

NATIONAL STUDENT CLEARINGHOUSE[®]



Postsecondary Data Partnership

Data Submission Guide

Version 2.0

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NATIONAL STUDENT CLEARINGHOUSE

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Version History

Version #	Revision Date	Reason
1.0	10/17/2017	Initial draft of submission guide for distribution prior to Demo.
1.1	11/22/2017	Branch code for file headers is now required.
1.2	01/03/2018	<ul style="list-style-type: none">FAQ section updated.Link to access the status of files added. https://secure.studentclearinghouse.org/dce/faces/portal
1.3	02/15/2018	<ul style="list-style-type: none">Course File – ‘DGI Student ID’ no longer requiredCourse File – Refined definition for following fields:<ul style="list-style-type: none">Course TypeCourse NameCourse NumberCourse DescriptionPDP Mailbox email address updatedReminder that Degree data and Enrollment data must be submitted through DegreeVerify and StudentTracker to ensure reports are completed.
1.4	08/20/2018	<ul style="list-style-type: none">Financial Aid Data file definition addedZIP code is no longer a required field for the data filesCourse File: New sequence in which data elements must be provided starting with element #31 ‘Course Prefix’Course information now collected as:<ul style="list-style-type: none">Course Prefix (renamed field)Course NumberCourse Name (new field)Course DescriptionDegree Type Sought is now a required fieldCourse Begin and End Dates can now be on the same day

1.5	1/14/2019	<ul style="list-style-type: none"> • Updates made to FAQ • Cohort file – First Gen data element - The business/validation rule was refined to indicate which values count as first gen. • Following changes were made to the Course file <ul style="list-style-type: none"> ○ NEW Section ID data element (#33) was added to further identify a course ○ NEW sequence in which data elements must be provided starting with element #33 ○ CIP Code is now an enumerated field and must be provided exactly as described in the description ○ Semester/Session GPA cannot be greater than 4 (previously 6) ○ Overall GPA cannot be greater than 4 (previously 6) ○ Number of Credits Earned cannot be greater than Number of Credits Attempted
1.6	06/04/2019	<p>New feature:</p> <ul style="list-style-type: none"> • The data files no longer require that the data elements are presented in a specific sequence. The sequence in the definitions is now a suggestion. New data elements (like the Cohort Begin and End dates) can now be simply added to the end of your data file. <p>Term information that was previously collected as part of a questionnaire is now part of the data files. The following data file change are now in effect:</p> <ul style="list-style-type: none"> • Cohort File <ul style="list-style-type: none"> ○ Cohort Term repurposed and standardized to only allow Fall, Winter, Spring, and Summer ○ Cohort Term Begin and Cohort Term End date data elements added • Course File <ul style="list-style-type: none"> ○ Cohort Term and (Academic) Term repurposed and standardized to only allow Fall, Winter, Spring, and Summer <p>Other Changes:</p> <ul style="list-style-type: none"> • Previous validation rule stating that a Course End date cannot be in the future (as of submission date) removed.

Postsecondary Data Partnership

The Postsecondary Data Partnership (PDP) is a secondary postsecondary education data collection program. Information is collected biannually from participating institutions for the purpose of generating benchmarks and reporting outcomes as it relates to enrollment, program completion and graduation rates, course-level, and student financial aid.

This program was designed to facilitate the efficient exchange of student progress and completion data between participating higher education institutions and other members of the Network. It was built with you in mind, and in close collaboration with institutions and initiatives.

By submitting data to the National Student Clearinghouse, you are enabling the creation of insights that empower institutions like yours to help more students persist in their higher education goals.

We will share these insights with you in a set of reports that include Key Performance Indicators such as: Access, Progress, Persistence and Completions.

In order for these reports to be complete, members of the Postsecondary Data Partnership Network like you will submit two required files to the National Student Clearinghouse: (1) Cohort Data; and (2) Course Data and one optional file: (3) Financial Aid.

This submission guide will cover the requirements for each file. We encourage you to read the requirements in detail, especially the first time you are submitting the files to us.

I want to jump right into creating the files. Why take time to review this guide?

It is imperative that you maximize your development resources right the first time and avoid repetitive submission errors! Think of this guide as the recipe you will use to continuously re-create the respective files. If you create the right process the first time by carefully following these instructions, you will just have to replicate the steps every time you submit files to us. This will minimize the time you spend reviewing errors and resubmitting files.

Most importantly, it will ensure ***each and every one of your students' academic accomplishments are reported correctly, and that the reports you download from us are comprehensive.*** After all, we're in this together for the students benefit.

INITIAL SETUP

We encourage you to consider these 2 levels of data checks:

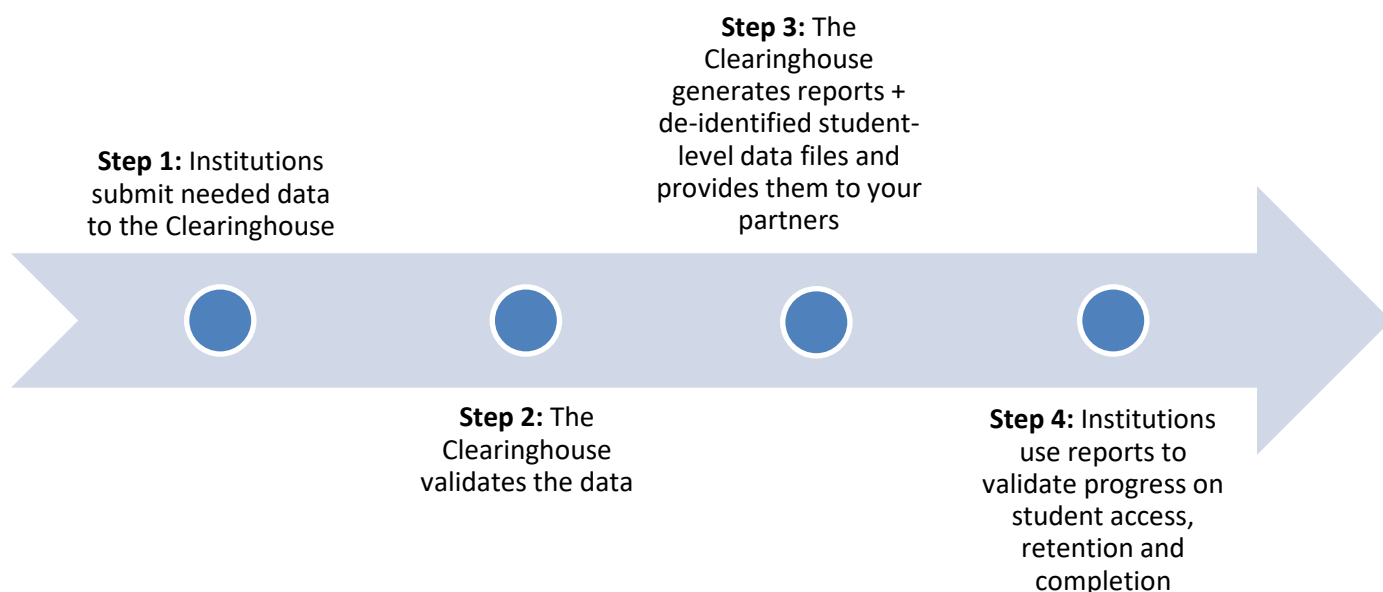
1. Was the necessary data captured correctly? Ensure all required fields are included in their correct format.
2. Is the data accurate and is it most up to date?

We encourage you to provide as much information as possible. Doing so will ensure your students' accomplishments are correctly captured and the reports we provide you, in return, are more complete.

If you have any questions or concerns regarding the information on this guide,

please email - PDPService@studentclearinghouse.org

How the Postsecondary Data Partnership Works



Step 1: Participating colleges and universities submit data to the Clearinghouse, including:

- Data you already send on a regular basis (e.g., enrollment records, degree awards every 30-45 days): This data is also used to build your reports, **late or incomplete submissions will result in incomplete reports** for the Postsecondary Data Partnership.
- New Cohort and Course Data Files, and an *optional* Financial Aid Data File for purposes of the Postsecondary Data Partnership (this Submission Guide covers these files specifically). For help with other files, contact the appropriate Clearinghouse operations representative.

Step 2: The Clearinghouse processes and validates the data

Step 3: The Clearinghouse sends summary reports and de-identified student-level data files to:

- Participating institutions: reflecting the full range of data submitted.

Step 4: The Clearinghouse sends summary reports to relevant organizations and agencies (reflecting data pertinent to specific reporting requirements and appropriately de-identified or aggregated, as necessary).

Cohort, Course Data, and Financial Aid — File Formatting Requirements

This section provides the formatting specifications required in order to prepare a Cohort and Course Data, and the *optional* Financial Aid Data file for submission to The Clearinghouse via secure FTP. It is essential that files are formatted in accordance with the Clearinghouse's specifications to ensure a successful transmission. Following are the data record layout specifications required for successful submission of a Cohort and Course Data file, or the Financial Aid file. NOTE: The Financial Aid Data file is an optional file submission.

Cohort and Course Data File, or Financial Aid Data File —File Format

Cohort and Course Data file, or Financial Aid Data file formats must adhere to the following criteria:

- Files must be in comma-delimited format
- Files must be in flat-file format
- Each file must contain a valid *Header*, *Column Headers (Case Sensitive)*, *Body (Detail)* and *Trailer* section in accordance with NSC's file-formatting guidelines

Cohort and Course Data File , or Financial Aid Data File —Data Definitions

The Cohort and Course Data file, or Financial Aid Data file specifications detailed in this document for required/optional fields, data type codes and additional comments are translated and/or explained as follows:

- **Data Type Codes (for each field):**
 - Alpha = Only ALPHABETIC characters are permitted
 - Numeric = Only NUMBERS are permitted
 - Alpha Numeric = Only ALPHABETIC characters and NUMBERS are permitted
 - String = ALPHABETIC characters, NUMBERS and SPECIAL CHARACTERS (e.g. hyphen, underscore, ampersand, exclamation point, etc.) are all permitted
 - Enumerated = Data type consists of a set of names values
- **Required/Optional:**
 - Y = Field is required for validation
 - N = Field is optional and not required for validation
 - CY = Field is conditionally required. The validation/business rule will identify what triggers this field to be required. If the trigger is not met, then the field is optional.
- **Filler fields:** Each Postsecondary Data Partnership data file contains several *Filler* fields; these fields are placeholders for data elements which could be added to the file in any future system enhancements. **All Postsecondary Data Partnership Filler fields must be left blank.**
- **Required fields:**
 - Required fields need to be populated with a valid value for the successful transmission of any Postsecondary Data Partnership data file; required fields left empty will result in a validation error. **(NOTE: Please do NOT enter the word 'Null' as a value in any field.)**

- Postsecondary Data Partnership data files contain several fields requiring the entry of a pre-defined value to ensure a successful file submission to NSC:
 - Any applicable pre-defined data fields must be populated with the value indicated within single quotes and detailed in the corresponding *Additional Comments* column (e.g. Detail Record Type = 'PD1').
 - Single quotes (') are only used to highlight the required pre-defined data entry and should NOT be included in the actual data field (see *Sample Cohort and Course Data File Header/Detail/Trailer Record* or *Financial Aid Data File Header/Detail/Trailer Records* sections below for examples).
- **Other noteworthy information:**
 - The Trailer Record in the file is always the LAST ROW in each file
 - Files should not contain any blank lines
 - Use double quotes surrounding a data element if it contains a comma

Cohort Data File—Header Record Layout

All Cohort Data files must include a properly formatted Header row in order to be processed successfully. The Header row is the first set of data validated by The Clearinghouse.

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
1	Record Type	Enumerated	5	Y	File Identifier. Please populate with DCE01	• DCE01	
2	Service Account	Numeric	15	Y	Clearinghouse generated ID assigned to data submitter's service agreement		
3	Organization ID	Alpha Numeric	20	Y	Identifier of Data Submitter. Systems, please use your Organization ID. Institutions, please provide your 6 digit OPEID		• Must be at least 6 characters in length
4	Branch code	Numeric	2	Y	The OPEID Branch code of data submitter. Enter two zeroes if not available.		
5	Filler			Y	Please skip this column and leave it blank		
6	Filler			Y	Please skip this column and leave it blank		
7	Filler			Y	Please skip this column and leave it blank		
8	Filler			Y	Please skip this column and leave it blank		
9	File Certified Date	Date: YYYYMMDD	8	Y	Date on which the data was compiled for this submission file		• Cannot be a future date
10	Filler			Y	Please skip this column and leave it blank		
11	Client File ID	String	50	Y	File ID used internally by data submitter.		

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
12	Filler			Y	Please skip this column and leave it blank		
13	Filler			Y	Please skip this column and leave it blank		
14	Filler			Y	Please skip this column and leave it blank		
15	Filler			Y	Please skip this column and leave it blank		

Sample Cohort Data File Header Record

DCE01,10027795,004781,00,,,,,20171030,,TEST2010-11,,,

Cohort Data File—Detail Record(s) Layout

All Cohort Data files must include at least one properly formatted Student Detail record in order to be processed successfully.

Seq #	NSC Column Header	NSC Format	NSC Length	NSC Required	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
1	CH1	Enumerated		Y	Used to differentiate between header/trailer records and data records. Please always populate with "D1"	• D1	
2	Cohort	Date: YYYY-YY		Y	Include all undergraduate students who attempted at least one course in a given term, for the first time at your institution. Students may be first-time ever in college or new transfer students into your college and may be enrolled at any program level, including credential-seeking; college remedial, developmental, or college-preparatory; adult basic skills (ESL, ABE, or ASE/GED); and non-credit vocational students. For non-credit vocational students, only include those who enrolled in courses that could lead to an occupational certificate, industry certificate, or other type of credential of economic value, as well as those students who are simultaneously enrolled in credit-bearing courses. Also include: *Past dual enrollment students who took a course or courses at your institution while simultaneously attending high school.		<ul style="list-style-type: none"> • Must be consecutive years (i.e. 2015-16) • YYYY cannot be prior to 2000 • YYYY cannot be in the future

Seq #	NSC Column Header	NSC Format	NSC Length	NSC Required	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
					<p>*Fall entry students who enrolled in summer work prior to first term of enrollment with credential-seeking status. Examples of summer work include, but are not limited to, summer bridge programs or developmental/remedial coursework.</p> <p>Exclude students who are:</p> <p>*Non-credit vocational students enrolled in purely personal enrichment courses;</p> <p>*Current dual enrollment students or those taking a course or courses at your institution while simultaneously attending high school.</p>		
3	Cohort Term	Enumerated		Y	<p>Cohort term of entry: Term student first enrolled in at least one course. See definition of cohort. If you have more than one term (e.g. Summer I and Summer II) you can differentiate the terms by using the appropriate Term Begin and Term End dates.</p> <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	<ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	
4	Cohort Term Begin Date	Date: YYYYMMDD		Y	The date on which the "Cohort Term" begins		<ul style="list-style-type: none"> • Cannot be a future date • Must be after year 1900 • Valid calendar date
5	Cohort Term End Date	Date: YYYYMMDD		Y	The date on which the "Cohort Term" ends		<ul style="list-style-type: none"> • Cannot be before or on the same date as the Cohort Term Begin Date • Cannot be a future date • Must be after year 1900 • Valid calendar date
6	SSN	Numeric	9	Conditional	SSN of the student whose information is being sent or saved. In the United States, a Social Security number (SSN) is a nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents under section 205(c)(2) of the Social Security Act, codified as 42 U.S.C. § 405(c)(2).		<ul style="list-style-type: none"> • Can only appear once in data file if SSN, Cohort, and Institution ID are the same. • Cannot start with 9 • 9 digits of SSN cannot be the exact same digit • Cannot be the same value as Student ID • Any segment of SSN cannot be all "0" • SSN can't be out of regular IRS ranges • Must be present if Student ID and ITIN are not present

Seq #	NSC Column Header	NSC Format	NSC Length	NSC Required	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
7	ITIN	Numeric	9	N	Individual Taxpayer Identification Number. Please provide if SSN is not available for student.		<ul style="list-style-type: none"> • Can only appear once in data file if ITIN, Cohort, and Institution ID are the same. • Cannot be the same number as student ID • Must start with number 9
8	Student ID	Alpha Numeric	20	Conditional	Institutionally-supplied student ID number.	<ul style="list-style-type: none"> • Accepted special characters period, apostrophe, hyphen, and underscore only 	<ul style="list-style-type: none"> • Can only appear once in data file if Student ID, Cohort, and Institution ID are the same • Must have at least 3 characters • Cannot be the same value as SSN • Must be present if SSN is not present
9	First Name	Alpha Numeric	60	Y	Student's first name	<ul style="list-style-type: none"> • Accept Spaces • Accepted special characters period, apostrophe and hyphen only 	<ul style="list-style-type: none"> • Cannot be only spaces
10	Middle Name	Alpha Numeric	60	N	Student's middle name	<ul style="list-style-type: none"> • Accept Spaces • Accepted special characters period, apostrophe and hyphen only 	<ul style="list-style-type: none"> • Cannot be only spaces
11	Last Name	Alpha Numeric	60	Y	Student's last name	<ul style="list-style-type: none"> • Accept Spaces • Accepted special characters period, apostrophe and hyphen only 	<ul style="list-style-type: none"> • Cannot be only spaces
12	Street Line 1	String	30	Y	Student's permanent street address *if address is unknown, populate with UK.		<ul style="list-style-type: none"> • Must be at least 2 characters in length
13	Street Line 2	String	30	N	Continuation of address (e.g., Apt B)		
14	City	String	20	Y	Permanent city of student's residence *if address is unknown, populate with UK.		<ul style="list-style-type: none"> • Must be at least 2 characters in length
15	State	Alpha	2	Y	Permanent state *if state is unknown or not applicable, populate with UK.	SEE APPENDIX 1 – "Valid State Codes"	<ul style="list-style-type: none"> • IF Country = US THEN Must be approved enumerated value • IF Country is anything other than US THEN enter any other 2 characters

