

NATIONAL STUDENT CLEARINGHOUSE[®]



StudentTracker[®] Cohort Query Guide

November 20, 2017

NATIONAL STUDENT CLEARINGHOUSE

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StudentTracker Cohort Query Guide

The StudentTracker Cohort Query (CO query) was created for the VSA (Voluntary System of Accountability) College Portrait's "Undergraduate Success & Progress Rate" table. It provides a summary of the retention and completion rates of a cohort group by academic year and institutional category. For more on the College Portrait, see the "About the Voluntary System of Accountability" section on page 12. The functionality of the Cohort query has also been expanded to support the Student Achievement Measure (SAM). The **Student Achievement Measure (SAM)** Project is a joint initiative of the six national higher education presidential associations. Additional information about the Student Achievement Measure can be found on page 13.

Who Can Use the CO Query?

Colleges and universities that participate in the Clearinghouse's Enrollment Reporting, DegreeVerify, and StudentTracker services may use the CO query. If you don't know if your institution participates in Enrollment Reporting, DegreeVerify, and StudentTracker, contact your Clearinghouse regional or managing director or contact us at service@studentclearinghouse.org.

How do I Submit My CO Query Request File to NSC?

You can submit your CO query file using either Excel or flat file format via your Clearinghouse secure FTP account (a StudentTracker representative will help you set up your account). Each time you successfully upload a file, a file delivery receipt will be emailed to you. Please allow 3 business days for your request to be processed. If you do not receive your results within 3 business days, contact us at studenttracker@studentclearinghouse.org.

For instructions on submitting your request file using Excel, please visit:

http://www.studentclearinghouse.org/colleges/files/ST_ExcelInstructions.pdf

Why doesn't the CO Query Yield the Same Graduation Rate as IPEDS?

The CO query graduation rate will be different from IPEDS due to the following differences in the process:

- There may not be a match in the Clearinghouse system for a student from your cohort. The most common reason for this is a data conflict in the school's Core data submission. If for any reason a record was not loaded during the Core submission, it will not be available in StudentTracker.
- IPEDS uses October 15 as its cutoff date. The CO query uses end-of-term enrollment status. Any changes in enrollment between October 15 and end-of-term will create a counting difference.

Your CO Query Results

You will receive an email when your CO query results are ready for retrieval from your secure FTP account. Your CO query results will include the following 3 reports: (explained in more detail on the next 9 pages)

Control Report (.htm file, naming convention: ftpUsername_T#####cntlprt.YYYYMMDDHHMM_CO.htm)

Date: 09/09/2013

NATIONAL STUDENT CLEARINGHOUSE
STUDENTTRACKER CONTROL REPORT #117594
FOR INDIANA UNIVERSITY SOUTHEAST (001817-00)

DOES THE SCHOOL PARTICIPATE IN 'DEGREEVERIFY(DV)'(Yes or No): Yes
DOES THE SCHOOL SEND 'ADDITIONAL(A2)' DATA ELEMENTS'(Yes or No): Yes

YOUR FILE CREATION DATE: 09/03/2013
RANGE OF SEARCH DATES PROVIDED IN REQUEST FILE: 09/15/2006 -09/15/2006

TOTAL STUDENTS IN YOUR REQUEST FILE: 49
TOTAL STUDENTS WITH NO RESPONSE DATA AVAILABLE: 8

TOTAL STUDENTS FOUND AND INCLUDED IN AGGREGATE REPORT:
LESS STUDENT LEVEL REPORTING BLOCKED BY SCHOOL: 41
LESS STUDENT LEVEL REPORTING BLOCKED BY STUDENT: 0

TOTAL STUDENTS REPORTED AT DETAIL LEVEL: 41

StudentTracker provides attendance and completion data from more than 3,300 institutions representing over 92% of national postsecondary enrollment. Colleges that do not report attendance and completion data to the Clearinghouse are not included in your StudentTracker reports or student level detail file. To help you identify these institutions, below is a list of the colleges in your state with 1,000 or more students that do not report attendance and completion data to the Clearinghouse. If you have questions, email us at studenttracker@studentclearinghouse.org.

School Code	School Name	Enrollment Size
007938-00	LINCOLN COLLEGE OF TECHNOLOGY - INDIANAPOLIS	3,669
007362-00	MEDTECH COLLEGE	2,611

→ For more information, see pg. 4.

