This is a new edition of the *Using Academic Records* manual, for Release 18 of Colleague. This edition replaces the previous edition dated September 30, 2014.

### The Primary Changes Made

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<td>The documentation about how the student data is extracted by the NSC Student Data Extract (SITX) process has been updated to include information about how the SITX process uses the data from the Define FA Acad Program Requirement Params (DFAR) or Define FA Acad Program Params (DFAP) forms.</td>
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Using Academic Records

Introduction
About This Manual

Who Should Read This Manual

Anyone who works with or is responsible for processing or monitoring student academic records should read this manual. This group may include the registrar office members and their administrative staff, the director of the financial aid office and his/her assistants, faculty, staff, and advisors.

What This Manual Covers

This manual provides instruction for using Colleague to create, maintain, and process academic standings, absentee history, class level, advisor assignments, grades, graduation information, and reports for the National Student Clearinghouse (NSC).
Where to Find More Information

This manual provides task-oriented procedures for using the Academic Records module as part of your daily office activities. The following sources of information provide additional assistance in day-to-day use of the Academic Records module.

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<td></td>
<td>• Using Accounts Receivable/Cash Receipts</td>
</tr>
<tr>
<td></td>
<td>• Using Communications Management</td>
</tr>
<tr>
<td></td>
<td>• Using Curriculum Management</td>
</tr>
<tr>
<td></td>
<td>• Using Degree Audit</td>
</tr>
<tr>
<td></td>
<td>• Using Demographics</td>
</tr>
<tr>
<td></td>
<td>• Using Faculty Information</td>
</tr>
<tr>
<td></td>
<td>• Using Recruitment/Admissions Management</td>
</tr>
<tr>
<td></td>
<td>• Using Registration</td>
</tr>
<tr>
<td></td>
<td>• Using Residence Life</td>
</tr>
<tr>
<td>In-person instruction in using the Academic Records module</td>
<td>Training classes offered</td>
</tr>
</tbody>
</table>

If you need information about implementing, installing, and setting up the Academic Records module, see your system administrator. You can also refer to the following resources.

Table 2: Additional Sources of Information about the Academic Records Module

<table>
<thead>
<tr>
<th>Information</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning your implementation of the Academic Records module</td>
<td>Colleague Student Implementation Handbook</td>
</tr>
<tr>
<td>Installing the Colleague software</td>
<td>Installation Procedures for your Colleague release level</td>
</tr>
</tbody>
</table>
### Table 2: Additional Sources of Information about the Academic Records Module (cont’d)

<table>
<thead>
<tr>
<th>Information</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting up Academic Records codes and parameters</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Detailed information on each Colleague subroutine, file, field, form, procedure, validation code, list specification, and batch process</td>
<td>Technical documentation</td>
</tr>
<tr>
<td>Changes and enhancements to the system since the previous release</td>
<td>Release Highlights for your Colleague release level</td>
</tr>
<tr>
<td>Known problems and bugs</td>
<td>Salesforce</td>
</tr>
</tbody>
</table>
About the Academic Records Module

In This Chapter

The Academic Records module is a part of the Enrollment Management component of Colleague Student. The Academic Records module allows your institution to process academic standings, absentee history, class level, advisor assignments, grades, and graduation information, and to prepare reports for the National Student Clearinghouse (NSC). This chapter provides the following:

- a brief description of Colleague, focusing on the parts of Colleague which interact with the Academic Records module
- a summary of the features of the Academic Records module
- a description of the interfaces between the Academic Records module and other Colleague modules
- information about accessing the Academic Records module

Colleague

Colleague is an administrative software solution, designed to support every aspect of an institution from student services and financial management to human resources. Two Colleague applications are particularly important to the Academic Records module:

- **Colleague Core** is at the center of Colleague, providing a central location for information and processing rules used throughout Colleague.
- **Colleague Student** provides an automated administrative solution for all aspects of student services provided by your institution.

The two other Colleague systems, the Colleague HR and Colleague Finance have little interaction with the Academic Records module.
Colleague Core

Colleague Core is divided into six modules. Two of those modules interface with the Academic Records module: Demographics and Communications Management. See “Interfaces with Other Colleague Modules” on page 23 for a description of those interfaces.

Colleague Student

Colleague Student is divided into three components (Instructional Management, Enrollment Management, and Campus Life), and then further divided into twelve modules. The Academic Records module is part of the Enrollment Management component. See the Getting Started with Colleague Student manual for a detailed description of Colleague Student and each of its components and modules.

The following Colleague Student modules interface with the Academic Records module: Accounts Receivable, Recruitment/Admissions Management, Residence Life, Curriculum Management, Cash Receipts, Faculty Information, Degree Audit, and Registration. See “Interfaces with Other Colleague Modules” on page 23 for a description of those interfaces.
The Academic Records Module

Features of the Academic Records Module

The Academic Records module is central to a student’s academic record. All changes to your students’ academic information, including credits, transcripts, programs, restrictions, attendance, transcripts, academic standings, class level, advisor assignments, grades, and graduation information are entered through the Academic Records module. With the Academic Records module, you can:

- Build on student information acquired during the admissions cycle
- Provide a history of the student’s academic standing at specified points in time
- Generate enrollment verification reports, providing an online history of where verifications were sent
- Assign students to advisors based on user-defined criteria
- Calculate credit hours, class rank, and GPAs
- Generate sequential listings of students by academic level, academic program, GPA, accumulated credits, and anticipated graduation date
- Track an unlimited number of academic programs, allowing students to be tracked in multiple programs simultaneously
- Track temporary or permanent breaks in academic programs
- Support multiple grade schemes
- Allow faculty to enter grades online, using an unlimited number of user-defined parameters
- Print/transmit student transcripts on request, maintaining a complete audit trail online
- Generate diskettes/tapes reflecting current student status for use by the National Student Loan Clearing House

Interfaces with Other Colleague Modules

Two Colleague Core modules and eight Colleague Student modules interface with the Academic Records module. These interfaces are described in detail with related procedures in this manual.
Introduction: About the Academic Records Module
Using Academic Records
Student Information
Adding a Student Academic Program

Before You Begin

Before you can add a student academic program, the following information must already be set up:

Table 3: Information Needed Before You Can Add a Student Academic Program

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic level</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Academic program honor codes</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Academic programs</td>
<td>Using Curriculum Management</td>
</tr>
<tr>
<td>Admit statuses</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Advisor types</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Catalogs</td>
<td>Using Curriculum Management</td>
</tr>
<tr>
<td>Class levels</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Departments</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Divisions</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Locations</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Majors</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Minors</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Program statuses</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Specializations</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Student program statuses</td>
<td>Getting Started with Colleague Student</td>
</tr>
</tbody>
</table>
Understanding a Student’s Academic Program

An academic program is a course of study with set requirements. Examples of academic programs include a Bachelor of Arts in History or a self-improvement program. An academic program does not have to result in a degree, but does have specific requirements that establish a way to measure an individual’s progress toward completion of that program. A student must complete these requirements, which can be a combination of coursework and noncourse work, to finish the academic program.

Your standard academic programs were defined in the Curriculum Management module with certain attributes, such as academic level, catalog, degrees, majors and minors, locations, and departments. See the Using Curriculum Management manual for more information about defining your standard academic programs.

Each student must be assigned to at least one active academic program at a given time. Occasionally, a student may be in multiple programs at once. For example, a student may be finishing up an undergraduate degree while already starting a graduate degree. When a student chooses a particular academic program, he inherits the attributes you defined for that program into his own student academic program. For example, if a student is assigned the BA history program, he automatically inherits the characteristics of that program, identifying him as an undergraduate student seeking a bachelor of art degree and majoring in history. This academic program can later be modified, customized, or withdrawn.

A program is associated with one or more catalogs that identify the periods (typically, academic years) when the program was offered.

Whenever you change or add a student’s academic program, Colleague will verify that any course equivalencies you established for this student in admissions are still valid for the new program. See the Using Recruitment/Admissions Management manual for more information about course equivalencies.

The following sections discuss the procedures for

- Modifying a student’s academic program.
- Assigning a student an additional academic program.
Modifying a Student’s Academic Program

When you assign a standard academic program to a student, he inherits all the attributes defined for that program into his student academic program. If the standard program was defined with some options, the student had to make choices when the program was initially assigned to him. Some students may later decide to modify some of these options.

Use the Student Academic Program (SACP) form, as shown in figure 1, to modify a student’s academic program. You can modify the following things in a student’s academic program:

- Location
- Department
- Catalog
- Admit status
- Start date
- Advisors or counselors
- Comments

This section discusses each of these further.
Figure 1: A Student Academic Program on the SACP Form

Noteworthy Fields on the SACP Form

The following fields are particularly useful when assigning an academic program to a student.

Location, Department, or Catalog

A student can select any location, department, or catalog associated with the standard academic program. If there is only one choice available for the standard academic program, you cannot modify it. For example, if the standard academic program has only one location, then the student's academic program will automatically contain that location and he cannot modify it. If there are two or more locations for the standard academic program, then the student must choose one, which he can later modify, if desired. If the standard program does not have a specified location, then the student can select any location (or not specify a location).
**Start Date**

A student can change the date he will begin this academic program. Enter a new start date or term for the student. Colleague will recalculate the student’s anticipated completion date by adding the completion months defined for the standard academic program to the new start date.

**Advisors or Counselors**

You can assign advisors and counselors to a student while modifying his academic program. A counselor is any staff member and is not limited to faculty. Counselors cover non-academic subjects, such as peer, emotional, or financial problems. An advisor is a faculty member whose main purpose is academic advisement. Advisors and counselors are assigned using two different processes.

For example, a university assigns each student an academic advisor from faculty in the departments associated with the student’s academic program. That university’s students are assigned financial counselors from the business office staff.

Table 4 shows the two options and the procedure for assigning either.

**Table 4: How to Assign Advisors or Counselors**

<table>
<thead>
<tr>
<th>Action</th>
<th>Form</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>assign an advisor to the student</td>
<td>Student Advisor Listing (STAD) form</td>
<td>Advisors</td>
</tr>
<tr>
<td>assign a counselor to the student</td>
<td>Counselor Assignment (CNSL) form</td>
<td>Counselors</td>
</tr>
</tbody>
</table>
Assigning Additional Academic Programs

You can assign more than one academic program to a student. For example, a university allows a student to enter a graduate medical program before completing his undergraduate program so that some of the graduate courses can be taken early. Each academic program a student has is a separate program with its own attributes, customization, and advisors.

Use the Student Academic Program (SACP) form to assign an additional academic program to a student. After you have accessed the student’s record you will see a resolution form of all the student’s academic programs. Instead of choosing one of these, choose to add a new one.

This new academic program can also be modified or customized for this student.

See “Understanding a Custom Academic Program” on page 40 for more information about customizing a student’s academic program.

See “Case Study: Withdrawing and Adding an Academic Program” on page 51 for an example of how a university assigned a student an additional academic program.

Applications and Additional Student Academic Programs

If your institution uses applications, you may want to update the status of the application each time a student becomes active in an academic program and an application exists for the academic program. The status can be updated in one of three ways:

- Use the Move-to-Stu Application Select Rules and status.
- Use the Move-to-Stu Application Select Status.
- Use the Student Record Creation Application Status.
If the rules in the Move-to-Stu Application Select Rules field have been defined on the Admissions Parameters (ADPA) form, Colleague evaluates each application for the academic program when assigning a student to the academic program. If the application passes all the rules, the Move-to-Stu Application Select Status is assigned to the application, and the information on the application is used to build the student programs record. If rules have not been defined, the application status can be updated from the Move-to-Stu Applications Select Status.

If neither the Move-to-Stu Application Select Rules or Status fields contain values, the Application Status from the Student Records Creation section of the Admissions Parameters (ADPA) form is assigned to the first application found for the academic program.

You also have the option of not updating the application status by defining a rule in the Move-to-Stu Application Select Rules field that will always evaluate to be false for every application.

For more information about the Move-to-Stu Application Select Rules, see the Getting Started with Colleague Student manual.
Procedure for Modifying a Student’s Academic Program

Complete the following steps to modify a student’s academic program:

Step 1. Familiarize yourself with the procedure for modifying a student’s academic program.

See “Modifying a Student’s Academic Program” on page 29.

Step 2. Access the student’s record on the Student Academic Program (SACP) form.

Step 3. Select the academic program you want to modify.

The resolution form lists all academic programs associated with this student.

Step 4. Modify any of the following:

- Location
- Department
- Catalog
- Admit status
- Start date

Select any location, department or catalog associated with the standard academic program.

Enter the student’s new start date or beginning academic term.

Step 5. To assign advisors:

a. Detail from the Advisors field to the Student Advisor Listing (STAD) form

b. Enter the appropriate information

For more information, see “Advisors or Counselors” on page 31 and Using Faculty Information manual.
Step 6. To assign counselors:

a. Detail from the Counselors field to the Counselor Assignment (CNSL) form

b. Enter the Appropriate information

See “Advisors or Counselors” on page 31 for more information.

Step 7. To add comments

- to be printed on program related reports: detail from Printed Comments field.
- general, notation: detail from Comments field.

Step 8. Update the record.
Procedure for Adding an Academic Program

Complete the following steps to enter an additional academic program for a student:

**Step 1.** Familiarize yourself with student academic programs.

See “Understanding a Student’s Academic Program” on page 28 and “Modifying a Student’s Academic Program” on page 29.

**Step 2.** Access the student’s record on the Student Academic Program (SACP) form.

The Student Academic Program resolution form displays with the cursor at the prompt line.

Enter **A** to add an academic program.

The SACP form is redisplayed with the cursor at the Acad Program LookUp prompt.

**Step 3.** Use the Academic Program LookUp features to select an appropriate academic program for the student.

The SACP form is redisplayed.

**Step 4.** Verify the default catalog.

If you don’t want the default, you can select any catalog associated with this academic program.

**Step 5.** Select a location from the valid options.

If the standard academic program has only one location or department, then that one will default in.

If two or more exist, the student must choose between them.

If the standard program has no locations, the student can select any (or none).
Step 6. Select a department from the valid options.

Step 7. To assign advisors:
   a. detail to the Student Advisor Listing (STAD) form
   b. enter the appropriate information
      Detail from the field Advisors.
      See the Using Faculty Information manual for more information about assigning academic advisors.

Step 8. To assign counselors:
   a. detail to the Counselor Assignment (CNSL) form
   b. enter the appropriate information
      Detail from the field Counselors.
      See “Counselor Assignment” for more information for more information about assigning counselors.

Step 9. To customize this student’s academic program:
   a. detail to the Student Acad Program Additions (STPA) form
   b. enter appropriate information
      Detail from the field Program Additions.
      See “Understanding a Custom Academic Program” on page 40 for more information about customizing a student’s academic program.

Step 10. To add comments
   ■ to be printed on program related reports: detail from Printed Comments field.
   ■ general, notation: detail from Comments field.

Step 11. Update the record.
Creating a Custom Academic Program

Before You Begin

Before you can create a custom academic program, the following information must already be set up:

Table 5: Information Needed Before You Can Create a Custom Academic Program

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic level</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Academic program honor codes</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Academic programs</td>
<td>Using Curriculum Management</td>
</tr>
<tr>
<td>Admit statuses</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Advisor types</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Catalogs</td>
<td>Using Curriculum Management</td>
</tr>
<tr>
<td>CCDs</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Class levels</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Departments</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Divisions</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Locations</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Majors</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Minors</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Program statuses</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Schools</td>
<td>Student System Administration</td>
</tr>
<tr>
<td>Specializations</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Student program statuses</td>
<td>Getting Started with Colleague Student</td>
</tr>
</tbody>
</table>
Understanding a Custom Academic Program

A custom program is a standard academic program to which additional components have been added for a particular student. A student can add majors, minors or specializations to a standard academic program to create a custom academic program. For example, a student may want to add a Pediatric Nursing certificate to a standard nursing program to create a custom academic program of Pediatric Nursing.

Your institution may decide to set up an essentially empty standard program in the Curriculum Management module to be used as a template for building custom academic programs. You can assign this template program to a student and then further customize it to include all the requirements appropriate for a particular student. For example, a university has defined a standard academic program called CUSTOM which is extremely basic. The university assigns this program to students who want an unusual combination of academic offerings. The student’s academic program is then customized appropriately.

When you customize a student’s academic program, this custom program becomes the student’s unique academic program. To assign the same custom program to another student, you would have to rebuild it again from the standard program. If you find you are building similar custom programs frequently, you should consider defining a new standard academic program with those attributes.
You can customize a student’s academic program in two ways, depending on whether you have the Degree Audit module. If you have the Degree Audit module you will probably want to use it as you customize a student’s academic program so that you can establish requirements for the custom academic program. Table 6 shows both scenarios, where to detail for each and further references.

Table 6: How to Customize a Student’s Academic Program

<table>
<thead>
<tr>
<th>If you …</th>
<th>Detail to this Form</th>
<th>From this Field on the SACP Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not use the Degree Audit module</td>
<td>Student Acad Program Addition (STPA)</td>
<td>Program Additions</td>
<td>41</td>
</tr>
<tr>
<td>Use the Degree Audit module</td>
<td>PGM Evaluation/Customization (PGEC)</td>
<td>DA Eval/Cust</td>
<td>Using Degree Audit</td>
</tr>
</tbody>
</table>

This chapter discusses how to customize a student’s academic program using the Academic Records module.

**Major Components of a Custom Academic Program**

Use the Student Academic Program (SACP) form as your starting point for customizing a student’s program. Detail from the Program Additions field on the SACP form to the Student Acad Program Additions (STPA) form, as shown in Figure 2.
Figure 2: Customizing a Student’s Academic Program

Catalog
Additional Attributes
Honors Code
Custom Program Title
Inherited Attributes
Noteworthy Fields on the STPA Form

The following fields are particularly useful when customizing a student’s program.

Catalog

You can select any catalog in which the standard academic program is offered. The latest catalog will default when the program is assigned to the student, but can be modified, as appropriate.

Additional Attributes

You can further customize a student’s academic program by adding any combination of the following to the inherited attributes of the standard academic program:

- CCDs
- Majors
- Minors
- Specializations

All active CCDs, majors, minors, and specializations are available for customization.

Honors Code

Some of your standard academic programs might be defined with special honors versions available. If you defined the academic program as strictly an honors program, the student will automatically inherit that honor attribute. If you defined the academic program with optional honors available, a student can choose to add this honors attribute to his program.

You can only select honors that were originally defined with the standard academic program. These honors are inherited as part of the academic program or offered as an option. For example, a university has defined some academic programs to always be honors versions. These academic programs were defined with an honors code attribute, which is automatically inherited by students selecting the program. The university has defined other academic programs that offer optional honors versions. When a student selects one of these programs, he has a choice and can choose to select the honors version as part of his customization of the standard academic program.
Custom Program Title

If you make additions to the student’s academic program, you can give this new custom program a title. This title identifies this student academic program in headers and on transcripts.

Inherited Attributes

The second group on the Student Acad Program Additions (STPA) form lists all of the attributes of the student’s standard academic program. These are the attributes that were defined in your original setup of the academic program in the Curriculum Management module. You cannot modify these attributes.
Procedure for Customizing a Student’s Academic Program

If you have the Degree Audit module, detail to the PGM Evaluation/Customization (PGEC) form from the DA Eval/Cust field to access your DA functionality. See the Using Degree Audit manual for more information about customizing a student’s academic program using the Degree Audit module.

If you want to customize a student’s academic program using the Academic Records module, complete the following steps:

**Step 1.** Familiarize yourself with the procedure for customizing a student’s academic program.

If you will be adding a new academic program and then customizing it, familiarize yourself with the procedure for adding an academic program.

See “Understanding a Custom Academic Program” on page 40.

See “Procedure for Adding an Academic Program” on page 36.

**Step 2.** Access the student’s record on the Student Academic Program (SACP) form.

**Step 3.** Select (or add) the academic program you wish to customize.

The resolution form lists all academic programs associated with this student. Select one of these or add a new one.

**Step 4.** Detail to the Student Acad Program Additions (STPA) form.

Detail from the field Program Additions.

**Step 5.** Verify the catalog.

Select any catalog associated with the standard academic program.

See “Catalog” on page 43.
Step 6. Enter custom attributes from the following:

- CCDs
- Majors
- Minors
- Specializations
- Honors

Select any honor associated with the standard academic program.

All active CCDs, majors, minors and specializations are available.

See “Additional Attributes” on page 43 and “Honors Code” on page 43.

Step 7. Enter a title for this custom academic program, if appropriate.

See “Custom Program Title” on page 44.

Step 8. Update the record.
# Withdrawing a Student from an Academic Program

## Before You Begin

Before you can withdraw a student from an academic program, the following information must already be set up:

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic level</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Academic program honor codes</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Academic programs</td>
<td>Using Curriculum Management</td>
</tr>
<tr>
<td>Admit statuses</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Advisor types</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Catalogs</td>
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<td>CCDs</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Class levels</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Departments</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Divisions</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Locations</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Majors</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Minors</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Program statuses</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Schools</td>
<td>Student System Administration</td>
</tr>
<tr>
<td>Specializations</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Student program statuses</td>
<td>Getting Started with Colleague Student</td>
</tr>
</tbody>
</table>
Understanding a Student’s Withdrawal From an Academic Program

An academic program is a course of study with set requirements. Examples of academic programs include a Bachelor of Arts in History or a self-improvement program. An academic program does not have to result in a degree, but does have specific requirements that establish a way to measure an individual’s progress toward completion of that program.

Each student must be assigned at least one academic program as they enter your institution either during admissions or registration. When a student chooses a particular academic program, he inherits the attributes you defined for that program into his own student academic program. This academic program can later be withdrawn.

If you have mistakenly entered an academic program for a student, you can delete that program from his record. However, if the program is associated with an application, (because the Create Application field is set to “Yes” on the Academic Program (PROG) form), the program will be ended and not deleted. If you want to totally remove the academic program from the student’s record, you must first delete the application using the ASUM or PRSP form and then delete the program from the student’s record.

If a student changes his mind about his area of study, you can withdraw him from the academic program assigned to him. To do this, you must change the student’s program status and assign a student academic program end date.

See “Case Study: Withdrawing and Adding an Academic Program” on page 51 for an example of how a university withdrew a student from an academic program.
Student Academic Program Status

If you want to withdraw a student from an academic program, you must change the student’s academic program status from active to withdrawn. If the student should later change his mind again, you can change the status back to active. Colleague keeps a history of these changes, including the date and the operator making the changes.

Use the Student Academic Program (SACP) form to change a student program status. In the Status/Dt/Opr field enter the appropriate student program status. Table 8 shows the available student program status codes, a brief description of each, and when Colleague would assign each.

Table 8: List of Student Program Status Codes

<table>
<thead>
<tr>
<th>Student Program Status Codes</th>
<th>Description</th>
<th>Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Potential</td>
<td>A student’s program record is created for an application. This status will indicate that this is a preliminary student program.</td>
</tr>
<tr>
<td>A</td>
<td>Active</td>
<td>The individual is accepted and actually becomes a student.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>Manually applied to a student’s record</td>
</tr>
<tr>
<td>C</td>
<td>Changed Mind</td>
<td>Manually applied to a student’s record</td>
</tr>
<tr>
<td>G</td>
<td>Graduated</td>
<td>A student’s program record is moved to the person’s academic credentials file. This status designates completion of the academic program.</td>
</tr>
</tbody>
</table>

Student Academic Program End Date

You must also enter the effective end date for the student in this academic program. Without an end date, the program is considered active even if you gave it a status of withdrawn.

This is the date reported to the National Student Clearinghouse as the date the student finished in this academic program.
Student Program Status Change History

To view the history of the status of a student’s academic program, detail from the Status/Dt/Opr field on the SACP form to the Student Program Status Hist (SPSH) form. On the SPSH form, you can view all the status changes, the dates these changes were made, and by whom.
Case Study: Withdrawing and Adding an Academic Program

A student, Joe Middle, selected the Bachelor of Art in History, BA-HIST academic program, when he enrolled at the university.

Joe Middle later decided to change his academic program to Bachelor of Art in English. To do this, the university withdrew Joe Middle from the first academic program, BA-HIST, and added the new program, BA-ENGL.
First, Joe Middle’s record was accessed from the Student Academic Program (SACP) form and the academic program BA-HIST selected from the resolution form. (At this point, this is Joe’s only academic program.) The university user changed the status in the Status/Dt/Opr field to “W” and entered Joe’s effective final date for the program in the End Date field. The SACP form then looked like Figure 4.

**Figure 4: Example of Withdrawing From an Academic Program**

To review the history of the status changes for Joe’s program, the university user detailed from the Status/Dt/Opr field to the Student Program Status Hist (SPSH) form as shown in Figure 5.
Before the university could give Joe a new academic program, his record had to be updated and then re-accessed on the SACP form. The resolution form displaying Joe Middle’s academic programs still listed the BA-HIST program, but now with a status of Withdrawn. Instead of selecting this program, the university chose to add a new academic program. Using the standard LookUp, the new academic program of BA-ENGL was selected. The SACP form, shown in figure 6, now displays the new academic program and the inherited attributes. Because BA-ENGL was offered at two locations, Joe selected the East Campus to be his primary location. When the data entry was complete, Joe’s record was updated. The history of both academic programs is maintained.
**Figure 6: Example of Adding a Student Academic Program**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>1079276</td>
</tr>
<tr>
<td>SSN</td>
<td>8888888888</td>
</tr>
<tr>
<td>Academic Lvl</td>
<td>UC</td>
</tr>
<tr>
<td>Status/Dept/Opr</td>
<td>Active</td>
</tr>
<tr>
<td>Location/Catalog</td>
<td>EAST East Campus</td>
</tr>
<tr>
<td>Start Date</td>
<td>07/18/93</td>
</tr>
<tr>
<td>End Date</td>
<td>03/03/95</td>
</tr>
<tr>
<td>Degree</td>
<td>BA Bachelor of Arts</td>
</tr>
<tr>
<td>Majors</td>
<td>ENGL English</td>
</tr>
<tr>
<td>Minors</td>
<td>2</td>
</tr>
<tr>
<td>Specializations</td>
<td>2</td>
</tr>
<tr>
<td>Program Additions</td>
<td>2</td>
</tr>
<tr>
<td>Advisors</td>
<td>2</td>
</tr>
<tr>
<td>Printed Comments</td>
<td>2</td>
</tr>
<tr>
<td>Admit Status Lookup</td>
<td></td>
</tr>
</tbody>
</table>

**SACP - Student Academic Program**

**Middle, Joe**

**Academic Program:** BA, ENGL  Bachelor of Arts in English
Procedure for Withdrawing a Student From an Academic Program

Complete the following steps to withdraw a student from an academic program:

**Step 1.** Familiarize yourself with the procedure for withdrawing a student from an academic program.

See “Understanding a Student’s Withdrawal From an Academic Program” on page 48.

**Step 2.** Access the student’s record on the Student Academic Program (SACP) form.

**Step 3.** Select the academic program from which the student wants to withdraw.

The resolution form lists all academic programs associated with this student.

**Step 4.** Enter \( W \) in Status/Dt/Opr field.

**Step 5.** Enter a date in End Date field.

Enter the student’s final date to be associated with this academic program.

**Step 6.** To view student program status change history, detail to the Student Program Status Hist (SPSH) form.

Detail from the Status/Dt/Opr field.

**Step 7.** Update the record.
Before You Begin

Before you can enter information about a student’s hiatus, the following codes should be set up in Colleague:

Table 9: Codes Needed Before You Can Enter Hiatus Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic terms</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Hiatus codes</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Hiatus status codes</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Withdraw reason codes</td>
<td>Getting Started with Colleague Student</td>
</tr>
</tbody>
</table>

Understanding Hiatus Information

There are numerous reasons why a student may leave your institution. A student may take a hiatus to study abroad for a semester or because of an illness in the family. A student may also withdraw permanently from your institution, either because of personal choice or academic dismissal.

Table 10 shows the types of hiatus information you can enter and identifies the forms you would use for data entry.

Table 10: Forms To Use For Entering Hiatus Information

<table>
<thead>
<tr>
<th>If you want to enter...</th>
<th>Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Either hiatus or academic withdrawal information</td>
<td>Student Hiatus Summary (SHIS) as the starting point. From this form you can detail to other forms.</td>
<td>57</td>
</tr>
<tr>
<td>Hiatus information</td>
<td>Student Hiatus (STHI) form</td>
<td>59</td>
</tr>
<tr>
<td>Academic withdrawal information</td>
<td>Student Withdrawal (SWTH) form</td>
<td>61</td>
</tr>
</tbody>
</table>
Use the Student Hiatus Summary (SHIS) form, shown in Figure 7, as the point of entry for entering information about a student’s hiatus or withdrawal. From this form you can detail to two other forms depending upon the type of leave the student is taking.

**Figure 7: Student Hiatus Summary (SHIS) form**

The following sections explain more about each type of leave.
Entering a Hiatus

When a student takes a hiatus, he intends to return to your institution some time in the future. This hiatus usually has a defined length and purpose. For example, a student may take a hiatus of one term to study abroad.

Colleague uses the start and end dates of a student’s hiatus at registration to check the student’s eligibility to enroll in particular courses. A student will not be allowed to register for any courses scheduled during his hiatus. However, a student can access registration while on hiatus to enroll in courses scheduled for when he returns. The start and end dates of a hiatus are not necessarily the same dates as the last attendance date or the student’s expected return date. For example, a student may decide to study abroad during the spring term. The start and end dates of the hiatus would coincide with the start and end dates of the academic term. However, the student’s last attendance day may be the end of the previous academic term. The student’s expected return date may be the first day of the next term. If the student attempts to register for any courses during the spring academic term while he intends to be abroad, Colleague will issue a warning that he is on hiatus. He can, however, register for courses he plans to take the following term.

While the student is absent from your institution, you want to remove him from all course registration, wait lists, room assignments, and meal plans. You need to enter the dates each of these effectively ends for this student. These dates can be different as the situation dictate. For example, the student might need to remain in the dorm room a few extra days after withdrawing from courses and waitlists. Colleague automatically processes these date changes you enter.

Use the Student Hiatus (STHI) form to enter information concerning a student’s hiatus.
Figure 8: Student Hiatus (STHI) Form

From the Student Hiatus (STHI) form you can detail to other forms to take care of outstanding issues involving grading, advisors, and campus organizations. You can access your email capability to facilitate any notices you might need to send to instructors, advisors, or others.
Entering an Academic Withdrawal

When a student withdraws from your institution, either because of personal choice or academic dismissal, this is a permanent hiatus.

Use the Student Withdrawal (SWTH) form to enter information concerning a student academic withdrawal.

**Figure 9: Student Withdrawal (SWTH) form**

When a student withdraws from your institution, you want to remove him from all course registration, waitlists, room assignments, meal plans, and campus organizations with which he is associated. You need to enter the dates each of these effectively end for this student. These can each have different dates as the situation dictate. For example, the student might need to remain in the dorm room a few extra days after withdrawing from courses and waitlists. Colleague automatically processes these date changes you enter and calculates charges and refunds as appropriate. See the *Using Accounts Receivable and Cash Receipts* manual for more information about charges and student refunds.
Your institution may require a student to receive one or more approvals before officially withdrawing. For example, approvals may be required from the registrar, dean’s, or the financial office. You define these requirements on the Academic Records Parameters (ACPR) form. If you set any of these parameters to “Yes,” then the corresponding approval must be recorded on the Student Withdrawal (SWTH) form before Colleague updates the applicable files. For example, if you set the Withdrawal Approval 1 Required field to “Yes” on the Academic Records Parameter (ACPR) form, then you must enter the login ID of someone from the appropriate office in the Approval 1 field on the SWTH form before a student may officially withdraw. The entered login ID does not display on the form, but only the corresponding name. If the parameter field is set to “No,” then the Approval 1 field may be left blank.

See the Getting Started with Colleague Student manual for more information about setting the approval requirements.

From the Student Hiatus (STHI) form you can detail to other forms to take care of outstanding issues involving grading, advisors, and campus organizations. You can access your email capability to facilitate any notices you might need to send to instructors, advisors or others.
Procedure for Entering Hiatus Information

Use the Student Hiatus Summary (SHIS) form to enter a student’s hiatus. Detail to the Student Hiatus (STHI) form from there to enter further information about the student’s hiatus. See “Entering a Hiatus” on page 59 and online help for more information.

Procedure for Withdrawing a Student

Use the Student Hiatus Summary (SHIS) form to enter a student’s withdrawal. Detail to the Student Withdrawal (SWTH) form from there to enter further information about the student’s withdrawal. See “Entering an Academic Withdrawal” on page 61 and online help for more information.
In This Chapter

This chapter provides information and procedures for student attendance tracking in Colleague. This chapter does not provide information for using attendance tracking in WebAdvisor. See the *WebAdvisor for Colleague Student* manual for more information about tracking attendance using the Gradebook workflow.

Table 11 lists the topics covered in this chapter.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before You Begin</td>
<td>65</td>
</tr>
<tr>
<td>Understanding Attendance Tracking</td>
<td>66</td>
</tr>
<tr>
<td>Entering Student Attendance Information for a Course Section</td>
<td>67</td>
</tr>
<tr>
<td>Entering Non-Scheduled Meeting Attendance Information</td>
<td>72</td>
</tr>
</tbody>
</table>

Before You Begin

Table 12 lists the tasks that must be complete before you can continue with the procedures in this chapter.

<table>
<thead>
<tr>
<th>Task</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>The necessary codes must be set up.</td>
<td><em>Getting Started with Colleague Student</em></td>
</tr>
<tr>
<td>Meeting days and times must be entered on the Section Offering (SOFF) form.</td>
<td><em>Using Curriculum Management</em></td>
</tr>
<tr>
<td>Holidays must be defined on the Campus Calendar (CMPC) form.</td>
<td><em>Using Scheduling</em></td>
</tr>
<tr>
<td>Meeting dates must be built.</td>
<td><em>Using Curriculum Management</em></td>
</tr>
</tbody>
</table>
Understanding Attendance Tracking

Student attendance tracking allows you to record student’s attendance in a course section. When you use student attendance tracking in Colleague, you can record one of the following statuses for each student in each course section meeting:

- Present
- Absent with no excuse
- Absent, excused
- Late

When you mark a student as absent, you can also record the reason for the absence.

If you using Communications Management, you can also use the attendance tracking functionality to send notifications to student who are absent from a course. For more information about using Communications Management, see the *Using Communications Management* manual.
Entering Student Attendance Information for a Course Section

Use the Section Attendance Tracking (SATK) form to enter the attendance information for a particular meeting time for a course section.

Figure 10: The Section Attendance Tracking (SATK) Form

When you change the Attendance Type to indicate an absence, either excused or unexcused, Colleague automatically details to the Section Attendance by Student (SATS) form where you can enter a reason for the absence. For more information about entering a reason for an absence, see “Entering Section Attendance Information by Student” on page 70.

Noteworthy Fields on the SATK Form

The fields described in this section are particularly important for entering student attendance information. See online help for information about other fields on this form.
**Attendance Type**

Select the attendance type code for each student for the selected date. Your institution has defined these attendance type codes, but Colleague looks at the special processing codes associated with each. Colleague defaults the type code with the special processing code of “0” when you access the SATK form. On the ATTENDANCE.TYPES validation code table, the available processing codes are:

- 0 - Present
- 1 - Absent with no excuse
- 2 - Absent, excused
- 3 - Late

If you enter an attendance type code other than one associated with a special processing code of “0” or “3,” Colleague adds one to the Total Absences field, which can be viewed on the Section Attendance by Student (SATS) form.

**Procedure for Entering Attendance by Course Section**

Follow the steps below to record the attendance of students in a course section for a particular meeting time.

**Step 1.** Access the Section Attendance Tracking (SATK) form.

**Step 2.** In the Course Section LookUp, enter the name of the course section that you want to enter student attendance for.

**Step 3.** In the Date for attendance LookUp, enter the date of the meeting time you want to enter student attendance for.

**Note:** Colleague automatically defaults the Date for attendance LookUp to the next meeting time for the course section, but you can override the date if necessary.

The SATK form displays the registered students for the course section.
**Step 4.** In the Attendance Type field, change the code as appropriate for any student who is absent or late.

If you select an attendance type that indicates that the student is absent, Colleague automatically details to the Section Attendance by Student (SATS) form where you can enter the reason for the absence.

**Step 5.** Save your entries on the SATK form.
Entering Section Attendance Information by Student

Use the Section Attendance by Student (SATS) form to record a student’s absence and reason for absence in a course.

**Figure 11: The Section Attendance by Student (SATS) Form**

Noteworthy Fields on the SATS Form

The fields described in this section are particularly important for entering student attendance information. See online help for information about other fields on this form.

**Date**

Enter the date you are entering attendance information for. You can only enter a date on which the course section actually meets.
**Attendance Type**

Select the attendance type code for the student for the selected date. Your institution has defined these attendance type codes, but Colleague looks at the special processing codes associated with each. The available processing codes are:

- 0 - Present
- 1 - Absent with no excuse
- 2 - Absent, excused
- 3 - Late

If you enter an attendance type code other than one associated with "0", Colleague adds one to the Total Absences field.

**Reason**

Enter a short description as to why the student was absent from the class.

**Procedure for Entering Student Tracking Information by Student**

Follow these steps to enter student attendance tracking information for a student.

**Step 1.** Access the Section Attendance by Student (SATS) form.

**Step 2.** Using the Student and Course Section LookUps, select the student and the correct course section.

**Step 3.** In the Date field, enter the date for the course section meeting time.

**Step 4.** In the Attendance Type field, select the appropriate attendance code for this student on this date.

**Step 5.** In the Reason field, enter a short description about the student’s attendance in the class.

**Step 6.** Save your entries on the SATS form.
Entering Non-Scheduled Meeting Attendance Information

Using the Non-Scheduled Meeting Attendance (NSMA) form, you can record the number of hours that a student attends a section. These sections must be set up as “positive attendance” sections. This is done by assigning a funding accounting method on the Section Financials (SFIN) form with a special processing code of “1.”

**Note:** See the FUNDING.ACCTG.METHODS validation code table for the codes with the correct special processing code.

**Figure 12:** The Non-Scheduled Mtg Attendance (NSMA) Form

Positive attendance course sections are usually sections that do not meet on a regular basis, such as labs, learning centers, or skills workshops. However, you still want to track the hours that students attended these sections.
Noteworthy Fields on the NSMA Form

The fields described in this section are particularly important for entering non-scheduled meeting attendance information. See online help for information about other fields on this form.

**Hours**

Enter the number of hours of course work that the student has completed for the course section.

The NSMA form displays the registered students in addition to the students who have dropped or withdrawn from the course section. You can enter hours for all of the students regardless of their status. This is important for the 320 Reports for California State Reporting.

Procedure for Entering Non-Scheduled Meeting Attendance

Follow the steps below to enter non-scheduled meeting attendance information.

**Step 1.** Access the Non-Scheduled Meeting Attendance (NSMA) form.

**Step 2.** Use the Course Section LookUp to select the course section that you want to add non-scheduled hours to.

Colleague displays the course section with all of the students who are registered or have dropped or withdrawn from the course.

**Step 3.** In Hours field, enter the number of hours that the student has spent on the work for the course section.

**Step 4.** Save your entries on the NSMA form.
Before You Begin

Before you can enter restrictions, the following information must already be set up:

**Table 13: Information Needed Before You Can Enter Restrictions**

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restriction codes must be set up on the Restriction Codes (REST) form.</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Operator must have appropriate office codes associated with their login.</td>
<td>Documentation for Core application</td>
</tr>
</tbody>
</table>
Understanding Restrictions

You might assign restrictions to students for many reasons, either individually or in batch. For example, you might assign an individual student a parking restriction code if he has an unpaid parking violation. Or you might assign a group of students a financial restriction if you have a list of students with an unpaid balance. Colleague uses rules you have defined to evaluate these assigned codes to decide whether or not certain processing should be allowed. For example, you might restrict a student from receiving a printed copy of his transcript if he has a parking restriction code on his record. Or you might restrict a student from registering in further courses if her balance is unpaid.

Restriction codes are predefined by your institution with a severity and an office code. When you assign a restriction code to a student, these associated severity and office codes default into the student’s record. You can change the severity of the restriction, if appropriate.

Specific restrictions are assigned to individuals by specific offices. You must be associated with the appropriate office code before you can enter restrictions into a person’s record. Only an operator from the original entry office can delete a restriction.

Table 14 shows the different scenarios for entering restrictions and the correct form to use for each.

Table 14: Forms to Use to Enter Student Restrictions

<table>
<thead>
<tr>
<th>Restriction</th>
<th>Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>Person Restrictions (PERC) form</td>
<td>page 78</td>
</tr>
<tr>
<td>Group</td>
<td>Assign/Change/Delete Restrs (ACDR) procedure</td>
<td>page 79</td>
</tr>
</tbody>
</table>

Note: The PERC and ACDR forms can also be used to assign notifications for the ActiveCampus Portal. For the procedures, see the Portal Administration manual.
Using Restriction Codes in Rules

You can, and should, use restrictions in rules you define for various purposes. In fact, if restrictions are not referenced in rules, they are not used by Colleague at all. For example, a university has defined a rule which looks to see if a student has any parking restrictions on his record before allowing him to register for courses. Figure 13 shows this rule as defined by the institution. This rule is set up in such a way as to select those students who are eligible to register. If the student doesn’t have this restriction, the student passes the rule. However, if the student does have this restriction within the valid dates of registration, then a warning is issued at the time of registration. An authorized user at registration would be able to override the warning.

Figure 13: Rule Using a Student Restriction

See the Getting Started with Colleague Student manual for more information about the setting up rules which use these restriction codes.
Entering Restrictions for an Individual

Use the Person Restrictions (PERC) form, shown in Figure 14, to enter a restriction for an individual person.

**Figure 14: Person Restrictions (PERC) Form**

When you assign a restriction code to an individual, the predefined severity and office codes default into his record. You can modify the severity as appropriate. Enter a start and end date of the restriction and any related comments.
Entering Restrictions for a Group

Use the Assign/Change/Delete Restrs (ACDR) process to enter a restriction for a group, shown in Figure 15. To run the procedure you will need to:

- Enter the action to be taken on the restriction.
- Describe the input data which will be put into each record.
- Choose selection criteria for which records to edit.

These are discussed in this section.

**Figure 15: The Components of Entering Batch Restrictions**

**Noteworthy Fields on the ACDR Form**

The following fields are particularly useful when entering restrictions for groups.
**Action**

There are three types of actions that you can take when editing restrictions. **Table 15** describes each of these actions:

**Table 15: Restriction Edits**

<table>
<thead>
<tr>
<th>Restriction Options</th>
<th>Enter</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign a new restriction to an individual's record.</td>
<td>A</td>
<td>Assign</td>
</tr>
<tr>
<td>Update an existing restriction on an individual's record.</td>
<td>C</td>
<td>Change</td>
</tr>
<tr>
<td>Completely remove a restriction from an individual's record.</td>
<td>D</td>
<td>Delete</td>
</tr>
</tbody>
</table>

**Input Data**

You need to further describe the restriction that you want Colleague to edit in each of the individuals's records. You must enter the type of restriction code to be edited. You can further describe the restriction in the following ways:

- Severity
- Start date
- End date
- Comments

If you are adding a restriction, the predefined severity will default. If you are changing a restriction, you must enter the appropriate changes. If you are deleting the restriction, no further description is necessary.

**Selection Criteria**

Enter the individual records you want edited. You can enter a saved list or type in a list of individuals. If you are changing or deleting records you can limit the selection to certain existing restriction start and end dates.
Procedure for Entering Student Restrictions

Use the Person Restrictions (PERC) form to enter restrictions for an individual. Use the Assign/Change/Delete Restrs (ACDR) procedure to enter a restriction for a group. See “Understanding Restrictions” on page 76 and online help for further information.

**Note:** The PERC and ACDR forms can also be used to assign notifications for the ActiveCampus Portal. For the procedures, see the *Portal Administration* manual.
Ending a Student Academic Program

In This Chapter

This chapter describes how to end a student academic program.

Table 16: In This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending a Student’s Academic Program</td>
<td>84</td>
</tr>
<tr>
<td>Procedure for Ending Student Programs</td>
<td>89</td>
</tr>
</tbody>
</table>
Ending a Student’s Academic Program

Use the End Student Programs (ESTP) process to end multiple student programs at once. There are two different actions that can be performed when running this process:

**Report Only.** Produces a report of student programs that will be ended by this process.

**Update and Report.** Produces a report of student programs and ends them using the date that you provided in the Student Program End Date field.

**Note:** You should always run this process in report mode prior to running it in update mode so that you can review all of the student programs that will be ended by this process. If warning messages are displayed for some of the programs, and you do not want those programs to be updated, remove those student programs from the list of programs to update or use the Additional Selection Criteria field to exclude them.

The report produced by this process includes the following information:

- **Student ID and Name.**
- **Academic Program that was ended.**
- **Warning and error messages.**

Warning messages do not prevent the student programs from being ended when the process is run in update mode.
Noteworthy Fields on the ESTP Form

These are the noteworthy fields on the ESTP form.

**Action**

Indicate whether you only want to produce a report or want to produce a report and end the selected student programs.

The Report Only option produces a report of student programs that will be ended by this process.

**Note:** You should always run this process in report mode prior to running it in update mode so that you can review all of the student programs that will be ended by this process. If warning messages are displayed for some of the programs, and you do not want those programs to be updated, remove those student programs from the list of programs to update or use the Additional Selection Criteria field to exclude them.
The Update and Report option produces a report of student programs and ends them using the date that you provided in the Student Program End Date field.

**Student Program End Date**

The date entered here is used to update the student program end date. This field is required.

**New Status**

Select the new status you want to assign to the student’s academic program that are being ended by the ESTP process. For example, if you have a group of students who have changed their academic program, you would select “C” for changed program. In addition, you could set a status of “W” for withdrawn for another group of students.

**Student Programs Saved List**

Enter a saved list of STUDENT.PROGRAMS IDs to end. If a saved list is entered here, the student programs in the list will be ended if they also meet the following criteria:

- If there is an entry in the Student Last Enrolled (Date) field, then the student cannot be enrolled in any courses that started on or after that date.
- The student program end date must not have been ended.
- The student program start date is earlier than the date entered in the Student Program End Date field. This is the date that will be assigned as the student program end date.

**Note:** To run this process, you should enter a Last Enrolled Term and either a Saved List or a list of Students and Academic Programs. You cannot enter both a Saved List and a list of Students and Academic Programs.

Students
You can enter individual Student IDs whose student programs you want to end. For each student ID that you enter here, you must enter an associated active academic program in the Academic Programs field. The associated STUDENT.PROGRAMS records will be ended if they also meet the following criteria:

- If there is an entry in the Student Last Enrolled (Date) field, then the student cannot be enrolled in any courses that started on or after that date.
- The student program end date must not have been ended.
- The student program start date is earlier than the date entered in the Student Program End Date field. This is the date that will be assigned as the student program end date.

**Note:** To run this process, you should enter a Last Enrolled Term and either a Saved List or a list of Students and Academic Programs. You cannot enter both a Saved List and a list of Students and Academic Programs.

**Academic Programs**

Immediately after you enter a student in the Students field, you are presented with a list of that student’s programs that can be ended. The entries that are displayed in that list are determined by the following criteria:

- If there is an entry in the Student Last Enrolled (Date) field, then the student cannot be enrolled in any courses that started on or after that date. If the student is enrolled in any courses that started on or after that date, then you will not be able to end any programs for the student.
- The student program end date must not have been ended.
- The student program start date is earlier than the date entered in the Student Program End Date field. This is the date that will be assigned as the student program end date.

