



National Student
Clearinghouse[®]

Postsecondary Data Partnership (PDP) Data File Submission Guide

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Version History

Date	Version No.	Description
September 15, 2020	1.0	Initial version re-designed from previous guide.
November 3, 2020	1.1	Added “Updating a Previously Submitted Data File.”
January 11, 2021	1.2	Edited some discrepancies and added information on overriding and recertifying data submissions.
January 22, 2021	1.3	Added information on update results and added more information to detail record descriptions.
March 16, 2021	1.4	Edited to add that 2010 and 2020 CIP codes are now supported.
June 11, 2021	1.5	Added “Types of Data to Submit.”
January 4, 2022	1.6	Updated ISIR codes from 2020-2021 to 2021-2022.
January 25, 2022	1.7	Added notes about unknown values in the Pell Recipient field and decimals in financial aid file fields containing monetary amounts.
February 1, 2022	1.8	Changed wording for developmental math and English fields for clarity.
April 6, 2022	2.0	Added information about optional Version 2.0 data elements.
April 20, 2022	2.1	Added info about academic vs. cohort years and terms and note about summer being a lagging term.
May 2, 2022	2.2	Added a note about submitting the financial aid data file after the cohort file has been loaded.
October 12, 2023	2.3	Corrected errors and added note about quotation marks.

About This Guide

This guide explains how to use the Postsecondary Data Partnership (PDP) system to submit data to the National Student Clearinghouse (The Clearinghouse). After reading this guide, you will be able to:

1. Create and properly format a PDP data file
2. Submit a data file through the PDP system
3. Review and certify your data submissions through the PDP portal
4. Resolve data file validation and quality errors

For more information about the PDP, visit <https://www.studentclearinghouse.org/colleges/pdp>.

For help, email PDPService@studentclearinghouse.org.

About the PDP

The Postsecondary Data Partnership (PDP) empowers institutions with more comprehensive data, easier analysis, centralized reporting functions, and better visual representations to help you understand, improve, and communicate student outcomes.

The PDP offers interactive dashboards that enable your institution to visualize student outcomes in aggregated and disaggregated forms and analysis-ready files that let you dig deeper into the data to find where you can make the biggest improvements on your campus.

Benefits of Using the PDP

- PDP insights are based on a comprehensive set of student data, including information left out of other data collections.
- The PDP's early momentum indicators enable you to identify students who need help so that your institution can intervene earlier to help them get back on track.
- PDP tools help you create visually compelling, easily understood reports that communicate trends and outcomes for your entire student body and specific populations within it.
- The PDP reduces your reporting burden and cost by enabling you to submit data just once to report to many education organizations that your institution identifies to the Clearinghouse.

The PDP gives you:

- Interactive dashboards that empower you to easily measure outcomes.
- Powerful filtering tools for your institution's deep, disaggregated data to enable comprehensive assessments of your students' outcomes by cohort, cohort term, age, race, gender, Pell Grant status, GPA, first-generation-student status, and more.
- Simpler reporting to third-party education organizations.
- Analysis-ready files that let you perform granular analysis and data comparison with other data sets.
- Benchmarking data for comparisons with peer institutions.

Learn More

For more information about how the PDP works and the benefits of using it, visit

<https://www.studentclearinghouse.org/colleges/pdp>.

Types of Data to Submit

You will need to submit the following types of data to the PDP.

- **Identifying Information:** Information that identifies each of your students, like their name, birthdate, and gender.
- **Cohort Information:** Information about each cohort, like enrollment type, first generation status, and math and English placement.

- **Course Information:** Information about each course offered at your institution, like the course name, course number, and course delivery method.
- **Financial Aid Information (Optional):** Additionally, you can choose to submit financial aid information about each student, like their EFC, income, and type of housing.

The PDP Data Submission Process

This guide explains the following steps in the data submission process:

1. You create data files formatted to PDP specifications.
2. You upload the data files through a secure FTP site.
3. The PDP system runs validation checks on the data files.
4. If there are any validation errors, we work with you to resolve them and re-submit the data file(s).
5. Once any validation errors are resolved, you certify the data files to confirm that they are complete.
6. The PDP system runs data quality checks on the data files.
7. If there are any data quality errors, we work with you to resolve them.
8. Once any data quality errors are resolved, the PDP system processes and generates dashboards and analysis-ready files.

Creating a Data File

Data files are used to submit data through the PDP. They must include all of the necessary information and be properly formatted in order to be validated and processed by The Clearinghouse.

Students to Include

In your data files, you should include all undergraduate students who attempted at least one course for the first time at your institution in the term for which you are submitting.

Students may be first-time ever in college, new transfer students, or re-admitted students 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)
- Non-credit vocational

For non-credit vocational students, only include students who enrolled in courses that could lead to an occupational certificate, industry certificate, or other type of credential, as well as students who are simultaneously enrolled in credit-bearing courses.

- Non-credential seeking (Any other non-credential seeking students)

Also include:

- Re-admit students

Note: Make sure you label re-admit students in the *Enrollment Type* field in the cohort data file so they can be excluded from reports that only focus on first-time and transfer-in students. See **Cohort Data File** for more information.

- Past dual enrollment students (students who took their first course or courses at your institution while simultaneously attending high school and are currently enrolled at your institution but no longer attending high school).
- Fall entry students who enrolled in summer work (such as summer bridge programs or developmental/remedial coursework) prior to their first term of enrollment with credential-seeking status.

Do not include:

- Non-admitted undergraduate students.
- Non-credit vocational students enrolled in purely personal enrichment courses.
- Current dual enrollment students (students who are currently taking a course or courses at your institution while simultaneously attending high school).

Academic vs. Cohort Years and Terms

Academic Years and Terms

An academic year is similar to a calendar year. It includes four terms and begins with the fall term.

For example, the 2021-22 academic year includes the following academic terms:

- Fall 2021
- Winter 2021
- Spring 2022
- Summer 2022

Note: The PDP considers summer a lagging term. Be sure to align your terms accordingly.

The PDP uses the *Academic Year* and *Term* fields in the course data file to determine when a student was enrolled in a course. It uses the *Academic Year* field in the financial aid data file to determine the year of the financial aid record.

Cohort Years and Terms

A student's cohort year and cohort term are the academic year and term in which the student first enrolled at your institution. For example, a student who enrolled in the fall term of the 2020-21 academic year has a cohort term of fall and a cohort year of 2020-21. A student's cohort year and term do not change unless the student is re-admitted.

Data File Types

There are two required data files that you may submit each year:

- **Cohort Data File:** Enrollment information for the students enrolled during the period for which you are submitting data. If you are a new PDP participant, include all students who enrolled within the past eight years.
- **Course Data File:** Course information for students who took credit-bearing courses during the period for which you are submitting data and still attend your institution.

There is also one optional data file that you may submit once per year:

- **Financial Aid Data File:** Financial aid information for students enrolled during the period for which you are submitting data.

For more information about when to submit data files, see **Submitting a Data File**.

Reverse Transfer Data

You may submit reverse transfer data as part of your course data file. Details are included in **Formatting a Data File** below. For assistance submitting reverse transfer data, email RTSupport@studentclearinghouse.org. See <http://www.studentclearinghouse.org/colleges/reverse-transfer> for more information.

Formatting a Data File

Data files must be submitted as comma-delimited CSV or TXT files in flat-file format. A flat file contains a plain text table with columns separated by commas and rows separated by lines. For example, if you had a table of student names, ages, and favorite colors for four students named Tim, Sally, Dina, and Rob, it would be formatted in a flat-format file as follows:

```
Student Name, Age, Favorite Color
Tim, 19, Green
Sally, 25, Blue
Dina, 20, Purple
Rob, 21, Red
```

You may create a data file in a spreadsheet application like Microsoft Excel or a plain text editor like Notepad. If you use Excel, follow these steps to save the file as a CSV file. Make sure you have made all necessary changes in Excel before you save it as a CSV file.

1. Click **File > Save As**.
2. Select a location to save your file.
3. Enter the file name (see **File Name** below for requirements).
4. From the file type drop-down, select **CSV (Comma delimited) (*.csv)**.
5. Click **Save**.

Note: If you are creating your data files in Excel, you must **convert any numerical values with leading zeroes to text format**. If these values are saved in numerical format, the leading zeroes will disappear. For example, if your organization ID is 00123000, Excel will change the numerical value to 123000. If you convert the value to text format, Excel will save it as 00123000.

Cohort and course data file templates are available at <https://www.studentclearinghouse.org/colleges/pdp>.

File Size

Data files can be any size. The biggest single file we have received contained over 2 million records. However, very long files are more difficult to review and resolve errors. We recommend keeping file sizes as small as possible.

File Name

To ensure that your data files are securely uploaded to your PDP account, you must follow a specific file name format. Your file name must include 4 parts:

1. A lower case letter *i* followed by an underscore (_)
2. Your FTP Mailbox ID (that you received during your PDP kickoff call) followed by an underscore
3. The name of your data file (see details below)
4. The file extension (*.csv or *.txt)

Part 3 can be any file name you like, but for tracking purposes, we recommend including the name of your institution, the type of data file you are submitting, and the term during which you are submitting the file. If you are submitting Version 2.0 data elements, we recommend that you also include “V2” in part 3. See

Note: Quotation marks count against any character limit for the field.