Why is the number of blocked students important?

Some student's enrollment and/or degree records are blocked, either by the student or the attended school. These records are excluded from the Detail Report which lists student-level enrollment and degree data. However, these 'blocked' records are included in the counts on the Aggregate (Cohort) Report.

Aggregate (Cohort) Report (.csv file, naming convention: ftpUsername_T#####cohortrpt.YYYYMMDDHHMM_CO.csv)

Table 1: Enrollment and graduation counts for 2-year graduates. Includes columns for Institution, Enrollment, and Graduation for years 2006-07 through 2012-13.

Table 2: Subsequent enrollment and graduation numbers for 2-year graduates. Includes columns for Institution, Enrollment, and Graduation for years 2006-07 through 2012-13.

Table 3: Subsequent enrollment and graduation numbers for 2-year graduates who subsequently enrolled at another institution. Includes columns for Institution, Enrollment, and Graduation for years 2006-07 through 2012-13.

Table 4: Subsequent enrollment and graduation numbers for 2-year graduates who subsequently enrolled after completing a 2-year degree. Includes columns for Institution, Enrollment, and Graduation for years 2006-07 through 2012-13.

Table 5: Subsequent enrollment and graduation numbers for 2-year graduates who earned their first 2-year degree at 'your' (2A) or 'other' (2B) institution and then subsequently enrolled. Includes columns for Institution, Enrollment, and Graduation for years 2006-07 through 2012-13.

→ For more information, see pg. 6.

What is Table 1?

Aggregate enrollment and graduation data for all matched students with records within the search dates.

What is Table 2?

Aggregate enrollment and graduation data for students who subsequently enrolled after completing a 2-year degree.

What are Tables 2A and 2B?

Aggregate enrollment and graduation data for students who earned their first 2-year degree at 'your' (2A) or 'other' (2B) institution and then subsequently enrolled. These tables are subsets of Table 2.

Detail Report (.csv file, naming convention: ftpUsername_T#####.YYYYMMDDHHMM_CO.csv)

→ For more information, see pg. 10.

Year	U First Name	Middle Init	Last Name	Nam	Requester	R	Reco	Search Da	College Co	College Name	College St	2-year / 4-	Public / Pri	Enrollmen	Enrollmen	Enrollmen	Class Leve	Enrollmen	Enrollmen	
	JACK	J	DOE				1 N	20060915												
	ROBERT	K	JOHNSON				2 Y	20060915	001817-00	INDIANA UNIV IN			4 Public	20070827	20071215	H	F	PRE-ELEM	131202	
	ROBERT	K	JOHNSON				2 Y	20060915	001817-00	INDIANA UNIV IN			4 Public	20080107	20080429	H	F	PRE-ELEM	131202	
	RRFRCCA	H	SMITH				3 Y	20060915	001817-00	INDIANA UNIV IN			4 Public	20070827	20071215	F	F	INDIANA	90401	

This is a partial view only. The detail report has 33 columns and one row for each enrollment term or graduation instance for each student.

1. **Control Report:** A record count overview provided in an .htm file. These counts include the number of students submitted in your request file, the number of students found in the NSC database, the number of students with blocks and the number of students reported in the detail file. Of the students submitted in your request file, a student is counted as 'found' if they are matched to a postsecondary record in the database which meets the search data criteria.

Example Control Report:

Date: 09/09/2013		
NATIONAL STUDENT CLEARINGHOUSE		
STUDENTTRACKER CONTROL REPORT #117594		
FOR GUIDING LIGHT UNIVERSITY (002300-99)		
DOES THE SCHOOL PARTICIPATE IN "DEGREEVERIFY(DV)"?(Yes or No):		Yes
DOES THE SCHOOL SEND "ADDITIONAL(A2)" DATA ELEMENTS?(Yes or No):		Yes
YOUR FILE CREATION DATE:	09/03/2013	
RANGE OF SEARCH DATES PROVIDED IN REQUEST FILE:	09/15/2006 -09/15/2006	
TOTAL STUDENTS IN YOUR REQUEST FILE:		49
TOTAL STUDENTS WITH NO RESPONSE DATA AVAILABLE:		8
TOTAL STUDENTS FOUND AND INCLUDED IN AGGREGATE REPORT:		41
LESS: STUDENT LEVEL REPORTING BLOCKED BY SCHOOL:		0
LESS: STUDENT LEVEL REPORTING BLOCKED BY STUDENT:		0
TOTAL STUDENTS REPORTED AT DETAIL LEVEL:		41
<p>StudentTracker provides attendance and completion data from more than 3,300 institutions representing over 92% of national postsecondary enrollment.</p> <p>Colleges that do not report attendance and completion data to the Clearinghouse are not included in your StudentTracker reports or student-level detail file. To help you identify these institutions, below is a list of the colleges in your state with 1,000 or more students that do not report attendance and completion data to the Clearinghouse. If you have questions, email us at studenttracker@studentclearinghouse.org.</p>		
School Code	School Name	Enrollment Size
007938-00	LINCOLN COLLEGE OF TECHNOLOGY - INDIANAPOLIS	3,669
007362-00	MEDTECH COLLEGE	2,611

Control Report FAQs

➤ What do the Student Counts mean on the Control Report?

Total Students in Your Request File = The number of students you submitted in your cohort.

Total Students with No Response Data Available = The number of students for whom we cannot provide any post secondary information. This is due to one or more of the following reasons: 1) Student attended a school that does not report enrollment information to the Clearinghouse, 2) Student's record is in our database but is not within the search date, 3) Student did not enroll in any other school, 4) a match could not be found with the information provided in the file (e.g., no date of birth, incomplete name, etc.)

Total Students Found and Included in Aggregate Report = The difference of the above two counts; students with blocks are still reported at the Aggregate Level.

Less: Student Level Reporting Blocked by School/Student= The number of students where either the school or the student has blocked the release of these records at the detail level. These students will be included in the Aggregate counts but their blocked records will not show on the Detail file.

**With regard to FERPA blocks, the Control Report only counts the first school of attendance based on the search date.*

Total Students Reported at Detail Level = The number of students where at least one unblocked record was found and is reported.

- Aggregate (Cohort) Report:** A summary report contained in a .csv file. The cohort report includes counts for all students you submitted who were found in NSC’s database, regardless of whether they have blocks.

Example Cohort Report:

Date: 11/21/2013							
National Student Clearinghouse							
GUIDING LIGHT UNIVERSITY (123456-00)						Total Students Found & Included In Aggregate Report:	46,509
Search date provided in request File : 01/01/2008							
Table 1: Enrollment and Graduation Summary (Student enrollment and degree counts)							
Description	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	
4-year degree from your institution	0	0	0	0	0	0	
2-year degree from your institution	594	586	573	663	680	496	
4-year degree from other institution	407	516	851	1,109	1,578	1,368	
2-year degree from other institution	178	226	291	291	339	275	
Retained at your institution	11,630	12,231	12,945	13,367	12,837	12,406	
Retained at other 4-year institution	3,562	5,107	6,262	6,975	7,191	7,425	
Retained at other 2-year institution	1,829	2,159	2,336	2,362	2,214	1,958	
Table 2: Subsequent Enrollment and Graduation Summary for 2-Year Graduates (Counts for 2-Year graduates who subsequently enrolled or completed at any institution that participates with the National Student Clearinghouse)							
Description	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	
4-year degree from your institution	0	0	0	0	0	0	
2-year degree from your institution	0	29	14	23	16	20	
4-year degree from other institution	0	9	97	168	228	198	
2-year degree from other institution	0	5	9	11	14	17	
Retained at your institution	0	118	225	332	408	433	
Retained at other 4-year institution	0	232	436	558	699	909	
Retained at other 2-year institution	0	28	37	73	94	124	
Table 2A: Subsequent Enrollment and Graduation Summary for 2-Year Graduates whose first 2-year degree is from SUBMITTING Institution only (subset of Table 2)							
Description	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	
4-year degree from your institution	0	0	0	0	0	0	
2-year degree from your institution	0	29	10	17	13	16	
4-year degree from other institution	0	5	74	128	156	143	
2-year degree from other institution	0	2	3	6	3	4	
Retained at your institution	0	81	152	203	261	247	
Retained at other 4-year institution	0	183	333	399	495	635	
Retained at other 2-year institution	0	11	15	26	37	52	
Table 2B: Subsequent Enrollment and Graduation Summary for 2-Year Graduates whose first 2-year degree is from OTHER Institution only (subset of Table 2)							
Description	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	
4-year degree from your institution	0	0	0	0	0	0	
2-year degree from your institution	0	0	4	6	3	4	
4-year degree from other institution	0	4	23	40	72	55	
2-year degree from other institution	0	3	6	5	11	13	
Retained at your institution	0	37	73	129	147	186	
Retained at other 4-year institution	0	49	103	159	204	274	
Retained at other 2-year institution	0	17	22	47	57	72	

