# X Status for Program-Level Reporting Only*

*\*X status is not available at the campus level*

An X status is used to indicate a student that was NEVER ENROLLED in a particular program. This functionality allows schools to inactivate or "erase" program data previously reported incorrectly. One of the most common examples is reporting a student under a CIP code for a program that they never attended. Please note, however, that although this is the most common scenario, the X status can be used to correct any number of program-level field errors.

The Clearinghouse's definition for a unique program is consistent with the *NSLDS Enrollment Reporting Guide* and uses the following fields:

- OPEID
- CIP CODE
- Credential Level
- Program Length (a combination of the Number of Weeks in the Title IV Academic Year, the Published Program Length, and the Program Length measurement)

For additional information on NSLDS's definition of unique programs, see the *NSLDS Enrollment Reporting Guide.*

- X status enables schools to correct program-level data previously sent incorrectly
- Because 150% reporting requirements emphasize the critical nature of program-level information, the X status plays a critical role in allowing schools to edit this data to ensure accurate subsidy calculations
- Formerly, when schools needed to correct program-level information through the Clearinghouse, they leveraged the withdrawal and reenroll functionalities. The Clearinghouse recognized that this is not the most accurate way to capture changes to erroneously reported information and, as a result, added X status to the available program-level reporting status options.

## How to Report an X Status at the Program Level via Online Update

There are four options for updating program information:

1. Add New Student: Only available if the student has not previously been reported by your school
2. Update Program Indicator and/or Program Information: Available if student is currently enrolled
3. Re-Enroll Student
4. Other Changes: Available if student is currently enrolled or has previously been reported as Withdrawn or Graduated

To "X" a student from a program where one of the defining fields above was reported in error, you should:

- Report the same program again (although you may need to add it, if the program in question is not on the student's current record)
- Change the Program Status field to "Never Attended," which is the X status
- Set the Program Status Effective Date to match the Program Begin Date

Have questions or need help? Please contact School Operations at **SchoolOps@studentclearinghouse.org**.

In the following example, we are using a student who is currently enrolled. **Enter the student's SSN or College ID on the Student Look-Up page on the Clearinghouse secure site.**

| Student Reporting | Verification Services | Research Services | Transcript Services | Reverse Transfer | Student Look-Up | Members | Account Mgmt |

**Student Look-Up**

Student Look-Up > **Update Student Record**

👤 Student: LEIGH  GRAVER          SSN: 665656665

** COLLEGE OF OPTOMETRY   is scheduled to transmit data on 12/01/2016

| | | | |
|---|---|---|---|
| **School Code:** | 009999-00 | **School Name:** | COLLEGE OF OPTOMETRY |
| **Status:** | Full Time | **Certified By:** | 10/04/2016 |
| **Date of Birth:** | 07/29/1996 | **Anticipated Grad. Date:** | 05/31/2020 |
| **Term Begin Date:** | 08/15/2016 | **Status 1st Started:** | 08/15/2016 |
| **Term End Date:** | 11/04/2016 | **Block Data:** | No |
| **College Student ID:** | | **Class:** | |
| **Primary CIP:** | | **Middle Name:** | |
| **Primary Major:** | | **Veteran Status:** | |
| **CommIT:** | | **Pell Recipient:** | |
| **Citizenship:** | | **Remedial Course:** | |
| **Program Indicator** | Yes | | |

**Select Edit Option**

Select the type of update that you would like to make. Submitting an update will also recertify the entire student record.

<Select Edit Option>
Update Date of Birth, Anticipated Graduation Date, and/or Block Data Status
Student has withdrawn
Student has graduated
Update College Student ID, Primary CIP, Primary Major, Class and/or Middle Name
Update CommIT, Veteran Status, Pell Recipient, Remedial Course, and/or Citizenship
Update Program Indicator and/or Program Information
Other changes

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In our example, program CIP 390501 was reported in error. **The correct CIP must be added to student record.** Although only the CIP code field is incorrect, changing its value creates a new and unique program, per NSLDS, because it is one of the five elements that triggers a new program identification.

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## Program Information

    \* Program Indicator  [Yes ▼]

🔺 **Program 1**
✔If Program Indicator is Yes, all additional program 1 information is required.

|  |  |
|---|---|
| \* Program 1 CIP: | [390501] |
| \* Program 1 CIP Year: | 2010 |
| \* Program 1 Credential Level: | Bachelors Degree ▼ |
| \* Program 1 Published Length: | 004000 |
| \* Program 1 Published Length Measurement: | Year ▼ |
| Program 1 Weeks in Title IV Academic Year: | |
| \* Program 1 Begin Date: | 1/1/2016 |
| \* Program 1 Special Program Indicator: | Not applicable ▼ |
| \* Program 1 Enrollment Status: | Full Time ▼ |
| Program 1 Enrollment Status Effective Date: | 1/1/2016 |

➕Add Program 2

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To avoid creating a new program with an X status, the **original program must be re-reported with: 1) exact same identifiers, 2) status changed to Never Attended, and 3) Program Status Effective Date set to match the Program Begin Date.** (Once Never Attended is selected, the Program Status Effective Date will be updated to match the Program Begin Date and then disabled, see the note below.)