If you change the entries in the Student Program End Date field or the Student Last Enrolled (Date) field after you enter a list of students and academic programs, any records that do not meet the above criteria based on the new dates that you entered will be filtered out and not be updated or included on the report.
### Figure 17: Example of the End Student Programs Report

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Academic Program</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>0011281</td>
<td>Solis, Eric</td>
<td>MT5.R5</td>
<td>Student Program has exceptions and/or overrides attached to it Ending this program will end academic level US with program end date</td>
</tr>
<tr>
<td>0011678</td>
<td>Solis, Sam</td>
<td>MT5.ONE</td>
<td>Ending this program will end academic level US with program end date</td>
</tr>
<tr>
<td>0011338</td>
<td>Solis, Trans</td>
<td>MIS.DA3</td>
<td>Ending this program will end academic level US with program end date</td>
</tr>
<tr>
<td>0004445</td>
<td>Solis, Trinity</td>
<td>A&amp;I.BA</td>
<td>Student Program has exceptions and/or overrides attached to it Ending this program will end academic level US with program end date</td>
</tr>
<tr>
<td>0012235</td>
<td>Silloway, Karl</td>
<td>ACCT.BS</td>
<td>Ending this program will end academic level US with program end date</td>
</tr>
<tr>
<td>0012237</td>
<td>Solis, Eric</td>
<td>MLTH.BA</td>
<td>Ending this program will end academic level US with program end date</td>
</tr>
<tr>
<td>0004517</td>
<td>Spaceley, Mister</td>
<td>BUSN.BA</td>
<td>Ending this program will end academic level US with program end date</td>
</tr>
<tr>
<td>0001665</td>
<td>Spade, Sam</td>
<td>UG.SYSTEMASSIGNED</td>
<td>Ending this program will end academic level US with program end date</td>
</tr>
<tr>
<td>0004519</td>
<td>Staton, Jason</td>
<td>BUSN.BA</td>
<td>Ending this program will end academic level US with program end date</td>
</tr>
<tr>
<td>0000608</td>
<td>Stoddard, Cheryl</td>
<td>BA.UNDV</td>
<td>Ending this program will end academic level US with program end date</td>
</tr>
<tr>
<td>0001715</td>
<td>Stonebrenner-Gowen, Sarah</td>
<td>UG.SYSTEMASSIGNED</td>
<td>Ending this program will end academic level US with program end date</td>
</tr>
<tr>
<td>0001555</td>
<td>Stravinsky, Paulina Q.</td>
<td>BS.UNDV</td>
<td>Ending this program will end academic level US with program end date</td>
</tr>
</tbody>
</table>
Procedure for Ending Student Programs

Complete the following steps to end an academic program for a student:

**Step 1.** Access the End Student Programs (ESTP) form.

**Step 2.** In the Action field, enter whether you want to produce the Report Only or you want to Update and Report the ended student programs.

*Note:* You should always run this process in report mode prior to running it in update mode so that you can review all of the student programs that will be ended by this process. If warning messages are displayed for some of the programs, and you do not want those programs to be updated, remove those student programs from the list of programs to update or use the Additional Selection Criteria field to exclude them.

**Step 3.** Use any of the following fields to select the records that you want to process:

- Student Program End Date
- Student Last Enrolled Term
- Student Programs Saved List
- Students
- Academic Programs

**Step 4.** Save your entries on the ESTP form.
In This Chapter

This chapter provides information about how to reinstate a student’s academic program after a student has withdrawn.

Table 17 lists the topics covered in this chapter.

Table 17: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding Academic Program Reinstatement</td>
<td>92</td>
</tr>
<tr>
<td>Procedure for Reinstating a Student</td>
<td>93</td>
</tr>
</tbody>
</table>
Understanding Academic Program Reinstatement

When a student withdraws, the academic program status is “Withdrawn” and an colleague assigned end date to the academic program. Any additional components, such as the student’s major, minor, specialization, or CCD are also given an end date. When a student is reinstated through the Student Academic Program (SACP) form, the status must be changed and a new start date entered. If the student had any additional program components that should be restarted as well, detail on the Program Additions field to the Student Acad Program Addition (STPA) form and either remove the end date from the component or add the component again.

Figure 18: Example of the Fields Required to Reinstate a Student
Procedure for Reinstating a Student

Follow the steps below to reinstate a student’s academic program.

Step 1. Access the Student Academic Program (SACP) form.

Step 2. At the Student LookUp prompt, select the student you want to reinstate.

Step 3. At the Academic Program LookUp prompt, select the academic program that you want to reinstate.

Step 4. In the Status field, select **Active**.

Step 5. (Optional) In the Start Dt field, enter the new start date for the academic program.

Step 6. In the End Dt field, remove the end date for the academic program.

Step 7. From the Program Additions field, detail to the Student Acad Program Additions (STPA) form.

Step 8. In the Start and End Date fields, enter the new dates for any of the components that you want to reinstate.

Step 9. Save your entries on the STPA form.

Step 10. Save your entries on the SACP form.
Using Academic Records
Grades
Entering Grades

In This Chapter

This chapter describes how to enter grades into Colleague.

Before You Begin

Before you can enter grades, the information in Table 18 must already be set up.

Table 18: Information Needed Before You Can Enter a Student’s Grades

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic levels</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Class levels</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Course sections with registered students</td>
<td>Using Registration</td>
</tr>
<tr>
<td>Grades</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Grade schemes</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Note codes</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Random ID numbers</td>
<td>Getting Started with Colleague Student</td>
</tr>
</tbody>
</table>
Understanding Grade Entry

You can use Colleague to enter midterm and final grades for students.

When you enter midterm grades, they are not processed by Colleague, but can be used for informational purposes. You may record them for your convenience, if you want to refer to them when calculating final grades for a student. Colleague does not verify the midterm grades.

When you enter final grades, you must subsequently enter a verified grade, and then verify the verified grade. Final grades are notational only. Entering final grades gives you the opportunity to check the data entry of each grade before verifying it, and utilize Colleague’s automatic grade translation of special cases and incomplete grades.

Final grades do not become official until after the verification process. Colleague uses only verified grades in reports and GPA calculations.
Selecting Students to Grade

You can select students to grade in several different ways. You can select:

- Midterm grades for all students in a course section.
- Final grades for all students in a course section.
- Final grades for a selected student.

Table 19 provides an overview of the forms that allow you to select students to grade.

Table 19: Forms for Entering Grades

<table>
<thead>
<tr>
<th>Enter</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades with a variety of selection options.</td>
<td>Grading Selection (GRSL) form as a starting point. After you enter your selections, Colleague automatically opens the correct grading form.</td>
</tr>
<tr>
<td>Midterm grades for an entire course section, viewing the students by names.</td>
<td>Midterm Grading by Name (MGRN) form</td>
</tr>
<tr>
<td>Midterm grades for an entire course section, viewing the students by random IDs.</td>
<td>Midterm Grading by Random ID (MGRR) form</td>
</tr>
<tr>
<td>Midterm grades for an entire course section, viewing the students by name with their associated system IDs and sorted by class level.</td>
<td>Midterm Grading by Class Lvl (MGCL) form</td>
</tr>
<tr>
<td>Final grades for all of an individual’s course sections.</td>
<td>Final Grading by Individual (FGID) form</td>
</tr>
<tr>
<td>Final grades for an entire course section, viewing the students by names.</td>
<td>Final Grading By Name (FGRN) form</td>
</tr>
<tr>
<td>Final grades for an entire course section, viewing the students by random IDs.</td>
<td>Final Grading by Random ID (FGRR) form</td>
</tr>
<tr>
<td>If your institution uses blind grading for impartiality, then you will want to enter grades by the random IDs. To use this option, you must have Colleague generate random IDs for the course section during registration.</td>
<td></td>
</tr>
</tbody>
</table>
Selecting a Group of Students

You can use the Grading Selection (GRSL) form to select a group of students to grade and to determine how Colleague displays them. From the GRSL form you can access all the other forms used for entering grades. If you know which form you prefer to use for grading, you can skip the GRSL form and access the grading form directly.

Colleague determines which form you need based on the options you select. When you update from the GRSL form, you will automatically access the appropriate grading form.

If you do not specify any criteria, Colleague will include all students in the course section roster regardless of academic level, academic program, or class level.

Figure 19: Grading Selection (GRSL) Form
Noteworthy Fields on the GRSL Form

The following fields are particularly useful when setting up grading selection parameters.

**Midterm/Final**

Select the type of grades you want to enter. Colleague will display the appropriate form when you update.

**Final by Individual/Section**

Enter I if you want to enter the final grades for individual students. Colleague displays the Final Grading by Individual (FGID) form when you update from this form.

Enter S if you want to enter grades for entire course sections. Depending upon your selections in the previous and following fields, Colleague displays one of the following screens when you update from this form.

**Name/ID/Random**

Select the way you want the students in each course section to be displayed on the grading forms.

Enter N if you want the students in each course section displayed by name and sorted by class level.

Enter I if you want the students in each course section displayed by name with their associated system ID s and sorted by class level.

Enter R if you want the students in each course section displayed by random ID s.

**Include Cross-Listed Sections**

Enter Yes if you want students registered in course sections cross-listed with the sections you select to be included in the roster on the grading forms.
Procedure for Selecting a Group of Students

Complete the following steps to select a group of students.

**Step 1.** Access the Grading Selection (GRSL) form.

**Step 2.** Enter M or F in the Midterm/Final field.

**Step 3.** Enter S in the Final by Individual/Section field.

**Step 4.** Decide how you want the students listed in each course section.

Enter selection in the Name/ID/Random field.

**Step 5.** You can make the following additional criteria choices:
- Include crosslisted sections
- Include deleted students
- Include dropped/withdrawn students
- Academic levels
- Academic programs
- Class levels

**Step 6.** Save the information on this form.

Colleague will automatically access the correct grading form based on your selected criteria.
Entering Midterm Grades

You can enter up to six midterm grades for each student in a course section. These grades are not processed in any way by Colleague, and you can consider them to be simply notational for your convenience. Choose one of the following forms to access midterm grades by name, system ID, or random ID:

- **Midterm Grading by Name (MGRN)**. Midterm grades for an entire course section, viewing the students by names.
- **Midterm Grading by Random ID (MGRR)**. Midterm grades for an entire course section, viewing the students by random IDs.
- **Midterm Grading by Class Lvl (MGCL)**. Midterm grades for an entire course section, viewing the students by name with their associated system IDs and sorted by class level.

Figure 20 shows an example of the Midterm Grading By Name (MGRN) form. The other midterm grading forms are very similar except for the way the students are displayed.

Along with a list of all students meeting your criteria, each of the midterm grading forms also display each student’s associated number of credits or CEUs and their credit status. Table 20 on page 110 lists the possible status codes you may see, a description of each, and when it would have been assigned by Colleague.
Figure 20: Midterm Grading By Name (MGRN) Form

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>&lt;1&gt;</th>
<th>&lt;2&gt;</th>
<th>&lt;3&gt;</th>
<th>&lt;4&gt;</th>
<th>&lt;5&gt;</th>
<th>&lt;6&gt;</th>
<th>Attend</th>
<th>Vnr</th>
<th>Crs</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earl, John</td>
<td>1091200</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>3.00</td>
<td>A</td>
</tr>
<tr>
<td>Smith, Jane</td>
<td>1091300</td>
<td>F</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>3.00</td>
<td>A</td>
</tr>
<tr>
<td>Doe, Mike</td>
<td>1091400</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>3.00</td>
<td>A</td>
</tr>
<tr>
<td>Garcia, Luis</td>
<td>1091500</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>3.00</td>
<td>A</td>
</tr>
<tr>
<td>Brown, Sue</td>
<td>1083644</td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>3.00</td>
<td>A</td>
</tr>
</tbody>
</table>
Entering Midterm Grading Notes

You can also enter automated comments into a student’s record while entering midterm grades. If you detail on a student, you will access the Section Grading Notes (SGNT) form where you can enter predefined note codes, such as: “Excellent Work.” Figure 21 shows the relationship between the two forms.

Figure 21: Entering Mid Term Grading Notes
Procedure for Entering Midterm Grades

Complete the following steps to enter midterm grades for your course sections.

**Step 1.** Access the appropriate midterm grading form.

Colleague displays a list of students registered for the selected course section.

**Step 2.** Enter midterm grades for each student.

**Step 3.** If you want to enter grading notes for a student:

a. Detail to the Section Grading Notes (SGNT) form from the line containing the student’s grade.

b. Enter a note.

c. Update the SGNT form. Colleague rediscplays the grading form.

**Step 4.** Update the record.
Entering Final Grades

There are several similar forms for entering final grades for a course section of students. If you are uncertain about which form to use, use the Grading Selection Screen (GRSL) form to define the parameters, and Colleague will display the correct form. The final grading forms are:

- **Final Grading by Name (FGRN)**, which displays students by name.
- **Final Grading by Class Level (FGCL)**, which displays students by class level and by name.
- **Final Grading by Random ID (FGRR)**, which displays students by random ID so that they are not otherwise identifiable.
- **Final Grading by Individual (FGID) form**. Final grades for all of an individual student’s course sections.

The final grade may be modified during the verification process. Colleague translates the final grade if the student is taking the course section pass/nopass, is auditing the course section, or if the student has dropped or withdrawn from the course section.

**Figure 22: Final Grading By Name (FGRN) Form**
Special Case Grades

If there are special cases when your institution wants students to receive special grades, such as when they withdraw, you can have defined grades with automatic processing.

These special cases are:
- Pass/nopass student
- Auditing student
- Withdrawn student

If the grade scheme associated with the course section that you are grading has grades defined for these special cases, Colleague translates them during grade verification. You can enter grades for your students without considering how they are registered for the course. If one of the special cases exists, Colleague converts the entered final grade into the appropriate associated grade defined in the grade scheme when the grades are verified.

For example, Ellucian University set up an undergraduate grade scheme that converts a B to WP (Withdrawn Passing) when a student withdraws. If a withdrawing student has earned a B in the course up to that time, the instructor enters a final grade of B for the student. When the grades are verified, Colleague converts the B to WP. WP is the grade that is printed on the student’s transcript.

See the Getting Started with Colleague Student manual for more information on setting up these grades for these special cases.

Noteworthy Fields on the FGRN, FGCL, FGRR, and FGID Forms

Final Grade

Enter final grades in the Final Grade field. These grades are for notation only and will not be used in any GPA calculations or report printing. You can review and modify these grades as many times as appropriate. There is no history kept on these unverified grade changes. Once the final grade is verified, you can no longer modify it in WebAdvisor.
The final grade you enter might be automatically translated to another grade during grade verification processing depending upon how your grades and grade schemes are set up. If you defined grade translation for special cases, like pass/nopass students, and incomplete grades, Colleague translates them during verification processing.

**Locked**

An X in this field indicates that the final grade has been locked in for batch verification. You can detail from this field to the Grade Verified Status (GRLK) form to see the verification date and the operator who ran the process.

**Verified Grade**

After the grade verification process, this field displays the student’s official final grade for this course section.

You can also enter a verified grade directly into this field. The grade value that you enter will undergo the final grade-to-verified grade translation immediately.

**Expire Date**

If your institution has an incomplete grade policy, you can assign an incomplete grade to a student who has not met all of the course work requirements. An incomplete grade must be set up in the grade scheme being used for this course section being graded.

If you enter an incomplete grade for a student and want to require the student to complete the work by a specific date, enter the date when the make up work is due. Unlike the other special case grades, an incomplete grade will not convert until after the expiration date set by the instructor. If the student completes the course work before the expiration date, you can change the incomplete grade to the appropriate grade. If the incomplete grade is not changed by this date, Colleague assumes that the incomplete work was not completed and converts the incomplete grade into the associated grade.
If you enter an incomplete grade for a student who is also a special case, Colleague will translate the incomplete grade first and then translate that grade again using the primary grade conversion. For example, a university student in a course section receives an I and later drops the course. Colleague will first translate the incomplete grade I, into F after the incomplete grade expiration date, and then translate the F as a withdrawn grade into WF.

**Last Date Attended**

Colleague populates this date when a student withdraws for a term. You can also enter this date manually. If a value is first entered manually into this field, the Withdrawal and Hiatus processes will leave the value unchanged.

**Course Status**

Table 20 lists the possible status codes you might see, a description of each, and when it would have been assigned by Colleague.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>New</td>
<td>Course is added during the preregistration or registration process period</td>
</tr>
<tr>
<td>A</td>
<td>Add</td>
<td>Course is added during the add/drop registration process period</td>
</tr>
<tr>
<td>D</td>
<td>Dropped</td>
<td>Course is dropped during add/drop registration process period</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>All active courses are withdrawn</td>
</tr>
<tr>
<td>X</td>
<td>Deleted</td>
<td>Course was dropped during registration</td>
</tr>
</tbody>
</table>

**Never Attended**

If this field is set to Yes, the Last Date of Attendance field will be cleared. A Last Date of Attendance value cannot be set at the same time this field is Yes. The Withdrawal and Hiatus processes may set the Last Date of Attendance field. However, if this field is already set to Yes, the Withdrawal and Hiatus processes will leave both this field and Last Date of Attendance unchanged.

**Grades Verified Date**

Enter the date that will be recorded as the verified date of the grades.
Specify a date if you enter Yes in either the Verify Now or Lock In for Batch Verification fields. This date and the associated operator will be recorded as the verified date and operator of each final grade that is verified.

If you enter Yes in the Lock In for Batch Verification field, you must use the Batch Grade Verification (BGVU) process to verify the grades in order for this date and operator to be used.

The associated Verified Operator will automatically be set to the operator's ID when a date is entered.

**Verify Now**

Enter Yes if you want to verify these grades immediately. If you enter Yes, then the final grades for each student listed become a verified grade when you save your entries on the form. The academic credits are also recalculated for each student.

**Lock in for Batch Verification**

Enter Yes if you want to lock in the final grades, so you can later use the Batch Verification Updt (BGVU) process to verify them.

Use this feature if you are ready to verify the grades, but your data entry process is made faster by skipping the verification process now.

You alternatively use the BGVU process to verify the final grades on this form without first locking them in. However, if you lock them in, the following will apply:

- The final grades cannot be modified from the WebAdvisor grading forms.
- The date and operator entered in the Grades Verified Date/Opr field on this form will be used, rather than the date and operator when the BGVU process is run.

**Unlock Grades**

Use this field to indicate whether you want to unlock grades that have been locked in for batch verification. If you enter Yes, any grades that are currently locked in for later batch verification will be unlocked when you save your entries on this form.
Final Grading Notes

You can enter automated comments into a student’s record at any time during the grading process. If you detail on a particular student, you access the Section Grading Notes (SGNT) form where you can enter predefined note codes, such as: “Excellent Work.” Figure 23 shows the relationship between the two forms.

Figure 23: Entering Final Grading Notes
Procedure for Entering Final Grades

Complete the following steps to enter final grades for your course sections.

**Step 1.** Access the appropriate Final grading form:
- Final Grading by Name (FGRN)
- Final Grading by Class Lvl (FGCL)
- Final Grading by Random ID (FGRR)
- **Final Grading by Individual (FGID)**

**Step 2.** Enter final grades for each student. If any of the grades you enter are incomplete grades, you must also enter a date in the associated Expire Date field.

**Step 3.** If you want to enter grading notes for a student:

a. Detail to the Section Grading Notes (SGNT) form from the line containing the student’s grade.

b. Enter a note.

c. Update the SGNT form. Colleague redisplays the grading form.

**Step 4.** Update the record.
Verifying Grades

In This Chapter

This chapter describes how to verify final grades.

Table 21 lists the topics covered in this chapter.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding Grade Verification</td>
<td>116</td>
</tr>
<tr>
<td>Verifying Individual Grades</td>
<td>117</td>
</tr>
<tr>
<td>Verifying a Group of Grades</td>
<td>122</td>
</tr>
<tr>
<td>Viewing Verified Grade Changes</td>
<td>124</td>
</tr>
</tbody>
</table>

Before You Begin

Before you can verify grades, the student’s final grades must be entered. See “Entering Grades” on page 97 for more information about entering final grades for your students.

You must also set up the grade scheme associated with the course sections you are grading with the appropriate automatic processing. See the Getting Started with Colleague Student manual for more information about defining your grade scheme with automatic grade processing.
Understanding Grade Verification

After you enter final grades for your students, you must then verify these grades. The verified grade is the student’s official grade that Colleague uses for GPA calculation and report printing. Midterm grades are not verified, only final grades.

For example, a university allows a clerk to initially enter many of the student grades. Later an instructor reviews these entries and verifies the final grades. The instructor’s ID and the date is stamped on each grade, and a history of any subsequent changes is begun.

You can process your final grades into verified grades in several ways. You can:
- Verify the grades of individual course sections.
- Verify the grades of an individual student.
- Verify a batch of course sections.
You can verify the final grades from an individual course section or all the course sections of an individual student. You might want to verify your grades this way so that you can review all the grades before verifying them.

Use the same form that you used to enter the preliminary final grades. Table 22 shows the different scenarios and which forms to use.

Table 22: Forms to Use for Individual Grade Verification

<table>
<thead>
<tr>
<th>Verify</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades with a variety of selection options</td>
<td>Grading Selection (GRSL) form as a starting point. After you enter your selections, Colleague automatically details you to the correct grading form.</td>
</tr>
<tr>
<td>Final grades for all course sections for an individual student</td>
<td>Final Grading by Individual (FGID) form</td>
</tr>
<tr>
<td>Final grades for an entire course section, viewing the students by names</td>
<td>Final Grading By Name (FGRN) form</td>
</tr>
<tr>
<td>Final grades for an entire course section, viewing the students by random IDs</td>
<td>Final Grading by Random ID (FGRR) form</td>
</tr>
<tr>
<td>Final grades for an entire course section, viewing the students by name with their associated system IDs, and sorted by class level</td>
<td>Final Grading by Class Lvl (FGCL) form</td>
</tr>
</tbody>
</table>

After you select the appropriate form, Colleague displays a list of students for each course section that you want to process, along with the final grades that were previously entered. Figure 24 shows an example of the Final Grading By Name (FGRN) form. The other final grading forms are very similar to the FGRN form, except for the way the students are displayed.
Review the previously entered grades to be sure they are correct. If you find an incorrectly entered grade, you can change the value in the Final Grade field. You can change unverified final grades any number of times without consequence.

You can verify the final grades for an individual student or course section in one of the following ways:

- Verify the entire course section at one time.
- Manually enter a verified grade for each student.

You can use the Lock in for Batch Verification field if you want to verify the grades in batch at a later time, but don’t want to allow the grades to be changed until then. When a grade is locked in for batch verification, the verified operator and verified date will be set to the value you specified when you locked it in, rather than the date and operator at the time the batch verification process is run. A locked in grade cannot be updated in WebAdvisor, it can only be changed in UI.
Verifying the Entire Course Section

After you are satisfied that the grades in the Final Grade field are correct, you can verify the entire course section at one time. Enter a present or past date in the Grades Verified Date/Opr field.

When you update from the form, Colleague uses the grades in the Final Grade field to create the verified grades and to stamp them with the operator’s ID and the date verified. These verified grades become the student’s official grades used in GPA calculations and report printing.

If you want to view the verified grades, re-access the course section record on the same form.

Manually Entering a Verified Grade

You can manually verify each student’s grade by entering a grade for each student in the Vrfd Grade field. The grade you enter becomes the student’s official grade. If you manually enter a verified grade, Colleague does not translate the entered grade into the associated grade you defined for auditing, pass/nopass, or withdraw.

If the same person will be entering and verifying grades, then you can choose to skip the preliminary data entry of grades. If yours is a small institution and your faculty handles all grading for a small number of students, then you might consider manually entering verified grades for each student.

Reasons not to manually enter verified grades:

- Lose the opportunity to double check data entry of grades.
- Lose the history behind each verified grade.

To manually enter a verified grade for a student, enter a grade in the Vrfd Grade field.
Procedure for Verifying Grades for Students in a Course Section

Complete the following steps to enter final grades for students in your course sections.

**Step 1.** Access the appropriate Final grading form:
- Final Grading by Name (FGRN)
- Final Grading by Class Lvl (FGCL)
- Final Grading by Random ID (FGRR)
- Final Grading by Individual (FGID)

**Step 2.** Review the previously entered final grades for each student in the Final Grade field.

See “Changing an Individual Grade” on page 128 if you decide to change a student’s grade.

**Step 3.** To verify the grades, do one of the following:
- Enter a present or past date in the Grades Verified Date/Opr field.
- Enter a grade in the Vrfd Grade field for each student.

See “Verifying Individual Grades” on page 117 or “Manually Entering a Verified Grade” on page 119.

**Step 4.** If you want to enter grading notes for a student:

- Detail to the Section Grading Notes (SGNT) form from the line containing the student’s grade.
- Enter a note.
- Update the SGNT form. Colleague redisplay the grading form.
Step 5. Update the record.

Colleague redisplays the original grading form.

Grades are now official.

Grades with special processing will be converted to the associated grade (such as, an entered B for a withdrawn student converted to WP).
Verifying a Group of Grades

Initiate the batch grade process from the Batch Grade Verification Updt (BGVU) form, shown in Figure 25, to verify a group of grades at one time.

Select the criteria that describes which grades you want Colleague to verify in this process. You can enter the name of a saved list with records from the STUDENT.ACAD.CRED file. You can choose to include or exclude specific criteria.

Figure 25: Initiating a Batch Grade Update
**Procedure for Verifying a Group of Grades**

Complete the following steps to verify a group of grades.

**Step 1.** Access the Batch Grade Verification Updt (BGVU) form.

**Step 2.** Select the criteria that describes the grades you want to process.

**Step 3.** If you need to define additional criteria for selecting specific course sections, go to the Additional Selection Criteria field.

Otherwise, continue with **Step 6**.

**Step 4.** Enter Y and update the BGVU form.

The Additional Selection Criteria form is displayed.

**Step 5.** Complete the Additional Selection Criteria form.

**Step 6.** Save the information on the BGVU form.

The Phantom Mode Specification form is displayed.

**Step 7.** Complete the Process Handler form as needed.
Viewing Verified Grade Changes

Use the Grade Audit Report (GRAU) process to obtain a report of instances of verified grades that have changed. The Grade Audit Report includes the following information:

- Students name
- New grade
- Operator ID for the person who made the change
- Date of the change
- Time of the change

**Figure 26: The Grade Audit Report (GRAU) Form**

The grade changes display in reverse chronological order with the most recent changes first. If you select individual students, Colleague displays them in alphabetical order on the report. If you select courses or course sections, then Colleague displays the courses and course sections in alphabetical order and then the students within each alphabetically. If you do not enter any selection criteria, Colleague issues a warning to let you know how big such a selection might be.
Procedure for Viewing Verified Grade Changes

Follow the steps below to view a report of verified grade changes.

**Step 1.** Access the Grade Audit Report (GRAU) form.

**Step 2.** Enter your selection criteria.

**Step 3.** Finish from the form.

**Step 4.** Complete the Change Peripheral Defaults form and the Process Handler form according to your preferences.

**Step 5.** Review the Grade Audit Report.

**Figure 27: Example of the Grade Audit Report**

<table>
<thead>
<tr>
<th>Student</th>
<th>Course</th>
<th>Section</th>
<th>Verified Grade</th>
<th>Operator Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0003896</td>
<td>ART100</td>
<td>01</td>
<td>B</td>
<td>02/08/13</td>
<td>12:34PM</td>
</tr>
</tbody>
</table>
Changing Grades

In This Chapter

This chapter describes how to change grades in Colleague.

Before You Begin

Before you can change grades, you must have entered the student’s final grades. See “Entering Grades” on page 97 for more information about entering final grades for your students.

Understanding Grade Changes

Before verification you can change an individual final grade by simply changing the grade in the final grade field on any grading form. Because these grades have not been verified, they may be changed any number of times with no consequence.

After the final grades have been verified, you can still choose to change an individual grade. If you enter a different grade over an existing one, the new grade will be accepted as the current grade. But a history will be kept of the change with a record of the operator making the change and the date each change was made.

Whenever a student’s verified grade is changed, the student’s GPA is recalculated.

You can change your grades two ways. You can change grades of:

- **Individual students.** For example, you might want to upgrade a student’s incomplete grade after the student has submitted the required coursework.
- **A group of students at one time.** This allows you to quickly update many incomplete grades to associated grades.
Changing an Individual Grade

Use the same form that you used to enter the initial final grades. Table 23 shows the different scenarios and which forms to use.

Table 23: Forms to Use for Individual Grade Processing

<table>
<thead>
<tr>
<th>Action</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final grades for one or more courses for an individual student</td>
<td>Final Grading by Individual (FGID) form</td>
</tr>
<tr>
<td>Final grades for an entire course section, viewing the students by names</td>
<td>Final Grading By Name (FGRN) form</td>
</tr>
<tr>
<td>Final grades for an entire course section, viewing the students by random IDs</td>
<td>Final Grading by Random ID (FGRR) form</td>
</tr>
<tr>
<td>Final grades for an entire course section, viewing the students by name with their associated system IDs, and sorted by class level</td>
<td>Final Grading by Class Lvl (FGCL) form</td>
</tr>
<tr>
<td>Grades with a variety of selection options</td>
<td>Grading Selection (GRSL) form as a starting point. You may detail from here to other forms.</td>
</tr>
</tbody>
</table>

To change an individual grade, select the grade that you want to change. Then simply enter a different grade in the Verified Grade field on any final grading form.

You can change a verified grade any number of times, but Colleague records each change. This change history includes the change date and the operator making the change.
Procedure for Changing One or More Grades for an Individual

Complete the following steps to change an individual grade:

**Step 1.** Familiarize yourself with the procedure for changing grades.

**Step 2.** Access the Final Grading by Individual (FGID) form.

**Step 3.** Use the Student LookUp features to select the student you want to grade.

**Step 4.** Use the Term LookUp features to select the term or enter a date to select which course sections you want to grade for this student.

**Step 5.** Select the grade to be changed.

**Step 6.** Enter a new grade in the Grade field.

If the grade is unverified, then no change history is kept.

If the final grade is verified, then Colleague keeps a history of the change operator and date.

**Step 7.** Update the record.

If you have changed a grade, Colleague will recalculate the student’s GPA.
Changing a Group of Grades

Initiate the batch grade changing process from the Batch Grade Change Updt (BGCU) form, shown in Figure 28, if you want to modify a group of grades.

Figure 28: Initiating a Batch Grade Change Process

Noteworthy Fields on the BGCU form

The following fields are of particular importance when initiating a batch grade change process.

Original Grade

Colleague will change grades that match this original grade and meet all other criteria that you select on this form.
Replacement Grade

Colleague will replace the original grade with this replacement grade where the original grade has met all the other criteria that you select on this form.

Saved List Name

This saved list must contain records from the STUDENT.ACAD.CRED file.

Grade Expire Date

When an incomplete grade was initially entered on one of the final grading forms, it was probably associated with an expiration date. This date represents when the student’s incomplete coursework was to be completed. If the student’s grade has not been updated before the expiration date, the grade will be changed to the replacement grade. If the original expiration date is after the Begin Grade Expire Date or before the End Grade Expire Date, Colleague replaces the original grade with the replacement grade during this batch processing.

Other Selection Criteria

The other fields on the BGCU form further define the list of grades that you want Colleague to change in this process. You can choose to include and exclude specific criteria. See the online help for more information about specific fields.
Procedure for Changing a Group of Grades

Complete the following steps to change grades for a group of students.

**Step 1.** Access the Batch Grade Change Updt (BGCU) form.

**Step 2.** Select the criteria that describes the grades you want to change.

See “Changing a Group of Grades” on page 130 and online help for the BGCU form for more information about specific fields.

**Step 3.** If you need to define additional criteria for selecting specific course sections, go to the Additional Selection Criteria field.

Otherwise, continue with **Step 6**.

**Step 4.** Enter Y and update the BGCU form.

The Additional Selection Criteria form is displayed.

**Step 5.** Complete the Additional Select Criteria form.

**Step 6.** Save the information on this form.

The Phantom Mode Specification form is displayed.

**Step 7.** If you want this process to run in the background or in phantom mode, complete the Phantom Mode Specification form; otherwise, leave this form blank.

**Step 8.** Update the form to start the process.
In This Chapter

This chapter provides instructions for recording student grades using scanning software. It includes procedures for setting up Colleague for scanning, and scanning grades into Colleague. For other grade importing options, see “Understanding Grade Entry” beginning on page 98.

Table 24: Organization of Grade Scanning Chapter

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before You Begin</td>
<td>134</td>
</tr>
<tr>
<td>Understanding Grade Scanning</td>
<td>135</td>
</tr>
<tr>
<td>Grade Scanning Procedures</td>
<td>143</td>
</tr>
</tbody>
</table>
Before You Begin

Here is a check list of everything you need to have before scanning:

- Scanner linked to a PC or Mac.
- Scanner software installed on your PC or Mac.
- Preprinted scanner forms from scanner manufacturer.*
- FTP software installed on your PC or Mac.
- Dial-up or network access to the Colleague host computer.
- Synonyms for all course sections that will be scanned.

*Colleague supports NCS Standard Grade Roster Forms. You can customize the Colleague Grade Roster Form to meet your institution’s needs by contacting your scanning software provider.
Understanding Grade Scanning

Grade scanning eliminates the process of manually entering a student’s grade into the Colleague system. Each instructor is given a Grade Request Roster form, on which the Colleague Grade Roster is printed. The instructor uses this form to record student grades. The form is then scanned into your PC and then imported into the Colleague system, allowing you to enter grades for an entire section at one time. This method of recording student grades saves time and reduces data entry errors.

Forms Used

Table 25 lists the forms used to scan grades into Colleague.

Table 25: Forms Used For Grade Scanning

<table>
<thead>
<tr>
<th>Forms</th>
<th>Mnemonic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scanner Definition</td>
<td>SCAN</td>
</tr>
<tr>
<td>Grade Scanner Record</td>
<td>GSRD</td>
</tr>
<tr>
<td>Scanner Grade Request Roster</td>
<td>SGRR</td>
</tr>
<tr>
<td>Scan Grade Input/Processing</td>
<td>SGIP</td>
</tr>
</tbody>
</table>

Scanner Software Setup

The scanning software that you use depends on your PC environment. Most scanning software providers support DOS, Windows, and Macintosh environments. Consult your scanning manufacturer instructions for setup information.
Course Section Synonyms

Before scanning grades into Colleague, you must make sure that a Colleague synonym is assigned to all course sections. A synonym is a numeric ID for a course section that Colleague uses for grade scanning, telephone registration, or regular registration. Synonyms should be assigned to each course section when it is created, using the Course/Section Defaults (CDEF) form. This form is shown in Figure 29. For details on the CDEF form, see the Curriculum Management section of the Getting Started with Colleague Student manual.

**Figure 29: Course/Section Defaults (CDEF) Form**

Synonyms can also be assigned to existing sections by using the Section (SECT) form, shown in Figure 30. The number entered in the synonym field must be unique and no longer than the synonym length defined on the CDEF form.
If the course section you are scanning does not have a synonym, consult your system administrator to determine synonym functionality at your school.
Scanned Grade File Format

Use the Grade Scanner Record (GSRD) form, shown in Figure 31, to define your scanner record parameters. The synonym length on this form must match the synonym length defined on the CDEF form. Refer to the pre-printed grade roster form from your scanner software manufacturer for appropriate start positions. The displayed values are for Colleague’s standard Grade Request Roster form.

**Technical Tip:** Grade Scanner parameters are stored in the SCAN.GRADING record in the ST.PARMS file.

**Figure 31:** Grade Scanner Record (GSRD) Form
Grade Import Processing

The Scanner Definition (SCAN) form, shown in Figure 32, allows you to define the subroutine that Colleague uses when processing the scanned data. Colleague uses the STD.SCANNER subroutine as the default. This subroutine uses the SCANNED.RECORDS directory to store the scanned grade file. See “Procedure for Scanning Grades into Colleague” on page 144 for more information.

Figure 32: Scanner Definition (SCAN) Form

Grade Request Roster

Use the Scanner Grade Request Roster (SGRR) form, shown in Figure 33, to produce the Colleague Grade Request Roster form that you need to scan grades. You must print the information from the SGRR form onto the pre-printed scanner form and distribute it to all instructors who will submit grades for scanning.

Note: If a student is dropped or added to a course after the form is printed, you must run the SGRR process again to re-print the Grade Request Roster. If you do not re-print the Grade Request Roster form before scanning, your grades will be scanned incorrectly.
The fields on this form allow you to define your grade selection criteria. For example, if you only want to scan grades for students graduating in May of 2010, enter that date in the Inc Ant Comp Dt field. If you then want to scan all grades except those of students graduating in May of 2010, enter that date in the Excl Ant Comp Dt field. In the Saved List Name field you can enter a saved list of records from the COURSE.SECTIONS file, or you can use the Course Sections field to specify one or more course sections.

**Note:** If you print a roster that includes only a subset of the students in a course section, you must scan and import those grades before you can print a roster for the remaining students in that course.

See “Procedure for Scanning Grades into Colleague” on page 144 for more information.

**Figure 33: Scanner Grade Request (SGRR) Form**

Note: You can run the BUILD.SCAN.RECORD utility from the database management system prompt to build a sample record for testing without actually scanning forms and transferring them. For more details see AnswerNet Document 39.138.
After you scan the grades, you must transfer the scanned grade file from the PC to the Colleague host computer using a third party FTP software. You must then import the grades into the appropriate student records in Colleague. Use the Scan Grade Input/Processing (SGIP) form, shown in Figure 34, to import grades into Colleague.

**Note:** If you are scanning final grades that should be reflected on the student's transcript, you must set the Update to Verified field to **Yes**.

**Figure 34: Scan Grade Input/Processing (SGIP) Form**

When you complete and update the SGIP form, the SGIP peripheral defaults form is displayed. When you update from this form you are prompted to enter a file name, as shown in Figure 35.
Grades: Grade Scanning

Figure 35: SGIP Record Prompt form

It is recommended that you store your scanned grade file in the Colleague default directory SCANNED.RECORDS. If you use this default directory, you can simply enter the name of your scanned data file at this prompt. If you store your scanned grade file in a different directory, you must enter the directory name and the name of the scanned grade file.

For example, if you save the MATH.101 scanned grade file in the GRADE.SCAN directory, enter this information at the prompt:

    GRADE.SCAN>MATH.101

However, if you use the Colleague default directory SCANNED.RECORDS, simply enter the scanned grade file name at the prompt:

    MATH.101

The SGIP form produces a report showing the results of the SGIP process, including any errors. See “Procedure for Scanning Grades into Colleague” on page 144 for more information.
Grade Scanning Procedures

Procedure for Setting Up Colleague for Scanning

Use the following steps to set up Colleague for scanning.

**Step 1.** Verify that the course sections for which you want to scan grades have synonyms assigned to them.

**Step 2.** Access the Scanner Definition (SCAN) form in the Core application.

**Step 3.** Define your scanner and identify a subroutine to process the data.

Colleague’s default subroutine is STD.SCANNER. Your parameters must be compatible with the scanner selected on the SCAN form.

**Step 4.** Save your changes.

**Step 5.** Access the Grade Scanner Record (GSRD) form to define the scanner parameters.

See “Scanned Grade File Format” on page 138 for information on the GSRD form.

Your parameters must correspond with the spaces on the pre-printed scanner form.

Your synonym length must match the synonym length defined on the Course/Selection Defaults (CDEF) form or assigned on the SECT form.

**Step 6.** Save your changes.
Procedure for Scanning Grades into Colleague

Use the following steps to scan grades into Colleague.

**Step 1.** Print out the roster from the Scanner Grade Request Roster (SGRR) form onto the pre-printed scanner form.

You can print rosters for many different course sections and distribute them all at once. See “Grade Request Roster” beginning on page 139 for more information.

If you print a roster more than once for the same course section, only the most recent printout is valid.

If you print a roster that includes only a subset of the students in a course section, you must scan and import those grades before you can print a roster for the remaining students in that course.

Make sure the form is aligned properly.

See the online help for more information about a specific field.

**Step 2.** Distribute the forms to all instructors for grade completion, then recollect all forms.

To ensure proper grade completion, you can create instructions for completing the forms and distribute them with the Grade Request Rosters.

Grades may not import automatically if bubbles are not filled in correctly.

**Step 3.** Scan the Grade Request Rosters.

If you have more than one grade roster form, you can scan them all before you upload the files into Colleague.

The scanned grade files are stored on your computer. Each file must have a unique name.

**Step 4.** Transfer the scanned grade file from the computer to the Colleague host computer using a third party FTP software. Store the file in the Colleague SCANNED.RECORDS directory.
This scanned grade file is in ASCII format. You need to know the following information:

- The name of the scanned record file.
  
  Example of scanned record file name: \texttt{comm.333}

- The full path where the scanned record file is stored on the computer.
  
  Example of Colleague path: /\texttt{usr2/ellucian/collive/SCANNED.RECORDS}.

- The full path to the SCANNED.RECORDS directory in the Colleague account you are transferring to:
  
  Example of PC/MAC path: C:/\texttt{comm.333}

You can transfer more than one scanned grade file to the Colleague host computer in one FTP session.

SCANNED.RECORDS is the directory used in the Colleague STD.SCANNER default subroutine.

**Step 5.** Access the Scan Grade Input/Processing (SGIP) form.

Complete the form. If you are scanning final grades, enter \texttt{Yes} in the Update to Verified field.

See the online help for more information on this form.
**Step 6.** Save your changes from the SGIP form.

When you save your changes, the peripheral defaults form is displayed. Use this form to specify where the report output should go.

You must tell Colleague whether you want the report to be sent to the form or to the printer.

**Step 7.** Save your changes from the peripheral defaults form.

When you save your changes, the following prompt is displayed: Enter FILE>RECORD name or CANCEL:

You must tell Colleague which scanned grade file you want to import.

**Step 8.** Enter the name of your scanned grade file.

The records are processed and you are prompted to enter another scanned grade file name. When you are finished entering file names, update from the form.

Colleague generates a report with the scanned data.

**Step 9.** Review the report for errors.

**Step 10.** If any grades are not imported automatically, use the Grading Selection (GRSL) form to enter them manually.

See “Understanding Grade Entry” beginning on page 98 for information on entering grades manually.
Academic Credit Basics

In This Chapter

Colleague allows you to track a student’s academic progress using measures such as grade point average (GPA) and credits received for successfully completed courses. You can view this information on several Colleague forms, and you can print transcripts that display the information.

Colleague tracks three types of credits: attempted credits, completed credits, and GPA credits. For each course, you can define whether a student will receive any or all of these three types of credits. This chapter describes the three types of academic credit and tells you how to assign them to a course. Included are the following sections:

- “Types of Academic Credit” on page 150 describes the academic credit information used in Colleague: attempted credits, completed credits, GPA credits, and grade points.
- “Assigning Academic Credit to a Course” beginning on page 151 tells you how to assign academic credit to a course, either for the entire course using credit type, or for each grade the student can receive.
Types of Academic Credit

When a student receives a verified grade for a course section, Colleague calculates the following academic credit information for that student for that course section:

- **Attempted credits.** A measure of the courses for which a student has registered.

- **Completed credits.** Credits which count toward completion of an academic program. Colleague uses completed credits in Degree Audit evaluations of a student's progress and in checking whether students have satisfied prerequisites in order to register for a course.

- **GPA credits.** Used in calculating grade points and grade point average.

- **Grade points.** The product of GPA credits and grade value. If a course was assigned 3 GPA credits, and if a student received a grade of C with a grade value (defined on the Grade Codes [GRDC] form) of 2.0, then the student would receive 6.0 grade points for that course.

For each course, you can decide whether to assign any or all of the three types of credits (attempted, completed, and GPA credits) to the student. See “Assigning Academic Credit to a Course” beginning on page 151 for the procedure.
Assigning Academic Credit to a Course

Colleague tracks three types of credits: attempted credits, completed credits, and GPA credits. For each course, you can define whether a student will receive any or all of these three types of credits. You can either define these parameters in either of two ways:

- Once for the course, by specifying these parameters on the Credit Types (CTYP) form for the credit type which is assigned to the course. This method is typically used, for example, for transfer and exchange courses. See “Assigning Academic Credit to an Entire Course” on page 151 for details.

- For each grade a student can receive, by specifying these parameters on the Grade Codes (GRDC) form for each grade in the grade scheme which is assigned to the course. This method is typically used, for example, for courses with an institutional credit type. See “Assigning Academic Credit to Each Grade” on page 154 for details.

The CTYP form overrides the GRDC form in establishing these three credit parameters. For example, if the Include in Attempted Credits field on CTYP is filled in (either Yes or No), then the Include in Attempted Credits field on GRDC is ignored. Only if the field on CTYP is blank is the corresponding field on GRDC used to establish credit parameters.

Assigning Academic Credit to an Entire Course

Use the CTYP form, shown in Figure 36, if you want to specify credit parameters that apply when any student receives a verified grade for a course with that credit type, regardless of the grade received. This method would typically be used, for example, for transfer and exchange courses.
To apply the parameters defined on the CTYP form to a course, you must assign that credit type to the course on the Courses (CRSE) form.

**Procedure for Assigning Attempted, Completed, and Grade Point Credits to an Entire Course**

The following steps to assign, attempt, complete and grade point credits to an entire course.

**Step 1.** Access the Credit Types (CTYP) form.

**Step 2.** In any or all of the three credits fields, enter Yes if you want all students who receive any verified grade to receive this type of credit. The fields are:
- Include in Attempted Credits.
- Include in Completed Credits.
- Include in GPA Credits.
Step 3. Finish from the CTYP form.

Step 4. Access a course on the Courses (CRSE) form.

Step 5. In the Credit Type field, enter the same credit type.

Step 6. Finish from the CRSE form.
Assigning Academic Credit to Each Grade

Use the GRDC form to specify credit parameters for a particular grade. This method would typically be used, for example, for courses with an institutional credit type.

Figure 37: Defining Credit Parameters on the Grade Codes (GRDC) Form

Figure 37 shows that, for a grade of A in this particular grade scheme, the course credit is included in all three types of credit (attempted, completed, and grade point). To apply the parameters defined on the GRDC form to a course, you need to assign the grade scheme to the course using the Courses (CRSE) form.

1. You can also specify that this course will count toward credit totals and GPA even when it is the “replaced” course in a set of repeated courses. For this purpose, you would use the three fields on the GRDC form labeled “Include in Replaced... Credits.” For more information, see “Allowing Credits from a Replaced Course to Count” on page 174.
Table 26 shows a possible setup for several grades. See the Comments column for the reasoning behind the example setup.

Table 26: Example Setup of Grades and Credits

<table>
<thead>
<tr>
<th>Grade</th>
<th>Attempted Credits</th>
<th>Include Completed Credits</th>
<th>GPA Credits</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Grade of “A” counts toward attempted and completed credits, and is used in calculating GPA.</td>
</tr>
<tr>
<td>F (fail)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Grade of “F” counts toward attempted credits, and is included in calculating GPA, but does not count toward completion of an academic program and so has no completed credits.</td>
</tr>
<tr>
<td>P (pass)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Grade of “pass” counts toward attempted and completed credits, but is not included in calculating GPA.</td>
</tr>
<tr>
<td>AU (audit)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>An audited course does not count in any credit totals or GPA calculation.</td>
</tr>
</tbody>
</table>

See the Academic Records section of the *Getting Started with Colleague Student* manual for more information on setting up grades on the GRDC form.

**Procedure to Assign Credits Based on Grade Received**

Use the following procedure to assign credits based on the grade received.

**Step 1.** Access the Grade Schemes (GRSC) form.

**Step 2.** At the Grade Scheme LookUp prompt, enter the name of the grade scheme.

**Step 3.** In the Grade field, move to a grade for which you want to define credit information.

**Step 4.** Detail to the Grade Codes (GRDC) form.
Step 5. In any or all of the three credits fields, enter Yes if you want all students who receive this grade to receive this type of credit. The fields are:
- Include in Attempted Credits.
- Include in Completed Credits.
- Include in GPA Credits.

Step 6. Use the Exclude from WebAdvisor Grading to field to indicate whether the selected grade will be excluded from the WebAdvisor midterm or final grading forms.

Step 7. Use the Require Last Date of Attendance field to indicate whether a last date of attendance is required when this grade is used for grading.

Step 8. Finish from the GRDC form and return to the GRSC form.

Step 9. Repeat Step 3 through Step 8 for all grades in the grade scheme for which you want to assign credits.

Step 10. Finish from the GRSC form.

Step 11. Access a course on the Courses (CRSE) form.

Step 12. In the Grade Scheme field, enter the grade scheme for these grades.

Step 13. Finish from the CRSE form.

Step 14. Access the Credit Types (CTYP) form.

Step 15. At the Credit Type Lookup prompt, enter the credit type assigned to the course.

Step 16. Confirm that the three “Include in... Credits” fields are blank.
The credit parameters for the credit type override the credit parameters for the grade. The credit parameters for the grade are used only when the corresponding fields on the Credit Types (CTYP) form are blank.

**Step 17.** Finish from the CTYP form.
Effect of Repeated Courses on Academic Credit

In This Chapter

For each course, you define basic credit information as discussed in “Assigning Academic Credit to a Course” beginning on page 151. If every student took each course only once, then that basic credit information could be used directly to determine cumulative credits and GPA. But when a student repeats a course, the contribution to cumulative credits and GPA can change. For example, if a student took a course and received a grade of D, then took the course again the next semester with a grade of B, your institution might permit him to have only the second instance\(^1\) (the second try) count toward cumulative credits and GPA.