Seq #	NSC Column Header	NSC Format	NSC Length	NSC Required	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
16	Zip/Postal Code	Alpha Numeric	10	N	Permanent zip/postal code	<ul style="list-style-type: none"> Accept Spaces Special character: "-" 	<ul style="list-style-type: none"> Must contain at least 1 numeric character Cannot be only spaces
17	Country	Enumerated	2	Y	Country code of permanent residence; Please see Valid Country Codes. *if country is unknown or not applicable, populate with UK.	See APPENDIX 2 - "Valid Country Codes"	
18	Date of Birth	Date: YYYYMMDD	8	Y	Date student was born		<ul style="list-style-type: none"> Cannot be a future date Must be after year 1900 Student must be older than 10 years old Valid calendar date
19	Ethnicity	Enumerated		Y	Student's ethnicity. <ul style="list-style-type: none"> H = Hispanic or Latino N = Non-Hispanic UK = Unknown or missing 	<ul style="list-style-type: none"> H N UK 	
20	Race	Multi-Valued Variable; Enumerated		Y	Student's race. This is a multi-variable input field which will allow for the selection of multiple allowed values separated by a pipe delimiter without any spaces. The order in which you list the values does not matter. Please see the following example: W B AN <ul style="list-style-type: none"> A = Nonresident Alien IA = American Indian or Alaska Native AN = Asian B = Black or African American HP = Native Hawaiian or Other Pacific Islander W = White UK = Unknown or missing 	<ul style="list-style-type: none"> A IA AN B HP W UK 	<ul style="list-style-type: none"> Each allowed value may only appear once
21	Institution ID Type	Enumerated		Y	Originating system of the ID associated with the Institution (examples include OPEID (6/8 digit), FICE, NCES, ACT, etc.). Please note that currently only OPEID is accepted as the Institution ID Type.	<ul style="list-style-type: none"> OPEID 	
22	Institution ID	Alpha Numeric	8	Y	Identifier for the Institution - see Institution ID Type to determine the type of ID		<ul style="list-style-type: none"> If 'Institution Type' = 'OPEID' then value must be 8 characters in length

Seq #	NSC Column Header	NSC Format	NSC Length	NSC Required	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
23	HS Completion Status	Enumerated		N	<p>Student's high school completion status. Student has a high school diploma or recognized equivalent, a GED (a document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the GED or another state-specified examination), or an adult high school diploma.</p> <ul style="list-style-type: none"> • A = Adult High School Diploma • E = Endorsed/Advanced Diploma • G = General Education Development (GED) Credential • H = High School Equivalency Credential (other than GED) • I = International Baccalaureate • M = Modified Diploma • D = Regular Diploma • V = Vocational Certificate • O = Other 	<ul style="list-style-type: none"> • A • E • G • H • I • M • D • V • O 	
24	HS Completion Year	Date: YYYY	4	N	Year student received high school diploma, GED, or other high school completion/certification.		<ul style="list-style-type: none"> • Cannot be a future date • Cannot be less than 1900
25	HS Unweighted GPA	Decimal: X.XX	4	N	<p>Student's unweighted high school grade point average, on a 4.0 scale.</p> <p>NOTE: Report the unweighted GPA, i.e., do not include weights for advanced placement, honors, or other types of advanced classes in students' GPAs.</p>		<ul style="list-style-type: none"> • Up to 2 decimals • Cannot be greater than 4
26	HS Weighted GPA	Decimal: X.XX	4	N	<p>Student's weighted high school grade point average, on a 4.0 scale.</p> <p>NOTE: Report the weighted GPA, i.e., include weights for advanced placement, honors, or other types of advanced classes in students' GPAs.</p>		<ul style="list-style-type: none"> • Up to 2 decimals • Cannot be greater than 6
27	First Gen	Enumerated		N	<p>A student who is the first member of his or her immediate family to attend a college or university; neither of his or her biological or adoptive parents have ever attended a college or university.</p> <p>Please note that for Institutions whose only source of this data is FAFSA:</p> <ul style="list-style-type: none"> • Use the value "N" if both Parents on the FAFSA are identified as "Middle school/Jr. high" or "High school". • Use the value of "A" if either of the Parents on the FAFSA are identified as "College or beyond". <ul style="list-style-type: none"> • N = No Parent has attended Post Secondary • P = At least one parent has attended Post Secondary but earned no credential or degree • C = At least one parent has a certificate • A = At least one Parent has an Associates degree • B = At least one Parent has a Bachelors degree or higher 	<ul style="list-style-type: none"> • N • P • C • A • B 	<ul style="list-style-type: none"> • Only students with a value of 'N' and 'P' will be considered first gen.

Seq #	NSC Column Header	NSC Format	NSC Length	NSC Required	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
28	Dual and Summer Enrollment	Enumerated		N	<p>Student was a previous dual/concurrent high school enrollment student prior to first term enrolled with credential-seeking status, and/or enrolled in summer work prior first term of enrollment with credential-seeking status. Examples of summer work include, but are not limited to, summer bridge programs or developmental/remedial coursework.</p> <ul style="list-style-type: none"> • DE = Past Dual Enrollment • SE = Past Summer Enrollment • DS = Past Dual and Summer Enrollment 	<ul style="list-style-type: none"> • DE • SE • DS 	
29	Enrollment Type	Enumerated		Y	<p>The student's enrollment type at the time of the defined Cohort.</p> <ul style="list-style-type: none"> • F = First time at institution, non-transfer in • C = Continuing • R = Re-admit • T = Transfer in <p>*Currently, Continuing ("C") and re-admitted ("R") students are not included in PDP cohorts.</p>	<ul style="list-style-type: none"> • F • C • R • T 	
30	Number of College Credits Attempted to Transfer	Decimal	6	N	<p>Number of college credits student attempted to transfer in from attendance at another postsecondary institution prior to attending this institution. Report the total number of college credits that student attempted to transfer, whether or not your institution recognizes the credits. If the student is known to be a transfer student, but no credits attempted to transfer, enter the number 0.</p>		<ul style="list-style-type: none"> • Up to 2 decimals places
31	Number of College Transfer Credits Accepted	Decimal	6	N	<p>Number of college credits student attempted to transfer from another postsecondary institution that your institution recognized/accepted. If the student is known to be a transfer student, but credits were not accepted by your institution and transferred in, enter the number 0.</p>		<ul style="list-style-type: none"> • Up to decimals places
32	Math Placement	Enumerated		Y	<p>Student was determined to be college ready in math upon entry. Based on institution's standard math placement policies (e.g. placement determined by test scores, HS GPA, HS course taking and/or other institutional criteria).</p> <ul style="list-style-type: none"> • C = Student is college ready • N = Student is not college ready • UK = Unknown or missing 	<ul style="list-style-type: none"> • C • N • UK 	
33	English Placement	Enumerated		Y	<p>Student was determined to be college ready in English upon entry. Based on institution's standard English placement policies (e.g. placement determined by test scores, HS GPA, HS course taking and/or other institutional criteria).</p> <ul style="list-style-type: none"> • C = Student is college ready • N = Student is not college ready • UK = Unknown or missing 	<ul style="list-style-type: none"> • C • N • UK 	

Seq #	NSC Column Header	NSC Format	NSC Length	NSC Required	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
34	Gateway Math Status	Enumerated		Y	<p>Indicates whether the student is required to complete a gateway math course at time of first enrollment. Some students may be exempt from gateway Math coursework, for example, those transferring from another institution where they completed the requirement, or students fulfilling the requirement by successful completion of AP, IB or similar high school coursework. Also, some majors/program areas may not require a gateway math course.</p> <ul style="list-style-type: none"> • R = Gateway Math course is required of student at time of entry • N = Gateway Math course is not required of student at time of entry • UK = Unknown or missing 	<ul style="list-style-type: none"> • R • N • UK 	
35	Gateway English Status	Enumerated		Y	<p>Indicates whether the student is required to complete a gateway English course at time of first enrollment. Some students may be exempt from gateway English coursework, for example, those transferring from another institution where they completed the requirement, or students fulfilling the requirement by successful completion of AP, IB or similar high school coursework. Also, some majors/program areas may not require a gateway English course.</p> <ul style="list-style-type: none"> • R = Gateway English course is required of student at time of entry • N = Gateway English course is not required of student at time of entry • UK = Unknown or missing 	<ul style="list-style-type: none"> • R • N • UK 	

Sample Cohort Data Column Header and File Detail Record

CH1,Cohort,Cohort Term,Cohort Term Begin Date, Cohort Term End Date,SSN,ITIN,Student ID,First Name,Middle Name,Last Name,Street Line 1,Street Line 2,City,State,Zip/Postal Code,Country,Date of Birth,Ethnicity,Race,Institution ID Type,Institution ID,HS Completion Status,HS Completion Year,HS Unweighted GPA,HS Weighted GPA,First Gen,Dual and Summer Enrollment,Enrollment Type,Number of College Credits Attempted to Transfer,Number of College Transfer Credits Accepted,Math Placement,English Placement,Gateway Math Status,Gateway English Status

D1,2010-11,Fall,20170810,20171220,<SSN Redacted>, <ITIN Redacted>,PDPTTESTSTD053,John ,M,Terry,1234 Test St
,,Herendon,VA,20171,US,19800101,H,A,OPEID,00478100,H,2010,3.52,3.75,N,DE,F,,,N,N,N,N

Cohort Data File—Trailer Record Layout

All Cohort Data files must include a properly formatted Trailer section in order to be processed successfully. The Trailer section is the last set of data validated by The Clearinghouse.

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values
1	Record Type	Enumerated	2	Y	Identifies the end of the data file. Please populate with T1	• T1
2	Total Record count	Alpha Numeric	10	Y	Total count equals the number of student detail records plus three (the header, column header, and trailer record are included in the total)	
3	Filler			Y	Please skip this column and leave it blank	

Sample Cohort File Trailer Record

Please reference the following Cohort Data file Trailer row as a sample:

T1,63,

Sample Cohort Data File

DCE01,10027795,004781,00,,,,,20171030,,TEST2010-11,,,,

CH1,Cohort,Cohort Term,Cohort Term Begin Date, Cohort Term End Date,SSN,ITIN,Student ID,First Name,Middle Name,Last Name,Street Line 1,Street Line 2,City,State,Zip/Postal Code,Country,Date of Birth,Ethnicity,Race,Institution ID Type,Institution ID,HS Completion Status,HS Completion Year,HS Unweighted GPA,HS Weighted GPA,First Gen,Dual and Summer Enrollment,Enrollment Type,Number of College Credits Attempted to Transfer,Number of College Transfer Credits Accepted,Math Placement,English Placement,Gateway Math Status,Gateway English Status

D1,2010-11,Fall,20170810,20171220, <SSN Redacted>, <ITIN Redacted>,PDPTTESTSTD053,John ,M,Terry,1234 Test St
,,Herendon,VA,20171,US,19800101,H,A,OPEID,00478100,H,2010,3.52,3.75,N,DE,F,,,N,N,N,N

D1,2010-11,Fall,20170810,20171220, <SSN Redacted>, <ITIN Redacted>,,PDPTTESTSTD060,YANE,K,Bats,1714 University Dr. SE,,St. Cloud ,MN,56301,US,19860301,n,W,OPEID,00478100,g,2014,2.89,3.75,b,de,t,40,318,N,N,N,R

T1,63,

Course Data File—Header Record Layout

All Course Data files must include a properly formatted Header row in order to be processed successfully. The Header row is the first set of data validated by The Clearinghouse.

Seq #	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values
1	Record Type	Enumerated	5	Y	File Identifier. Please populate with DCE02	• DCE02
2	Service Account	Numeric	15	Y	Clearinghouse generated ID assigned to data submitter's service agreement	
3	Organization ID	Alpha Numeric	20	Y	Identifier of Data Submitter. Systems, please use your Organization ID. Institutions, please provide your 6 digit OPEID	
4	Branch code	Numeric	2	Y	The OPEID Branch code of data submitter. Enter two zeroes if not available.	
5	Filler			Y	Please skip this column and leave it blank	
6	Filler			Y	Please skip this column and leave it blank	
7	Filler			Y	Please skip this column and leave it blank	
8	Filler			Y	Please skip this column and leave it blank	
9	File Certified Date	Date: YYYYMMDD	8	Y	Date on which the data was compiled for this submission file	
10	Filler			Y	Please skip this column and leave it blank	
11	Client File ID	String	50	Y	File ID used internally by data submitter.	
12	Filler			Y	Please skip this column and leave it blank	
13	Filler			Y	Please skip this column and leave it blank	
14	Filler			Y	Please skip this column and leave it blank	
15	Filler			Y	Please skip this column and leave it blank	

Sample Course Data File Header Record

Please reference the following Course Data file Header row as a sample:

DCE02,10027795,004781,00,,,,,20170605,,Client File ID 1000,,,

Course Data File—Column Header and Detail Record(s) Layout

All Course Data files must include at least one properly formatted Student Detail record in order to be processed successfully.

Seq#	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
1	CH1	Enumerated		Y	Used to differentiate between header/trailer records and data records. Please always populate with "D1"	• D1	
2	Cohort	Date: YYYY-YY	7	Y	Include all undergraduate students who attempted at least one course in a given term, for the first time at your institution. Students may be first-time ever in college or new transfer students into your college and may be enrolled at any program level, including credential-seeking; college remedial, developmental, or college-preparatory; adult basic skills (ESL, ABE, or ASE/GED); and non-credit vocational students. For non-credit vocational students, only include those who enrolled in courses that could lead to an occupational certificate, industry certificate, or other type of credential of economic value, as well as those students who are simultaneously enrolled in credit-bearing courses. Also include: *Past dual enrollment students who took a course or courses at your institution while simultaneously attending high school. *Fall entry students who enrolled in summer work prior to first term of enrollment with credential-seeking status. Examples of summer work include, but are not limited to, summer bridge programs or developmental/remedial coursework. Exclude students who are: *Non-credit vocational students enrolled in purely		<ul style="list-style-type: none"> • Must be consecutive years (i.e. 2015-16) • YYYY cannot be prior to 2000 • YYYY cannot be in the future

Seq#	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
					personal enrichment courses; *Current dual enrollment students or those taking a course or courses at your institution while simultaneously attending high school.		
3	Cohort Term	Enumerated		Y	Cohort term of entry: Term student first enrolled in at least one course. See definition of cohort. <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	<ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	
4	Academic Year	Date: YYYY-YY	7	Y	Academic year the record belongs to.		<ul style="list-style-type: none"> • Must be consecutive years (i.e. 2015-16) • YYYY cannot be prior to 2000 • YYYY cannot be in the future
5	Term			Y	Academic term the record belongs to. <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	<ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	
6	Institution ID Type	Enumerated		Y	Originating system of the ID associated with the Institution (examples include OPEID (8 digit), FICE, NCES, ACT, etc.). Please note that currently only OPEID is accepted as the Institution ID Type.	<ul style="list-style-type: none"> • OPEID 	
7	Institution ID	Alpha Numeric	8	Y	Identifier for the Institution - see Institution ID Type to determine the type of ID		<ul style="list-style-type: none"> • If 'Institution Type' = 'OPEID' then value must be 8 characters in length
8	SSN	Numeric	9	CY	SSN of the student whose information is being sent or saved. In the United States, a Social Security number (SSN) is a nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents under section 205(c)(2) of the Social Security Act, codified as 42 U.S.C. § 405(c)(2).		<ul style="list-style-type: none"> • Cannot start with 9 • 9 digits of SSN cannot be the exact same digit • Cannot be the same value as Student ID • Cannot be the same value as ITIN • Any segment of SSN cannot be all "0" • SSN can't be out of regular IRS ranges • Must be present if 'Student ID' is not present

Seq#	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
9	ITIN	Numeric	9	N	Individual Taxpayer Identification Number. Please provide if SSN is not available for student.		<ul style="list-style-type: none"> • Cannot be the same number as student ID • Must start with number 9
10	Student ID	Alpha Numeric	20	CY	Institutionally-supplied student ID number.	<ul style="list-style-type: none"> • Accepted special characters period, apostrophe, hyphen, and underscore only 	<ul style="list-style-type: none"> • Must have at least 3 characters • Cannot be the same value as SSN • Cannot be the same value as ITIN • Must be present if SSN is not present
11	First Name	Alpha Numeric	60	Y	Student's first name	<ul style="list-style-type: none"> • Accept Spaces • Accepted special characters period, apostrophe and hyphen only 	<ul style="list-style-type: none"> • Cannot be only spaces
12	Middle Name	Alpha Numeric	60	N	Student's middle name	<ul style="list-style-type: none"> • Accept Spaces • Accepted special characters period, apostrophe and hyphen only 	<ul style="list-style-type: none"> • Cannot be only spaces
13	Last Name	Alpha Numeric	60	Y	Student's last name	<ul style="list-style-type: none"> • Accept Spaces • Accepted special characters period, apostrophe and hyphen only 	<ul style="list-style-type: none"> • Cannot be only spaces
14	Suffix	Alpha Numeric	10	N	Student Suffix such Jr	<ul style="list-style-type: none"> • Accepted special character - period 	
15	Current Street 1	String	30	Y	Student's current street address		<ul style="list-style-type: none"> • Must be at least 2 characters in length
16	Current Street 2	String	30	N	Continuation of address (e.g., Apt B)		
17	Current City	String	20	Y	Current city of student's residence *if address is unknown, populate with UK.		<ul style="list-style-type: none"> • Must be at least 2 characters in length
18	Current State	Alpha	2	Y	Current state *if state is unknown or not applicable, populate with UK.	Please refer APPENDIX 1 Below	<ul style="list-style-type: none"> • IF Country = US THEN Must be approved enumerated value • IF Country is anything other than US THEN enter any other 2 characters
19	Current Zip/Postal Code	Alpha Numeric	10	N	Current zip/postal code	<ul style="list-style-type: none"> • Accept Spaces • Special character: "-" 	<ul style="list-style-type: none"> • Must contain at least 1 numeric character • Cannot be only spaces
20	Current Country	Enumerated		Y	Country code of current residence;		
21	Date of Birth	Date: YYYYMMDD	8	Y	Date student was born		<ul style="list-style-type: none"> • Cannot be a future date • It should be after year 1900 • Student must be older than 10 years old • Valid calendar date
22	Student Phone Number	String	20	N	U.S. or international numbers are accepted.		