The aggregate (cohort) report is comprised of four tables:

Table 1 – Graduation and retention counts for consecutive academic years, based on your search date.

Table 2- Subsequent graduation and retention counts for students who have already completed a 2-year degree.

Tables 2A & 2B- Subsequent enrollment and graduation counts for students who completed their **first** 2-year degree from the ‘Submitting’ Institution (2A) and from ‘Other’ Institutions (2B). These tables were added in September 2013 and are subsets of Table 2. Please see page 9 for detailed information on these tables.

The data in the tables above is what is used to populate the VSA’s College Portrait and/or the Student Achievement Measure. For more information, see page 12.

Cohort Report FAQs

➤ In the Cohort Report, how are Academic Years determined?

A student's enrollment and degree history is separated into academic years based on the search date* provided in your request file in Column 'H'. For example, if the CO query search date is "20010915", the first academic year reported will be 9/16/2001-9/15/2002 and shown as 2001-2002 in the report. The second academic year will be 9/16/2002-9/15/2003 and shown as 2002-2003. This will continue for subsequent years, up to the current academic year.

* Note that for CO queries, the search date must be the same for all students in the file.

➤ Which Student Record is Included in the Cohort Report for Each Academic Year?

Given a search data of "20010915", for example, the academic year will be reported as 2001-02 and the records relevant for this year will be the following:

- **Enrollment records** for terms at 2-year or 4-year institutions which end between 9/16/2001 and 9/15/2002 (regardless of their begin dates) where students were enrolled at a full-time, three-quarter-time, half-time or less-than-half-time status. Specific enrollment records at less-than-2-year institutions or those where the student's status was reported as "W" (withdrawn), "D" (deceased), or "A" (leave of absence) are not included in the cohort report.
- **Degree records** with award dates between 9/16/2001 and 9/15/2002. The query counts all bachelor's, master's, professional and doctoral degrees as valid four-year degrees and uses the degree title information when available. If degree title information is not available, the institutional type (2-year or 4-year) is used. Associate degrees are counted as two-year degrees. Certificates, honors and awards are not counted.

Therefore, a student could have multiple records for 2001-2002. A student will only be counted in one outcome for each academic year using the following hierarchy.

Outcome Category	Outcome	Priority
Completion	Four-year degree from your institution	1
	Four-year degree from other institution	2
	Two-year degree from your institution	3
	Two-year degree from other institution	4
Retention/Persistence	Retained at your institution	5
	Retained at other four-year institution	6
	Retained at other two-year institution	7

So, for example, if a student had the following records for 2001-2002, the report will reflect priority = 3.

- Enrollment from the submitting institution (priority = 5)
- A two-year degree from the submitting institution (**priority = 3**) ← The report would count the student in this outcome
- Enrollment from another four-year institution (priority = 6)

➤ **Once a student receives a 2-year degree, can he/she ever be counted again in the Cohort report?**

Yes. Two-year degrees are not terminal events in the enrollment and graduation summary table. Therefore, for a student who completes a 2-year degree, any subsequent enrollment or degree completions will be counted in subsequent years. Table 1 records their initial 2-year degree and Table 2 records their subsequent activity. Institutions who include both 2-year and 4-year graduates in their graduation rates need to have the initial 2-year degree counts backed out of Table 1. For institutions that participate with VSA's College Portrait, this is handled by VSA's code after the Cohort Report data is uploaded to the College Portrait site. For institutions that do not participate with College Portrait but would like similar Success and Progress calculations, there is an Excel spreadsheet which produces some basic measures. Please see the link on the bottom of page 12.