When a student repeats a course, Colleague must determine the following:

- How many instances (only one or more than one) of the course will count toward cumulative credits and GPA.
- Which instance to use when only one instance counts.

This chapter contains the following sections:

- “Understanding Cumulative Credit” beginning on page 161 describes the different sets of cumulative credit information available in Colleague. These sets of credit information come into play when a student repeats a course and only one of the courses counts toward completed credits and GPA. You can use Colleague forms to view both the basic credit information for each course and the adjusted credit information after accounting for the repeat.

- “Viewing Course Repeat Information” beginning on page 165 tells you how to use the Student Course Repeat (STRP) form to view information about a student’s repeat instances of a course.

- “How Many Instances of a Course Count for Academic Credit” beginning on page 168 tells you how to define whether one or more than one instance of a repeated course can count for credit.

- “Which Instance to Count When Only One Instance Counts” beginning on page 170 tells you how to define which instance counts for credit, if you have permitted only one instance to count.

---
\(^1\) In this manual, each time a student takes a particular course is defined as an “instance” of that course.
Note: Another aspect of repeat courses is determining whether the student is permitted to repeat the course at all. In Colleague, retake policies (which are assigned to course sections) determine whether a course can be repeated, and registration controls and registration user groups determine whether the registrar can override the retake policy at registration. See the Using Curriculum Management manual and the Curriculum Management section of the Getting Started with Colleague Student manual for information on retake policies. See Using Registration and the Registration section of the Getting Started with Colleague Student manual for a discussion of registration controls and user groups.
Understanding Cumulative Credit

If every student took each course only once, then the basic credit information for the course, discussed above, could be used directly to determine cumulative credits and GPA. But when a student repeats a course, the contribution to cumulative credits and GPA can change. For example, if a student took a course and received a grade of D, then took the course again the next semester with a grade of B, your institution might permit him to have only the second instance (the second try) count toward cumulative credits and GPA.

In the example just described, you might want to keep a record of both the original contribution to cumulative credits and GPA, and the adjusted contribution after the course was repeated. To accommodate this need, Colleague tracks and displays three sets of credits: base credits, cumulative credits, and alternative cumulative credits:

- **Base credits** are what the course would contribute to cumulative totals if this was the one and only time the student ever took the course. The base credits are unaffected by repeat processing; they are based only on the credits and grade associated with this instance. Base credits are typically used when displaying credits for a single term or other time period.

- **Cumulative credits** are what this instance adds to (or subtracts from) the cumulative totals, above and beyond what has already been added by prior instances.

- **Alternative cumulative credits** are determined by the grade's “normal” parameters (just like the base figures), but only until the course is marked as “replaced”. At that time the alternative figures are changed so that they use the grade's “replacement” parameters. This change happens even if the replacement occurs several terms later.

Of the three sets of figures, only the alternative contributions can change once the term is over. The other two do not change, even if the course is subsequently replaced by a repeat. The alternative contributions can be thought of as an expression of what the course should have contributed to cumulative totals had we known in advance that it was going to be replaced.

From the transcripts menu in Colleague, you can access forms which display each of these sets of credits. See “Viewing Summary Academic Credit Information for a Student” on page 180.
Example: Cumulative Credit for a Repeated Course

Consider a student who took a 3-credit course in the Spring 1999 semester and received a grade of “C” (grade value of 2.0). The student repeated the course in the Fall 1999 semester, hoping to receive a better grade, but instead received a grade of “D+” (grade value of 1.5). This example assumes the following setup:

- The course can be taken only once for credit.
- The grades are set up so that the instance which counts contributes to all three types of cumulative credits (attempted, completed, and GPA), while the replaced instance of the course does not contribute to any cumulative credits. Figure 38 shows the setup for one grade on the Grade Codes (GRDC) form.
- The grade scheme is set up so that the last grade counts; if the student’s grade falls when he retakes the course (as in this example), the later (lower) grade contributes to cumulative credits and GPA.

Figure 38: Example Grade Setup on the Grade Codes (GRDC) Form
After the first instance of the course (Spring 1999), the student’s credit totals for the course would be as shown in Table 27. Since the course had not yet been repeated, all three sets of credits are the same.

### Table 27: Cumulative Credit Totals for an Example Course

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>Complete d Credits</th>
<th>GPA Credits</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Cum</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Alt cum</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

After the second instance of the course (Fall 1999), the credit totals would be as follows:

### Table 28: Cumulative Credit Totals for a Repeated Course When the Last Grade Counts

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>Complete d Credits</th>
<th>GPA Credits</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring 1999 instance of the course (Grade of C; grade value of 2.0)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Cum</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Alt cum</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

| **Fall 1999 instance of the course (Grade of D; grade value of 1.5)** |
| Base              | 3                  | 3           | 3            | 4.5          |
| Cum               | 0                  | 0           | 0            | -1.5         |
| Alt cum           | 3                  | 3           | 3            | 4.5          |

Note the following from Table 28:

- **“Cum” row**—For the Fall 1999 instance, the contribution to grade point in the “Cum” row is -1.5. Since the first instance (Spring 1999) contributed 6.0 grade points, the second instance (Fall 1999) contributes -1.5 grade points, so that the final total is 4.5 grade points.

- **“Alt cum” row**—Since the Spring 1999 instance was replaced, it does not contribute to cumulative credit totals. As a result, the alternative cumulative credits (alt cum) are all changed to zero.
Now consider the same example with one change: the grade scheme is set up so that the best grade, rather than the last grade, counts. After the second instance of the course (Fall 1999), the credit totals would be as follows:

Table 29: Cumulative Credit Totals for a Repeated Course When the Best Grade Counts

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>Completed Credits</th>
<th>GPA Credits</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring 1999 instance of the course (Grade of C; grade value of 2.0)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Cum</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Alt cum</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall 1999 instance of the course (Grade of D; grade value of 1.5)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Cum</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Alt cum</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Since the first (best) grade counts, the second instance does not contribute to cumulative credit totals.
Viewing Course Repeat Information

Use the Student Course Repeat (STRP) form, to view and maintain information about repeated courses. Figure 39 and Figure 40 show the STRP form, highlighting key fields discussed below.

Figure 39: Student Course Repeat (STRP) Form
Key fields are the following:

- **Repl Code.** The value in this field indicates whether this course has been “replaced,” either automatically by Colleague or manually by you. Possible values are:
  - **Blank.** Indicates that this instance of the course counts for credit (has not been replaced). At least one instance of the course must have this field blank.
  - **R (Replaced by Colleague).** Indicates that Colleague has made this a “replaced” instance of the course, according to the criteria you defined for selecting the instance which should count.
  - **Any other entry, such as M (Manual)**. Indicates that you manually designated this a “replaced” instance which should not count.

See “Which Instance to Count When Only One Instance Counts” on page 170 for more information about the Repl Code field.
- **Allow Repl.** If this field is set to **Yes**, then Colleague can make this a replaced course which does not count. If **No**, then this course will count toward academic credit. See “How Many Instances of a Course Count for Academic Credit” on page 168 for more information about the Allow Repl field.

- **Alt Cum.** The credits and grade points on this line indicate the contribution of each instance to credits and GPA. For more information, see “Understanding Cumulative Credit” beginning on page 161.
How Many Instances of a Course Count for Academic Credit

In most cases, you will probably want only one instance of a course to count for academic credit. In other cases (for example, a band course) you might permit a student to take a course repeatedly for credit.

Use the Count Retakes for Credit field on the Course Restrictions (CRES) form to define whether more than one instance of a course can count.

If you set Count Retakes for Credit to “No” (the most common situation and the Colleague default), then only one instance of the course can be counted for credit. When you give the student a verified grade for the second instance of the course, Colleague will determine which instance counts and which instance does not count (the latter is designated the “replaced” instance). See “Which Instance to Count When Only One Instance Counts” on page 170 for a discussion of how Colleague determines which instance to count.

If you set Count Retakes for Credit to “Yes,” then all instances are counted for credit and none are designated as “replaced.”
In special situations, you may want to override the “Count Retakes for Credit” parameter for an individual instance of a course (a particular course section for a particular student). You can do this using the Allow Repl field on the Student Course Repeat (STRP) form. The initial setting in this field is determined by the Count Retakes for Credit setting for the course. If Count Retakes for Credit is set to “No,” then Replace Allowed is initially set to “Yes.” In other words, Colleague is allowed to replace this instance of the course with another instance of the same course for the same student. (See “Which Instance to Count When Only One Instance Counts” below for more discussion of “replaced” courses.)

Conversely, if Count Retakes for Credit is set to “Yes,” then Replace Allowed is set to “No.” Colleague is not allowed to replace this instance of the course with another instance; instead, Colleague will have both instances contribute to cumulative credits and GPA.

You can change the situation for each student. For example, if a course is set up so that only one instance can be counted for credit (Count Retakes for Credit set to “No”), but you want an individual student to be able to retake the course for credit, enter “No” in the Allow Repl field on the STRP form.

**Note:** Even if a course is designated as “replaced,” you can still have the credits for a particular grade count toward a student’s cumulative credit totals. See “Allowing Credits from a Replaced Course to Count” on page 174.
Which Instance to Count When Only One Instance Counts

When you want only one instance of a repeated course to count toward credits and GPA, you can set up Colleague to automatically choose the correct instance of the course. You can also override Colleague’s choice by manually designating the course which should be replaced (such as, not used). The following sections describe these procedures.

Allowing Colleague to Choose Which Instance to Count

When, as described above, Colleague is set up to count only one instance of a repeated course, you can define which instance should count (for example, the best grade, the last instance, or an average of all instances). Use the Repeat Grade Usage field on the Grade Schemes (GRSC) form, shown below.

Figure 42: Grade Schemes (GRSC) Form
When you enter “BEST” in the Repeat Grade Usage field, Colleague compares the two instances of the course in the following sequence:

1. Compare the repeat values of the grades from the two instances. The repeat value for each grade is defined in the Repeat Value field on the Grade Codes (GRDC) form. Repeat values allow you to specify which grade is the “best” grade when a student receives two grades with the same grade value. For example, grades of “F” and “NP” might both have grade values (from the Grade Value field on GRDC) of 0.0, but you might want the “F” grade to count whether it was from the first instance or the second instance. You could give the “F” a repeat value of 0.2, and the “NP” a repeat value of 0.1. (You would also have to specify appropriate repeat values for all other grades with a grade value of 0.0).

**Note:** Colleague uses the repeat value *only* to select the instance which counts. To calculate grade points, Colleague always uses the grade value from the Grade Value field on GRDC.

1. If the repeat values are the same, compare the completed credits from the two instances.
2. If the completed credits are the same, compare the grade points.
3. If grade points are the same, use the last instance.

The instance of the course which Colleague does *not* select is designated a “replaced” instance. By the Colleague definition of “replaced,” the second instance of a course can be replaced by the first (earlier) instance.

**Note:** If you change the entry in the Repeat Grade Usage field for a grade scheme, you may want to modify the records of students to reflect the change. See “Recalculating Academic Credit Totals” on page 187 for the procedure.
Manually Designating the Instance to Count

You may want to override Colleague’s automatic selection of the instance of a course which will count. For example, consider a student who took a 3-credit course in the Spring 1999 semester and received a grade of C. The student repeated the course in the Fall 1999 semester, hoping to receive a better grade, but instead received a grade of D+. If your policy was to count only the last instance for credit, then only the student’s grade of D+ would count toward credits and GPA. However, you might decide for this case to allow the student’s better grade of C to count instead.

To manually change the instance which is counted for credit, you use the Student Course Repeat (STRP) form. Figure 43 shows the form for the example described above, after Colleague had determined the instance of the course to be used but before you had changed the selection.

Figure 43: Student Course Repeat (STRP) Form

Note the following in Figure 43:

- Colleague marked the first instance of the course (Spring 99) as “Replaced by Colleague” in the Repl Code field.
The four alternative cumulative (Alt Cum) credits fields are all zero for the Spring 1999 instance, and have values for the Fall 1999 instance. This is another indication that Colleague has selected the Fall 1999 instance as the instance which counts for credit. (See “Understanding Cumulative Credit” beginning on page 161.)

To manually change the instance selected for credit, enter M (Manual) in the Repl Code field for the instance of the course which you want to replace. For the example in Figure 43, you would enter M in the Repl Code field for the Fall 1999 instance (the second course section on the form).

**Note**: Note that you manually designate the instance that you want to be replaced, not the instance that you want to count for credit.

Figure 44 shows the new situation after the record was updated. The second (Fall 1999) instance has been replaced, and the first (Spring 1999) instance counts for credit as indicated by the non-zero values in the Alt Cum fields.

### Figure 44: STRP Form After Selecting the Instance to Count for Credit

![STRP Form After Selecting the Instance to Count for Credit](image)

3. You can also enter any other codes you have defined in the REPLACEMENT.CODES validation table in Colleague Student.
Allowing Credits from a Replaced Course to Count

The previous sections describe how to designate a particular instance of a course as a replaced course. Normally, when a course is designated as replaced, it does not count toward cumulative credit and GPA totals. However, even if a course is designated as replaced, you can still have the credits for a particular grade count toward a student’s cumulative credit totals. Use the three fields labeled Include in Replaced...Credits on the Grade Codes (GRDC) form, shown in Figure 45.

Figure 45: Replaced Credits Fields on the Grade Codes (GRDC) Form

For example, if a student repeated a course, you might want both instances of the course to count toward GPA, but only one instance to count toward attempted and completed credits. In this case, you would complete the three fields using the values shown in Figure 45.
Using Academic Records

Academic Standing
Viewing and Maintaining Academic Credit Information

In This Chapter

Before you print a student’s transcript, you may want to view the student’s academic credit information on the form. Colleague allows you to view academic information summarized in several ways. You can view a chronological list of courses taken by the student. You can also view summaries of academic credit by term, by credit type, or by other criteria.

This chapter includes the following sections:

- “Viewing a List of Courses Taken by a Student” beginning on page 178 describes the three Colleague forms that provide a list of courses taken by a student.
- “Viewing Summary Academic Credit Information for a Student” beginning on page 180 describes the Colleague forms that display a student’s academic credit information summarized by term, credit type, and other criteria.
- “Maintaining Academic Credit Information for a Student” beginning on page 184 describes the procedure for using the Student Acad Credit Detail (SACD) form to change academic credit information for a course taken by a student.
- “Recalculating Academic Credit Totals” on page 187 describes the procedure for recalculating academic credit for a group of students if you change the setup of your credit types, grade schemes, or grades.
Viewing a List of Courses Taken by a Student

Three Colleague forms provide a chronological list of a student’s courses. Table 30 lists features of each of these forms.

**Table 30:** Colleague Forms Providing a List of a Student’s Courses

<table>
<thead>
<tr>
<th>Form</th>
<th>Items included</th>
<th>List limited by...</th>
<th>Able to change academic credit information?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Academic Credits (STAC)</td>
<td>Anything which counts for credit (courses, transfer credit, etc.)</td>
<td>—</td>
<td>Yes</td>
</tr>
<tr>
<td>Transcript Course Listing (TRCL)</td>
<td>Anything which counts for credit (courses, transfer credit, etc.)</td>
<td>Transcript grouping</td>
<td>No (inquiry only)</td>
</tr>
<tr>
<td>Student Registration By Date (SRBD)</td>
<td>Courses</td>
<td>Academic level, start date (optional), and end date (optional)</td>
<td>No (inquiry only)</td>
</tr>
</tbody>
</table>

Use the Student Academic Credits (STAC) form, shown in Figure 46, to view a list of all of a student’s academic credit.
From any line on the STAC form, you can detail to any of three forms:

- Detail to the Student Acad Cred Detail (SACD) form to change the information for that course. For the procedure, see “Maintaining Academic Credit Information for a Student” on page 184.

**Note:** While you can modify academic credit information on the SACD form, we do not recommend that you do so unless absolutely necessary. Access to the SACD form in maintenance mode should be limited.

- Detail to the Student Acad Cred Comments (STNC) form to record notes and comments about a student’s course.

- Detail to the Student Course Repeat (STRP) form to view and maintain information about courses which a student has repeated. See “Effect of Repeated Courses on Academic Credit” beginning on page 159 for the procedure for using the STRP form.

The other two forms, Student Registration By Date (SRBD) and Transcript Course Listing (TRCL), are similar to the STAC form in that they provide a list of courses taken by the student. On both the SRBD and TRCL forms, you can detail to the Student Acad Cred Detail (SACD) form to view, but not modify, the information for that course.
Viewing Summary Academic Credit Information for a Student

Colleague provides two sets of forms for viewing academic credit information, depending on whether you want to see cumulative credits or alternative cumulative credits. See “Understanding Cumulative Credit” beginning on page 161 for the definitions of “cumulative” and “alternative cumulative” credits. The discussion below describes the forms used to view cumulative credit information. Those forms are listed in the left-hand column in Table 31. If you want to view alternative cumulative credit information, use the forms listed in the right-hand column in Table 31 instead.

Table 31: Colleague Forms for Viewing Summary Academic Credit Information

<table>
<thead>
<tr>
<th>Form for cumulative credit information</th>
<th>Corresponding form for alternative cumulative credit information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Academic Transcript (STAT)</td>
<td>Acad Cred Alt Cum Totals (ATRT)</td>
</tr>
<tr>
<td>Academic Credit Total Detail (ACTD)</td>
<td>Acad Cred Alt Cum Detail (ALTD)</td>
</tr>
<tr>
<td>Acad Cred CEU Totals (ACEU)</td>
<td>same form: Acad Cred CEU Totals (ACEU)</td>
</tr>
<tr>
<td>Acad Credit GPA Totals (GPAT)</td>
<td>Alt Cum Acad Cred GPA Totals (ALTT)</td>
</tr>
</tbody>
</table>

Whether viewing cumulative or alternative cumulative credits, you start from a summary form: the Student Academic Transcript (STAT) form for cumulative credits and the Acad Cred Alt Cum Totals (ATRT) form for alternative cumulative credits. Figure 47 shows the Student Academic Transcript (STAT) form. The Acad Cred Alt Cum Totals (ATRT) form is similar, except that the “Cum” fields are labeled “Alt Cum.”
**Figure 47: Student Academic Transcript (STAT) Form**

The discussion in this section assumes that academic information is summarized by term. While this is typical, you can choose to summarize the information by other criteria. You define this parameter in the Break Field field on the Transcript Groupings (TRGR) form. For example, you could choose to summarize the information by subject. In this case, the “Term Creds” and “Term CEUs” fields would be labeled “Subject Creds” and “Subject CEUs.” See the Academic Records section of the *Getting Started with Colleague Student* manual for information on the TRGR form.
Noteworthy Fields on the STAT Form

The following fields are particularly useful for academic credit information.

**Term Creds**

This field shows attempted credits, completed credits, and GPA for each term, as well as cumulative attempted credits, completed credits, and GPA at the end of each term. From any line in the Term Creds field, you can detail to the Academic Credit Total Detail (ACTD) form to view a list of the courses from that term. You can detail from there to the SACD form to view information on each course.

**Credit Type**

This field shows cumulative attempted credits, completed credits, and GPA for each credit type category. From any line in this field, you can detail to the ACTD form to view a list of the courses for that credit type category. You can detail from there to the SACD form to view information on each course.

**Term CEUs**

This field shows attempted and completed CEUs for each term, as well as cumulative attempted and completed CEUs at the end of each term. From any line in the Term CEUs field, you can detail to the Acad Cred CEU Totals (ACEU) form to view a list of the courses from that term. You can detail from there to the SACD form to view information on each course.

**GPA1/GPA2**

In addition to the course groupings in the Term Creds, Credit Type, and Term CEUs fields, you can define two course groupings of your own using the GPA1 Rules (GPA1) and GPA2 Rules (GPA2) forms. (See the Academic Records section of the *Getting Started with Colleague Student* manual for information on setting up your GPA rules.) From the GPA1/GPA2 field on the STAT form, you can detail to the Acad Credit GPA Totals (GPAT) form to view academic credit information sorted by the GPA1 and GPA2 rules that you defined. From there, you can detail to a list of courses on the ACTD form, and then detail again to the SACD form to view information on each course.
Academic Standing

Detail to the Student Academic Standings (SACS) form to view academic standings for the student. For information on academic standing and the SACS form, see “Calculating Student Academic Standings” beginning on page 189.

From most of the fields on the STAT form, you can detail successively through two or more forms to the Student Acad Cred Detail (SACD) form to view the details for a particular course. However, the SACD form is inquiry only when you detail from here. If you want to be able to change the information on the SACD form, you should detail from the Student Academic Credits (STAC) form as discussed in “Viewing a List of Courses Taken by a Student” on page 178.
Maintaining Academic Credit Information for a Student

**Note:** While you can modify academic credit information on the SACD form, as described below, we do not recommend that you do so unless absolutely necessary. Access to the SACD form in maintenance mode should be limited.

To view detailed information for one course section for one student, use the Student Acad Cred Detail (SACD) form, shown in Figure 48.

**Figure 48: Student Acad Cred Detail (SACD) Form**
You can access the SACD form by detailing from any of several forms (it is not accessible directly from the menu). See “Viewing a List of Courses Taken by a Student” beginning on page 178 and “Viewing Summary Academic Credit Information for a Student” beginning on page 180 for the different paths to the SACD form. However, the SACD form is inquiry-only when reached by detailing from most of the forms. If you want to be able to change the information on the SACD form, you must access the form by detailing from the Student Academic Credits (STAC) form.

**Noteworthy Fields on the SACD Form**

The following forms are particularly useful for modifying course characteristics for students.

**Cred/Conversion**

These two fields contain the course credits (which default from the course section) and an optional conversion factor. If you change either one, Colleague recalculates the credits, grade points, and CEUs, unless you first enter **Yes** in the Manual Cred field.

**Manual Cred**

You can enter values in the fields on the STAC form that contain credits, grade points, and CEUs. However, Colleague may override your entries by recalculating the values in those fields. To prevent Colleague from overriding your entries, enter **Yes** in the Manual Cred field.

**Replaced Code and Replace Allowed**

These fields come into play when this is one instance of a course which a student has repeated:

**Replaced Code**

This field indicates whether this instance of the course has been replaced automatically by Colleague (R) or manually by you (M¹), or has not been replaced (blank).
**Replace Allowed**

The entry in this field indicates whether Colleague, when evaluating repeated courses, can replace this instance of the course. Entries in this field have the same effect as entries in the Allow Repl field on the Student Course Repeat (STRP) form (both fields control the same data element).

For more information on these two fields, see “Viewing Course Repeat Information” on page 165.

See online help for information on other fields on the SACD form.

---

1. For manual replacement, you can also enter any other codes you have defined in the REPLACEMENT.CODES validation table in Colleague Student.
Recalculating Academic Credit Totals

When a student receives a verified grade for a course, Colleague determines the student’s credits and grade points based on the credit type, grade scheme, and grades for the course. If you decided to change the setup of the credit type, grade scheme, or grades, you might want to update the records of affected students. Examples of when you would want to recalculate academic credit totals include:

- Your undergraduate grade scheme specifies that the best grade in a repeated course should count, but you want to change that policy so that the last grade counts. After changing the entry in the Repeat Grade Usage field on the Grade Schemes (GRSC) form, you would recalculate academic credit totals.

- You have specified credit inclusion parameters on the Credit Types (CTYP) form, but you want to specify those parameters instead on the Grade Codes (GRDC) form. After specifying the parameters on the GRDC form, and clearing the credit inclusion fields on the CTYP form, you would recalculate academic credit totals. (See “Assigning Academic Credit to a Course” beginning on page 151 for a discussion of credit inclusion parameters.)

Use the Recalculate Acad Cred Totals (RACT) form to initiate the batch process that recalculates the credit fields of student academic credit records. Run this process only if you changed your grade tables, grade schemes or credit types and want the changes to be reflected in a student's transcript. Colleague selects STUDENT.ACAD.CRED records based on the criteria selected here.

**Note:** If STUDENT.ACAD.CRED records are in the repeat sequence in error, this process does not remove them. Use the Recalculate Course Repeats and Credits (IDIR) process to correct the repeat sequence. The IDIR process allows you to check for any STUDENT.ACAD.CRED records that were manually added to the repeat sequence on the Student Course Repeat (STRP) form before removing them.
Figure 49: Recalculate Acad Cred Totals (RACT) Form

Academic Credit Date

Terms: 2011/FA 2011 Fall Term
Reporting Terms
Academic Levels: GR Graduate
Credit Types
Students
Departments Incl: ENG
Departments Excl
Subjects Incl
Subjects Excl
Divisions Incl
Divisions Excl
Schools

Additional Select Criteria: No
Calculating Student Academic Standings

Before You Begin

Before you can process any academic standings, you must have defined your academic standing rules. See the *Getting Started with Colleague Student* manual for more information about defining your academic standing rules.

Understanding Student Academic Standings

Your institution has standards by which all of your students are measured. These standards might be academic, financial, or any other criteria you decide are appropriate to constitute a student’s academic standing. If a student meets these standards you might say that student is in good academic standing with your institution. If a student falls below these standards you might say that student is on probation.

You can define different standards for each academic level, term and program of your institution. For example, your criteria for a graduate student to be considered in good standing might be different from your criteria for an undergraduate student. Similarly, your criteria for considering a nursing student in good standing might be different from your criteria for a music student.

You can define your standards for each academic standing type using rules. Colleague evaluates the rules you define and assigns each student an associated academic standing code, such as “GOOD” or “PROB” based on the results of these rules.

If you do not define an academic standing rule for a particular level, term or program, Colleague will use the default rules you defined for each type. For example, if a student is enrolled in a standard academic program for which you have not defined any academic program standing rules, Colleague uses the academic program academic standing default rules to evaluate the student’s standing. If you do not define default rules, Colleague assigns no academic standing codes to students in the programs without specific program standing rules.
Colleague evaluates your academic standing rules during academic standing processing and assigns each student the associated academic standing code.
Calculating Academic Standings

Initiate the academic standing process from the Calculate Academic Standing (CACS) form, shown in Figure 50.

**Figure 50: The Calculate Academic Standing (CACS) Form**

Each time you run the CACS process, STUDENT.STANDING records are created. If you run the CACS process multiple times in a term for the same students, duplicate STUDENT.STANDING records are created.
Noteworthy Fields on the CACS Form

The following fields are particularly useful when calculating academic standing for students.

**Acad Standing Type**

Colleague can calculate one of three types of academic standings during a process. Enter the appropriate code associated with one of the following:
- Academic level
- Academic program
- Academic term

If you choose academic term, you must also enter an academic term in the Term field to identify which term Colleague should calculate.

**Print Report**

Colleague can print a report listing every student evaluated and their new academic standings. If you want Colleague to print this report, enter Y in this field.

**Update Records**

Colleague evaluates the academic standing of each student meeting the selection criteria you choose on the CACS form. If you want Colleague to update each student’s record with the new standings, enter Y in this field.

**Saved List Name**

This list must contain records from the STUDENTS file.

**Other Selection Criteria**

The other fields on the CACS form further define the students to be evaluated and which of their academic activity to include in the evaluation. You can choose to include and exclude specific criteria. See the online help for the CACS form for more information about specific fields.
Viewing Student Academic Standing

After you have run the academic standing process, you can view the academic standings for an individual student. The three types of academic standing are displayed on different forms. Refer to Table 32 to see which form displays the type of academic standing you want to view for a student.

Table 32: Forms Which Display Academic Standing

<table>
<thead>
<tr>
<th>Academic Standing Type</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic level</td>
<td>Student Acad Level (STAL) form</td>
</tr>
<tr>
<td></td>
<td>Student Academic Standings (SACS) form</td>
</tr>
<tr>
<td>Academic program</td>
<td>Student Acad Program (SACP) form</td>
</tr>
<tr>
<td></td>
<td>Student Academic Standings (SACS) form</td>
</tr>
<tr>
<td>Academic term</td>
<td>Student Term Detail (STRD) form</td>
</tr>
<tr>
<td></td>
<td>Student Academic Standings (SACS) form</td>
</tr>
</tbody>
</table>

You can also use the Student Standings (STSD) process to report selected academic standings for selected students.

To view all types of academic standings which have been calculated for a given student, use the Student Academic Standings (SACS) form, shown in Figure 51.
See “Overriding Calculated Standings” on page 189 for information about changing a student’s calculated academic standing.
Procedure for Calculating Academic Standings

Complete the following steps to calculate academic standings for a select group of students:

Step 1. Familiarize yourself with the procedure for processing academic standings.

See “Understanding Student Academic Standings” on page 189.

Step 2. Access the Calculate Academic Standing (CACS) form.

Step 3. Enter the type of academic standing you want evaluated. Choose from the following:

- Academic level
- Academic program
- Academic term

If you choose to evaluate academic term standing, you must also enter the appropriate academic term in the Term field.

Step 4. If you want Colleague to print a report of evaluated students and their new standings, enter Y in the Print Report field.

Step 5. If you want Colleague to update each evaluated student’s record, enter Y in the Update Records field.

Step 6. Select the criteria which describes the students you want to process and the academic activity to include in each evaluation.

See online help for the ASDA form for more information about specific fields.

Step 7. If you need to define additional criteria for selecting specific students, go to the Additional Selection Criteria field.

Otherwise, continue with Step 10.
Step 8. Enter Y and update the CACS form.

The Additional Selection Criteria form is displayed.

Step 9. Complete the Additional Select Criteria form.

Step 10. Save the information on this form.

The Change Peripheral Defaults form is displayed.

Step 11. Accept the defaults or change the name of the default printer, select a different printer, or choose to have the reports sent to a hold file.

Step 12. If you want this process to run in the background or in phantom mode, complete the Phantom Mode Specification form; otherwise, leave this form blank.

Step 13. Update the form to begin the process.

Step 14. If you want to view the academic standings for a student, access the Student Academic Standings (SACS) form.

See “Viewing Student Academic Standing” on page 193
Overriding Calculated Standings

Before You Begin

Before you can override a student’s calculated academic standings, you must have run the process in which Colleague evaluates the standing rules you defined and assigns the student a standing. See “Calculating Student Academic Standings” on page 189 for more information about processing academic standings.

Understanding Academic Standing Overrides

Colleague evaluates your academic standing rules during academic standing processing and assigns each student the associated academic standing code. If you decide there is an acceptable reason to override the standing Colleague assigned, you can change the student’s record.
Overriding Student Academic Standing

After you have run the academic standing process, you can view and change the academic standings for an individual student.

Use the Student Academic Standings (SACS) form, shown in Figure 52, to change an academic standing which Colleague has assigned to a student.

**Figure 52: Student Academic Standings (SACS) Form**

![Image of SACS form]

Each type of academic standing which has been calculated for a student displays on the SACS form. If you decide to change one of the calculated standings, you can overwrite the old code with a new one. You must then enter an explanation of your change in the Override Reason field.
Procedure for Changing a Student’s Academic Standings

Complete the following steps to change a student’s academic standings:

**Step 1.** Familiarize yourself with the procedure for overriding academic standings.

See “Understanding Academic Standing Overrides” on page 197.

**Step 2.** Access the Student Academic Standing (SACS) form.

**Step 3.** Use the Student LookUp features to select the student whose academic standing you want to modify.

The student’s academic standing record displays on the SACS form.

**Step 4.** Move to the line containing the academic standing you want to change.

**Step 5.** Enter the new academic standing, overwriting the old display.

**Step 6.** Enter the explanation for the change in the Override Reason field.

**Step 7.** Repeat this procedure beginning with **Step 4** for each academic standing you wish to change for the student.

**Step 8.** Update the record.
Using Academic Records
Class Processing
Before You Begin

Before you can update your student’s class levels, you must already have defined the following.

Table 33: Things to Define Before You Can Update Class Levels

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class levels codes</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Class levels rules</td>
<td>Getting Started with Colleague Student</td>
</tr>
</tbody>
</table>


Understanding Class Level Assignment Updates

Each academic level your institution has defined has an associated set of class levels, such as the freshmen class, the sophomore class, and the senior class. The class levels are defined by rules you have defined. Colleague evaluates these class level rules and assigns the associated class level code to the students as appropriate.

For example, a university groups its students into classes based on a student’s completed credits. A student with less than 24 credits completed is considered a freshman, and a student with between 24 and 48 credits completed is considered a sophomore.

You will periodically want to update your students’ class level assignments. Typically, you may want to do this after every academic term. You can run a batch process and update all of your students’ class level assignments at one time or you can choose to update them within smaller groups.

Use the Class Level Update (CLUP) form, shown in Figure 53, to update your students’ class level assignments. Colleague selects students matching criteria you select and evaluates each student’s record with the class level rules you have defined. If a student passes a class level rule, Colleague assigns the associated class level code to his record.

If you want to see the resulting class level assignments for a particular student, you can access the student’s record using one of the following forms:
- Student Academic Level (STAL)
- Student Academic Program (SACP)
- Student Academic Summary (SASM)

See the Getting Started with Colleague Student manual for more information about defining your class level codes and rules.
Initiate the batch to update class level from the Class Level Update (CLUP) form, shown in Figure 53, to update your students’ class level assignments.

**Figure 53: Updating Class Level Assignments**

![CLUP form](image)

**Note:** If you receive warnings when running this process, this is due to a problem with the rules that have been defined on the Class Level Rules (CLVR) form. Please review the rules on the CLVR form to ensure that all students will pass at least one rule. After you have done this, make a saved list of the students with no class level and run that list through the CLUP process. If the rules are correct, all students will now have a class level.
Noteworthy Fields on the CLUP Form

The following fields are particularly useful for updating class levels.

Saved List Name

This saved list must contain records from the STUDENT.ACAD.LEVELS file. These record IDs should be in the following format:

- Student’s System ID*Academic Level
- (for example: 1234567*UG)

Other Selection Criteria

The other fields on the CLUP form further define the list of students whose class levels you want to update with this process. For example, you can choose to include and exclude specific academic programs. See the online help for the CLUP form for more information about specific fields.
Procedure for Updating Class Level

Complete the following steps to update class level:

**Step 1.** Familiarize yourself with the procedure for updating class level.

See “Understanding Class Level Assignment Updates” on page 204.

**Step 2.** Access the Class Level Update (CLUP) form.

**Step 3.** Select the criteria which describes the students whose class levels you want to update.

See “Updating Class Levels” on page 205 and online help for the CLUP form for more information about specific fields.

**Step 4.** If you need to define additional criteria for selecting specific course sections, go to the Addnl Select Criteria field.

Otherwise, continue with **Step 7**.

**Step 5.** Enter Y and update the CLUP form.

**Step 6.** Complete the Additional Select Criteria form.

**Step 7.** Save the information on this form.

**Step 8.** If you want this process to run in the background or in phantom mode, complete the Phantom Mode Specification form; otherwise, leave this form blank.

**Step 9.** Update the form to begin the updating process.
Step 10. If you want to see the resulting class level calculation for a particular student, access the student’s record on one of the following forms:

- Student Academic Level (STAL)
- Student Academic Program (SACP)
- Student Academic Summary (SASM)
Calculating Class Rank

Before You Begin

Before you can calculate class rank, you must make sure that all students to be ranked have a current class level assignment.

See “Updating Class Level” beginning on page 203 for more information about updating a student’s class level.

Understanding Class Rank

You can compare your students to find their rank or position in their class based on their GPAs. For example, you probably want to know who your top student is so that you can honor her as the class valedictorian.

Colleague only evaluates those students who have an active academic level. An active academic level is one with either no end date or a later end date than the current date.

Note: For this reason, you must evaluate the class rank of your graduating class before running the final graduation process, because that process will officially end the student’s academic level.

Colleague calculates rank for a class level within an academic level. For example, all of the undergraduate freshman students in the batch are ranked against each other, but the undergraduate seniors are not compared to graduate seniors.

Use the Class Rank by Acad Level (CRUP) form, shown in figure 54, to calculate rank for your students. Colleague selects students matching criteria you select and ranks them by class within academic levels.

The students are only ranked against the other students included in the same batch calculation. So if you enter a saved list of ten students, Colleague calculates the class rank of each student based on the number of students in the same class in the saved list. The ten will not be evaluated as part of their classes as a whole, but only of those represented in the same batch process.
For example, a university wants to rank all of its undergraduate and graduate juniors and seniors assigned to either the Main or East Campus. The university selects the academic levels of UG and GR and the classes of JR and SR and locations of MAIN and EAST. Colleague only selects students who meet this criteria and ranks them by class within academic level. So the undergraduate juniors from the Main Campus will be ranked with the undergraduate juniors from both campuses and the undergraduate seniors from the East Campus will be ranked with undergraduate seniors from both campuses. Colleague will not rank seniors across UG and GR. If the university had wanted to rank the two campuses separately, the calculation would need to be run two times, once for each location.

After Colleague calculates the class rank, the information for each student is stored in his STUDENT.ACAD.LEVELS file record in the STA.CLASS.RANK field. If you want to see the calculated class rank for a particular student, you can access the student’s record on the Student Academic Level (STAL) form. If you have access to the database management system level, you can generate a report listing students’ class rank. See your system administrator for more information about how to use your reporting techniques.
Calculating Class Rank

Initiate the batch process to calculate class rank from the Class Rank by Acad Level (CRUP) form, shown in Figure 54.

**Figure 54:** Initiating a Class Rank Calculation

Noteworthy Fields on the CRUP Form

The following fields are particularly useful when calculating class rank.

**Academic Levels**

The academic levels you enter are used both as selection criteria and break criteria. If you enter academic levels, only students associated with those academic level are selected for this batch. Colleague automatically breaks the class rank calculation on academic levels and class levels.
Classes

The class levels you enter are used both as selection criteria and break criteria. If you enter classes, only students associated with those class levels are selected for this batch. Colleague automatically breaks the class rank calculation on academic levels and class levels.

Use Alternate Cums

If you want Colleague to use the alternate GPAs when calculating class rank for this process, then enter Y. Otherwise, use the N default and Colleague uses the GPA defined for the transcript grouping for the academic level.

Saved List Name

This saved list must contain records from the STUDENTS file. Be very careful about using a saved list for this procedure. The students will only be ranked against the other students included in the same batch calculation.

Other Selection Criteria

The other fields on the CRUP form further define the list of students for which you want Colleague to calculate class rank. You can specify a range of academic level dates and primary locations. See the online help for the CRUP form for more information about specific fields.
Viewing a Student’s Class Rank

After calculating a group’s class rank, you can view an individual student’s class rank as a fraction or a percent.

Use the Student Academic Level (STAL) form to view a student’s class rank.

**Figure 55: Viewing an Individual’s Class Rank**

Note: If you have the appropriate authorization, you can also modify a student’s class rank on the STAL form. Obviously, this authorization should be closely guarded.
**Class Rank as a Fraction**

The student’s class rank is represented by a fraction with the student’s position, from the top of the class, over the total number in the group.

\[
\text{Class Rank} = \frac{\text{student's position (from the top)}}{\text{total number of students in group}}
\]

**Class Rank as a Percent**

The student’s class rank is also represented by a percent on the STAL form. If a student’s class rank is 10/161, or 10 out of 161, his percent is 6%. This should not be confused with percentile, which would rank the same student in the 94th percentile.

**Procedure for Calculating Class Rank**

Complete the following steps to calculate class rank:

**Step 1.** Familiarize yourself with the procedure for calculating class rank.

Remember that you must update each students’ class level before calculating their class rank.

See “Understanding Class Rank” on page 209.

See “Updating Class Level” beginning on page 209 for more information about updating a student’s class level.

**Step 2.** Access the Class Rank by Acad Level (CRUP) form.

**Step 3.** Select the criteria which describes the students you want to rank.
Procedure for Calculating Class Rank

See “Calculating Class Rank” on page 211 and online help for the CRUP form for more information about specific fields.

**Step 4.** If you need to define additional criteria for selecting specific course sections, go to the Addnl Select Criteria field.

Otherwise, continue with **Step 7.**

**Step 5.** Enter Y and update the CRUP form.

The Additional Selection Criteria form is displayed.

**Step 6.** Complete the Additional Select Criteria form.

**Step 7.** Save the information on this form.

The Phantom Mode Specification form is displayed.

**Step 8.** If you want this process to run in the background or phantom mode, complete the Phantom Mode Specification form; otherwise, leave this form blank.

**Step 9.** Update the form to begin the ranking process.

**Step 10.** If you want to see the resulting class rank calculation for a particular student, access the student’s record on the Student Academic Level (STAL) form.
Using Academic Records
Graduation Processing
Graduating Students

Understanding the Graduation Process

There are two essential steps in the process of graduating your students. You must:

- Create graduation records for each student you expect to graduate.
- Update academic credentials records and student program records to indicate the student has graduated.

In between these two steps, you may also need to do the following:

- Review the academic record of each student.
- Run a Degree Audit evaluation for each student.
- Run an audit report to review each student’s record.
- Adjust each student’s graduation record to appropriately indicate whether the student is eligible for commencement and has completed all requirements toward his academic program.
- Calculate class rank.
- Assign graduation honors to the graduating students.

Your institution can choose when during the graduation process to review the academic records of graduating students. If you choose to review student records before even potentially considering a student for graduation, you can create your graduation records ready to update immediately. But you can, alternatively, choose to create a preliminary list of graduates, require a manual evaluation of each student’s record, and then modify the graduation records as appropriate and verify these records before updating the corresponding academic credential records.

Each of these steps are discussed in more detail in the following chapters. The procedure in this chapter is a general overview referring to the appropriate chapters for more specific information about each step. Use this general overview to help you understand how all of the pieces of the graduation process go together and which steps are necessary for your institution.
Procedure for Graduating Students

Complete the following general procedure to graduate your students. For more specific procedures for each step, see the references in the Hint column.

**Step 1.** Create graduation records for each student you expect to graduate.

Use the Create Graduates File (CGRF) process to create graduation records for a group of students.

You can, alternatively, use the Student Graduation Data (SGRD) form to create a graduation record for an individual student. Continue with the steps of this procedure, substituting SGRD for CGRF in **Step 2.**

**Step 2.** If you are selecting a group of students whom you are certain are ready for graduation:

- Set the Eligible for Commencement and Requirements Completed fields on the CGRF form to “Yes”
- Skip to **Step 5**

If you are selecting a group of students whose records have been evaluated using Degree Audit:

- Set the Requirements Completed field on the CGRF form to “DA.”
- Skip to **Step 5**

If you are selecting a group of students whose records you intend to review before final processing:

- Set the Eligible for Commencement and Requirements Completed fields on the CGRF form to “No”
- Continue with the next step in this procedure.

See “Creating Graduation Records” beginning on page 223 for more information about creating your graduation records and the consequences of how you enter these fields.
Step 3. Review the graduation records for this group of students.

Use the Graduation Audit Report (GDAU) as one tool to help you review the academic records of these students.

See “Printing a Graduation Audit Report” beginning on page 235 for more information about printing this report.

Step 4. Adjust any of the graduation records as necessary.

Use the Student Graduation Data (SGRD) form to modify individual students.

Use the Graduate Adjustment (GADJ) process to modify a batch of students.

All students you intend to allow to graduate should have graduation records that are marked:
  • Eligible for commencement.
  • Requirements completed.

See “Adjusting Graduation Information” beginning on page 242.

Step 5. If you want to calculate the class rank for this group of students,

Use the Class Rank Update (CRUP) process.

See “Understanding Class Rank” on page 209.

Step 6. If you want to award graduation honors for this group of students, assign the appropriate honors.

Use the Graduate Honors Update (GRHU) process.

See “Assigning Graduation Honors” beginning on page 251.

Step 7. Update the academic credentials for these graduates.

Use the Update Acad Cred File (UACF) process.

Be sure the records are correct before running this process. All graduation records meeting the qualifications will be deleted automatically after the academic credential records are updated.
See “Creating Academic Credentials for Graduates” beginning on page 255.
Creating Graduation Records

In This Chapter

This chapter contains information about creating graduation records for a group of students or for an individual student.

Before You Begin

Before you can begin graduating students, you must verify the following actions:

Table 34: Before You Begin the Graduation Process

<table>
<thead>
<tr>
<th>Action</th>
<th>Hint</th>
</tr>
</thead>
<tbody>
<tr>
<td>All academic programs that allow students to graduate must have the Allow Graduation field set to “Yes.”</td>
<td>Use the Academic Program (PROG) form to maintain your academic programs.</td>
</tr>
<tr>
<td></td>
<td>See the Using Curriculum Management manual for more information about defining your academic programs.</td>
</tr>
<tr>
<td>Students you expect to graduate must have at least one active academic program.</td>
<td>An active academic program is one with either no end date or a future end date in the student's record.</td>
</tr>
<tr>
<td>If you use the Degree Audit module, run one of the following evaluations on potential graduates:</td>
<td>See the Using Degree Audit manual for more information about running either of these evaluations.</td>
</tr>
<tr>
<td>• the Batch Academic Evaluation (BEVL) process</td>
<td></td>
</tr>
<tr>
<td>• the Evaluate Student Program (EVAL) process</td>
<td></td>
</tr>
</tbody>
</table>
Understanding Graduation Records

The first step in graduating your students is to create a graduation record in the GRADUATES file for each potential graduate. You must later run the final graduation process that updates the corresponding academic credential records before the students are considered graduated by Colleague. This chapter discusses how to create the graduate records to begin the graduation procedure for your students. See “Creating Academic Credentials for Graduates” on page 255 for more information about completing your graduation process.

Note: The GRADUATES file is a temporary work file. After the entire graduation process is complete, and the ACAD.CREDENTIALS and STUDENT.PROGRAMS file is updated, the records for those student programs in the GRADUATES file are deleted.

The graduation records are created by selecting students and the academic programs from which they anticipate graduating. Colleague copies information from the student’s program record into the new graduation record, including:

- Student’s name
- Academic program
- Date student completed degree or CCD
- Diploma name
- Graduating term
- Anticipated completion date
- Commencement date
- Advisor relationship end date

Note: The Update Acad Credentials (UACF) process ends advisor relationships where there is a relationship between the student, advisor, and the academic program from which the student is graduating. This process can additionally end advisor relationships based on advisor type for advisors that are not related to an academic program. See “Creating Academic Credentials for Graduates” on page 255 for more information. If the advisor assignment has neither an academic program nor an advisor type, it will not be ended by the graduation process and you must use the Advisor Assignment (ADAS) process to end the advisor relationship. Refer to the online help for more information about the ADAS process.
You must also provide other information relevant to the student’s graduation, including:
- Whether the student is eligible for commencement.
- Whether the student has completed all of the requirements for his academic program.

Typically, your final graduation batch process will be set up to use only those graduation records that are marked as eligible for commencement and having all requirements completed. You can mark the records that way initially or you can adjust them later after a review. Deciding when to review each student’s academic record is the key to the procedure you need to follow to process your graduating students. You can review your graduation records in one of the following ways:
- If you review each student’s academic record before beginning this process and are certain that each is ready for graduation, you can create the records to indicate this initially.
- If you use the Degree Audit module to evaluate your students, you can have Colleague use the results of that evaluation and mark each graduation record appropriately.
- If you intend to review academic records after you have created the graduation records, you can create the records in a preliminary state and later adjust those records which meet your criteria.

You can create graduation records for either an individual student or a group of students. Table 35 shows which forms to use depending upon your workflow and where to look for more information.

Table 35: Forms to Use to Create Graduation Records

<table>
<thead>
<tr>
<th>If you want to create graduation records for…</th>
<th>Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>a group of students</td>
<td>Create Graduates File (CGRF) process</td>
<td>page 226</td>
</tr>
<tr>
<td>an individual student</td>
<td>Student Graduation Data (SGRD) form</td>
<td>page 232</td>
</tr>
</tbody>
</table>
Creating Graduation Records for a Group of Students

You can create many graduation records at one time to build your GRADUATES file.

Use the Create Graduates File (CGRF) process, shown in Figure 56, to select a group of student programs to begin to process for graduation.

**Figure 56: Creating a Batch of Graduation Records**

![Figure 56: Creating a Batch of Graduation Records](image-url)
Noteworthy Fields on the CGRF Form

The following fields are particularly important when creating graduation records for a group of students.

**Graduation Fields**

You can define whether the graduation records created by this process represent students who are eligible for commencement and have all of their academic program requirements completed. Both of these graduation flags, Eligible for Commencement and Requirements Completed, should be set to “Yes” before the graduation record is used by the final graduation batch process.