Optional Version 2.0 Data Elements for more information.

The only special characters you can use in the file name are underscores and a single period before the file extension. Do not use spaces.

Recommended Format

`<i_FTPMailboxID>_<InstitutionName>_<FileType>_<Term>[_V2].csv/txt`

Examples

If you are submitting a cohort data file in TXT format in the fall 2020 term for Greendale Community College, and you are submitting Version 2.0 data elements, you should include the following information in your file name:

- *Greendale Community*
- *Cohort*
- *Fall 2020*
- *V2*

The filename would look like the following:

`i_123456PDP_GreendaleCommunity_Cohort_Fall12020_V2.txt`

If you are submitting a course data file in CSV format in the spring 2020 term for Greendale Community College, and you are **NOT** submitting Version 2.0 data elements, you should include the following information in your file name:

- *Greendale Community*
- *Course*
- *Spring 2020*

The filename would look like the following:

`i_123456PDP_GreendaleCommunity_Course_Spring2020.csv`

Variables

Variables identify the values you should include in your data file fields. There are six types of variables:

- **Alphabetic:** Can only include letters and certain special characters
- **Numeric:** Can only include numbers (including decimals)
- **Alphanumeric:** A combination of letters and numbers and certain special characters
- **String:** Any combination of letters, numbers, and special characters
- **Enumerated:** Must be one of a list of valid codes
- **Date:** A date or date range in any format, such as YYYY-YY or YYYYMMDD

Different fields contain different types of variables that are either required, not required, or required based on certain conditions. For any variables that are not required, you may populate the fields or leave them blank. See **Formatting Data File Records** for specific instructions for each field.

Note: Do not enter *NULL* in any data file fields. If a required value is unknown or unavailable, check the field instructions for accepted values.

For alphabetic and alphanumeric variables, if the value contains a comma, you must surround the text in double quotes. For example, if a student's address includes *Burkes, Place*, you should format it as follows:

"Burkes, Place"

Note: Quotation marks count against any character limit for the field.

Optional Version 2.0 Data Elements

We have recently added optional data elements to the Cohort and Course data files for version 2.0. These data elements are listed in **Cohort Data File** and **Course Data File** below in the "Optional Version 2.0 Data Elements" sections. **The file format is the same for both versions.**

If you choose to submit any of the optional version 2.0 data elements:

- **You must include all of the version 2.0 variables in the column header record**, even if you are only populating some of them. If you choose to submit only some of the optional version 2.0 data elements, leave the rest of the version 2.0 variables blank.
- **You must enter 2.0 in the *Version* field of the Header Record.** See **Header Record** for details.
- **We recommend that you include "V2" in the name of your data file** to clearly identify version 2.0 files in the submission portal. See **File Name** for more information.

Filler Fields

Data files cannot include any blank lines; however, some records may include *filler* fields, which you should leave blank. These fields are placeholders for variables that may be added in the future. Do not add a space to a filler field. Treat it as if there is content in the field and add commas. For example, a filler field surrounded by four numeric fields would be formatted as follows:

22,14,,75,8

If a filler field appears at the end of a record, do not add an additional comma. For example, a record containing four numeric fields followed by a filler field would be formatted as follows:

22,14,75,8,

If multiple filler fields appear in a row, enter one comma for each filler field. For example, three filler fields surrounded by two numeric fields would be formatted as follows:

14,,,,,75

Records

All data files must include four types of records:

1. **Header Record:** Indicates the beginning of the data file. Must be the first line of the file.
2. **Column Header Record:** Contains the headings for the data in the file, like the header row of a table. The column headings must match the values in the detail records.
3. **Detail Records:** Contain the data you are submitting, like the rows in a table. Include one data record for each student. The values must match the column headers in the column header record. Must be after the column header record and before the trailer record.
4. **Trailer Record:** Indicates the end of the data file. Must be the last line of the file.

List the records in the data file in order on separate lines as follows:

Header Record

Column Header Record

Detail Records

Trailer Record

Make sure the column headers in the column header record match the values in the detail records. Using the previous example, you can picture the column header record and detail records like this:

Student Name	Age	Favorite Color
Tim	19	Green
Sally	25	Blue
Dina	20	Purple
Rob	21	Red

Column Header Record

Detail Records

Figure 1: Example Table

Formatting Data File Records

Header Record

You must include all of the following fields in the header record for each data file. All fields are required.

#	Variable	Value
1	Record Type	Indicates the type of record. Must be the first field in the record. The value depends on the type of data file you are submitting. Enter one of the following values: <ul style="list-style-type: none"> • Cohort Data File = DCE01 • Course Data File = DCE02 • Financial Aid Data File = DCE03
2	Service Account	Enter your Service Account ID (up to 15 digits) provided by the PDP implementation team during your account set-up.
3	Organization ID	Identifies your organization. Must be an alphanumeric value of up to 20 digits. If your organization is an institution, enter your 6-digit OPEID. If your organization is a system of institutions, enter your Organization ID.
4	Branch Code	Enter your OPEID branch code. If you do not have a branch code, enter 00.
5	Version	If you are submitting any optional version 2.0 fields, enter 2.0. Otherwise, leave blank. See Note: Quotation marks count against any character limit for the field. Optional Version 2.0 Data Elements Note: Quotation marks count against any character limit for the field. Optional Version 2.0 for details.
6	Filler Fields	Leave blank.
7		
8		
9	File Certified Date	The date you are submitting the file. Cannot be a future date.
10	Filler Field	Leave blank.
11	Client File ID	The Client File ID can be whatever naming convention your institution uses for data files, up to 50 characters. Usually it is the internal system ID for your file.
12	Filler Fields	Leave blank.
13		
14		
15		

Sample Header Record

DCE01,10027795,004781,00,2.0,,,20171030,,TEST2010-11,,,,

Trailer Record

You must include all of the following fields in the trailer record for each data file. All fields are required.

#	Variable	Value
1	Record Type	Indicates the type of record. Must be the first field in the record. Enter 71 for the trailer record.
2	Total Record Count	The total number of records in the file, including the header, column header, and trailer records (number of detail records + 3). For example, if you submit 60 detail records in a data file, the <i>Total Record Count</i> for that file would be 63.
3	Filler Field	Leave blank.

Sample Trailer Record

T1,63,

Column Header Record

Every data file must include a column header record containing the column headings for the fields in the data file. The column headings are different for each data file type. The field values are included in the detail records. See **Detail Records** below for details.

List the column headings separated by commas as follows:

Column 1,Column 2,Column 3,Column 4,Column 5,Column 6

You **must** include the *CH1* header as the first field in the column header record. You can include the rest of the headers in any order, but **they must match the order of the detail records**. The detail records include the values that appear in the columns under the headers. The values must match the column headers.

If you are submitting any of the version 2.0 data elements, you must include all of the version 2.0 variables in the column header record. See

Note: Quotation marks count against any character limit for the field.

Optional Version 2.0 Data Elements for details.

Sample Column Header Record

Below is a sample column header record for a cohort data file.

CH1,Cohort,Cohort Term,Cohort Term Begin Date,Cohort Term End Date,SSN,ITIN,Student ID,First Name,Middle Name,Last Name,Street Line 1,Street Line 2,City,State,Zip/Postal Code,Country,Date of Birth,Ethnicity,Race,Institution ID Type,Institution ID,HS Completion Status,HS Completion Year,HS Unweighted GPA,HS Weighted GPA,First Gen,Dual and Summer Enrollment,Enrollment Type,Number of College Credits Attempted to Transfer,Number of College Transfer Credits Accepted,Math Placement,English Placement,Gateway Math Status,Gateway English Status

Sample Version 2.0 Column Header Records

Below is a sample column header record for a cohort data file that includes Version 2.0 data elements.

CH1,Cohort,Cohort Term,SSN,ITIN,Student ID,First Name,Middle Name,Last Name,Street Line 1,Street Line 2,City,State,Zip/Postal Code,Country,Date of Birth,Ethnicity,Race,Institution ID Type,Institution ID,HS Completion Status,HS Completion Year,HS Unweighted GPA,HS Weighted GPA,First Gen,Dual and Summer Enrollment,Enrollment Type,Number of College Credits Attempted to Transfer,Number of College Transfer Credits Accepted,Math Placement,English Placement,Gateway Math Status,Gateway English Status,Cohort Term Begin Date,Cohort Term End Date,Reading Placement,Special Program,NASPA First-Generation,Gender,Incarcerated Status,Military Status,Employment Status,Disability Status

Below is a sample column header record for a course data file that includes Version 2.0 data elements.

```
CH1,Cohort,Cohort Term,Academic Year,Term,Institution ID Type,Institution ID,SSN,ITIN,Student
ID,First Name,Middle Name,Last Name,Suffix,Current Street 1,Current Street 2,Current City,Current
State,Current Zip/Postal Code,Current Country,Date of Birth,Student Phone Number,Pell
Recipient,Student Email,CompleteDevMath,CompleteDevEnglish,TransferIntent,Degree Type
Sought,Semester/Session GPA,Overall GPA,Course Name,Course Number,Section ID,Course Prefix,Course
Description,Course CIP,Course Type,MathOrEnglishGateway,Co-requisite Course,Course Begin Date,Course
End Date,Grade,Number of Credits Attempted,Number of Credits Earned,Delivery Method,Core Course,Core
Course Type,Core Competency Completed,Total Combined Earned and Transferred Credits,Purpose of
Course Exchange,Certification Endorsed Curriculum/Program,Certificate Endorsing Industry,Grade
Effective Date,DGI Institution ID Type,DGI Institution ID,DGI Student ID,Credential Engine
Identifier,Course Instructor Employment Status,Course Instructor Rank,Foreign Language Completion
```

Detail Records

The detail records contain the field values in the data files. The fields are different for each data file type. Every data file must include at least one detail record.

