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FRONTIERSET

Requirements for Data Submission:
Guide for Participating Four-Year Sites

Coffey Consulting, LLC
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Contents

Introduction

As part of the Bill & Melinda Gates Foundation's Postsecondary Success Strategy, the Frontier Set initiative brings together a set of institutions/systems (Sites) that are transforming their higher education models to create a community of peers with the purpose of helping more students –

especially low-income, first-generation, and students of color – graduate at higher rates, with high-quality credentials, and at affordable prices. Frontier Set Sites will be building and using evidence to help inform and develop their strategies, focusing on:

- Accelerating the production of credentials with value.
- Packaging, sharing, and learning from institutional and system performance to inform others.
- Refining and improving fidelity to key capacities and interventions that improve student success.
- Accelerating the implementation of interventions and capacities through a networked approach to engaging with partner institutions.

To support this work, Frontier Set Sites are asked to submit longitudinal student-level data each academic year to allow for tracking of students' progress over time. The purpose of the Frontier Set data collection is to support analyses that examine the outcomes of students as related to their academic preparation, progress through their academics, financial aid policies and practices, and eventual success in completing their program of study.

This guide provides the specifications for the data collected from participating Sites, and describes the data collection process. Throughout your data-related work, you will have assistance from a Data Coordinator on the Coffey staff. Please feel free to contact your Data Coordinator for help at any time, whether to discuss data structures and definitions, your data submissions, reports and analysis available to Frontier Set Sites, or National Student Clearinghouse (NSC) matching. The Coffey Data Team includes:

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To speak with someone on the Coffey Data Team, please call our offices at 301-907-0900.

Cohort Definition

Frontier Set cohorts include all undergraduate students who attempted at least one course in a given term, for the first time *at your institution*. These students may be first-time ever in college or new students that transfer to your institution 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 personal enrichment courses.
- Current dual enrollment students or those taking a course or courses at your institution while simultaneously attending high school.

Beginning with the 2011 fall term, you will report data reflecting students entering your institution for the first term. **For each subsequent term, you will report data reflecting new students, and the academic activity for students reported in prior cohorts.**

Types of Data

Different types of data are collected: institutional characteristics and institution-level data such as course information, and student-unit-record (SUR) data. Student demographics and previous education, academic progress, and National Student Clearinghouse data (to identify students' prior and subsequent enrollments and credentials) are collected at the student level. General data collection information follows; details about file structures, data submission methods, and specific data definitions are included in the *Data Dictionary and File Creation* section of this document.

Institution-Level Data

Each institution is asked to provide the following types of data at the institutional level:

Data	Description	Collection Frequency
General institutional, information	Institutional policies such as GPA scale and number of hours in which a student must enroll to qualify as full-time.	Once, at the beginning of the initiative
Course information	Descriptors and descriptions of courses offered.	Annually

Student Data

The following four types of student-level data are collected; details follow:

Data	Description	Collection Frequency
Static	Data that do not change over time, such as demographics and academic background.	Semi-annually, at each submission cycle

Progress	Data that reflect students' academic activity, or progress, for each term enrolled.	Semi-annually, at each submission cycle
National Student Clearinghouse	Previous and subsequent enrollments and credentials earned.	Semi-annually, at each submission cycle

Student: Static

The student static data are collected once for each cohort and include items such as:

- Demographics, such as age, gender, and race/ethnicity.
- Address information for geo-coding and Census data matching (Note: to maintain confidentiality, address data will be encrypted upon transmission and deleted after geo-coding. See the Frontier Set Data Sharing Agreement for further details).
- Educational background, including high school GPA, high school credential and year, and previous college enrollment and degrees.
- Student's academic preparation status.
- Previous dual high school enrollment or summer program participation prior to first term of enrollment.
- Student's first registration date.
- Student's transfer status, and number of credits transferring in.
- Amount of known loan debt the student has accumulated at time of entry to the institution.

Student: Progress

These data provide the ability to examine students' academic progress over time. Collected for every term, these data include information such as:

- Course enrollments/transcript data: All courses attempted, grade and number of credits received, and delivery method.
- Educational intent or objective, and type of degree sought.
- Certificates or degrees with CIP code for credential earned.

Student: National Student Clearinghouse

Collected semi-annually, during each submission cycle, the NSC data include information regarding students':

- Previous and subsequent enrollments.
- Transfer status.
- Previous and subsequent credentials.

Geo-Coding Procedure

Using data from the U.S. Census provides the ability to create proxy measures of student socio-economic status. As such, the Frontier Set data submission process includes a utility that matches student-level data with Census block group data through geo-coding. Census block groups are small

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subdivisions of a Census tract, which are areas designed to be homogeneous by population characteristics, socioeconomic status (SES), and living conditions. Census block groups generally contain between 600 and 3,000 people, with an optimum size of 1,500 people. The utility matches student address records with Census block data on the Frontier Set Data Management System (DMS) through a process that ensures complete student confidentiality and FERPA compliance.

When Sites submit addresses to the Frontier Set DMS, the geo-coding utility merges Census data (for example, median household income, educational attainment, and poverty level) with the student records in the Frontier Set database. The process encrypts addresses upon submission and strips them from the database after matching with Census data, to preserve data security and student confidentiality; for more information about this process and data security, please refer to your Frontier Set Data Sharing Agreement.

Schedule

Frontier Set data are collected two times per year—during the spring and the fall. Coffey Data Coordinators will work with new Frontier Set Sites in January 2017 to begin preparing data files; data files will eventually be submitted between March 15 and April 15, 2017; baseline data for all cohorts for all academic terms and years 2011-12 through fall 2016 will be collected. Existing Frontier Set sites will submit their fall 2016 data between January 15 and February 15, 2017. During the fall collection cycle, September 15 to November 15, 2017, student static data for the academic year 2016-17 spring and summer cohorts, and all academic activity for your student cohorts, academic year 2011-12 through the 2016-17 spring and summer terms, will be collected. The data files and student cohorts included in each collection cycle are illustrated below.

Collection Cycle and Cohort	Student				Institutional Courses
	Static	Progress: General	Progress: Course Enrollments	NSC	
Spring 2017 Collection					
AY 2011-12 Cohorts	▪	▪	▪	▪	▪
AY 2012-13 Cohorts	▪	▪	▪	▪	▪
AY 2013-14 Cohorts	▪	▪	▪	▪	▪
AY 2014-15 Cohorts	▪	▪	▪	▪	▪
AY 2016-17 Fall Cohort[1]	▪	▪	▪	▪	▪
Fall 2017 Collection					
AY 2011-12 Cohorts		▪	▪	▪	
AY 2012-13 Cohorts		▪	▪	▪	
AY 2013-14 Cohorts		▪	▪	▪	
AY 2014-15 Cohorts		▪	▪	▪	
AY 2015-16 Cohorts		▪	▪	▪	
AY 2016-17 Fall Cohort		▪	▪	▪	
AY 2016-17 Spring and Summer Cohorts	▪	▪	▪	▪	

[1]If all courses offered for the entire 2016-17 academic year cannot be provided in the Institutional Courses file during

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Collection Cycle and Cohort	Student				Institutional Courses
	Static	Progress: General	Progress: Course Enrollments	NSC	
the Spring 2017 submission, the Institutional Courses file will need to be re-submitted during the Fall 2017 collection to include any courses offered in the spring and summer terms that may have not been captured in the Spring 2017 upload.					