You can create the records with the flags set to “Yes” initially, or you can require an evaluation of each student’s record and then modify the graduation records as appropriate. You may want to set the Eligible for Commencement flag to “No” until after the evaluation and then adjust the eligibility flag to “Yes” after the evaluation shows that the student has completed all requirements for his academic program. (See “Adjusting Graduation Information” beginning on page 242 for more information about adjusting the graduation records.)

If you have used the Degree Audit module to evaluate each students’ record, you can use the results of that evaluation to mark a graduation record as having met all program requirements. You must have previously run either the Batch Academic Evaluation (BEVL) or the Evaluate Student Program (EVAL) processes in Degree Audit. Then enter “DA” in the Requirements Completed field on the CGRF form. Colleague reads the results of the DA evaluation and marks each new graduation record “Yes” or “No” appropriately. (See the Using Degree Audit manual for more information about the BEVL or EVAL processes.)

For example, if you review a student’s academic record before creating a graduation record for him, and are satisfied that he has met all of the requirements for his academic program, you might set both of these flags to “Yes” when you create the graduation record initially. Then this record is ready for the final graduation batch process.
For another example, a university uses the Degree Audit module to evaluate their students’ academic programs. When creating the graduation records for a group of potential graduates, the university sets the Requirements Completed field on CGRF front end form to “DA” and the Eligible for Commencement field to “No.” Colleague reads the results of a previous Degree Audit evaluation and sets each graduation record in the batch to “Yes” or “No” appropriately. Later, the university runs the Graduate Adjustment (GADJ) process and modifies the qualifying records to be eligible for commencement. Then all of the qualifying students in the group, who then have both of the graduation flags set to “Yes,” are ready for the final graduation batch process.

These graduation flags are used as selection criteria for the final graduation batch process, the Update Acad Credentials File (UACF) process.

**Commencement and Completion Dates**

When you run the final graduation batch process, the corresponding student program records are updated to reflect the date the student completed the academic program. Often this completion date corresponds with the commencement date. The commencement date is defined for the academic term that contains the anticipated completion date for the individual student program. If you want the student’s academic program to be considered complete on his commencement day, enter “Yes” in the End Pgm on Commencement Date field. If the student program has no anticipated completion date or there is no corresponding academic term or if the term does not have a defined commencement date, Colleague uses the date you enter in the Commencement Date field.

If you want the completion date to be a date other than the commencement date, enter “No” in the End Pgm on Commencement Date field and enter the appropriate date in the Completion Date field. This allows you to build the GRADUATES file term by term. For example, if a group of students completed their academic programs in August, but would not participate in commencement until December, you would set this field to “No.” For students completing in December, you would set this field to “Yes.”
Selection Criteria

The Create Graduates File (CGRF) process selects records from the STUDENT.PROGRAMS file. You can enter a saved list containing IDs from that file.

You can choose to select student program records to process based on a range of anticipated completion dates for the individual student programs.

The other fields on the CGRF form further define the list of students you want to include in this batch. You can choose to include and exclude specific criteria. See the online help for the CGRF form for more information about specific fields.
Procedure for Creating Graduation Records for a Group of Students

Complete the following steps to create graduation records for a group of students to begin the graduation process:

Step 1. Familiarize yourself with the graduation process.

See “Graduating Students” beginning on page 219 for a general overview of the graduation process.

Step 2. Familiarize yourself with the procedure for creating graduation records.

Remember that creating a graduation record is only the first step in graduating your students. You must eventually create the corresponding academic credential records before the students are considered graduated by Colleague.

See “Understanding Graduation Records” on page 224.

See “Creating Academic Credentials for Graduates” beginning on page 255 for more information about completing your graduation process.

Step 3. Access the Create Graduates File (CGRF) form.

Step 4. Go to the Eligible for Commencement field.

- Enter “Y” if you are sure that every student in this batch is ready for commencement.
- Enter “N” if you want to review the students’ records and adjust this entry later.

See “Graduation Fields” on page 227 for more information about defining defaults for commencement eligibility.

If you enter “N,” this entry should later be adjusted before the final graduation process. See “Adjusting Graduation Information” beginning on page 242 for more information about adjusting this entry.
Step 5. Go to the Requirements Completed field.

- Enter “Y” if you are sure that every student in this batch has completed all academic program requirements.
- Enter “N” if you want to review the students’ records and adjust this entry later.
- Enter “DA” if you have previously run either the Batch Academic Evaluation (BEVL) or the Evaluate Student Program (EVAL) processes for these students and want Colleague to use that evaluation to mark each new graduation records with “Y” or “N” appropriately.

See “Graduation Fields” on page 227 for more information about defining defaults for requirements completed.

If you enter “N,” this entry should later be adjusted before the final graduation process. See “Adjusting Graduation Information” beginning on page 242 for more information about adjusting this entry.

See the Using Degree Audit manual for more information about the BEVL process.

Step 6. Enter the necessary commencement and completion dates for this group of students.

See “Commencement and Completion Dates” on page 228 for more information.

Step 7. Select the criteria which describes the students you want to graduate.

See “Selection Criteria” on page 229 and the online help for the CGRF form for more information about specific fields.

Step 8. If necessary, go to the Additional Selection Criteria field to define additional criteria for selecting specific students.

Step 9. Enter Y and update the CGRF form.
Creating a Graduation Record for an Individual

You can, alternatively, create a graduation record for an individual. You may want your advisors to create graduation records individually for qualifying students as they review their records. Or your original list of graduating students may need last minute modification requiring the creation of individual graduation records.

Use the Student Graduation Data (SGRD) form to create a graduation record for an individual student.

**Figure 57: Creating an Individual Graduation Record**

You must define the graduation flags and the completion and commencement dates for the student. You need to consider all of the issues surrounding these fields, just as if you were creating this record from a batch process. See the “Graduation Fields” on page 227 and “Commencement and Completion Dates” on page 228 for more information about defining these fields.

The other fields on the SGRD form will default from the student’s academic program record. You can modify any of these entries as necessary.
Procedure for Creating an Individual Graduation Record

Complete the following steps to create a graduate record for an individual student to begin the graduation process:

**Step 1.** Familiarize yourself with the graduation process.

See “Graduating Students” beginning on page 219 for a general overview of the graduation process.

**Step 2.** Familiarize yourself with the procedure for creating a graduation record.

Remember that creating a graduation record is only the first step in graduating your students. You must eventually create the corresponding academic credential records before the students are considered graduated by Colleague.

See “Understanding Graduation Records” on page 224.

See “Creating Academic Credentials for Graduates” beginning on page 255 for more information about completing your graduation process.

**Step 3.** Access the Student Graduation Data (SGRD) form.

**Step 4.** Select the student’s record using standard LookUp.

Colleague displays all of the student’s academic programs.

**Step 5.** Select the academic program from which the student is planning to graduate.

Colleague displays the student’s new graduation record on the SGRD form.

If a graduation record has already been created for this student, Colleague displays the record on the SGRD form. You can adjust this existing record, if desired. See “Adjusting a Student’s Graduation Information” on page 243 for more information about adjusting a graduation record.
Step 6. Go to the Eligible for Commencement field.
- Enter “Y” if you are sure that this student is ready for commencement.
- Enter “N” if you want to review the student’s record and adjust this entry later.

See “Graduation Fields” on page 227 for more information about defining commencement eligibility.

If you enter “N,” this entry should later be adjusted before the final graduation process. See “Adjusting Graduation Information” beginning on page 242 for more information about adjusting this entry.

Step 7. Go to the Requirements Completed field.
- Enter “Y” if you are sure that this student has completed all academic program requirements.
- Enter “N” if you want to review the student’s record and adjust this entry later.

See “Graduation Fields” on page 227 for more information about defining requirements completed.

If you enter “N,” this entry should later be adjusted before the final graduation process. See “Adjusting Graduation Information” beginning on page 242 for more information about adjusting this entry.

Step 8. Enter the academic term this student intends to graduate.

Colleague displays the term commencement date, if one has been define for this academic term.

Step 9. Modify the necessary commencement and completion dates for this student.

See “Commencement and Completion Dates” on page 228 for more information.

Step 10. Update the SGRD form.
Printing a Graduation Audit Report

Before You Begin

Before you can print a graduation audit report, you must do the following actions:

Table 36: Before You Print a Graduation Audit Report

<table>
<thead>
<tr>
<th>Action</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a graduation record for each student you anticipate graduating.</td>
<td>223</td>
</tr>
</tbody>
</table>
Understanding the Graduation Audit Report

You can use the graduation audit report to review each student’s academic record to verify that he or she is ready for graduation. You can only use this report for students for which you have created graduation records.

The graduation audit report lists the following information for each student selected:
- The student’s name as it will appear on his diploma
- General demographic information
- Advisors
- Academic program
- Class and class rank
- Graduation honors
- Completion and commencement dates
- Cumulative GPA
- Completed credit
- Whether marked eligible for commencement
- Whether marked having all academic program requirements completed
- Academic standings

As you review a student’s academic record, you may find you need to adjust his graduation record. See “Adjusting Graduation Information” beginning on page 242 for more information about making these adjustments.
Initiating the Graduation Audit Report

Use the Graduation Audit Report (GDAU) form, shown in Figure 58, to initiate your report.

**Figure 58: The Graduation Audit Report (GDAU) Form**

Noteworthy Fields on the GDAU Form

The following fields are particularly important when initiating the Graduation Audit Report.

**Primary Sort**

You can decide how the Graduation Audit Report is to be sorted such as by: academic level, academic program, class, school, division, department or students. The report will start a new page when the selected criteria changes. Colleague sorts all categories alphabetically, except class. Class are sorted by the sequence order defined on the Class Level Rules (CLVR) form.
Name/Address Hierarchy

You can decide which name/address hierarchy is used in this report. Often there are several addresses recorded for each student, for example, a home address and a campus address. You can select which one you want to appear on this report.

Saved List Name

This saved list must contain records from the GRADUATES file.

Other Selection Criteria

The other fields on the GDAU form further define the list of students you want Colleague to include in this report. You can choose to include and exclude specific criterion. See the online help for the GDAU form for more information about specific fields.
Procedure for Printing the Graduation Audit Report

Complete the following steps to print the graduation audit report:

Step 1. Familiarize yourself with the procedure for printing the graduation audit report.

See “Understanding the Graduation Audit Report” on page 236.

Step 2. Access the Graduation Audit Report (GDAU) front-end form.

Step 3. Select the primary sort to be used in this report.

Step 4. Select the name/address hierarchy to be used in this report.

Step 5. Select the criteria which describes the students you want to include in this graduation audit report.

See “Initiating the Graduation Audit Report” on page 237 and the online help for the GDAU form for more information about specific fields.

Step 6. If necessary, go to the Additional Selection Criteria field to define additional criteria for selecting specific students.

Step 7. Enter Y and update the GDAU form.
In This Chapter

This chapter provides information about how to adjust graduation records.

Table 37 lists the topics covered in this chapter.

**Table 37: In This Chapter**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding Graduation Adjustments</td>
<td>242</td>
</tr>
<tr>
<td>Adjusting a Student’s Graduation Information</td>
<td>243</td>
</tr>
<tr>
<td>Adjusting Graduation Information for a Group of Students</td>
<td>245</td>
</tr>
<tr>
<td>Adjusting Degree Dates</td>
<td>249</td>
</tr>
</tbody>
</table>
Understanding Graduation Adjustments

After you have created the graduation records and reviewed the students’ academic records, you may find that you need to adjust some of the information in your graduation records, including any of the following:

- Diploma name
- Graduation fields
- Degree or CCD date
- Commencement date and site
- Graduation honors
- Reunion class

Before you run the final graduation batch process successfully, you should adjust each qualifying graduation record to reflect that the students are eligible for commencement and has completed all of their academic program requirements. The Elig for Commencement and Requirements Completed fields should both contain “Yes.” These two flags are later used as selection criteria for the Update Acad Credentials File (UACF) process.

You can adjust graduation records either individually or in a batch. Table 38 shows which forms to use depending upon your workflow and where to look for more information.

<table>
<thead>
<tr>
<th>If you want to adjust graduation records…</th>
<th>Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>individually</td>
<td>Student Graduation Data (SGRD) form</td>
<td>page 243</td>
</tr>
<tr>
<td>in batch</td>
<td>Graduate Adjustment (GADJ) process</td>
<td>page 245</td>
</tr>
</tbody>
</table>
Adjusting a Student’s Graduation Information

Use the Student Graduation Data (SGRD) form to modify an individual graduation record. For example, an advisor can use the SGRD form as he reviews a student’s record and acknowledges that the student is ready for graduation.

Figure 59: The Student Graduation Data (SGRD) Form

Note: You can use the SGRD form to both create and adjust a graduation record. See “Creating Graduation Records” beginning on page 223 for more information about using this form to create graduation records.

You can detail to the Student Acad Program Addition (STPA) form from the Student Program field to maintain the student’s academic program information. See “Understanding a Custom Academic Program” on page 40 for more information about the STPA form.
You can detail to the PGM Evaluation/Customization (PGEC) form from the Degree Eval field, if you have the Degree Audit module and want to evaluate the student’s progress in an academic program. See the *Using Degree Audit* manual for more information about the PGEC form.

Procedure for Adjusting a Student’s Graduation Information

Complete the following steps to adjust an individual student’s graduation information:

**Step 1.** Access the Student Graduation Data (SGRD) form and select the graduation record you want to adjust.

Use the LookUp to help you locate the correct record.

**Step 2.** Make the necessary adjustments in the appropriate fields.

See the online help for the SGRD form for more information about specific fields.

**Step 3.** Update from the SGRD form.
Adjusting Graduation Information for a Group of Students

Use the Graduate Adjustment (GADJ) process to modify graduation records for a group of students. For example, a central office might use the GADJ process after receiving lists of qualifying students from advisors or department heads.

**Figure 60: The Graduate Adjustment (GADJ) Form**
Noteworthy Fields on the GADJ Form

The GADJ form is divided into two parts:

- **Fields to Adjust.** You can adjust any of several fields in the graduation records using the GADJ process. If you enter something into any of these fields on the GADJ form, each of the graduation records in the batch are updated with that entry.

- **Selection Criteria.** Define the group of graduates that you want Colleague to adjust in this process.

### Eligible for Commencement

Enter **Yes** if you want every selected graduation record to be marked as eligible for commencement. This entry will overwrite any previous entry in this field.

### Requirements Completed

Enter **Yes** if you want all selected graduation records to be marked as having all of the requirements completed for their academic programs. This entry will overwrite any previous entry in this field.

### Grad Honors

You can bestow one or more particular graduation honors on each student in a group. The GADJ process does not evaluate rules before assigning these honors. Colleague assigns the honors listed here to each student in the processed group.

For example, a university wants to recognize each graduating member of the Honor Society. Using the GADJ process, the university uses a saved list containing IDs of members who are graduating and enters a code for the Honor Society in the Grad Honors field. When the GADJ process is complete, each graduation record on that saved list would contain the code for the Honor Society.

**Note:** If you want Colleague to evaluate rules before assigning graduation honors selectively, use the Graduation Honors Update (GRHU) process. See “Assigning Graduation Honors” beginning on page 252 for more information about using the GRHU process.
Other Fields to Adjust

You can use other fields in the Fields to Adjust part of the GADJ form to further modify the graduation record of every student in the group. See the online help for the GADJ form for more information about specific fields.

Saved List Name

If you enter a saved list it must contain records from the GRADUATES file.

Previous Eligible for Commencement

Enter Yes if you want to select those graduates who have been marked as eligible for commencement. This field is used only to select records and does not affect the value of this field in any graduation record.

Previous Requirements Completed

Enter Yes if you want to select those graduates who have been marked as having all of the requirements completed for their academic programs. This field is used only to select records and does not affect the value of this field in any graduation record.

For example, a university marks all graduation records initially with Eligible for Commencement marked “No.” After the graduation records have been reviewed, those graduates who have completed all academic program requirements have had their Requirements Completed flag set to “Yes.” To select all of these qualified graduates and mark them eligible for commencement, the university enters Yes in the Previous Requirements Completed field and No in the Previous Eligible for Commencement field. Since the university wants to now mark these records as Eligible for Commencement, they enter Yes in the Elig for Commencement field in the Fields to Adjust part.

Other Selection Criteria

The other fields on the GADJ form further define the list of graduates that you want Colleague to adjust in this batch. You can choose to include and exclude other specific criteria. See the online help for the GADJ form for more information about specific fields.
Procedure for Adjusting Graduation Information for a Group of Students

Complete the following steps to adjust graduation records for a group of students:

**Step 1.** Access the Graduate Adjustment (GADJ) form.

**Step 2.** Enter the values into the fields that you want to adjust for every record in the batch.

**Step 3.** Select the criteria that describes the graduates you want to adjust.

See “Saved List Name” on page 247 and online help for the GADJ form for more information about specific fields.

**Step 4.** If necessary, go to the Additional Selection Criteria field to define additional criteria for selecting specific students.

**Step 5.** Enter Yes and update the GADJ form.
Adjusting Degree Dates

Use the Degree Date Adjustment (DADJ) process to adjust the Degree Date and CCD Date for a student. You can use the DADJ process to replace a date with a month and year format to one with a month, day, and year format or to adjust any dates that are incorrect.

**Figure 61: The Degree Date Adjustment (DADJ) Form**

For all the students selected by the DADJ process, all of the programs for the students will be updated, regardless of the selection criteria you enter on the DADJ form. For example if you enter “Graduate” in the Acad Levels field and a selected student has both an undergraduate program and a graduate program, all of that student's programs (both undergraduate and graduate) will be updated.

**Noteworthy Fields on the DADJ Form**

Follow the steps below to adjust degree dates.

**Step 1.** Access the Degree Date Adjustment (DADJ) form.
Step 2. In the Original Deg Date field, enter the date you want to be adjusted.

Step 3. In the Original CDD field, enter the date you want to be adjusted.

Step 4. In the Term field, enter the term to use to default the Commencement date and Term End date.

Step 5. If you entered a degree date, in the New Deg Date field, enter the date you want to replace the old date with.

Step 6. If you entered a CDD date, in the New CDD Date field, enter the date you want to replace the old date with.

Step 7. To limit the students to select, enter data in the selection criteria fields on the form, which includes the Saved List, Acad Levels, and Students fields. For example, you can enter a saved list of Student IDs or individual Student IDs. You can also enter a range of Anticipated Completion Dates to select only students who expect to complete their programs within a certain time frame. You can enter academic levels to select only students who have a program in that academic level. You can include or exclude students based on whether or not they have specific academic programs.

Note: Once a student is selected, all of the programs for that student will be updated regardless of the selection criteria you enter on the DADJ form.

Step 8. If necessary, go to the Additional Selection Criteria field to define additional criteria for selecting specific students.

Step 9. Save from the DADJ form.
Assigning Graduation Honors

Before You Begin

Before you can begin assigning graduation honors to students, you must do the following:

Table 39: Before You Begin Assigning Graduation Honors

<table>
<thead>
<tr>
<th>Action</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create your graduation records.</td>
<td>223</td>
</tr>
<tr>
<td>Define graduation honor rules for the appropriate academic levels.</td>
<td>Getting Started with Colleague Student</td>
</tr>
<tr>
<td>Define graduation honor rules for the specific academic programs, if necessary.</td>
<td>Getting Started with Colleague Student</td>
</tr>
</tbody>
</table>

Understanding Graduation Honors

After you have created graduation records, you can assign appropriate graduation honors to the students. Graduation honors are assigned based on rules you defined for your institution. If a student passes a rule, the associated honor code is assigned to the graduation record. All rules for an academic program or level are evaluated, so one student may get multiple graduation honors.

Your institution can define graduation honors for individual academic programs or more generic honors for an entire academic level. If you have not defined any graduation honor rules for a particular academic program, then, and only then, Colleague checks the associated academic level to see if there are academic level graduation honor rules there and uses those, if they exist. If there are no graduation honor rules defined for the academic level either, no graduation honors are assigned to this group of graduates.
Assigning Honors to Graduates

Use the Graduate Honors Update (GRHU) front-end form, shown in figure 62, to initiate assigning graduation honors.

Figure 62: Assigning Graduate Honors

Noteworthy Fields on the GRHU Form

The following forms are particularly important for assigning honors to graduates.

Saved List Name

This saved list must contain records from the GRADUATES file.

Graduation Fields

These fields are selection criteria only on the GRHU form and in no way affect the value of these fields in the processed records. Select Y if you want to select graduation records which also have a Y in this field. For example, if you want to only consider those graduates for graduation honors whom you
have reviewed and marked as eligible for commencement, then enter a Y in the Eligible for Commencement field. If you leave these fields blank, Colleague will not use the graduation flags as criteria for selecting records for the batch. Therefore, a graduation record could conceivably receive graduation honors even if the student has not met all requirements for graduation.

Other Selection Criteria

The other fields on the GRHU form further define the list of students you want Colleague to evaluate for graduation honors. You can choose to include and exclude specific criteria. See the online help for the GRHU form for more information about specific fields.
Procedure for Assigning Graduation Honors

Complete the following steps to assign graduation honors for a group of students:

**Step 1.** Familiarize yourself with the procedure for assigning graduation honors.

Remember that you must have defined your graduation honor rules before trying to assign honors to students.

See “Understanding Graduation Honors” on page 251.

See the *Getting Started with Colleague Student* manual for information on defining your graduation honors rules.

**Step 2.** Access the Graduate Honors Update (GRHU) front-end form.

**Step 3.** Select the criteria which describes the graduates you want evaluated for graduation honors.

See “Assigning Honors to Graduates” on page 252 and the online help for the GRHU form for more information about specific fields.

**Step 4.** If necessary, go to the Additional Selection Criteria field to define additional criteria for selecting specific students.

**Step 5.** Enter Y and update the GRHU form.
Creating Academic Credentials for Graduates

In This Chapter

This chapter provides information and a procedure about how to complete the graduation process.

Table 40 lists the topics covered in this chapter.

Table 40: In This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding the Final Graduation Process</td>
<td>256</td>
</tr>
<tr>
<td>Creating Academic Credential Records</td>
<td>257</td>
</tr>
<tr>
<td>Procedure for Creating Academic Credentials for Graduates</td>
<td>259</td>
</tr>
</tbody>
</table>

Before You Begin

Before you can begin processing a graduates record, you must verify the following actions:

Table 41: Before You Begin Processing a Graduates Record

<table>
<thead>
<tr>
<th>Action</th>
<th>Hint</th>
</tr>
</thead>
<tbody>
<tr>
<td>create graduation records</td>
<td>See “Creating Graduation Records” beginning on page 223.</td>
</tr>
<tr>
<td>set both graduation flags to “Yes”</td>
<td>See “Graduation Fields” on page 227.</td>
</tr>
<tr>
<td>calculate class rank</td>
<td>See “Calculating Class Rank” on page 209.</td>
</tr>
</tbody>
</table>
Understanding the Final Graduation Process

After you are satisfied that the students in the GRADUATES file are truly ready to graduate, you need to run the final graduation batch process.

The final graduation process updates the following records to indicate that a student has graduated:

- Academic credentials
- Student program

Note: The GRADUATES file is a temporary work file. After the entire graduation process is complete, and the ACAD.CREDENTIALS and STUDENT.PROGRAMS file is updated, the records for those student programs in the GRADUATES file are deleted.

After graduation you may want to consider your graduated students as potential benefactors to your institution. See the online procedural help for Colleague Advancement for information about how to track the alumni.
Creating Academic Credential Records

Use the Update Acad Credentials File (UACF) process to update a group of graduation records for graduation.

**Figure 63: Update Acad Credential File (UACF) Form**

---

### Noteworthy Fields on the UACF Form

The following fields are particularly useful when selecting graduation records meeting your criteria.

#### Non-Program Advisor Types to End

All advisor relationships with an academic program designation which matches the academic program from which the student is graduating will be ended. Additionally, if you enter Advisor Types in this field then any relationships with no academic program assigned and with these advisor types...
will be ended. If an academic program exists within the advisor relationship and it does not match the graduation program, then the relationship will not be ended regardless of type.

**Saved List Name**

This saved list must contain records from the GRADUATES file.

**Eligible for Commencement**

Enter Y if you want to select those graduates who have been marked as eligible for commencement. This field is used for selection only and does not affect the value of this field in any graduation record.

**Requirements Completed**

Enter Y if you want to select those graduates who have been marked as having all of the requirements completed for their academic programs. This field is used for selection only and does not affect the value of this field in any graduation record.

**Other Selection Criteria**

The other fields on the UACF form further define the list of graduates you want Colleague to update in this batch. You can choose to include and exclude specific criteria. See the online help for the UACF form for more information about specific fields.

---

1. In nearly all cases, you should enter Y in both the Eligible for Commencement field and the Requirements Completed field. If you enter N in either field, Colleague will select graduation records for which that same parameter is set to “No.” For example, if you enter N in the Eligible for Commencement field on the UACF form, Colleague will graduate students whose graduation records you had marked as not eligible for commencement.
Procedure for Creating Academic Credentials for Graduates

Complete the following steps to create academic credential records allowing a group of students to complete the graduation process:

**Step 1.** Familiarize yourself with the procedure for creating academic credentials for graduates.

Remember that processing a graduates file is the second step in graduating your students. You must have created the graduation records previously.

See “Understanding the Final Graduation Process” on page 256.

See “Creating Graduation Records” beginning on page 223 for more information about creating your graduation records.

**Step 2.** Access the Update Acad Cred File (UACF) process.

**Step 3.** Select the criteria which describes the graduates you want to include in this graduation audit report.

See “Creating Academic Credential Records” on page 257 and the online help for the UACF form for more information about specific fields.

**Step 4.** If necessary, go to the Additional Selection Criteria field to define additional criteria for selecting specific students.

**Step 5.** Enter Y and update the UACF form.
Using Academic Records
Transcripts
Printing Transcripts

In This Chapter

Students, other institutions, and potential employers may want to see transcripts summarizing the student’s record of academic achievement at your institution. With Colleague, you can print transcripts that show information such as:

- Academic credit information (course name and title, credits received, grade, and grade points) for each course taken by the student.
- Grade point average and credits received for each term (or other period you define).
- Cumulative grade point average and cumulative credits received at the end of each term (or other period you define).

You can customize the format and content of the transcript.

This chapter tells you how to use Colleague to print student transcripts. Included are the following sections:

- “Maintaining Requests for Transcripts” beginning on page 265 tells you how to record transcript requests.
- “Printing Transcripts” beginning on page 268 tells you how to print transcripts for a student or a group of students.

You may also receive requests for verification that a student attended or is attending your institution. See “Printing Enrollment Verifications” beginning on page 276 for information on enrollment verifications.
Before You Begin

Before you create transcript requests or print transcripts, you must define the following:

Table 42: Information Needed Before You Can Print Transcripts

<table>
<thead>
<tr>
<th>Description</th>
<th>Form used</th>
<th>Where discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript groupings (for content of transcripts)</td>
<td>Transcript Groupings (TRGR)</td>
<td>Academic Records section of the Getting Started with Colleague Student manual</td>
</tr>
<tr>
<td>Transcript print restrictions (optional)</td>
<td>Transcript Print Restrictions (TRPR)</td>
<td>Academic Records section of the Getting Started with Colleague Student manual</td>
</tr>
</tbody>
</table>
Maintaining Requests for Transcripts

When you receive a request for a student’s transcript, you could print it out immediately using the Transcript Print (TRAN) form, as discussed in “Printing Transcripts for Selected Students” on page 268. However, you might want to keep a record of the request, or you might want to record the request and print the transcript later along with other transcripts. For these purposes, Colleague provides the capability to record transcript requests.

Use the Transcript Requests (TRRQ) form to maintain requests for transcripts. You can access the TRRQ form directly from the menu, or you can detail from the Transcript Request field on the Request Summary (RQSS) form as shown in Figure 64.

**Figure 64: Detailing from the Request Summary Form to the Transcript Requests Form**

![Figure 64: Detailing from the Request Summary Form to the Transcript Requests Form](image)
Noteworthy Fields on the TRRQ Field

The following fields are particularly important for maintaining requests for transcripts.

**ID/Name**

At the Person/Organization Lookup prompt, enter the name of the person or organization who requested the transcript. The person or organization must already be in the Colleague database; you cannot add a name from this field.

**Modifier**

Use this field to add a contact name or “attention” line to the address.

**Print Now**

Enter Yes to print the transcript when you finish from the TRRQ form. Enter No to print the transcript later as part of a batch process. For the batch procedure, see “Printing Transcripts in Response to Requests” on page 271.

**Copies Charged**

Enter the number of copies for which the requester will be charged. When you finish from the TRRQ form, Colleague will create an invoice based on the number of copies charged and the per-copy charge (from the Charge field). Once Colleague has created the invoice, you cannot change the value in this field.

**Transcript Groupings**

Enter the transcript groupings that will be used to create the transcript. From this field, you can detail to the Student Academic Transcript (STAT) form to view the student’s academic credit information for that transcript grouping.
**Print Restrictions**

This field will indicate “Passed” or “Failed” depending on whether the student passes the restrictions defined on the Transcript Print Restrictions (TRPR) form. In either case, Colleague will create a transcript request when you finish from the form. However, when you try to print the transcript using the Student Requests Print (STRQ) form, Colleague will not print the transcript unless you enter No in the Check Transcript Print Restrictions field on the STRQ form. For more information, see “Printing Transcripts in Response to Requests” on page 271.

**Fee Codes**

Default fees are set up on the AR Fee Defaults (ARFD) form.

See online help for information on completing the other fields on the TRRQ form.
Printing Transcripts

Colleague provides two forms from which you can print transcripts for a group of students:

- From the Transcript Print (TRAN) form, you can print transcripts for any group of students. See “Printing Transcripts for Selected Students” below.
- From the Student Requests Print (STRQ) form, you can print transcripts to fill requests created on the Transcript Requests (TRRQ) form. See “Printing Transcripts in Response to Requests” on page 271.

Printing Transcripts for Selected Students

Use the Transcript Print (TRAN) form to print transcripts for any group of students.

Figure 65: Transcript Print (TRAN) Form

The top section of the TRAN form allows you to define parameters for printing transcripts, while the bottom section allows you to limit the students for whom transcripts are printed. Each of these sections is discussed below.
Noteworthy Fields on the TRAN Form

The following forms are particularly useful when printing transcripts

**Trans Grouping**

For each transcript grouping you enter in this field, Colleague will print the transcript using the criteria for that transcript grouping as defined on the Transcript Groupings (TRGR) form. If you specify more than one transcript grouping, Colleague will print multiple transcripts for each student (if they have academic credit included in that transcript grouping).

**Use Grouping Ptr**

Enter Yes to have Colleague use the default printer for this transcript grouping. (The default printer is defined in the Printer field on the Transcript Grouping Printing (TGPR) form and is maintained on the Printer Option Defaults (PDEF) form.) If you enter No, then Colleague will prompt you to select a printer when you finish from the TRAN form.

**Verify Print Restrictions**

If you enter Yes, Colleague will not print transcripts for students who fail the print restriction rules you defined on the Transcript Print Restrictions (TRPR) form. If you enter No, Colleague doesn’t check print restrictions before printing the transcripts.

**Recipient**

If you enter a recipient ID in this field then all transcripts printed will be addressed to this recipient. If you leave this field blank then each transcript will be addressed to the student for which it is printed.
Incl and Excl

For three parameters (academic programs, home locations, and departments), you can choose to either include or exclude specific values. For example, you can specify academic programs to include (Acad Programs Incl field) or exclude (Acad Programs Excl field). However, you cannot specify both. The include and exclude fields work as follows for academic programs (the same logic applies for home locations and departments):

Acad Programs Incl

If any academic program in this field matches any academic program assigned to the student, then the student’s transcript is printed.

Acad Programs Excl

If any academic program in this field matches any academic program assigned to the student, then the student’s transcript is not printed. For example, if you entered MA-ENGL in this field, and if a student was assigned two programs (BA-HIST and MA-ENGL), then the student would not have a transcript printed.
Printing Transcripts in Response to Requests

As discussed in “Maintaining Requests for Transcripts” on page 265, you can use the Transcript Requests (TRRQ) form to record transcript requests for later printing. When you are ready to print the transcripts, you can print them from the Student Requests Print (STRQ) form, shown in Figure 66.

Figure 66: Student Requests Print (STRQ) Form for Transcript Requests

The top section of the STRQ form allows you to define parameters for printing, while the bottom section allows you to limit the requests for which transcripts are printed. Each of these sections is discussed below.

Noteworthy Fields on the STRQ Form

The following forms are particularly important when printing transcripts upon requests.

Request Type

Enter T to print transcripts.
Check Transcript Print Restrictions

If you enter Yes, Colleague will not print transcripts for students who fail the print restriction rules you defined on the Transcript Print Restrictions (TRPR) form. If you enter No, Colleague doesn’t check print restrictions before printing the transcripts.

To determine whether a student has passed or failed the print restriction rules, bring up the transcript request on the Transcript Requests (TRRQ) form and look at the Print Restrictions field.

Use Transcript Grouping Printers

Enter Yes to have Colleague use the default printer for this transcript grouping. (The default printer is defined in the Printer field on the Transcript Grouping Printing (TGPR) form and is maintained on the Printer Option Defaults (PDEF) form.) If you enter No, then you can select the printer when you finish from the TRAN form.

Request Selection Criteria

On the lower half of the form, you can specify a saved list of records from the STUDENT.REQUEST.LOGS file. You can also limit the requests which will be printed to particular recipients, students, and transcript groupings, and/or to a range of request dates (dates on which the request was recorded).

If you don’t specify limiting criteria on the bottom half of the STRQ form, you will print transcripts for every request in the STUDENT.REQUEST.LOGS file with a request type of “T” (transcript).
In This Chapter

You may receive requests for verification that a student is enrolled at your institution. With Colleague, you can print enrollment verifications that show when a student was enrolled as well as details (such as full-time or part-time academic load) for each term.

This chapter tells you how to use Colleague to print enrollment verifications. Included are the following sections:

- “Maintaining Requests for Enrollment Verifications” beginning on page 273 tells you how to record enrollment verification requests.
- “Printing Enrollment Verifications” beginning on page 276 tells you how to print enrollment verifications for a student or a group of students.

Maintaining Requests for Enrollment Verifications

When you receive a request for verification of a student’s enrollment, you could print out the enrollment verification immediately using the Enrollment Verification (ENRR) form, as discussed in “Printing Enrollment Verifications for Selected Students” on page 276. However, you might want to keep a record of the request, or you might want to record the request and print the enrollment verification later along with other enrollment verifications. For these purposes, Colleague includes the capability to record enrollment verification requests.

Use the Enrollment Verification Reqs (ENVR) form to maintain requests for enrollment verification. You can access the ENVR form directly from the menu, or you can detail from the Enrollment Verification field on the Request Summary (RQSS) form as shown in Figure 67.
Figure 67: Detailing from the Request Summary Form to the Enrollment Verification Reqs Form

[Image of a form showing enrollment verification details]

Transcripts: Printing Enrollment Verifications
Noteworthy Fields on the ENVR Form

The following forms are particularly important when maintaining requests for enrollment verifications.

**ID/Name**

At the Person/Organization Lookup prompt, enter the name of the person or organization who requested the enrollment verification. The person or organization must already be in the Colleague database; you cannot add a name from this field.

**Modifier**

Use this field to add a contact name or “attention” line to the address.

**Print Now**

Enter **Yes** to print the enrollment verification when you finish from the ENVR form. Enter **No** to print the enrollment verification later as part of a batch process. For the batch procedure, see “Printing Enrollment Verifications in Response to Requests” on page 279.

**Copies Charged**

Enter the number of copies for which the requester will be charged. When you finish from the ENVR form, Colleague will create an invoice based on the number of copies charged and the per-copy charge (from the Charge field). Once Colleague has created the invoice, you cannot change the value in this field.

**Fee Codes**

Default fees are set up on the AR Fee Defaults (ARFD) form.
Printing Enrollment Verifications

Colleague provides two forms from which you can print enrollment verifications for a group of students:

- From the Enrollment Verification (ENRR) form, you can print enrollment verifications for any group of students. See “Printing Enrollment Verifications for Selected Students” below.
- From the Student Requests Print (STRQ) form, you can print enrollment verifications to fill requests created on the Enrollment Verification Reqs (ENVR) form. See “Printing Enrollment Verifications in Response to Requests” on page 279.

Printing Enrollment Verifications for Selected Students

Use the Enrollment Verification (ENRR) form to print enrollment verifications for any group of students.

Figure 68: Enrollment Verification (ENRR) Form
You can specify whether you want the student’s social security number to be printed on the enrollment verification. To have the social security number printed, enter Yes in the SSN field. Enter No, or leave this field blank, if you don’t want the social security number printed.

Other fields on this form allow you to limit the students for whom enrollment verifications are printed. All of these fields are optional. If you leave all of the fields blank, however, you will print enrollment verifications for every student with a record in the STUDENTS file.

**Noteworthy Fields on the ENRR Form**

The Following Fields are especially important for printing enrollment verifications.

**Saved List Name**

Enter a saved list of records from the STUDENTS file.

**Ant. Completion Date**

Enter one or more anticipated completion dates for students’ academic programs. You can use this field to print enrollment verifications for all students who are expected to graduate in a particular month.

**Locations**

Enter students’ home locations.

**Academic Programs Incl and Academic Programs Excl**

You can enter academic programs in both of these fields to include and exclude students assigned to particular academic programs. On this form, unlike most other Colleague forms, you can enter values in both fields. These fields work as follows:
**Academic Programs Incl**

If *any* academic program in this field matches *any* academic program assigned to the student, then the student’s enrollment verification is printed (unless the student also has a program which you entered in the Academic Programs Excl field).

**Academic Programs Excl**

If *any* academic program in this field matches *any* academic program assigned to the student, then the student’s enrollment verification is not printed.
Printing Enrollment Verifications in Response to Requests

As discussed in “Maintaining Requests for Enrollment Verifications” on page 273, you can use the Enrollment Verification Reqs (ENVR) form to record enrollment verification requests for later printing. When you are ready to print the enrollment verifications, you can print them from the Student Requests Print (STRQ) form, shown in Figure 69.

Figure 69: Student Requests Print (STRQ) Form for Enrollment Verification Requests

The top section of the STRQ form allows you to define parameters for printing, while the bottom section allows you to limit the requests for which enrollment verifications are printed. Each of these sections is discussed below.
Defining Parameters for Printing

Entries in the following fields define printing parameters:

- **Request Type**—Enter E to print enrollment verifications.
- **Check Transcript Print Restrictions**—This field is not used for enrollment verifications.
- **Use Transcript Grouping Printers**—This field is not used for enrollment verifications.

Limiting Requests for Which Enrollment Verifications are Printed

On the lower half of the STRQ form, you can specify a saved list of records from the STUDENT.REQUEST.LOGS file. You can also limit the requests which will be printed to particular recipients and students, and/or to a range of request dates (dates on which the request was recorded).

**Note:** For enrollment verifications, the Transcript Groupings field must be left blank. If there is any entry in this field, no enrollment verifications will be printed.

If you don’t specify limiting criteria on the bottom half of the STRQ form, you will print enrollment verifications for every request in the STUDENT.REQUEST.LOGS file with a request type of “E” (enrollment verification).
Setting Up for Enrollment Reporting

In This Chapter

This chapter describes the setup steps needed to report enrollment data to the National Student Clearinghouse (NSC). Table 43 lists the topics covered in this chapter.

Table 43: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding the National Student Clearinghouse</td>
<td>284</td>
</tr>
<tr>
<td>Basic Setup - Steps at a Glance</td>
<td>287</td>
</tr>
<tr>
<td>Setting Up Translation Tables</td>
<td>288</td>
</tr>
<tr>
<td>Defining Hiatus Codes and Hiatus Reasons</td>
<td>290</td>
</tr>
<tr>
<td>Assigning Hiatus Codes</td>
<td>292</td>
</tr>
<tr>
<td>Translating the Hiatus Codes and Hiatus Reasons</td>
<td>294</td>
</tr>
<tr>
<td>Populating Credit Type Categories</td>
<td>298</td>
</tr>
</tbody>
</table>
Understanding the National Student Clearinghouse

The National Student Clearinghouse (NSC) was created to perform student enrollment status reporting on behalf of institutions. An institution that decides to participate signs a contract with the NSC, appointing it as the institution’s agent for enrollment confirmation purposes. Then, periodically, the institution reports the enrollment status of students to the NSC. The NSC provides status and deferment information to guaranty agencies, lenders, servicers, and the Student Status Confirmation Report (SSCR) at the Department of Education’s National Student Loan Data System (NSLDS).

The NSC requires the following basic information regarding student records for a particular reporting period:

- Social Security number
- First and last name
- Enrollment status (such as full-time, half-time, or withdrawn)
- Status start date (required conditionally, based on enrollment status)
- Address
- Country

**Note:** You are not required to enter the “US” country code for students who are United States citizens when you are entering their demographic information into Colleague. When the NSC reports are generated the "US" code is automatically populated.

- Anticipated graduation date (required conditionally, based on enrollment status)
- Birth date
- Term start and end dates
- Directory block indicator (privacy codes)
- Class/credential level (required conditionally, based on enrollment status)
- Program Indicator (is student enrolled in at least one program)
- Program CIP Code (required conditionally, based on program indicator)
- Program CIP Year (required conditionally, based on program indicator)
- Program Credential Level (required conditionally, based on program indicator)
- Published Program Length (required conditionally, based on program indicator)
Published Program Length Measurement (required conditionally, based on program indicator)

Weeks in Title IV Academic Year (required conditionally, based on program indicator)

Program Begin Date (required conditionally, based on program indicator)

Special Program Indicator (required conditionally, based on program indicator)

Program Enrollment Status (required conditionally, based on program indicator; such as full-time, withdrawn)

Program Enrollment Status Effective Date (required conditionally, based on program enrollment status)

The following information is additional voluntary information that NSC does not require, but can be submitted regarding student records for a particular reporting period:

- Middle initial or middle name, previous last name (if changed), and name suffix
- Previous SSN (if changed)
- Major and CIP code information
- First-time/full-time
- Degree status information (such as degree-seeking)
- High school code
- Gender
- Race/ethnicity
- College ID and state student ID
- Email address
- Good student indicator
- Student Phone Type
- Preferred Phone Flag
- Student Phone Country Code
- Student Phone Number
- Veteran's Status Indicator
- Reserved Field for CommIT ID
- Pell Grant Recipient Flag
- Remedial Flag
- Citizenship Flag
- Reserved Field for Move TO OPEID

See page 307 for more information on including additional voluntary data. Contact the National Student Clearinghouse for more information on your reporting options.
Forms Used

Table 44 shows a list of the forms used in this chapter, in the order in which they are discussed, and a brief description of each.

**Table 44: Forms Used for Reporting to the National Student Clearinghouse**

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSC Hiatus Codes Translate (SITT)</td>
<td>Translate your institution's hiatus codes to the enrollment statuses used by the NSC.</td>
</tr>
<tr>
<td>NSC Hiatus Reasons Translate (SIPT)</td>
<td>Translate your institution's hiatus reasons to the enrollment statuses used by the NSC.</td>
</tr>
<tr>
<td>IPEDS Fall Enrollment Parameters (IFEP)</td>
<td>Identify the credit type categories for selecting course sections to include when determining students' enrollment statuses for reporting to the NSC.</td>
</tr>
</tbody>
</table>
Basic Setup - Steps at a Glance

Before your institution can report to the NSC, Colleague requires a basic setup. This includes defining codes and their translations. This basic setup typically needs to be done only once. The actual reporting to the NSC is done repeatedly as needed thereafter. Table 45 provides a summary of the basic setup steps required before your institution can report to the NSC using Colleague.

Table 45: Basics Setup Steps for Reporting to the National Student Clearinghouse

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Register your institution with the NSC.</td>
<td></td>
<td><a href="http://www.studentclearinghouse.org/">http://www.studentclearinghouse.org/</a></td>
</tr>
<tr>
<td>2.</td>
<td>Set up translation tables.</td>
<td>File Translation Tables (FLTT)</td>
<td>page 288</td>
</tr>
<tr>
<td>3.</td>
<td>Define hiatus codes and withdrawal reasons.</td>
<td>Academic Levels (ACLV)</td>
<td>page 290</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hiatus Codes (HIAT)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Withdrawal Reason Codes (WTHR)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Apply hiatus codes and withdrawal reasons to the students' records.</td>
<td>Student Hiatus Summary (SHIS)</td>
<td>page 292</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Hiatus (STHI)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Withdrawal (SWTH)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Define the translation of the hiatus codes and withdrawal reasons.</td>
<td>NSC Hiatus Code Translate (SITT)</td>
<td>page 294</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NSC Hiatus Reasons Translate (SIPT)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Populate the credit type categories.</td>
<td>IPEDS Fall Enrollment Params (IFEP)</td>
<td>page 298</td>
</tr>
</tbody>
</table>
Setting Up Translation Tables

Colleague uses file translation tables to translate Colleague data into accepted National Student Clearinghouse (NSC) values. For example, in Colleague the class level values are stored in the NSC.CLASS.LEVELS translation table. Colleague uses this translation table to translate the values in the Colleague CLASSES file to the values used by the NSC report. Colleague will translate the class level value of “FR” to the NSC value of “F.”

Table 46 lists each of the translation tables that must be defined for NSC, along with a description, and an explanation of the values that should be entered in the Orig Code and the New Code columns.
### Table 46: Translation Tables Used for NSC Reporting

<table>
<thead>
<tr>
<th>Translate Table</th>
<th>Description</th>
<th>Orig Code</th>
<th>New Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME.COUNTRY.CODES</td>
<td>Contains country codes that are considered to be domestic by an institution that is based in the United States. This table is used to determine whether a student is a resident of the United States when being reported to the NSC.</td>
<td>This table is delivered without values, so institutions reporting to NSC must specify the country codes that their institution considers to be US domestic.</td>
<td>The presence of a country code in the Orig Code column indicates that the code is considered to be domestic, so there is no need to specify a value in this column.</td>
</tr>
<tr>
<td>NSC.CLASS.LEVELS</td>
<td>Converts the Colleague values in the CLASSES file to the class/credential levels used by the NSC report.</td>
<td>Colleague values in the CLASSES file.</td>
<td>Class/credential levels used by the NSC report.</td>
</tr>
<tr>
<td>NSC.FOREIGN.CNTRY.CODES</td>
<td>Use this translation table if your institution has country code values for foreign countries entered on the Country (CTRY) form that are different from than the NSC two character code for a foreign address. This table will allow institutions to map untypical country codes to the NSC two character code. Institutions that use the typical two character country codes will not need to setup this table.</td>
<td>This table is delivered without values, so institutions reporting to NSC must specify the country codes.</td>
<td>Country Codes used by the NSC report.</td>
</tr>
<tr>
<td>NSC.SPECIAL.PROGRAMS</td>
<td>This translation table is used for reporting values for the NSC Special Program Indicator field. The Orig Code value can be any academic program Types entered on Academic Programs (PROG) form. The New Code value would be the NSC special program indicator value.</td>
<td>This table is delivered without values, so institutions reporting to NSC must specify the academic program types.</td>
<td>Special program values used by the NSC report.</td>
</tr>
</tbody>
</table>
Defining Hiatus Codes and Hiatus Reasons

You need to identify any hiatus codes and hiatus reasons that are used by your institution and that need to be translated to valid NSC enrollment status codes.

Defining Hiatus Codes

Hiatus codes are used by Colleague when reporting to NSC to identify students who are not enrolled within the reporting period but whose information is still current in your institution’s database.

Hiatus codes include codes that can be used for either a temporary or a permanent leave from your institution. A temporary hiatus means that the student intends to return to your institution some time in the future and includes such things as a semester abroad or a sick leave. A permanent hiatus means that the student does not plan to return to your institution and includes such things as a school transfer, academic dismissal, or death. Temporary and permanent hiatuses are defined using the Hiatus Codes (HIAT) form. Hiatuses that are permanent are considered to be withdrawals, and you indicate that by entering Yes in the Academic Withdrawal field.

Figure 70 shows how a university has defined a hiatus code of “T” to indicate a school transfer. The university considers this a permanent withdrawal, so Yes is entered in the Academic Withdrawal field.

Figure 70: Example of Permanent Hiatus on the Hiatus Codes (HIAT) Form.

