

# How to Report a Student as Graduated at the Campus or Program Level



## Option 1: Subsequent Enrollment File

Students who you have determined are in a "Graduated" status can be included in the enrollment file you submit to the Clearinghouse as part of our Enrollment Reporting service.



## Option 2: "Graduates-Only" Enrollment File

Through Enrollment Reporting, you can submit an additional enrollment file (typically sent after the end of term) wherein students are listed as being in a "Graduated" status at the campus and/or program level. A student can also be *enrolled* at the campus level and *graduated* at the program level, if he or she continues in a new or existing program after graduation *and* is graduating from an existing program(s).

*Note: If a student is reported as graduated at the campus level and has program-level information, the "Graduated" status should also be reported at the program-level.*



## Option 3: Online Update

You can log onto the Clearinghouse secure site and update the student to a "Graduated" status on the Student Look-up tab.



## Option 4: Graduated from DegreeVerify (aka G from Degree or G from DV)\*

If you participate in our free DegreeVerify service, the Clearinghouse will review the students on your DegreeVerify file to determine if we can create a "Graduated" enrollment record for you from within our Enrollment Reporting service.

Enrollment Reporting

Online

DegreeVerify

## Reasons Why G from Degree Did Not Apply a "Graduated" Status

If you use option 4, G from Degree, and the status of your students was not updated as "Graduated" for any of the reasons below, you will need to use options 1, 2 or 3 to identify those students as "Graduated" in your Enrollment Reporting submission.

- Social Security number on the degree record is missing or invalid.
- Social Security number, first and last name, and date of birth on the degree record do not match the student's enrollment record
- Received date of the DegreeVerify file occurs more than 180 days after the award date on the degree record.
- Enrollment record already reflects a campus-level "Graduated" status.
- Degree was awarded, but an enrollment record for the student or program has not been reported to the Clearinghouse.
- Degree award date occurs more than 120 days after the end of the last enrollment term.
- Student has enrollment history in two or more branches at the institution.
- Student's enrollment record has been updated in the Clearinghouse database to reflect active enrollment in a new term.
- Student was reported in two or more programs on enrollment record, but only awarded a degree in one program.
- Multiple degree records for the same student were sent within the same DegreeVerify file.
- Student has already been reported as "Withdrawn" and the withdrawal date is not equal to the end date of the last term during which the student was enrolled at the campus and/or program level.
- Degree level indicator on the degree record is missing or does not match the credential level reported on the enrollment record.
- Major/CIP code on the degree record is missing or does not match the program/CIP code reported on the enrollment record.

For more information, read the G from Degree FAQs at [studentclearinghouse.info/onestop/wp-content/uploads/reasonsGNotApplied.pdf](http://studentclearinghouse.info/onestop/wp-content/uploads/reasonsGNotApplied.pdf).

*\*If your school is an active DegreeVerify participant, you must continue to send a DegreeVerify file, regardless of which option you use to populate the "Graduated" status of your students for Enrollment Reporting.*