Seq#	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
23	Pell Recipient	Enumerated		Y	Indicates whether the student is a Pell recipient. <ul style="list-style-type: none"> • Y = Yes • N = No • UK = Unknown 	<ul style="list-style-type: none"> • Y • N • UK 	
24	Student Email	String	255	N	Clearinghouse will not check the validity of the email or its format		
25	CompleteDevMath	Enumerated		Y	For students who were referred/placed into developmental math, report whether the student completed final developmental math requirement(s) during the term. The student need not have completed all of the requirements during this term, just the final requirement. <ul style="list-style-type: none"> • C = Referred/placed, completed dev math coursework • D = Referred/placed, did not complete dev math coursework • NA = Not applicable 	<ul style="list-style-type: none"> • C • D • NA 	
26	CompleteDevEnglish	Enumerated		Y	For students who were referred/placed into developmental English, report whether the student completed final developmental English requirement(s) during the term. The student need not have completed all of the requirements during this term, just the final requirement. <ul style="list-style-type: none"> • C = Referred/placed, completed dev English coursework • D = Referred/placed, did not complete dev English coursework • NA = Not applicable 	<ul style="list-style-type: none"> • C • D • NA 	
27	TransferIntent	Enumerated		N	Student's educational objective. Institutions able to report term-by-term should do so. Institutions collecting student intent once a year, report on the initial entry term, and on the subsequent applicable term file when intent is asked again. Institutions collecting student intent only upon student entry, report on the corresponding term file at time of entry.	<ul style="list-style-type: none"> • I • N 	

Seq#	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
					<ul style="list-style-type: none"> • I = Intent to transfer • N = No intent to transfer 		
28	Degree Type Sought	Enumerated		Y	<p>Degree that the student is currently seeking.</p> <ul style="list-style-type: none"> • C1 = Less than 1-year certificate, less than Associates degree • C2 = 1-2 year certificate, less than Associates degree • C4 = 2-4 year certificate, less than Bachelor's degree • A = Associate's Degree • B = Bachelor's Degree • PB = Post Baccalaureate Certificate • M = Master's Degree • D = Doctoral Degree • FP = First Professional Degree • PC = Graduate/Professional Certificate • NC = Non Credential Program (Preparatory Coursework / Teach Certification) • UK = Unknown 	<ul style="list-style-type: none"> • C1 • C2 • C4 • A • B • PB • M • D • FP • PC • NC • UK 	
29	Semester/Session GPA	Numeric	4	Y	<p>Student's grade point average earned for the current term. Based on credits used toward student's credential and reported on a 4-point scale.</p> <p>Count pass/fail classes, Ds, and retakes in the manner used for student's credential.</p>	<ul style="list-style-type: none"> • missing 	<ul style="list-style-type: none"> • Up to 2 decimal places • Cannot be greater than 4
30	Overall GPA	Numeric	4	Y	<p>Student's cumulative grade point average earned for all terms, up to and including the current term. Based on credits used toward student's credential and reported on a 4-point scale.</p> <p>Count pass/fail classes, Ds, and retakes in the manner used for student's credential.</p>	<ul style="list-style-type: none"> • missing 	<ul style="list-style-type: none"> • Up to 2 decimal places • Cannot be greater than 4

Seq#	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
31	Course Prefix	Alpha	50	Y	Course Prefix as it appears in the Institution Catalog. (e.g. ENG 101 Composition I would be entered as ENG)	<ul style="list-style-type: none"> Accepted special characters: period, hyphen, underscore, ampersand 	
32	Course Number	Alpha Numeric	20	Y	Course number as it appears in the Institution Catalog. (e.g. ENG101 Composition I would be entered as 101)	<ul style="list-style-type: none"> Accepted special characters: period, hyphen, underscore, ampersand 	<ul style="list-style-type: none"> Cannot be all spaces
33	Section ID	Alpha Numeric	20	Y	Section ID as it appears in the Institution Catalog. If Section ID is not available please enter the word "Missing".	<ul style="list-style-type: none"> Missing Accepted special characters: period, hyphen, underscore, ampersand 	
34	Course Name	String	50	Y	Course name as it appears in the Institution Catalog. (e.g. ENG101 Composition I would be entered as Composition I)		<ul style="list-style-type: none"> Cannot be all spaces
35	Course Description	String	255	CY	Utilized for Reverse Transfer: Description of course Course Description as it appears in the Institution Catalog. (e.g. "Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week.")		<ul style="list-style-type: none"> IF 'Purpose of Course Exchange' = 1 THEN 'Course Description' is required Cannot be all space <p>Please Note that if your description contains commas, you must put double quotes around the text.</p>
36	Course CIP	Enumerated		Y	CIP (Classification of Instructional Programs) code of course. Please go to https://nces.ed.gov/ipeds/cipcode for details and information about CIP codes, and a list of codes. Please enter the value 'missing' (without the quotes) if you do not know the CIP code.	<ul style="list-style-type: none"> missing 	<ul style="list-style-type: none"> Must be valid CIP code Must be entered exactly as displayed on https://nces.ed.gov/ipeds/cipcode

Seq#	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
37	Course Type	Enumerated		Y	<p>Type of course.</p> <p>Notes:</p> <ul style="list-style-type: none"> English-as-a-Second Language courses refer to non-credit adult basic skills courses of the sort supported by WIA Title II. Non-credit vocational does not include purely personal enrichment courses; rather, include courses that could lead to an occupational certificate, industry certificate, or other type of credential of economic value. CU = College-level, undergraduate (i.e., carries credit toward a certificate, associate's or bachelor's degree) CG = College level, graduate (i.e., carries credit toward a graduate degree) CC = College developmental, remedial or preparatory; credits applicable towards student's credential completion requirements CD = College developmental, remedial or preparatory; credits not applicable towards student's credential completion requirements EL = English-as-a-Second Language AB = Adult Basic Education GE = Adult Secondary Education / GED NC = Non-credit vocational O = Other 	<ul style="list-style-type: none"> CU CG CC CD EL AB GE NC O 	
38	MathOrEnglishGateway	Enumerated		Y	<p>Course is Gateway math or English course:</p> <p>If course is college-level math or English, is it the first college-level course, or Gateway course, for any program?</p> <p>Students in certain major fields can sometimes choose from one of several math courses to fulfill the single-course college-level math requirement. Code all such courses as gateway courses.</p> <ul style="list-style-type: none"> M = Math Gateway E = English Gateway NA = Not Applicable 	<ul style="list-style-type: none"> M E NA 	

Seq#	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
39	Co-requisite Course	Enumerated		N	Co-requisite courses enroll students in developmental education (remedial) and college-level courses in the same subject at the same time. Indicate if the course is a Co-requisite course. • Y = Yes • N = No	<ul style="list-style-type: none"> • Y • N 	
40	Course Begin Date	Date: YYYYMMDD	8	Y	The calendar date instruction is scheduled to begin for a course.		<ul style="list-style-type: none"> • Must be a valid date • Cannot be less than 1900 • Cannot be future date
41	Course End Date	Date: YYYYMMDD	8	Y	The calendar date instruction is scheduled to end for a course.		<ul style="list-style-type: none"> • Must be a valid date • Cannot be less than 1900
42	Grade	String	20	Y	Grade student received during reporting term. Please report the numeric grade on a 4.0 scale. Please use the following values if a numeric grade does not apply to the course: <ul style="list-style-type: none"> • P = Pass • F = Fail • I = Incomplete • W = Withdraw • A = Audit • M = Missing • O = Other 		
43	Number of Credits Attempted	Numeric	10	Y	Number of credits the student attempted for the specified course.		<ul style="list-style-type: none"> • Cannot be greater than 20 • Up to 2 decimal places
44	Number of Credits Earned	Numeric	10	Y	Number of credits the student earned for the specified course.		<ul style="list-style-type: none"> • Up to 2 decimal places • Cannot be greater than Number of Credits Attempted
45	Delivery Method	Enumerated		N	Delivery method of the course to the student, based on your institution's definition provided on the Institutional: General submission window. • O = Online • F = Face-to-face • H = Hybrid	<ul style="list-style-type: none"> • O • F • H 	

Seq#	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
46	Core Course	Enumerated		N	Utilized for Reverse Transfer: Core Course Flag, this flag indicates if a course is part of the core competency/general education courses, as per the Data Provider institution. Expected values: • Y = Yes, the course is a Core course • N = No, the course is not a Core Course Please do not populate field if core equivalency not evaluated or applicable	• Y • N	
47	Core Course Type	String	20	CY	Utilized for Reverse Transfer: This is related to the field "Core Course." If a course was flagged "y," this field will be used to specify the type of core competency it maps to. For example, the core competency for Introduction to Art 101 maps to a Humanities requirement.		• IF 'Core Course' = Y THEN Core Course Type is required
48	Core Competency Completed	Enumerated		N	Utilized for Reverse Transfer: Data Provider Core Competency Completed Flag (which means the core/general education course has been completed, as per Data Provider institutions standards/requirements) 'Y' = core requirements evaluated and satisfied 'N' = core requirements evaluated (at least once), but not (yet) satisfied Please do not populate field if core requirements not (yet) evaluated.	• Y • N	
49	Total Combined Earned and Transferred Credits	Numeric	10	CY	Utilized for Reverse Transfer: Total number of Credits the student has earned at your institution plus transferred earned credits. For Degree Granting Institution (DGI) this is crucial piece of information in filtering students who have the highest eligibility to be reviewed for Reverse Transfer Degree. The Clearinghouse will hold the data of the student to the specified number of earned credits by the DGI. The DGI will then receive cumulative data for the student. We highly recommend all institutions provide this field to lessen the		• IF 'Purpose of Course Exchange' = 1 THEN this field is required

Seq#	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
					work on the two year institutions and decrease the time to degree for the student.		
50	Purpose of Course Exchange	Enumerated		Y	<p>Course data is sent to NSC for different purposes.</p> <p>The purpose of course exchanged Valid Values: 1 = Reverse Transfer (RT) - This field is used to indicate if this course is being sent to the Clearinghouse for the purpose of reverse transfer, which means the course will be sent to the corresponding degree granting institution as indicated in the DGI Institution ID field.</p> <p>Please use this value If an institution is sending courses for both Reverse Transfer and General reporting purposes 2 = General Reporting - If an institution is NOT sending course data for the purpose of reverse transfer, but for other reporting purposes, the purpose should be coded as general reporting.</p>	<ul style="list-style-type: none"> • 1 • 2 	
51	Certification Endorsed Curriculum/Program	Enumerated		N	<p>Credential providers issuing the certification to a student must endorse their certification program.</p> <p>Place a "Y" in the certification endorsed curriculum/program if your institution is teaching curriculum provided by or endorsed by an industry recognized credentialing body such as the National Institute of Metalworking Skills or Comp TIA. This means the credentialing body has reviewed and endorsed the curriculum your institution is teaching to prepare students to sit for and pass the certification exam upon course completion. This field helps the Clearinghouse to match</p>	<ul style="list-style-type: none"> • Y • N 	

Seq#	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	NSC Validation /Business Rules
					the course work with the educational attainment of an industry recognized credential by the student. Otherwise, place a "N" in this field.		
52	Certification Endorsing Industry	String		N	<p>Name of the credential provider who will be endorsing the certification.</p> <p>Some examples are:</p> <ul style="list-style-type: none"> • AWS = American Welding Society • NIMS = National Institute of Metalworking Skills • MSSC = Manufacturing Sills Standard Council • Other 		
53	Grade Effective Date	Date: YYYYMMDD	8	N	<p>The date the grade was effective or the date the grade was entered in the system. In cases where the grade is changed for a course, This will help us identify this as the same course, but with a new grade, and avoid duplicate entries of the same course. This is an optional field. Only send this in the file if your organization captures this date</p>		<ul style="list-style-type: none"> • Must be after the Course Begin date • Cannot be in the future
54	DGI Institution ID Type	Enumerated		CY	<p>Utilized for Reverse Transfer: Originating system of the ID associated with the DGI(s) with which the data can be shared (examples include OPEID (8 digit), FICE, NCES, ACT, etc.)</p> <p>Please note that currently only OPEID is accepted as the Institution ID Type.</p>	<ul style="list-style-type: none"> • OPEID 	<ul style="list-style-type: none"> • IF 'Purpose of Course Exchange' = 1 THEN DGI Institution Type is required
55	DGI Institution ID	Alpha Numeric	8	CY	<p>Utilized for Reverse Transfer: Identifier for the DGI(s) with which the data can be shared. - see Institution ID Type to determine the type of ID</p>		<ul style="list-style-type: none"> • IF 'Purpose of Course Exchange' = 1 THEN DGI Institution ID is required • IF 'DGI Institution ID Type' = 'OPEID' THEN 'DGI Institution ID' must be 8 characters in length
56	DGI Student ID	Alpha Numeric	20	N	<p>Utilized for Reverse Transfer. Student ID of the receiving institution</p>	<ul style="list-style-type: none"> • Accepted special characters period, apostrophe, hyphen, and underscore only 	<ul style="list-style-type: none"> • Must have at least 3 characters • Cannot be the same value as SSN • Cannot be the same value as ITIN

Sample Course Data- Column Header and File Detail Record

CH1,Cohort,Cohort Term,Academic Year,Term,Institution ID Type,Institution ID,SSN,ITIN,Student ID,First Name,Middle Name,Last Name,Suffix,Current Street 1,Current Street 2,Current City,Current State,Current Zip/Postal Code,Current Country,Date of Birth,Student Phone Number,Pell Recipient,Student Email,CompleteDevMath,CompleteDevEnglish,TransferIntent,Degree Type Sought,Semester/Session GPA,Overall GPA,Course Prefix,Course Number,Course Name,Section ID, Course Description,Course CIP,Course Type,MathOrEnglishGateway,Co-requisite Course,Course Begin Date,Course End Date,Grade,Number of Credits Attempted,Number of Credits Earned,Delivery Method,Core Course,Core Course Type,Core Competency Completed,Total Combined Earned and Transferred Credits,Purpose of Course Exchange,Certification Endorsed Curriculum/Program,Certificate Endorsing Industry,Grade Effective Date,DGI Institution ID Type,DGI Institution ID,DGI Student ID

D1,2010-11,Fall,2010-11,Spring,OPEID,00478100, <SSN Redacted>, <ITIN Redacted>,PDPTTESTSTD054,David,Silva,Villa,,2300 Dulles Station,#300,Herndonnnnnnnnnnnnnnnnnnn,VA,20171,US,19870415,999-999-9999,Y,TEST@EMAIL.COM,C,C,I,B,3.91,2.98,PHYS,189,Physics,JSN3,,65.3215,CU,NA,,20100816,20101220,A,3,3,F,N,,,3,2,,20101226,OPEID,DGIINST1,DGISTDID054

Course Data File—Trailer Record Layout

All Course Data files must include a properly formatted Trailer section in order to be processed successfully. The Trailer section is the last set of data validated by The Clearinghouse.