List the detail records after the column header record. Enter one comma-delimited detail record per line. See the following tables for details for each data file type.

You **must** include the *CH1* (record type) variable as the first field in each detail record. You can include the rest of the variables in any order, but **they must match the order of the column headers in the column header record.**

We recommend following the orders listed in the tables below.

Required Values

Values are either required, not required, or required based on certain conditions. **For any values that are not required, you may either populate the fields or leave them blank.**

Note: Do not enter *NULL* in any detail record field. If there are any required values that you do not have available and for which there are no “not applicable,” “unknown,” or “missing” accepted values listed in the table, email PDPSERVICE@studentclearinghouse.org for assistance.

Cohort Data File

In the cohort data file, you should include three kinds of data:

- Identifying information about the student
- The student’s high school graduation and GPA information
- Information about the student’s enrollment at your institution

The following tables list all of the variables required in each detail record in the cohort data file. We recommend listing the variables in the order in which they are listed in the tables.

Identifying Information

#	Variable	Variable Type	Format	Required	Description
1	CH1	Enumerated		Yes	Indicates the type of data record. Must be the first field in every detail record. Enter <i>D1</i> for detail records.
2	Cohort	Date	YYYY-YY	Yes	Academic year in which the student first enrolled in at least one course. Must match the <i>Cohort</i> value in the course data file. Must be 2 consecutive years between 2000 and today Example: <i>2019-20</i> See Students to Include for more information.
3	Cohort Term	Enumerated		Yes	Term in which student first enrolled in at least one course. Must match the <i>Cohort Term</i> value in the course data file. Valid codes: <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer Note: The PDP considers summer a lagging term. Be sure to align your terms accordingly.
4	Cohort Term Begin Date	Date	YYYYMMDD	Yes	Date the <i>Cohort Term</i> began. Year must be between 1900 and today.
5	Cohort Term End Date	Date	YYYYMMDD	Yes	Date the <i>Cohort Term</i> ended. Year must be between 1900 and today. Cannot be before or the same as the <i>Cohort Term Begin Date</i> .
6	SSN	Numeric	9 digits	Conditional	Student's Social Security number. If not available, leave blank and enter the <i>Student ID</i> instead. Required if <i>Student ID</i> is blank. We need either the SSN or Student ID to match the student with degree and enrollment data. Cannot be the same as <i>Student ID</i> .
7	ITIN	Numeric	9 digits	No	Individual Tax Payer Identification Number. Cannot be the same as <i>SSN</i> .
8	Student ID	Alphanumeric	3 – 20 characters	Conditional	Your institution's ID number for the student. Required if <i>SSN</i> is blank. We need either the SSN or Student ID to match the student with degree and enrollment data. Cannot be the same as <i>SSN</i> or <i>ITIN</i> . Can include: period, apostrophe, hyphen, underscore
9	First Name	Alphanumeric	Up to 60 characters	Yes	Student's first name. Can include: space, period, apostrophe, hyphen
10	Middle Name	Alphanumeric	Up to 60 characters	No	Student's middle name. Can include: space, period, apostrophe, hyphen
11	Last Name	Alphanumeric	Up to 60 characters	Yes	Student's last name. Can include: space, period, apostrophe, hyphen
12	Street Line 1	String	2 – 30 characters	Yes	Student's permanent street address. If unknown, enter <i>UK</i> .
13	Street Line 2	String	Up to 30 characters	No	Second line of student's address, if needed.
14	City	String	2 – 20 characters	Yes	Student's city of permanent residence. If unknown, enter <i>UK</i> .
15	State	Alphabetic	2 characters	Yes	Student's state of permanent residence. For US students, enter a valid state code. See Appendix 1 for a list of valid state codes. For students outside the US, enter any other two characters. If unknown, enter <i>UK</i> .

#	Variable	Variable Type	Format	Required	Description
16	Zip/Postal Code	Alphanumeric	1 – 10 characters	No	Student's permanent Zip/postal code. Must include at least one number. Can include a hyphen. Cannot include spaces. For postal codes with spaces, you can remove the spaces or replace them with hyphens.
17	Country	Enumerated	2 characters	Yes	Student's country of permanent residence. See Appendix 2 for a list of valid country codes. If unknown, enter <i>UK</i> .
18	Date of Birth	Date	YYYYMMDD	Yes	Student's date of birth. Year must be between 1900 and 10 years ago. If unknown, omit the student from the data file.
19	Ethnicity	Enumerated		Yes	Student's ethnicity. Enter <i>H</i> for Hispanic, <i>N</i> for Non-Hispanic, or <i>UK</i> for unknown.
20	Race	Enumerated		Yes	Student's race. Can include multiple values separated by pipe symbols () in any order. For example, a student who is Asian, White, and a non-resident alien could be listed as: <i>AN/W/A</i> . Valid codes: <ul style="list-style-type: none"> • A = Nonresident Alien • IA = American Indian or Alaska Native • AN = Asian • B = Black • HP = Native Hawaiian or other Pacific Islander • W = White • UK = Unknown • TM = Two or more races (individual races unknown)
21	Institution ID Type	Enumerated		Yes	Originating system of the institution ID (OPEID, FICE, NCES, ACT, etc.). Currently you can only enter <i>OPEID</i> .
22	Institution ID	Alphanumeric	8 characters	Yes	Your institution's ID. Currently you can only enter an 8-digit OPEID (6-digit OPEID + 2-digit branch code). If you do not have a branch code, enter your 6-digit OPEID with <i>00</i> at the end.

High School Information

#	Variable	Variable Type	Format	Required	Description
23	HS Completion Status	Enumerated		No	Student's high school diploma or equivalency status. Valid codes: <ul style="list-style-type: none"> • A = Adult High School Diploma • E = Endorsed/Advanced Diploma • G = General Education Development (GED) • H = Non-GED High School Equivalency • I = International Baccalaureate • M = Modified Diploma • D = Regular Diploma • V = Vocational Certificate • O = Other
24	HS Completion Year	Date	YYYY	No	Date student earned their high school diploma or equivalency. Must be a year between 1900 and today.

25	HS Unweighted GPA	Numeric	X.XX	No	Student's unweighted high school GPA on a 4-point scale. Does not include weights for advanced placement, honors, or other types of advanced classes. Must be a number between 0 and 4 with up to two decimal places.
26	HS Weighted GPA	Numeric	X.XX	No	Student's weighted high school GPA on a 6-point scale. Includes weights for advanced placement, honors, and other types of advanced classes. Must be a number between 0 and 6 with up to two decimal places. If not available, you may enter the student's unweighted GPA or leave blank.

Enrollment Information

#	Variable	Variable Type	Format	Required	Description
27	First Gen	Enumerated		No	Indicates whether either of the student's parents has completed a certificate or higher credential at a post-secondary institution. This field is used to populate the First Generation dashboard filter. If this field is populated, you can filter students by first generation status in the dashboards. Valid codes: <ul style="list-style-type: none"> • N = Neither parent attended college • P = At least one parent attended college but earned no credential or degree • C = At least one parent earned a certificate • A = At least one parent earned an associate's degree • B = At least one parent earned a bachelor's degree or higher • E = At least one parent earned a credential or degree (level unknown)
28	Dual and Summer Enrollment	Enumerated		No	Student was a previous dual enrollment student and/or enrolled in summer work before their first term enrolled with credential-seeking status. <ul style="list-style-type: none"> • DE = Past dual enrollment • SE = Past summer enrollment • DS = Past dual and summer enrollment
29	Enrollment Type	Enumerated		Yes	Student's cohort enrollment type. Valid codes: <ul style="list-style-type: none"> • F = First time at institution, non-transfer • R = Re-admit* • T = Transfer This field will be used to populate the Enrollment Type filter on your dashboards. *Students who were previously enrolled and required to apply again to be re-admitted.
30	Number of College Credits Attempted to Transfer	Numeric	XXXX.XX	No	Number of credits the student attempted to transfer from another institution (whether or not the credits were accepted). If the student is a transfer student but did not attempt to transfer credits, enter 0.
31	Number of College Transfer Credits Accepted	Numeric	XXXX.XX	No	Number of transfer credits your institution accepted for the student. If the student is a transfer student but no transfer credits were accepted, enter 0.