Figure 71 shows how a university has defined a hiatus code of “A” to indicate study abroad. The university does not consider this a permanent withdrawal, so No is entered in the Academic Withdrawal field.
Defining Hiatus Codes and Hiatus Reasons

Defining Hiatus Reasons

Hiatus reason codes are used to further clarify why a student is on a temporary or permanent hiatus. Your institution decides how much detail should be used in setting up your hiatus codes and their reasons. For example, you could set up a hiatus code “A” to indicate a year abroad. You can go further and set up one or more hiatus reasons such as “SE” for Study in England or “SF” for Study in France. Or, you could set up “SE” and “SF” as hiatus codes and not define any hiatus reasons for a year abroad. Your institution decides how to define hiatus codes and the associated hiatus reasons.

Reasons for temporary and permanent hiatures are defined using the Withdrawal Reason Codes (WTHR) form and will be translated into the appropriate codes defined by the NSC later.

**Note:** Hiatus reason codes are defined on the Withdrawal Reasons Codes (WTHR) form. “Withdrawal” should be replaced with “hiatus” on this form. This form will be redelivered at a later date with more appropriate terminology.

**Figure 72** shows how a university has defined a hiatus reason code of “SE” to indicate study abroad in England. Students who have a temporary or permanent hiatus can be assigned a reason code of “SE” to indicate that their hiatus is due to study abroad in England.

![Figure 71: Example of a Temporary Hiatus on the Hiatus Codes (HIAT) Form](image)

![Figure 72: The Withdrawal Reason Codes (WTHR) Form](image)
Assigning Hiatus Codes

Any student whose attempted credit hours for the reporting period do not accurately reflect the full-time, half-time, or less-than-half-time statuses should have a hiatus code assigned to them.

**Note:** Assigning hiatus codes is an on-going process. However, the hiatus codes and hiatus reasons should be assigned to students before reporting to the NSC.

You can assign hiatus codes to a student’s record by detailing to either the Student Hiatus (STHI) form or the Student Withdrawal (SWTH) form from the Student Hiatus Summary (SHIS) form. When you assign a hiatus code to a student’s record, you can also assign a hiatus reason in the Reason field.

**Figure 73** shows how a university has assigned a student a hiatus code of “A” for a year abroad and a hiatus reason of “SE” for study in England.
**Figure 73:** Putting a Student on Hiatus Using the Student Hiatus Summary (SHIS) Form

<table>
<thead>
<tr>
<th>Hiatus</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Year Abroad</td>
<td>09/01/12</td>
<td>09/30/12</td>
<td>-</td>
</tr>
</tbody>
</table>

Reason: Study in England

Last Attendance Date: 09/30/12

Term: 2012/13 Fall Term

Expected Return Date: -

Registration End Date: -

Work List End Date: -

Meal Plan End Date: -

Campus Org Date: -

Institution: -

Comments: -

Student Comm Code: -

Grading: -

Faculty Comm Code: -

Advisors: -

Advisor Comm Code: -

E-Mail: -
Translating the Hiatus Codes and Hiatus Reasons

You need to translate or equate your institution’s hiatus codes and hiatus reasons to the appropriate codes defined by the NSC. When you run the NSC Student Data Extract (SITX) process, Colleague uses the hiatus codes and hiatus reasons to help determine the student’s enrollment status.

Use the NSC Hiatus Codes Translate (SITT) form to enter the hiatus codes that you need to translate. The fields on the SITT form represent accepted NSC enrollment statuses. You need to map all of your institution’s temporary and permanent hiatus codes to the appropriate NSC enrollment statuses. For example, a university has mapped the hiatus code “A” indicating a year abroad to the Full-Time enrollment status because the university considers a student studying a year abroad to be a full-time student.

**Note:** It is not required that each enrollment status on the SITT form have a corresponding hiatus code. However, be sure to map all of your institution’s hiatus codes to ensure that the hiatus codes are translated appropriately.

**Figure 74:** The NSC Hiatus Codes Translate (SITT) Form
Use the NSC Hiatus Reasons Translate (SIPT) form to enter the hiatus reasons that you need to translate. The fields on the SIPT form represent accepted NSC enrollment statuses. You need to map all of your institution’s hiatus reason codes to the appropriate NSC enrollment statuses. For example, a university has mapped the hiatus reason code “MT,” indicating a maternity leave, to the Approved LOA (Leave of Absence) enrollment status because the university considers a student as having an approved leave of absence while on maternity leave.

**Note:** It is not required that each enrollment status on the SIPT form have a corresponding hiatus reason code. However, be sure to map all of your institution’s hiatus reason codes to ensure that the hiatus reason codes are translated appropriately.

![Figure 75: The NSC Hiatus Reasons Translate (SIPT) Form](image-url)
Procedure for Translating Hiatus Codes

Complete the following steps to translate your institution’s hiatus codes into the appropriate NSC-recognized codes.

**Step 1.** Access the NSC Hiatus Codes Translate (SITT) form.

**Step 2.** Enter the hiatus codes that your institution uses to indicate each of the following statuses:
- Full time
- Three quarters time
- Half time
- Less than half
- Deceased
- Withdrawn
- Graduated
- Approved leave of absence

For example, a university has defined a hiatus code “A” to indicate a year’s study abroad. The university considers a student in this program to be full time. Therefore, the university enters A in the Full Time field on the SITT form.

**Note:** Do not assign the same hiatus code to more than one enrollment status.

**Step 3.** Save the information on this form.
Procedure for Translating Hiatus Reasons

Complete the following steps to translate your institution’s hiatus reasons into the appropriate NSC-recognized codes.

**Step 1.** Access the NSC Hiatus Reasons Translate (SIPT) form.

**Step 2.** Enter the hiatus reason codes that your institution uses to indicate each of the following statuses:
- Full time
- Three quarters time
- Half time
- Less than half
- Deceased
- Withdrawn
- Graduated
- Approved leave of absence

For example, a university has defined a hiatus reason code “SE” to indicate study abroad in England. The university considers a student in this program to be full time. Therefore, the university enters **SE** in the Full Time field on the SIPT form.

**Note:** Do not assign the same hiatus reason code to more than one enrollment status.

**Step 3.** Save the information on this form.
Populating Credit Type Categories

Make sure to populate the Credit Type Categories field on the IPEDS Fall Enrollment Params (IFEP) form.

Figure 76: The IPEDS Fall Enrollment Params (IFEP) Form

Procedure for Populating Credit Type Categories

Follow the steps below to populate credit type categories.

Step 1. Access the IPEDS Fall Enrollment Params (IFEP) form.

Step 2. Enter the month, day, and year for the IPEDS Fall Enrollment Survey official reporting date.
**Step 3.** In the Credit Type Categories field, select the credit type categories for course sections to include when determining students’ enrollment statuses for reporting to the NSC.

**Step 4.** Save the information on the IFEP form.
In This Chapter

This chapter describes the steps needed to successfully report enrollment data to the National Student Clearinghouse (NSC). Table 47 lists the topics covered in this chapter. See “Setting Up for Enrollment Reporting” on page 283 for additional steps that must be completed before these.

Table 47: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Reporting Enrollment Data - Steps at a Glance</td>
<td>304</td>
</tr>
<tr>
<td>Purging Extracted Information</td>
<td>305</td>
</tr>
<tr>
<td>Defining Your Reporting Parameters</td>
<td>307</td>
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<tr>
<td>Defining Your NSC Student Rules</td>
<td>314</td>
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<tr>
<td>Extracting Student Information for Reporting</td>
<td>318</td>
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<td>Analyzing Extracted Information</td>
<td>328</td>
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<td>Correcting Extracted Information</td>
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<td>Verifying Extracted Information</td>
<td>343</td>
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<tr>
<td>Creating a Hold File for Submission</td>
<td>345</td>
</tr>
</tbody>
</table>
Table 48 shows a list of the forms used in this chapter, in the order in which they are discussed, and a brief description of each.

**Table 48: Forms Used for Reporting Enrollment Data**

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSC Purge Process (SIPG)</td>
<td>Clear the work file (LR.STD.ENR) data.</td>
</tr>
<tr>
<td>NSC Parameter Definition (SITS)</td>
<td>Define parameter information for NSC submission.</td>
</tr>
<tr>
<td>NSC Rules (SITR)</td>
<td>Define rules that will be used to determine students’ load status, identify students’ programs, identify students’ eligibility for good-student discounts, and identify the student’s class level.</td>
</tr>
<tr>
<td>NSC Student Data Extract (SITX)</td>
<td>Generate the work file that contains the data necessary to submit to the NSC.</td>
</tr>
<tr>
<td>NSC Analytical Report (SIIR)</td>
<td>Display the contents of the work file (LR.STD.ENR) based on selected criteria.</td>
</tr>
<tr>
<td>NSC Data Correction (SITC)</td>
<td>Modify information in the work file (LR.STD.ENR). You can also add and delete records from the work file using this form.</td>
</tr>
<tr>
<td>NSC Academic Data Correction (SIAC)</td>
<td>Modify information in the work file (LR.STD.ENR). You can also add and delete records from the work file. This form is accessed from the SITC form.</td>
</tr>
<tr>
<td>NSC Verification Report (SITE)</td>
<td>Verify that the information being submitted to the NSC is valid.</td>
</tr>
<tr>
<td>NSC Create Hold File and Archive (SITP)</td>
<td>Create a hold file to submit to the NSC and an archive file for future comparison.</td>
</tr>
</tbody>
</table>
Files Used

Table 49 shows a list of the primary files used in this chapter and a description of each.

Table 49: Files Used for Reporting Enrollment Data

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LR.STD.ENR</td>
<td>Contains all the data to be submitted to the NSC.</td>
</tr>
<tr>
<td>LR.STD.ENR.ARCHIVE</td>
<td>Contains the archived data submitted to the NSC.</td>
</tr>
<tr>
<td>NSLC.CONTROL.STATUS</td>
<td>Maintains the control status of the extracted information.</td>
</tr>
</tbody>
</table>
Reporting Enrollment Data - Steps at a Glance

After your institution has completed the basic setup, you can report your enrollment data to the NSC by following the steps listed in Table 50.

Table 50: Steps at a Glance for Reporting Enrollment Data to the NSC

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ensure that the LR.STD.ENR file is empty.</td>
<td>NSC Purge Process (SIPG)</td>
<td>page 305</td>
</tr>
<tr>
<td>2.</td>
<td>Define the NSC reporting parameters for the report.</td>
<td>NSC Parameter Definition (SITS) NSC Rules (SITR)</td>
<td>page 307</td>
</tr>
<tr>
<td>3.</td>
<td>Extract the student information that you want to report to the NSC.</td>
<td>NSC Student Data Extract (SITX)</td>
<td>page 318</td>
</tr>
<tr>
<td>4.</td>
<td>Analyze the information.</td>
<td>NSC Analytical Report (SIIR)</td>
<td>page 328</td>
</tr>
<tr>
<td>5.</td>
<td>Correct any errors.</td>
<td>NSC Data Correction (SITC) NSC Academic Data Correction (SIAC)</td>
<td>page 331</td>
</tr>
<tr>
<td>6.</td>
<td>Verify that the extracted information is correct.</td>
<td>NSC Verification Report (SITE)</td>
<td>page 343</td>
</tr>
<tr>
<td>7.</td>
<td>Create a hold file with the extracted information to submit to the NSC.</td>
<td>NSC Create Hold File and Archive (SITP)</td>
<td>page 345</td>
</tr>
<tr>
<td>8.</td>
<td>Submit data.a</td>
<td></td>
<td><a href="http://www.studentclearinghouse.org/">http://www.studentclearinghouse.org/</a></td>
</tr>
<tr>
<td>9.</td>
<td>Review error reports generated by the NSC. b</td>
<td></td>
<td><a href="http://www.studentclearinghouse.org/">http://www.studentclearinghouse.org/</a></td>
</tr>
<tr>
<td>10.</td>
<td>Repeat Step 3 through Step 9 as needed until no errors are generated by the NSC.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a. The submission of data is completed using the National Student Clearinghouse website and not through Colleague.
b. The error reports are not generated by Colleague, and must be retrieved directly from the NSC.
Purging Extracted Information

If you are starting a new enrollment report, use the NSC Purge Process (SIPG) form does the following:

- Clear the LR.STD.ENR work file.
- Clear the control status, enabling you to start the reporting process over again with the SITS form.
- Delete records from the LR.STD.ENR.ARCHIVE file that has a census date that is equal to the census dates entered on this form.

If you simply need to regenerate the extract for the current report, you do not need to use the SIPG form. You can rerun the NSC Student Data Extract (SITX) process, which automatically clears the LR.STD.ENR file prior to extracting student information.

Note: The NSC Create Hold File and Archive (SITP) form archives each work file record to the LR.STD.ENR.ARCHIVE file. See “Creating a Hold File for Submission” on page 345 for more information about the SITP process.

Figure 77: The NSC Purge Process (SIPG) Form
Procedure for Purging Information

Follow the steps below to purge student information from the work files (LR.STD.ENR and LR.STD.ENR.ARCHIVE) and reset the control status.

**Step 1.** Access the NSC Purge Process (SIPG) form.

**Step 2.** Do you want to purge the LR.STD.ENR file?
- Enter **Yes** if you want to continue with the purge process. Colleague will clear the LR.STD.ENR file and clear the control status.
- Enter **No** if you entered this form in error or have decided not to purge the file. Colleague does not purge the file or reset the control status.

**Step 3.** Do you want to purge the LR.STD.ARCHIVE file?
- Enter **Yes** if you want to continue with the purge process. Colleague will purge records the LR.STD.ENR.ARCHIVE file. If you enter “Yes,” continue to **Step 4**.
- Enter **No** if you entered this form in error or have decided not to purge the file. If you enter “No,” continue to **Step 5**.

**Step 4.** In the Census Dates field, enter the dates to select which LR.STD.ENR.ARCHIVE records should be purged.

**Step 5.** In the Saved List Name field, enter the name of a saved list of workfile IDs whose records you want to purge.

**Step 6.** If you want to specify additional criteria to limit the records purged from the workfile, detail on the Additional Selection Criteria field to access a form on which you can specify the criteria. Save the information from that form.

**Step 7.** Save the information by finishing from the form.

**Step 8.** Complete the Change Peripheral Defaults form and the Process Handler form according to your preferences. Save the information.
Defining Your Reporting Parameters

Use the NSC Parameter Definition (SITS) form to define parameters needed for reporting student information to the NSC. This information is used to create the header on the file that you will submit. Each time you want to create a report, you must use the SITS form to set the parameters for the report.

**Note:** The following fields cannot be changed after running the NSC Student Data Extract (SITX) process unless you first purge the extracted data using the NSC Purge Process (SIPG) form: School Code, Standard Report Flag, Report Voluntary Data, Reporting Period, Census Date, Previous Census Date, Use Enrollment Dates, Academic Pgm Len Measurement, Degree Types, CCD Types, and Weeks.

*Figure 78: The NSC Parameter Definition (SITS) Form*
Noteworthy Fields on the SITS Form

The fields described in this section are particularly important for defining parameters. See online help for information about other fields on this form.

**School Code**

Enter the school code provided to you by the NSC. The Federal Interagency Commission on Education (FICE) assigns a unique code to higher education institutions.

**Branch Code**

Enter the branch code assigned to your institution by the NSC. If your institution has more than one branch code, you should report each branch code separately. For example, your institution might have a branch code assigned to the medical school and a different branch code assigned to the law school.

Enter 00 if your institution does not have an assigned branch code.

**Academic Term Description**

Enter the description of the term on which you are reporting. This field is text only and not validated. For example, if you are reporting on the Fall 2012 term, you can enter a description of 12/Fa, Fall 2012, or Fall 12.

**Report Advance Registration Data**

Enter Yes in this field to report on advanced registration data, which includes pre-enrollment data for the next academic term. Enter No in this field to report only data from the current academic term.

**Standard Report Flag**

Enter Yes in this field to report on standard semesters or terms, such as fall and spring terms. Enter No to report for special situations such as summer sessions or graduation reporting.
Defining Your Reporting Parameters

Report Voluntary Data

Enter **Yes** in this field to use the voluntary submission option to report both the basic information and the voluntary information to the National Student Clearinghouse (NSC). Enter **No** to use the standard submission option to report only basic information to the NSC.

The voluntary information is not required for the NSC report.

Report College Student ID

Enter **Yes** in this field to report the college student ID to the National Student Clearinghouse (NSC). Enter **No** if you do not want to send the college student ID to the NSC.

Report Null Citizenship

When the NSC Student Data Extract (SITX) process is run and CITIZENSHIP field is blank, the citizenship flag (LSE.CITIZENSHIP.FLAG) is set based on how you define the Report Null Citizenship field on the NSC Parameter Definition (SITS) form.

Enter **Yes** to report a blank citizenship value to the National Student Clearinghouse (NSC) for the student, if the CITIZENSHIP field is blank.

Enter **No** in this field to report the student as a US citizen to NSC, if the CITIZENSHIP field is blank.

Data Block Indicators

The privacy and directory codes determine whether a student’s information can be included in an NSC Enrollment Search report. For each student, these codes are defined in the Privacy field and the Directory field on the Biographic Information (BIO) form. If the privacy code for a student matches any of the privacy codes that you enter in the Data Block Indicator (Privacy) field on the SITS form, or if the directory code for the student matches any of the directory codes that you enter in the Data Block Indicator (Directory) field, then the Data Block Indicator field in the NSC file will be set to “Yes” for that student, indicating that the student’s information should not be released.
**Reporting Period**

Enter the beginning and ending dates of the date range for which you want the enrollment data to be reported to the NSC.

**Census Date**

Colleague looks for the student’s status on the census date entered in this field. The census date must be within the reporting period.

For example, if a student registered for a section on September 5, and dropped that section on October 11, a census date between September 5 and October 11 will show the student as enrolled in that section. However, if the census date is outside those dates, the report will show that the student is not enrolled in that section.

Therefore, the student’s enrollment status is determined from the census date, not the current date.

**Previous Census Date**

Colleague uses the date entered in this field to determine the enrollment status of a student as of the last submission.

For example, if you previously reported to the NSC with a census date of January 5, and the current submission has a census date of January 30, then you would enter January 5 as the previous census date. When the NSC Student Data Extract (SITX) process is run using a current census date of January 30, Colleague looks in the archive file (LR.STD.ENR.ARCHIVE) for a student’s enrollment status on the previous census date of January 5 and compares the previous enrollment status to the current enrollment status to determine whether the status start date needs to be reported.

**Note:** If this is your institution’s first submission for a reporting period, enter the same date in the Previous Census Date and the Census Date fields. This ensures that the enrollment status start date is not reported for the reporting period’s first submission.

**Use Enrollment Dates**

This field determines the values reported for the term start and end dates by the SITX process.
Enter **Yes** to report the earliest start date and the latest end date for the academic credits in which the student is enrolled as the student’s term start and end dates.

If you enter **No** or leave this field blank, and terms are specified on the SITX form, then the earliest term start date and latest term end date for the terms listed on the SITX form will be reported as the student’s term start and end dates.

If you enter **No** or leave this field blank, and terms are *not* specified on the SITX form, then the reporting period start and end dates will be reported as the student’s term start and end dates.

**Academic Pgm Len Measurement**

This field indicates how the length of an academic program is measured. Select either years, months, or weeks to indicate how your academic programs have been defined in Colleague.

**Degree Types/Weeks**

These fields determine the total number of weeks of instruction that occurs during the academic year for an academic program based on the degree type. Enter each of your different degree types and the corresponding number of weeks. The SITX process checks the degree level of the degree associated with the academic program when determining the total number of weeks of instruction in the program's academic year. If the SITX process finds a mapping between the degree and the number of weeks on the SITS form, then the value in the Weeks field is reported.

**CCD Types/Weeks**

These fields determine the total number of weeks of instruction that occurs during the academic year for an academic program based on the CCD type. Enter each of your different CCD types and the corresponding number of weeks. The SITX process checks the CCD type of the CCD associated with the academic program when determining the total number of weeks of instruction in the program's academic year. If the SITX process finds a mapping between the CCD type and the number of weeks on the SITS form, then the value in the Weeks field is reported.
Alternate ID Type

Use this field to select the alternate ID type to use for the state student ID. The NSC report uses this code to select the associated state student ID that has been entered on the Additional Demographics (DADD) form.

Note: The state student ID is a voluntary data element, and needs to be entered only if the Report Voluntary Data field on this form is set to “Yes.” If nothing is entered in this field, no state student ID is sent, even if the Report Voluntary Data field is set to “Yes.”

NSC Rules

Use this field to detail to the NSC Rules (SITR) form, where you can define rules that will be used to determine the student’s load status, anticipated graduation date, eligibility for good student discounts, class levels, nonresident alien status, and if a student is enrolled in remedial courses.

This field displays an “X” if there are rules set up on the SITR form. Otherwise, the field is empty.

Procedure for Defining Your Reporting Parameters

Complete the following steps to define your reporting parameters.

Step 1. Access the NSC Parameter Definition (SITS) form.
Step 2. Enter the following information:

- School and Branch codes that you received from the NSC
- Academic Term Description
- Report Advance Registration Data
- Standard Report Flag
- Report Voluntary Data
- Report Null Citizenship
- Reporting Level
- Reporting Period
- Census Date
- Previous Census Date
- Academic Pgm Len Measurement
- Degree Types/Weeks
- CCD Types/Weeks

Step 3. Enter information in the remaining fields on this form, if desired.

Step 4. If you need to enter additional rules, detail to the NSC Rules (SITR) form from the NSC Rules field.

Step 5. Save the information on this form.
Defining Your NSC Student Rules

Use the NSC Rules (SITR) form to define rules that will be used to determine various data for the NSC reports.

Figure 79: The NSC Rules (SITR) Form

Noteworthy Fields on the SITR Form

The fields described in this section are particularly important for defining NSC student rules. See the online help for information about other fields on this form.

Student Load Rules

Enter student load rules to determine a student’s load status. These rules, along with the associated Full Time, Three Quarters Time Credit, and Half Time Credit Hours Limit fields, indicate how many credit hours should be used to determine whether the student is full-time or half-time.
If none of the rules evaluate to true or this field is left blank, the student’s academic level load limits defined on the Academic Levels (ACLV) form are used. If the student is enrolled in more than one academic level, the load limits on the NSC Student Data Extract (SITX) form are used.

**Student Anticipated Grad Date Rules**

These rules are used by institutions with academic programs that do *not* have anticipated completion dates.

If a rule is true for a student’s program, then the specified number of months to complete that program is added to the academic program's start date, and the last day of the resulting month is reported as the student’s anticipated graduation date (AGD).

If none of these rules are true for a student’s program or this field is left blank, 12 months are added to the reporting period end date, and the last day of the resulting month is reported as the AGD.

See Step 5 under “Processing Each Student” beginning on page 322 for additional information regarding how the student’s AGD is determined.

**Class Level Rules**

Enter the rules your institution uses to determine which class level to report for a student. These rules, along with the Class Level field determines which class level is reported for the student.

The criteria for the rules is based on the following:
- Academic Levels
- Academic Degrees
- Class Level

If a rule is true, then the specified class level is reported.

If none of these rules are true for a student’s program or this field is left blank, the class level is derived from the NSC.CLASS.LEVELS translation table.

**Good Student Discount Rules**

Enter the rules that your institution uses to determine whether a student is eligible for good-student discounts based on the student’s academic performance, if you are submitting voluntary information to NSC.
According to the NSC, one or more of the following criteria should be used to determine a student’s eligibility:

- The student has a grade point average of “B” or higher for the most recent term.
- The student has a cumulative grade point average of “B” or higher.
- The student is on the Dean’s List.
- The student is in the top 20 percent of the class.

This field details to the Rules Definition (RLDE) form. You can detail on a blank Good Student Discount Rules line to define a new rule.

**Note:** If a student meets any of the above criteria, a “Y” is reported on the NSC report for the student. If the student does not meet any of the above criteria, an “N” is reported. This information is submitted only if the Report Voluntary Data field on the NSC Parameter Definition (SITS) form is set to “Yes.”

**Nonresident Alien Rules**

Enter rules to determine whether a student should be specified as a nonresident alien. These rules are used in any NSC reports that have a nonresident alien classification.

All rules must be true for a student to be considered a nonresident alien. If there are no rules, or if the rules are not true for a student, then the student is not considered to be a nonresident alien. Instead, the default ethnic classification is used for the NSC reports.

You can access the Rules Definition (RLDE) form from this field to create or maintain rules.

**First Time UG Student Rules**

Enter rules used to determine a first-time undergraduate student.

Enter rules that determine if a student is a first-time undergraduate. These rules are used for NSC reporting. All rules must be true for the student to be considered a first-time undergraduate student. If the rules are not true, the student is not considered to be a first-time undergraduate student.
You can access the Rules Definition (RLDE) form from this field to create or maintain rules.

**Note:** If there are no rules, then first-time undergraduate students are determined by the S.EVAL.IPEDS.FIRST.TIME.STU subroutine.

**Remedial Course Rules**

Enter the rules your institution uses to determine which courses to report at remedial courses.

All rules must be true for a course for it to be considered a remedial course. IF there are no rules, or if the rules are not true, the course is not considered to be a remedial course.

**Note:** Remedial course information is submitted only if the Report Voluntary Data field on NSC Parameter Definition (SITS) form is set to “Yes”.

You can access the Rules Definition (RLDE) form from this field to create or maintain rules.
Extracting Student Information for Reporting

The appropriate student information from your database needs to be extracted so that it can be submitted to the NSC. Colleague extracts this information and puts it in a work file (LR.STD.ENR). This file is a snapshot of the database for the reporting period as of the census date. The census date was defined on the NSC Parameter Definition (SITS) form. See “Defining Your Reporting Parameters” on page 307 for information about defining your census date.

Use the NSC Student Data Extract (SITX) form to extract your student information for submission to the NSC.

The Terms and Academic Levels fields are used when Colleague evaluates the records, not when Colleague selects the records. Records that do not fulfill the criteria entered in these fields are listed with warning messages on the Batch Error Report and are not written to the work file.

For example, you want to report graduate students, so you enter “Graduate” in the Academic Levels field. Colleague selects all students who have an active academic credit record (not just graduate students), as described in “Processing Each Student” on page 322. You notice that the Batch Error Report lists warning messages for students who are not graduate students. The warning messages merely indicate that the students are active, but they are not active in an academic level that you specified on the SITX form. Only those students in a graduate academic level are written to the work file.
### Noteworthy Fields on the SITX Form

The fields described in this section are particularly important for extracting NSC data. See online help for information about other fields on this form.

#### Name/Addr Hierarchy

Enter the name and address hierarchy that you want this process to use for selecting names and addresses. Name and address hierarchies are defined on the Name and Address Hierarchy (NAHM) form.

#### E-Mail Hierarchy

Enter the email hierarchy that you want to use for this extract. The email hierarchy that you enter here will be used to select email addresses when running this extraction process. You can define a custom hierarchy to select appropriate email addresses. Email hierarchy codes are set up and defined on the NAHM form.
**Academic Levels**

Enter the academic levels to include in this extract. The first academic level that you list in this field determines the defaults for the Full-Time Hours field and the Half-Time Hours field. It also determines which of the students with active academic records are extracted to the work file. Academic levels are defined on the Academic Levels (ACLV) form.

**Hours**

Enter the number of hours required by your institution for full-time, three-quarter-time, and half-time status for this term. Data is defaulted in from the first academic level entered.

**Note:** The value in this field will be used only if there are no values already defined on the ACLV form or the student has multiple academic levels. If there are values already defined on the ACLV form and the student has only one academic level, entering data in these fields will have no effect on the enrollment status calculation.

**Credit Inclusion Rules**

To limit the academic credits that are included on the report, enter rules that determine which academic credits to include. For example, you may want to enter a rule that includes only full-time academic credits on the report. The primary view for these rules must be the STUDENT.ACAD.CRED file. If you leave this field blank, all academic credits within the reporting period will be included in the report.

**Credit Usage Rules**

Enter rules that will change the credit value for the course in the report. The primary view for these rules must be the STUDENT.ACAD.CRED file. If you leave this field blank, the normal credit values will be included in the report.

**Terms**

Enter the academic terms on which you want to report. The terms entered in this field must be within the reporting period identified on the NSC Parameter Definition (SITS) form. If terms are entered in this field, then only the academic credits associated with these terms will be included in the report.
Extracting Student Information for Reporting

If you leave this field blank, all terms within the reporting period will be included in the report.

**Academic Programs**

Enter any specific academic programs for selection of students. The academic programs that you list in this field determine which of the students with active academic records are extracted to the work file. Academic programs are defined on the Academic Programs (PROG) form.

**Only Graduated Students**

Enter **Yes** in this field to include only students with a graduated status (“G”) in this extract. If **No** is entered in this field, all otherwise selected students will be included in the extract.

**Extracting Student Information**

The NSC Student Data Extract (SITX) process includes only students who are enrolled in academic credits at your institution, or students who have an active hiatus during the specified reporting period.

When you run the extraction process, Colleague does the following:

1. Clears the student enrollment work file (LR.STD.ENR).
2. Opens the control status (NSLC.CONTROL.STATUS) file to verify that no one else is running the report. An error message is issued if the file is locked.
3. Processes each student selected from the SITX form and writes the work file record for each student that was processed without error.
4. Sets the control status to “Generated.”
5. Outputs any errors to the batch error report.

Detailed information about how the students are processed can be found below.
Processing Each Student

Colleague follows the steps below to process each student during the extract.

Step 1. Include students in the extract.

For a student record to be included in the extract, one of the following must be true:

- The student has an active hiatus. A student has an active hiatus when all of the following are true:
  - The student’s hiatus start date is on or before the census date.
  - The student’s hiatus end date is on or after the census date, or the hiatus end date is blank.

- The student is active at your institution. A student is active at your institution when all of the following are true:
  - The student’s academic credit start date (STC.START.DATE) is on or before the reporting period end date.
  - The student’s academic credit end date (STC.END.DATE) is on or after the reporting period start date.
  - The student’s academic credit status date (STC.STATUS.DATE) is on or before the census date.

Step 2. Include students in the workfile based on the selection criteria on the SITX form.

Step 3. Report the enrollment status for each student.

The enrollment status is based on the census date. In priority order, the enrollment status is determined as follows:

1. If the student has an active hiatus, the enrollment status is either the type of hiatus or the reason for the hiatus. The first translated value from the NSC Hiatus Code Translate (SITT) and NSC Hiatus Reasons Translate (SIPT) forms is reported as the enrollment status.
2. If the student is deceased, the enrollment status is “D.”
3. If the student’s academic credential end date falls within the reporting period, and the student has no future academic credit records, the enrollment status is “G.”
4. If the student has an active student academic credit record as of the census date, and the total enrolled credits are equal to or greater than the defined full-time hours, the enrollment status is “F.”
5. If the student has an active student academic credit record as of the census date, and the total enrolled credits are greater than or equal to the defined three quarter-time hours but less than the defined full-time hours, the enrollment status is “Q.”

6. If the student has an active student academic credit record as of the census date, and the total enrolled credits are equal to or greater than the defined half-time hours but less than the defined three quarter-time hours, the enrollment status is “H.”

7. If the student has an active student academic credit record as of the census date, and the total enrolled credits are less than the defined half-time hours but greater than zero, the enrollment status is “L.”

8. If the student has an active student academic credit record as of the census date, and the total enrolled credits are zero, the enrollment status is “W.”

**Step 4.** Report the enrollment status start date for each student.

An enrollment status start date is reported only if the enrollment status has changed since the last census date. The enrollment status start date is determined as follows:

- If the enrollment status is “F,” the enrollment status start date is left blank.
- If the student has an active hiatus, and the enrollment status is “Q,” but the previously reported status was “F,” which means the enrollment status changed from full-time to half-time since the last census date, the enrollment status start date is the student’s hiatus start date.
- If the student has an active hiatus, and the enrollment status is “H,” but the previously reported status was “F” or “Q,” the enrollment status start date is the student’s hiatus start date.
- If the student has an active hiatus, and the enrollment status is “L,” but the previously reported status was “F,” “Q,” or “H,” the enrollment status start date is the student’s hiatus start date.
- If the student has an active hiatus, and the enrollment status is not “H,” “Q,” or “L,” the enrollment status start date is the student’s hiatus start date.
- If the enrollment status is “D,” the enrollment status start date is the deceased date.
- If enrollment status is “G,” the enrollment status start date is the date that the student completes the academic program, as entered on the Student Graduation Data (SGRD) form or the Create Graduates File (CGRF) form.
- If the enrollment status is “Q” and the previously reported status was “F,” the enrollment status start date is the student's latest course status date that caused the status to change from “F” to “Q.”
If the enrollment status is “H” and the previously reported status was “F” or “Q,” the enrollment status start date is the latest student's course status date that caused the status to change from “F” to “H” or “Q” to “H.”

If the enrollment status is “L” and the previously reported status was “F,” “Q,” or “H,” the enrollment status start date is the latest student’s course status date that caused the status to change from “F” to “L,” “Q” to “L,” or “H” to “L.”

Step 5. Report the anticipated graduation date (AGD) for each student.

- If the student is active in an academic program and the program has an anticipated completion date, the AGD is the last day of the program’s anticipated graduation month.
- If the student is active in an academic program that does not have an anticipated completion date, then the rules specified in the Student Anticipated Graduation Date Rules field on the NSC Rules (SITR) form are used. See “Student Anticipated Grad Date Rules” on page 315 for additional information about how these rules are used.
- If a student has more than one active program, then the extract reports the latest AGD derived for an active program with the Allow Grad field on the Academic Programs (PROG) form equal to “Yes.”
- If no date can be determined, then the reporting period end date plus 12 months is calculated. Colleague then takes this calculated date and makes the AGD the last day of that month.
- If the calculated AGD is before the reporting period end date, then the AGD is changed to the last day of the month in which the reporting period end date falls.

Step 6. Report the academic program information for each student.

Academic program information is only reported if the student is enrolled in at least one academic program during the reporting period. When reporting program enrollment information to NSC, if a student is enrolled in more than one major (or comparable designation under the academic policies of your institution) each major is considered an academic program and is reported separately. This is the case regardless of whether the student receives separate degrees or certificates for each major, or only receives one degree or other credential, after completing the requirements for all majors. A student's enrollment in a “minor” is not a separate program and therefore would not be reported as such. Therefore, if the student is active in at least one academic program then the academic program information is reported as follows:
- The program indicator is set to “Yes.”
- The CIP code from the National ID field on the Major (MAJR) form. If the major CIP code is blank and the major is listed in the Majors field on
Academic Programs (PROG) form then the CIP code from the National ID field on PROG is used.

- The CIP year is set to the year that the CIP code was published.
- For the credential level, Colleague checks the degree level of the degree (ACPG.DEGREE) associated with the academic program.
  - If Colleague finds a mapping from the degree type on this program, then the associated credential level to which the degree type is mapped is reported.
  - If a degree is not associated to the academic program, Colleague then checks the associated CCDs (ACPG.CCDS). If a mapping from the CCD type is found, then the associated credential level to which the CCD type is mapped is reported.
  - The degree or CCD type is mapped to a credential level using the GE.CRED.LEVELS validation code and is maintained on the Gainful Employment Parameters (GEPM) form.
  - If the academic program does not have a degree or any CCDs associated with it, Colleague then sets the credential level to “99” (Non-credential programs).

- For the published program length, the SITX process looks first for any Published values on the Define FA Acad Program Requirement Params (DFAR) form for the students active program for the given catalog year. If no published value exists for that catalog year, then the SITX process then looks for any Published values on the Define FA Acad Program Params (DFAP) form. If no published values exist on either the DFAR or DFAP forms, the SITX process calculates the length based on the length of a program in the Mths to Cmpl (ACPG.CMPL.MTHS) field on the PROG form. The measurement in length of an academic program is determined by
the Academic Pgm Len Measurement field on the SITS form. The published program length is determined as follows:

• If academic program length measurement is “Months,” and there is a Published Program Months value on the DFAR or DFAP forms then that value is reported. If no Published Program Months value then the number in the Mths to Cmpl field on the PROG form is reported.

• If academic program length measurement is “Years,” and there is a Published Program Years value on the DFAR or DFAP forms then that value is reported. If no Published Program Years value then the number in the Mths to Cmpl field on the PROG form is divided by 12 and that calculation is reported.

• If academic program length measurement is “Weeks,” and there is a Published Program Weeks value on the DFAR or DFAP forms then that value is reported. If no Published Program Weeks value then the number in the Mths to Cmpl field on the PROG form is multiplied by 4.33 and that calculation is reported.

The published program length measurement is set to the code in the Academic Pgm Len Measurement field on the SITS form.

For the weeks of instruction in the program's academic year, Colleague checks the degree level of the degree associated with the academic program when determining the total number of weeks of instruction in the program's academic year. If a mapping between the degree and the number of weeks on the SITS form is found, then the associated total week's value to which the degree type is mapped is reported.

• If a degree is not associated to the academic program, Colleague then checks the associated CCDs. If a mapping between a CCD type and the number of weeks on the SITS form is found, then the associated total week's value to which the CCD type is mapped is reported.

• If the academic program does not have a degree or any CCDs associated with it, Colleague then sets the total number of weeks of instruction in the program's academic year to “30”.

The program begin date is set to the date that the student begins academic program (STPR.START.DATE).

To determine the special program indicator, Colleague checks the program types associated with the academic program. If a mapping between a program type and the Orig Code field from the NSC.SPECIAL.PROGRAMS translation table is found, then the associated New Code value is reported. If the academic program does not have any program types or if no translation code is found in the NSC.SPECIAL.PROGRAMS translation table, Colleague then sets the special program indicator to “N” (Not Applicable).

"The program enrollment status is set to the student's active enrollment status (full-time, three-quarter time, half-time, and less than half-time) based on the total number of credits or clock hours in which the student is enrolled at your institution, regardless of whether any specific credit
applies to the academic program being reported. If the student has withdrawn or graduated from an academic program, a terminal enrollment status of “Withdrawn” or “Graduated”, as appropriate, is reported for that program.

- The student program enrollment status date is set to the date that the student’s program enrollment status changed.

**Procedure for Extracting Student Information**

Follow these steps to extract student information for reporting purposes.

**Step 1.** Access the NSC Student Data Extract (SITX) form.

**Step 2.** In the Name/Addr Hierarchy field, enter the name and address hierarchy you want to use to select names and addresses for the report.

**Step 3.** In the Academic Levels field, enter the academic levels you want to include on the report.

**Note:** The first academic levels that you enter in this field also determines the number for the Full-Time Hours and Half-Time Hours fields.

**Step 4.** In the Only Graduated Students field, enter if you want to include only those students who have graduated from your institution.

**Step 5.** Enter any additional information in the appropriate fields if necessary.

**Step 6.** Save the information on this form.

**Step 7.** Complete the Change Peripheral Defaults form and the Process Handler form according to your preferences. Save the information.

The extraction process begins, the reports are sent to a hold file or the printer (as specified), and the data is extracted to the work file (LR.STD.ENR). The status of the information is marked as “Generated.”
Analyzing Extracted Information

Use the NSC Analytical Report (SIIR) form to analyze the extracted student information that you will submit to the NSC. The report displays the contents of the work file (LR.STD.ENR).

The analytical report lists the following information:
- Student ID
- Name and address
- Social Security number
- Enrollment status
- Status date
- Anticipated graduation date
- Term start date
- Term end date

**Note:** The SIIR form does not change the status of the information; the status remains marked as “Generated.”

**Figure 81:** NSC Analytical Report (SIIR) Form
Noteworthy Fields on the SIIR Form

The fields on the SIIR form are described below.

*Export LR.STD.ENR*

You can export the data from the LR.STD.ENR work file to an Excel spreadsheet which allows you to review and filter on the data. Enter **Yes** in this field to export the data to an Excel Spreadsheet and generate the analytical report. Enter **No** if you do not want to export the data to an Excel spreadsheet and only want to generate the analytical report.

*Saved List*

Optionally enter a saved list to analyze a specific list of students. The saved list must contain student IDs from the work file (LR.STD.ENR).

If you leave this field blank, the students selected in the Enrollment Status and the Students Included fields on this form will be included in the analytical report. If there are any students entered in the Students Excluded field, those students will not be included in the report regardless of other selection criteria.

*Enrollment Status*

You can limit the analytical report to only certain enrollment statuses. For example, you may want a report on students with an enrollment status of half-time and less than half-time. You would enter the codes for half-time status and less than half-time status in this field. Any records without the specified enrollment status will not be processed for the analytical report.

If you want to report on all otherwise selected students regardless of enrollment status, leave this field blank.

*Students Included and Excluded*

Optionally, enter the student IDs of those students that you would like to include or exclude in the report. The student IDs must be in the work file (LR.STD.ENR).
If you select any students in the Students Included field, only those students will be included in the analytical report regardless of any other selection criteria.

If you select any students in the Students Excluded field, those students will be excluded from the analytical report regardless of any other selection criteria.

Note: Both the Students Included and Students Excluded fields are optional fields and cannot be used together. Colleague will not allow you to enter data in both fields at the same time.

Procedure for Generating the Analytical Report

Follow these steps to generate the analytical report on the extracted student information.

Step 1. Access the NSC Analytical Report (SIIR) form.

Step 2. In the Export L.R.STD.ENR field, enter Yes if you want to export the work file data to an Excel spreadsheet.

Step 3. Optionally enter criteria to limit the students who appear on the report.

Step 4. Save the information on the SIIR form.

The NSLC Analytical Report Peripheral form is displayed.

Step 5. Complete the Change Peripheral Defaults form and the Process Handler forms, setting the output device and the banner as desired for the reports produced by this process.
Correcting Extracted Information

There are three general approaches to correcting data errors:

- Update the data in the Colleague database, and then rebuild the work file.
- Correct individual records separately in Colleague and in the work file.
- Correct the individual records in the work file.

**Note:** It is recommended that you correct the data in the Colleague database and then rebuild the work file to avoid repeating the same error the next time the report is generated.

If, after reviewing the analytical report, you choose to correct errors directly in the work file (LR.STD.ENR), use the NSC Data Correction (SITC), the NSC Academic Data Correction (SIAC), and the NSC Program Data Correction (SIAP) forms to do so. Any information changed on these forms is changed only in the work file.

The SIAC form can be accessed only from the Additional Data Correction field on the SITC form, and is used if you need to correct additional data in the LR.STD.ENR work file that cannot be corrected on the SITC form.

The SIAP form can be accessed only from the Academic Program Indicator field on the SIAP form, and is used if you need to correct program data in the LR.STD.ENR work file.

You can use these forms to modify demographic, term, enrollment, status, and program information in the work file. You can also add students who were incorrectly omitted from the file or delete students who were incorrectly included in the file. If you want to add a record to the LR.STD.ENR file, the student you want to add must already exist in your Colleague database.

**Note:** The values displayed on the SITC, SIAC, and SIAP forms are exactly what will be included on the NSC data submission.

When the SITC process is run, the control status is changed from either “Generated” or “Error Detected” to “Modified.” The control status is displayed in the header on the SITC form.
Noteworthy Fields on the SITC Form

The fields described in this section are particularly important when correcting extracted student information using the SITC form. See online help for information about other fields on this form.

**Student State ID**

Enter the unique student ID that is supplied by the state. By default, Colleague will automatically populate this field based on the Alternate ID type defined on the NSC Parameter Definition (SITS) form. The ID displayed in this field is derived from the alternate ID listed on the Additional Demographics (DADD) form.

*Note:* This information will appear only when the Report Voluntary Data field on the NSC Parameter Definition (SITS) form is set to “Yes.”
US Citizen

Set this field to Yes if the student is a US citizen. Set this field to No if the student is not a US citizen. By default, Colleague automatically sets this field to “Yes” if the Report Null Citizen field on NSC Parameter Definition (SITS) form is “No” and the Citizen field on Biographic Information (BIO) form is blank or the country in the field is found in the HOME.COUNTRY.CODES translation table.

Note: This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”

Country Code

Enter the country code for the student's phone number. This information is not stored in Colleague but you can enter this information, if known.

Note: This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”

Phone

Enter the student phone number. By default, Colleague automatically populates this field using the phone number associated with the preferred address, if found. If no preferred address is found, then Colleague uses the first phone number found that is associated with an address.

Note: This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”

Phone Type

Enter the code to identify type of phone number. By default, Colleague automatically populates this field using the phone type associated with the preferred address if found. If no preferred address is found then Colleague uses the first phone type found that is associated with an address.

Note: This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”
**Preferred Phone Number**

Set this field to **Yes** if the phone number is the student's preferred number. Set this field to **No** if the phone number is not student's preferred number.

*Note:* This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”

**Veteran Status Indicator**

Enter the veteran's status code indicator for the student. This field indicates if a veteran or a dependent of a veteran is receiving VA program benefits. By default, Colleague automatically populates this field by verifying if the student has a veteran benefit and the veteran benefit eligibility code is either “V” or “D” on the Veteran Students Information (VETS) form. Colleague only reports the VA program benefit if the benefits begin before the reporting end date and the benefits ends after the reporting start date or is null.

*Note:* This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”

**CommIT ID**

Enter the CommIT ID for the student. This information not store in Colleague but you can enter this information, if known.

*Note:* This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”

**E-Mail Address**

Enter the email address that you want to use for the extract. By default, Colleague will automatically populate this field based on the code that was entered in the E-mail Hierarchy field on the SITX form.

If this field is blank, or you want to use a different email address for the extract than the one automatically filled in by Colleague, enter the email address that you want to use for this extract.

*Note:* This information will appear only when the Report Voluntary Data field on the NSC Parameter Definition (SITS) form is set to “Yes.”
**Academic Data Correction**

You can detail to the NSC Data Correction (SIAC) form to maintain academic information about the student that is being reported to the National Student Clearinghouse. The SIAC form can be accessed only from this field.

**Correcting Student Academic Data**

Use the NSC Academic Data Correction (SIAC) form to modify term, enrollment, and status information, or to add or delete students who were incorrectly omitted from or included in this file.

This form can be accessed only from the Additional Data Correction field on the SITC form, and is used if you need to correct additional data in the LR.STD.ENR work file that cannot be corrected on the SITC form.

**Figure 83: The NSC Academic Data Correction (SIAC) Form**
Noteworthy Fields on the SIAC Form

The fields described in this section are particularly important when correcting extracted student information using the SIAC form. See online help for information about other fields on this form.

Status Start Date

Depending on the code in the Enrollment Status field, you might have to enter a date in this field. Below is a list of the enrollment status codes and an explanation of whether you need to enter a date for each:

- **F**– Full time. Do not enter a status start date. The NSC assumes that the status start date of all full-time students is the first day of the term.

- **Q**– Quarter-time or more. If the student was enrolled with this status throughout the term, do not enter a status start date (the NSC calculates the date). If the student dropped to this status during the term, enter the date on which the student changed to this status.

- **H**– Half time or more. If the student was enrolled with this status throughout the term, do not enter a status start date (the NSC calculates the date). If the student dropped to this status during the term, enter the date on which the student changed to this status.

- **L**– Less than half time. If the student was enrolled with this status throughout the term, do not enter a status start date (the NSC calculates the date). If the student dropped to this status during the term, enter the date on which the student changed to this status.

- **W**– Withdrawn. If the student withdrew, determine the status start date as follows and use the earliest of these dates:
  - If the student officially notified the institution of the withdrawal, the withdrawal date is either the date on which the institution received the notification, or the date specified by the student as the effective withdrawal date, whichever is later.
  - If the student left the institution without giving notice, the institution is to determine the withdrawal date.
  - If the student enrolled in a correspondence program and failed to submit an assignment (using the schedule of lessons established by the institution), the withdrawal date is the date of the last lesson submitted.
  - If the student did not return to the institution after an approved leave of absence, the withdrawal date is the first day of the leave of absence.
  - If a student was expelled or dismissed by the institution, the withdrawal date is the date of the expulsion or dismissal.

- **G**– Graduated. The status start date is the date the student completed the institution’s requirements for graduation (not the day of the graduation ceremonies). Usually, this is the term end date.
Correcting Extracted Information

- **A—Approved leave of absence.** The status start date is the date that the student began the approved leave of absence.
- **D—Deceased.** The status start date is the date of death (or the date of notification of death if the actual date of death is not known and cannot be obtained in a timely manner).

**Ant Graduation Date**

Department of Education regulations require that schools provide lenders with a specific anticipated graduation date (AGD) for all students with a status of full-time (F), three quarter-time (Q), half-time (H), less than half-time (L), or approved leave of absence (A). Colleague determines a student’s AGD as outlined in “Processing Each Student” (Step 5 on page 324). If necessary, you can change this date by entering a value in this field.

Do not report an AGD for students with a status of withdrawn (W), graduated (G), or deceased (D).