Submission Process

To complete your Frontier Set data submission, submit your data via Frontier Set's secure DMS, www.IPNData.org, using the following methods: Data entry screens and File uploads.

For the initial data submission cycle, upload only one academic year of data and wait for your Coffey Data Coordinator to review your submission and provide critical feedback for any corrections or revisions that may need to be made. This will save you from having to re-upload all of your files if there are any coding errors.

To access www.IPNData.org, a user name and password are needed. Only staff members approved by your institution will be granted passwords to the Frontier Set DMS. Contact your Coffey Data Coordinator for further information.

As you upload your data, the submission system has built-in edit checks that will provide you with notices if data items are found to have errors, such as logic across fields, out-of-range values, misnamed variables, or unexpected file structures. Once you have corrected these errors, your submissions will be reviewed by your Coffey Data Coordinator. Upon approval of your files by both your Site and your Coffey Data Coordinator, within the DMS' Data Tool, data reports reflecting the Frontier Set initiatives' student outcome metrics, or Key Performance Indicators (KPIs), will be generated.

Student IDs

Student identifiers, or the StudentID field, are created and assigned by the institution. StudentID is an alphanumeric, unique identifier used to identify a student. StudentID is required on all files containing student information, and is consistent for each student, across all files and all years. Although the Frontier Set system treats StudentID as sensitive information, and it will be encrypted in the database, **do not submit students' Social Security numbers (SSN) to the Frontier Set DMS.** When creating your StudentIDs, please note: (1) the Frontier Set system will ignore leading and trailing empty spaces; and (2) the Frontier Set StudentID is case-sensitive, for example, "StudentOne" and "studentone" are treated as two different values.

Data Dictionary and File Creation

Some data collected by the Frontier Set DMS are collected through data entry screens while other data are submitted as comma separated values (CSV) files that you create and upload to the system. Most administrative data systems and software packages can create, export, or save files in CSV format.

Note to Frontier Set data providers submitting data on behalf of systems or institutions with multiple campuses: The Frontier Set DMS provides the ability for Frontier Set participant systems and institutions with multiple campuses to upload data for all institutions in their system, or campuses in their institution, at one time. Systems or institutions with multiple campuses will include an institution/campus indicator reflecting where the student first enrolled; this will be considered the student's primary institution. See the "Campus" data element in the file layout for the respective institution/campus indicators.

Contact your Coffey Data Coordinator for help, as needed, in creating your CSV files. The file structures, formats, layouts, and definitions follow. Information requested through data collection screens is described and defined below.

Institutional: General

The *Institutional: General* data are collected through a data entry screen; this screen collects your institution's characteristics, including your term start dates. The two grids below provide a list of the requested data elements.

Institutional: General		
Variable Name	**Value Label**	**Definition**
Name*	Format: Alpha, 75	First and last name of data provider.
Email*	Format: Alpha, 30	Data provider's email address.
Phone*	Format: Alpha, XXX-XXX-XXXX	Data provider's phone number.
FTCreditsAY*	Format: Numeric; Range 1-20	Total number of credits required by this institution for a student to qualify as full-time during the regular academic year, not including summer terms (e.g., 12 credits).
FTCreditsSummer*	Format: Numeric; Range 1-10	Total number of credits required by this institution for a student to qualify as full-time during summer terms (e.g., 6 credits).
InstGPA*	Format: Numeric, XX.XX; Range 4.00 to 10.00	Grade point average (GPA) scale used by this institution (e.g.; 4.00). If your institution grades using an A-F scheme, an A=4.00, B=3.00, C=2.00, D=1.00, F=0.00, and your GPA scale would be 4.00.
DeliveryMethod*	Format: Alpha, 200	Provide this institution's definitions for "online," "hybrid," and "face-to-face" courses. For example, some institutions use the cutoff of 95 percent online, while others use 80 percent or 50 percent to decide whether a course is online or hybrid. This percentage may be based on the proportion of seat time that is displaced by online instruction,

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Institutional: General		
Variable Name	**Value Label**	**Definition**
		but sometimes it means the proportion of material delivered online.
		If this does not apply for your institution, enter "N/A".

*Required.

Term Grid			
Term value*	**Term name**	**Term Start Date Range**	**Term Start Date**
1	Fall term	Aug 1 - Sept 30	Enter term start dates for all applicable terms. Enter general dates that reflect all years, for example "first week of September", or "second week of January".
2	Late fall or winter short or inter-sessions	Oct 1 - Dec 31	
3	Winter term for institutions on trimesters/quarters; Spring term for institutions on semesters	Jan 1 - Feb 28	
4	Spring term for institutions on trimesters/quarters	Mar 1 - Apr 15	
5	Late winter or spring short or inter-sessions	May 1 - May 14	
6	Summer I	May 15 - Jun 15	
7	Summer II	Jun 16 - July 17	

Note: Report term start dates only for terms that are applicable to your institution.

Institutional: Courses

The *Institutional: Courses* data is a CSV file to be uploaded to the DMS. This file is uploaded once per year, to reflect all courses offered by the institution during each academic year. The data file structure and layout follows.

Institutional: Courses		
Variable Name	**Value Label**	**Definition**
AcademicYear	2011-12 2012-13 2013-14 2014-15 2015-16 2016-17 Format: YYYY-YY	Academic year; year that applies to the current course file.
CourseName	Format: Alpha, 50	Institution's course name.
CourseNumber	Format: Alpha, 20 The CourseNumber can be reported as the department code and number (for example, BIOL234) or the unique	Institution's course number. For data providers submitting data for institutions within a system, or institutions with multiple campuses where the course numbering system is not compatible across

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Institutional: Courses

Variable Name	Value Label	Definition
	institutional identifier (for example, 12345); character count not to exceed 20.	institutions/campuses, concatenate the institution or campus US Department of Education UNITID to the beginning of the actual course number. ***Please contact your Data Coordinator for valid UNITID values.***
CourseCIP	Format: Alpha; XX.XXXX	CIP (Classification of Instructional Programs) code of course. See "CIPCodes2010_25Feb2011.XLS" on the Frontier Set DMS for list of the 2010 CIP Codes (www.IPNData.org, Documents). Or, go to http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55 for details and information about CIP codes, and a list of codes.
CourseType	1 = College-level, undergraduate (i.e., carries credit toward a certificate, associate's or bachelor's degree) 2 = College level, graduate (i.e., carries credit toward a graduate degree) 3 = College developmental, remedial, or preparatory, that counts for credit toward degree requirements 4 = College developmental, remedial, or prep, that does not count for credit toward degree requirements 5 = English-as-a-Second Language (ESL) 6 = Adult Basic Education (ABE) 7 = Adult Secondary Education / GED 8 = Non-credit vocational 9 = Other 10 = Summer bridge course 11 = Summer bridge developmental, remedial, or preparatory, that counts for credit toward degree requirements 12 = Summer bridge developmental, remedial, or preparatory, that does not count for credit toward degree requirements -1=Missing Format: Numeric	Type of course. Notes: • 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.
MathorEnglishGateway	1 = Yes 0 = No Format: Numeric	Course is Gateway math or English course: If course is college-level math or English, is it the first college-level course, or Gateway course, for any program?

