

# Bachelor's Model Data Entry Guidelines



The required SAM Bachelor's-seeking cohorts are comprised of first-time, full-time (cohort one) and full-time, transfer-in (cohort two) bachelor's-seeking students who have earned a high school diploma or equivalent, who entered your college for the first-time during the Fall 2018 term. There are two additional, optional Bachelor's-seeking cohorts comprised of first-time, part-time and part-time transfer-in students who have earned a high school diploma or equivalent, who entered your college for the first time during the Fall 2018 term. This guide provides the definitions and guidelines for compiling the data needed to create the SAM Bachelor's model.

You should submit the following cohorts to the National Student Clearinghouse (NSC) using a Cohort Query. The cohorts should only include students seeking 4-year degrees – do not include 2-year degree or certificate seeking students.

- Required Cohorts:
  - Fall 2018 first-time, full-time bachelor's degree-seeking students (same as your IPEDS cohort, less allowable exclusions)
  - Fall 2018 new, full-time transfer bachelor's degree-seeking students (less allowable exclusions)
- Optional Cohorts:
  - Fall 2014 first-time, part-time bachelor's degree-seeking students (same as your IPEDS cohort, less allowable exclusions)
  - Fall 2014 new, part-time transfer bachelor's degree-seeking students (less allowable exclusions)

For purposes of SAM, allowable exclusions per IPEDS should be removed from cohorts prior to submitting cohort files to the NSC. 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.

Students who leave the institution for one of the above reasons and subsequently return may be included in the cohort at the institution's discretion.

Submit separate files (one for each cohort) through the NSC StudentTracker system as a **Cohort Query** (not a Subsequent Enrollment Query).

- Cohort Search Dates
  - Use September 15, 2018 as the Cohort Search Date for full-time cohorts
  - Use September 15, 2014 as the Cohort Search Date for part-time cohorts (optional)
- For questions regarding the structure of the cohort query submission file – see [StudentTracker Cohort Query Guide.pdf](#). Or contact NSC at [studenttracker@studentclearinghouse.org](mailto:studenttracker@studentclearinghouse.org).

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The files you will upload to SAM are the Cohort Report files you receive back from the NSC. The original file names from the Clearinghouse will look similar to:

XXXXXXST\_T36310CohortRpt.2014XXXX1059\_CO.csv

- The first set of X's is your school code, and the second is the date of the report.
- Please be sure that you upload the Cohort Report, not the student detail file.
- You should have separate Cohort report files for each cohort.

Institutions are required to report both the first-time, full-time and the full-time, transfer-in 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). Institutions may post either or both part-time cohorts, though neither is required.

### ***A Note on the Differences Between the SAM Bachelor's Model and the Stacked Credentials Model***

*Because students included in the Bachelor's model entered college seeking a Bachelor's degree, the SAM calculations for the Bachelor's model is set to preference continued enrollment in pursuit of a Bachelor's degree above receipt of a lower credential or degree. In the Bachelor's model, if a student earns an Associate degree and subsequently re-enrolls for continued study, they will be shown as "Still Enrolled" instead of "Graduated." If they stop out prior to receiving a Bachelor's degree, they will show as "Graduated, and listed having received a 2-year degree in the SAM Detail Table.*

*In the Stacked Model, completion of any degree is prioritized over continued enrollment, so a student who earns an Associate degree and subsequently re-enrolls for continued study will be shown as "Graduated: 2-year Degree." Their status will only change if they subsequently earn a Bachelor's Degree.*

SAM data entry fields are denoted in **blue text** below. Please note that if you upload the Cohort Report file from the NSC, the only field you will need to enter is the Full Cohort size.

**Full Cohort size:** The Full Cohort Size should be the total number of students in the original cohort, less any allowable exclusions. 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.

**NSC Match Rate:** Enter the NSC Match Rate from cell K12 of the NSC Cohort Report. *(Some versions of the Cohort Report will have a blank row 1, which will change the row references throughout this document. This document is written assuming a blank first row; if your Cohort Report does not have a blank first row, shift the row references up one row, e.g. K11 instead of K12).* If you are uploading your

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data directly from the Cohort Report, you do not need to enter this field manually; it will be automatically read in as part of the file upload.