**Academic Program Indicator**

This field indicates if the student is enrolled in at least one academic program. Enter **Yes** if the student is enrolled in at least one academic program. Enter **No** if the student is not enrolled in an academic program.

You can detail to the NSC Academic Program Data Correction (SIAP) form to maintain academic program information about a student that is being reported to the National Student Clearinghouse. The SIAP form can be accessed only from this field.

**CIP Code**

Enter the Classification of Instructional Program (CIP) code associated with the student’s current major, if it has been defined in the LR.STD.ENR file. This information is stored in the MAJORS file.

If this field is blank, or you want to use a different CIP code in the LR.STD.ENR work file than the one automatically filled in by Colleague, enter the CIP code that you want to use for the student’s record in the LR.STD.ENR work file.

**Note:** This information will appear only when the Report Voluntary Data field on the NSC Parameter Definition (SITS) form is set to “Yes.”
2nd CIP Code

Enter the CIP code associated with the student’s second major, if one exists and has been defined in the LR.STD.ENR file. The 2nd CIP code identifies the second major for the student. This information is stored in the MAJORS file.

If this field is blank, or you want to use a different second CIP code in the LR.STD.ENR work file than the one automatically filled in by Colleague, enter the second CIP code that you want to use for the student’s record in the LR.STD.ENR work file.

Note: This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”

Major Description

Enter a description of the primary, active major associated with the student’s academic program, if it has been defined in the LR.STD.ENR work file. This information is stored in the ACAD.PROGRAMS file.

If this field is blank or if you want to use a different major description in this extract than the one automatically filled in by Colleague, enter the description that you want to use.

Note: This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”

2nd Major Description

Enter a description of the active, current second major associated with the student’s academic program, if it has been defined in the LR.STD.ENR work file. This information is stored in the ACAD.PROGRAMS file.

If this field is blank or if you want to use a different second major description in this extract than the one automatically filled in by Colleague, enter the second major description that you want to use.

Note: This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”
**First Time/Full Time**

Set this field to “Yes” if the student has been defined in the LR.STD.ENR work file as a first-time undergraduate student who is enrolled full-time and is seeking a degree or certificate.

Set this field to “No” if the student was enrolled at your institution previously, is not currently enrolled as a full-time student at your institution, or is not seeking a degree or certificate.

**Note:** This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”

**Good Student Discount**

Set this field to “Yes” if the student is eligible for good-student discounts based upon academic performance.

Set this field to “No” if the student is not eligible for any good-student discounts.

Students are eligible for good-student discounts if they meet any of the following criteria:

- The student has a grade point average of “B” or higher for the most recent term.
- The student has a cumulative grade point average of “B” or higher.
- The student is on the Dean’s List.
- The student is in the top 20 percent of the class.

**Note:** This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”

**Remedial Course Flag**

This field indicates if the student in enrolled in at least one remedial course. Enter **Yes** if the student is enrolled in at least one remedial course. Enter **No** if the student is not enrolled in remedial courses.

**Note:** This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”
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**Pell Grant Flag**

This field indicates if the student is receiving funds from Pell Grants. Enter **Yes** if the student is receiving Pell Grant funds during the current reporting period. Enter **No** if the student is not receiving Pell Grant funds.

**Note:** This information will appear only when the Report Voluntary Data field on the SITS form is set to “Yes.”

**Student Information**

You can detail to the Student Profile (SPRO) form to view information about a student who is reported to the NSC. The SPRO form is inquiry-only and enables you to troubleshoot why an enrollment status is missing. If you need to modify information on the SPRO form, access the form directly from the menu.

**Correcting Academic Program Data**

Use the NSC Academic Program Data Correction (SIAP) form to modify information about the academic programs that the student is enrolled in.

This form can be accessed only from the Academic Program Indicator field on the NSC Academic Data Correction (SIAC) form, and is used if you need to correct additional data in the LR.STD.ENR work file that cannot be corrected on the SITC or SIAC forms.
Each academic program/major the student is enrolled in the corresponding data that is included on the report, including the CIP code, start date, status, status date, credential level, special program indicator, length, and Title IV weeks.

Procedure for Correcting Extracted Information in the Work File

If you have chosen to correct errors directly in the LR.STD.ENR work file, follow the steps below to correct extracted student information.

Step 1. Access the NSC Data Correction (SITC) form.

Step 2. At the Person LookUp prompt, enter the ID of the student that you want to access.

If the student does not currently exist in the work file, the following prompt is displayed:

No enrollment workfile record for studentID.
Create one (Y/N)?

Click Y to add the record to the work file. The student information is displayed.

**Step 3.** Add or change the information on the form as needed.

**Step 4.** Detail on the Academic Data Correction field to the NSC Academic Data Correction (SIAC) form to maintain additional academic information about the student that is being reported to NSC.

**Step 5.** Add or change the information on the form as needed.

**Step 6.** Detail on the Academic Program Indicator field to the NSC Academic Program Data Correction (SIAP) form to maintain additional academic program information about the student that is being reported to NSC.

**Step 7.** Add or change the information on the form as needed.

**Step 8.** Save the information by finishing from the forms.

The Status of the record is marked as “Modified.”

**Step 9.** Repeat this procedure beginning with Step 2 for each student record that you want to review.
Verifying Extracted Information

You must verify that all the information generated by the NSC Student Data Extract (SITX) process is valid before submitting the information to the NSC. The information must have a “Verified” status before you can transfer the information to a hold file.

Use the NSC Verification Report (SITE) process to verify that all the information extracted by the SITX process is valid. The control status must be either “Generated” or “Modified” before you can verify the information using the SITE process.

If the verification process detects any incorrect information, errors will be given for each incorrect student record. For example, an error will be reported if a student’s term dates in the work file (LR.STD.ENR) are not within the reporting period dates entered on the NSC Parameter Definition (SITS) form.

If errors are detected, the control status is changed to “Error Detected.” If no errors are found, the control status is changed to “Verified.”

See “Correcting Extracted Information” on page 331 for more information about correcting any errors.

Figure 85: NSC Verification Report (SITE) Form
Procedure for Verifying Extracted Information

Follow these steps to verify student information in the work file (LR.STD.ENR).

**Step 1.** Access the NSC Verification Report (SITE) form.

**Step 2.** Do you really want to proceed with the verification process?
- Enter *Yes* if you want to continue with the verification process. Colleague will generate the report.
- Enter *No* if you entered this form in error or have decided *not* to run the verification report. Colleague will return you to the menu system.

**Step 3.** Do you only want to print errors with the verification process?
- Enter *Yes* if you want the verification process to only displays errors on the report.
- Enter *No* if you want the verification process to display warnings and errors on the report.

**Step 4.** Read the verification report. If you see errors, correct them as discussed in “Correcting Extracted Information” on page 331.

**Step 5.** Repeat Step 1 through Step 4 until all errors have been corrected and the control status is “Verified.”
Creating a Hold File for Submission

When the extracted information is correct and verified, you are ready to create a hold file to submit the information to the NSC. Before you can create a hold file, the control status for the generated information must be “Verified” or “Hold File Saved.” See “Verifying Extracted Information” on page 343 for more information about setting the status to “Verified.”

Use the NSC Create Hold File and Archive (SITP) form to create a hold file for the information generated by the NSC Student Data Extract (SITX) process. The current data in the work file (LR.STD.ENR) is copied to the archive file (LR.STD.ENR.ARCHIVE) before the hold file is created. The next time you extract data for a submission, Colleague uses the archive file to compare current data with data from a previous submission.

**Figure 86: NSC Create Hold File and Archive (SITP) Form**

<table>
<thead>
<tr>
<th>Status: Verified</th>
<th>by LINK on 07/19/12 at 04:04AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>hold file filename/directory</td>
<td>061920.CUR</td>
</tr>
</tbody>
</table>

**Procedure for Creating a Hold File for Submission**

Follow the steps below to create a hold file to submit to the NSC.

**Step 1.** Make sure that you have run the NSC Verification Report (SITE) process and received a “Verified” control status prior to running the SITP process.

**Step 2.** Access the NSC Create Hold File and Archive (SITP) form.

**Step 3.** Enter the name of the file and directory where you want to save your hold file.
Step 4. Save the information on the form.

If the Hold File Name currently exists in the _HOLD_ directory, then you will be prompted to overwrite file if you want to continue the process.

If you do not want to overwrite the file, you will need to return to the SITP form and enter a new file name or directory.

Step 5. Complete the Change Peripheral Defaults form and the Process Handler forms, setting the output device and the banner as desired for the reports produced by this process.
Reporting Degree Verification Data

Note: This process is used only if your institution produces information for the DegreeVerify service.

In This Chapter

This chapter describes the Deg/CCD Student Export (NDVS) process, which extracts data from Colleague into an export file that is delivered to the DegreeVerify service of the National Student Clearinghouse (NSC).

You can find the form and process you need on the NSC: Student Info Transfer (SIT) menu found on the Academic Records (AC) main menu.

Before You Begin

You must complete the graduation process to include the recent graduates in the export. See “Graduating Students” on page 219 for more information. Students will not be listed in the export file if they were expected to graduate during a certain time frame and did not.
About DegreeVerify

DegreeVerify is a service from the National Student Clearinghouse that provides verification of student degrees, certificates, and other educational achievements. This service is designed for use by background search firms, employers, and employment agencies that need verification of educational credentials.

If your institution participates in DegreeVerify, you need to use the NDVS Deg/CCD Student Export (NDVS) process. This process allows you to export all the necessary information that the service needs in a specific format.

Information Reported to DegreeVerify

DegreeVerify requires the following information regarding graduates’ records for a particular reporting period:

- Biographical Information (including full name, date of birth, and Social Security number)
- Degree title
- Date degree awarded
- CCD information
- Major course of study (if applicable)
- Minor course of study (if applicable)
- Major concentration (if applicable)
- CIP code
- Academic honors (if applicable)
- Attendance beginning date
- Attendance ending date
- FERPA block
- Financial block
Understanding DegreeVerify Export

The NDVS Deg/CCD Student Export (NDVS) form allows you to export all the data in a specific format that is required by the DegreeVerify service.

**Figure 87: Deg/CCD Student Export (NDVS) Form**

Noteworthy Fields on the NDVS form

The primary fields on the NDVS form are described below. Refer to online help for information about the other fields on this form.

**Update Mode**

The Update Mode field indicates whether you want to update the export file with the data from the extract.
Enter **Yes** in this field to update the export file with the extracted data.

**The Institution for Header and FICE Code Fields**

The Institution for Header and FICE Code fields are only used for informational purposes in the header of the export file. Enter the name or ID of your institution at the Institution LookUp prompt in the Institution for Header field. When the institution name is entered, the FICE Code field is populated. The FICE code can be changed if necessary.

**Financial Block Restriction**

Enter a code in the Financial Block Restriction field to designate a graduate that might have outstanding obligations to the institution and cause verification of degree information to not occur. A student’s restrictions may be viewed on the Person Restrictions (PERC) form.

For example, if you enter “PK” for Parking Violations in this field, Colleague reports a “Y” in the Financial Block field on the export file for any student that has an active parking violation restriction at the time the NDVS export file is created. If the student does not have an active parking violation at the time the export file is created, or this field is left blank, Colleague reports an “N” in the Financial Block field.

**Directory Codes**

Enter a code in the Directory Codes field to indicate whether a graduate should be included in a directory created by NDVS. If the graduate is not to be included in the directory, Colleague reports a “Y” in the export file. If the student should be included in the directory, Colleague reports an “N” in the export file. Directory codes can be viewed on the Biographic Information (BIO) form.

**Note:** In order to automatically flag a student's records for FERPA protection, a directory code must be set up and assigned to the student who requested FERPA protection. When running this process the directory code must be specified in this field.
**Degree Period**

The Degree Period field is free-form text that is displayed in the header block of the report. This field should include a time frame for the report. For example, “Spring 2006” or “01/05 to 01/06.” A specific date for when the degree was awarded is included for each student.

If you leave this field blank, Colleague automatically defaults in text based on the start and end dates entered on the NDVS form. If the dates are from the same year, the text in the header block is (for example) “History of 2006.” If the dates are from multiple years, the text in the header block is (for example) “History of 04-06.”

**Credential Start Date**

The Credential Start Date field allows you to restrict the selection of graduates by date. Each time that you run the export process, you want to include the most recent graduates. Enter a date in this field that reflects all of the graduates since the last export. Graduates before the start date will not be included in the export. If you leave this field blank, Colleague uses the default date of 12/31/67.

**Credential End Date**

The Credential End Date field allows you to restrict the selection of graduates by date. Enter a date in this field to exclude graduates after a specific date. If you leave this field blank, Colleague uses the current date as the default date.

**Note:** The DegreeVerify service requests that the first time you send information to them you submit an export file that is a history of all graduates. To do this, use the default dates for the Credential Start and End Dates for the first export file.

**Institutions**

If your school has multiple institutions, use the Institutions field to limit the export file to specific institutions. If you leave this field blank, graduates from all institutions are selected.
NDVS Output

Running the NDVS Deg/CCD Student Export (NDVS) process produces a flat file with all necessary information for each graduate. After you have verified that the information in this file is correct by reviewing the Error Report, you can submit the flat file to the NSC. See your system administrator for more information about this process.

Note: If the data contains no errors, an error report is not created.
Procedure for Using DegreeVerify Service

Step 1. Access the NDVS Deg/CCD Student Export (NDVS) form.

Step 2. Enter the export file information:
- Batch number
- Update Mode (Yes or No)
- Modify Target File Definition

You can run the export in non-update mode as many times as needed to review any errors prior to actually exporting the data. If you run the process in update mode, the data is exported to the target file.

You can access the Electronic Transfer File (ELFT) form from the Target File Definition field to modify the export file name.

Step 3. Enter your Institution ID or name in the Institution for Header field.

Use the Institution LookUp to enter an institution ID and name.

The institution’s FICE code is automatically filled in for you based on your institution. You can override the code with a valid 6 digit code.

Step 4. (Optional) Enter any additional selection criteria in the following fields:
- Financial Block Restriction
- Directory Codes
- Saved List Name
- Institutions
Step 5. Enter the appropriate dates in the Credential Start and End Dates fields.

If you are exporting a history, you can use Colleague’s default dates. Otherwise, enter dates that list only the most recent graduates.

Step 6. Enter text in the Degree Period field to indicate the reporting period.

Step 7. Generate the export file by finishing from the form.

If the Hold File Name currently exists in the _HOLD_ directory, then you will be prompted to overwrite file if you want to continue the process.

If you do not want to overwrite the file, you will need to return to the NDVS form modify the target file definition.

Step 8. Complete the Peripheral Defaults and Process Handler forms according to your preferences.

Step 9. Is an Error Report generated?

Yes. There are errors in the data. Correct the data using the appropriate forms, and repeat Step 1 through Step 8.

Note: If required fields are listed as null on the Error Report then the record is not listed on the flat file. Correct the data, and then repeat the process to include those graduates.

No. There are no errors in the data. Continue with Step 10.

Step 10. Submit the flat file to the DegreeVerify service.

See your system administrator for more information about submitting information to the NSC.
Setting Up for Gainful Employment Reporting

In This Chapter

This chapter describes the setup steps needed to report gainful employment data to the National Student Clearinghouse (NSC) to meet the Department of Education (ED) Gainful Employment regulations. Table 51 lists the topics covered in this chapter.

**Table 51: Topics in This Chapter**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DoE Gainful Employment Regulations</td>
<td>357</td>
</tr>
<tr>
<td>Basic Setup – Steps at a Glance</td>
<td>358</td>
</tr>
<tr>
<td>Determining Eligible Academic Programs</td>
<td>360</td>
</tr>
<tr>
<td>Defining Gainful Employment Parameters</td>
<td>364</td>
</tr>
</tbody>
</table>

**Forms Used**

Table 52 shows an alphabetical list of the forms used in this chapter and a description of each.

**Table 52: Forms Used to Report Gainful Employment Data**

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gainful Employment Parameter (GEPM)</td>
<td>Define parameters for extracting gainful employment data for reporting to the NSC.</td>
</tr>
<tr>
<td>Gainful Employment Workfile Generation (GEWG)</td>
<td>Generate or build the gainful employment workfile.</td>
</tr>
<tr>
<td>Gainful Employment Workfile Report (GEWR)</td>
<td>Generate a report of the contents of the gainful employment workfile.</td>
</tr>
<tr>
<td>Gainful Employment Workfile Maintenance (GEWM)</td>
<td>Modify and add records in the gainful employment workfile (ST.GE.WORK).</td>
</tr>
</tbody>
</table>
Files Used

Table 53 shows a list of the primary files used in these chapter and a description of each.

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD.PROGRAMS</td>
<td>Contains academic program definition information, particularly as gainful employment programs and medical/dental internship or residency programs.</td>
</tr>
<tr>
<td>ST.GE.WORK</td>
<td>Contains the gainful employment data that will be submitted to the NSC. This is referred to as the Gainful Employment (GE) workfile.</td>
</tr>
<tr>
<td>FA.SYS.PARAMS</td>
<td>Contains financial aid-related information about the institution.</td>
</tr>
<tr>
<td>PERSON</td>
<td>Contains biographic information about the students.</td>
</tr>
<tr>
<td>STUDENT.PROGRAMS</td>
<td>Contains information related to the students and their academic programs. The STPR.GE.PROGRAM.FLAG computed column was added to the STUDENT.PROGRAMS file for GE reporting to indicate whether the associated academic program is a GE-related academic program.</td>
</tr>
</tbody>
</table>
The Department of Education (DoE) and National Student Loan Data System (NSLDS) require institutions to report certain information about students who enrolled in Title IV-eligible educational programs that lead to gainful employment (GE) in a recognized occupation (GE Programs). Only students enrolled in GE programs during the reporting year are required to be included in this report.

In June 2011, the National Student Loan Data System (NSLDS) issued its National Student Loan Data System Gainful Employment User Guide (NSLDS GE User Guide) available on the IFAP website located at http://ifap.ed.gov. This guide contains the following information:

- Gainful Employment (GE) compliance, guidelines, and administrative functions.
- GE reporting processing.
- GE reporting online: the NSLDS website.
- GE reporting file record layouts.

Colleague has been modified to help your institution meet these requirements.

**Note:** In October 2011, you are required to report GE data beginning with the 2006 award year. When building the GE export file for submission, you can include all GE data for those award years in a single file, or you can create separate files for each award year.

**Who Should Report Gainful Employment?**

The Department of Education issued “regulations requiring career college programs to better prepare students for ‘gainful employment’ or risk losing access to Federal student aid. While many career college programs are helping to prepare America’s workforce for the jobs of the future, far too many students at these schools are taking on unsustainable debt in exchange for degrees and certificates that fail to help them get the jobs they need or were promised. These regulations are designed to ramp up over the next four years, giving colleges time to reform while protecting students and their families from exploitative programs.” (http://www.ed.gov/news/press-releases/gainful-employment-regulations)

For information about non-U.S. institutions reporting requirements, refer to The Student Financial Aid Handbook for Foreign Schools on the IFAP website located at http://ifap.ed.gov.
## Basic Setup – Steps at a Glance

Table 54 provides a summary of the basic setup steps required before your institution can report to the NSC using Colleague.

### Table 54: Basics Setup Steps for Reporting Gainful Employment to the NSC

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Register your institution with the NSC.</td>
<td></td>
<td><a href="http://www.studentclearinghouse.org/">http://www.studentclearinghouse.org/</a></td>
</tr>
<tr>
<td>2.</td>
<td>Make sure that your live environment is current with software updates.</td>
<td></td>
<td>Regular software update procedures used at your institution.</td>
</tr>
</tbody>
</table>
| 3.   | Define privacy codes to the staff who will run the Gainful Employment Workfile Generation (GEWG) and Gainful Employment Export (GEEX) process so that students with the same privacy codes will be included in GE reporting to the NSC. | Staff and Volunteers (SVM) | “Privacy Codes” on page 374  
“Privacy Codes” on page 422 |
| 4.   | Define codes for academic program types to assign to gainful employment-related academic programs and medical/dental internships and residencies. | Validation Codes (VAL) | “Defining New Validation Codes for GE Reporting” on page 361 |
| 5.   | Determine which academic programs are considered gainful employment programs or medical/dental internship residency programs. |                                           | “Determining Eligible Academic Programs” on page 360 |
| 6.   | Assign the academic program type codes to gainful employment-related academic programs and medical/dental internships and residencies. | Academic Programs (PROG) | “Defining GE Eligible Academic Programs” on page 362 |
| 7.   | Verify that each FA office code associated with data you will report has an OPE ID assigned. | FA Office Parameters (FAOP) | |
Table 54: Basics Setup Steps for Reporting Gainful Employment to the NSC (cont’d)

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Make sure that students financial aid records are current so that Colleague can determine amounts for loans, extensions of credit, payment plans, and other financing mechanisms.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Define the parameters to extract gainful employment information from Colleague files.</td>
<td>Gainful Employment Parameters (GEPM)</td>
<td>&quot;Defining Gainful Employment Parameters&quot; on page 364</td>
</tr>
</tbody>
</table>
Setting Up Gainful Employment Reporting

The topics in this section describe setup procedures you need to perform before processing GE information. These procedures are mentioned in the high-level steps described in “Basic Setup – Steps at a Glance” on page 358.

Determining Eligible Academic Programs

Technical Tip: It is strongly recommended that you refer to the following for the definition of GE programs and guidance on the Department of Education (DoE) procedures for notification and approval of new or discontinued GE programs:

- Most current version of the National Student Loan Data System Gainful Employment User Guide which you can find on the Financial Aid Professionals Gainful Employment website (http://www.ifap.ed.gov/GainfulEmploymentInfo/).
- Information for Financial Aid Professionals (IFAP) website (http://www.ifap.ed.gov/ifap/)

According to the NSLDS GE User Guide:

“In order to be eligible for funding under the Title IV programs, an educational program must lead to a degree (associate, bachelor’s, graduate, or professional) or prepare students for ‘gainful employment in a recognized occupation’ (GE Programs). However, virtually all programs – degree and non-degree – offered by proprietary institutions must prepare students for ‘gainful employment in a recognized occupation.’

“All non-degree educational programs offered by public and nonprofit institutions and virtually all programs offered by proprietary institutions are GE Programs.”

Although the NSLDS requires reporting on GE-related academic programs, it also allows reporting on non-GE related programs. When determining and defining your academic programs, remember that some academic programs may have other academic types associated with them (along with the GE-related types).
Defining New Validation Codes for GE Reporting

If necessary, define codes in the ACAD.PROGRAM.TYPES validation code table in Colleague Student to comply with the GE disclosure requirements. You should define codes for the following:

- A code that indicates that a program is a GE program.
- A code that indicates a medical/dental program’s internship or residency (if your institution has medical/dental internships or residencies).

Procedure for Defining Codes for GE Reporting

Complete the following steps to define academic program type codes for GE reporting.

Step 1. Access the Validation Codes (VAL) form for Colleague Student.

Step 2. Enter ACAD.PROGRAM.TYPES at the Validation Code ID LookUp prompt.

Step 3. In a blank Code field, enter the code that you want to create. (You can name this anything, for example, “GE.”)

Step 4. In the Description field, enter a description for the code, for example, “Gainful Employment program.”

Step 5. In the Min Entry field, enter the minimum entry to recognize this code.

Step 6. Repeat Step 2 through Step 5 to define codes for medical/dental programs’ internships or residencies.

Step 7. Make note of the codes you just defined. You will enter those on the Gainful Employment Parameters (GEPM) form later in this chapter.
Defining GE Eligible Academic Programs

After you have defined the codes for GE-related academic programs and medical/dental internship and residency programs, you must now assign those codes to the appropriate academic programs. A single academic program can have both a GE program type code and a medical/dental internship and residency type code assigned to it. (Medical/dental internship and residency programs aren’t necessarily GE programs.) A program that is both GE-related and a medical/dental internship and residency must have both codes assigned on the Academic Programs (PROG) form.

Use the Academic Programs (PROG) form to assign the ACAD.PROGRAM.TYPES codes to the appropriate academic programs.

Procedure for Defining GE Eligible Academic Programs

Complete the following steps to assign the academic program type codes to GE eligible academic programs.

Step 1. Access the Academic Programs (PROG) form.

Step 2. At the Acad Program LookUp prompt, enter the ID of the academic program that you want to modify.

Step 3. In the Types field, select the code or codes that relate to this academic program (the code for GE-related academic programs or the code for medical/dental internship or residencies, or both).

Step 4. Verify that a Classification of Instructional Program (CIP) code is entered in the National ID field. If there isn’t a CIP code, enter one. Otherwise the GE reporting process will issue an error.

Step 5. Save the information on the PROG form.

Step 6. Repeat Step 2 to Step 5 for all academic programs that you need to modify.
Mapping Credential Levels

The information submitted on the GE report is required to indicate the type of credential level associated with the academic programs in which students were enrolled during the reported award year. Later in this chapter, you will map Colleague’s degree types and CCD types to GE credential levels (defined by the NSLDS) using the Gainful Employment Parameters (GEPM) form. Before you map the types using the GEPM form, you should determine the degree types and CCD types that are assigned to academic programs on which you plan to report.

The following valid credential levels are stored in the GE.CRED.LEVELS validation code table in Colleague Student:

- 01 – Undergraduate certificate
- 02 – Associate’s degree
- 03 – Bachelor’s degree
- 04 – Post baccalaureate certificate
- 05 – Master’s degree
- 06 – Doctoral degree
- 07 – First professional degree
- 08 - Graduate/Professional certificate
- 99 - Non-credential programs (preparatory coursework/teacher certification)

When determining the credential level of an academic program, Colleague first checks the degree type of the degree associated with the academic program. If that degree type has been mapped to a GE credential level on the GEPM form, then the associated GE credential level will be reported. However, if a degree type has not been defined or the degree is not associated with the academic program, Colleague next checks the associated CCDs. If a CCD type for the associated CCD has been mapped to a GE credential level on the GEPM form, then the CCD type with the highest associated GE credential level will be reported.
Defining Gainful Employment Parameters

Before generating records in the GE workfile, you must first define basic parameters so that Colleague knows which records to select.

Use the Gainful Employment Parameters (GEPM) form to define the parameters for building the GE workfile.

Figure 88 shows an example of the GEPM form.

**Figure 88: The Gainful Employment Parameters (GEPM) Form**

Noteworthy Fields on the GEPM Form

The fields described in this section are particularly important for defining GE parameters. See online help for information about other fields on this form.
Defining Gainful Employment Parameters

Student Status Calc Subr

The Gainful Employment Workfile Generation (GEWG) process has predefined or default logic to determine a student’s enrollment status within an academic program. If your institution has its own subroutine that determines this information in a different way, enter that subroutine in this field. That subroutine must conform to the following, specific argument list (in the order shown) to correctly determine the student’s enrollment within the academic program:

- Input: Student ID
- Input: Academic program ID
- Input: Start date of the student’s enrollment in the academic program.
- Input: End date of the student’s enrollment in the academic program.
- Output: GE status, the derived GE enrollment status for the student.

Credit Type Categories

Enter the credit type categories used to determine the student enrollment status within the reporting award year. Include only credit types that represent enrollment in an academic program at your institution. The following are valid codes delivered by Ellucian in the CRED.TYPE.TYPES validation code table in Colleague Student:

- I – Institutional
- C – Continuing Ed
- T – Transfer
- E – Exchange
- O – Other

GE Program Types

Enter the academic types defined for academic programs considered GE programs. Academic types are stored in the ACAD.PROGRAM.TYPES validation code table in Colleague Student. Academic programs that have any of the academic types you specify will be considered GE programs for reporting purposes. (These are the academic program types you defined in “Defining New Validation Codes for GE Reporting” on page 361.)
Medical Program Types

Enter the academic types defined for academic programs considered medical/dental internship or residency programs. Academic types are stored in the ACAD.PROGRAM.TYPES validation code table in Colleague Student. Academic programs that have any of the academic types you specify will be considered medical/dental internship or residency programs for reporting purposes. (These are the academic program types you defined in “Defining New Validation Codes for GE Reporting” on page 361.)

Degree Types

Use this field to map the specified Colleague degree type to the associated GE credential level. Degree types are stored in the DEGREES file and use the DEGREE.TYPES validation code table in Colleague Student.

GE processing checks the degree level of the degree associated with the academic program when determining the credential level of the academic program. If the GE process finds a mapping from the degree type on this form, then the associated GE credential level to which the degree type is mapped will be reported.

Note: A degree type can map to only one credential level. However, multiple degree types can map to the same credential level.

[Degree Types] GE Credential Level

Enter the credential level to which you want to map the associated degree type. The following valid credential levels are stored in the GE.CRED.LEVELS validation code table in Colleague Student:

- 01 – Undergraduate certificate
- 02 – Associate’s degree
- 03 – Bachelor’s degree
- 04 – Post baccalaureate certificate
- 05 – Master’s degree
- 06 – Doctoral degree
- 07 – First professional degree
- 08 - Graduate/Professional certificate
- 99 - Non-credential programs (preparatory coursework/teacher certification)
**CCD Types**

Use this field to map the specified Colleague CCD type to the associated GE credential level. CCD types are stored in the CCDS file and use the CCD.TYPES validation code table in Colleague Student.

GE processing checks whether a degree is associated with the academic program when determining the credential level of the academic program. If a degree is not associated or no mapping exists between the associated degree and a GE credential level, the process checks the associated CCDs. If the GE process finds a mapping from the CCD type on this form, then the associated GE credential level to which the CCD type is mapped will be reported. An academic program can have more than one associated CCD. If no credential level is assigned using the associated degree type, the GE credential mapping is determined for all associated CCD types, and the highest value of the these GE credential types (01 through 07) will be reported.

**Note:** A CCD type can map to only one credential level. However, multiple CCD types can map to the same credential level.

**[CCD Types] GE Credential Level**

Enter the credential level to which you want to map the associated CCD type. The following valid credential levels are stored in the GE.CRED.LEVELS validation code table in Colleague Student:

- 01 – Undergraduate certificate
- 02 – Associate’s degree
- 03 – Bachelor’s degree
- 04 – Post baccalaureate certificate
- 05 – Master’s degree
- 06 – Doctoral degree
- 07 – First professional degree
- 08 - Graduate/Professional certificate
- 99 - Non-credential programs (preparatory coursework/teacher certification)

**Loan Categories**

Enter the FA award categories to use to identify FA awards designated as loans to a student. Loan categories are stored in the AWARD.CATEGORIES file in Colleague Student’s Financial Aid.
AR Finance Types

Enter the Accounts Receivable (AR) types to use to identify the AR accounts Colleague will use to determine the outstanding balances owed by the student to the institution. For example, students may have to pay back certain loans, extensions or lines of credit, payment plans, and so on. The AR finance types you specify in this field are associated to those financial mechanisms which the student needs to repay (and are to be reported in the GE report).

Tuition/Fees AR Codes

This field contains the AR codes for the student’s tuition and fees that the student was charged for enrollment in the academic program. The amount of tuition and fees is for the entire time the student was enrolled in the academic program, not just for the reported award year.

Although this information is stored as invoices in Colleague Finance Accounts Receivable, you can specify the AR codes to determine which invoices contain the invoice charge amount that applies as tuition or fees for the student. These codes are stored in the AR.CODES file in Colleague Finance.

Procedure for Defining Gainful Employment Parameters

Complete the following steps to define parameters for extracting gainful employment data for reporting to the NSC.

Note: All fields on the GEPM form are optional.

Step 1. Access the Gainful Employment Parameters (GEPM) form.

Step 2. In the Student Status Calc Subr field, enter the name of the subroutine your institution has created, if any, to determine a student’s enrollment status within an academic program

Step 3. In the Credit Type Categories field, enter the credit type categories to use to determine the student enrollment status within the reporting award year.
Step 4. In the GE Program Types field, enter the academic types defined for academic programs considered GE programs.

Step 5. In the Medical Program Types field, enter the academic types defined for academic programs considered medical/dental internship or residency programs.

Step 6. In the Degree Type field, enter the degree types you want to map to an associated GE credential level.

Step 7. In the [Degree Type] GE Credential Levels field, enter the credential levels you want mapped to the associated degree type.

Step 8. In the CCD Type field, enter the CCD types you want to map to an associated GE credential level.

Step 9. In the [CCD Type] GE Credential Levels field, enter the credential level you want mapped to the associated CCD type.

Step 10. In the Loan Categories field, enter the FA award categories to use to identify FA awards designated as loans to a student.

Step 11. In the AR Finance Types field, enter the AR types to use to identify the AR accounts Colleague will use to determine the outstanding balances owed by the student to the institution.

Step 12. In the Tuition/Fees AR Codes field, enter the AR codes for the student’s tuition and fees that the student was charged for enrollment in the academic program.

Step 13. Save the information on the GEPM form.
This chapter describes the steps needed to successfully collect, review, adjust, and report data to the National Student Clearinghouse (NSC) to meet the Department of Education (ED) Gainful Employment regulations. Table 55 lists the topics covered in this chapter.

**Table 55: Topics in This Chapter**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting GE Data – Steps at a Glance</td>
<td>373</td>
</tr>
<tr>
<td>Generating the Gainful Employment Workfile</td>
<td>374</td>
</tr>
<tr>
<td>Generating the GE Workfile Report</td>
<td>397</td>
</tr>
<tr>
<td>Maintaining Gainful Employment Workfile Records</td>
<td>401</td>
</tr>
<tr>
<td>Automatic Maintenance of Specific Program Level Fields</td>
<td>416</td>
</tr>
<tr>
<td>Exporting Gainful Employment Data</td>
<td>421</td>
</tr>
</tbody>
</table>

**Forms Used**

Table 56 shows a list of the forms used in this chapter and a description of each.

**Table 56: Forms Used to Generate the Gainful Employment Workfile Report**

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gainful Employment Workfile Generation (GEWG)</td>
<td>Generate the gainful employment workfile.</td>
</tr>
<tr>
<td>Gainful Employment Workfile Report (GEWR)</td>
<td>Generate the gainful employment workfile report.</td>
</tr>
<tr>
<td>Gainful Employment Workfile Maintenance (GEWM)</td>
<td>Modify records in the GE workfile.</td>
</tr>
</tbody>
</table>
Files Used

Table 56 shows a list of the primary files used in this chapter and a description of each.

**Table 57:** Files Used to Generate the Gainful Employment Workfile

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD.PROGRAMS</td>
<td>Contains academic program definition information, particularly as GE programs and medical/dental internship or residency programs.</td>
</tr>
<tr>
<td>ST.GE.WORK</td>
<td>Contains the gainful employment data that will be submitted to the NSC. This is referred to as the gainful employment (GE) workfile.</td>
</tr>
<tr>
<td>STUDENT.PROGRAMS</td>
<td>Contains information related to the students and their academic programs. The STPR.GE.PROGRAM.FLAG computed column was added to the STUDENT.PROGRAMS file for GE reporting to indicate whether the associated academic program is a GE-related academic program.</td>
</tr>
</tbody>
</table>
After your institution has completed the basic setup, you can report to the NSC by following the steps listed in Table 58.

**Table 58: Steps at a Glance for Reporting to the National Student Clearinghouse**

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Form</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Generate or build the GE workfile (ST.GE.WORK).</td>
<td>Gainful Employment Workfile Generation (GEWG)</td>
<td>&quot;Generating the Gainful Employment Workfile&quot; on page 374</td>
</tr>
<tr>
<td>2.</td>
<td>View the content of the GE workfile (ST.GE.WORK).</td>
<td>Gainful Employment Workfile Report (GEWR)</td>
<td>&quot;Generating the GE Workfile Report&quot; on page 397</td>
</tr>
<tr>
<td>3.</td>
<td>Modify records in the GE workfile as necessary.</td>
<td>Gainful Employment Workfile Maintenance (GEWM)</td>
<td>&quot;Maintaining Gainful Employment Workfile Records&quot; on page 401</td>
</tr>
<tr>
<td>4.</td>
<td>Submit the GE data to the NSC.</td>
<td>Gainful Employment Export (GEEX)</td>
<td>&quot;Exporting Gainful Employment Data&quot; on page 421</td>
</tr>
</tbody>
</table>

a. You may need to correct some data in the student source files (such as adding a Social Security number). If you do make corrects in the source files (rather than in the workfile), you should run the GEWG process again to regenerate the records in the GE workfile (ST.GE.WORK).
Generating the Gainful Employment Workfile

This section describes the following about the gainful employment (GE) workfile:
- Generating the GE workfile.
- The GE workfile and its data elements.
- Procedure for generating the GE workfile.

Use the Gainful Employment Workfile Generation (GEWG) form to generate the GE workfile (ST.GE.WORK) that you will use when submitting GE data to the NSC.

Figure 89 shows an example of the GEWG form.

Figure 89: The Gainful Employment Workfile Generation (GEWG) Form

Privacy Codes

The GEWG process and the Gainful Employment Export (GEEX) process honor student privacy codes. To include students with privacy codes in gainful employment reporting, the staff who runs these processes should have all available privacy codes assigned to them in the Privacy Access field on the Staff and Volunteers (SVM) form.
If the staff person does not have the appropriate privacy codes assigned on the SVM form, students with privacy codes are excluded from the GEWG selection process without warning and are not reported to the NSC using the GEEX process.

**Noteworthy Fields on the GEWG Form**

The fields described in this section are particularly important for generating the GE workfile.

**Award Years to Include**

Enter the award years for which you want to generate the GE workfile. For GE reporting purposes, an award year is considered July 1 of the award year to June 30 of the next year. For example, the 2010 award year is for the period July 1, 2010 to June 30, 2011. When you enter the beginning year of the award year, the entire award year period is displayed in the corresponding field, for example, 07/01/2010 – 06/30/2011.

**Note:** In October 2011, you are required to report GE data beginning with the 2006 award year. When generating the GE workfile, you can include all GE data for those award years in a single file, or you can create separate files for each award year.

**Include Only GE Programs**

Indicate whether you want to include in the report only those programs that are considered as GE programs for reporting purposes. The NSLDS requires that you report on all students enrolled in a GE program. However, you can also include in the report those students who are enrolled in non-GE programs.

To report on only GE programs, enter **Yes**. To also include non-GE programs, enter **No**.

**FA Office Code**

Enter the code defined for the Financial Aid office you want associated to each GE workfile record. The code you enter must be a code defined on the FA Office Parameters (FAOP) form. The OPE ID and name associated with
the FA office code you enter are populated in the corresponding OPE ID field and Name field. Use LookUp to view codes in the FA.OFFICES file to help you find the FA office code you want to use.

When you initially access the GEWG form, Colleague will default in the FA office code defined on the FA Institutional Defaults (FIDF) form. You can enter a different code if needed.

If your institution has multiple campuses, you may need to use the GEWG form to identify each campus for each award year and select a sub-set of students for each run using different FA office codes (OPE IDs).

**Saved List Name**

Enter a saved list of student IDs to include in the GE records generated for reporting.

If you leave this field and the Student field blank, then all students who were enrolled in an academic program in the specified award years are included for generating GE records.

If you enter a saved list name in this field, you cannot enter individual student IDs in the Students field.

**Students**

Enter individual student IDs to include in the GE records generated for reporting.

If you leave this field and the Saved List Name field blank, then all students who were enrolled in an academic program in the specified award years are included for generating GE records.

If you enter individual student IDs in this field, you cannot enter a saved list name in the Saved List Name field.

**Academic Levels**

Use this field to limit the GE workfile records to only those academic programs in which students are enrolled that are defined with these academic levels. If you leave this field blank, GE records are generated without regard to the academic level in which students are enrolled.
Generating the Gainful Employment Workfile

**Academic Programs**

Use this field to limit the output of GE records to only the specific academic programs in which students are enrolled (and are defined with the academic levels if any are listed in the Academic Levels field) that you list.

If you leave this field blank, GE records are generated without regard to academic programs in which students are enrolled.

**Locations**

This field limits the output of the GE records to only academic programs in which students are enrolled in one or more of the locations listed. If you leave this field blank, GE records are generated without regard to locations of the academic programs in which students are enrolled.

**About the GE Workfile**

Each new record generated in the GE Workfile (ST.GE.WORK) is stored by a sequentially created key. The data element consists of the following combination of data that will help you identify a record within the workfile:

- Student ID (STGE.STUDENT.ID)
- Academic program ID (STGE.ACAD.PROGRAM.ID)
- Award year (STGE.START.AWARD.YEAR)
- Starting date of the student in the academic program in the award year (STGE.PROG.YEAR.START.DATE)
All students enrolled in a GE-related academic program must be reported in the given award year. However, some students may have started, stopped, and restarted enrollment in the academic program during the same award year. If so, the NSLDS requires that one GE record for each enrollment into the program be reported. For example, for the 2009 award year (7/1/2009 - 06/30/2010), a student started in a GE-related academic program in August 2009, stopped in October, then started in the same program in January 2010. You would include two GE records for that student (one GE record for the August enrollment and one for the January enrollment).

To identify those separate records, use the start date of the student in the academic program in the award year (STGE.PROG.YEAR.START.DATE) to differentiate any multiple enrollments in the same academic program for the award year.

**Generating the GE Workfile**

The GEWG process uses the criteria you specify on the GEWG form to limit the output of records generated. Below is how the GEWG process filters the data using the criteria from the GEWG form. First, assume that all student program records are eligible for inclusion for GE record generation. The GEWG process begins with the fields at the top of the GEWG form and applies the filtering as follows and as illustrated in Figure 90:

- If you specified a saved list name in the Saved List Name field, then the list of student program records is further limited to only those students who are included in the saved list. (If you used a saved list, you cannot enter individual student IDs in the Students field.)
If you specified individual students in the Students field, then the list of student program records is further limited to only those students you list. (If you enter individual student IDs, you cannot enter a saved list in the Saved List Name field.)

- The list of student program records are limited to only those students who are enrolled in academic programs that span across the years listed in the Academic Years to Include field.

- If you entered “Yes” in the Include Only GE Programs field, then the list of student program records is further limited to only those who are enrolled in a GE academic program.

- If you specified academic levels in the Academic Levels fields, then the list of student program records is further limited to only those students whose academic level is included in the Academic Levels fields.

- If you specified academic programs in the Academic Programs fields, then the list of student program records is further limited to only those students whose academic program is included in the Academic Programs fields.

- If you specified locations in the Locations fields, then the list of student program records is further limited to only those students enrolled in academic programs whose location is included in the Locations fields.

- If you specified any additional selection criteria, then the list of student program records is further limited to only those students that meet that criteria.

**Figure 90: Filtering Criteria of the GEWG Process**
The GEWG process evaluates each selected STUDENT.PROGRAMS record and creates or updates the necessary GE workfile records. The following conditions must exist to report students with multiple academic programs within the same award year:

- A student can be enrolled in multiple academic programs in a given award year regardless of whether those programs are GE-related or not. Students enrolled in multiple GE programs must have a single record reported for each GE academic program during the award year.
- A student may choose to withdraw from an academic program during an award year, then later in the same award year, re-enroll in the same academic program. You must report each enrollment instance as a separate record on the report, with each record referencing the appropriate date range of enrollment. This withdrawing from and re-entering an academic program during the same award year is referred to as “stopping out” of an academic program.
- A student may choose to change academic programs by withdrawing from one program and enrolling in another during the same award year. You must report each enrollment instance as a separate record on the report, with each record referencing the appropriate date range of enrollment.
- A student may complete an academic program and then enroll in a different academic program in the same award year. You must report each enrollment instance as a separate record on the report, with each record referencing the appropriate date range of enrollment.

**Updating GE Workfile Records**

If you run the GEWG process more than once for the same students in the same academic program and award year, when you save from the GEWG form, existing GE workfile records that meet the criteria entered on the GEWG form will be deleted and replaced with new GE workfile records.

**Note:** You can use the Gainful Employment Workfile Maintenance (GEWM) form to modify the values of the GE workfile data elements in the GE workfile records. However, if you run the GEWG process with the criteria that matches any of the records that were changed using the GEWM form, those modified records will be rebuilt and the changes possibly lost. See “Maintaining Gainful Employment Workfile Records” on page 401 for information about the GEWM form.

You can view a report of the contents of the GE workfile using the Gainful Employment Workfile Report (GEWR) process. See “Generating the GE Workfile Report” on page 397 for more information about the GE workfile report.
GE Workfile Data Elements

Table 59 lists the field names and descriptions of the fields or data elements of the GE workfile (ST.GE.WORK) as they are stored in Colleague Student. These fields are displayed in the order they are stored in the GE workfile.

Table 59: Data Elements in the Gainful Employment Workfile (ST.GE.WORK)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST.GE.WORK.ID</td>
<td>The key to the file. It is a sequentially assigned key by the system.</td>
</tr>
<tr>
<td>STGE.STUDENT.ID</td>
<td>The STUDENT ID of the student associated to this data record.</td>
</tr>
<tr>
<td>STGE.START.AWARD.YEAR</td>
<td>The 4-digit starting award year of the reporting period.</td>
</tr>
<tr>
<td>STGE.ACAD.PROGRAM.ID</td>
<td>The ID of the academic program the student is enrolled in for the reporting period. It is a single value pointer to the ACAD.PROGRAMS file.</td>
</tr>
<tr>
<td>STGE.OPE.ID</td>
<td>This is the location's OPE ID where the student is enrolled in the academic program associated with this record.</td>
</tr>
<tr>
<td>STGE.INST.NAME</td>
<td>This is the location's name where the student is enrolled in the academic program associated with this record.</td>
</tr>
<tr>
<td>STGE.STU.FIRST.NAME</td>
<td>The first name of the student.</td>
</tr>
<tr>
<td>STGE.STU.MIDDLE.NAME</td>
<td>The middle name of the student.</td>
</tr>
<tr>
<td>STGE.STU.LAST.NAME</td>
<td>The last name of the student.</td>
</tr>
<tr>
<td>STGE.STU.DOB</td>
<td>The student's date of birth.</td>
</tr>
<tr>
<td>STGE.GE.FLAG</td>
<td>Yes/No field to indicate whether the academic program associated to this record is a GE program.</td>
</tr>
<tr>
<td>STGE.PROG.TITLE</td>
<td>The title of the academic program associated to this record.</td>
</tr>
<tr>
<td>STGE.PROG.CIP</td>
<td>The CIP code of the academic program associated to this record.</td>
</tr>
<tr>
<td>STGE.PROG.CRED.LVL</td>
<td>The NSLDS-defined credential level of the academic program associated to this record. If the credential level is not defined in Colleague, it is determined from the mapping of degree and CDD types to credential levels on the GEPM form.</td>
</tr>
<tr>
<td>STGE.PROG.MED.FLAG</td>
<td>Yes/No field to indicate whether the academic program associated to this record is one for medical/dental internship or a residency program.</td>
</tr>
<tr>
<td>STGE.STU.LOAN.FLAG</td>
<td>Yes/No field to indicate whether the student received FFEL or Direct Loans during the enrollment of the academic program associated to this record.</td>
</tr>
<tr>
<td>STGE.PROG.STATUS</td>
<td>The status of the student in the associated academic program within the associated award year. Values can be &quot;E - Enrolled,&quot; &quot;C - Completed,&quot; or &quot;W - Withdraw.&quot;</td>
</tr>
</tbody>
</table>
Table 59: Data Elements in the Gainful Employment Workfile (ST.GE.WORK)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>STGE.PROG.START.DATE</td>
<td>The date the student initially enrolled in the academic program. This can be before the start date of the award year associated to this record.</td>
</tr>
<tr>
<td>STGE.PROG.YEAR.START.DATE</td>
<td>The date the student began enrollment in the academic program within the award year. This date must be within the award year associated to this record.</td>
</tr>
<tr>
<td>STGE.PROG.END.DATE</td>
<td>The date the student completed or withdrew from the academic program associated to this record. This is only populated if the status associated to this record is “C - Completed” or “W - Withdraw.”</td>
</tr>
<tr>
<td>STGE.LOAN.AMT</td>
<td>The total dollar amount of private loans the student has received while enrolled in any academic program. Amounts do not have to be for this specific award year, but could be at any time during the duration of enrollment in the program. This is only populated if the status associated to this record is “C - Completed” or “W - Withdraw.”</td>
</tr>
<tr>
<td>STGE.FINANCE.AMT</td>
<td>The total dollar amount of institutional financing the student has received while enrolled in any academic program. Amounts do not have to be for this specific award year, but could be at any time during the duration of the enrollment in the program. This is only populated if the status associated to this record is “C - Completed” or “W - Withdraw.”</td>
</tr>
<tr>
<td>STGE.FEES.AMT</td>
<td>The total dollar amount of tuition and fees the student was charged while enrolled in any academic program. Amounts do not have to be for this specific award year, but could be at any time during the duration of the enrollment in the program.</td>
</tr>
<tr>
<td>STGE.OTH.ACAD.PROGRAM.ID</td>
<td>The ID of any other academic program the student is enrolled in for the reporting period. It is a single-value pointer to the ACAD.PROGRAMS file. This is populated only if the status associated to this record is “C – Completed” or “W – Withdraw” and the student is still enrolled in a program at the end of the award year.</td>
</tr>
<tr>
<td>STGE.OTH.PROG.CIP</td>
<td>The CIP code of any other academic program associated to this record. This is only populated if the status associated to this record is “C - Completed” or “W - Withdraw.”</td>
</tr>
<tr>
<td>STGE.OTH.PROG.CRED_LVL</td>
<td>The NSLDS-defined credential level of any other academic program associated to this record. This is only populated if the status associated to this record is “C - Completed” or “W - Withdraw.”</td>
</tr>
<tr>
<td>STGE.OTH.PROG.TITLE</td>
<td>The title of the other academic program associated to this record. This is only populated if the status associated to this record is “C - Completed” or “W - Withdraw.”</td>
</tr>
<tr>
<td>STGE.OTH.GEFLAG</td>
<td>Yes/No field to indicate if any other academic program associated to this record is a GE program. This is only populated if the status associated to this record is “C - Completed” or “W - Withdraw.”</td>
</tr>
<tr>
<td>STGE.OTH.OPE.ID</td>
<td>This is the location's OPE ID where the student is enrolled in any other academic program associated with this record. This is only populated if the status associated to this record is “C - Completed” or “W - Withdraw.”</td>
</tr>
</tbody>
</table>
Generating the Gainful Employment Workfile

Table 59: Data Elements in the Gainful Employment Workfile (ST.GE.WORK)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>STGE.OTH.INST.NAME</td>
<td>This is the location's name where the student is enrolled in any other academic program associated with this record. This is only populated if the status associated to this record is “C - Completed” or “W - Withdraw.”</td>
</tr>
<tr>
<td>STGE.UNIQUE.KEY</td>
<td>This is a system-generated unique key to this record. This is not the key to the file; the key to the file is ST.GE.WORK.ID, the first field listed in this table.</td>
</tr>
</tbody>
</table>

**Gainful Employment Elements**

For ease of reference, the data elements are listed in the record layout order specified by the National Student Loan Data System (NSLDS). Each gainful employment data element references the corresponding Colleague data elements.