#	Variable	Variable Type	Format	Required	Description
32	Math Placement	Enumerated		Yes	Student was college ready in math upon enrollment based on your institution's math placement policies. If unknown, enter <i>UK</i> . This field is used to populate the English/Math Placement dashboard filters. If you enter <i>UK</i> in the Math/English Placement fields for all students, you will not be able to filter students by English/Math Placement in the dashboards. Valid codes: <ul style="list-style-type: none"> • C = College ready • N = Not college ready • UK = Unknown
33	English Placement	Enumerated		Yes	Student was college ready in English upon enrollment based on your institution's English placement policies. If unknown, enter <i>UK</i> . This field is used to populate the English/Math Placement dashboard filters. If you enter <i>UK</i> in the Math/English Placement fields for all students, you will not be able to filter students by English/Math Placement in the dashboards. Valid codes: <ul style="list-style-type: none"> • C = College ready • N = Not college ready • UK = Unknown
34	Gateway Math Status	Enumerated		Yes	Whether the student is required to complete a gateway math course. You may classify more than one course as a math gateway course. If unknown, enter <i>UK</i> . This field is used to populate the Gateway dashboard. If you enter <i>UK</i> in the Gateway Math/English Status fields for all students, the Gateway dashboard will show no data. Valid codes: <ul style="list-style-type: none"> • R = Required • N = Not required • UK = Unknown
35	Gateway English Status	Enumerated		Yes	Whether the student is required to complete a gateway English course. You may classify more than one course as an English gateway course. If unknown, enter <i>UK</i> . This field is used to populate the Gateway dashboard. If you enter <i>UK</i> in the Gateway Math/English Status fields for all students, the Gateway dashboard will show no data. Valid codes: <ul style="list-style-type: none"> • R = Required • N = Not required • UK = Unknown

Optional Version 2.0 Data Elements

If you choose to submit any of the optional version 2.0 data elements, you must include all of the version 2.0 variables in the column header record, even if you are only populating some of them. If you choose to submit only some of the optional version 2.0 data elements, leave the rest of the version 2.0 variables blank. You must enter 2.0 in the *Version* field of the Header Record. See **Header Record** for details.

#	Variable	Variable Type	Format	Required	Description
36	Reading Placement	Enumerated		No	Student was college ready in reading at time of first enrollment based on your institution's reading placement policies. Valid codes: <ul style="list-style-type: none"> • C = College ready • N = Not college ready • UK = Unknown
37	Special Program	Alphanumeric	Up to 64 characters	No	Whether the student is participating in a special program. For example, Community College Growth Engine Fund (CCGEF) = <i>ccgefcohort</i> . Do not include special characters.
38	NASPA First-Generation	Enumerated	1 character	No	NASPA's coding for the first-generation status of the student. Does not impact the first-generation filter. Valid codes: <ul style="list-style-type: none"> • 0 = Student is not considered first generation • 1 = Neither biological parent earned a four-year college degree • 2 = Neither parent or guardian earned a four-year college degree • 3 = Neither parent or guardian earned a four-year college degree from an institution in the United States • 4 = Neither parent or guardian with primary influence on the student at age 16 earned a four-year college degree • 5 = Neither parent completed education beyond an associate/two-year degree • 6 = Neither parent entered any form of higher education
39	Gender	Enumerated		No	Gender of the student. If not provided, gender will be determined based on other Clearinghouse data. Valid codes: <ul style="list-style-type: none"> • M = Male • F = Female • P = Prefer not to specify • X = Nonbinary, intersex, or gender-nonconforming • UK = Unknown
40	Incarcerated Status	Enumerated	Up to 2 characters	No	Whether the student is incarcerated or was previously incarcerated. Valid codes: <ul style="list-style-type: none"> • Y = Student is currently incarcerated • P = Student was previously incarcerated (at any point before enrolling at your institution) • N = Student is/was not incarcerated • UK = Unknown
41	Military Status	Enumerated	1 character	No	Whether the student is a veteran or on active duty. Valid codes: <ul style="list-style-type: none"> • 0 = None/unknown • 1 = Veteran • 2 = Active Duty/Reserves/National Guard

#	Variable	Variable Type	Format	Required	Description
42	Employment Status	Enumerated	1 character	No	Whether the student is employed. Valid codes: <ul style="list-style-type: none"> • 0 = Unknown • 1 = Student is employed full-time • 2 = Student is employed less than full-time but at least half-time • 3 = Student is employed less than half-time • 4 = Student is not employed
43	Disability Status	Enumerated	Up to 2 characters	No	Whether the student identifies as having a disability. Valid codes: <ul style="list-style-type: none"> • Y = Student has a documented disability with the disability office or similar office at your institution (including learning, physical, and/or psychological disabilities) • N = Student does not identify as having a disability or have a documented/reported disability with the disability office or similar office at your institution • UK = Unknown

Course Data File

In the course data file, you should include three kinds of information:

- Identifying information about the student
- Information about the student's progress during the academic term
- Information about courses taken by the student

The identifying information is similar to what you include in the cohort data file, but there are important differences. Be sure to read the tables below to ensure you include the right data.

The following tables list all of the variables required in each detail record in the course data file. We recommend listing the variables in the order in which they are listed in the tables.

Note: If you are submitting reverse transfer data, make sure you include the fields indicated as "Used for reverse transfer."

Identifying Information

#	Variable	Variable Type	Format	Required	Description
1	CH1	Enumerated		Yes	Indicates the type of data record. Enter <i>D1</i> for detail records.
2	Cohort	Date	YYYY-YY	Yes	Academic year in which the student first enrolled in at least one course. Must match the <i>Cohort</i> value in the cohort data file. Must be 2 consecutive years between 2000 and today. For example, <i>2019-20</i>



#	Variable	Variable Type	Format	Required	Description
3	Cohort Term	Enumerated		Yes	Term in which student first enrolled in at least one course. Must match the <i>Cohort Term</i> value in the cohort data file. Valid codes: <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer Note: The PDP considers summer a lagging term. Be sure to align your terms accordingly.
4	Academic Year	Date	YYYY-YY	Yes	Academic year to which the record belongs. Enter 2 consecutive years between 2000 and today.
5	Term	Enumerated		Yes	Academic term to which the course record belongs. Valid Codes: <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer Note: The PDP considers summer a lagging term. Be sure to align your terms accordingly.
6	Institution ID Type	Enumerated		Yes	Originating system of the institution ID (OPEID, FICE, NCES, ACT, etc.). Currently you can only enter <i>OPEID</i> .
7	Institution ID	Alphanumeric	8 characters	Yes	Your institution's ID (currently you can only enter an 8-character OPEID).
8	SSN	Numeric	9 digits	Conditional	Student's Social Security number. If not available, leave blank and enter the <i>Student ID</i> instead. Required if <i>Student ID</i> is blank. Cannot be the same as <i>Student ID</i> .
9	ITIN	Numeric	9 digits	No	Individual Tax Payer Identification Number. Cannot be the same as <i>SSN</i> .
10	Student ID	Alphanumeric	3 – 20 characters	Conditional	Your institution's ID number for the student. Required if <i>SSN</i> is blank. Cannot be the same as <i>SSN</i> or <i>ITIN</i> . Can include: period, apostrophe, hyphen, underscore
11	First Name	Alphanumeric	Up to 60 characters	Yes	Student's first name. Can include: space, period, apostrophe, hyphen
12	Middle Name	Alphanumeric	Up to 60 characters	No	Student's middle name. Can include: space, period, apostrophe, hyphen
13	Last Name	Alphanumeric	Up to 60 characters	Yes	Student's last name. Can include: space, period, apostrophe, hyphen
14	Suffix	Alphanumeric	Up to 10 characters	No	Student's suffix (such as Jr., II, III). Can include a period.
15	Current Street 1	String	2 – 30 characters	Yes	Student's current street address. If unknown, enter <i>UK</i> .
16	Current Street 2	String	Up to 30 characters	No	Second line of student's address, if needed.
17	Current City	String	2 – 20 characters	Yes	Student's current city of residence. If unknown, enter <i>UK</i> .
18	Current State	Alphabetic	2 characters	Yes	Student's current state of residence. For US students, enter a valid state code. See Appendix 1 for a list of valid state codes. For students outside the US, enter any other two characters. If unknown, enter <i>UK</i> .

#	Variable	Variable Type	Format	Required	Description
19	Current Zip/Postal Code	Alphanumeric	1 – 10 characters	No	Student's permanent Zip/postal code. Must include at least one number. Can include a hyphen. Cannot include spaces. For postal codes with spaces, you can remove the spaces or replace them with hyphens.
20	Current Country	Enumerated	2 characters	Yes	Student's current country of residence. See Appendix 2 for a list of valid country codes. If unknown, enter <i>UK</i> .
21	Date of Birth	Date	YYYYMMDD	Yes	Student's date of birth. Year must be between 1900 and 10 years ago. If unknown, omit the student from the data file.
22	Student Phone Number	String	Up to 20 digits	No	Student's phone number US and international phone numbers are accepted.
23	Pell Recipient	Enumerated		Yes	Whether the student received a Pell grant during the term. Enter <i>Y</i> for yes, <i>N</i> for no, or <i>UK</i> for unknown. If you enter <i>UK</i> in this field, the PDP will attempt to populate the field using The Clearinghouse's enrollment reporting data. This field is used to populate the Pell Grant Recipient dashboard filter.
24	Student Email	String	Up to 255 characters	No	Student's email address.

