulative GPA at the end of the reported academic term at the institution?

**Credit Bank Data (Pool #11):**

- Do the "AP and IB Hours" reported in the Credit Bank data match the credit hours awarded by the institution for Advanced Placement (AP) and International Baccalaureate (IB) and Cambridge International (CI) exam scores?



- Do the “Credit Hours Earned Before High School Graduation” reported in the Credit Bank data match the credit hours earned by the student at the institution with at least a D- letter grade or higher before high school graduation?