**Award Year [GE Element #1]**

*Colleague Data Element: n/a*

*Form: GEWG*

*GE Workfile Data Element: STGE.START.AWARD.YEAR*

This is the starting year of the award date range. For example, for the award year 2010-2011 (from July 1, 2010 through June 30, 2011), this value would be stored as 2010. The value of this field can never be a year prior to the 2005 award year [2005]. The DoE only requires GE information from the 2006 award year and later, although they will also accept data for the 2005 award year.

**Student SSN [GE Element #2]**

*Colleague Data Element: SSN*

*Form: NAE, BIO*

This is the Social Security number of the student.

**First Name [GE Element #3]**

*Colleague Data Element: FIRST.NAME*

*Form: NAE, BIO*

*GE Workfile Data Element: STGE.STU.FIRST.NAME*

This is the first name of the student as stored in the student’s PERSON file record. If the student does not have a first name, the value “NFN” will be reported in this field to the NSC. The GE element allows 35 characters; however, Colleague only stores 30 characters.
Middle Name [GE Element #4]
*Colleague Data Element: MIDDLE.NAME*
*Form: NAE, BIO*
*GE Workfile Data Element: STGE.STU.MIDDLE.NAME*

This is the middle name of the student as stored in the student’s PERSON file record. If the student does not have a middle name, the field is blank when reported to the NSC. The GE element allows 35 characters; however, Colleague only stores 30 characters.

Last Name [GE Element #5]
*Colleague Data Element: LAST.NAME*
*Form: NAE, BIO*
*GE Workfile Data Element: STGE.STU.LAST.NAME*

This is the last name of the student as stored in the student’s PERSON file record. If the student does not have a last name, the value “NLN” will be reported in this field to the NSC. Colleague stores 57 characters, all of which will be stored in the GE workfile.

Date of Birth [GE Element #6]
*Colleague Data Element: BIRTH.DATE*
*Form: NAE, BIO*
*GE Workfile Data Element: STGE.STU.DOB*

This is the birth date of the student as stored in *internal format* in the student’s PERSON file record. If the student does not have a birth date, the value “19000101” (representing the date January 1, 1900) will be reported in this field to the NSC.

Institution Code [GE Element #7]
*Colleague Data Element: FSP.OPE.ID (default value on GEWG)*
*Form: GEWG*
*GE Workfile Data Element: STGE.OPE.ID*

This is the eight-digit code for the Office of Postsecondary Education Identifier (OPE ID) stored in Colleague’s Financial Aid module associated with the FA office code entered on the GEWG form.

Institution Name [GE Element #8]
*Colleague Data Element: FSP.INSTITUTION.NAME (default value on GEWG)*
*Form: FAOP, GEWG*
*GE Workfile Data Element: STGE.INST.NAME*

This is the name associated with the FA office code entered on the GEWG form.
GE Program Indicator [GE Element #9]
Colleague Data Element: n/a
Form: PROG, GEPM
GE Workfile Data Element: STGE.GE.FLAG

This Y/N field indicates whether the associated academic program in which the student is enrolled is a GE program. Using the key to the academic program associated with the STUDENT.PROGRAMS record, Colleague compares the GE program type defined on the Gainful Employment Parameters (GEPM) form with the academic types defined in the academic program. If any of the academic program types defined on the GEPM form match the types defined for the academic program, Colleague enters “Yes” for this data element. Otherwise, Colleague enters “No.”

Program Name [GE Element #10]
Colleague Data Element: ACPG.TITLE
Form: PROG
GE Workfile Data Element: STGE.PROG.TITLE

This is the name of the academic program in which the student was enrolled during the award year. The program name can be 80 characters.

CIP Code [GE Element #11]
Colleague Data Element: ACPG.CIP
Form: PROG (National ID field)
GE Workfile Data Element: STGE.PROG.CIP

This is the code for the academic program’s Classification of Instructional Program (CIP) code.

Credential Level [GE Element #12]
Colleague Data Element: ACPG.DEGREE, ACPG.CCDS
Form: PROG
GE Workfile Data Element: STGE.PROG.CRED.LEVEL

This is the credential level of the academic program in which the student was enrolled during the award year. This data is derived from the degree or CCD associated to the academic program for the student. Colleague uses the degree and CCD types to determine the credential level to include on the GE report. You can map the degree type and CCD type to credential levels using the GEPM form. See “Defining Gainful Employment Parameters” on page 364.
The GEWG process accesses the ACAD.PROGRAMS record for the academic program associated with the STUDENT.PROGRAMS record, then checks for a degree associated with the academic program. If one exists, the process looks for the degree type that was specified on the GEPM form. If it finds a degree type, Colleague reports the associated GE credential level as the value of this data element.

If the academic program does not have an associated degree, or if the GEWG process does not find a degree type on the GEPM form, Colleague checks for any CCDs associated with the academic program. If a CCD type is found, the process looks for a CCD type that was specified on the GEPM form. An academic program can have multiple CCDs associated to it. If an academic program has multiple CCDs associated to it, Colleague will report the CCD that has the highest “code number” GE credential level mapped to it. Those code numbers are shown in the list in the next paragraph. So for example, if an academic program has two CCDs associated to it, one with “01 – Undergraduate Certificate” and the other with “04 – Post baccalaureate certificate,” Colleague will report the “04” value because it is higher.

The following valid GE credential levels are stored in the GE.CRED.LEVELS validation code table in Colleague Student:

- 01 – Undergraduate certificate
- 02 – Associate’s degree
- 03 – Bachelor’s degree
- 04 – Post baccalaureate certificate
- 05 – Master’s degree
- 06 – Doctoral degree
- 07 – First professional degree
- 08 - Graduate/Professional certificate
- 99 - Non-credential programs (preparatory coursework/teacher certification)

**Medical or Dental Internship or Residency [GE Element #13]**

*Colleague Data Element:* derived from ACPG.TYPES and medical/dental program types entered on GEPM

*Form:* PROG, GEPM

*GE Workfile Data Element:* STGE.PROG.MED.FLAG

This Y/N field indicates whether the associated academic program in which the student is enrolled is a medical or dental internship or residency program.

On the GEPM form, you can define one or more academic program types that indicate medical or dental internship or residency programs. If one of the academic program types on the GEPM form is in the list of types of the
academic program record, Colleague will enter “Y” in the associated GE workfile record. If none of the types match in the academic program record, the value is reported as “N.”

**FFEL or Direct Loans [GE Element #14]**
*Colleague Data Element: SA.AWARD, SA.DATE, AW.CATEGORY*
*GE Workfile Data Element: STGE.STU.LOAN.FLAG*

This Y/N field indicates whether the student received a Federal Family Education Loan (FFEL) or Direct Loan (including Grad PLUS loans) during the award year being reported. A list of awards received by the student is stored in the SA.AWARD field of the SA.ACYR file in Colleague’s Financial Aid module.

Additional award information is stored in the AW.CATEGORY field of the AWARDS file. If one of the following categories is found in the AW.CATEGORY field, then this element is populated with “Y”:
- GSL
- USTF
- PLUS
- GPLUS

**Program Attendance Begin Date [GE Element #15]**
*Colleague Data Element: STPR.START.DATE*
*GE Workfile Data Element: STGE.PROG.START.DATE*

This is the date the student began enrollment in the program even if it precedes the beginning of the award year associated with this record. To determine this date, Colleague looks at the statuses in the STUDENT.PROGRAMS record and enrollments in the award year.

Colleague determines the earliest active status of the academic program in the STPR.STATUS field of the STUDENT.PROGRAMS record. The STPR.STATUS field has codes from the STUDENT.PROGRAM.STATUSES validation code table. These codes use special processing codes defined to determine how they are used by Colleague. Colleague looks for a status with special processing code “2” for active.

Because each status in the STUDENT.PROGRAMS record has an associated date of when the status became active (STPR.STATUS.DATE), Colleague looks through the statuses listed for a student to find the earliest occurrence of an active status. In the award year in which the program becomes active, this date is changed to the start date of the student’s first enrolled course within the award year.
Some students may withdraw from their program and then re-enroll in the program in the same award year. In those cases, you need to report two separate records indicating the different date ranges of enrollment in the program. Although those records will have different begin dates in the award year, both records will have the same overall begin date stored in this data element (as described in the section for GE Element #16).

**Program Attendance Begin Date for this Award Year [GE Element #16]**

*Colleague Data Element*: STPR.STATUS.DATE, STC.START.DATE  
*GE Workfile Data Element*: STGE.PROG.YEAR.START.DATE

This is the date within the award year when the student began enrollment in the associated academic program. This is not necessarily July 1 of the award year because the student may not have enrolled in any courses for some time after July 1 of the award year.

Colleague determines the date in which the student first enrolled in the award year by looking at the student’s enrollments around the starting date of the award year, even if the enrollment began before the award year and continues into the award year. Colleague uses the date range of the award year and collects the enrollments the student had that overlap the date range. Enrollment records are stored in the STUDENT.ACAD.CRED file.

For each record found in the STUDENT.ACAD.CRED file, Colleague determines whether the enrollment began before July 1 of the award year. If any records meet this criteria, the student is considered enrolled as of the first day of the award year and this data element will report July 1 of the award year. If none of the records meet that criteria, Colleague looks for the earliest date a student is enrolled in a course as recorded in the STC.START.DATE field in the STUDENT.ACAD.CRED record.

Some students may withdraw from their program and then re-enroll in the program in the same award year. For example, in the case where a student enrolls, drops, and re-enrolls in an academic program in the same award year, you need to report two separate records indicating the different date ranges of enrollment in the program. The two records differ as follows:

- **Record 1** will indicate that the student withdrew from the academic program and that the starting date in the reported award year is the starting date of the earliest course enrollment.
- **Record 2** will indicate that the student re-enrolled in the program and that the starting date in this award year is the starting date of the first course enrollment after the student withdrew from the program.
Although highly unlikely, if a student enrolls/drops/re-enrolls in an academic program multiple times in the same award year, separate records indicating the different date ranges of enrollment will be created.

**Program Attendance Status [GE Element #17]**

*Colleague Data Element: STPR.STATUS, STPR.STATUS.DATE*

*GE Workfile Data Element: STGE.PROG.STATUS*

This is the status of the student enrolled in the academic program for the date range reported in the record. The following statuses are defined by the NSLDS for reporting in this element:

- **C – Completed.** Indicates the student completed the academic program during the award year.
- **E – Enrolled.** Indicates the student was enrolled in the academic program as of the last day of the award year (June 30).
- **W – Withdrew.** Indicates the student withdrew from the academic program during the award year.

Colleague uses its status codes in the STUDENT.PROGRAM.STATUSUSES validation code table in Colleague Student to determine the value for this element because the statuses are tracked for a specific program. These Colleague status codes have the following special processing codes that determine which NSLDS status to use for reporting:

- **Special processing code 2.** Indicates that the student is currently active in the program as of the status date of the program. Used to report the NSLDS status “E.”
- **Special processing code 3.** Indicates that the student graduated from the program as of the status date of the program. Used to report the NSLDS status “C.”
- **Special processing code 4 and 5.** Indicates that the student withdrew from the program. Used to report the NSLDS status “W.”

Some students may withdraw from their program and then re-enroll in the program in the same award year. For example, in the case where a student enrolls, drops, and re-enrolls in an academic program in the same award year, you need to report two separate records indicating the different date ranges of enrollment in the program. The two records differ as follows:

- **Record 1** will indicate that the student withdrew from the academic program.
- **Record 2** will indicate that the student enrolled.

Although highly unlikely, if a student enrolls/drops/re-enrolls in an academic program multiple times in the same award year, separate records indicating the different date ranges of enrollment will be created.
Program Attendance End Date [GE Element #18]

Colleague Data Element: STPR.END.DATE
GE Workfile Data Element: STGE.PROG.END.DATE

This is the date when the student completed, withdrew, or “stopped out” of the associated academic program. A date is populated only if the Program Attendance Status field contains either a “C” or “W.”

Colleague determines the program attendance end date by finding the latest status in the STUDENT.PROGRAMS record that is “completed” or “withdrew” in the award year. Each time a student completes, withdraws, or stops out of an academic program, an end date is reported for each record. If the student enrolled, withdrew, re-enrolled, then withdrew or completed, there would be two records for the student, each with the appropriate start and end dates for the two separate time periods. The STUDENT.PROGRAMS file maintains a list of statuses in the STPR.STATUS field. Those statuses are codes defined in the STUDENT.PROGRAM STATUSES validation code table. Special processing codes defined for those statuses in the validation code table are used to determine the value for this data element, particularly statuses with the following special processing code values:

- 3 – graduated
- 4 – changed mind
- 5 – withdrew

Each status in the STUDENT.PROGRAMS record has an associated date (STPR.STATUS.DATE) of when the status became available. Colleague will look through the statuses listed for a student to determine the most recent occurrence of one of the above listed statuses and set the value of this data element to that date. Some students may have started, stopped, and restarted enrollment in the academic program during the same award year. For example, for the 2009 award year (7/1/2009 - 06/30/2010), a student started in an academic program in August 2009, stopped (changed mind) in October, restarted in the same program in January 2010, then graduated (or withdrew from) the program in May 2011. You would include two GE records for that student (one GE record for the August-October enrollment and one for the January-May enrollment). The value for this data element for the “first” enrollment range would be the October 2010 date (whatever that specific date is), and the value for this data element for the “second” enrollment range would be the May 2011 date (whatever that specific date is).

Note: If the student is still enrolled in the academic program, this data element must remain blank.
Private Loan Amounts [GE Element #19]

Colleague Data Element: SA.AWARD, AC.LOAN.FLAG, SA.XMIT.AMT
GE Workfile Data Element: STGE.LOAN.AMT

This is the total amount of non-Title IV loans received by the student to pay costs associated with attendance in a specific academic program. An amount is populated only if the Program Attendance Status field contains “C” (Completed) or “W” (Withdraw).

Colleague accesses the SA.ACYR file for each award year between the beginning date of enrollment in the program (GE element #15) and the ending date of enrollment (GE element #18) in the academic program. The SA.AWARD field stores the list of award codes for the awards the student received during the award year. Colleague checks the award for any of the following categories and excludes those awards when determining the value of this element:

- GSL
- USTF
- PLUS
- GPLUS
- PERK

In addition to checking the loan categories against this list, a loan category will only be included when calculating the value of this element if the AC.LOAN.FLAG is set to “Y.”

Colleague sums up the award values (stored in the SA.XMIT.AMT field of the SA.ACYR record) of all awards that meet the criteria to populate this GE element.

Institutional Financing Amount [GE Element #20]

Colleague Data Element: derived
GE Workfile Data Element: STGE.FINANCE.AMT

This is the total amount this student owes from institutional financing plans for attendance in the associated academic program as of the day the student either completed or withdrew from the academic program. This is the sum of loans, extensions of credit, payment plans, and other financing plans that are not considered a private education loan but must be paid to the institution after the student completes or withdraws from the program. An amount is populated only if the Program Attendance Status field contains either “C” or “W.”

Note: If the student is still enrolled in the academic program, this data element must remain blank.
Because the data that determines this amount is stored in different places in the system, Colleague looks in the following areas:

- **Financial aid loans.** Financial aid loans are awarded to the student but must be paid back to the lender upon completion of the academic program. Colleague looks through the award codes in the SA.AWARD field of the SA.ACYR record for the awards the student received during the award year. For each award, Colleague looks at the award category defined to see whether it matches one of the award categories defined on the GEPM form in the Loan Categories field. Colleague will add the award values of the awards whose award categories match those on the GEPM form (stored in the SA.XMIT.AMT field) and use that sum as part of the total reported in this data element.

- **AR loans, extensions/lines of credit, payment plans, and so on.** These types of financing are stored as part of AR accounts that have specific types attached to them. Colleague determines which AR accounts to use when calculating the amount for this data element by using values defined in the AR Finance Types field on the GEPM form.

  Using the AR type and date, Colleague determines the overall balance owed by the student for that AR account on the Program Attendance End Date being reported. Because you can define multiple AR types on the GEPM form, Colleague will check the AR account balances for each type defined on the GEPM form, then sum the balances for the student to use as part of the total reported in this data element.

- The final amount or value for this data element is the sum of the amount of the financial aid loans and the amount of the AR loans, extensions/lines of credit, payment plans, and so on.

**Tuition and Fees Amount [GE Element #21]**

*Colleague Data Element: derived*

*GE Workfile Data Element: STGE.FEES.AMT*

This is the total amount of tuition and fees for the entire time the student was charged for enrollment in the associated program, not just for the reported award year.

Colleague determines this amount by looking in the AR invoices that contains all charges incurred by the student over the entire time of the student’s enrollment in the academic program. Colleague uses the values defined in the Tuition/Fees AR Codes field on the GEPM form to select all AR invoices that were created between the starting date of the student in the academic program (GE element #15) and the ending date of the student in the academic program (GE element #18) and that have AR codes defined on the GEPM form.
Colleague examines each invoice item in the AR invoices that meet the above criteria to determine which charges apply to this data element. Only invoice items that have AR codes defined on the GEPM form are included in the sum for this data element. If the invoice item is valid, the amount added to the sum of this data element is calculated as follows:

\[[\text{The extended charge amount}] - [\text{The extended credit amount}]\]

Using Colleague data elements, the sum is calculated as follows:

\[[\text{INVI.EXT.CHARGE.AMT}] - [\text{INVI.EXT.CR.AMT}]\]

If no dollar amount is determined, this data element is reported at export with spaces.

**[GE Element #22]**
The data element #22 is not stored in the GE workfile. The data is derived at export.

**CIP Code of Other Program [GE Element #23]**
*Colleague Data Element: STPR.ACAD.PROGRAM, ACPG.CIP*
*GE Workfile Data Element: STGE.OTH.PROG.CIP*

This is the six-digit code for the other academic program’s Classification of Instructional Program (CIP) code. This data is required when the academic program status of the workfile record is completed or withdrawn and the student is actively enrolled in another program in the award year.

**Credential Level of Other Program [GE Element #24]**
*Colleague Data Element: STPR.ACAD.PROGRAM, ACPG.DEGREE, ACPG.CCDS*
*GE Workfile Data Element: STGE.OTH.CRED.LVL*

This is the NSLDS-defined credential level of the other academic program. The following valid credential levels are stored in the GE.CRED.LEVELS validation code table in Colleague Student:

- 01 – Undergraduate certificate
- 02 – Associate’s degree
- 03 – Bachelor’s degree
- 04 – Post baccalaureate certificate
- 05 – Master’s degree
- 06 – Doctoral degree
- 07 – First professional degree
- 08 - Graduate/Professional certificate
- 99 - Non-credential programs (preparatory coursework/teacher certification)
This data is required when the academic program status of the workfile record is completed or withdrawn and the student is actively enrolled in another program in the award year.

**Program Name of Other Program [GE Element #25]**
*Colleague Data Element: STPR.ACAD.PROGRAM, ACPG.TITLE*
*GE Workfile Data Element: STGE.OTH.PROG.TITLE*

This is the name of the other academic program. This data is required when the academic program status of the workfile record is completed or withdrawn and the student is actively enrolled in another program in the award year.

**GE Indicator of Other Program [GE Element #26]**
*Colleague Data Element: STPR.ACAD.PROGRAM, ACPG.TYPES*
*GE Workfile Data Element: STGE.OTH.GE.FLAG*

This Y/N field indicates whether the other academic program in which the student is enrolled is a GE program. This data is required when the academic program status of the workfile record is completed or withdrawn and the student is actively enrolled in another program in the award year.

**OPE ID of Other Program [GE Element #27]**
*Colleague Data Element: FSP.OPE.ID*
*Form: FIDF, GEWG*
*GE Workfile Data Element: STGE.OTH.OPE.ID*

This is the 6-digit code for the Office of Postsecondary Education Identifier (OPE ID) stored in Colleague’s Financial Aid module to identify the institution of the other academic program. This data is required when the academic program status of the workfile record is completed or withdrawn and the student is actively enrolled in another program in the award year.

**Institution Name for Other Program [GE Element #28]**
*Colleague Data Element: FAOFC.NAME*
*Form: FAOP*
*GE Workfile Data Element: STGE.OTH.INST.NAME*

This is the name associated with the FA office code entered on the GEWG form. An institution name for other academic programs is required when the academic program status of the workfile record is completed or withdrawn and the student is actively enrolled in another program in the award year.
Procedure for Generating the Gainful Employment Workfile

Complete the following steps to generate the workfile for GE reporting.

**Step 1.** Access the Gainful Employment Workfile Generation (GEWG) form.

**Step 2.** In the Award Years to Include field, enter the start year of the award years you want reported. For example, if you want to report on the 2009/2010 award year, enter **2009**.

**Step 3.** In the Include Only GE Programs field, select **Yes** if you want the report to include only GE-related academic programs. If you want to include all academic programs (GE and non-GE), enter **No**.

**Step 4.** In the FA Office Code field, enter the code of the Financial Aid office as defined on the FA Office Parameters (FAOP) form.

**Step 5.** In the Saved List Name field, enter the name of a saved list of student IDs whose records you want to include in the GE workfile. If you enter a saved list name, you cannot list individual student IDs in the Students field.

**Step 6.** In the Students field, enter individual IDs of students whose records you want to include in the GE workfile. If you enter individual student IDs, you cannot enter a saved list name in the Saved List Name field.

**Step 7.** In the Academic Levels field, enter the academic levels you want to include in the GE workfile.

**Step 8.** In the Academic Programs field, enter the academic programs you want to include in the GE workfile.

**Step 9.** In the Locations field, enter the locations where students were enrolled that you want to include in the GE workfile.
Step 10. If you want to specify additional criteria to limit the records to include in the GE workfile, enter **Yes** in the Additional Selection Criteria field to access a form on which you can specify the criteria. Save the information from that form. (Additional selection criteria must be defined on fields in the STUDENT.PROGRAMS file.)

Step 11. Save the information on the GEWG form.

Step 12. If you want to report on the contents of the existing records in the GE workfile (ST.GE.WORK), run the Gainful Employment Workfile Report (GEWR) process. See “Generating the GE Workfile Report” on page 397.
Generating the GE Workfile Report

Use the Gainful Employment Workfile Report (GEWR) form to generate a report of the contents of the GE workfile (ST.GE.WORK) that you will use when submitting GE data to the NSC.

**Note:** For detailed information about the GE workfile (ST.GE.WORK), see “Generating the Gainful Employment Workfile” on page 374.

Figure 91 shows an example of the GEWR form.

![GEWR Form](image)

Figure 91: The Gainful Employment Workfile Report (GEWR) Form

The GE workfile report generated by the GEWR is a report of all existing records in the GE workfile (ST.GE.WORK) but can be limited by the criteria that you specify on the GEWR form or the additional selection criteria form. For example, if you run the GEWR process without specifying any criteria on the GEWR form (or the additional selection criteria form), the report will contain all the records in the workfile. To limit the content of the GE workfile report, specify the selection criteria using the fields on the GEWR form.
Noteworthy Fields on the GEWR Form

The fields described in this section are particularly important for generating the GE workfile report.

**Saved List Name**

Enter a saved list of gainful employment workfile (ST.GE.WORK) IDs to include in the report.

If you leave this field and the Student field blank, then all students who were enrolled in an academic program in the specified award years are included in the report.

**Award Years to Include**

Enter the award years for which you want to generate the GE workfile report. For NSC reporting purposes, an award year is considered July 1 of the award year to June 30 of the next year. For example, the 2010 award year is for the period July 1, 2010 to June 30, 2011. When you enter the beginning year of the award year, the entire award year period is displayed in the corresponding field, for example, 07/01/2010 – 06/30/2011.

**Note:** In October 2011, you are required to report GE data beginning with the 2006 award year. When generating the GE workfile, you can include all GE data for those award years in a single file, or you can create separate files for each award year.

**OPE ID**

Enter the OPE ID you want to include in the GE workfile report. To report on multiple records with other OPE IDs, run the GEWR process separately for each OPE ID.

**Students**

Enter individual student IDs to include in the GE workfile report.

If you leave this field, then all students who were enrolled in an academic program in the specified award years and who meet the other selection criteria entered on this form and the Additional Selection Criteria form are included in the report.
Generating the GE Workfile Report

Credential Levels

Enter the credential level to limit the GE workfile report to only those records with degree types and CDD types that are mapped to the GE credential levels you specify. (Degree types and CDD types are mapped to GE credential levels on the Gainful Employment Parameters [GEPM] form.) If you leave this field blank, GE records are reported without regard to credential levels.

Academic Programs

Enter any academic programs to which you want to limit the report. If you enter any academic programs in this field, students will appear on the report only if they are enrolled in these academic programs.

If you leave this field blank, GE records are reported without regard to academic programs in which students are enrolled.

Procedure for Generating the Gainful Employment Workfile Report

Complete the following steps to generate the GE workfile report.

Step 1. Access the Gainful Employment Workfile Report (GEWR) form.

Step 2. In the Saved List Name field, enter the name of a saved list of gainful employment workfile (ST.GE.WORK) IDs whose records you want to include in the GE workfile report.

Step 3. In the Award Years To Include field, enter the start year of the award years you want to include in the GE workfile report. For example, if you want to report on the 2009/2010 award year, enter 2009.

Step 4. In the OPE ID field, enter the OPE ID on which you want to report.

Step 5. In the Students field, enter individual IDs of students whose records you want to include in the GE workfile report.
**Step 6.** In the Credential Levels field, enter the credential levels of the degree types and CDD types you want to include in the GE workfile report.

**Step 7.** In the Academic Programs field, enter the academic programs you want to include in the GE workfile report.

**Step 8.** If you want to specify additional criteria to limit the records to include in the GE workfile, detail on the Additional Selection Criteria field to access a form on which you can specify the criteria. Save the information from that form.

**Step 9.** Save the information on the GEWR form.
Maintaining Gainful Employment Workfile Records

This section describes the following about the gainful employment (GE) workfile, ST.GE.WORK:

- Maintaining records in the GE workfile.
- Troubleshooting errors in the GE workfile.
- Procedure for building the GE workfile.

Use the Gainful Employment Workfile Maintenance (GEWM) form to maintain and update information in individual records in the GE workfile (ST.GE.WORK).

**Note:** If you modify information on the GEWM form, the information is changed only in the GE workfile (ST.GE.WORK); the information is NOT modified in the student’s source information. Use the appropriate maintenance forms (such as the NAE form) to change source information about the student, then rerun the GEWG process for this student and academic program.

Figure 92 shows an example of the GEWM form. You can add new records that were not generated by the Gainful Employment Workfile Generation (GEWG) process. You can also delete records from the GE workfile using this form; however, you cannot delete records from the GE workfile if both of the following conditions are true:

- The record represents an active enrollment (the Program Attendance Status field is set to “E – Enrolled.”)
- The student either completed or withdrew from any program (including the same program) within the same award year.
Examples of deleting records are shown in Table 60.

**Table 60:** Examples of Deleting Records Using the GEWM Form

<table>
<thead>
<tr>
<th></th>
<th>Example 1</th>
<th></th>
<th>Example 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Deleting</td>
<td>Existing</td>
<td>Deleting</td>
<td>Existing</td>
</tr>
<tr>
<td>Student</td>
<td>this Record</td>
<td>Record (#1)</td>
<td>this Record</td>
<td>Record (#4)</td>
</tr>
<tr>
<td>Award Year</td>
<td>2010</td>
<td>2010</td>
<td>2010</td>
<td>2010</td>
</tr>
<tr>
<td>Program</td>
<td>any program</td>
<td>any program</td>
<td>any program</td>
<td>any program</td>
</tr>
<tr>
<td>Status</td>
<td>Enrolled</td>
<td>Completed</td>
<td>Withdrew</td>
<td>Completed</td>
</tr>
<tr>
<td>Error reported when deleting record</td>
<td>When deleting this record</td>
<td>Would this cause an error?</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>When deleting this record</td>
<td>Would this cause an error?</td>
</tr>
</tbody>
</table>

**Figure 92:** The Gainful Employment Workfile Maintenance (GEWM) Form
Noteworthy Fields on the GEWM Form

When you access the GEWM form, you are prompted to enter or select the following information:

- Enter the ID or name of the student whose record you want to maintain.
- Enter the award year you want to work with. For example, to maintain a workfile for the 2010/2011 award year, you would enter 2010. (The 4-digit award year is stored in the STGE.START.AWARD.YEAR field in the ST.GE.WORK file.)
- A resolution form is displayed showing all records that match the student ID and award year. More than one record is displayed if either of the following conditions are true:
  - The student was enrolled in more than one program in the award year.
  - The student was enrolled, withdrew, and re-enrolled in the same program in the award year.
- You can select the record you want to work with from the resolution form, or you can add a new record to ST.GE.WORK file at this time.
- If you add a new record, you will be prompted to specify the academic program for the new record.

The fields on the GEWM form described in this section are particularly important for maintaining the GE workfile:

Student Name LFM

These fields let you specify the student’s last, middle, and first names.

For GE reporting purposes, either the student’s first name or last name must be specified. If the first name is not known, enter NFN for the first name in the appropriate Name LFM field. If the last name is not known, enter NLN for the last name in the appropriate Name LFM field. However, you cannot enter both. You must define either a “real” first name or last name (or at least enter something other than “NFN” or “NLN.”

The data for the student’s name is stored in the following fields of the ST.GE.WORK file:

- STGE.STU.LAST.NAME
- STGE.STU.FIRST.NAME
- STGE.STU.MIDDLE.NAME
Birth Date

This required field is the birth date of the student being reported. For a new record, this field defaults the birth date of the student as entered in the Birth Date field on Colleague Core’s Biographic Information (BIO) form that is stored in the BIRTH.DATE field of the student’s PERSON file record. If the student’s birth date has not been entered, the value “19000101” is used for reporting to the NSC. Updating this field will not update the BIRTH.DATE field of the student’s PERSON file record.

The value in this field is stored in the STGE.STU.DOB field in the ST.GE.WORK file.

OPE ID

Enter the code for the Office of Postsecondary Education Identifier (OPEID) of the program in which the student is or was enrolled. For a new record, this field defaults the value entered in the FA Office ID field on the FA Institutional Defaults (FIDF) form.

The value in this field is stored in the STGE.FA.OPEID field in the ST.GE.WORK file.

[OPE] Name

This field lets you specify the name of the Financial Aid office associated with this record. For a new record, this field defaults the name of the office as entered in the Office Name field on the FA Office Parameters (FAOP) form and related to the ID entered in the OPE ID field.

The value in this field is stored in the STGE.FA.OFFNAME field in the ST.GE.WORK file.

Acad Program

This field displays the ID of the academic program you selected or added when you accessed the GEWM form. The value displayed is stored in the STGE.ACAD.PROGRAM.ID field in the ST.GE.WORK file.
[Acad Program] Title

Enter the name of the academic program to be reported. For a new record, this field defaults the name of the academic program as entered on the Academic Programs (PROG) form and stored in the ACPG.TITLE field of the ACAD.PROGRAMS file. This field is required if the GE Program field on this form is “Yes.”

The value in this field is stored in the STGE.PROG.TITLE field in the ST.GE.WORK file.

CIP

This required field is the six-digit code for the academic program’s Classification of Instructional Program (CIP) code. For a new record, this field defaults the code entered in the National ID file on the PROG form and stored in the ACPG.CIP field of the ACAD.PROGRAMS field.

The value in this field is stored in the STGE.PROG.CIP field in the ST.GE.WORK file.

Credential Level

This field is the credential level of the academic program in which the student was enrolled during the award year. This data is derived from the degree or CCD associated to the academic program for the student. Colleague uses the degree and CCD types to determine the credential level to include on the GE report. You can map the degree type and CCD type to credential levels using the GEPM form. See “Defining Gainful Employment Parameters” on page 364.

For a new record, the GEWM form accesses the ACAD.PROGRAMS record for the academic program associated with the STUDENT.PROGRAMS record, then checks for a degree associated with the academic program. If one exists, the process looks for the degree type that was specified on the GEPM form. If it finds a degree type, Colleague reports the associated GE credential level as the value of this data element.

If the academic program does not have an associated degree, or if the GEWG process does not find a degree type on the GEPM form, Colleague checks for any CCDs associated with the academic program. If a CCD type is found, Colleague reports the associated GE credential level as the value for this data element. An academic program can have multiple CCDs associated to it. If an academic program has multiple CCDs associated to it, Colleague will report
the CCD that has the highest “code number” GE credential level mapped to it. Those code numbers are shown in the list in the next paragraph. So for example, if an academic program has two CCDs associated to it, one with “01 – Undergraduate Certificate” and the other with “04 – Post baccalaureate certificate,” Colleague will report the “04” value because it is higher. The following valid GE credential levels are stored in the GE.CRED.LEVELS validation code table in Colleague Student:

- 01 – Undergraduate certificate
- 02 – Associate’s degree
- 03 – Bachelor’s degree
- 04 – Post baccalaureate certificate
- 05 – Master’s degree
- 06 – Doctoral degree
- 07 – First professional degree
- 08 - Graduate/Professional certificate
- 99 - Non-credential programs (preparatory coursework/teacher certification)

The value in this field is stored in the STGE.PROG.CRED.LVL field in the ST.GE.WORK file.

**GE Program**

This required Yes/No field indicates whether the academic program associated with this record is a GE program. Although the Department of Education only requires that GE programs be reported, you can optionally report non-GE programs. For a new record, this field is blank so you can specify whether or not it’s a GE program.

The value in this field is stored in the STGE.GE.FLAG field in the ST.GE.WORK file.

**Medical/Dental Internship or Residency**

Indicates whether the associated academic program in which the student is enrolled is a medical or dental internship or residency program. For a new record, this field is blank so you can specify whether or not it’s a medical/dental internship or residency program.

The value in this field is stored in the STGE.MED.FLAG field in the ST.GE.WORK file.
Program Attendance Begin Date

Enter the date the student began enrollment in the program even if it precedes the beginning of the award year associated with this record. The date you enter in this field cannot be in a future year, nor can it be a date later than the Program Attendance End Date (if that field is populated). For a new record, this field defaults as blank.

The value in this field is stored in the STGE.PROG.START.DATE field in the ST.GE.WORK file.

Begin Date in this Award Year

Enter the date within the award year when the student began enrollment in the associated academic program. The date you enter must meet the following conditions:

- Cannot be a future date.
- Must be earlier than or equal to the Program Attendance End Date (if that field is populated).

When adding a new record, this field is blank. Updating this field will not update any other Colleague files other than the GE work file.

When you finish from the GEWM form, Colleague validates whether another record with an overlapping date range exists in the workfile for the same student and program. An error is issued if the Begin Date in this Award Year
and the Program Attendance End Date of the current record overlaps the same values on another record for the same student and program.

Table 61: Examples of Overlapping Date Ranges

<table>
<thead>
<tr>
<th></th>
<th>Example 1</th>
<th>Example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Record</td>
<td>Other Record (#1)</td>
</tr>
<tr>
<td>Student</td>
<td>0000123</td>
<td>0000123</td>
</tr>
<tr>
<td>Award Year</td>
<td>2010</td>
<td>2010</td>
</tr>
<tr>
<td>Program</td>
<td>NURSING</td>
<td>NURSING</td>
</tr>
<tr>
<td>Begin Date in this</td>
<td>07/01/10</td>
<td>01/10/11</td>
</tr>
<tr>
<td>Award Year</td>
<td>01/15/11</td>
<td>05/20/11</td>
</tr>
<tr>
<td>Error reported on</td>
<td></td>
<td></td>
</tr>
<tr>
<td>current record</td>
<td>If this is the</td>
<td>Would this cause an</td>
</tr>
<tr>
<td></td>
<td>current record...</td>
<td>error?</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The value in this field is stored in the STGE.PROG.YEAR.START.DATE field in the ST.GE.WORK file.

**Program Attendance End Date**

Enter the date when the student completed, withdrew, or “stopped out” of the associated academic program. You must enter a date in this field if you entered either “C – Completed” or “W – Withdrawed” in the Program Attendance Status field. The date you enter must meet the following conditions:

- Must be within the award year.
- Must be greater than or equal to the Program Attendance Begin Date.

For a new record, this field defaults as blank.

The value in this field is stored in the STGE.PROG.END.DATE field in the ST.GE.WORK file.
Program Attendance Status

Enter the student’s status in the associated academic program. For a new record, this field defaults as blank. The following valid statuses for this field are defined by the NSLDS for reporting and are stored in the GE.STU.PROGRAM.STATUSUSES validation code table in Colleague Student:

- **C – Completed.** Indicates that the student completed the program during the award year.
- **E – Enrolled.** Indicates that the student was currently enrolled in program as of the last day of the award year (June 30).
- **W – Withdrew.** Indicates that the student withdrew from the program during the award year.

If you select “C” or “W” for this field, you must also do the following:

- Enter a date in the Program Attendance End Date field.
- Enter an amount in the Private Loans Amt field. If the student did not receive any private educational loans, enter 0 (zero).
- Enter an amount in the Institutional Financing Amt field. If the student did not receive any private educational loans, enter 0 (zero).
- Enter an amount in the Tuition and Fees Amount field. If the student did not pay any tuition or fees, enter 0 (zero).

Reporting Multiple Programs in the Same Award Year

The NSLDS requires information about a student enrolled in an academic program even if the student completed or withdrew from another academic program. Information about the enrolled program must be included with the information of the academic program from which the student withdrew or has completed.

When adding a new record with a program attendance status of enrolled, Colleague determines whether another record exists in the workfile for the same student and award year with a program attendance status of completed or withdrew. If you’re adding a new record with a program attendance status of completed or withdrew, Colleague determines whether another record exists in the workfile for the same student and award year with a program attendance status of enrolled. If either of these conditions exists, Colleague issues an error message because the maintenance process does not support
these conditions. You must resolve the issues in the source STUDENT file records and regenerate the workfile for the student. Examples of such conditions are shown in Table 62.

Table 62: Examples of Completed or Withdrew Statuses

<table>
<thead>
<tr>
<th>Example 1</th>
<th>Example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student</strong></td>
<td>0000123</td>
</tr>
<tr>
<td>Award Year</td>
<td>2010</td>
</tr>
<tr>
<td>Program</td>
<td>any program</td>
</tr>
<tr>
<td>Program Attendance Status</td>
<td>Enrolled</td>
</tr>
<tr>
<td>Error reported when adding new record</td>
<td>When adding this record...</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

The value in this field is stored in the STGE.PROG.STATUS field in the ST.GE.WORK file.

**FFEL or Direct Loans**

Indicate whether the student received a Federal Family Education Loan (FFEL) or Direct Loan (including Grad PLUS loans) during the award year being reported.

For a new record, this field defaults as blank and requires you to enter either “Yes” or “No.”

The value in this field is stored in the STGE.LOAN.FLAG field in the ST.GE.WORK file.

**Private Loans Amount**

Enter the total amount of non-Title IV loans received by the student to pay costs associated with attendance in an academic program within the reported award year. You must enter an amount in this field if you entered either “C –
Completed” or “W – Withdrew” in the Program Attendance Status field. If the student did not receive any private educational loans, enter 0 (zero). This field defaults to blank when adding a new record.

If you entered “E – Enrolled” in the Program Attendance Status field, then you cannot enter an amount in this field.

The value in this field is stored in the STGE.LOAN.AMT field in the ST.GE.WORK file.

**Institutional Financing Amount**

Enter the total amount this student owes from institutional financing plans for attendance in the associated academic program as of the day the student either completed or withdrew from the academic program. You must enter an amount in this field if you entered either “C – Completed” or “W – Withdrew” in the Program Attendance Status field. If the student did not receive any private educational loans, enter 0 (zero). This field defaults to blank when adding a new record.

If you entered “E – Enrolled” in the Program Attendance Status field, then you cannot enter an amount in this field.

The value in this field is stored in the STGE.FINANCE.GE field in the ST.GE.WORK file.

**Tuition and Fees Amount**

Enter the total amount of tuition and fees the student was charged for enrolling in and attending the entire academic program, not just a single award year. You must enter an amount in this field if you entered either “C – Completed” or “W – Withdrew” in the Program Attendance Status field. If the student did not pay any tuition or fees, enter 0 (zero). This field defaults to blank when adding a new record.

The value in this field is stored in the STGE.FEES.AMT field in the ST.GE.WORK file.

**Other Program Info**

Detail to the Gainful Employment Other Program Inquiry (GEOI) form where you can view additional information about the record if you entered either “C – Completed” or “W – Withdrew” in the Program Attendance Status field. If
there is already information on the GEOI form, this field will display “X.” See “Viewing Other GE Academic Programs” on page 412 for information about the viewing other GE academic programs using the GEOI form.

Viewing Other GE Academic Programs

Use the Gainful Employment Other Program Inquiry (GEOI) form to view information in the GE workfile (ST.GE.WORK) about another academic program a student was enrolled in when he or she completed or withdrew from a program within the same award year. You can access the GEOI form only by detailing from the Other Program Info field on the GEWM form, and only if the Other Program Info field contains an “X.”

Figure 93: The Gainful Employment Other Program Inquiry (GEOI) Form

Data is displayed on the GEOI form if you entered either “C – Completed” or “W – Withdrew” in the Program Attendance Status field on the GEWM form for the associated workfile record and the student is enrolled in a program in the same award year.

Note: Colleague does not support the NSLDS option to report Gainful Employment information for enrollment in programs at other institutions.
Noteworthy Fields on the GEOI Form

The fields described in this section are particularly important for maintaining the GE workfile:

**OPE ID**

This field displays the 6-digit code for the Office of Postsecondary Education Identifier (OPEID) of the program in which the student is still enrolled.

The value in this field is stored in the STGE.OTH.OPE.ID field in the ST.GE.WORK file.

**[OPE] Name**

This field displays the name of the Financial Aid office associated with the academic program in which the student is still enrolled.

The value in this field is stored in the STGE.OTH.INST.NAME field in the ST.GE.WORK file.

**Program ID**

This field displays the ID of the academic program in which the student is still enrolled.

**[Program] Title**

This field displays the name of the academic program in which the student is enrolled.

The value in this field is stored in the STGE.OTH.PROG.TITLE field in the ST.GE.WORK file.
**CIP**

This field displays the six-digit code for Classification of Instructional Program (CIP) code of the academic program in which the student is enrolled. For a new record, this field displays the code as entered in the National ID field on the PROG form and stored in the ACPG.CIP field of the ACAD.PROGRAMS file.

The value in this field is stored in the STGE.OTH.PROG.CIP field in the ST.GE.WORK file.

**Credential Level**

This field displays the GE credential level related to the academic program in which the student is enrolled.

The value in this field is stored in the STGE.OTH.PROG.CRED.LVL field in the ST.GE.WORK file.

**GE Program**

This field displays “Yes” or “No” indicating whether the academic program in which this student is enrolled is a GE program. Although the Department of Education only requires that GE programs be reported, you can optionally report non-GE programs.

The value in this field is stored in the STGE.OTH.GE.FLAG field in the ST.GE.WORK file.

---

**Procedure for Maintaining GE Workfile Records**

Complete the following steps to maintain records in the GE workfile (ST.GE.WORK):

**Step 1.** Access the Gainful Employment Workfile Maintenance (GEWM) form.

**Step 2.** At the Student LookUp prompt, enter the ID or name of the student whose record you want to maintain. Select the student from the resolution form.
Step 3. At the Award Start Year prompt, enter the beginning year of the award year of the student record you want to maintain. For example, if you want the student record for the 2010/2011 award year, enter 2010. A resolution form is displayed from which you select an item or add a record. If you add a record, you will be prompted for the academic program.

Step 4. At a minimum, enter (or modify if necessary) the appropriate value in the following required fields:
- Birth Date
- OPE ID/Name
- CIP
- Credential Level
- Program Attendance Begin Date
- Begin Date in this Award Year
- Program Attendance Status

Step 5. Complete other fields as needed.

Step 6. If “X” appears in the Other Program Info field, detail on that field to access the GEOI form.

Step 7. Save the information on any open forms.
Automatic Maintenance of Specific Program Level Fields

The NSLDS requires separate GE report records for a student that withdraws and re-enrolls in the same academic program in the same award year, and to report on other active academic programs when a student completes or withdraws from an academic program. There are specific program-level data elements (fields) that can each be stored in different fields in multiple records for the same student within an award year. When you change any of these specific fields on the GEWM form, Colleague searches for other records associated with the same student for the same award year with the same academic program as either the academic program ID or the “other” academic program ID. If any are found, Colleague changes all occurrences of the information in the appropriate fields of the workfile to match the entered value. Table 63 lists the fields that are automatically updated by Colleague when you modify fields on the GEWM form.

Table 63: Fields Automatically Updated by Colleague

<table>
<thead>
<tr>
<th>Field on GEWM and GEOI</th>
<th>Field Name in the ST.GE.WORK File</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPE ID</td>
<td>STGE.OPE.ID, STGE.OTH.OPE.ID</td>
</tr>
<tr>
<td>[OPE ID] Name</td>
<td>STGE.INST.NAME, STGE.OTH.INST.NAME</td>
</tr>
<tr>
<td>[Program] Title</td>
<td>STGE.PROG.TITLE, STGE.OTH.PROG.TITLE</td>
</tr>
<tr>
<td>CIP</td>
<td>STGE.PROG.CIP, STGE.OTH.PROG.CIP</td>
</tr>
<tr>
<td>Credential Level</td>
<td>STGE.PROG.CRED.LVL, STGE.OTH.PROG.CRED.LVL</td>
</tr>
<tr>
<td>GE Program</td>
<td>STGE.GE.FLAG, STGE.OTHER.GE.FLAG</td>
</tr>
<tr>
<td>Medical/Dental Internship or Residency a</td>
<td>STGE.PROG.MED.FLAG</td>
</tr>
</tbody>
</table>

a. Only on the GEWM form.
Example 1

Student 0000123 withdrew from the NURSING academic program early in award year 2010, and then re-enrolled in the same academic program later in the same award year. The same student enrolled in the NRSE.INSTR academic program in the same award year. Table 64 shows the values that the GE workfile (ST.GE.WORK) could have for this student for the 2010 award year.
<table>
<thead>
<tr>
<th>Field Name in ST.GE.WORK</th>
<th>Record 1</th>
<th>Record 2</th>
<th>Record 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program ID</td>
<td>STGE.PROGRAM.ID</td>
<td>NURSING</td>
<td>NURSING</td>
</tr>
<tr>
<td>[Program] Title</td>
<td>STGE.PROG.TITLE</td>
<td>Nursing Cert.</td>
<td>Nursing Cert.</td>
</tr>
<tr>
<td>CIP</td>
<td>STGE.PROG.CIP</td>
<td>123456</td>
<td>123456</td>
</tr>
<tr>
<td>Begin Date in This Award</td>
<td>STGE.PROG.YEAR.START.DATE</td>
<td>08/25/2010</td>
<td>01/15/2011</td>
</tr>
<tr>
<td>Program Attendance Status</td>
<td>STGE.PROG.STATUS</td>
<td>W</td>
<td>E</td>
</tr>
<tr>
<td>Program Attendance End Date</td>
<td>STGE.PROG.END.DATE</td>
<td>10/01/2010</td>
<td></td>
</tr>
</tbody>
</table>

The last 3 fields in this column represent the fact that in the year that the student withdrew from the NURSING program, the student was still enrolled in the NRSE.INSTR program at the end of the year.

