

# Associate/Certificate Model Data Entry Guidelines



The SAM Associate/Certificate-seeking cohorts are comprised of credential-seeking students who have earned a high school diploma or equivalent, who entered your college for the first-time during the Fall 2018 term. In addition to being reported as a Complete cohort, the cohort is disaggregated into and outcomes are also reported for two groups: full-time (cohort one) and part-time (cohort two).

For purposes of SAM, **credential seeking students** are defined as students who have earned 12 credit hours (or the equivalent) of course work by the end of their second year (summer 2020). The earned credits hours are inclusive of developmental education (even if college-level course credit is not awarded by the institution for developmental education courses) and college-level course credits. Credits are cumulative and must be earned at the reporting institution. Students who earn a certificate or other formal award of less than 12 semester credit hours (such as a short term certificate or diploma) should also be included in the subset.

Institutions are required to report both the full-time and the part-time cohorts on their SAM page unless the number of students in a cohort is too small to report without risking individual student identification. If your institution meets this exception, please contact SAM Support at [support@studentachievementmeasure.org](mailto:support@studentachievementmeasure.org).

***IMPORTANT NOTE: The SAM Associate/Certificate model does not use the cohort query reports. The cohort query and its aggregate report are used for the SAM's bachelor's model only. There is not a direct match between any of the CO report fields and the data entry fields for the SAM associate/certificate model.***

SAM data entry fields are denoted in **blue text** below. This guide provides the definitions and guidelines for compiling the data needed to create the SAM Associate/Certificate model. In order to simplify data entry, you will enter data for the disaggregated full-time and part-time cohorts only. Data for the complete cohort will be calculated as the sum of the full-time and part-time cohorts. You will be able to see the calculated values for the complete cohort, but will not be able to edit them; changes required to the complete cohort must be made by revising the appropriate full-time or part-time cohort.

**Cohort size:** Enter the number of Associate degree or certificate seeking students who:

- have earned a high school diploma or equivalent, and
- enrolled at your college for the first-time during the Fall 2018 term.

For purposes of SAM, credential seeking students are defined as students who have earned 12 credit hours (or the equivalent) of course work by the end of their second year (summer 2020). The earned credits hours are inclusive of developmental education (even if college-level course credit is not awarded by the institution for developmental education courses) and college-level course credits. Credits are cumulative and must be earned at the reporting institution. Students who earn a certificate or other formal award of less than 12 semester credit hours (such as a short term certificate or diploma) should also be included in the subset.

# Associate/Certificate Model Data Entry Guidelines



**Exclusions:** Enter the number of students who meet the criteria for being excluded from the total cohort. Exclusions are students who may be removed from a cohort if they left the institution for one of the following reasons:

- (1) death or total and permanent disability;
- (2) service in the armed forces (including those called to active duty);
- (3) service with a foreign aid service of the federal government, such as the Peace Corps; or
- (4) service on official church missions.

All students included in each cohort should be tracked for six years, with the six-year outcomes measures reported at the end of the sixth year (summer 2024). Outcomes are non-duplicative and mutually exclusive; each student should appear in only one of the following groups. Student should be counted in the highest outcome category they are qualified for (e.g., if a student earned both a certificate and an Associate degree from your institution with later transferring to another institution, they would be counted in Associate degree from Your Institution but not Certificate award from Your Institution).

## Category 1: Graduated

- a) Number of students that earned an Associate degree from your institution (including the number of students that earned a bachelor's degree from your institution, if any)
- b) Number of students that earned an Associate degree from your institution – with later transfer to another institution
- c) Number of students that earned an award of less than Associate degree (certificate) from your institution
- d) Number of students that earned an award of less than Associate degree (certificate) from your institution – with later transfer to another institution

These five values will be summed and shown in the SAM chart as Graduated from your institution

## Category 2: Transferred: Other Institution

Number of students that transferred to another post-secondary institution, with no degree or certificate; will be shown on the SAM chart as Transferred: Other Institution

## Category 3: Enrolled: Original Institution

Number of students that were still enrolled during the sixth academic year, and who have not previously earned a credential; will be shown on the SAM chart as Enrolled: Original Institution

## Category 4: No credential, no transfer, enrollment status unknown.

The final SAM outcome will be calculated as the total cohort size less the previous groups:

Number of students with current status unknown; will be shown on the SAM chart as Current Status Unknown.

# Associate/Certificate Model Data Entry Guidelines



In order to create the categories above, you will be asked to enter the following data:

**Associate degree from Your Institution:** Enter the number of students who earned an Associate degree from your institutions without later transfer to another institution.


**Associate degree from Your Institution - with transfer to another institution:** Enter the number of students who earned an Associate degree from your institution who later transferred to another institution.

**Certificate award from Your Institution:** Enter the number of students who earned a certificate from your institutions without later transfer to another institution.

**Certificate award from Your Institution - with transfer to another institution:** Enter the number of students who earned a certificate from your institution who later transferred to another institution.

**Transfer with no degree or certificate from Your Institution:** Enter the number of students who transferred to another post-secondary institution, with no degree or certificate.

**Enrolled at Your Institution:** Enter the number of students who were still enrolled at your institution during the sixth academic year, and who have not previously earned a credential.

Once you have entered and saved data for a cohort, click  to check that all required data are present. You must validate each cohort separately in order to publish your SAM page. If you make changes to your data, you must re-validate and re-publish your SAM page for them to appear on the public SAM web site.

**Additional Cohort Reporting.** SAM institutions have the option to report outcomes for Pell students, students who receive veterans' benefits, and students of color to all models. These additional disaggregated cohorts help institutions publicly and visible demonstrate their commitment to closing achievement gaps and ensuring all our students succeed. To report additional cohorts, you will need data for all students who meet other criteria for inclusion in the Associate/Certificate Model **and** the criteria listed below:

- **Pell student cohort:** Students who received a Pell Grant in their first term of enrollment at the institution.
- **Students who receive veterans' benefits:** Students who reported to the institution that they received veterans' benefits at any point during their enrollment at the institution.
- **Students of color:** Students who identify all or in part with a race and/or ethnicity that is non-white. Students who are international/nonresident aliens or for whom race/ethnicity is unknown should not be included in the cohort.