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Institutional: Courses

Variable Name	Value Label	Definition
		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.
CorequisiteCourse	1 = Yes 0 = No Format: Numeric	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 corequisite course.

Student: Static

The *Student: Static* data include demographic and educational background information about each student in the cohort; these data do not change over time. These data are collected through a CSV file, uploaded once for each student. This file contains one record per student, and each student appears in only one static file, corresponding to the year in which he/she first enrolled.

Student: Static

Variable Name	Value Label	Definition
StudentID	Format: Alphanumeric; maximum length 75	Assigned by the institution, StudentID is the unique identifier used to identify a student. StudentID is required on all files containing student information. StudentID is to be consistent across all files and all years for each student. StudentID is treated as sensitive information: It will be encrypted in the database and only shown to authorized users—approved Coffey Data Team members and Frontier Set Site data providers approved by the Frontier Set Site to have access to the Frontier Set DMS--to identify problem records in uploaded files. Notes: 1. Leading and trailing empty spaces are ignored. 2. StudentID is case-sensitive; "StudentOne" and "studentone" are treated as two different values. 3. StudentID must be assigned for each student.
Cohort	2011-12 2012-13 2013-14	Include all undergraduate students who attempted at least one course in a given term, for the first time at your institution. Students

Student: Static

Variable Name	Value Label	Definition
	2014-15 2015-16 2016-17 Format: YYYY-YY	may be first-time ever in college or new transfer students into your institution 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 personal enrichment courses; *Current dual enrollment students or those taking a course or courses at your institution while simultaneously attending high school. Report data for cohorts of first-time students for each term (including summer) in a given academic year, starting with the fall term of the 2011-12 academic year. Cohort must be assigned for each student.
CohortTerm	As determined by the Term Grid on pages 7-8: 1 = Term 1 2 = Term 2 3 = Term 3 4 = Term 4 5 = Term 5 6 = Term 6 7 = Term 7 Format: Numeric	Cohort term of entry: Term student first enrolled in at least one course. See definition of cohort. CohortTerm must be assigned for each student. As determined by the Term Grid: Term 1 = Fall term Term 2 = Late fall or winter short/inter-sessions Term 3 = Spring term for institutions on

Student: Static

Variable Name	Value Label	Definition
		semester schedule; winter term for those on *trimesters or quarters* Term 4 = Spring term for *trimester/quarter* institutions Term 5 = Late winter or spring short/inter-sessions Term 6 = Summer I Term 7 = Summer II
Campus	If you are not a data provider for a system or institution with campuses, leave this field blank. If you are a data provider for a system or institution with campuses, please contact your Data Coordinator for valid UNITID values. Format: Alpha, 10	Campus or Institution Indicator: For data providers at the system level, or institutions with campuses, populate "Campus" with institution or campus US Department of Education UNITID. ***Please contact your Data Coordinator for valid UNITID values.*** The UNITID should reflect the institution or campus where the student <u>initially</u> enrolled. For data providers submitting data for systems that contain merged and consolidated institutions, report student data with the actual institution attended. That is, if Institution A and Institution B merged in 2014 to become Institution C, report student data with Institution A for 2011 through 2013, and the same for Institution B. Beginning in 2014, all students still enrolled from the 2011 through 2013 cohorts and new 2014 cohort students are to be reported with Institution C.
Address1	Format: Alphanumeric, 50	Student's permanent address at time of first enrollment: Street number and name. This is the student's home or permanent address (usually a parent's address), not a local address where the student lives during the academic year. Note: leave blank for international students.
Address2	Format: Alphanumeric, 50	Student's permanent address at time of first enrollment: Apartment, floor, suite, building number, or more specific or supplemental address information. Note: leave blank for international students.
City	Format: Alphanumeric, 25	Student's permanent address at time of first enrollment: City. Note: leave blank for international students.

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Student: Static

Variable Name	Value Label	Definition
State	Format: Alphanumeric; 2	Student's permanent address at time of first enrollment: State-U.S. Postal code abbreviation. Note: leave blank for international students.
Zip	Format: Alphanumeric; XXXXX	Student's permanent address at time of first enrollment: 5-digit zip code. Note: leave blank for international students.
RegistrationDate	Format: YYYYMMDD	Student's first registration date: Date of the first registration for the student's first enrollment at the institution.
Gender	1 = Male 2 = Female 3 = Other -1 = Missing Format: Numeric	Gender of the student. Code 3 = Other, for example, transgender or intersex students.
BirthYear	Continuous -1 = Missing Format: YYYY; Numeric	Student's year of birth.
BirthMonth	01 to 12 -1 = Missing Format: MM; Numeric	Student's month of birth.
Hispanic	0 = No 1 = Yes -1 = Missing Format: Numeric	Student is of Hispanic origin. If a student is a non-resident alien, code this and all race variables as 0. If race/ethnicity is unknown, code this and all race variables as -1.
AmericanIndian	0 = No 1 = Yes -1 = Missing Format: Numeric	Student identifies with the American Indian/Alaskan Native race category. If a student is a non-resident alien, code this and all race variables as 0. If race/ethnicity is unknown, code this and all race/ethnicity variables as -1.
Asian	0 = No 1 = Yes -1 = Missing Format: Numeric	Student identifies with the Asian race category. If a student is a non-resident alien, code this and all race variables as 0. If race/ethnicity is unknown, code this and all race/ethnicity variables as -1.
Black	0 = No 1 = Yes -1 = Missing Format: Numeric	Student identifies with the Black/African American race category. If a student is a non-resident alien, code this and all race/ethnicity variables as 0. If race/ethnicity is unknown, code this and all race variables as -1.
NativeHawaiian	0 = No	Student identifies with the Native