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values
1	Record Type	Enumerated	2	Y	Identifies the end of the data file. Please populate with T1	• T1
2	Total Record count	Alpha Numeric	10	Y	Total count equals the number of student detail records plus three (the header, column header, and trailer record are included in the total)	
3	Filler			Y	Please skip this column and leave it blank	

Sample Course Data File Trailer Record

Please reference the following Course Data file Trailer row as a sample:

T1,63,

Sample Course Data File

DCE02,10027795,004781,00,,,,,20170605,,Client File ID 1000,,,,

CH1,Cohort,Cohort Term,Academic Year,Term,Institution ID Type,Institution ID,SSN,ITIN,Student ID,First Name,Middle Name,Last Name,Suffix,Current Street 1,Current Street 2,Current City,Current State,Current Zip/Postal Code,Current Country,Date of Birth,Student Phone Number,Pell Recipient,Student Email,CompleteDevMath,CompleteDevEnglish,TransferIntent,Degree Type Sought,Semester/Session GPA,Overall GPA,Course Prefix,Course Number,Course Name,Section ID, Course Description,Course CIP,Course Type,MathOrEnglishGateway,Co-requisite Course,Course Begin Date,Course End Date,Grade,Number of Credits Attempted,Number of Credits Earned,Delivery Method,Core Course,Core Course Type,Core Competency Completed,Total Combined Earned and Transferred Credits,Purpose of Course Exchange,Certification Endorsed Curriculum/Program,Certificate Endorsing Industry,Grade Effective Date,DGI Institution ID Type,DGI Institution ID,DGI Student ID

D1,2010-11,Fall,2010-11,Spring,OPEID,00478100, <SSN Redacted>, <ITIN Redacted>,PDPTESTSTD054,David,Silva,Villa,,2300 Dulles Station,#300,Herendonnnonnnnnnnnn,VA,20171,US,19870415,999-999-9999,Y,TEST@EMAIL.COM,C,C,I,B,3.91,2.98,PHYS,189,Physics,JN3,,65.3215,CU,NA,,20100816,20101220,A,3,3,F,N,,,3,2,,,20101226,OPEID,DGIINST1,DGISTDID054

D1,2010-11,Fall,2010-11,Spring,OPEID,00478100, <SSN Redacted>, <ITIN Redacted>,PDPTESTSTD055,De,,Ga,,2300 Dulles Stationnnnnnnnnnnnn,Apt#415454545444646464646434456,Herendon,VA,201711111,US,19810512,999-999-9999,Y,TEST@EMAIL.COM,C,C,I,B,3.81,2.87,CHEM,102,Chemistry,524J,,25.2312,CU,NA,,20100816,20101220,A,3,3,F,N,,,3,2,,,20101226,OPEID,DGIINST1,DGISTDID055

T1,63,

Financial Aid Data File (Optional) —Header Record Layout

By submitting this file, you certify that (i) none of the data elements submitted come directly from the National Student Loan Data System; and (ii) the following data collected or derived from either the Free Application for Student Aid (FASA) or the Institutional Student Information Record (ISIR) is provided to the National Student Clearinghouse on an optional basis for the application, award or administration of aid awarded under Title IV of the Higher Education Act, state student aid, or aid awarded by the PDP Institution (each a “Student Aid Program”), which use may include audits and program evaluations necessary for the efficient and effective administration of such Student Aid Programs: FirstGen, ApplAid, Depend, Income, Types of Housing, EFC, MaritalStatus, NumDep, FedGrant, PellAmt, StateGrant need based, StateGrant non-need based, InstGrant need based, InstGrant non-need based, OtherGrant, FedLoan, StateLoan, InstLoan, ParentPLUS, OtherLoan, FedWork, StateWork, InstWork, OtherAid.

All Financial Aid Data files must include a properly formatted Header row in order to be processed successfully. The Header row is the first set of data validated by The Clearinghouse.

Seq #	NSC Column Header	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values
1	Record Type	Enumerated	5	Y	File Identifier. Please populate with DCE03	• DCE03
2	Service Account	Numeric	15	Y	Clearinghouse generated ID assigned to data submitter's service agreement	
3	Organization ID	Alpha Numeric	20	Y	Identifier of Data Submitter. Systems, please use your Organization ID. Institutions, please provide your 6 digit OPEID	
4	Branch code	Numeric	2	Y	The OPEID Branch code of data submitter. Enter two zeroes if not available.	
5	Filler			Y	Please skip this column and leave it blank	
6	Filler			Y	Please skip this column and leave it blank	
7	Filler			Y	Please skip this column and leave it blank	
8	Filler			Y	Please skip this column and leave it blank	
9	File Certified Date	Date: YYYYMMDD	8	Y	Date on which the data was compiled for this submission file	
10	Filler			Y	Please skip this column and leave it blank	
11	Client File ID	String	50	Y	File ID used internally by data submitter.	
12	Filler			Y	Please skip this column and leave it blank	
13	Filler			Y	Please skip this column and leave it blank	
14	Filler			Y	Please skip this column and leave it blank	
15	Filler			Y	Please skip this column and leave it blank	

Sample Financial Aid Data File Header Record

Please reference the following Financial Aid Data file Header row as a sample:

DCE03,10027795,004781,00,,,,,20170605,,Client File ID 1000,,,,

Financial Aid Data File—Column Header and Detail Record(s) Layout

All Financial Aid Data files must include at least one properly formatted Student Detail record in order to be processed successfully.

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	Validation /Business Rules	Specific ISIR field this data can be pulled from.
1	CH1	Enumerated		Y	Used to differentiate between header/trailer records and data records. Please always populate with "D1"	<ul style="list-style-type: none"> D1 		
2	Cohort	Date: YYYY-YY	7	Y	<p>Below cohort description is the same as your Cohort and Course cohort definitions.</p> <p>Include all undergraduate students who attempted at least one course in a given term, for the first time at your institution. Students may be first-time ever in college or new transfer students into your college and may be enrolled at any program level, including credential-seeking; college remedial, developmental, or college-preparatory; adult basic skills (ESL, ABE, or ASE/GED); and non-credit vocational students. For non-credit vocational students, only include those who enrolled in courses that could lead to an occupational certificate, industry certificate, or other type of credential of economic value, as well as those students who are simultaneously enrolled in credit-bearing courses.</p> <p>Also include:</p> <ul style="list-style-type: none"> *Past dual enrollment students who took a course or courses at your institution while simultaneously attending high school. *Fall entry students who enrolled in summer work prior to first term of enrollment with credential-seeking status. Examples of summer work include, but are not limited to, summer bridge programs or developmental/remedial coursework. <p>Exclude students who are:</p> <ul style="list-style-type: none"> *Non-credit vocational students enrolled in purely personal enrichment courses; *Current dual enrollment students or those taking a course or courses at your institution while simultaneously attending high school. 		<ul style="list-style-type: none"> Must be consecutive years (i.e. 2015-16) YYYY cannot be prior to 2000 YYYY cannot be in the future 	
3	Cohort Term	Enumerated		Y	<p>Cohort term of entry: Term student first enrolled in at least one course. See definition of cohort. If you have more than one term (e.g. Summer I and Summer II) you can differentiate the terms by using the appropriate Term Begin and Term End dates.</p> <ul style="list-style-type: none"> Fall Winter Spring Summer 	<ul style="list-style-type: none"> Fall Winter Spring Summer 		

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	Validation /Business Rules	Specific ISIR field this data can be pulled from.
4	Academic Year	Date: YYYY-YY	7	Y	Academic year the record belongs to.		<ul style="list-style-type: none"> • Must be consecutive years (i.e. 2015-16) • YYYY cannot be prior to 2000 • YYYY cannot be in the future 	
5	Institution ID Type	Enumerated		Y	Originating system of the ID associated with the Institution (examples include OPEID (8 digit), FICE, NCES, ACT, etc.). Please note that currently only OPEID is accepted as the Institution ID Type.	• OPEID		
6	Institution ID	Alpha Numeric	8	Y	Identifier for the Institution - see Institution ID Type to determine the type of ID		<ul style="list-style-type: none"> • If 'Institution Type' = 'OPEID' then value must be 8 characters in length 	
7	SSN	Numeric	9	CY	SSN of the student whose information is being sent or saved. In the United States, a Social Security number (SSN) is a nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents under section 205(c)(2) of the Social Security Act, codified as 42 U.S.C. § 405(c)(2).		<ul style="list-style-type: none"> • Cannot start with 9 • 9 digits of SSN cannot be the exact same digit • Cannot be the same value as Student ID • Cannot be the same value as ITIN • Any segment of SSN cannot be all "0" • SSN can't be out of regular IRS ranges • Must be present if 'Student ID' is not present 	
8	ITIN	Numeric	9	N	Individual Taxpayer Identification Number. Please provide if SSN is not available for student.		<ul style="list-style-type: none"> • Cannot be the same number as student ID • Must start with number 9 	
9	Student ID	Alpha Numeric	20	CY	Institutionally-supplied student ID number.	Accepted special characters period, apostrophe, hyphen, and underscore only	<ul style="list-style-type: none"> • Must have at least 3 characters • Cannot be the same value as SSN • Cannot be the same value as ITIN • Must be present if SSN is not present 	
10	First Name	Alpha Numeric	60	Y	Student's first name	<ul style="list-style-type: none"> • Accept Spaces • Accepted special characters period, apostrophe and hyphen only 	<ul style="list-style-type: none"> • Cannot be only spaces 	
11	Middle Name	Alpha Numeric	60	N	Student's middle name	<ul style="list-style-type: none"> • Accept Spaces • Accepted special characters period, apostrophe and hyphen only 	<ul style="list-style-type: none"> • Cannot be only spaces 	

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	Validation /Business Rules	Specific ISIR field this data can be pulled from.
12	Last Name	Alpha Numeric	60	Y	Student's last name	<ul style="list-style-type: none"> Accept Spaces Accepted special characters period, apostrophe and hyphen only 	<ul style="list-style-type: none"> Cannot be only spaces 	
13	Suffix	Alpha Numeric	10	N	Student Suffix such Jr	<ul style="list-style-type: none"> Accepted special character - period 		
14	Street Line 1	String	30	Y	Student's permanent street address *if address is unknown, populate with UK.		<ul style="list-style-type: none"> Must be at least 2 characters in length 	
15	Street Line 2	String	30	N	Continuation of address (e.g., Apt B)			
16	City	String	20	Y	Permanent city of student's residence *if address is unknown, populate with UK.		<ul style="list-style-type: none"> Must be at least 2 characters in length 	
17	State	Alpha	2	Y	Permanent state *if state is unknown or not applicable, populate with UK.	"AL", "AK", "AZ", "AR", "CA", "CO", "CT", "DE", "DC", "FL", "GA", "HI", "ID", "IL", "IN", "IA", "KS", "KY", "LA", "ME", "MD", "MA", "MI", "MN", "MS", "MO", "MT", "NE", "NV", "NH", "NJ", "NM", "NY", "NC", "ND", "OH", "OK", "OR", "PA", "RI", "SC", "SD", "TN", "TX", "UT", "VT", "VA", "WA", "WV", "WI", "WY", "AE", "AA", "AP", "AS", "CZ", "FM", "MH", "MP", "GU", "PW", "PR", "VI", "FO", "AB", "BC", "CN", "FC", "IQ", "MB", "MX", "NB", "NF", "NL", "NR", "NS", "NT", "NU", "ON", "PE", "PQ", "QC", "SK", "TT", "YT", "UK"	<ul style="list-style-type: none"> IF Country = US THEN Must be approved enumerated value IF Country is anything other than US THEN enter any other 2 characters 	
18	Zip/Postal Code	Alpha Numeric	10	N	Permanent zip/postal code	<ul style="list-style-type: none"> Accept Spaces Special character: "-" 	<ul style="list-style-type: none"> Must contain at least 1 numeric character Cannot be only spaces 	
19	Country	Enumerated	2	Y	Country code of permanent residence; Please see Valid Country Codes. *if country is unknown or not applicable, populate with UK.	See "Valid Country Codes"		

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	Validation /Business Rules	Specific ISIR field this data can be pulled from.
20	Date of Birth	Date: YYYYMMDD	8	Y	Date student was born		<ul style="list-style-type: none"> • Cannot be a future date • Must be after year 1900 • Student must be older than 10 years old • Valid calendar date 	
21	Applied Aid	Enumerated		Y	Did the institution receive an ISIR record for the student for the academic year pertaining to this submission? This includes rejected ISIR records. <ul style="list-style-type: none"> • Y = Yes • N = No 	<ul style="list-style-type: none"> • Y • N 		
22	Depend	Enumerated		CY	Student's dependency status at the time of FAFSA application, or first term of enrollment for the academic year if FAFSA data is not available. <ul style="list-style-type: none"> • D = Dependent • I = Independent • X = Rejected Dependent • Y = Rejected Independent 	<ul style="list-style-type: none"> • D • I • X • Y 	<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required 	#173
23	Income	Numeric	7	CY	Total adjusted gross income in tax year used on the FAFSA for independent students or parents of dependent students. For dependent students, this is the total adjusted gross income for parents of dependent students. For independent students, this is the total adjusted gross income of independent student and spouse. Primarily based on the federal financial aid application (FAFSA); if the student did not complete a FAFSA, then provide from other sources, as available.		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	"Dependent student - ISIR Field #108 (if non-filer ISIR Fields #111 + #112) Independent student - ISIR Field #43 (if non-filer ISIR Fields #46 + #47)"
24	Tuition	Numeric	6	Y	Actual tuition and fees charged to the student for the academic year. Include tuition and fees charged by your institution only, for all terms the student attended. Report tuition and fees amount prior to financial aid being applied.		<ul style="list-style-type: none"> • "0" (zero) is a valid value 	

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	Validation /Business Rules	Specific ISIR field this data can be pulled from.
25	Type of Housing	Enumerated		Y	<p>Type of housing student stayed in during academic year.</p> <ul style="list-style-type: none"> • 1 = Off-campus (not with family) = A living arrangement in which a student does not live with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution. • 2 = Off-campus (with family) = A living arrangement in which a student lives with the student's parents or legal guardians in any housing facility that is not owned or controlled by the educational institution. • 3 = Off-campus = Only use this option if ISIR for student is not available and detail of Off-Campus living (with our without family) is unknown. • 4 = On-campus housing = Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes. 	<ul style="list-style-type: none"> • 1 • 2 • 3 • 4 		#142
26	Room Charges	Numeric	6	Y	Room cost charged to the student during the academic year for rooming accommodations. Include costs for all terms the student attended. If actuals are not available for students, please use estimates.		<ul style="list-style-type: none"> • "0" (zero) is a valid value 	
27	Board Charges	Numeric	6	Y	Board cost charged to the student during the academic year. The fee is charged to the student for the academic year for meals. Include costs for all terms the student attended. If actuals are not available for students, please use estimates.		<ul style="list-style-type: none"> • "0" (zero) is a valid value 	
28	Books	Numeric	6	Y	The cost of books and supplies charged during the academic year. Include extra costs for special types of students, for example, engineering or art majors. Include costs for all terms the student attended. If actuals are not available for students, please use estimates.		<ul style="list-style-type: none"> • "0" (zero) is a valid value 	
29	Other Expense	Numeric	6	Y	Any other expenses charged to the student for the academic year. Include costs for all terms the student attended. If actuals are not available for students, please use estimates.		<ul style="list-style-type: none"> • "0" (zero) is a valid value 	

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	Validation /Business Rules	Specific ISIR field this data can be pulled from.
30	EFC	Numeric	6	CY	<p>Student's primary (9 month) EFC as determined by the federal government, used to determine financial aid packages. This number is determined after the student fills out the FAFSA form. This is the EFC reported on the FAFSA form for the given academic year.</p> <p>If there is no known FAFSA, code as: "-1"</p> <ul style="list-style-type: none"> • -1 = Not Applicable <p>If a student has a FAFSA, but EFC is missing, code as: "Missing"</p>	<ul style="list-style-type: none"> • -1 • Missing 	<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	#272
31	Marital Status	Enumerated		N	<p>Marital status of student at the time of FAFSA application, or first term of enrollment for the academic year if FAFSA data is not available.</p> <ul style="list-style-type: none"> • 1 = Single • 2 = Married/remarried • 3 = Separated • 4 = Divorced or widowed 	<ul style="list-style-type: none"> • 1 • 2 • 3 • 4 		#19
32	Number of Dependents	Numeric	2	N	<p>Number of dependents at the time of FAFSA application, or first term of enrollment for the academic year if FAFSA data are not available. The number of dependent children the student has includes the following: children born to, adopted by, foster-care and stepchildren, regardless of whether they currently live with the student.</p>		"0" (zero) is a valid value	#132
33	SEOG	Numeric	6	N	<p>Federal Supplemental Educational Opportunity Grant (SEOG). Campus-based grant for undergraduates who have not yet received a bachelor's or professional practice degree and show exceptional financial need.</p>		"0" (zero) is a valid value	
34	TEACH	Numeric	6	N	<p>Teacher Education Assistance for College and Higher Education (TEACH) grants are available to students who are completing or plan to complete course work needed to begin a career in teaching.</p>		"0" (zero) is a valid value	
35	Veteran and Military	Numeric	6	N	<p>Federal veterans benefits and military tuition grants (including ROTC) received. Include payments made for tuition and fees, housing, books and supplies, work-study, and other education expenses.</p>		"0" (zero) is a valid value	