Academic Term Information

#	Variable	Variable Type	Format	Required	Description
25	CompleteDevMath	Enumerated		Yes	For developmental math students, whether the student completed all developmental math requirements during the term. Valid codes: <ul style="list-style-type: none"> • C = Completed • D = Did not complete • NA = Not applicable
26	CompleteDevEnglish	Enumerated		Yes	For developmental English students, whether the student completed all developmental English requirements during the term. Valid codes: <ul style="list-style-type: none"> • C = Completed • D = Did not complete • NA = Not applicable
27	TransferIntent	Enumerated		No	Student's educational objective. Report term-by-term if possible. If you collect student intent once per year or only on entry, enter the intent for the student's initial entry term. Enter <i>I</i> for intent to transfer or <i>N</i> for no intent to transfer.

#	Variable	Variable Type	Format	Required	Description
28	Degree Type Sought	Enumerated		Yes	Degree that the student is currently seeking. If unknown, enter <i>UK</i> . This field is used to populate the Credential Seeking Status dashboard filter and the Degree Type Sought field in the analysis-ready file. If you enter <i>UK</i> in this field for all students, it will seriously impact your ability to filter and analyze data in the dashboards and analysis-ready file. Valid codes: <ul style="list-style-type: none"> • C1 = Less than 1-year certificate, less than associate's degree • C2 = 1-2 year certificate, less than associate's degree • C4 = 2-4 year certificate, less than bachelor's degree • A = Associate's degree • B = Bachelor's degree • PB = Post Baccalaureate Certificate • M = Master's degree • D = Doctoral degree • FP = First professional degree • PC = Graduate/professional certificate • NC = Non-credential program (preparatory coursework/teach certification) • UK = Unknown
29	Semester/Session GPA	Numeric	X.XX	Yes	Student's GPA for the term for which you are submitting data on a 4-point scale. Count pass/fail classes, Ds, and retakes. Must be a number between 0 and 4 with up to two decimal places. If not available, enter <i>0</i> .
30	Overall GPA	Numeric	X.XX	Yes	Student's cumulative GPA up to and including the term for which you are submitting data on a 4-point scale. Count pass/fail classes, Ds, and retakes. Do not count transfer-in courses. Must be a number between 0 and 4 with up to two decimal places. If not available, enter <i>Missing</i> .

Course Information

#	Variable	Variable Type	Format	Required	Description
31	Course Prefix	Alphanumeric	Up to 50 characters	Yes	Course prefix as it appears in your institution's catalog. For example, ENG 101 Composition I = <i>ENG</i> . Can include: period, hyphen, underscore, ampersand
32	Course Number	Alphanumeric	Up to 20 characters	Yes	Course number as it appears in your institution's catalog. For example, ENG 101 Composition I = <i>101</i> . Can include: period, hyphen, underscore, ampersand
33	Section ID	Alphanumeric	Up to 20 characters	Yes	Section ID as it appears in your institution's catalog. If not available, enter <i>Missing</i> . Can include: period, hyphen, underscore, ampersand
34	Course Name	String	Up to 50 characters	Yes	Course name as it appears in your institution's catalog. For example, ENG 101 Composition I = <i>Composition I</i> .
35	Course Description	String	Up to 255 characters	Conditional	Course description as it appears in your institution's catalog. Required if Purpose of Course Exchange = 1. Used for reverse transfer.

#	Variable	Variable Type	Format	Required	Description
36	Course CIP	Enumerated		Yes	Course Classification of Instructional Programs code for the course record. Must include a period after the first two digits (e.g. 03.0201). See https://nces.ed.gov/ipeds/cipcode for a list of valid codes. If not available, enter <i>Missing</i> .
37	Course Type	Enumerated		Yes	Type of course. Valid codes: <ul style="list-style-type: none"> • CU = College-level, undergraduate (credit towards certificate, associate's, or bachelor's degree) • CG = College level, graduate (credit towards graduate degree) • CC = College developmental, remedial or preparatory credit towards credential completion requirements • CD = College developmental, remedial or preparatory credits not applicable towards credential completion requirements • EL = ESL (non-credit adult basic skills courses supported by WIA Title II) • AB = Adult basic education • GE = Adult secondary education/GED • NC = Non-credit vocational (courses that lead to an occupational certificate, industry certificate, or other type of credential) • O = Other
38	MathOrEnglishGateway	Enumerated		Yes	Course is a gateway math or English course (a credit-bearing, college level, required course—the first course in a sequence. Students in major fields can sometimes choose from one of several math courses to fulfill the single-course college-level math requirement. These courses count as gateway courses. You may classify more than one course as a math or English gateway course. This field is used to determine if a student has completed gateway courses in order to populate the Gateway dashboard. If no courses are labeled as Gateway courses, your Gateway dashboard will show a 0% completion rate. Valid codes: <ul style="list-style-type: none"> • M = Math gateway • E = English gateway • NA = Not applicable
39	Co-requisite Course	Enumerated		No	Whether the course is a co-requisite course, which enrolls students in developmental (remedial) education and college-level courses in the same subject at the same time. Enter <i>Y</i> for yes or <i>N</i> for no.
40	Course Begin Date	Date	YYYYMMDD	Yes	Date the course began. Year must be between 1900 and today.
41	Course End Date	Date	YYYYMMDD	Yes	Date the course is scheduled to end. Year must be after 1900.



#	Variable	Variable Type	Format	Required	Description
42	Grade	String	Up to 20 characters	Yes	Student's grade for the term on a 4-point scale. If you use letter grades, convert them to numeric grades using your own standards. If a numeric grade does not apply to the course, enter one of the following codes: <ul style="list-style-type: none"> • P = Pass • F = Fail • I = Incomplete • W = Withdraw • A = Audit • M = Missing • O = Other
43	Number of Credits Attempted	Numeric	XX.XX	Yes	Number of credits the student attempted for the individual course. Cannot be greater than 20. You must enter a value in this field. If this field is not populated, it will seriously impact your dashboards and analysis-ready file.
44	Number of Credits Earned	Numeric	XX.XX	Yes	Number of credits the student earned for the individual course. Cannot be greater than Number of Credits Attempted. You must enter a value in this field. If this field is not populated, it will seriously impact your dashboards and analysis-ready file.
45	Delivery Method	Enumerated		No	Delivery method of the course. Valid codes: <ul style="list-style-type: none"> • O = Online • F = Face-to-face • H = Hybrid If the course is delivered by another method not included in the valid codes, leave blank.
46	Core Course	Enumerated		No	Course is part of core competency/general education courses at your institution. Enter Y for yes or N for no. Leave blank if not applicable. Used for reverse transfer.
47	Core Course Type	String	Up to 20 characters	Conditional	Type of core competency. For example, the core competency for Introduction to Art 101 is Humanities. Required if Core Course = Y. Used for reverse transfer.
48	Core Competency Completed	Enumerated		No	Core/general education course has been completed. Used for reverse transfer. Valid codes: <ul style="list-style-type: none"> • Y = Core requirements evaluated and satisfied • N = Core requirements evaluated but not satisfied
49	Total Combined Earned and Transferred Credits	Numeric	Up to 10 digits	Conditional	Total credits the student has earned at your institution plus transferred earned credits. Must be a whole number up to 10 digits with no decimal places. Required if Purpose of Course Exchange = 1. Used for reverse transfer.
50	Purpose of Course Exchange	Enumerated		Yes	Reason the course is being submitted to The Clearinghouse. Used for reverse transfer. Valid codes: <ul style="list-style-type: none"> • 1 = Reverse Transfer (RT): Course will be sent to the corresponding degree granting institution as indicated in the DGI Institution ID field. • 2 = General Reporting: Any other purpose besides RT. If the purpose is RT and another purpose, enter 1.

#	Variable	Variable Type	Format	Required	Description
51	Certification Endorsed Curriculum/Program	Enumerated		No	Indicates if your institution is teaching curriculum provided by or endorsed by an industry-recognized credentialing body (the credentialing body has reviewed and endorsed the curriculum to prepare students to sit for and pass a certification exam). Enter <i>Y</i> for yes or <i>N</i> for no.
52	Certificate Endorsing Industry	String		No	Name of the credential provider endorsing the curriculum. Valid codes: <ul style="list-style-type: none"> • AWS = American Welding Society • NIMS = National Institute of Metalworking Skills • MSSC = Manufacturing Sills Standard Council • Other
53	Grade Effective Date	Date	YYYYMMDD	No	The date the grade was effective or the date the grade was entered in the system. Must be between the Course Begin Date and today. Leave blank if not applicable.
54	DGI Institution ID Type	Enumerated		Conditional	Originating system of the DGI ID (OPEID, FICE, NCES, ACT, etc.). Currently you can only enter <i>OPEID</i> . Required if Purpose of Course Exchange = 1. Used for reverse transfer.
55	DGI Institution ID	Alphanumeric	8 characters	Conditional	DGI ID (currently you can only enter an 8-character OPEID). Required if Purpose of Course Exchange = 1. Used for reverse transfer.
56	DGI Student ID	Alphanumeric	3 – 20 characters	No	Student ID of the DGI. Cannot be the same as <i>SSN</i> or <i>ITIN</i> . Used for reverse transfer. Can include: period, apostrophe, hyphen, underscore

Optional Version 2.0 Data Elements

If you choose to submit any of the optional version 2.0 data elements, you must include all of the version 2.0 variables in the column header record, even if you are only populating some of them. If you choose to submit only some of the optional version 2.0 data elements, leave the rest of the version 2.0 variables blank. You must enter 2.0 in the *Version* field of the Header Record. See **Header Record** for details.