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Student: Static

Variable Name	Value Label	Definition
	1 = Yes -1 = Missing Format: Numeric	Hawaiian/Other Pacific Islander race category. If a student is a non-resident alien, code this and all race variables as 0. If race/ethnicity is unknown, code this and all race/ethnicity variables as -1.
White	0 = No 1 = Yes -1 = Missing Format: Numeric	Student identifies with the White race category. If a student is a non-resident alien, code this and all race variables as 0. If race/ethnicity is unknown, code this and all race/ethnicity variables as -1.
TwoOrMoreRace	0 = No 1 = Yes -1 = Missing Format: Numeric	Student identifies with two or more racial/ethnic groups, but the detail of the groups is unknown. If a student is a non-resident alien, code this and all race variables as 0. If race/ethnicity is unknown, code this and all race/ethnicity variables as -1.
HSDip	0 = None 1 = High School Diploma 2 = GED 3 = Adult high school diploma 4 = All other -1 = Missing Format: Numeric	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. If HS completion status is unknown, code as -1 = Missing.
HSDipYr	-1 = Missing -2 = Does not apply Format: YYYY; Numeric	Year student received high school diploma, GED, or other high school completion/certification.
HSGPAUnwtd	Continuous -1 = Missing Format: X.XX; Numeric	Student's *unweighted* high school grade point average, on a 4.0 scale. NOTE: Report the unweighted GPA, i.e., do not include weights for advanced placement, honors, or other types of advanced classes in students' GPAs.
HSGPAWtd	Continuous -1 = Missing Format: X.XX; Numeric	Student's *weighted* high school grade point average, on a 4.0 scale. NOTE: Report the weighted GPA, i.e., include weights for advanced placement, honors, or other types of advanced classes in students' GPAs.
FirstGen	0 = No, student is not known to be a first generation student	Student whose parents' highest education level is some college but no degree or below (e.g. some college, no degree; vocational/technical

Student: Static		
Variable Name	**Value Label**	**Definition**
	1 = Yes, student is known to be a first generation student -1 = Missing Format: Numeric	training; high school diploma or equivalent; did not complete high school). Students' whose parents have associate's degrees or higher are not considered first generation. Code as -1 = Missing if first generation status is unknown.
DualHSSummerEnroll	0 = Not past dual enrollment nor summer enrollee 1 = Past dual enrollment, not summer enrollee 2 = Past summer enrollee, not past dual enrollment 3 = Past dual enrollment and summer enrollee -1 = Missing Format: Numeric	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.
EnrollmentStatus	1 = Entering freshman student 2 = Entering transfer student -1 = Missing Format: Numeric	Entering freshman students are those entering the Frontier Set institution for the first time, without known previous postsecondary experience. Include students who have prior dual enrollment experience or credit (including AP or IB) as entering freshman. Entering transfer students are those who enter the Frontier Set institution for the first time, but have previous postsecondary experience; transfer students may transfer with or without credit.
NumColCredAttemptTransfer	Continuous 0 = Valid zero (transfer student, no credits attempted to be transferred) -1 = Missing (transfer student, the number of credits attempted for transfer is unknown) -2 = Does not apply (not a transfer student) Format: Numeric	Number of prior college credits student attempted to transfer: 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. ***Do not*** include credits earned by completion of AP, IB or similar high school coursework. If the student is known to be a transfer student, but no credits attempted to transfer, code as 0. If the student is known to be a transfer student, but the number of credits attempted for transfer is unknown, code as -1 = Missing.

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Student: Static

Variable Name	Value Label	Definition
		If the student is not known to be a transfer student, code as -2 = Does not apply.
NumColCredAcceptTransfer	Continuous 0 = Valid zero (transfer student, no credits transferred) -1 = Missing (transfer student, the number of credits accepted is unknown) -2 = Does not apply (not a transfer student) Format: Numeric	Number of prior college credits: Number of college credits student attempted to transfer from another postsecondary institution that your institution recognized/accepted. ***Do not*** include credits earned by completion of AP, IB or similar high school coursework. If the student is known to be a transfer student, but credits were not accepted by your institution and transferred in, code as 0. If the student is known to be a transfer student, but the number of credits accepted by your institution and transferred is unknown, code as -1 = Missing. If the student is not known to be a transfer student, code as -2 = Does not apply.
CumLoanAtEntry	Continuous 0 = Valid zero (Known transfer student, no previous cumulative loan amount) -1 = Missing (Known transfer student, previous cumulative loan amount unknown) -2 = Known not to be a transfer student, does not apply Format: Numeric	If available from administrative records, the amount of known debt the student had accumulated at time of entry to the institution. This includes the sum of all accumulated federal loans (Perkins loans, Federal Direct loans, federal health professions loans, and Direct PLUS loans to parents), state loans, institutional loans, and other private (alternative) loans (education loans from commercial lenders that are not government guaranteed and carry market interest rates based on credit scores). This is an ***optional*** data element; please provide it if you are able, from administrative records only.
HighDeg	0 = None 1 = Certificate (undergraduate) 2 = Associate's Degree 3 = Bachelor's Degree 4 = Higher than Bachelor's degree 5 = Any other -1 = Missing	Highest previous postsecondary degree/certificate student holds. If the student holds a degree(s) or certificate(s) from any type of previous postsecondary institution, indicate the level of the *highest* award attained. If the student does not have a known degree or credential, enter 0.

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Student: Static

Variable Name	Value Label	Definition
	Format: Numeric	
MathPlacement	0 = Student is college ready 1 = Student is not college ready -1 = Missing Format: Numeric	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). -1 = Missing is only used if the placement value is unknown, not if the student was exempt from placement testing, or tested at college level.
EngPlacement	0 = Student is college ready 1 = Student is not college ready -1 = Missing Format: Numeric	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). -1 = Missing is only used if the placement value is unknown, not if the student was exempt from placement testing, or tested at college level.
GatewayMathStatus	0 = Gateway math course is not required of student at time of entry 1 = Gateway math course is required of student at time of entry -1 = Missing Format: Numeric	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. Note: the course may be required to be completed during any term of enrollment and does not necessarily have to be completed in first term.
GatewayEnglishStatus	0 = Gateway English course is not required of student at time of entry 1 = Gateway English course is required of student at time of entry -1 = Missing Format: Numeric	Indicates whether the student is required to complete a gateway English 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 English course. Note that the course

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Student: Static		
Variable Name	**Value Label**	**Definition**
		may be required to be completed during any term of enrollment and does not necessarily have to be completed in first term.

Student: Progress/General

The *Student: Progress/General* data reflect your students' academic progression and outcomes over time. These data are CSV files to be uploaded, reflecting each student's activity for each term in each academic year. This file contains one record per student. Multiple cohorts are included in each term file.

Student: Progress/General		
Variable Name	**Value Label**	**Definition**
StudentID	Format: Alphanumeric; maximum length 75	Assigned by the institution, StudentID is the unique identifier used to identify a student. StudentID is required on all files containing student information. StudentID is to be consistent across all files and all years for each student. StudentID is treated as sensitive information: It will be encrypted in the database and only shown to authorized users—approved Coffey Data Team members and Frontier Set Site data providers approved by the Frontier Set Site to have access to the Frontier Set DMS--to identify problem records in uploaded files. Notes: 1. Leading and trailing empty spaces are ignored. 2. StudentID is case sensitive; "StudentOne" and "studentone" are treated as two different values. 3. StudentID is required for each student.
Cohort	2011-12 2012-13 2013-14 2014-15 2015-16 2016-17 Format: YYYY-YY	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 institution 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