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	Validation /Business Rules	Specific ISIR field this data can be pulled from.
36	Other Federal Grant	Numeric	6	CY	Total amount of all other grants and awards (please note exclusion) received during the academic year by the student, from federal programs Exclude the following as they are collected separately: <ul style="list-style-type: none"> • Pell Grants • Supplemental Educational Opportunity Grants (SEOG) • Teacher Education Assistance for College and Higher Education (TEACH) • Federal Veterans benefits or military aid 		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	
37	Pell Amount	Numeric	5	CY	Total amount of federal Pell grants received during the academic year by the student. Pell grants are a federal need-based grant awarded to undergraduates based on their EFC, the price of attendance, and attendance status.		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	
38	State Grant Need Based	Numeric	6	CY	Total amount of state grants, scholarships, and fellowships received by the student during the academic year. Include all need-based aid, and any federal matching funds to states through programs similar to the Leveraging Education Assistance Partnership (LEAP), but not those that are allocated on an institutional level (see InstGrant).		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	
39	State Grant Non Need Based	Numeric	6	CY	Total amount of state grants, scholarships, and fellowships received by the student during the academic year. Include all non-need-based aid (including merit based), and any federal matching funds to states through programs similar to the Leveraging Education Assistance Partnership (LEAP), but not those that are allocated on an institutional level (see InstGrant).		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	
40	Institution Grant Need Based	Numeric	6	CY	Total amount of institutional grants received by the student during the academic year. Include all need based grants, any individual departments that offer grants, and any matching funds allocated by the institution.		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	
41	Institution Grant Employer Aid	Numeric	6	CY	Total amount of Employer Aid received by the student during the academic year. This can include Tuition Waivers. This is considered a non need based grant.		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	
42	Institution Grant Merit	Numeric	6	CY	Total amount of Merit aid received by the student during the academic year. This can include Athletic Scholarships or Merit Only Aid. This is considered a non need based grant.		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	Validation /Business Rules	Specific ISIR field this data can be pulled from.
43	Institution Grant Military or Veteran	Numeric	6	CY	Total amount of institution military/armed forces grants or institutional Veterans' education benefits received during the academic year. This is considered a non need based grant.		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	
44	Other Institution Grant Non Need Based	Numeric	6	CY	<p>Total amount of other institutional grants received by the student during the academic year. Include all non-need-based grants, any individual departments that offer grants, and any matching funds allocated by the institution.</p> <p>Exclude the following as they are collected separately:</p> <ul style="list-style-type: none"> • Tuition Waivers • Employer Aid • Athletic Scholarships • Merit Only Aid • Institutional Military/Armed Force Grants 		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	
45	Other Grant	Numeric	6	Y	Total amount of other grants received by the student during the academic year from outside private sources; do not include Federal, state or institutional grants.	<ul style="list-style-type: none"> • Missing 	<ul style="list-style-type: none"> • "0" (zero) is a valid value 	
46	Federal Loan	Numeric	6	CY	<p>Total amount of direct federal loans (including profession loans) received by the student during the academic year.</p> <p>Include:</p> <ul style="list-style-type: none"> • Perkins loans <p>Exclude:</p> <ul style="list-style-type: none"> • direct parent PLUS loans • all indirect loans. <p>Please note that Perkins loans will no longer be collected for the 2018-19 academic year.</p>		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	
47	State Loan	Numeric	6	CY	Total amount of state loans received by the student during the academic year.		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	
48	Institution Loan	Numeric	6	Y	Total amount of all institutional loans, which are funded solely by the educational institution, received by the student during the academic year.	<ul style="list-style-type: none"> • Missing 	<ul style="list-style-type: none"> • "0" (zero) is a valid value 	
49	Parent PLUS	Numeric	6	CY	<p>Total amount of ParentPLUS loans received by the parent during the academic year.</p> <p>Exclude:</p> <ul style="list-style-type: none"> • GradPLUS loans 		<ul style="list-style-type: none"> • IF 'ApplAid' = Y THEN this field is required • "0" (zero) is a valid value 	

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values	Validation /Business Rules	Specific ISIR field this data can be pulled from.
50	Other Loan	Numeric	6	Y	Total amount of all other private or alternative loans received by the student during the academic year.	• Missing	• "0" (zero) is a valid value	
51	Federal Work	Numeric	6	N	Total amount of federal work-study, awarded on the basis of need, received by the student during the academic year. Include institutional matching federal funds, any awards based on need, and any amount reported by the student as financial aid.		• "0" (zero) is a valid value	
52	State Work	Numeric	6	N	Total amount of state work-study received by the student during the academic year.		• "0" (zero) is a valid value	
53	Inst Work	Numeric	6	N	Total amount of all institutionally-sponsored work-study received by the student during the academic year. Include any work-study or campus employment funded solely by the institution and awarded as financial aid.		• "0" (zero) is a valid value	
54	Other Aid	Numeric	6	Y	Total amount of any other aid received by the student during the academic year not classified by type as grants, loans, or work-study. This may include state vocational rehabilitation and job training.	• Missing	• "0" (zero) is a valid value	

Sample Financial Aid Data- Column Header and File Detail Record

CH1,Cohort,Cohort Term,Academic Year,Institution ID Type,Institution ID,SSN,ITIN,Student ID,First Name,Middle Name,Last Name,Suffix,Street Line 1,Street Line 2,City,State,Zip/Postal Code,Country,Date of Birth,Applied Aid,Depend,Income,Tuition,Type of Housing,Room Charges,Board Charges,Books,Other Expense,EFC,Marital Status,Number of Dependents,SEOG,TEACH,Veteran and Military,Other Federal Grant,Pell Amount,State Grant Need Based,State Grant Non Need Based,Institution Grant Need Based,Institution Grant Employer Aid,Institution Grant Merit,Institution Grant Military or Veteran,Other Institution Grant Non Need Based,Other Grant,Federal Loan,State Loan,Institution Loan,Parent PLUS,Other Loan,Federal Work,State Work,Inst Work,Other Aid

D1,2010-11,Fall,2010-11,OPEID,99999999,<SSN Redacted>, <ITIN Redacted>,PDPTTESTSTD054,David,Silva,Villa,,2300 DullesStation,#300,Herndon,VA,20171,US,19870415,Y,Y,10000,17000,1,500,500,100,1000,0,1,1,0,0,50,0,0,0,0,0,0,1 000,0,0,1000,0,500,500,500,500,500

Financial Aid Data File—Trailer Record Layout

All Financial Aid Data files must include a properly formatted Trailer section in order to be processed successfully. The Trailer section is the last set of data validated by The Clearinghouse.

Seq #	NSC Variable Name	NSC Format	NSC Length	Required Y/N or CY	NSC Definitions	NSC Allowed Values
1	Record Type	Enumerated	2	Y	Identifies the end of the data file. Please populate with T1	• T1
2	Total Record count	Alpha Numeric	10	Y	Total count equals the number of student detail records plus three (the header, column header, and trailer record are included in the total)	
3	Filler			Y	Please skip this column and leave it blank	

Sample Financial Aid Data File Trailer Record

Please reference the following Financial Aid Data file Trailer row as a sample:

T1,4,

Sample Financial Aid Data File

DCE03,10027795,004781,00,,,,,20170605,,Client File ID 1000,,,,

CH1,Cohort,Cohort Term,Academic Year,Institution ID Type,Institution ID,SSN,ITIN,Student ID,First Name,Middle Name,Last Name,Suffix,Street Line 1,Street Line 2,City,State,Zip/Postal Code,Country,Date of Birth,Applied Aid,Depend,Income,Tuition,Type of Housing,Room Charges,Board Charges,Books,Other Expense,EFC,Marital Status,Number of Dependents,SEOG,TEACH,Veteran and Military,Other Federal Grant,Pell Amount,State Grant Need Based,State Grant Non Need Based,Institution Grant Need Based,Institution Grant Employer Aid,Institution Grant Merit,Institution Grant Military or Veteran,Other Institution Grant Non Need Based,Other Grant,Federal Loan,State Loan,Institution Loan,Parent PLUS,Other Loan,Federal Work,State Work,Inst Work,Other Aid

D1,2010-11,Fall,2010-11,OPEID,99999999,<SSN Redacted>, <ITIN Redacted>,PDPTESTSTD054,David,Silva,Villa,,2300 Dulles

Station,#300,Herndon,VA,20171,US,19870415,Y,Y,10000,17000,1,500,500,100,1000,0,1,1,0,0,50,0,0,0,0,0,0,0,0,1000,0,0,1000,0,500,500,500,500,500

T1,4,

Additional Information and Questions:

Please contact the Clearinghouse at PDPSERVICE@studentclearinghouse.org with any questions or concerns.

Postsecondary Data Partnership—User Interface

Postsecondary Data Partnership data files submitted to The Clearinghouse are validated by the Postsecondary Data Partnership application to ensure the file is properly formatted and the field-level data contained within the file is valid. Once a file is submitted to and validated by NSC, an email notification providing the data status of the file submission is distributed to the email address on record for the submitting institution.

Postsecondary Data Partnership provides access to Postsecondary Data Partnership data file submission summary information for each institution on the *File Submission Summary* screen. The Submission Summary screen displays a listing of all Postsecondary Data Partnership data file submissions associated with a particular institution along with the current data status of each file. Successfully submitted files with a PASSED status require no further action. As mentioned previously, users can select submission records which have FAILED validation in order to view any structural or field-level error details associated with the submission. Error details are accompanied with resolution guidelines which institutional users can apply to make any appropriate corrections to the file before resubmission.

Postsecondary Data Partnership institutions have access only to their own file submissions (i.e., School A will not see any submissions from School B and vice-versa). While the screen default view displays the most recent submission at the top of the list, users can also reference older Postsecondary Data Partnership data submissions if necessary via the *Search* feature. Access the application here:

<https://secure.studentclearinghouse.org/dce/faces/portal>

Postsecondary Data Partnership: File Submission Summary Screen

Upon accessing NSC's Postsecondary Data Partnership application, users are directed to the *Postsecondary Data Partnership File Submission Summary* screen. This is essentially the Postsecondary Data Partnership *Home Page*. The Summary screen displays all Postsecondary Data Partnership data file submission records for each institution in a sortable and customizable *Detail Table*. Users can search for a particular submission (or a grouping of submissions) using a selection of Postsecondary Data Partnership file criteria that will filter the entire list into a smaller subset of submissions.

NATIONAL STUDENT CLEARINGHOUSE

Accessibility Help Contact Home

Welcome, LEAPAUT1 | My Account | Log Out

PDP

Student Reporting Verification Services Research Services Transcript Services Reverse Transfer Student Look-Up

Postsecondary Data Partnership

File Submission Summary

Search

Match ☒ All ☐ Any

Submission Number

Submission Type

Data Status

File Received Date

Search **Reset**

View **Manage Submissions** **Review Data Quality** **Detach**

Submission Number	Organization Name	Submission Type	Data Status	File Name	No. of Records	File Received Date	Actions
82953	Frontier Pilot University	Financial Aid File	Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/10/2019	Reject
82952	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	10/10/2019	Reject
82933	Frontier Pilot University	Course File	Field Failed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/10/2019	Reject
82913	Frontier Pilot University	Cohort Definition File	Field Failed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	62	10/10/2019	Reject
82932	Frontier Pilot University	Course File	Passed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/10/2019	Reject
82912	Frontier Pilot University	Cohort Definition File	Passed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	55	10/10/2019	Reject
82951	Frontier Pilot University	Financial Aid File	Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/09/2019	Reject
82950	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	10/09/2019	Reject
82931	Frontier Pilot University	Course File	Field Failed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/09/2019	Reject
82911	Frontier Pilot University	Cohort Definition File	Field Failed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	62	10/09/2019	Reject
82930	Frontier Pilot University	Course File	Passed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/09/2019	Reject
82910	Frontier Pilot University	Cohort Definition File	Passed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	55	10/09/2019	Reject
82949	Frontier Pilot University	Financial Aid File	Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/08/2019	Reject
82948	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	10/08/2019	Reject

Figure 1: Postsecondary Data Partnership File Submission Summary Screen is the initial screen (i.e., Postsecondary Data Partnership Home Page) presented to Postsecondary Data Partnership users.

Postsecondary Data Partnership: File Submission Summary Screen—Detail Table

The File Submission Summary screen detail table provides institutions with a summary listing of significant details for each Postsecondary Data Partnership data file submitted to The Clearinghouse. Users can also utilize the *View* and/or *Detach* features located within the table in order to customize the table display to their preference.

The Postsecondary Data Partnership File Submission Summary screen detail table contains the following Postsecondary Data Partnership data file submission information for each participating institution:

Table Field Name	Description	Additional Details
Submission Number	Clearinghouse-generated number used for tracking Postsecondary Data Partnership submission records	<ul style="list-style-type: none"> Postsecondary Data Partnership <i>Submission Number</i> is usually referenced and is a valuable identifier for any potential troubleshooting issues <i>Submission Number</i> appears as a hyperlink for any files which do not pass system validation (i.e., any file which does not have a PASSED Data Status)

Table Field Name	Description	Additional Details
		<ul style="list-style-type: none"> Clicking the hyperlink directs users to the <i>Validation Error Log</i> screen for that particular file submission, which displays error information for the file If the file has zero errors and has PASSED validation, then this field appears as a static field (i.e., not a hyperlink) and no further action is necessary
Organization Name	Name of the institution associated to the submission record and on record with The Clearinghouse as the official Organization Name	Because institutions can view only their own Postsecondary Data Partnership data file submission details, this field always appears as the <i>Organization Name</i> of the school which has submitted the file.
Submission Type	Submission Type field is an indicator of which Postsecondary Data Partnership data file was transmitted to NSC as part of the data file submission	<p>The following types of Postsecondary Data Partnership files are currently submitted to and processed by NSC as part of Postsecondary Data Partnership:</p> <ul style="list-style-type: none"> Cohort Data File Course Data File Financial Aid Data File
Data Status	Data Status indicates the current status of all Postsecondary Data Partnership data files submitted to NSC	<p>Postsecondary Data Partnership data submissions associate to one of the following Data Status(es):</p> <ul style="list-style-type: none"> PASSED: File has passed all validations and has been processed by NSC; no further action is required FIELD FAILED: File contains one or many error(s) and requires correction STRUCTURAL FAILED: File has formatting errors and requires correction SYSTEM PROCESSING: NSC is currently processing the Postsecondary Data Partnership data file CERTIFIED: The data file is from the most recent submission and is certified complete and ready for further processing REJECTED: The data file is not valid and will be discarded DATA QUALITY PASSED: All the data files that were certified together have passed data quality checks DATA QUALITY FAILED: One or many of the data files that were certified together have failed data quality checks DATA QUALITY IN PROGRESS: The data quality checks are in progress REPORT IN PROGRESS: Data calculations are in progress to generate reporting data REPORT COMPLETED: Data is released to reports ARCHIVED: The data is archived
File Name	Name of the Postsecondary Data Partnership data file	<p>Postsecondary Data Partnership file names all require the FTP Mailbox Identifier (FTP Mailbox Name) as a prerequisite to the file name applied by the submitting organization:</p> <ul style="list-style-type: none"> Example: <i>i_123456PA_Hometown_Completion.txt</i>

Table Field Name	Description	Additional Details
	submitted by the institution to NSC	<ul style="list-style-type: none"> ○ 123456PA_ in the example above is the FTP Mailbox Name used by the institution to submit Postsecondary Data Partnership files to NSC ○ Hometown_Completion.txt is the original name applied to the Postsecondary Data Partnership data file ○ All Clearinghouse applications precede each file name submitted to NSC with 'i_' as part of the file intake process; this can be ignored by Postsecondary Data Partnership users • File Names should not exceed 200 characters
Number of Records	Total number of records in the submitted file	<i>Number of Records</i> ALWAYS INCLUDES the required Header and Trailer rows on each file in the count provided in this column; if an institution submits 100 student records on a Cohort and Course Data file, this number will appear as 102 (i.e. Number of Records always equals total # of student records + 2) .
File Received Date	Date the file was received by The Clearinghouse	Postsecondary Data Partnership default sorts all file submissions by the most recent File Received Date appearing at the top.

Postsecondary Data Partnership

File Submission Summary

Search

Match ☒ All ☐ Any

Submission Number

Submission Type

Data Status

File Received Date

Search

Reset

View	Manage Submissions	Review Data Quality	Detach				
Submission Number	Organization Name	Submission Type	Data Status	File Name	No. of Records	File Received Date	Actions
82953	Frontier Pilot University	Financial Aid File	Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/10/2019	Reject
82952	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	10/10/2019	Reject
82933	Frontier Pilot University	Course File	Field Failed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/10/2019	Reject
82913	Frontier Pilot University	Cohort Definition File	Field Failed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	62	10/10/2019	Reject
82932	Frontier Pilot University	Course File	Passed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/10/2019	Reject
82912	Frontier Pilot University	Cohort Definition File	Passed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	55	10/10/2019	Reject
82951	Frontier Pilot University	Financial Aid File	Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/09/2019	Reject
82950	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	10/09/2019	Reject

Figure 2: Postsecondary Data Partnership File Submission Summary Screen Detail Table displays a summary listing of all Postsecondary Data Partnership data files submitted to The Clearinghouse for each participating institution. Schools will have access only to the submission records corresponding to their individual Postsecondary Data Partnership account (i.e., schools cannot view Postsecondary Data Partnership submissions from other schools).

Postsecondary Data Partnership: File Submission Summary Screen—Search Feature

Postsecondary Data Partnership provides users with the capability to search for one or more attribute(s) of a file submission in the *Search* section, which is displayed at the top of the File Submission Summary screen. Users can

search for a particular file—or a group of files—by utilizing any of the available Postsecondary Data Partnership search criteria found in the following table. After entering or selecting search criteria, users simply click the ‘Search’ button to execute the search.