#	Variable	Variable Type	Format	Required	Description
57	Credential Engine Identifier	Alphanumeric	39 characters	No	Course credential registry number. CTID follows a standard format and serves as the primary, unique identifier for all major objects in the Credential Registry .
58	Course Instructor Employment Status	Enumerated		No	Employment status of the course instructor of record (only one instructor). <ul style="list-style-type: none"> • PT = Part-time • FT = Full-time

#	Variable	Variable Type	Format	Required	Description
59	Course Instructor Rank	Enumerated		No	Academic rank of the course instructor of record (only one instructor). <ul style="list-style-type: none"> • 1 = Instructor • 2 = Lecturer • 3 = Sr. Lecturer • 4 = Assistant Professor • 5 = Associate Professor • 6 = Professor • 7 = Other
60	Foreign Language Completion	Enumerated		No	Student has completed core/general education requirement for foreign language, if required. Valid codes: <ul style="list-style-type: none"> • Y = Evaluated and satisfied • N = Evaluated but not satisfied

Financial Aid Data File

Note: You must submit the financial aid file **AFTER** your cohort file has been loaded and its status is *Passed* in the submission portal. The students in the financial aid file must have been included in a successfully merged cohort file for the file to pass data quality checks.

Submitting a financial aid data file is optional. You should include three kinds of information in the financial aid data file:

- Identifying information about the student
- Information from the student's Free Application for Federal Student Aid (FAFSA)
- Information about any grants or loans the student has received

The identifying information is similar to what you include in the cohort and course data files, but there are important differences. Be sure to read the tables below to ensure you include the right data.

The following tables list all of the variables required in each detail record in the financial aid data file. We recommend listing the variables in the order in which they are listed in the tables.

Note: Do not use decimals for dollar amounts like *Income* or *Tuition*. Round up any dollar values to the nearest integer. For example, 26221.57 should be entered as 26222.

Disclaimer

By submitting this file, you certify that (i) none of the data elements submitted come directly from the National Student Loan Data System; and (ii) the data collected or derived from either the Free Application for Student Aid (FASA) or the Institutional Student Information Record (ISIR) is provided to the National Student Clearinghouse on an optional basis for the application, award, or administration of aid awarded under Title IV of the Higher Education Act, state student aid, or aid awarded by the PDP Institution (each a “Student Aid Program”), which use may include audits and program evaluations necessary for the efficient and effective administration of such Student Aid Programs: FirstGen, ApplAid, Depend, Income, Types of Housing, EFC, MaritalStatus, NumDep, FedGrant, PellAmt, StateGrant need based, StateGrant non-need based, InstGrant need based, InstGrant non-need based, OtherGrant, FedLoan, StateLoan, InstLoan, ParentPLUS, OtherLoan, FedWork, StateWork, InstWork, OtherAid.

Identifying Information

#	Variable	Variable Type	Format	Required	Description
1	CH1	Enumerated		Yes	Indicates the type of data record. Enter <i>D1</i> for detail records.
2	Cohort	Date	YYYY-YY	Yes	Must be 2 consecutive years between 2000 and today Example: 2019-20
3	Cohort Term	Enumerated		Yes	Term the student first enrolled in at least one course: Fall, Winter, Spring, or Summer. Note: The PDP considers summer a lagging term. Be sure to align your terms accordingly.
4	Academic Year	Date	YYYY-YY	Yes	Academic year to which the record belongs. Enter 2 consecutive years between 2000 and today.
5	Institution ID Type	Enumerated		Yes	Originating system of the institution ID (OPEID, FICE, NCES, ACT, etc.). Currently you can only enter <i>OPEID</i> .
6	Institution ID	Alphanumeric	8 characters	Yes	Your institution’s ID (currently you can only enter an 8-character OPEID).
7	SSN	Numeric	9 digits	Conditional	Student’s Social Security number. If not available, leave blank and enter the <i>Student ID</i> instead. Required if <i>Student ID</i> is blank. Cannot be the same as <i>Student ID</i> .
8	ITIN	Numeric	9 digits	No	Individual Tax Payer Identification Number. Cannot be the same as <i>SSN</i> .
9	Student ID	Alphanumeric	3 – 20 characters	Conditional	Your institution’s ID number for the student. Required if <i>SSN</i> is blank. Cannot be the same as <i>SSN</i> or <i>ITIN</i> . Can include: period, apostrophe, hyphen, underscore
10	First Name	Alphanumeric	Up to 60 characters	Yes	Student’s first name. Can include: space, period, apostrophe, hyphen
11	Middle Name	Alphanumeric	Up to 60 characters	No	Student’s middle name. Can include: space, period, apostrophe, hyphen
12	Last Name	Alphanumeric	Up to 60 characters	Yes	Student’s last name. Can include: space, period, apostrophe, hyphen
13	Suffix	Alphanumeric	Up to 10 characters	No	Student’s suffix (such as Jr., II, III). Can include a period.
14	Street Line 1	String	2 – 30 characters	Yes	Student’s permanent street address. If unknown, enter <i>UK</i> .
15	Street Line 2	String	Up to 30 characters	No	Second line of student’s address, if needed.

#	Variable	Variable Type	Format	Required	Description
16	City	String	2 – 20 characters	Yes	Student's city of permanent residence. If unknown, enter <i>UK</i> .
17	State	Alphabetic	2 characters	Yes	Student's state of permanent residence. For US students, enter a valid state code. See Appendix 1 for a list of valid state codes. For students outside the US, enter any other two characters. If unknown, enter <i>UK</i> .
18	Zip/Postal Code	Alphanumeric	1 – 10 characters	No	Student's permanent Zip/postal code. Must include at least one number. Can include a hyphen. Cannot include spaces. For postal codes with spaces, you can remove the spaces or replace them with hyphens.
19	Country	Enumerated	2 characters	Yes	Student's country of permanent residence. See Appendix 2 for a list of valid country codes. If unknown, enter <i>UK</i> .
20	Date of Birth	Date	YYYYMMDD	Yes	Student's date of birth. Year must be between 1900 and 10 years ago. If unknown, omit the student from the data file.

FAFSA Information

Note: The ISIR codes in the following table are based on the 2021-2022 edition. These codes are the same as the 2020-2021 edition except for EFC, as noted in the *EFC* field below.

#	Variable	Variable Type	Format	Required	Description
21	Applied Aid	Enumerated		Yes	Institution received an ISIR record (including rejected ISIR records) for the student for the academic year. Enter <i>Y</i> for yes or <i>N</i> for no.
22	Depend	Enumerated		Conditional	Student's dependency status at the time of FAFSA application (or first term of enrollment for the academic year if FAFSA is not available). ISIR field #168. Required if Applied Aid = <i>Y</i> . Valid codes: <ul style="list-style-type: none"> • <i>D</i> = Dependent • <i>I</i> = Independent • <i>X</i> = Rejected dependent • <i>Y</i> = Rejected independent
23	Income	Numeric	Up to 7 digits	Conditional	Total adjusted gross income in tax year used on FAFSA for independent students or parents of dependent students. If the student did not complete a FAFSA, provide from another source. Do not enter decimals. Round to the nearest integer. For dependent students, ISIR field #106 (or #108 + #109 if non-filer). For independent students, ISIR field #43 (or #45 + #46 if non-filer). Required if Applied Aid = <i>Y</i> . If no income, enter <i>0</i> .
24	Tuition	Numeric	Up to 6 digits	Yes	Actual tuition and fees your institution charged the student prior to financial aid being applied for all terms attended in the academic year. Do not enter decimals. Round to the nearest integer. If no tuition was charged, enter <i>0</i> .

#	Variable	Variable Type	Format	Required	Description
25	Type of Housing	Enumerated		Yes	Type of housing student lived in during the academic year. ISIR field #138. Valid codes: <ul style="list-style-type: none"> • 1 = Off-campus (not with family) • 2 = Off-campus (with family) • 3 = Off-campus = ISIR for the student is not available and detail of off-campus living (with or without family) is unknown. • 4 = On-campus
26	Room Charges	Numeric	Up to 6 characters	Yes	Room costs charged to the student for all terms attended during the academic year. Do not enter decimals. Round to the nearest integer. If exact amounts are not available, enter estimates. If no charges, enter 0.
27	Board Charges	Numeric	Up to 6 characters	Yes	Boarding costs (e.g. meal costs) charged to the student for all terms attended during the academic year. Do not enter decimals. Round to the nearest integer. If exact amounts are not available, enter estimates. If no charges, enter 0.
28	Books	Numeric	Up to 6 characters	Yes	Cost of books and supplies charged to the student for all terms attended during the academic year. Do not enter decimals. Round to the nearest integer. If exact amounts are not available, enter estimates. If no charges, enter 0.
29	Other Expense	Numeric	Up to 6 characters	Yes	Other costs charged to the student for all terms attended during the academic year. Do not enter decimals. Round to the nearest integer. If exact amounts are not available, enter estimates. If no charges, enter 0.
30	EFC	Numeric	Up to 6 characters	Conditional	Student's primary (9-month) EFC determined after they filed their FAFSA for the academic year. Do not enter decimals. Round to the nearest integer. ISIR field #282 (2021-2022 edition) or 272 (2020-2021 edition). Required if Applied Aid = Y. If the student did not fill out the FAFSA, enter -1. If the student filled out the FAFSA, but the EFC is not available, enter <i>Missing</i> . If the EFC is 0, enter 0.
31	Marital Status	Enumerated		No	Student's marital status at the time of FAFSA application (or first term of enrollment for the academic year if FAFSA is not available). ISIR field #19. Valid codes: <ul style="list-style-type: none"> • 1 = Single • 2 = Married/remarried • 3 = Separated • 4 = Divorced or widowed
32	Number of Dependents	Numeric	1-2 digits	No	Number of dependents at the time of FAFSA application (or first term of enrollment for the academic year if FAFSA not available). ISIR field #128. If the student has no dependents, enter 0. If unavailable, enter Y for yes (the student has dependents) or N for no (the student does not have dependents).