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Student: Progress/General

Variable Name	Value Label	Definition
		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 personal enrichment courses; *Current dual enrollment students or those taking a course or courses at your institution while simultaneously attending high school. Report data for cohorts of first-time students for each term (including summer) in a given academic year, starting with the fall term of the 2011-12 academic year. Cohort must be assigned for each student.
CohortTerm	As determined by the Term Grid on pages 7-8: 1 = Term 1 2 = Term 2 3 = Term 3 4 = Term 4 5 = Term 5 6 = Term 6 7 = Term 7 Format: Numeric	Cohort term of entry: Term student first enrolled in at least one course. See definition of cohort. CohortTerm must be assigned for each student. As determined by the Term Grid: Term 1 = Fall term Term 2 = Late fall or winter short/inter-sessions Term 3 = Spring term for institutions on *semester* schedule; winter term for those on *trimesters or quarters* Term 4 = Spring term for *trimester/quarter* institutions Term 5 = Late winter or spring short/inter-sessions Term 6 = Summer I Term 7 = Summer II
Term	As determined by the Term Grid on pages 7-8: 1 = Term 1 2 = Term 2 3 = Term 3 4 = Term 4 5 = Term 5 6 = Term 6 7 = Term 7 Format: Numeric	Academic term the data reflect. Term must be assigned for each student. As determined by the Term Grid: Term 1 = Fall term Term 2 = Late fall or winter short/inter-sessions Term 3 = Spring term for institutions on *semester* schedule; winter term for those on *trimesters or quarters* Term 4 = Spring term for *trimester/quarter* institutions Term 5 = Late winter or spring short/inter-sessions Term 6 = Summer I Term 7 = Summer II

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Student: Progress/General

Variable Name	Value Label	Definition
AcademicYear	2011-12 2012-13 2013-14 2014-15 2015-16 2016-17 Format: YYYY-YY	Academic year the data reflect. AcademicYear must be assigned for each student.
CompleteDevMath	0 = Referred/placed, did not complete dev math coursework in this term 1 = Referred/placed, completed dev math coursework in this term -1 = Missing -2 = Does not apply, student not referred/placed in developmental math Format: Numeric	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. Code as -2 if the student was not referred to or did not place into developmental math. If a student has previously been referred/placed, he/she should only be coded as "1" for the term file in which the student completes his/her final developmental education requirement. After he/she completes the final requirement, code the student as "0" in all future progress files.
CompleteDevEnglish	0 = Referred/placed, did not complete developmental English coursework during the current term 1 = Referred/placed, completed developmental English coursework during the current term -1 = Missing -2 = Does not apply, student not referred/placed in developmental English Format: Numeric	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. Code as -2 if the student was not referred to or did not place into developmental English. If a student has previously been referred/placed, he/she should only be coded as "1" for the term file in which the student completes his/her final developmental education requirement. After he/she completes the final requirement, code the student as "0" in all future progress files.
Major1	See list of CIP Codes 00.0000 = Undeclared -1 = Missing Format: Alpha; XX.XXXX	CIP (Classification of Instructional Programs) code of student's first major, as defined by the U.S. Department of Education. Provide the codes used by this institution. See "CIPCodes2010_25Feb2011.XLS" on the Frontier Set DMS for list of 2010 CIP Codes (www.IPNData.org, Documents). Or, go to http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55 for details and information about CIP codes, and a list of codes.
Major2	See CIP Code Guide 00.0000 = Undeclared	CIP (Classification of Instructional Programs) code of student's second major, as defined by the U.S. Department of Education. Provide the codes used by

Student: Progress/General

Variable Name	Value Label	Definition
	-1 = Missing Format: Alpha, XX.XXXX	this institution. See "CIPCodes2010_25Feb2011.XLS" on the Frontier Set DMS for list of 2010 CIP Codes (www.IPNData.org, Documents). Or, go to http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55 for details and information about CIP codes, and a list of codes.
Complete1	0 = None 1 = Certificate: less than 1 year, less than the AA level 2 = Certificate/Professional diploma: 1 to 2 years, less than the AA level 3 = Certificate: 2 to 4 years, less than the BA level 4 = AA 5 = AS 6 = AAS 7 = BA 8 = BS 9 = Post-BA certificate 10 = Master's degree 11 = Other undergraduate award 12 = Other graduate award Format: Numeric	Highest award received by the student *during the current term* at the Frontier Set institution, if any. If no award earned during current term, enter 0. Note: Code positive values only for the term the credential was awarded. Code 0 (none) in terms where no award was conferred.
Complete2	0 = None 1 = Certificate: less than 1 year, less than the AA level 2 = Certificate/Professional diploma: 1 to 2 years, less than the AA level 3 = Certificate: 2 to 4 years, less than the BA level 4 = AA 5 = AS 6 = AAS 7 = BA 8 = BS 9 = Post-BA certificate 10 = Master's degree 11 = Other undergraduate award 12 = Other graduate award Format: Numeric	If the student received more than one award in the given term, this is the second highest award received by the student *during the term* at the Frontier Set institution. If none, enter 0. Note: Code positive values only for the term the credential was awarded. Code 0 (none) in terms where no award was conferred.
CompleteCIP1	Continuous -1 = Missing	CIP (Classification of Instructional Programs) code of the field in which the student received his or her highest award, as defined by the U.S. Department of Education.

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Student: Progress/General		
Variable Name	**Value Label**	**Definition**
	-2 = Does not apply Format: Alpha, XX.XXXX	Provide the codes used by this institution. See "CIPCodes2010_25Feb2011.XLS" on the Frontier Set DMS for lists of the 2010 CIP Codes (www.IPNData.org, Documents). Or, go to http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55 for details and information about CIP codes, and a list of codes. For students with a double major, or receiving multiple awards in a term, code the CIP code associated with Complete1 here. In the unusual case where the student's field of award is unknown, code as -1 = Missing. If the student did not receive an award *during the term*, code as -2 = Does not apply.
CompleteCIP2	Continuous -1 = Missing -2 = Does not apply Format: Alpha, XX.XXXX	CIP (Classification of Instructional Programs) code of the field in which the student received his or her second highest award, as defined by the U.S. Department of Education. Provide the codes used by this institution. See "CIPCodes2010_25Feb2011.XLS" on the Frontier Set DMS for lists of the 2010 CIP Codes (www.IPNData.org, Documents). Or, go to http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55 for details and information about CIP codes, and a list of codes. For students with a double major, or receiving multiple awards in a term, code the CIP code associated with Complete2 here. In the unusual case where the student's field of award is unknown, code as -1 = Missing. If the student has just one major, code as -2 = Does not apply.
TransferIntent	0 = Intent unknown 1 = No intent to transfer 2 = Intent to transfer -1 = Missing -2 = Not collected this term Format: Numeric	Student's educational objective. Institutions able to report term-by-term should do so. Code 0 = Intent unknown if the student stated that his/her intention is not known. Code -1 = missing if the institution does not have the information. 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. Report -2 = Not collected this term during all other terms.

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Student: Progress/General

Variable Name	Value Label	Definition
		Institutions collecting student intent only upon student entry, report on the corresponding term file at time of entry. Report -2 = Not collected this term during all other terms.
DegreeTypeSought	1 = Non-degree 2 = Less than 1-year certificate, less than AA 3 = 1-2 year certificate, less than AA 4 = 2-4 year certificate, less than BA 5 = Associate's degree 6 = Bachelor's degree -1 = Missing Format: Numeric	Degree that the student is currently seeking.
TermGPA	Continuous -1 – Missing Format: Numeric, X.XX	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. Count pass/fail classes, Ds, and retakes in the manner used for student's credential. Include transferred-in courses if they are included in student's GPA for credential.
CumGPA	Continuous -1 - Missing Format: Numeric, X.XX	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. Count pass/fail classes, Ds, and retakes in the manner used for student's credential. Include transferred-in courses if they are included in student's GPA for credential.