Search Field Name	Description	Search Details
Submission Number	Clearinghouse-generated number used for tracking Postsecondary Data Partnership submission records	<p>If it is known, users can search for a particular Postsecondary Data Partnership submission using the <i>Submission Number</i> search field which is unique to each Postsecondary Data Partnership data file submission:</p> <ul style="list-style-type: none"> • <i>Submission Number</i> searches require a numeric entry which is an EXACT MATCH—partial matches will not return any transactions <ul style="list-style-type: none"> ○ EXAMPLE: If the Submission Number for a file = ‘12345’, then inputting ‘123’ or ‘345’ in the <i>Submission Number</i> search will not return any transactions (i.e., there are no ‘wildcards’ in this search) ○ In order to find this particular file submission record in a search, the user would have to enter ‘12345’ in the <i>Submission Number</i> search field and the system will return the exact record ○ Entering a non-numeric character in the search field will return an error • Search for a submission record by entering free-form (numeric) text in the <i>Submission Number</i> search box; a maximum of one submission record is returned using this method
Submission Type	Submission Type field is an indicator of which Postsecondary Data Partnership data file was transmitted to NSC as part of the data file submission	<p>Users can filter searches to return a subset of Postsecondary Data Partnership submission records by choosing one of three <i>Submission Type(s)</i> from the dropdown list. As previously stated, the following three types of Postsecondary Data Partnership files are submitted and likewise searchable in Postsecondary Data Partnership:</p> <ul style="list-style-type: none"> • Cohort Data File • Course Data File • Financial Aid File
Data Status	Data Status indicates the current status of all Postsecondary Data Partnership data files submitted to NSC	<p>Users can filter searches to return a subset of Postsecondary Data Partnership submission records by choosing one of the <i>Data Status(es)</i> from the dropdown list. As previously stated, only one of the following Postsecondary Data Partnership Data Status(es) applies to each file submission and is likewise searchable in Postsecondary Data Partnership:</p> <ul style="list-style-type: none"> • PASSED • REJECTED • FIELD FAILED • STRUCTURAL FAILED • CERTIFIED • SYSTEM PROCESSING • DATA QUALITY FAILED • DATA QUALITY IN PROGRESS • DATA QUALITY PASSED • REPORT COMPLETED • REPORT IN PROGRESS

Search Field Name	Description	Search Details
		<ul style="list-style-type: none"> ARCHIVED
File Received Date	Clearinghouse-generated number used for tracking Postsecondary Data Partnership submission records	<p>If it is known, users can search for a particular Postsecondary Data Partnership submission (or group of submissions) using the <i>File Received Date</i> search field:</p> <ul style="list-style-type: none"> <i>File Received Date</i> searches can be executed manually by entering a specific date (in the required format) or by using the provided <i>Select Date</i> tooltip which appears next to the File Received Date search box: <ul style="list-style-type: none"> Manual date entry: Enter a date in the required format (e.g., 10/31/2016) Select Date tooltip: Click the 'Select Date' icon appearing beside the File Received Date search box and select a date from the calendar tooltip to execute a search Entering a value not matching the required date format in the search field will return an error

Figure 3: Postsecondary Data Partnership File Submission Summary Screen Search Feature

Using the Postsecondary Data Partnership Search Feature—Helpful Tips

While the Postsecondary Data Partnership search feature is fairly straight forward, users can apply the following helpful hints and reminders to simplify and enhance the search process:

- Multiple Field Searches:** The search fields provided in the list above can be used individually to search for Postsecondary Data Partnership submission record(s). In complex searches (e.g., the need to search for one out of several hundred records) however, any combination of the search fields can be used to filter out records further if needed. For example, if a user wants to find all COMPLETION FILE submissions, which have STRUCTURAL FAILED validation, and were submitted on 12/12/15, all of the search fields would be used with the exception of *Submission Number*.

- **Match All/Match Any Indicator:** When more than one search field is used in a Postsecondary Data Partnership submission record search, the *Match All/Any* indicator is invoked. Choosing the *All* or *Any* search type determines the type of search the system will execute. The system defaults to the *Match All* option:
 - **Match All:** Postsecondary Data Partnership will only return submission records which jointly satisfy BOTH (if two fields are used) or ALL (if more than two fields are used) of the search criteria
 - **Match Any:** Postsecondary Data Partnership will return submission records which individually satisfy EITHER (if two fields are used) or ANY (if more than two fields are used) of the search criteria

Match Any/All Indicator	Search Criteria	Search Results
Match ALL	<ul style="list-style-type: none"> • Submission Type = COHORT, COURSE, AND FINANCIAL AID DATA • Data Status = FIELD FAILED, STRUCTURAL FAILED, DATA QUALITY FAILED 	<p>All of the institution's submission records currently residing in the Postsecondary Data Partnership system which meet BOTH OF THE SPECIFIED CONDITIONS are returned:</p> <ul style="list-style-type: none"> • ONLY COHORT, COURSE, AND FINANCIAL AID DATA file submissions with a <i>Data Status</i> = STRUCTURAL FAILED, FIELD FAILED, DATA QUALITY FAILED are returned. • <i>NOTE: This search type usually returns a SMALLER dataset because records are only returned when ALL conditions in the search are satisfied (in this example, submission records are returned when the two conditions selected in the search are met)</i> • Sample: Record 1: COMPLETION FAILED Record 2: COMPLETION FAILED Record 3: COMPLETION FAILED Record 3: COMPLETION FAILED
Match ANY	<ul style="list-style-type: none"> • Submission Type = COHORT, COURSE, AND FINANCIAL AID DATA • Data Status = STRUCTURAL FAILED, FIELD FAILED, OR DATA QUALITY FAILED 	<p>All of the institution's submission records currently residing in Postsecondary Data Partnership which meet EITHER OF THE SPECIFIED CONDITIONS are returned:</p> <ul style="list-style-type: none"> • ALL COHORT, COURSE AND FINANCIAL AID DATA file submissions are returned regardless of the <i>Data Status</i> • ALL FAILED SUBMISSIONS are returned regardless of the <i>Submission Type</i> • <i>NOTE: This search type usually returns a LARGER dataset because records are returned when ANY conditions of the search are satisfied (in this example, submission records are returned if either one of the search conditions are met)</i> • Sample: Record 1: COMPLETION FAILED Record 2: COMPLETION FAILED Record 3: REQUEST FAILED Record 4: COMPLETION PASSED

- **Search Reset:** The 'Reset' button is located beside the 'Search' button; clicking the Reset button clears all of the search criteria fields and returns the screen to the default setting, which displays all file submissions for the institution.
- **No Data to Display:** If a Postsecondary Data Partnership search does not return any submission records, or if there are no submission records in the system, the following message is displayed: **'No data to display.'**

- **Execute 'Search':** After entering or selecting search criteria, click the 'Search' button to execute the search.

Postsecondary Data Partnership: Validation Error Log Screen

Postsecondary Data Partnership users can search for and select submission records which have failed validation in order to view any structural or field-level error details associated with a submission. File submission error details and associated resolution guidelines are found on the *Validation Error Log* screen. The Validation Error Log provides detailed information for each submission error encountered during The Clearinghouse's data validation process. Each error is accompanied with a proposed solution which can be used for troubleshooting and correcting any errors prior to a subsequent resubmission of the file.

Figure 4: Postsecondary Data Partnership File Submission Summary Screen displaying the most recent Cohort and Course Data File submission records for a participating institution. This particular example shows an even mix of both PASSED and FAILED validation statuses. All file submissions which have FAILED NSC's submission validation are accompanied with a hyperlinked Submission Number. Clicking a Submission Number link directs the user to the Validation Error Log for that particular submission.

NATIONAL STUDENT CLEARINGHOUSE

Accessibility Help Contact Home

Welcome, LEAPAUT1 | My Account | Log Out

Student Reporting Verification Services Research Services Transcript Services Reverse Transfer Student Look-Up

PDP

Postsecondary Data Partnership

File Submission Summary

Search

Match ☒ All ☐ Any

Submission Number

Submission Type

Data Status

File Received Date

View Manage Submissions Review Data Quality Details

Submission Number	Organization Name	Submission Type	Data Status	File Name	No. of Records	File Received Date	Actions
85301	Frontier Pilot University	Financial Aid File	Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/16/2019	<input type="button" value="Reject"/>
85300	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	10/16/2019	<input type="button" value="Reject"/>
85281	Frontier Pilot University	Course File	Field Failed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/16/2019	<input type="button" value="Reject"/>
84884	Frontier Pilot University	Cohort Definition File	Field Failed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	62	10/16/2019	<input type="button" value="Reject"/>
85280	Frontier Pilot University	Course File	Passed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/16/2019	<input type="button" value="Reject"/>
84883	Frontier Pilot University	Cohort Definition File	Passed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	55	10/16/2019	<input type="button" value="Reject"/>
84483	Frontier Pilot University	Financial Aid File	Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/15/2019	<input type="button" value="Reject"/>
84482	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	10/15/2019	<input type="button" value="Reject"/>
83690	Frontier Pilot University	Course File	Field Failed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/15/2019	<input type="button" value="Reject"/>
84087	Frontier Pilot University	Cohort Definition File	Field Failed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	62	10/15/2019	<input type="button" value="Reject"/>
83689	Frontier Pilot University	Course File	Passed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/15/2019	<input type="button" value="Reject"/>
84086	Frontier Pilot University	Cohort Definition File	Passed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	55	10/15/2019	<input type="button" value="Reject"/>
84481	Frontier Pilot University	Financial Aid File	Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/14/2019	<input type="button" value="Reject"/>

Figure 5: Postsecondary Data Partnership Validation Error Log Screen displaying error details for Submission Number: 149.

NATIONAL STUDENT CLEARINGHOUSE

Accessibility Help Contact Home

Welcome, DCETest | My Account | Log Out

Student Reporting Verification Services Research Services Transcript Services Reverse Transfer Student Look-Up

> Validation Errors Log

Validation Error Log

Organization Name: ROCHESTER INSTITUTE OF TECHNOLOGY
 File Name: I_003749123_US11023_Validate_Student_Gateway_Fields.20171025.203104.txt
 Client File Id: Client File ID 100
 Submission Number: 149

View ▾ Detach

Field Name	Error Message	Error Count	Proposed Solution	Affected Line Numbers
English Placement	English Placement does not allow these values.	8	English Placement may only contain one of the following values - "C,N,UK".	7-9, 11-15
Gateway English St...	Gateway English Status does not allow these values.	6	Gateway English Status may only contain one of the following values - "R,N,UK".	10-15
Gateway Math Status	Gateway Math Status does not allow these values.	6	Gateway Math Status may only contain one of the following values - "R,N,UK".	10-15
Math Placement	Math Placement does not allow these values.	7	Math Placement may only contain one of the following values - "C,N,UK".	8-9, 11-15

[Go back to Submission](#)

Postsecondary Data Partnership: Validation Error Log Fields

Field	Description
Field Name	Name of the field which failed the Postsecondary Data Partnership data validation
Error Message	Validation error messages provide detail as to why a field failed a particular data validation; for example—if a field is a required field and is left empty on the file, the subsequent error message will indicate that the field is missing from the submission. Users will have to populate the field with a valid value and resubmit.
Error Count	Indicates the number of times the particular data validation failed for the associated field
Proposed Solution	Each error message is accompanied by a proposed solution to assist users in troubleshooting any errors; proposed solutions provide further clarification on field requirements such as data types (e.g., numeric) and formats (e.g., YYYYMMDD), whether or not a field is required,

	along with any other unique data requirements which were not met during the previous file submission.
Affected Line Number	The Affected Line Number is a listing of all of the lines in a file which contained the particular error; single line numbers are identified individually (e.g., 1, 4, 9, 11 indicates that the error was returned on Rows #1, 4, 9 and 11) while any range of line numbers is identified as a group (e.g., 1-15 indicates that the error was returned on all 15 rows, Rows #1 through 15).

APPENDIX 1 – Valid State Codes

Allowed Values – STATE Code	"AL", "AK", "AZ", "AR", "CA", "CO", "CT", "DE", "DC", "FL", "GA", "HI", "ID", "IL", "IN", "IA", "KS", "KY", "LA", "ME", "MD", "MA", "MI", "MN", "MS", "MO", "MT", "NE", "NV", "NH", "NJ", "NM", "NY", "NC", "ND", "OH", "OK", "OR", "PA", "RI", "SC", "SD", "TN", "TX", "UT", "VT", "VA", "WA", "WV", "WI", "WY", "AE", "AA", "AP", "AS", "CZ", "FM", "MH", "MP", "GU", "PW", "PR", "VI", "FO", "AB", "BC", "CN", "FC", "IQ", "MB", "MX", "NB", "NF", "NL", "NR", "NS", "NT", "NU", "ON", "PE", "PQ", "QC", "SK", "TT", "YT", "UK"
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APPENDIX 2- Valid COUNTRY codes

Country Name	Allowed Values -Country Code
Aaland Islands	AX
Afghanistan	AF
Albania	AL
Algeria	DZ
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Armenia	AM
Aruba	AW
Ascension	SH
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Bonaire, Sint Eustatius and Saba	BQ
Bosnia and Herzegovina	BA
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
British Virgin Islands	VG
Brunei Darussalam	BN
Bulgaria (Republic)	BG

Country Name	Allowed Values -Country Code
Burkina Faso	BF
Burundi	BI
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China (People's Republic)	CN
Christmas Island	CX
Cocos Islands	CC
Colombia	CO
Comoros	KM
Congo (Republic)	CG
Cook Island	CK
Costa Rica	CR
Cote d'Ivoire (Republic)	CI
Croatia	HR
Cuba	CU
Curaçao	CW
Cyprus	CY
Czech Republic	CZ
Democratic People's Republic of Korea	KP
Democratic Republic of the Congo	CD
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
East Timor	TP
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Eritrea	ER
Estonia	EE
Ethiopia	ET
Falkland Islands (Malvinas)	FK

Country Name	Allowed Values -Country Code
Faroe Islands	FO
Fiji	FJ
Finland (including the Aland Islands)	FI
France	FR
French Guiana	GF
French Polynesia (including Clipperton)	PF
French Southern and Antarctic Territories	TF
Gabon	GA
Gambia	GM
Georgia	GE
Germany	DE
Ghana	GH
Gibraltar	GI
Great Britain	GB
Greece	GR
Greenland	GL
Grenada	GD
Guadeloupe (incl. St Barthelemy)	GP
Guam	GU
Guatemala	GT
Guernsey	GG
Guinea	GN
Guinea-Bissau	GW
Guyana	GY
Haiti	HT
Heard Island and McDonald Islands	HM
Honduras (Republic)	HN
Hong Kong, China (People's Republic)	HK
Hungary (Republic)	HU
Iceland	IS
India	IN
Indonesia	ID
Iran (Islamic Republic)	IR
Iraq	IQ
Ireland	IE
Isle of Man	IM
Israel	IL
Italy	IT
Jamaica	JM

Country Name	Allowed Values -Country Code
Japan	JP
Jersey	JE
Jordan	JO
Kazakhstan	KZ
Kenya	KE
Kiribati	KI
Korea (Republic)	KR
Kuwait	KW
Kyrgyzstan	KG
Lao People's Democratic Republic	LA
Latvia	LV
Lebanon	LB
Lesotho	LS
Liberia	LR
Libyan Jamahiriya	LY
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macao, China (People's Republic)	MO
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mexico	MX
Micronesia (Federated States of)	FM
Moldova	MD
Monaco	MC
Mongolia	MN
Montenegro	ME
Montserrat	MS
Morocco	MA
Mozambique	MZ
Myanmar	MM

Country Name	Allowed Values -Country Code
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
New Caledonia	NC
New Zealand (including the Ross Dependency)	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF
Norway	NO
Oman	OM
Pakistan	PK
Palau	PW
Palestinian Territory, Occupied	PS
Panama (Republic)	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn, Henderson, Ducie and Oeno	PN
Poland	PL
Portugal	PT
Puerto Rico	PR
Qatar	QA
Reunion	RE
Romania	RO
Russian Federation	RU
Rwanda	RW
Saint Barthélemy	BL
Saint Christopher (St Kitts) and Nevis	KN
Saint Lucia	LC
Saint Martin (French Part)	MF
Saint Vincent and the Grenadines	VC
Samoa	WS
Samoa	AS

Country Name	Allowed Values -Country Code
San Marino	SM
Sao Tome and Principe	ST
Saudi Arabia	SA
Scattered Islands	RE
Senegal	SN
Serbia	RS
Serbia and Montenegro	YU
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Sint Maarten (Dutch Part)	SX
Slovakia	SK
Slovenia	SI
Solomon Islands	SB
Somalia	SO
South Africa	ZA
South Georgia and the South	GS
South Sudan	SS
Spain	ES
Sri Lanka	LK
St Helena	SH
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen	SJ
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syrian Arab Republic	SY
Taiwan, Province of China	TW
Tajikistan	TJ
Tanzania (United Republic)	TZ
Territorial Community of Mayotte	YT
Territorial Community of St Pierre	PM
Thailand	TH
The former Yugoslav Rep of Macedonia	MK
Timor	TL
Togo	TG
Tokelau	TK
Tonga (including Niuafo'ou)	TO

Country Name	Allowed Values -Country Code
Trinidad and Tobago	TT
Tristan da Cunha	SH
Trust territory of the Pacific Islands	MP
Tunisia	TN
Turkey	TR
Turkmenistan	TM
Turks and Caicos Islands	TC
Tuvalu	TV
Uganda	UG
Ukraine	UA
United Arab Emirates	AE
United States Minor Outlying Islands	UM
United States of America	US
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Vatican	VA
Venezuela	VE
Viet Nam	VN
Virgin Islands of the USA	VI
Wallis and Futuna Islands	WF
Western Sahara	EH
Yemen	YE
Zambia	ZM
Zimbabwe	ZW

APPENDIX 3- Frequently Asked Questions (FAQs)

About the Postsecondary Data Partnership

1. What are the benefits to participate in the PDP?

The primary benefit is significantly reducing the administrative time and institution interdependencies on Information Technology departments to help extract and format the necessary file for each data aggregator/initiative provider. There are also concerns with the reputational risk of sending different initiative providers different views for the same question(s). PDP will streamline the work required from Institutional Research departments to fulfill “ad hoc” and annual data requests. As the data steward, the Clearinghouse will ensure information provided to the third party has been approved by the institution for data sharing (at the appropriate level) and follows a consistent method for calculating and disclosing student information.