Grant and Loan Information

#	Variable	Variable Type	Format	Required	Description
33	SEOG	Numeric	Up to 6 digits	No	Total amount of Federal Supplemental Educational Opportunity Grants (SEOG) the student received during the academic year. Do not enter decimals. Round to the nearest integer. If the student did not receive an SEOG grant, enter 0.
34	TEACH	Numeric	Up to 6 digits	No	Total amount of Teacher Education Assistance for College and Higher Education (TEACH) grants the student received during the academic year. Do not enter decimals. Round to the nearest integer. If the student did not receive a TEACH grant, enter 0.
35	Veteran and Military	Numeric	Up to 6 digits	No	Total amount of federal veterans benefits and military grants (including ROTC) the student received during the academic year. Do not enter decimals. Round to the nearest integer. Include payments made for tuition and fees, housing, books and supplies, work-study, and other expenses. If the student did not receive any veteran or military grants, enter 0.
36	Other Federal Grant	Numeric	Up to 6 digits	Conditional	Total amount of all other federal grants and awards (other than SEOG, TEACH, veteran/military, or Pell) the student received during the academic year. Do not enter decimals. Round to the nearest integer. If the student did not receive any other federal grants, enter 0. Required if Applied Aid = Y.
37	Pell Amount	Numeric	Up to 5 digits	Conditional	Total amount of federal Pell grants the student received during the academic year. Do not enter decimals. Round to the nearest integer. If the student did not receive a Pell grant, enter 0. Required if Applied Aid = Y.
38	State Grant Need Based	Numeric	Up to 6 digits	Conditional	Total amount of needs-based state grants, scholarships, and fellowships the student received during the academic year. Do not enter decimals. Round to the nearest integer. Include federal matching funds through programs like the Leveraging Education Assistance Partnership (LEAP) but not institutional funds. If the student did not receive any needs-based state grants, enter 0. Required if Applied Aid = Y.
39	State Grant Non Need Based	Numeric	Up to 6 digits	Conditional	Total amount of non-needs-based state grants, scholarships, and fellowships the student received during the academic year. Do not enter decimals. Round to the nearest integer. Include merit-based aid and federal matching funds through programs like the Leveraging Education Assistance Partnership (LEAP) but not institutional funds. If the student did not receive any non-needs-based state grants, enter 0. Required if Applied Aid = Y.

#	Variable	Variable Type	Format	Required	Description
40	Institution Grant Need Based	Numeric	Up to 6 digits	Conditional	Total amount of need-based institutional grants the student received during the academic year. Do not enter decimals. Round to the nearest integer. Include individual departments grants and institution matching funds. If the student did not receive any needs-based institutional grants, enter 0. Required if Applied Aid = Y.
41	Institution Grant Employer Aid	Numeric	Up to 6 digits	Conditional	Total amount of employer aid the student received during the academic year, including tuition waivers. Do not enter decimals. Round to the nearest integer. If the student did not receive employer aid, enter 0. Required if Applied Aid = Y.
42	Institution Grant Merit	Numeric	Up to 6 digits	Conditional	Total amount of merit aid the student received during the academic year. Do not enter decimals. Round to the nearest integer. Include athletic scholarships and merit only aid. If the student did not receive merit aid, enter 0. Required if Applied Aid = Y.
43	Institution Grant Military or Veteran	Numeric	Up to 6 digits	Conditional	Total amount of institution military/armed forces grants or veterans education benefits the student received during the academic year. Do not enter decimals. Round to the nearest integer. If the student did not receive any institutional military/veterans grants, enter 0. Required if Applied Aid = Y.
44	Other Institution Grant Non Need Based	Numeric	Up to 6 digits	Conditional	Total amount of other institutional grants (other than needs-based, employer aid, merit aid, or military/veteran grants) the student received during the academic year. Do not enter decimals. Round to the nearest integer. Include individual department grants and institutional matching funds. If the student did not receive any other institutional grants, enter 0. Required if Applied Aid = Y.
45	Other Grant	Numeric	Up to 6 digits	Yes	Total amount of other grants the student received from outside private sources during the academic year (other than federal, state, or institutional grants). Do not enter decimals. Round to the nearest integer. If the student did not receive any other grants, enter 0. If not available, enter <i>Missing</i> .
46	Federal Loan	Numeric	Up to 6 digits	Conditional	Total amount of direct federal loans (including profession loans and Perkins loans prior to 2018-19) the student received during the academic year. Do not enter decimals. Round to the nearest integer. Do not include direct parent PLUS loans or indirect loans. If the student did not receive any direct federal loans, enter 0. Required if Applied Aid = Y.
47	State Loan	Numeric	Up to 6 digits	Conditional	Total amount of state loans the student received during the academic year. Do not enter decimals. Round to the nearest integer. If the student did not receive any state loans, enter 0. Required if Applied Aid = Y.

#	Variable	Variable Type	Format	Required	Description
48	Institution Loan	Numeric	Up to 6 digits	Yes	Total amount of institutional loans the student received during the academic year. Do not enter decimals. Round to the nearest integer. If the student did not receive any institutional loans, enter 0. If not available, enter <i>Missing</i> .
49	Parent PLUS	Numeric	Up to 6 digits	Conditional	Total amount of Parent PLUS loans the student received during the academic year. Do not enter decimals. Round to the nearest integer. Do not include GradPLUS loans. If the student did not receive any Parent PLUS loans, enter 0. Required if Applied Aid = Y.
50	Other Loan	Numeric	Up to 6 digits	Yes	Total amount of other private or alternative loans the student received during the academic year. Do not enter decimals. Round to the nearest integer. If the student did not receive any private or alternative loans, enter 0. If not available, enter <i>Missing</i> .
51	Federal Work	Numeric	Up to 6 digits	No	Total amount of need-based federal work-study the student received during the academic year. Do not enter decimals. Round to the nearest integer. Include institutional matching funds and any amount the student reported as financial aid. If the student did not receive any need-based work-study, enter 0.
52	State Work	Numeric	Up to 6 digits	No	Total amount of state work-study the student received during the academic year. Do not enter decimals. Round to the nearest integer. If the student did not receive any state work-study, enter 0.
53	Inst Work	Numeric		No	Total amount of all institutionally sponsored work-study the student received during the academic year (any campus employment funded solely by the institution and awarded as financial aid). Do not enter decimals. Round to the nearest integer. If the student did not receive any institutional work-study, enter 0.
54	Other Aid	Numeric		Yes	Total amount of any other aid the student received during the academic year (other than grants, loans, or work-study). Do not enter decimals. Round to the nearest integer. Include state vocational rehabilitation and job training. If the student did not receive any other aid, enter 0. If not available, enter <i>Missing</i> .

Sample Data Files

Sample Cohort Data File

```
DCE01,10027795,004781,00,,,,,20171030,,TEST2010-11,,,,
CH1,Cohort,Cohort Term,Cohort Term Begin Date, Cohort Term End Date,SSN,ITIN,Student ID,First
Name,Middle Name,Last Name,Street Line 1,Street Line 2,City,State,Zip/Postal Code,Country,Date of
Birth,Ethnicity,Race,Institution ID Type,Institution ID,HS Completion Status,HS Completion Year,HS
Unweighted GPA,HS Weighted GPA,First Gen,Dual and Summer Enrollment,Enrollment Type,Number of
College Credits Attempted to Transfer,Number of College Transfer Credits Accepted,Math
Placement,English Placement,Gateway Math Status,Gateway English Status
D1,2010-11,Fall,20170810,20171220,123456789,123456789,PDPTTESTSTD053,John,M,Terry,1234 Test
St,,Herndon,VA,20171,US,19800101,H,A,OPEID,00478100,H,2010,3.52,3.75,N,DE,F,,,N,N,N,N
T1,63,
```