This record represents the re-enrollment in the NURSING program that was active at the end of the year. No "other" program information is reported for active programs.

This record represents the enrollment in the NRSE.INSTR program that was active at the end of the year. No "other" program information is reported for active programs.
Example 2

Using the same information as in Example 1, you access Record 1 on the GEWM form and change the Program Title field on the GEWM form for the NURSING program to “RN Cert.” When you finish from the GEWM form, Colleague updates all the Program Title fields in all the records for the same student and award year that have the NURSING program. When you access Record 3 on the GEWM form and change the CIP code of the NRSE.INSTR program to “678900.” When you finish from the GEWM form, Colleague updates all the CIP fields in all the records that have the NRSE.INSTR program in the Program ID field or Other Program ID field. Table 65 displays the data from the scenario of Example 2.
<table>
<thead>
<tr>
<th>Field Name in ST.GE.WORK Record 1</th>
<th>Program ID STGE.PROGRAM.ID</th>
<th>NURSING</th>
<th>NURSING</th>
<th>NRSE.INSTR</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Program] Title</td>
<td>STGE.PROG.TITLE</td>
<td>RN Cert</td>
<td>Nurse Instructor</td>
<td></td>
</tr>
<tr>
<td>CIP</td>
<td>STGE.PROG.CIP</td>
<td>246800</td>
<td>246800</td>
<td>678900</td>
</tr>
<tr>
<td>Begin Date in This Award Year</td>
<td>STGE.PROG.YEAR.START.DATE</td>
<td>08/25/2010</td>
<td>01/15/2011</td>
<td>01/15/2011</td>
</tr>
<tr>
<td>Program Attendance Status</td>
<td>STGE.PROG.STATUS</td>
<td>W</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>Program Attendance End Date</td>
<td>STGE.PROG.END.DATE</td>
<td>10/01/2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The program title you entered on the GEWM form for this record was saved in the program title field in Record 2.
The CIP code you entered on the GEWM form for Record 3 was saved in the other CIP code field for this record.
The new Program Title you entered on the GEWM form for Record 1 was saved in the Program Title field in this record.
The CIP code you entered on the GEWM form for this record was saved in the other CIP code field for Record 1.
Exporting Gainful Employment Data

Use the Gainful Employment Export (GEEX) form to specify the criteria for exporting gainful employment data from Colleague to the NSC. The export file created by the GEEX process may be slightly different than the GE workfile (ST.GE.WORK). That is, the GE workfile contains all the possible records available for export, and the GEEX form lets you filter or narrow down the records to only those records you want included in the export file. You can include records based on the following criteria:

- Award years
- OPE IDs
- Specific students (either listed individually or in a saved list)
- Academic programs

You can also detail from the Additional Selection Criteria field to specify other criteria not listed on the GEEX form by which to select records. Figure 94 shows an example of the GEEX form.

Figure 94: The Gainful Employment Export (GEEX) Form

Excluding Records from the Export

You may (for whatever reason) want to exclude certain workfile records from the export file. You can delete records from the GE workfile (ST.GE.WORK) using the Gainful Employment Workfile Maintenance (GEWM) form, but only under certain conditions. (See “Maintaining Gainful Employment Workfile Records” on page 401 to see the conditions under which you can delete records using the GEWM form.)
To exclude workfile records from the export, you can use the selection criteria on the GEEX form or on the Additional Selection Criteria form to specify the criteria that will exclude specific records, or you can create a saved list of records to include in the export (and not list those you want to exclude), and enter the name of the saved list in the Saved List Name field on the GEEX form.

**Privacy Codes**

The Gainful Employment Workfile Generation (GEWG) and the GEEX processes honor student privacy codes. To include students with privacy codes in gainful employment reporting, the staff who runs these processes should have all available privacy codes assigned to them in the Privacy Access field on the Staff and Volunteers (SVM) form.

If the staff person does not have the appropriate privacy codes assigned on the SVM form, students with privacy codes are excluded from the GEWG selection process without warning and are not reported to the NSC using the GEEX process.

**Noteworthy Fields on the GEEX Form**

The fields described in this section are particularly important for exporting the GE data to the NSC. Refer to online help for information about other fields on the GEEX form.

**Processing Option**

This field lets you determine whether any errors will be generated during the export process without actually creating the export file. Select one of the following options:

- **EXP** - Produce the export file and error report.
- **ERR** - Produce only the error report.

These options are delivered by Ellucian in the EXPORT.REPORT.OPTIONS validation code table in Colleague Student.
Exporting Gainful Employment Data

Export File Name/Directory

These fields default GE_EXPORT in the Export File Name field and _HOLD_ in the Directory field. If you selected “EXP” in the Processing Option field, these fields are required; if you selected “ERR” in the Process Option field, these fields are not available (because only a report is produced and a file name and directory are not needed).

If a file exists with this file name in this directory, a warning is displayed and you can choose whether to overwrite the file or specify a different file name or directory. Special characters are not allowed in either of these fields and they will be removed from the file name.

Registered OPE ID

Enter the Office of Postsecondary Education Identifier (OPE ID) registered by your institution with the NSC as the “main” OPE ID for your institution. You can specify other IDs to include in the export using the OPE IDs field. This is a required field. The OPE ID you enter is used for the header and trailer records of the export file and is not used for selecting records. To select records with specific OPE IDs, enter those OPE IDs in the OPE IDs field on the GEEX form.

Award Years

Enter the award years to include in the export file. That is, Colleague selects only those records from the GE workfile that are associated with the award years specified. You must specify at least one award year. This is a required field. The year you enter in this field cannot be a future year nor be earlier than 2005. For NSC reporting purposes, an award is considered July 1 of the award year to June 30 of the next year. For example, the 2010 award year is for the period July 1, 2010 to June 30, 2011.

Saved List Name

Enter the name of a saved list of specific ST.GET.WORK file records you want to export. Only those records identified in the saved list will be exported provided they meet the criteria specified on the GEEX form or any additional selection criteria you may specify.

If you leave this field blank, all ST.GET.WORK file records will be exported (provided they meet the criteria specified on the GEEX form or any additional selection criteria you may specify).
**OPE IDs**

Enter the 8-digit code for the Office of Postsecondary Education Identifier (OPE ID) for the workfile records you want to include in this export. You can specify more than one OPE ID. If you do not specify an OPE ID, then records with any OPE ID that meet the remaining selection criteria will be included in the export file.

The value in this field is stored in the STGE.FA.OPEID field in the ST.GE.WORK file.

**Students**

Enter individual student records you want to export, provided they meet the criteria specified on the GEEX form or any additional selection criteria you may specify.

If you leave this field blank, all student records will be exported (provided they meet the criteria specified on the GEEX form or any additional selection criteria you may specify).

**Academic Programs**

Enter the academic programs you want included in the GE export file. That is, Colleague will select only those records in the GE workfile associated with the academic programs you list to include in the GE export file (and that meet the other selection criteria). If you do not enter any academic programs, Colleague will select all records without regard to academic programs (and that meet the other selection criteria).

The values in this field are stored in the STGE.ACAD.PROGRAM.ID field in the ST.GE.WORK file.

**GE Workfile to GE Export File Mapping**

When building the GE workfile, the Gainful Employment Workfile Generation (GEWG) process selects and writes records to the GE workfile regardless of whether the process encountered errors. However, when the GEEX process will not export GE workfile records if the process encounters records who fail the same validation. That is, although the GEWG process selected and wrote the records with errors to the workfile, the GEEX process
will not include those records with errors in the export. If the GEEX process finds records in the GE workfile with errors, the export process will not generate an associated record in the GE export file. Errors encountered when running the export process will be displayed in a standard error report. You can cross-reference the error messages with those documented in “Error Messages from GE Processes” on page 429 to help you resolve the errors. Table 66 contains the field mapping between the GE workfile and the GE export file to help with additional troubleshooting of errors.

Table 66: GE Workfile to GE Export File Field Mapping

<table>
<thead>
<tr>
<th>Field Code</th>
<th>Target: NSLDS GE File Field Name</th>
<th>Source: GE Workfile Field Name (or other value)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1)</td>
<td>Record Type</td>
<td>'000' (zeroes)</td>
</tr>
<tr>
<td>(2)</td>
<td>Filler</td>
<td>spaces</td>
</tr>
<tr>
<td>(3)</td>
<td>Header Text</td>
<td>'GE STUDENT SUBMITTAL'</td>
</tr>
<tr>
<td>(4)</td>
<td>Submittal Date</td>
<td>Current Date in YYYYMMDD format a</td>
</tr>
<tr>
<td>(5)</td>
<td>File Type</td>
<td>'S'</td>
</tr>
<tr>
<td>(6)</td>
<td>Filler</td>
<td>spaces</td>
</tr>
<tr>
<td>(7)</td>
<td>Institution Code (OPEID)</td>
<td>The OPE ID entered in the Registered OPE ID field on the GEEX form.</td>
</tr>
<tr>
<td>(8)</td>
<td>Filler</td>
<td>spaces</td>
</tr>
<tr>
<td>Detail Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>000</td>
<td>Record Type</td>
<td>'001'</td>
</tr>
<tr>
<td>001</td>
<td>Award Year</td>
<td>STGE.AWARD.YEAR concatenated with STGE.AWARD.YEAR+1</td>
</tr>
<tr>
<td>002</td>
<td>Student Social Security Number</td>
<td>SSN from PERSON for ID = ST.GE.STUDENT.ID (9 numeric digits only)</td>
</tr>
<tr>
<td>003</td>
<td>Student First Name</td>
<td>STGE.STU.FIRST.NAME</td>
</tr>
<tr>
<td>004</td>
<td>Student Middle Name</td>
<td>STGE.STU.MIDDLE.NAME</td>
</tr>
<tr>
<td>005</td>
<td>Student Last Name</td>
<td>STGE.STU.LAST.NAME</td>
</tr>
<tr>
<td>006</td>
<td>Student Date of Birth</td>
<td>STGE.STU.DOB a</td>
</tr>
<tr>
<td>007</td>
<td>Institution Code (OPEID)</td>
<td>STGE.OPE.ID</td>
</tr>
<tr>
<td>008</td>
<td>Institution Name</td>
<td>STGE.INST.NAME</td>
</tr>
<tr>
<td>009</td>
<td>GE Program Indicator</td>
<td>STGE.GE.FLAG</td>
</tr>
<tr>
<td>010</td>
<td>Program Name</td>
<td>STGE.PROG.TITLE</td>
</tr>
</tbody>
</table>
### Table 66: GE Workfile to GE Export File Field Mapping (cont’d)

<table>
<thead>
<tr>
<th>Field Code</th>
<th>Target: NSLDS GE File Field Name</th>
<th>Source: GE Workfile Field Name (or other value)</th>
</tr>
</thead>
<tbody>
<tr>
<td>011</td>
<td>CIP Code</td>
<td>STGE.PROG.CIP (special characters are stripped from the CIP code before exporting)</td>
</tr>
<tr>
<td>012</td>
<td>Credential Level</td>
<td>STGE.PROG.CRED.LVL</td>
</tr>
<tr>
<td>013</td>
<td>Medical or Dental Internship or Residency</td>
<td>STGE.MED.FLAG</td>
</tr>
<tr>
<td>014</td>
<td>FFEL or Direct Loans</td>
<td>STGE.STU.LOAN.FLAG</td>
</tr>
<tr>
<td>015</td>
<td>Program Attendance Begin Date</td>
<td>STGE.PROG.START.DATE&lt;sup&gt;a&lt;/sup&gt;</td>
</tr>
<tr>
<td>016</td>
<td>Program Attendance Begin Date for this Award Year</td>
<td>STGE.PROG.YEAR.START.DATE&lt;sup&gt;a&lt;/sup&gt;</td>
</tr>
<tr>
<td>017</td>
<td>Program Attendance Status</td>
<td>STGE.PROG.STATUS</td>
</tr>
<tr>
<td>018</td>
<td>Program Attendance End Date</td>
<td>STGE.PROG.END.DATE&lt;sup&gt;a&lt;/sup&gt;</td>
</tr>
<tr>
<td>019</td>
<td>Private Loans Amount</td>
<td>STGE.LOAN.AMT</td>
</tr>
<tr>
<td>020</td>
<td>Institutional Financing Amount</td>
<td>STGE.FINANCE.AMT</td>
</tr>
<tr>
<td>021</td>
<td>Tuition and Fees Amount</td>
<td>STGE.FEES.AMT</td>
</tr>
<tr>
<td>022</td>
<td>Enrolled in Another Program</td>
<td>STGE.OTHER.PROG.FLAG</td>
</tr>
<tr>
<td>023</td>
<td>CIP Code of Other Program</td>
<td>STGE.OTHER.PROG.CIP</td>
</tr>
<tr>
<td>024</td>
<td>Credential Level of Other Program</td>
<td>STGE.OTHER.PROG.CRED.LVL</td>
</tr>
<tr>
<td>025</td>
<td>Program Name of Other Program</td>
<td>STGE.OTHER.PROG.TITLE</td>
</tr>
<tr>
<td>026</td>
<td>GE Program Indicator of Other Program</td>
<td>STGE.OTHER.PROG.GE.FLAG</td>
</tr>
<tr>
<td>027</td>
<td>OPEID of Other Program Institution</td>
<td>STGE.OTHER.PROG.OPE.ID</td>
</tr>
<tr>
<td>028</td>
<td>Institution Name of Other Program</td>
<td>STGE.OTHER.PROG.INST.NAME</td>
</tr>
<tr>
<td>029</td>
<td>Filler</td>
<td>spaces</td>
</tr>
</tbody>
</table>

**Trailer Record**

1. Record Type: ‘999’
2. Filler: spaces
3. Detail Record Count: number of detail records in this file
4. Filler: spaces
5. OPEID: The OPE ID entered in the Register OPE ID field on the GEEX form.
6. Filler: spaces

<sup>a</sup> All date fields are in YYYYMMDD format.
Procedure for Exporting Gainful Employment Information

Complete the following steps to create the export file and error report for gainful employment reporting to the NSC.

**Step 1.** Access the Gainful Employment Export (GEEX) form.

**Step 2.** In the Processing Option field, select one of the following:
  - **EXP** - Produce the export file and error report.
  - **ERR** - Produce only the error report.

**Step 3.** If you selected “EXP” in the Processing Option field, enter the file name of the export file you want to create in the Export File Name field. The field defaults to `GE_EXPORT`; you can modify this file name as needed. Enter the directory where you want the file stored in the Directory field. The field defaults `_HOLD_`; you can modify this directory name as needed.

**Step 4.** In the Registered OPE ID field, enter the OPE ID that your institution has registered as the “main” OPE ID with the NSC.

**Step 5.** In the Award Years field, enter at least one award year to process.

**Step 6.** Complete the remaining optional fields as needed. Refer to online help for information about those fields.

**Step 7.** Save the information on the GEEX form.
Error Messages from GE Processes

In This Chapter

This chapter describes the error messages that you may encounter when running gainful employment (GE) processes. Table 67 lists the topics covered in this chapter.

Table 67: Topics in This Chapter

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troubleshooting Error Messages</td>
<td>430</td>
</tr>
<tr>
<td>Error Messages Issued by the GEPM Form</td>
<td>430</td>
</tr>
<tr>
<td>Error Messages Issued by the GEWG Process</td>
<td>431</td>
</tr>
<tr>
<td>Error Messages Issued by the GEWR Process</td>
<td>436</td>
</tr>
<tr>
<td>Error Messages Issued by the GEWM Process</td>
<td>437</td>
</tr>
<tr>
<td>Error Messages Issued by the GEEX Process</td>
<td>452</td>
</tr>
</tbody>
</table>

Forms Involved

Table 68 shows an alphabetical list of the processes and their descriptions that could generate the error messages described in this chapter.

Table 68: Forms Used to Export Gainful Employment Data to the NSC

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gainful Employment Export (GEEX)</td>
<td>Export the gainful employment file to the NSC.</td>
</tr>
<tr>
<td>Gainful Employment Workfile Generation (GEWG)</td>
<td>Generate the gainful employment workfile.</td>
</tr>
<tr>
<td>Gainful Employment Workfile Maintenance (GEWM)</td>
<td>Modify records in the GE workfile.</td>
</tr>
<tr>
<td>Gainful Employment Workfile Report (GEWR)</td>
<td>Generate a report of the contents of the gainful employment workfile.</td>
</tr>
</tbody>
</table>
Troubleshooting Error Messages

This section describes the error messages that may display while performing the following, or in any reports generated after performing one of the following:

- Defining GE parameters using the Gainful Employment Parameters (GEPM) form.
- Building the GE workfile using the Gainful Employment Workfile Generation (GEWG) process.
- Generating a report of GE workfile records using the Gainful Employment Workfile Report (GEWR) process.
- Maintaining a record in the GE workfile using the Gainful Employment Workfile Maintenance (GEWM) form.
- Exporting the GE information to the NSC using the Gainful Employment Export (GEEX) process.

Error Messages Issued by the GEPM Form

The error messages listed in this section are issued by the GEPM form. However, some of the error message may also be issued by other processes and will also be listed in those sections.

Message:  
**subroutine not found in the appl application.**

Cause:  
The subroutine entered in the Student Status Calc Subr field on the GEPM form does not exist in the specified application.

Solution:  
Enter a subroutine that exists in either Colleague Student or in Colleague Core in the Student Status Calc Subr field on the GEPM form, or leave the field blank to use the Ellucian-provided process.
Message: The FA Office \( x \) does not have an OPE ID associated to it. Please enter an FA Office which has an OPE ID.

Cause: The FA office code you entered on the GEWG form does not have an OPE ID.

Solution: Do one (or both) of the following:

1. Access FA office code on the FAOP form and specify its OPE ID.

2. Access the GEWG form and enter an FA office code that has an OPE ID associated to it.

Error Messages Issued by the GEWG Process

The error messages listed in this section are issued by the GEWG process. However, some of the error message may also be issued by other processes and will also be listed in those sections.

Message: Award Year must be greater than or equal to 2005.

Cause: A value you entered in the Award Years to Include field on the GEWG form must be 2005 or later. The DoE only requires GE information from the 2006-2007 award year and later.

Solution: Enter 2005 or a year later than 2005 in the Award Years field on the GEWG form.
Message: *Award Year cannot be in the future.*

Cause: A value you entered in the Award Years to Include field on the GEWG form is considered a future year.

Solution: If the current date is between January 1 and June 30, enter a year less than the current calendar year or earlier. For example, if today’s date is March 15, 2011, you would enter “2010” or a year less than that (but greater than 2005). If the current date is between July 1 and December 31, you can enter the current year in the Award Years to Include field on the GEWG form. Keep in mind that data for the award year beginning with the current year may not be complete, so you should run the GEWG process after June 30 for the award year that began the previous calendar year.

Message: *data is invalid*

Cause: An unknown or invalid piece of data was entered on the GEWG form.

Solution: Enter the appropriate value in the corresponding field on the GEWG form. For example, if the OPE ID is invalid, you would verify that a valid code from the FA.OFFICES file is defined in the FA Office ID field on the FIDF form, then enter the appropriate code in the FA Office Code field on the GEWG form.

Message: *data is required.*

Cause: A field on the GEPG form is blank.

Solution: Enter the appropriate value in the corresponding field on the GEWG form. Keep in mind that the required value may be a piece of source data that you’ll need to modify using the appropriate source form. For example, if the OPE ID is required, you would verify that a valid code from the FA.OFFICES file is defined in the FA Office ID field on the FA Institution Defaults (FIDF) form.
Message:  

**PERSONID STUDENT NAME** *not included due to missing data.*

Cause:  
The GEWG process encountered a student’s GE workfile record that is missing a required piece of data.

Solution:  
Access the student’s record using a Colleague maintenance form and add the required information. For example, if the record is missing the Social Security number, access the student’s record on the NAE form and add the Social Security number.

---

Message:  

**PERSONID STUDENT NAME** - *Credential level could not be determined for program PROGRAMID.*

Cause:  
The GEWG process encountered a student’s GE workfile record and cannot determine the credential level because either a degree type or CDD type is not mapped to a valid GE credential level.

Solution:  
Access the academic program on the Academic Programs (PROG) form and specify a degree or CDD whose type is mapped to a valid GE credential type on the GEPM form. Or access the GEPM form and map a degree or CDD type to a valid credential level. Rerun the GEWG process for this student and academic program.

---

Message:  

**PERSONID STUDENT NAME** - *Academic Program data does not have a CIP code.*

Cause:  
The GEWG process encountered a student’s GE workfile record that has an academic program without a valid CIP code.
Solution: Do one of the following:

1. Access the student’s workfile record on the GEWM form and enter a CIP code in the CIP field for the specified academic program.

2. Define the CIP code using the CIP Definition (CIPD) form, then access the academic program on the Academic Programs (PROG) form and enter the CIP code in the National ID field for the academic program. Rerun the GEWG process for this student and academic program.

Message: **PERSONID STUDENT NAME - Program Attendance Begin Date could not be determined for program data.**

Cause: The GEWG process encountered a student’s GE workfile record that does not have a date specified in the Program Attendance Begin Date field.

Solution: Do one of the following:

1. Access the student’s workfile record on the GEWM form and in the Program Attendance Begin Date field, enter the date when the student began in the academic program.

2. Use the Student Academic Program (SACP) form to confirm that the student has an active status at some point in the associated academic program and has at least one enrollment in the award year, then rerun the GEWG process for the student and academic program.

Message: **PERSONID STUDENT NAME - Program Attendance Begin Date in the Award Year could not be determined for program data.**

Cause: The GEWG process encountered a student’s GE workfile record that does not have a date specified in the Begin Date in this Award Year field.

Solution: Do one of the following:

1. Access the student’s workfile record on the GEWM form and in the Begin Date in this Award Year field, enter the date when the student began in the academic program.
2. Use the Student Academic Program (SACP) form to confirm that the student has an active status at some point in the associated academic program and has at least one enrollment in the award year, then rerun the GEWG process for the student and academic program.

**Message:** PERSONID STUDENT NAME - Program Attendance Status not found for program data.

**Cause:** The GEWG process encountered a student’s GE workfile record that does not have a program attendance status.

**Solution:** Do one of the following:

1. Access the student’s workfile record on the GEWM form and in the Program Attendance Status field, enter the status of the student in the academic program.

2. Use the Student Academic Program (SACP) form to confirm that the student has an active status at some point in the associated academic program and has at least one enrollment in the award year, then rerun the GEWG process for the student and academic program.

**Message:** PERSONID STUDENT NAME Birth date cannot be in the future.

**Cause:** A student’s GE workfile record encountered by the GEWG process has future birth date entered in the Birth Date field.

**Solution:** Do one (or both) of the following:

1. Access the student’s workfile record on the GEWM form and enter the student’s correct birth date in the Birth Date field.

2. Access the student’s record on the NAE form or the BIO form and enter the student’s correct birth date in the Birth Date field, then rerun the GEWG process for the student.
Error Messages Issued by the GEWR Process

The error messages listed in this section are issued by the GEWR process. However, some of the error message may also be issued by other processes as noted in the footnote (if applicable).

Message:  
Award Year must be greater than or equal to 2005.

Cause:  
A value you entered in the Award Years to Include field on the GEWR form must be 2005 or later. The DoE only requires GE information from the 2006-2007 award year and later.

Solution:  
Enter 2005 or a year later than 2005 in the Award Years field on the GEWR form.

Message:  
Award Year must be greater than or equal to 2005.

Cause:  
A value you entered in the Award Years to Include field on the GEWR form must be 2005 or later. The DoE only requires GE information from the 2006-2007 award year and later.

Solution:  
Enter 2005 or a year later than 2005 in the Award Years to Include field on the GEWR form.

Message:  
OPE ID is invalid.

Cause:  
A valid code was not entered in the OPE ID field on the GEWR form, therefore the corresponding Office of Postsecondary Education Identifier (OPEID) was not associated with the GE workfile.

Solution:  
Make sure a valid code from the FA.OFFICES file is defined in the FA Office ID field on the FIDF form, then enter the appropriate code in the OPE ID field on the GEWR form.
Troubleshooting Error Messages

Message:  *data is invalid*

Cause: An unknown or invalid piece of data was entered on the GEWR form.

Solution: Enter the appropriate value in the corresponding field on the GEWR form. For example, if the OPE ID is invalid, you would verify that a valid code from the FA.OFFICES file is defined in the FA Office ID field on the FIDF form, then enter the appropriate code in the FA Office Code field on the GEWG form.

Message:  *data is required.*

Cause: A field on the GEPR form is blank.

Solution: Enter the appropriate value in the corresponding field on the GEWR form. Keep in mind that the required value may be a piece of source data that you’ll need to modify using the appropriate source form. For example, if the OPE ID is required, you would verify that a valid code from the FA.OFFICES file is defined in the FA Office ID field on the FA Institution Defaults (FIDF) form.

Error Messages Issued by the GEWM Process

The error messages listed in this section are issued by the GEWM process. However, some of the error message may also be issued by other processes as noted in the footnote (if applicable).

Message:  *Student must have a Social Security Number to be included in Gainful Employment reporting.*

Cause: On the GEWM form, you tried to access a student who does not have a Social Security number defined in the student’s PERSON file record.

Solution: Access the student’s record on the Name and Address Entry (NAE) form and enter the student’s Social Security number in the SSN field.
Message: *Record not found -- Add a new record (Y/N)?*

Cause: You are trying to access a record that does not exist in the GE workfile (ST.GE.WORK).

Solution: Select **Y** to add the new record to the workfile, or select **N** to quit without creating a new record.

Message: *Award Year must be greater than or equal to 2005.*

Cause: The value entered at the Award Years prompt on the GEWM form must be 2005 or later. The DoE only requires GE information from the 2006-2007 award year and later.

Solution: Enter **2005** or a year later than 2005 at the Award Years prompt on the GEWM form.

Message: *Award Year cannot be in the future.*

Cause: A value you entered in the Award Years field on the GEWM form is considered a future year.

Solution: If the current date is between January 1 and June 30, enter a year less than the current calendar year or earlier. For example, if today’s date is March 15, 2011, you would enter “2010” or a year less than that (but greater than 2005). If the current date is between July 1 and December 31, you can enter the current year in the Award Years field on the GEWM form. Keep in mind that data for the award year beginning with the current year may not be complete, so you should run the GEWG process after June 30 for the award year that began the previous calendar year.
Troubleshooting Error Messages

**Message:**  
**OPE ID is invalid.**

**Cause:**  
A valid code was not entered in the OPE ID field on the GEWM form, therefore the corresponding Office of Postsecondary Education Identifier (OPEID) was not associated with the GE workfile.

**Solution:**  
Make sure a valid code from the FA.OFFICES file is defined in the FA Office ID field on the FIDF form, then enter the appropriate code in the FA Office Code field on the GEWG form.

**Message:**  
**Program Title is required if GE Program is Yes.**

**Cause:**  
The GE Program field on the GEWM form is set to “Yes” but the title of the associated academic program was not entered in the Title field on the GEWM form.

**Solution:**  
Do one of the following:

- Enter the title of the academic program in the Title field on the GEWM form.
- Change the GE Program field on the GEWM form to “No.”

**Message:**  
**data is invalid**

**Cause:**  
An unknown or invalid piece of data was entered on the GEWM form.

**Solution:**  
Enter the appropriate value in the corresponding field on the GEWM form. For example, if the OPE ID is invalid, you would verify that a valid code from the FA.OFFICES file is defined in the FA Office ID field on the FIDF form, then enter the appropriate code in the FA Office Code field on the GEWM form.
Message:  *data is required.*

Cause:  A field on the GEPM form is blank.

Solution:  Enter the appropriate value in the corresponding field on the GEWM form. Keep in mind that the required value may be a piece of source data that you’ll need to modify using the appropriate source form. For example, if the OPE ID is required, you would verify that a valid code from the FA.OFFICES file is defined in the FA Office ID field on the FA Institution Defaults (FIDF) form.

Message:  *Credential Level is invalid.*

Cause:  The associated academic program has an invalid credential level defined.

Solution:  Access the workfile record using the GEWM form and enter a valid credential level in the Credential Level field.

Message:  *Either First Name or Last Name is required.*

Cause:  The associated student record does not have a either first name nor last name defined.

Solution:  Access the student’s record on the NAE form and enter either the student’s first name or last name in the appropriate Name LFM fields. However, if the first name is not known, enter *NFN* for the first name in the appropriate Student Name LFM field on the GEWM form, not the NAE form. Similarly, if the last name is not know, enter *NLN* for the last name in the appropriate Student Name LFM field on the GEWM form, not the NAE form. However, you cannot enter both. You must define either a “real” first name or last name (or at least enter something other than “NFN” or “NLN.”)

If you enter a name on the NAE form, you will either have to modify the workfile record and enter the name on the GEWM form, or re-run the GEWG process for the student.
**Troubleshooting Error Messages**

**Message:** *Birth Date is required.*

**Cause:** The associated student record does not have a birth date defined.

**Solution:** Do one (or both) of the following:

1. Access the workfile record on the GEWM form and enter the student’s birth date in the Birth Date field.
2. Access the student’s record on the NAE form and enter the student’s birth date in the Birth Date field.

**Message:** *Birth Date cannot be in the future.*

**Cause:** The workfile record has a birth date defined that occurs in the future.

**Solution:** Do one (or both) of the following:

1. Access the workfile record on the GEWM form and enter the student’s correct birth date in the Birth Date field.
2. Access the student’s record on the NAE form and enter the student’s correct birth date in the Birth Date field, then rerun the GEWG process for the student.

**Message:** *Program Attendance Begin Date must be less than or equal to the last day of the Award Year.*

**Cause:** For GE reporting purposes, the award year is defined as beginning on July 1 of “the award year” and ending on June 30 of the following year. For example, the 2010 award year is July 1, 2010 - June 30, 2011. Using this example, the Program Attendance Begin Date was entered as a date later than June 30, 2011.

**Solution:** Perform one (or both) of the following:

1. Access the record on the GEWM form and enter the correct date in the Program Attendance Begin Date field. The date you enter must occur on or before the end date in the Award Year date range.
2. Verify that the student is registered in a course that begins on or after the student’s start date in the academic program, then re-run the GEWG process for this student and academic program.

**Message:**  
*Program Attendance Begin Date must be less than or equal to Program Attendance End Date.*

**Cause:** The workfile record has a program attendance begin date on the GEWM form greater than the program attendance end date.

**Solution:** Perform one (or both) of the following:

1. Access the record on the GEWM form and enter the correct date in the Program Attendance Begin Date field, even if the date precedes the beginning of the award year associated with this record. The date you enter must occur on or before the date in the program attendance end date (if one exists).

2. Verify that the student is registered in a course that begins on or after the student’s start date in the academic program, then re-run the GEWG process for this student and academic program.

**Message:**  
*Begin Date in this Award Year must be greater than or equal to the first day of the Award Year.*

**Cause:** For GE reporting purposes, the award year is defined as beginning on July 1 of “the award year” and ending on June 30 of the following year. For example, the 2010 award year is July 1, 2010 - June 30, 2011. Using this example, the Begin Date in this Award Year was entered as a date earlier than July 1, 2010.

**Solution:** Perform one (or both) of the following:

1. Access the Begin Date in this Award Year field on the GEWM form and enter July 1 of the award year or a date that occurs later (but earlier than June 30 of the award year).
2. Verify that the student is registered in a course that begins on or after the student’s start date in the academic program, then re-run the GEWG process for this student and academic program.

Message: **Begin Date in this Award Year must be greater than or equal to the Program Attendance Begin Date.**

Cause: The date entered in the Begin Date in this Award Year field on the GEWM form is less than the date entered in the Program Attendance Begin Date field on the GEWM form.

Solution: Perform one (or both) of the following:

1. Access the Begin Date in this Award Year field on the GEWM form and enter a date that is greater than or equal to the date in the Program Attendance Begin Date field, or, make sure that the Program Attendance Begin Date field has the correct date (if you’re sure the Begin Date in this Award Year field is correct).

2. Verify that the student is registered in a course that begins on or after the student’s start date in the academic program, then re-run the GEWG process for this student and academic program.

Message: **Begin Date in this Award Year must be less than or equal to the last day of the Award Year.**

Cause: For GE reporting purposes, the award year is defined as beginning on July 1 of “the award year” and ending on June 30 of the following year. For example, the 2010 award year is July 1, 2010 - June 30, 2011. Using this example, the Begin Date in this Award Year was entered as a date later than June 30, 2011.

Solution: Perform one (or both) of the following:

1. Access the Begin Date in this Award Year field on the GEWM form and enter June 30 of the award year or a date that occurs earlier (but later than the start date of the award year).
2. Verify that the student is registered in a course that begins on or after the student’s start date in the academic program, then re-run the GEWG process for this student and academic program.

**Message:** *Begin Date in this Award Year must be less than or equal to Program Attendance End Date.*

**Cause:** The date entered in the Begin Date in this Award Year field on the GEWM form is greater than the Program Attendance End Date.

**Solution:** Perform one (or both) of the following:
1. Access the record on the GEWM form and enter the correct date in the Begin Date in this Award Year field. The date you enter must occur on or before the date in the Program Attendance End Date field (if one exists).
2. Verify that the student is registered in a course that begins on or after the student’s start date and before the end date in the academic program, then re-run the GEWG process for this student and academic program.

**Message:** *Begin Date in this Award Year and Program Attendance End Date overlap another workfile record for the same student and program with Begin Date of \l.*

**Cause:** One or more records for the same student and program have attendance dates that overlap the dates in this record.

**Solution:** Access the record on the GEWM form and confirm the values in the Begin Date in this Award Year field and the Program Attendance End Date field and either modify the dates in this record or modify the dates in any other workfile records for the same student and program that overlap. You also may want to add the active program or adjust the program dates for the student using the Student Academic Program (SACP) form.
Troubleshooting Error Messages

Message: You cannot change this status to Enrolled on this form because the student has completed or withdrawn from program \( \text{\textbackslash}3 \) in the same award year.

Cause: Although you can have an ended academic program (completed or withdrawn) and an active academic program (enrolled) for the same student for a specific award year, you cannot change the status to Enrolled using the GEWM form.

Solution: Access the student’s record on the Student Academic Program (SACP) form and add the enrolled program or adjust the program dates, then rerun the GEWG process for this student and academic program.

Message: You cannot change this status to Completed or Withdrew on this form because the student is enrolled in program \( \text{\textbackslash}3 \) in the same award year.

Cause: Although you can have an active academic program (enrolled) and an ended academic program (completed or withdrawn) for the same student for a specific award year, you cannot change the status to Completed or Withdrew using the GEWM form.

Solution: Access the student’s record on the Student Academic Program (SACP) form and add the completed or withdrawn program or adjust the program dates, and then rerun the GEWG process for this student and academic program.

Message: You cannot add a record for an Enrolled program using this form because the student has completed or withdrawn from a program in the same award year.

Cause: Although you cannot have an ended academic program (completed or withdrawn) and an active academic program (enrolled) for the same student for a specific award year, you cannot add the record using the GEWM form.

Solution: Access the student’s record on the Student Academic Program (SACP) form and add the active program or adjust the program dates, then rerun the GEWG process for this student and academic program.
Message: You cannot add a record for a Completed or Withdrawn program using this form because the student is enrolled in a program in the same award year.

Cause: Although you cannot have an active academic program (enrolled) and an ended academic program (completed or withdrawn) for the same student for a specific award year, you cannot add the record using the GEWM form.

Solution: Access the student’s record on the Student Academic Program (SACP) form and add the ended program or adjust the program dates, then rerun the GEWG process for this student and academic program.

Message: You cannot delete a record for an Enrolled program using this form because the student has completed or withdrawn from a program in the same award year.

Cause: You cannot delete this record using the GEWM form because it might be the Enrolled program on a completed(withdrawn record.

Solution: Access the student’s record on the Student Academic Program (SACP) form and end or remove the active program, then rerun the GEWG process for this student.

Message: Program Attendance End Date is required if Program Attendance Status is Completed or Withdraw.

Cause: You must enter a date in this field if you entered either “C” or “W” in the Program Attendance Status field. A date was not specified in the Program Attendance End Date field on the GEWM form.
Solution: If the student completed or withdrew from the program during the award year associated with this record, access the record on the GEWM form and in the Program Attendance End Date field, enter the date that the student completed or withdrew from the program. Otherwise, change entry in the Program Attendance Status field to “E - Enrolled.” See “Program Attendance End Date” on page 354 for conditions on this date field. Or correct the student’s record using the Student Academic Program (SACP) form, then rerun the GEWG process for this student and academic program.

Message: Program Attendance End Date cannot be populated if Program Attendance Status is not Completed or Withdrew.

Cause: The Program Attendance Status field on the GEWM form must be set to “C - Completed” or “W - Withdrew” to enter a date in the Program Attendance End Date field.

Solution: If the student completed or withdrew from the program during the award year associated with this record, access the record on the GEWM form and in the Program Attendance Status enter either “C - Completed” or “W - Withdrew.” However, if the student did not complete or withdraw from the academic program, then the status should be set to “Enrolled,” and you can leave this date field blank. See “Program Attendance End Date” on page 354 for conditions on this date field. Or correct the student’s record using the Student Academic Program (SACP) form, then rerun the GEWG process for this student and academic program.

Message: Program Attendance End Date must be greater than or equal to Begin Date in this Award Year.

Cause: The date when a student completed or withdrew from an academic program must occur on or after the begin date of the reported award year. The date entered in the Program Attendance End Date field on the GEWM form occurs before the date entered in the Begin Date in this Award Year field.
Solution: Access the record on the GEWM form and enter the correct date (in MMDDYY format) in the Program Attendance End Date field. This is the date within the award year associated with this record when the student completed or withdrew from the program. This date must occur on or after the date in the Begin Date in this Award Year field. Or correct the student’s record using the Student Academic Program (SACP) form, then rerun the GEWG process for this student and academic program.

Message: Program Attendance End Date must be less than or equal to the last day of the Award Year.

Cause: For GE reporting purposes, the award year is defined as beginning on July 1 of “the award year” and ending on June 30 of the following year. For example, the 2010 award year is July 1, 2010 - June 30, 2011. Using this example, the Program Attendance End Date was entered as a date later than June 30, 2011.

Solution: Access the record on the GEWM form and enter the correct date in the Program Attendance Begin Date field. The date you enter must occur on or before the date in the Award Year field. Or correct the student’s record using the Student Academic Program (SACP) form, then rerun the GEWG process for this student and academic program.

Message: Private Loans Amount is required if Program Attendance Status is Completed or Withdrew.

Cause: The Program Attendance Status field on the GEWM form has either a “C” or “W.” Therefore, you must specify an amount in the Private Loans Amount field (even if the amount is 0).

Solution: If the student completed or withdrew from the program during the award year associated with this record, enter the amount (in whole dollars) of private educational loans received by the student at anytime for their attendance in the program, not just for this award year, or 0 if the student did not receive private educational loans. Otherwise, change the Program Attendance Status field to “E - Enrolled.”
**Troubleshooting Error Messages**

**Message:** Private Loans Amount cannot be populated if Program Attendance Status is not Completed or Withdrew.

** Cause:** If the Program Attendance Status is blank or set to “E - Enrolled,” then you cannot enter an amount in the Private Loans Amount field on the GEWM form.

** Solution:** If the student completed or withdrew from the program during the award year associated with this record, change the Program Attendance Status field to “C - Completed” or “W - Withdrew,” then enter an amount in the Private Loans Amount field on the GEWM form, or remove the amount entered if the status is really “E – Enrolled.”

**Message:** Private Loans Amount must be in whole dollars.

**Cause:** The amount entered in the Private Loans Amount field on the GEWM form must be in whole dollars.

**Solution:** Enter the amount (in whole dollars only, rounded to the nearest whole dollar) of private educational loans received by the student at anytime for their attendance in the program, not just for this award year, or enter 0 if the student did not receive private educational loans.

**Message:** Institutional Financing Amount is required if Program Attendance Status is Completed or Withdrew.

**Cause:** The Program Attendance Status field on the GEWM form has either a “C” or “W.” Therefore, you must specify an amount in the Institutional Financing Amount field (even if the amount is 0).

**Solution:** If the student completed or withdrew from the program during the award year associated with this record, enter the amount (in whole dollars) of institutional financing received by the student at anytime for their attendance in the program, not just for this award year, or 0 if the student did not receive institutional financing. Otherwise, change the Program Attendance Status field to “E - Enrolled.”
<table>
<thead>
<tr>
<th>Message</th>
<th>Institutional Financing Amount cannot be populated if Program Attendance Status is not Completed or Withdraw.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cause:</strong></td>
<td>If the Program Attendance Status is blank or set to “E - Enrolled,” then you cannot enter an amount in the Institutional Financing Amount field on the GEWM form.</td>
</tr>
<tr>
<td><strong>Solution:</strong></td>
<td>If the student completed or withdrew from the program during the award year associated with this record, change the Program Attendance Status field to “C - Completed” or “W - Withdrew,” then enter an amount in the Institutional Financing Amount field on the GEWM form, or remove the amount entered if the status is really “E – Enrolled.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Message</th>
<th>Institutional Financing Amount must be in whole dollars.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cause:</strong></td>
<td>The amount entered in the Institutional Financing Amount field on the GEWM form must be in whole dollars.</td>
</tr>
<tr>
<td><strong>Solution:</strong></td>
<td>Enter the amount (in whole dollars only, rounded to the nearest whole dollar) of institutional financing received by the student at anytime for their attendance in the program, not just for this award year, or enter 0 if the student did not receive Institutional financing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Message</th>
<th>Tuition and Fees Amount is required if Program Attendance Status is Completed or Withdraw.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cause:</strong></td>
<td>The Program Attendance Status field on the GEWM form has either a “C” or “W.” Therefore, you must specify an amount in the Tuition and Fees Amount field (even if the amount is 0).</td>
</tr>
<tr>
<td><strong>Solution:</strong></td>
<td>If the student completed or withdrew from the program during the award year associated with this record, enter the amount (in whole dollars) of tuition and fees paid by the student at anytime for their attendance in the program, not just for this award year, or 0 if the student did not pay tuition and fees. Otherwise, change the Program Attendance Status field to “E - Enrolled.”</td>
</tr>
</tbody>
</table>
Troubleshooting Error Messages

Message: *Tuition and Fees Amount cannot be populated if Program Attendance Status is not Completed or Withdraw.

Cause: If the Program Attendance Status is blank or set to “E - Enrolled,” then you cannot enter an amount in the Tuition and Fees field on the GEWM form.

Solution: If the student completed or withdrew from the program during the award year associated with this record, change the Program Attendance Status field to “C - Completed” or “W - Withdrew,” then enter an amount in the Tuition and Fees Amount field on the GEWM form, or remove the amount entered if the status is really “E – Enrolled.”

Message: *Tuition and Fees Amount must be in whole dollars.

Cause: The amount entered in the Tuition and Fees Amount field on the GEWM form must be in whole dollars.

Solution: Enter the amount (in whole dollars only, rounded to the nearest whole dollar) of tuition and fees charged the student for the entire program, not just for this award year.

Message: *Other Program Info cannot be added from this form.

Cause: You cannot add information about other programs using this form.

Solution: Access the student’s record on the Student Academic Program (SACP) form and add the other program information and rerun the GEWG process for this student and academic program.

Message: *Academic Program X does not have a CIP code.

Cause: A CIP code was not entered on the GEWM form for the specified academic program.
Solution: Do one of the following:

1. Access the student’s workfile record on the GEWM form and enter a CIP code in the CIP field for the specified academic program.

2. Define the CIP code using the CIP Definition (CIPD) form, then access the academic program on the Academic Programs (PROG) form and enter the CIP code in the National ID field for the academic program. Rerun the GEWG process for this student and academic program.

Message: **Warning: data will not be fully derived for students due to missing X parameters on GEPM.**

Cause: A piece of information (data) will not be derived because a parameter (X) on the GEPM form has not been defined.

Solution: Although the fields on the GEPM form are optional, some information is needed to derive specific data. Access the GEPM form and specify the missing parameters.

Error Messages Issued by the GEEX Process

The error messages listed in this section are issued by the GEEX process. However, some of the error message may also be issued by other processes as noted in the footnote (if applicable).

Message: **Award Year must be greater than or equal to 2005.**

Cause: The value entered in the Award Years field on the GEWG form must be 2005 or later. The DoE only requires GE information from the 2006-2007 award year and later.

Solution: Enter **2005** or a year later than 2005 in the Award Years field on the GEWG form.
Troubleshooting Error Messages

Message:  
Award Year cannot be in the future.

Cause: 
A value you entered in the Award Years field on the GEWM form is considered a future year.

Solution: 
If the current date is between January 1 and June 30, enter a year less than the current calendar year or earlier. For example, if today’s date is March 15, 2011, you would enter “2010” or a year less than that (but greater than 2005). If the current date is between July 1 and December 31, you can enter the current year in the Award Years field on the GEWM. Keep in mind that data for the award year beginning with the current year may not be complete, so you should run the GEWG process after June 30 for the award year that began the previous calendar year.

Message: data is invalid

Cause: 
An unknown or invalid piece of data was entered on the GEWR form.

Solution: 
Enter the appropriate value in the corresponding field on the GEWR form. For example, if the OPE ID is invalid, you would verify that a valid code from the FA.OFFICES file is defined in the FA Office ID field on the FIDF form, then enter the appropriate code in the FA Office Code field on the GEWR form.

Message: data is required.

Cause: 
A field on the GEPR form is blank.

Solution: 
Enter the appropriate value in the corresponding field on the GEWR form. Keep in mind that the required value may be a piece of source data that you’ll need to modify using the appropriate source form. For example, if the OPE ID is required, you would verify that a valid code from the FA.OFFICES file is defined in the FA Office ID field on the FA Institution Defaults (FIDF) form.
Message:  *WARNING: Special characters and spaces will be removed from FILENAME.*

 Cause:  The name you entered in the Export File Name field on the GEEX form contains invalid characters or spaces that will be removed.

 Solution:  From the error message box, select Yes to accept the proposed, revised file name. Select No to reenter a file name that does not have special characters or spaces.

Message:  *WARNING: Special characters and spaces will be removed from DIRECTORYNAME.*

 Cause:  The name you entered in the Export Directory Name field on the GEEX form contains invalid characters or spaces that will be removed.

 Solution:  From the error message box, select Yes to accept the proposed, revised directory name. Select No to reenter a directory name that does not have special characters or spaces.

Message:  *Directory file DIRECTORYNAME cannot be opened.*

 Cause:  The directory whose name you entered in the Export Directory Name field on the GEEX form cannot be opened, probably because it doesn’t exist.

 Solution:  Enter the name of an existing directory or create the directory, then reenter the name.
Troubleshooting Error Messages

Message:  
WARNING: File FILENAME found in directory DIRECTORYNAME will be overwritten. Continue?

Cause:  
The file name you entered in the Export File Name field exists in the directory whose name you entered in the Export Directory Name field. By continuing with processing, you will overwrite the contents of the file.

Solution:  
From the error message box, select Yes to continue processing and overwrite the contents of the file. Select No to enter a different file name or directory name.

Message:  
File FILENAME in directory DIRECTORYNAME cannot be overwritten. Rename the file or try again later.

Solution:  
Enter a different file name in the Export File Name field or enter a different directory name in the Export Directory Name field, or try running the export later.