## Program Information

* Program Indicator  Yes ▼

▲ **Program 1**
✔ If Program Indicator is Yes, all additional program 1 information is required.

* Program 1 CIP: 390501
* Program 1 CIP Year: 2010
* Program 1 Credential Level: Bachelors Degree ▼
* Program 1 Published Length: 004000
* Program 1 Published Length Measurement: Year ▼
Program 1 Weeks in Title IV Academic Year:
* Program 1 Begin Date: 1/1/2016
* Program 1 Special Program Indicator: ▼
* Program 1 Enrollment Status:
* Program 1 Enrollment Status Effective Date:

➕ Add Program 2

Select
Full Time
Three Quarter Time
Half Time
Less Than Half Time
Withdrawn
Graduated
Leave of Absence
Deceased
Never Attended

Never Attended

Cancel

*NOTE: When you change the status to Never Attended (which is the X status), the Program Status Effective Date is updated automatically, if it is different than the Program Begin Date. Program Status Effective Date is then disabled and you will see the message below.*

Program Status Effective Date field has been disabled as you've indicated that the student has never attended this program (X status). Per guidelines the Program Begin Date and the Program Status Effective Date must match, so the PSED has been automatically updated.

In addition, **a SECOND program with the correct CIP must be added**. When reported to NSLDS, this will eliminate the program with the incorrect CIP and keep the newly reported program with the correct CIP.

Click Submit to send the correction, which will be reviewed and loaded to the Clearinghouse database by our School Operations staff.

▲ Program 2

| | |
|---|---|
| * Program 2 CIP: | 240102 |
| * Program 2 CIP Year: | 2010 |
| * Program 2 Credential Level: | Bachelors Degree |
| * Program 2 Published Length: | 004000 |
| * Program 2 Published Length Measurement: | Year |
| Program 2 Weeks in Title IV Academic Year: | |
| * Program 2 Begin Date: | 1/1/2016 |
| * Program 2 Special Program Indicator: | Not applicable |
| * Program 2 Enrollment Status: | Full Time |
| * Program 2 Enrollment Status Effective Date: | 01/31/2016 × |

MM/DD/YYYY

➕ Add Program 3  ❌ Delete Program 2

**Submit**   Cancel

In this second example, the program was reported with a 400000 (400) Year Program Length and must be corrected to a 004000 (4) year Program Length. Again, per NSLDS, changing this value creates a new and unique program, therefore, **the original program must be re-reported with the exact same identifiers**, including the 400000 Published Program Length. However, the status should be changed to Never Attended and the Program Status Effective Date set to match the Program Begin Date.

Student Look-Up > Update Student Record > **Edit Student**

👤 Edit Student:  LEIGH  GRAVER          SSN: 665656665
(*) indicates required field.

Program Information

▲ * Program Indicator  Yes

▲Program 1
✔If Program Indicator is Yes, all additional program 1 information is required.

* Program 1 CIP: 240102
* Program 1 CIP Year: 2010
* Program 1 Credential Level: Bachelors Degree
* Program 1 Published Length: 400000
* Program 1 Published Length Measurement: Year
Program 1 Weeks in Title IV Academic Year:
* Program 1 Begin Date: 1/1/2016
* Program 1 Special Program Indicator: Not applicable
* Program 1 Enrollment Status: Full Time
* Program 1 Enrollment Status Effective Date: 1/31/2016

**Select ADD PROGRAM 2 to create a SECOND program with the correct information.** This will eliminate the program with the incorrect Published Program Length and keep the newly reported program with the correct Published Program Length.



*NOTE: When you change the status to Never Attended (which is the X status), the Program Status Effective Date is updated automatically, if it is different than the Program Begin Date. Program Status Effective Date is then disabled and you will see the message below.*

Program Status Effective Date field has been disabled as you've indicated that the student has never attended this program (X status). Per guidelines the Program Begin Date and the Program Status Effective Date must match, so the PSED has been automatically updated.

**Add Program 2 with the corrected info and Submit.** The Clearinghouse will review and process the correction.



NOTE: Once a correction is completed and loaded to the Clearinghouse database, the X status program may not be reflected and some program fields may not be visible, when you log in to view a student's information. For example, you may see program 1 and program 3, but not program 2 OR the programs may appear in a different order than they were submitted. This is done to eliminate the possibility of the same bad program being updated multiple times.

X status can also be reported within an enrollment submission, but the same rules apply: You should identify the WRONG program information with an X status and add a 2nd program to provide the corrected data.

Refer to the following when reporting an X status in the program status field(s) via your enrollment submission:

Clearinghouse format:

- Fixed Width format
  - space 709 program 1
  - space 752 program 2
  - space 795 program 3
  - space 838 program 4
  - space 881 program 5
  - space 924 program 6

- Excel saved as Text Tab Delimited file
  - Column BE program 1
  - Column BO program 2
  - Column BY program 3
  - Column CI program 4
  - Column CS program 5
  - Column DC program 6

- EDI format: Use EB5 in the ENR statement and ENR01 field within SES Loops 2-7