Student: Progress/Course Enrollments

The *Student: Progress/Course Enrollments* is a CSV file uploaded each term, each year. Each record of the file is to report one class for one student; create multiple records per student, for students who enrolled in more than one class in the term.

Student: Progress/Course Enrollments

Variable Name	Value Label	Definition
StudentID	Format: Alphanumeric; maximum length 75	Assigned by the institution, StudentID is the unique identifier used to identify a student. StudentID is required on all files containing student information.

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Student: Progress/Course Enrollments		
Variable Name	**Value Label**	**Definition**
		StudentID is to be consistent across all files and all years for each student. StudentID is treated as sensitive information: It will be encrypted in the database and only shown to authorized users—approved Coffey Data Team members and Frontier Set Site data providers approved by the Frontier Set Site to have access to the Frontier Set DMS--to identify problem records in uploaded files.
		Notes:
		1. Leading and trailing empty spaces are ignored.
		2. StudentID is case sensitive; "StudentOne" and "studentone" are treated as two different values.
		3. StudentID needs to be assigned for each student.
Cohort	2011-12 2012-13 2013-14 2014-15 2015-16 2016-17 Format: YYYY-YY	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 institution 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 personal enrichment courses;
		*Current dual enrollment students or those taking a course or courses at your institution while simultaneously attending high school.
		Report data for cohorts of first-time students for each

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Student: Progress/Course Enrollments

Variable Name	Value Label	Definition
		term (including summer) in a given academic year, starting with the fall term of the 2011-12 academic year. Cohort must be assigned for each student.
CohortTerm	As determined by the Term Grid on pages 7-8: 1 = Term 1 2 = Term 2 3 = Term 3 4 = Term 4 5 = Term 5 6 = Term 6 7 = Term 7 Format: Numeric	Cohort term of entry: Term student first enrolled in at least one course. See definition for cohort. CohortTerm needs to be assigned for each student. As determined by the Term Grid: Term 1 = Fall term Term 2 = Late fall or winter short/inter-sessions Term 3 = Spring term for institutions on *semester* schedule; winter term for those on *trimesters or quarters* Term 4 = Spring term for *trimester/quarter* institutions Term 5 = Late winter or spring short/inter-sessions Term 6 = Summer I Term 7 = Summer II
Term	As determined by the Term Grid on pages 7-8: 1 = Term 1 2 = Term 2 3 = Term 3 4 = Term 4 5 = Term 5 6 = Term 6 7 = Term 7 Format: Numeric	Academic term the data reflect. Academic term needs to be assigned for each student. As determined by the Term Grid: Term 1 = Fall term Term 2 = Late fall or winter short/inter-sessions Term 3 = Spring term for institutions on *semester* schedule; winter term for those on *trimesters or quarters* Term 4 = Spring term for *trimester/quarter* institutions Term 5 = Late winter or spring short/inter-sessions Term 6 = Summer I Term 7 = Summer II
AcademicYear	2011-12 2012-13 2013-14 2014-15 2015-16 2016-17 Format: YYYY-YY	Academic year the data reflect. AcademicYear needs to be assigned for each student.
CourseNumber	Format: Alpha, 20	The course number of the course the student enrolled in; this is the institution's course number as reported on the Institutional: Courses file. For data providers submitting data for institutions within a system, or institutions with multiple campuses where the course numbering system is not compatible across

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Student: Progress/Course Enrollments

Variable Name	Value Label	Definition
		institutions/campuses, concatenate the institution or campus US Department of Education UNITID to the beginning of the actual course number. **Please contact your Data Coordinator for valid UNITID values.**
Grade	If pass/fail: 99 = Passed 0 = Fail -1 = Missing -2 = Incomplete -3 = Withdraw -4 = Audit -5 = Other -6 = Drop If grades given: Continuous -1 = Missing -2 = Incomplete -3 = Withdraw -4 = Audit -5 = Other -6 = Drop Format: Numeric; XX.XX	Grade student received during reporting term. If the coursework is on a pass/fail basis, report 99 for pass and 0 for fail. If the coursework is graded, report the numeric grade on a 4.0 scale.
NumCreditsAttempt	Continuous Format: Numeric	Number of credits the course is worth.
NumCreditsComplete	Continuous Format: Numeric	Number of credits the student earned. If D is considered as a passing grade by your institution, count those credits towards completion.
Method	1 = Online 2 = Face-to-face 3 = Hybrid Format: Numeric	Delivery method of the course to the student, based on your institution's definition provided on the Institutional: General submission window.
Campus	If you are not a data provider for a system or institution with campuses, leave this field blank. If you are a data provider for a system or institution with campuses, please contact your Data Coordinator for valid UNITID values. Format: Alpha, 10	Campus or Institution Indicator: For data providers at the system level, or institutions with campuses, populate "Campus" with institution or campus US Department of Education UNITID. **Please contact your Data Coordinator for valid UNITID values.** The UNITID should reflect the institution or campus where the student initially enrolled. For data providers submitting data for systems that contain merged and consolidated institutions, report student data with the actual institution attended. That is, if Institution A and Institution B merged in 2014 to become Institution C, report student data with

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Student: Progress/Course Enrollments		
Variable Name	Value Label	Definition
		Institution A for 2011 through 2013, and the same for Institution B. Beginning in 2014, all students still enrolled from the 2011 through 2013 cohorts and new 2014 cohort students are to be reported with Institution C.

Student: National Student Clearinghouse

Frontier Set uses NSC data to identify students who were previously enrolled or attained a credential elsewhere, are enrolled simultaneously in other institutions, and when they transferred to or earned credentials from other institutions. To obtain the necessary information from NSC, Frontier Set institutions need to subscribe to the NSC's Enrollment Reporting, StudentTracker, and DegreeVerify services.[1] Through NSC's Enrollment Reporting Service, institutions provide data on enrolled students to NSC; through the DegreeVerify service, institutions provide data on credentials awarded to students. The StudentTracker and DegreeVerify services make it possible to track students' enrollments and credentials earned at other colleges and universities.

If your institution is currently paying for NSC services, and you do not subscribe to the DegreeVerify service required by Frontier Set, your costs will decrease by subscribing to, and providing the data needed for the DegreeVerify Service. NSC's subscription rate options are as follows:

1. Pay an annual fee equal to your school's enrollment times $0.10, or a minimum of $300.
2. Reduce the fee by 50% by either participating in DegreeVerify and EnrollmentVerify services, or reporting additional data elements (class level, college ID, and major and/or CIP) NSC is adding to their database.
3. Free for colleges participating in DegreeVerify and EnrollmentVerify services, and reporting the additional data elements (class level, college ID, and major and/or CIP).