➤ **Once a student receives a 4-year degree, can he/she ever be counted again in the Cohort report?**

No. Receiving a four-year degree is a terminal event in the enrollment and graduation summary table. Once a student has completed a four-year degree, all subsequent enrollment and degree records are not counted. For example, if a student completes a four-year degree from another institution and later returns to your campus and completes a four-year degree, the second four-year degree is not counted.

➤ **What are Tables 2A and 2B?**

Effective September 2013, Table 2 is also presented as two additional tables, 2A and 2B. Table 2A gives information on students who subsequently enrolled after earning their first 2-year degree from the **submitting** institution. Table 2B gives information on students who subsequently enrolled after earning their first 2-year degree from **another** institution.

The sum of corresponding values in 2A & 2B yields the total in Table 2. So the sum of the ‘Retained at your institution’ numbers in light blue in 2A and 2B for 2010-11 yields the dark blue total in Table 2. Similarly for the green and orange values.

Table 2: Subsequent Enrollment and Graduation Summary for 2-Year Graduates
(Counts for 2-Year graduates who subsequently enrolled or completed at another institution that participates with the National Student Clearinghouse)

Description	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
4-year degree from your institution	0	0	0	1	16	20	6
2-year degree from your institution	0	0	0	0	0	0	0
4-year degree from other institution	0	0	0	1	4	5	1
2-year degree from other institution	0	0	0	0	0	2	0
Retained at your institution	0	0	3	11	15	13	15
Retained at other 4-year institution	0	0	1	5	10	10	13
Retained at other 2-year institution	0	0	0	0	5	6	5

Table 2A: Subsequent Enrollment and Graduation Summary for 2-Year Graduates whose **first** 2-year degree is from **SUBMITTING** institution only (subset of Table 2)

Description	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
4-year degree from your institution	0	0	0	1	13	16	4
2-year degree from your institution	0	0	0	0	0	0	0
4-year degree from other institution	0	0	0	0	2	2	0
2-year degree from other institution	0	0	0	0	0	2	0
Retained at your institution	0	0	2	11	14	13	15
Retained at other 4-year institution	0	0	0	2	2	2	3
Retained at other 2-year institution	0	0	0	0	1	0	1

Table 2B: Subsequent Enrollment and Graduation Summary for 2-Year Graduates whose **first** 2-year degree is from **OTHER** Institution only (subset of Table 2)

Description	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
4-year degree from your institution	0	0	0	0	3	4	2
2-year degree from your institution	0	0	0	0	0	0	0
4-year degree from other institution	0	0	0	1	2	3	1
2-year degree from other institution	0	0	0	0	0	0	0
Retained at your institution	0	0	1	0	1	0	0
Retained at other 4-year institution	0	0	1	3	8	8	10
Retained at other 2-year institution	0	0	0	0	4	6	4

3. Detail Report: Student level data in a .csv file. The detail report contains specific enrollment records and graduation indicators for every student that was submitted for whom data was available in the NSC database. If a student has a block (either by the student or school) at an institution, then their records from that institution will not be displayed. This block has no impact on their records from other institutions. Therefore, in some cases, the detail file may present only a partial view of students' histories.

A partial detail report is shown below:

First Name	Middle Initial	Last Name	Name Suffix	Requester Return Field	Record Found Y/N	Search Date	College Code/Branch	College Name	College State	2-year / 4-year	Public / Private	Enrollment Begin	Enrollment End	Enrollment Status	Class Level	Enrollment Major 1	Enrollment CIP 1	Enrollment Major 2	Enrollment CIP 2	Graduated?	Graduation Date	Degree Title	Degree Major 1	Degree CIP 1	
Bill		Smith		123456	Y	20040101	003754-00	VIRGINIA POLYTECH ANI VA	VA	4	Public	20110822	20111215	F							N				
Priya		Reddy		456789	Y	20040101	003754-00	VIRGINIA POLYTECH ANI VA	VA	4	Public	20120117	20120512	Q							N				
Priya		Reddy		456789	Y	20040101	003754-00	VIRGINIA POLYTECH ANI VA	VA	4	Public	20120827	20121220	F	J						N				
Priya		Reddy		456789	Y	20040101	003754-00	VIRGINIA POLYTECH ANI VA	VA	4	Public	20130122	20130518	F	R						N				
Fredrik		Erlo		254771852_	Y	20040101	002178-00	MASSACHUSETTS INSTIT MA	MA	4	Private										Y	20130607	BACHELOR PHYSICS		400801
Amy		White		78963	Y	20040101	003727-00	NORTHERN VIRGINIA CC VA	VA	2	Public	20110516	20110808								N				
Amy		White		78963	Y	20040101	003727-00	NORTHERN VIRGINIA CC VA	VA	2	Public	20110822	20111219								N				
Amy		White		78963	Y	20040101	003727-00	NORTHERN VIRGINIA CC VA	VA	2	Public	20120109	20120507								N				
Amy		White		78963	Y	20040101	003727-00	NORTHERN VIRGINIA CC VA	VA	2	Public	20120822	20121217								N				
Amy		White		78963	Y	20040101	003727-00	NORTHERN VIRGINIA CC VA	VA	2	Public	20130114	20130513		A	AS-SCIENCE	300101				N				
Faris		Mueller		569712_	N																				
Jason		Fones		15987	Y	20040101	003749-00	GEORGE MASON UNIVEI VA	VA	4	Public	20110829	20111220	F							N				
Jason		Fones		15987	Y	20040101	003749-00	GEORGE MASON UNIVEI VA	VA	4	Public	20120123	20120516	F							N				
Jason		Fones		15987	Y	20040101	003749-00	GEORGE MASON UNIVEI VA	VA	4	Public	20120521	20120810	H							N				
Jason		Fones		15987	Y	20040101	003749-00	GEORGE MASON UNIVEI VA	VA	4	Public	20120827	20121219	F							N				
Jason		Fones		15987	Y	20040101	003749-00	GEORGE MASON UNIVEI VA	VA	4	Public	20130122	20130515	F							N				
Jose		Torres		78900	Y	20040101	003754-00	VIRGINIA POLYTECH ANI VA	VA	4	Public	20120827	20121220	F	S						N				
Jose		Torres		78900	Y	20040101	003754-00	VIRGINIA POLYTECH ANI VA	VA	4	Public	20130122	20130518	F	S						N				
Sarah		Olibah		367960288_	Y	20040101	004673-00	BAKER COLLEGE - FLINT MI	MI	4	Private	20120827	20121214	Q	F	HEALTH SCI	511504				N				
Sarah		Olibah		367960288_	Y	20040101	004673-00	BAKER COLLEGE - FLINT MI	MI	4	Private										Y	20060601	CERTIFICATI EKG TECHNICIAN		
Rowan		Valdez		A0010A550_	Y	20040101	003721-00	JAMES MADISON UNIVE VA	VA	4	Public	20120827	20121214	F	S	COMPUTER	110101				N				
Rowan		Valdez		A0010A550_	Y	20040101	003721-00	JAMES MADISON UNIVE VA	VA	4	Public	20130107	20130503	F	S	COMPUTER	110101				N				
Amelia		Airheart		227717852_	Y	20040101	003721-00	JAMES MADISON UNIVE VA	VA	4	Public	20120827	20121214	F	F	HEALTH SCI	511504				N				
Amelia		Airheart		227717852_	Y	20040101	003721-00	JAMES MADISON UNIVE VA	VA	4	Public	20130107	20130503	F	F	HEALTH SCI	511504				N				
Stu		Dent		A00108703_	Y	20040101	002103-00	UNIVERSITY OF MARYLA MD	MD	4	Public	20120829	20121219	F	M	CURRICULU	130301				N				
Stu		Dent		A00108703_	Y	20040101	002103-00	UNIVERSITY OF MARYLA MD	MD	4	Public	20130123	20130517	F	M	CURRICULU	130301				N				

Students with blocks are counted in the aggregate counts but have their school-specific records (impacted by the block) excluded from the detail file. Therefore, it's to be expected that the aggregate total will often be higher than the number of students in the detail file whose Record Found Indicator flag = 'Y'.

Detail Report FAQs

➤ What records are provided on the detail report?

If a student can be matched using the information in the request file, then the following records are included on the detail report:

- All non-FERPA-blocked enrollment records from participating institutions whose term end dates are after the search date you provided in your request file
- All non-FERPA-blocked degree records from participating institutions whose award dates are after the search date you provided in your request file.