The outcomes reported in the SAM Bachelor's model chart and detail table are calculated using the NSC Match Rate so as not to disadvantage institutions unnecessarily for students who cannot be tracked by the NSC. For most institutions, the match rate is very close to their total cohort size. Because the National Student Clearinghouse uses an algorithm for matching students based on name and date of birth, rather than student Social Security Number – which is a FERPA protected data element – there is no reason to believe the non-matched students are systematically different from the rest of the student population. Therefore, it is assumed that their behavior would be equally distributed among the various outcome categories and not alter the underlying rates meaningfully.

## Category 1: Graduated

Students are counted as having graduated from your institution if they receive a certificate or an associate degree (without subsequently re-enrolling) or a bachelor's degree granted by your institution. Degrees granted during any term are counted in the NSC Cohort Report. These data are shown in rows 17, 18, and 19 in the NSC Cohort Report.

Students who are included in the bachelor's-degree seeking cohort who earn a certificate or an associate degree are enumerated on the SAM Detail Tables. If a student who earns a certificate or an associate degree re-enrolls for continued study, however, their continued enrollment will be shown instead to show they are still making progress toward a bachelor's degree. To accomplish this, Tables 2a and 2b from the NSC Cohort Report show the students that have earned a certificate or an associate degree that have subsequently re-enrolled. These students are subtracted from the 2-year degrees reported on SAM to avoid double-counting students.

## Category 2: Transferred & Graduated

The number of students that transferred to another post-secondary institution, either 2-year or 4-year, and earned a certificate or degree are shown in rows 20, 21, and 22 in the NSC Cohort Report. As with students who graduate from your institution, students who earn an associate degree from another institution are counted as having graduated unless they re-enroll.

## Category 3: Enrolled

The number of students that were still enrolled at your institution any time during the academic year is shown in row 23 of the NSC Cohort Report. Students who enroll at both your institution and another institution will be counted as retained at your institution only in order to avoid double-counting students.

## Category 4: Transferred & Enrolled

The number of students that were still enrolled at another institution, either 2-year or 4-year, who were not also enrolled at your institution at any time during the academic year are shown in rows 24 and 25 of the NSC Cohort Report. Students who enroll at both your institution and another institution will be counted as retained at your institution only in order to avoid double-counting students.

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## Category 5: Current Status Unknown

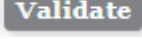
The final SAM outcome will be calculated as the NSC Match Rate less the previous groups to avoid reporting totals over 100% due to rounding.

In order to create the categories above, you will be asked to upload or enter the following data from the NSC Cohort Report:

**Enrollment and Graduation Summary:** Enter the data from Table 1 of the Cohort Report into the Enrollment and Graduation Summary table in SAM. If you are uploading your data directly from the Cohort Report, you do not need to enter this table manually; it will be automatically read in as part of the file upload.

**Subsequent Enrollment and Graduation Summary for 2-Year Graduates from SUBMITTING Institution only:** Enter the data from Table 2A of the Cohort Report into the Subsequent Enrollment and Graduation Summary for 2-Year Graduates from SUBMITTED Institution only table in SAM. If you are uploading your data directly from the Cohort Report, you do not need to enter this table manually; it will be automatically read in as part of the file upload. Data from Table 2 of the Cohort Report is **not** used to calculate the Student Achievement Measure and is not entered.

**Subsequent Enrollment and Graduation Summary for 2-Year Graduates from OTHER Institution only:** Enter the data from Table 2B of the Cohort Report into the Subsequent Enrollment and Graduation Summary for 2-Year Graduates from OTHER Institution only table in SAM. If you are uploading your data directly from the Cohort Report, you do not need to enter this table manually; it will be automatically read in as part of the file upload. Data from Table 2 of the Cohort Report is **not** used to calculate the Student Achievement Measure and is not entered.

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. Both your full-time cohorts must be validated 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 students who meet the criteria for inclusion in the Bachelor's 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.

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- **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.