For both the StudentTracker and DegreeVerify services, you begin by signing an NSC agreement and submitting NSC's requested information. To obtain the data requested by Frontier Set, institutions need to:

1. Submit data (including the additional data elements – see link above) requested by NSC's Enrollment Reporting Service. Complete instructions regarding how to create your files, determine which students to report for, and all definitions and submission requirements, can be found in NSC's Programming and Testing Guide on NSC's website at: http://studentclearinghouse.info/onestop/wp-content/uploads/EnrollRept_ProgrammingandTestingGuide.pdf

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[1] Instructions for subscribing are available at http://www.studentclearinghouse.org/colleges/studenttracker/subscribe.php ; to request a DegreeVerify Agreement contact your Clearinghouse regional or managing director at https://studentclearinghouse.info/contact/

2. Submit StudentTracker and DegreeVerify requests to NSC; the requests can be submitted together. The results of the StudentTracker request will provide the data needed for Frontier Set to identify students previously or concurrently enrolled at other institutions, subsequent enrollments, and past and subsequent credentials attained. Expect to receive results from NSC within three to five business days after submitting data. Complete instructions for submitting a StudentTracker request can be found on NSC's website at:
   http://www.studentclearinghouse.org/colleges/studenttracker/using_studenttracker.php.

   Please note the following important instructions regarding your StudentTracker request: NSC provides several different types of StudentTracker services. For Frontier Set purposes, you will want to indicate the **"Prior Attendance for Pending Admissions"** code **with "PA"** (column F of the header row on your request file).
   a. Code the student's search date **one day earlier than your file creation date** on the detail records of your StudentTracker request file (column H) in order to obtain all enrollments and award data. For example, to request the file on 11/9/2016, you would code *every student's* search date as 11/8/2016, which ensures that the NSC will search for enrollments up to and including 11/8/2016. All students in the file are coded with the *same* search date.
   b. On column L of the detail record of your Student Tracker request file (student identifier information) enter your Frontier Set StudentID; NSC will include this StudentID field in the response file returned to you via the StudentTracker service. Note: The unique StudentID assigned to each student remains constant over time.

Appendix A provides a sample of the file and layout that will be returned to you from NSC as a result of your StudentTracker request and subscription to the DegreeVerify service.   Simply strip off Columns A through E and submit the resulting file to the Frontier Set DMS. The Frontier Set system includes algorithms to create metrics on your students' previous, concurrent, and subsequent enrollments using your NSC data, and merge this information with the Frontier Set SUR database. For Frontier Set, you will request your data from NSC and submit to Frontier Set during each semi-annual data collection cycle. Each time you submit your request to NSC, include **ALL** of your Frontier Set students from **ALL** cohorts in your request—from your earliest cohort (Fall 2011) to the most recent cohort you are reporting.

Further information and details about the NSC services can be found at www.nationalstudentclearinghouse.org, or you may contact your Coffey Data Coordinator.

Common Challenges and Stumbling Blocks

1. Failure to include prior cohorts in subsequent submissions

The Frontier Set data collection is longitudinal in nature. You should include the following cohort students in your Course Enrollments and Progress submissions:

Files for Academic Year:	Cohort Members to be Included in These Files:
2011-2012	1. Cohort 2011-12 students
2012-2013	1. Cohort 2012-13 students 2. Cohort 2011-12 students with academic activity in 2012-13 AY
2013-2014	1. Cohort 2013-14 students 2. Cohort 2012-13 students with academic activity in 2013-14 AY 3. Cohort 2011-12 students with academic activity in 2013-14 AY
2014-2015	1. Cohort 2014-15 students 2. Cohort 2013-14 students with academic activity in 2014-15 AY 3. Cohort 2012-13 students with academic activity in 2014-15 AY 4. Cohort 2011-12 students with academic activity in 2014-15 AY
2015-16	1. Cohort 2015-16 students 2. Cohort 2014-15 students with academic activity in 2015-16 AY 3. Cohort 2013-14 students with academic activity in 2015-16 AY 4. Cohort 2012-13 students with academic activity in 2015-16 AY 5. Cohort 2011-12 students with academic activity in 2015-16 AY
Fall 2016	1. Fall 2016 cohort members 2. Cohort 2015-16 students with academic activity in Fall 2016 3. Cohort 2014-15 students with academic activity in Fall 2016 4. Cohort 2013-14 students with academic activity in Fall 2016 5. Cohort 2012-13 students with academic activity in Fall 2016 6. Cohort 2011-12 students with academic activity in Fall 2016

Note: Only students who had academic activity during a term should be included on the Progress and Course Enrollments files. Do not carry students without academic activity for a given term on the Progress and Course Enrollments files for these terms.

2. Inclusion of multiple cohorts in Static files

Please note that, across all term files for all academic years, each Frontier Set cohort student will only have *one* record on *one* Static file. This record should correspond to the student's term of entry at your institution. Once a student has a record on a Static file, he or she will not be reported on subsequent Static files.

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3. Mismatch of student records across files

The most common errors/warnings data providers receive after submitting files to the DMS are those that indicate a student has a record on some files but not others. The table below can help users determine which files a student should be included in if they have a record in another file type.

If a student has a record on this file:	He/She should have corresponding records on these files:
Static	• Progress file *for the term being reported and any subsequent term in which the student has academic activity.* • Course Enrollments file *for the term being reported and any subsequent term in which the student has academic activity.* • NSC file for the submission cycle.
Progress: General	• Course Enrollments file *for the term being reported and any subsequent term in which the student has academic activity*.* • Static file *corresponding to the term/academic year in which he/she first enrolled.* • NSC file for the submission cycle.
Progress: Course Enrollments	• Progress: General file *for the term being reported and any subsequent term in which the student has academic activity.* • Static file *corresponding to the term/academic year in which he/she first enrolled.* • NSC file for the submission cycle.

*Students who earn a degree in a given term without enrolling in any course are an exception to this rule. These students are carried on the Progress file for the term in which their degree is earned, but not on the Course Enrollments file for that term.

4. Duplicate Course Number Error Messages

Some institutions may have recitation, discussion, or lab sections through which students earn a grade separately from the lecture-based course. If, in your institutional databases, these recitation, discussion, or lab sections have the same course number as the lecture course, you will need to differentiate the two on your submission. For example, a lab section for a Biology 234 course might be coded as BIO234-L, with a lecture-based course number of BIO234. Please note that this situation also applies to institutions that have several mini-mesters within one term. If multiple mini-mester courses in one term have the same course number, they will need to be differentiated in the CourseNumber data element. Failure to take these steps will result in Duplicate Course Number error messages on the DMS. Note: Characters appended to CourseNumbers must be the same on both the Course Enrollments and Institutional Courses files.

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5. Inaccurate coding of NumColCredAttemptTransfer, NumColCredAcceptTransfer, and CumLoanAtEntry variables

In the EnrollmentStatus variable on the Student: Static files, students are coded as either entering freshman student, entering transfer student, or missing. The coding for NumColCredAttemptTransfer, NumColCredAcceptTransfer, and CumLoanAtEntry is contingent upon students' coding as transfer or non-transfer students. Options for coding these three variables include:

- For transfer students: Continuous, Valid zero, missing
- For non-transfer students: Does not apply.