Additionally, participating institutions will receive complementary access to Key Performance Indicators (KPIs) and a KPI Executive Summary twice per year, along with access to a secure and private Tableau business intelligence tool year-round. The goal of the KPIs is to help create the necessary transparency infrastructure to improve student outcomes and continue progress toward closing attainment gaps across institutions and systems of institutions.

2. What is the difference between StudentTracker and Postsecondary Data Partnership?

Perhaps the closest Clearinghouse product to PDP is our StudentTracker service. The primary difference between the two services is that PDP uses the IHEP framework and StudentTracker uses the U.S. Department of Education (IPEDS) framework.

The KPIs produced by PDP are powered by the additional data elements collected as part of the cohort and course detail files. PDP is primarily focused at a cohort-level on active or recently active students.

StudentTracker still serves as an inquiry file for prospective students (prior attendance “PA”) and prior enrolled students (subsequent enrollment “SE”). Many admission offices use StudentTracker to verify prior attendance to either help students obtain appropriate transfer credit or as part of a competitive admission tool to evaluate all previous enrollment records.

Postsecondary Data Partnership Reporting

3. What is in the Key Performance Indicator Reports?

The Clearinghouse will provide institutions with eight key performance indicators, an executive summary (of the nine KPIs), and an analysis-ready (aka wide file format) report. The KPIs will 1) help institutions focus on

interventions over data preparation and 2) enable institutions to collaborate with other institutions through data using an industry-established framework.

All KPIs returned from the Postsecondary Data Partnership will use the IHEP (Institution for Higher Education Policy) framework.

Each participating institution will receive the following KPIs:

1. Enrollment
2. Credit accumulation
3. Credit completion
4. Gateway/remedial course completion
5. Persistence/retention
6. Outcome completion
7. Credentials conferred
8. Time to credential
9. Transfer

As part of the project, we hosted a collaboration of the Frontier Set, initiative providers, and the higher education community (IHEP and AIR) to determine the initial KPIs.

In addition to the individual/detailed view for each of the above KPIs, institutions will also receive an executive summary written for the provost/president level.

For institutions that want to navigate through the details of each of the data behind the reports, we will also share an analysis-ready report.

4. How does Tableau work?

The Clearinghouse completed an extensive search of business intelligence providers and selected Tableau based on 1) number of existing colleges and universities already partnering with Tableau and 2) its intuitive design for end-users.

Tableau was deployed in the Spring 2019 and the KPIs appear in Tableau as standard dashboard views. Users are able to investigate specific components/measures of the Key Performance Indicators through drilling features and the ability to create alternative views.

Tableau is powered by the Clearinghouse data from **the institution's** monthly Enrollment Reporting and Degree Verification submissions, which when coupled with its PDP file submissions will power Tableau. One key advantage of the Clearinghouse is that we can include data from **any** other Enrollment Reporting and Degree Verification submission with the institution's results. This enables institutions to truly see a comprehensive view of the student record.

The information populated in Tableau includes the Enrollment Reporting and Degree Verification files submitted by our over 3,600 participating reporting institutions, representing 98% of student enrollment and 92% of degrees. Data is limited to the number of participating institutions with the Clearinghouse.

General Files and Data Questions

5. Do you use any other data elements my institution submits through other Clearinghouse services to produce reports?

Yes, we also use your enrollment and degree data submitted through EnrollmentVerify and DegreeVerify.

If you are a participant, **please confirm with your participating department/organization** that the data is up to date and submissions are regularly made.

Today, institutions provide the necessary information for the Postsecondary Data Partnership to the Clearinghouse in two separate files, cohort (student-level) and course data. Institutions can also submit an optional financial aid file. Additionally, the Clearinghouse uses enrollment reporting and degree verification files to help us create a holistic view in the reports.

However, we are currently working on a long-term vision to improve and reduce the amount of data transmitted to the Clearinghouse through consolidation.

Late or incomplete submissions will result in incomplete reports for the Postsecondary Data Partnership.

6. How does the data in my enrollment affect the PDP?

We utilize degree and enrollment data. The more complete information is provided there, the more complete your data will be set. For instance the military status. Part of building KPIs is collecting data, while certain elements will not be in current reporting, the more complete data we have, the more robust future reporting will be.

7. What are the required files?

We need the following files to ensure accurate reporting:

- Historical Data (within the last 3-5 years). The Historical data is submitted one time only upon joining the PDP service
- Cohort File
- Course File
- Degree and Enrollment Verify Data. It is important for accurate key performance indicators that we have your most recent data files and that both services are active with NSC

8. When should Cohort, Course, and the optional Financial Aid Data files be submitted?

Please submit your Cohort and Course Data files up to twice a year in the Spring and Fall. The optional Financial Aid Data file is submitted once during the year in the Fall. Each year, the Clearinghouse will provide the submission start dates. **Please note, NSC does not have submission deadline dates.** We encourage our participating institutions to certify (complete) their submission by the effective date in each submission period. This is so we can provide clear expectations to initiative providers on the appropriate times of the year to make their respective data “calls/inquiries.”

9. Our fall term courses are still in progress. Can I submit this data to you now and then resubmit the file once the grades are complete?

No. Please wait until your institution’s end of term reporting is complete. If you submit data as incomplete, there is a risk that the courses may remain as such which will negatively impact the metrics.

10. What do I do with summer courses?

We recommend schools to submit summer term data to the Clearinghouse during the Fall submission period.

11. Our institution does not have summer-entry cohorts.

You do not need to submit summer cohort or course data. However, please keep in mind that not reporting this data may impact some of the KPIs for your Cohorts. This also depends on whether there are a lot of course records in summer. If you normally have a lot of summer course records then you might see a significant difference in some KPIs. For example, the Credit Accumulation Rate and Credit Completion Ratio for this cohort might be lower due to the fact that Summer course records were not included.

12. Which student populations should be reported in a Cohort, Course and Financial Aid Data file?

For additional details, review file formatting requirements part of this Submission Guide.

For the **Cohort Data file**, include first time and transfer students for the respective terms collected during the submission window. This file is collected just once for a given student at an institution and contains static data at the time of enrollment.

For the **Course Data file**, include all students that are part of a current or previous Cohort and have taken courses for the respective terms collected during the submission window. This file contains dynamic data for each term the student attended an institution.

For the **Financial Aid Data file**, please follow the same student population logic as the Course Data file.

13. How do I certify my Financial Aid data file?

Currently certification is not required for the Financial Aid data file. Once you have completed that submission, reach out to the PDP team and let them know you are done.

14. If a student transferred to our institution but no credits from their previous institution(s) were transferred, should they be reported as a transfer student?

The institution determines the status of a student.

15. Could you provide more information on the Historical data?

Please submit data within the last 3-5 years in order to ensure accurate reporting. We suggest submitting one file for each Cohort year. For each cohort year submitted, please include every student that enrolled at your institution as a first time or transfer student in that particular year. Each student should appear only once in a Cohort file. You can identify during what term each student enrolled within the files. For the Course file we suggest creating one Course file for each academic year. These files are cumulative, and you should expect the records in each file to grow in volume as you progress through the years. It's possible that a student enrolled in your 2014-2015 Cohort is still taking courses today.

16. Are there any limits to the cohort and course file size?

No, there are no system limitations for the size of the data files. The biggest single file we have received so far contained over two million course records. However, troubleshooting a data file is more manageable if the files are smaller.

17. Can we submit files by academic year or term?

Yes.

18. Do the sequence #s for the fields need to follow a specific order?

The order in which the data elements appear in your file do not need to follow a specific order. For example, City can come before the SSN field. This rule applies for all fields EXCEPT the Record Type values (DCE01,DCE02, DCE03, CH1, D1 and T1) these MUST always be the first field in the row, otherwise your file will fail.

19. What is the NSC Length in the Data definition table?

The NSC Length column indicates the maximum amount of characters allowed in a given field. *Please note, none of the fields in any of the files can exceed 255 characters. The workflow and implementation of the system is such that if the field length is greater than 255 characters, a database exception/error is thrown and users will not receive an automated email on the status of the file (this is not a structural or validation error).*

Submitting Required Fields

20. What is the Service Account ID?

The Service Account ID is provided in the "Your Next Steps to Postsecondary Data Partnership" email. When creating your files, the File Header (naming convention) must include the 8-digit Service Account ID. If you need your Service Account ID, please email us at pdpservice@studentclearinghouse.org.

21. What should I do if I cannot provide data for some of the required fields, and there is no NSC Allowed Values?

Please email the PDP team as soon as possible at pdpservice@studentclearinghouse.org.

22. For the student identifying fields, can I provide the Student ID instead of the SSN or ITIN?

Yes, you may provide the Student ID instead of the SSN.

23. For the Race field, are we allowed to report both a nonresident alien AND the physical race for a student? For example, I have a student who is a non resident alien and their race is Asian.

Yes. You should include both in the Race field. Please separate the allowed values with pipe delimiters.

24. What is the Client File ID?

The Client File ID is reserved for whatever naming convention you would like to use to identify your file. It is generally used to populate with your internal system ID for the file.

25. What does the “Term” field mean in the Course File?

The start term of the academic year at your institution.

26. Could you explain the values and definition of the “Enrollment Type” field? Is ‘Continuing’ a value for the dual enrolled students?

We kept continuing and re-admit as they are part of the Common Education Data Standards (CEDS) standard for enrollment type. Currently they do not apply to our definition of Cohort. Only students enrolling for the first time and transfer students should be included in the cohort file.

Cohort File Requirements

27. How many terms are to be submitted for each cohort? For example, if we submit students new to our institution for Fall 2014, would the course data files we submit for subsequent fall and spring semesters thereafter include students from the Fall 2014 cohort, if those students were enrolled in those semesters?

Yes, that is correct. Your 2015 (and onwards) Course files would also include the students that entered your institution in 2014, as long as they are continuing to take courses at your institution.

28. How is degree-seeking defined in the Cohort file? Should we include only these students in the Cohort file?

Please see the definition of Cohort in the submission guide. The cohort includes a greater student population than just degree seeking. Currently, for two-year institutions we consider any student seeking a certificate or associates degree as degree seeking, and for four-year institutions any student seeking a bachelor's degree. Please note that if the value is missing or unknown in your file, the degree type sought field will be pulled from other Clearinghouse services.

29. I do not understand the “Cohort Term Begin Date” and “Cohort Term End Date” fields in the Cohort File. If we are reporting a student whose course end date is in the future, will the data from the Cohort file be used to validate the Course file?

No. The cohort term begin and end dates are essentially your institution's overall begin and end dates for a given term. If the Cohort Term End Date is before the Course End Date field, it will not result in a validation error.

30. Who is the student population in the Cohort file?

They include only the most recent population of students enrolled during the current data intake term for which you are submitting data.

31. What courses are classified as Math and English Gateway?

For the "Gateway Math Status" and "Gateway English Status" fields, we want to know if the student was required to take a Math or English Gateway course. Some students may have been exempt from taking such courses (please read the definition for these fields for more information). It is up to your institution to determine what courses are considered English and Math Gateway. Many Institutional Research offices need to consult with the Academic Affairs office in order to determine this information. If this information is not available, and you populate the field(s) as unknown, it will impact your metrics and the Dashboard will not report this information properly.

32. Is there an upper limit to the number of Math or English Gateway courses we can/should identify in the Course file? And/or is the intent of the project to focus on any gateway course or only the most typical entry-level math and English courses one would expect?

Based on the definition of the field, any such courses can be coded as Gateway (whether it is specific to the field/program or the typical entry level course). Moreover, reporting more than one course as Math or English Gateway for a student, is fine.

33. For the "Math Placement" and "English Placement" fields, how do we know if a student was considered college ready upon entry?

A student is classified as college ready based on your institution's policies. Your institution may determine the student's readiness based on a placement test, High School GPA, or other means. These are fields you may need to consult the Academic Affairs Office or the Registrar's Office. Please note it cannot be a Gateway course.

Course File Requirements

34. How should we code "other" methods in the "Delivery Method" field in the Course file? Some of our older courses used methods such as print, directed study, and interactive television?

If it's any value other than Online, Face-to-Face, or Hybrid, please do not populate the field.

35. For the Number of Credits Attempted and Number of Credits Earned fields, do we enter cumulative term data?

No. For these fields, we want to know the number of credits attempted and number of credits earned for each individual course.

36. Is the “Pell Recipient” field in the Course file term-based or is this collected in general terms?

It is term-based.

37. I do not understand the definitions between fields (#2, Cohort), (#3, Cohort Term), (#4, Academic Year), and (#5, Term) in the Course file? Would you please give some examples?

Fields #2 and #3 are capturing the student’s Entry Cohort Year/Term of the student. Items #4 and #5 capture the academic year/term for which you are reporting. We validate that the Cohort Year/Term in the Course file, matches the Cohort Year/Term of the student in the respective Cohort file. An example would be that you are reporting on a student that enrolled at an institution in the Fall of 2014-15 and is still taking courses during the most recent completed academic year/term.

In the above example, in the Course file you would populate the fields in question as such:

- a. #2 = 2014-15
- b. #3 = Fall
- c. #4 = 2018-19
- d. #5 = Spring

38. I am unable to provide data in the Course CIP code field for many courses. Will this impact the reporting?

At this time the Course CIP codes are not counted towards any KPIs, but we are working on utilizing this data in the future.

39. I am somewhat unfamiliar with the concept for “Certification Endorsed” curriculum/programs in the Course file. We are speculating that this would indicate a course where completion of the course automatically grants the student an industry-recognized certification of some sort (not just an institution-granted certificate). Is this correct? If not, could you describe the typical scenario where this would apply?

Per NSC guidelines, what we need from an industry certification standard is if a particular course curriculum has been provided by an industry credential provider or endorsed by an industry credential provider for the purpose of the student taking the certification exam at (or near) the end of the course. For example, Manufacturing Skills Standards Council (MSSC) has a Safety certification. If they are providing the curriculum to your institution and that course gets sent to the Clearinghouse for the purposes of matching it to the student attainment of the MSSC Safety Certification we would want that course flagged as “Y” the curriculum is industry endorsed by MSSC. That means the industry credential body has reviewed and endorsed the curriculum. In some cases, the industry provider provides the curriculum to the community & technical colleges to teach students what they need to know to pass the test and attain the certification.

40. Is there any reason why fields #8 - #21 in the Course file are also requested in the Cohort file? Shouldn’t these be in the cohort file instead because each student will have multiple rows for each course?

The number of student-identifying fields that we collect in both files is done for two reasons. First, some of the fields can change. In the Cohort we ask for the permanent address, and in the Course file we ask for the current address. This is because a student can change dorms/living arrangements from one term to the next. Secondly, the data feeds into our matching algorithm that matches new student data against the existing one. Hence the need to collect them in every data input file (including data files for other Clearinghouse services). Thus, it is expected to have some of the student level data elements repeated at the Course level.

41. How does the student identifying fields such as Name, Address, etc. in the course file differ from the Cohort file?

The Course file captures such information based on the current data, whereas the Cohort identifying fields indicate the permanent address. A student's address may change in a term or year.

42. Who is the student population in the Course file?

They include those students that enrolled in previous and current cohorts and still attend your institution.

Student Data

43. I am not able to provide address information.

For Street Address 1 & 2, City, and Country, you can enter "UK" (without quotations) to indicate unknown. Please note: it is recommended to submit the address information, as they are key elements used in the Clearinghouse's matching algorithm. The more of these elements we have, the more likely and accurately we can match a student against existing data and retrieve degree and enrollment information.

44. I am reporting the zip code field for an international student, however there is a space in the zip code which, according to the Submission Guide, is not an allowed value.

You can delete the space in the zip code or use a hyphen (-), which is the only allowed character. Please also note that the zip code is not a required field in both files.

45. What should I do if there is an actual comma in the student's name and/or address fields?

Please use double quotes to wrap the contents of the data element where the comma is present. For example, Burke, Place should be entered as "Burke, Place". This will prevent your data from splitting. Note, you may need to open your file in Notepad to view the error.

46. I do not have the Date of Birth data for some students. What should I enter in this field?

Without date of birth information, we will not be able to match a student in our system. Please omit these students from your files (and their associated courses).

47. I do not have a DOB for some students, but per our institution we are not able to omit these students. Can I add a missing field?

No. If you add dummy fields, they will not be matched in our system, and therefore would never have enrollment or degree data, which are vital elements that feed into the KPIs. Please check with your Registrar office and see how they report on these students. For a successful enrollment submission, the date of birth must be present.