➤ What records are omitted?

Records are excluded from the detail report in the following situations:

- The records are not within the Search Date window
- The student attended an institution that does not participate with NSC
- No records could be found for the student at a particular institution
- The student has a FERPA block at a particular institution
- A school has blocked the release of a student's academic records
- The student could not be matched due to an error or omission in the request file

➤ International Students

NSC may not be able to report complete information regarding the pathways and completions of international students because:

- They often do not have consistent unique identifiers within one institution or across multiple institutions
- They may not be consistently reported by the institutions they attend.

➤ What are the enrollment statuses and why are they sometimes missing on the detail report?

NSC uses the following enrollment statuses:

F	Full-time* status
Q	Three-quarter-time* status
H	Half-time* status
L	Less-than-half-time* status
W	Withdrawn

* as defined by the institution

Some schools consider enrollment status to be non-directory information, meaning it cannot be shared, therefore, enrollment status for all students at that institution will show as blank.

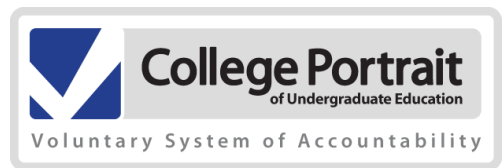
About the Voluntary System of Accountability (VSA)

The Voluntary System of Accountability (VSA) is a joint initiative between the American Association of State Colleges and Universities (AASCU) and the Association of Public and Land-grant Universities (APLU). The voluntary initiative by four-year public institutions provides comparable, transparent information on the undergraduate student experience to students, families, policymakers, and other stakeholders through a common web report – the College Portrait. It also enables prospective students and their parents to directly compare specific information between colleges, such as student achievement, via the Web.

The VSA was created in 2007 as an effort to hold public institutions more accountable for student learning and development. More than 80 higher education leaders from 70 public institutions participated in the creation and development of the VSA and the College Portrait.”

Through the College Portrait template, the VSA gives the public access to comprehensive reports on participating institutions, including institutional and student body characteristics, tuition, learning process, and core outcomes. The data elements included in College Portrait were identified and evaluated based on input from student/family focus groups, feedback from the higher education community, and research on higher education. The majority of the data elements selected are from currently available data sources with established definitions and reporting conventions.

For more information on the VSA, please contact the executive director, Christine Keller (ckeller@aplu.org), or visit www.voluntarysystem.org. For more on the College Portrait, visit www.collegeportraits.org.



How to Format your VSA Submission

The data returned in the Aggregate (Cohort) Report (Tables 1, 2, 2A & 2B) can be used to populate the VSA College Portrait’s “Success and Progress Rate Table.” If you need instructions on how to enter your CO query results into your VSA College Portrait, please see pages 16-17 of this document:

https://cp-files.s3.amazonaws.com/76/CPAdministrativeGuide_2014-15.pdf

If you are not a VSA member but would like to produce similar results, then for your convenience, the Clearinghouse has created a report template in Excel to generate graphs and charts that illustrate your cohort query results. <http://www.studentclearinghouse.org/colleges/files/COQueryReportTemplate.xlsx>.

About the Student Achievement Measure (SAM)

The Student Achievement Measure (SAM) tracks student movement across postsecondary institutions to provide a more complete picture of undergraduate student progress and completion within the higher education system. SAM is an alternative to the federal graduation rate, which is limited to tracking the completion of first-time, full-time students at one institution.

For institutions of higher education, SAM offers an innovative reporting tool that provides a more comprehensive overview of student outcomes and includes a greater number of students. For policymakers and the public, SAM provides a more complete picture of student progress on the path to a degree or certificate.

SAM is a joint initiative of the six national higher education presidential associations: the American Association of Community Colleges (AACCC), the American Association of State Colleges and Universities (AASCU), the American Council on Education (ACE), the Association of American Universities (AAU), the Association of Public and Land-grant Universities (APLU), and the National Association of Independent Colleges and Universities (NAICU). Funding for the initial two years is provided by the Bill & Melinda Gates Foundation, the Carnegie Corporation of New York, AASCU, and APLU.

For more information on the SAM, please contact the executive director, Christine Keller (ExecutiveDirector@studentachievementmeasure.org) or visit <http://www.studentachievementmeasure.org>.

