



**National Student Clearinghouse**  
13454 Sunrise Valley Drive, Suite 300  
Herndon, Virginia 20171

703-742-7791  
[www.studentclearinghouse.org](http://www.studentclearinghouse.org)

---

## **EXHIBIT IV**

### **Sample Functional Requirements Document**

#### **ABC University**

Prior to programming, we recommend that you write a Functional Requirements Document encompassing your institution's unique enrollment system requirements. The Functional Requirements Document below is a sample to assist you in writing your own document.

##### **Population Selection Criteria**

- All students for the current term being processed who are enrolled or withdrawn, i.e., enrollment status = 3 (enrolled) or 5 (withdrawn)
- Delete school-generated IDs and SSNs in 777, 888, 999, or 000 series

##### **Field-Specific Processing Criteria**

(only those fields that need explanation)

##### **Header Record**

- ABC University's DOE school number is "002300"
- ABC University will use Branch Code = 00
- Academic Term will be "Fall Semester," "Spring Semester," "Summer Semester"
- Standard Report Flag is "Y" for Fall and Spring, "N" for Summer
- Certification Date is the date the tape was created
- Reporting Level is "F" for full (all students)

##### **Detail Record**

- Name fields will require a parsing routine to split out last, first and middle
- Enrollment Status
  - F - Undergrad students enrolled in 12 or more hours or graduate students enrolled in 10 or more hours for Fall and Spring. Grad or undergrad students enrolled in 6 or more hours for Summer. All students in program codes THESIS, STDYABRD, STDNTEACHR, GRADASSIST.
  - H - Undergrad students enrolled in 6 to 11 hours or graduate students enrolled in 6 to 9 hours for Fall and Spring. Grad or undergrad students enrolled in 3 to 5 hours for Summer.
  - L - Grad or undergrad students enrolled in less than 6 hours for Fall and Spring. Grad or undergrad students enrolled in less than 3 hours for Summer.
  - W - Students with an enroll status 5 (withdrawn).
  - G - Those students who have a conferred degree but show no re-enrollment action (e.g., an application to the Graduate School).

If a graduate school academic plan exists for an undergrad who just had a degree conferred, they will not be reported as graduated. We will assume they are continuing their education in graduate school. If a graduate student has been conferred a Masters Degree, but their plan states that they are seeking a PH.D., they will not be reported as graduated.

Note: Since ABC University's last report of each term will be prior to the posting of degrees, it is unlikely that "G" status students will be reported.

- A - ABC University has no "approved leave of absence" and will not use this status.
- D - Students with the deceased indicator set on the associated file

- **Start Date of Current Status**

- F - Do not report start date for this status.
- H - Start date will only be reported when the status is "H" and the hours at first term report are 12 or greater; otherwise, it will be blank. The date of the earliest "drop" transaction after the 10th day (academic selection) will be used.
- L - Start date will only be reported when the status is "L" and the hours at the first term report are 6 or greater; otherwise, it will be blank. The date of the earliest "drop" transaction after the 10th day (academic selection) will be used.
- W - The withdrawal date from the enrollment file will be used.
- G - The date the degree was officially conferred (transcript date on degree conferment file).
- A - Not used at ABC University.
- D - ABC University has no record of when the student died or was reported as deceased. We will substitute the term begin date.

### **Anticipated Graduation Date**

- Freshman - end of current academic year + 4 years
- Sophomore - end of current academic year + 3 years
- Junior - end of current academic year + 2 years
- Senior < 120 hrs. - end of current academic year + 1 year
- Senior > 120 hrs. - end of current academic year
- Graduate masters program - program start date + 2 years
- Graduate doctoral program - program start date + 5 years
- Graduate non-degree - program start date + 1 year
- Undergraduate non-degree - program state date + 2
- Term Begin Date will be the registration date entered in the Academic Center Term file for the term being processed. This date is the first day of classes.
- Term End Date will be the term end date entered in the Academic Center Term file for the term being processed. This date is the last day of exams.
- Data Block Indicator will be a "Y", if the student has an information block associated with their names or dates of attendance. Otherwise, it will be an "N".
- Trailer Record - Self explanatory on the Clearinghouse specifications.

### **General Information**

- All fields without values will be blank filled (not zero filled). Exceptions: Branch code and trailer fields.
- All date values will be YYYYMMDD.
- ABC University will use the disk medium for data storage, HIGH DENSITY DISKS.
- Disk will be formatted in a fixed record length file. ABC will migrate to Internet reporting once it becomes available at the institution.

ABC University will report to the Clearinghouse at 10th day census, mid-term and two weeks following the last day of finals in order to get the most accurate graduation data.

### **Questions?**

If you have any questions, or need assistance, call your Clearinghouse representative, or contact our technical support at **703-742-7791** or **service@studentclearinghouse.org**.