Dual Enrollment Submission Requirements

48. What value can I use for no “Dual and Summer Enrollment” students? Can I leave these null?

This is not a required field. If none of the allowed values listed in the Dual and Summer Enrollment field apply for a student, you may leave this field blank.

49. If a student is identified as first time at our institution post-HS graduation, and that student was enrolled in dual credit courses in high school, how will we provide that student's college course data to you? For these students, their cumulative GPA will reflect all credit courses at our institution, whether taken during high school or post-HS graduation.

In the Cohort file, please ensure that these types of students are identified as “Past Dual Enrollment”. For the courses taken during the summer PRIOR to their enrollment at your institution, please include those courses in the respective course file with the appropriate summer term and summer course begin/end dates. At this time these courses listed prior to a student’s Cohort are not counted towards any KPIs, but we are working on utilizing this data in the future.

50. For the “HS Unweighted GPA” and “HS Weighted GPA” fields in the Cohort file, we only have one GPA for the student based on the student’s final transcript and therefore, cannot identify whether the GPAs are weighted or unweighted at our institution.

Both fields are not required, so you may leave them blank.

Identifying College Ready Students

51. Our institution tests students separately for reading and writing. In past years we would refer them to developmental reading, developmental writing, or both subjects, based on their scores. Now we are offering integrated reading and writing, so we have college-ready indicators for reading and writing. What rules should we use to determine if a student is college ready if one of the indicators is present, but the other is missing? In other words, if the student is college-ready in writing, but the reading indicator is missing, should this student be reported as college-ready in the “English Placement” field in the Cohort file?

We ultimately defer to you and your definitions on what deems a student college ready. Our recommendation is as follows:

- a. If the student is ready for one indicator and not the other, then the student should NOT be college ready in English.

- b. If the student is ready for one indicator but the other is missing, then the student should be college ready in English.

Identifying Degree Seeking Students

52. Who is considered Degree-Seeking?

The Clearinghouse currently considers students seeking the following degree types as degree seeking for 2-year Institutions:

- a. C1 = Less than 1-year certificate, less than Associate's degree
- b. C2 = 1-2 year certificate, less than Associate's degree
- c. C4 = 2-4 year certificate, less than Bachelor's degree
- d. A = Associate's Degree

Students seeking the following degree type are considered degree seeking for 4-year institutions:

- a. Bachelor's Degree

Note: Tableau will include specific credentials that students are seeking as filter values. All Key Performance Indicators will include credential seeking and non-credential seeking students.

Developmental Courses

53. If a student was NOT referred/placed into developmental Math or English, should we code the "Complete DevMath" and "Complete DevEnglish" fields as NA (Not Applicable)?

Yes.

Submission for Degrees Awarded Retroactively

54. What should we do if a grade is changed or a degree is awarded retroactively after we collect data from the institution?

Please email us your revised grade reports as soon as they become available.

File Submission Process

55. I have exported data from our institution's software onto excel. How do I convert it to comma delimited?

Once you are done making changes to your excel file, simply Save As the file in comma delimited (.csv) extension and submit your file.

56. What is the required naming convention for the submission file?

File names all require the FTP Mailbox Identifier (FTP Mailbox Name) as a prerequisite to the file name applied by the submitting organization, as such. As a best practice, please include the term/s that you are submitting in the file name:

o <FTPMAILBOXID>_<FILENAME_WITH_OR_WITHOUT_EXTENSION>

Below is an example:

123456PDP_Hometown_Cohort_Fall.txt

o **123456PDP_** in the example above is the FTP Mailbox Name used by the institution to submit files to NSC

o **Hometown_Cohort_Fall .txt** is the original name applied to the Cohort data file. In this example the filename includes the Institution/System name, the file type, and the term.

57. Where do I submit my files to the Clearinghouse? How do I view the status of my files?

Follow these steps:

1. **Submission:** We will email you the credentials for a new SFTP box a few days after executing your agreement. Please note these credentials will be different to those you may currently use for other Clearinghouse services.

To submit your files, The National Student Clearinghouse supports secure FTP to safely and securely collect, store, manage and distribute all sensitive data and information. Use this link to access the SFTP website: <https://ftps.nslc.org>

2. **View Status:** Once you've submitted your files, you will need to use a different link to review the status of your files. We will email you a separate set of credentials. Use this link to access the status screens and take action to complete validation
<https://secure.studentclearinghouse.org/dce/faces/portal>

If you need your credentials, email us at PDPService@studentclearinghouse.org at least two business days before the date of first file submission.

We are improving this process in the coming months to make it a more seamless experience for you. Thanks for your patience as we improve the submission and status process.

58. What are the steps to upload my files using my secure FTP account?

The Web-browser interface is a quick and easy method for manual transmission of data files. To use, follow the instructions below or refer to the *Secure FTP Help* feature which can be found at the National Student Clearinghouse Help Center: <https://studentclearinghouse.info/ftphelp/>

skip repetitive navigation



NATIONAL STUDENT CLEARINGHOUSE®
The nation's trusted source for education verification and student outcomes

USA-CONNECT®
This site also serves our
USA-CONNECT® service enabling the
secure exchange of authorized
credentials for international students

Help

Français - Deutsch - Español - 日本語 - 简体中文 - 繁體中文

1. From a Web-browser, navigate to the following URL: <https://ftps.nslc.org>
2. Enter your National Student Clearinghouse-provided username and password. (**NOTE:** Upon establishing a secure FTP account with The Clearinghouse, an email will be distributed containing all necessary access Completions.)
3. Ensure you've satisfied the system requirements:
 - New passwords are required to abide by the following security standards:
 - Minimum length for all passwords is six characters
 - Each password must contain at least one alphabetical and one numerical character
 - Passwords must not resemble your user name

Keep these tips in mind:

 - Usernames are NOT case sensitive; passwords ARE case sensitive
 - Accounts are suspended after numerous login attempts using an incorrect password
 - First-time users may be prompted to update their password upon initial login to the system
4. Once logged in, select 'Upload' to launch the Upload Wizard and follow the prompts. If you did not install the Upload Wizard, you can upload files manually by the selecting the 'Home Folder' icon or 'Choose File' option.

The image contains two screenshots of the National Student Clearinghouse USA-CONNECT web interface. Both screenshots show a sidebar on the left with navigation links: Home, Folders, Logs, and Search. The top screenshot shows the 'Upload' button in the 'Home Folder' area highlighted with an orange box. The bottom screenshot shows the 'Home Folder' area highlighted with an orange box, and the 'Choose File' button in the 'Upload a File' section also highlighted with an orange box. The interface includes a header with the National Student Clearinghouse logo and USA-CONNECT logo, and a green navigation bar at the top with links for 'Signed onto QA - National Student Clearinghouse as My School (00123400)', 'My Account', 'Sign Out', and 'Help'.

NOTE: For automated environments, please refer to the Secure FTP Help feature which can be found on the Clearinghouse Help Center website: <https://studentclearinghouse.info/ftp/help/>

59. How do I know that NSC successfully received my secure FTP file?

The Clearinghouse will send a file receipt confirmation to the email address provided on the Postsecondary Data Partnership agreement.

60. How does the Clearinghouse validate the files I submit? How will I know if there are errors I need to fix?

Upon receipt of each Completion file, The Clearinghouse will perform an initial *structural* validation in order to ensure each file is formatted properly. The structural validation is followed by a *field-level* data validation, ensuring that all field-level data is valid and represented as required:

- **Cohort and Course Data File *structural* validation, or Financial Aid Data File (optional) *structural* validation:** The structural validation will ensure that each file is formatted correctly to allow for further processing and validation (e.g., all columns are accounted for, no blank rows, etc.). If we identify a structural error associated with a file, you will receive an email notifying you of the error. We will wait for you to fix the error and resubmit the file to continue processing.
- **NOTE:** *Because the system cannot further process any files containing structural errors, all structural validation errors are identified on an individual basis—i.e., TWO OR MORE structural errors would never apply to the same file submission.*
- **Cohort and Course Data File (or the optional Financial Aid Data File) *field-level* data validation:** If the file passes all structural validations, it will then run through a rigorous field-by-field validation process to ensure that each field is populated correctly according to established data requirements (e.g., required fields are populated, field lengths are correct, proper date formatting, etc.).

Unlike structural validations, all field-level validations are processed and identified simultaneously. So, although a file can only contain one structural error for each submission, the system could uncover several field-level errors for each file. We will send you all field-level errors we receive by email.

There are three types of emails you will receive from us:

1. Submission success email

Email subject line: Cohort and Course Data File Accepted, or Financial Aid Data File Accepted.

What it means: you can rest easy that your files passed all validation criteria and the Clearinghouse will now process them.

What you need to do: Smile. No additional work is needed from your end for this submission cycle. The Clearinghouse will load your files into our database for future inclusion in Postsecondary Data Partnership verifications and reports.

NOTE: *Users are not required to access the system when files pass validation, as these files will not associate to any error information in the system and no further user action is needed. If necessary, however, users can reference summary details for any successfully transmitted Completion file by accessing the Postsecondary Data Partnership File Submission Summary screen.*

2. Structural fail email

Email subject line: Cohort and Course Data File Unable to Load, or Financial Aid Data File Unable to Load.

What it means: this will indicate that the structural validation has FAILED for this particular file submission.

What you need to do: resubmit corrected files for processing.

NOTE: The Cohort and Course Data File data requirements are found below in the section labeled **Cohort and Course Data File—Formatting Requirements**.

3. Field-level fail email:

Email subject line: Cohort and Course Data File *field-level* data validation, or Financial Aid Data File *field-level* data validation.

What it means: the email indicate that while the initial structural validation has passed, the secondary field-level validation has FAILED for one or more of the data fields contained within the file.

What you need to do: follow email instructions to review and fix errors.

NOTE: The Cohort and Course Data File data requirements are found below in the section labeled **Cohort and Course Data File—Formatting Requirements**.

If a structural error is identified during the Cohort and Course Data file validation process, the system will identify the error and discontinue any further structural or field-level validations.

NOTE: Due to the fact that several field-level errors could exist for each file submission, these errors are not listed individually on the email notification; users are required to access the Postsecondary Data Partnership application for field-level validation error information.

Each of the above Postsecondary Data Partnership file validation email notifications contains a link to NSC's Web-based Postsecondary Data Partnership application. Following this link and providing proper login credentials (when prompted) allows Postsecondary Data Partnership data submitters to directly access Postsecondary Data Partnership in order to view the status of all file submissions for the associated user's account. Upon accessing Postsecondary Data Partnership, users will be directed to the *Postsecondary Data Partnership File Submission Summary* screen, which provides a detailed listing of all Postsecondary Data Partnership data files submitted to and processed by NSC.

If a submitted Postsecondary Data Partnership data file contains a structural or field-level error(s), users will have the ability to view all of the errors identified for a particular file, along with the total number and location within the file of each error. (**NOTE:** The location of the error is identified as the *Line Number*.) Each error listed is also accompanied by a proposed solution for further assistance in troubleshooting.

61. When is the effective date?

The effective dates change each year. Please refer to the email we sent to your institution prior to the start of the Submission period. For detailed information on the submission to reporting schedule, please go to our [website](#) and click on the "Data Submission FAQs" under the FAQs section. If you have questions, please email pdp@studentclearinghouse.org.

62. When are my files considered complete?

Files are considered complete once you have certified the required Cohort, Course, and all historical data for the given term(s). **It is your responsibility to email us when you have completed any resubmissions (if applicable) that you have previously informed us about. Please note, a PDP team member may reach out to your institution if they have questions concerning your data.**

63. I just submitted a file. How long does it take to get a confirmation email?

The FTP notification that indicates your file was picked up should be sent to you within 5-10 minutes. The application sending you a notification on the status (pass/fail) can take anywhere between 5-30 minutes (depending on the size of your file).

64. How do I know if my file was successful?

You will receive a confirmation email sent from the Clearinghouse FTP server. Please login to your application using your Web ID credentials. The unique URL to the File Submission Summary Page is provided in the “Your Next Steps to Postsecondary Data Partnership” email which you should have received. If you need your credentials, please email us at pdp@studentclearinghouse.org.

65. When should I reject a file (use the reject button)?

Before you certify your data, please reject files if any of the following apply: a test file was submitted, a file was accidentally submitted more than once, the data is no longer valid, and a replacement file was submitted. Please note, the reject button is only available if the file’s data status says passed or data quality failed.

66. Does every data quality issue found in processing data result in a request for resubmission of data before reports can be generated?

No! Many data quality alerts are generated due to idiosyncrasies in an institution’s data that are not data errors. The Clearinghouse works with each institution to understand their data. In many cases, the PDP Service team and the submitting institution agree on how the data will impact the reports and the submitting institution instructs the Clearinghouse to move forward with the submitted data.

Common File Submission Errors**67. I received an error saying that my file has 250,000 or more errors. What does that mean?**

It means the system has identified errors that exceed the allowable threshold limit and therefore, your file has stopped processing. Please follow the instructions in the File Submission Summary page and correct your files.

68. Can I put NULL in required or filler fields?

No. Do not enter a NULL value or leave a required field blank. Doing so will cause your file to fail. Please check if there are values listed in the Definitions and the Allowed Values columns. Some required fields allow you to populate the field with the word “missing” or “UK” (without quotations) if you are unable to report information.

69. I received a structural error and the Proposed Solution says that the column header labels surrounding specific fields contain errors.

Please open your excel file and check to see if some fields were split. You may also open the file in Text or Notepad to see if the fields were cut off and subsequently continued onto the next row of data. If this has occurred, please check the formatting of the cells in excel. Sometimes a cell is coded to ‘wrap text’ which causes the data to split. Please correct and resubmit. If you are still receiving the same error, please open your file and check your Column Header labels. They must be populated exactly as shown in the Submission Guide (the labels must have correct spelling and they are case sensitive). For your convenience, we have file templates created with the Column Header labels for both the Cohort and Course files. The file templates can be found under resources section on the [NSC website](#).

70. My file format failed validation because the Column header does not contain the correct number of fields. I tried to identify the error but I cannot find it.

71. My PDP Course file passed validation, but my Reverse Transfer file was rejected due to a validation error. I have included Reverse Transfer data in the PDP Course file.

Please email rtsupport@studentclearinghouse.org for assistance with your Reverse Transfer file.

72. I keep getting structural errors in the “Organization ID” and “Student ID” fields. I put in the correct IDs for both. What is the error?

Please ensure the columns are formatted to Text format (instead of the default “General”) in excel. Also, if you open your file in csv format and make any changes to it and then resave, you will lose the leading zeros in those fields. To avoid this, we recommend that you save a master excel file each time you need to make changes. Once you are done making changes, then save it as a csv file and submit it to the Clearinghouse.

73. I received an error in the “Overall GPA” field, however I left the field blank because it says it can be missing.

The allowed value is missing, which means you must populate it with the word “missing” (without quotations).

74. I uploaded my file but it is not showing in my file status cue, but I did receive an email saying it was received?

Please check the file naming convention as instructed in the FAQs section in the Submission Guide and your Header Record.

75. I received a File Format Error Message that says, “File contains an unexpected record type.” The Affected Line Number is after the Trailer, which means there is no data populated. How do I resolve this?

Please ensure there is no data populated or formatting in the row(s) after the Trailer record in your excel file. You may also open your file in Notepad or Text and delete the extra commas after the Trailer record and then resubmit your file.

76. I received a File Format Error regarding my Column Header, and the Affected Line Number is on the second row. I checked my files and I did not miss a label.

Please check the spellings in your Column Header (row #2). It is case sensitive and needs to be entered exactly as shown in the Submission Guide.

77. I received the following File Format Error: “Detail Row does not contain the correct number of fields.” However, I could not identify where the error is even after resubmitting.

Please check if an additional comma was added incorrectly, which will shift the other fields to the right (Example: a comma placed after “Street Line 1” will have the “City” field displayed in the “State” field).

User Credential (User ID/PW) Issues

78. How do I reset my FTP password?

Please select the reset password option on the FTP website. You may also send a password reset request to secureftp@studentclearinghouse.org.

79. I am transitioning out of my role in PDP and would like to pass my FTP and application credentials to my colleague who is replacing me. Can they keep using my credentials or do they need to have their own?

Users may not share application roles nor provide FTP credentials to an unauthorized user. However, if you would like for us to add a colleague as an FTP and/or application user, please send us an email at pdp@studentclearinghouse.org and provide us with their full name, email address, and job title.

Enabling/Disabling End User Account Features

80. How do I provide PDP Reporting to other staff members at my institution?

Each campus has a User Administrator who provides access to all services for the campus. Please reach out to the User Administrator (typically someone in the Registrar’s office or Institutional Research) and share the following instructions [here](#) on how to assign end users access to your dashboards or even become a User Administrator.

Your institution's User Administrator is responsible for providing end users their log-in credentials and permission to access your institution's PDP Dashboards and Analysis-Ready file. Please direct your end users to [log-in here](#) to access your institution's dashboards.

The full definition of PDP roles that they will need to assign on end users' profiles can be found [here](#).

View Dashboard Reports: This PDP service user role provides access to the PDP aggregated dashboards. Requires a Web user ID. Please note that a user provided this role will receive access to the dashboards on the following day.

For Login issues, contact NSC Customer Support: Service@studentclearinghouse.org