6. Inaccurate SearchDate or SearchType values on the NSC requestor file

Please note that *all students* should have the same search begin date included in your request to the NSC. The search begin date should be *one day earlier than your file creation date* to ensure that the NSC provides the most up-to-date information for all enrollments and awards. For example, if you are requesting the NSC file on 11/9/2016, your search date for all students should be 11/8/2016.

In addition, please be sure to indicate the "Prior Attendance for Pending Admissions" code with **"PA"** (column F of the header row on your request file).

Appendix A: StudentTracker File Layout

Being enrolled in both the StudentTracker and the DegreeVerify services, you will receive a response file from NSC with the file structure described below. Strip off Columns A through E (all name fields) from this file, and submit the resulting file to the Frontier Set DMS. Column F will be populated with the Frontier Set StudentID, as you provided it to NSC in your StudentTracker request. By subscribing to NSC's DegreeVerify service for your Frontier Set participation, you will receive the awards data presented in Columns Q through U.

Excel (CSV) Position	Field Name	Comment
Column A	Your Unique ID	Student Identifier provided in your request file. Data will end with an underscore (e.g., 123456789_) in order to preserve number formatting.
Column B	First Name	Student's first name as provided in your diploma record or request file (if applicable).
Column C	Middle Initial	Student's middle initial as provided in your diploma record or request file (if applicable).
Column D	Last Name	Student's last name as provided in your diploma record or request file (if applicable).
Column E	Name Suffix	e.g., III, Jr, Sr, as provided in your diploma record or request file (if applicable).
Column F	Requestor Return Field	The Frontier Set StudentID, which was entered in Column L of your StudentTracker request, and which you want returned from NSC.
Column G	Record Found	Y = College record found in Clearinghouse database & detail information provided N = No College record found.
Column H	Search Date	Date as provided in your request file.
Column I	College Code/Branch	OPE/FICE code of college that the student attended.
Column J	College Name	Name of college that the student attended.
Column K	College State	State in which the college is located that the student attended.
Column L	College Type (2/4 Yr)	4 = 4-year or higher institution 2 = 2-year institution L = less than 2-year institution
Column M	College Type (Public/Private)	Values will be "Public" or "Private"
Column N	Enrollment Begin	Begin date for period of attendance.
Column O	Enrollment End	End date for period of attendance.
Column P	Enrollment Status	The last enrollment status reported for the student during the specified enrollment term. Values will be as follows: F= Full-time H= Half-time L= Less than half-time Q= Three-quarter time A= Leave of absence W= Withdrawn D= Deceased
You will receive the following additional data being a DegreeVerify and EnrollmentVerify Participant		
Column Q	Class Level	Class level associated with the student as provided by your college.

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Excel (CSV) Position	Field Name	Comment
Column R	Enrollment Major 1	If available, major associated with degree received as reported by the college.
Column S	Enrollment CIP 1	Appropriate NCES CIP code for enrollment major 1.
Column T	Enrollment Major 2	If available, major associated with degree received as reported by the college.
Column U	Enrollment CIP 2	Appropriate NCES CIP code for enrollment major 2.
	You will receive the following additional data being a DegreeVerify Participant	
Column v	Graduated?	Graduation status information available. Value will be "Y" if the college indicated reported the student as graduated. Otherwise the field will be "N".
Column W	College Graduation Date	Date provided by college for graduation or degree achievement.
Column X	Degree Title	If available, title of degree received as reported by the college.
Column Y	Degree Major 1	If available, major associated with degree received as reported by the college.
Column Z	Degree CIP 1	Appropriate NCES CIP code for degree major 1.
Column AA	Degree Major 2	If available, major associated with degree received as reported by the college.
Column AB	Degree CIP 2	Appropriate NCES CIP code for degree major 2.
Column AC	Degree Major 3	If available, major associated with degree received as reported by the college.
Column AD	Degree CIP 3	Appropriate NCES CIP code for degree major 3.
Column AE	Degree Major 4	If available, major associated with degree received as reported by the college.
Column AF	Degree CIP 4	Appropriate NCES CIP code for degree major 4.
Column AG	College Sequence	The sequential order of each school that the student attended. The first record from the first school that the student attended will have a "1" in this field, the first record from the second school that the student attended will have a "2" in this field, and so on.

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Appendix B: Frontier Set Data Submission Checklist

Below are several highlights and tips to consider during your file creation and submission:

☐ Review the cohort definition and be sure to include all applicable students in your submission.

☐ Review file specifications, file layouts, and data element definitions.

☐ Include all enrolled students, for each cohort, in the Student: Progress files. However, if a student does not enroll in a specific term, you do not need to carry him/her on the Student: Progress files for that term.

☐ If a student is included on a Student: Progress file, he/she should have a matching record on a Student: Static file.

☐ If a student is included on the Student: Progress, General file, he/she should also be included on the Student: Progress, Course Enrollment file. Students who earn a degree in a given term without enrolling in any course are an exception to this rule. These students are carried on the Progress file for the term in which their degree is earned, but not on the Course Enrollments file for that term.

☐ Save or export data files from your system into CSV format for upload to the Frontier Set DMS.

☐ Submit all CSV files requested (see Appendix C for a list of files).

☐ After you submit your files to the Frontier Set DMS, check the frequency and flag reports (see Appendix D for a list of common flag and error messages)

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Appendix C: Frontier Set Data Submission Map

Below is a "map" of the data to be submitted for Frontier Set. The grid below indicates the data submission method—CSV file upload or data entry screen—for each data type, and the frequency of submission.

Data Type	Data Submission Method	Data Submission Frequency
Institutional: General	Data entry screen	Once, at the beginning of the Frontier Set initiative
Institutional: Courses	CSV file upload	Annually
Student: Static	CSV file upload	One time per cohort; new cohort each term
Student: Progress/General	CSV file upload	One time per term; include students in current and all previously reported cohorts
Student: Progress/Course Enrollment	CSV file upload	One time per term; include students in current and all previous cohorts
NSC	CSV file upload	Two times per year—spring and fall submissions

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Appendix D: Common Flag/Error Messages on the DMS

Error/Flag Message	File Type Affected	Description and Resolution
SearchDate older than 60 days	NSC	The SearchDate for all students must be the same and must be within 60 days of the date the NSC file is uploaded. Re-submit your request to the NSC with appropriate SearchDate, then re-upload to DMS.
Students missing first term course enrollments	Course Enrollments	Student has a record on a Static file but does not have a corresponding record on that term's Course Enrollments file. Add student to appropriate term Course Enrollment file.
Students missing first term records	Progress	Student has a record on a Static file but does not have a corresponding record on that term's Progress file. Add student to appropriate term Progress file.
No matching Student: Static record found	Can be Progress or Course Enrollments	Student has a record on either a Course Enrollments or Progress file (depending on file type generating the flag message) but does not have a corresponding record on a Static file. Add student to appropriate file.

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