Sample Course Data File

```
DCE02,10027795,004781,00,,,,,20170605,,Client File ID 1000,,,,
CH1,Cohort,Cohort Term,Academic Year,Term,Institution ID Type,Institution ID,SSN,ITIN,Student
ID,First Name,Middle Name,Last Name,Suffix,Current Street 1,Current Street 2,Current City,Current
State,Current Zip/Postal Code,Current Country,Date of Birth,Student Phone Number,Pell
Recipient,Student Email,CompleteDevMath,CompleteDevEnglish,TransferIntent,Degree Type
Sought,Semester/Session GPA,Overall GPA,Course Prefix,Course Number,Section ID,Course Name,Course
Description,Course CIP,Course Type,MathOrEnglishGateway,Co-requisite Course,Course Begin Date,Course
End Date,Grade,Number of Credits Attempted,Number of Credits Earned,Delivery Method,Core Course,Core
Course Type,Core Competency Completed>Total Combined Earned and Transferred Credits,Purpose of
Course Exchange,Certification Endorsed Curriculum/Program,Certificate Endorsing Industry,Grade
Effective Date,DGI Institution ID Type,DGI Institution ID,DGI Student ID
D1,2010-11,Fall,2010-11,Spring,OPEID,00478100,123456789,123456789,PDPTTESTSTD054,David,Silva,
Villa,,2300 Dulles Station,#300,Herndon,VA,20171,US,19870415,999-999-9999,Y,TEST@EMAIL.COM,C,C,
I,B,3.91,2.98,PHYS,189, JSN3,Physics,,65.3215,CU,NA,,20100816,20101220,A,3,3,F,N,,,3,2,,,20101226,
OPEID,DGIINST1,DGISTDID054
T1,63,
```



Sample Financial Aid Data File

```
DCE03,10027795,004781,00,,,,,20170605,,Client File ID 1000,,,,,
CH1,Cohort,Cohort Term,Academic Year,Institution ID Type,Institution ID,SSN,ITIN,Student ID,First
Name,Middle Name,Last Name,Suffix,Street Line 1,Street Line 2,City,State,Zip/Postal Code,
Country,Date of Birth,Applied Aid,Depend,Income,Tuition,Type of Housing,Room Charges,Board
Charges,Books,Other Expense,EFC,Marital Status,Number of Dependents,SEOG,TEACH,Veteran and
Military,Other Federal Grant,Pell Amount,State Grant Need Based,State Grant Non Need Based,
Institution Grant Need Based,Institution Grant Employer Aid,Institution Grant Merit,Institution
Grant Military or Veteran,Other Institution Grant Non Need Based,Other Grant,Federal Loan,State
Loan,Institution Loan,Parent PLUS,Other Loan,Federal Work,State Work,Inst Work,Other Aid
D1,2010-11,Fall,2010-11,OPEID,99999999,123456789,123456789,PDPTTESTSTD054,David,Silva,Villa,,2300
DullesStation,#300,Herndon,VA,20171,US,19870415,Y,Y,10000,17000,1,500,500,100,1000,0,1,1,0,0,50,0,0,
0,0,0,0,0,0,0,1000,0,0,1000,0,500,500,500,500,500
T1,4,
```

Sample Version 2.0 Data Files

Sample Version 2.0 Cohort Data File

```
DCE01,10027795,004781,00,2.0,,,,,20171030,,TEST2010-11,,,,,
CH1,Cohort,Cohort Term,SSN,ITIN,Student ID,First Name,Middle Name,Last Name,Street Line 1,Street
Line 2,City,State,Zip/Postal Code,Country,Date of Birth,Ethnicity,Race,Institution ID
Type,Institution ID,HS Completion Status,HS Completion Year,HS Unweighted GPA,HS Weighted GPA,First
Gen,Dual and Summer Enrollment,Enrollment Type,Number of College Credits Attempted to
Transfer,Number of College Transfer Credits Accepted,Math Placement,English Placement,Gateway Math
Status,Gateway English Status,Cohort Term Begin Date,Cohort Term End Date,Reading Placement,Special
Program,NASPA First-Generation,Gender,Incarcerated Status,Military Status,Employment
Status,Disability Status
D1,2010-11,Fall,20170810,20171220,123456789,123456789,PDPTTESTSTD053,John,M,Terry,1234 Test
St,,Herndon,VA,20171,US,19800101,H,A,OPEID,00478100,H,2010,3.52,3.75,N,DE,F,,,N,N,N,N,UK,ccgefcohor
t,4,X,N,1,3,Y
T1,4,
```

Sample Version 2.0 Course Data File

```
DCE02,10027795,004781,00,2.0,,,,,20171030,,TEST2010-11,,,,
CH1,Cohort,Cohort Term,Academic Year,Term,Institution ID Type,Institution ID,SSN,ITIN,Student
ID,First Name,Middle Name,Last Name,Suffix,Current Street 1,Current Street 2,Current City,Current
State,Current Zip/Postal Code,Current Country,Date of Birth,Student Phone Number,Pell
Recipient,Student Email,CompleteDevMath,CompleteDevEnglish,TransferIntent,Degree Type
Sought,Semester/Session GPA,Overall GPA,Course Prefix,Course Number,Section ID,Course Name,Course
Description,Course CIP,Course Type,MathOrEnglishGateway,Co-requisite Course,Course Begin Date,Course
End Date,Grade,Number of Credits Attempted,Number of Credits Earned,Delivery Method,Core Course,Core
Course Type,Core Competency Completed,Total Combined Earned and Transferred Credits,Purpose of
Course Exchange,Certification Endorsed Curriculum/Program,Certificate Endorsing Industry,Grade
Effective Date,DGI Institution ID Type,DGI Institution ID,DGI Student ID,Credential Engine
Identifier,Course Instructor Employment Status,Course Instructor Rank,Foreign Language Completion
D1,2010-11,Fall,2010-11,Spring,OPEID,00478100,123456789,123456789,PDPTESTSTD054,David,Silva,Villa,,
2300 Dulles Station,#300,Herndon,VA,20171,US,19870415,999-999-9999,Y,TEST@EMAIL.COM,C,C,I,B,3.91,
2.98,PHYS,189,JSN3,Physics,,65.3215,CU,NA,,20100816,20101220,A,3,3,F,N,,,3,2,,,20101226,OPEID,DGIINS
T1,DGISTDID054,ce-e8a41a52-6ff6-48f0-9872-889c87b093b7,PT,1,N
T1,4,
```

Submitting a Data File

During your kickoff call with the PDP implementation team, you will receive your PDP account information, including your service account number and secure FTP mailbox username and password. You will use these credentials to submit your data files.

The first time you log in, you may need to change your password. Your password must be at least six characters long and contain at least one letter and one number. If you forget your FTP password, you can reset it by clicking **Request a password change** on the login page. If you need help, email SecureFTP@studentclearinghouse.org.

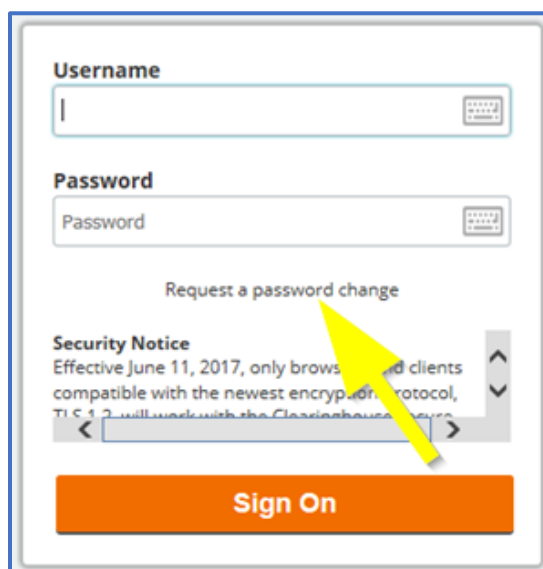


Figure 2: Request a password change

Note: Do not share your FTP credentials with anyone. If you would like to add a colleague as an authorized FTP or PDP user, send their full name, email address, and job title to PDPService@studentclearinghouse.org.

When to Submit Data Files

After you have your kickoff call with the PDP implementation team, you can submit your data at any time. When we receive your data, the PDP will process it and populate your dashboards and AR files in about three weeks.

We recommend that new participants submit at least three years of historical data (eight years max) up to the most recent completed term. This data should include all students who enrolled within the past three to eight years and all of their course records.

Do not send incomplete data. If your institution offers summer courses, you may include your summer term data in your fall submissions.

We recommend submitting new data twice per year or four times a year if your institution follows a quarter system.

Effective Dates

Effective dates are when the PDP refreshes enrollment and degree data from The Clearinghouse's DegreeVerify and Enrollment Reporting services. We recommend that you submit and certify your data before each effective date. This ensures that your data can be matched with the most up-to-date enrollment and degree data.

Each year, we will send you the effective dates and post them on the PDP website. The effective dates are scheduled for the following time periods:

- Mid-September
- Mid-November
- Mid-March
- Mid-June

Data Submission Timeline

- **5 business days after certification:** We complete data quality checks.
- **After the effective date:** We begin final processing and data quality review of your degree and enrollment data.
- **About 1 month after the effective date:** We deliver your analysis-ready files (as long as your data has no data quality issues).
- **About 1 week after we deliver your analysis-ready files:** We update your Tableau dashboards.

If you submit and certify your data before the effective date in the submission period, The Clearinghouse will provide your updated dashboards and analysis-ready files within 30 days of the effective date. If you certify your data after the effective date, we will provide your updated dashboards and analysis-ready files within 30 days of the certification date.

Additional data quality checks that are performed after the degree and enrollment data matching process can reveal data discrepancies that may require you to re-submit data to ensure the best quality outcomes. If your institution is required to re-submit data, your dashboards will be available within 30 days from the latest certification date.

Note: Our goal is to provide your updated dashboards and analysis-ready files within 30 days of the effective date (or within 30 days of the certification date for data submitted after the effective date); however, during peak times, our report processing could be delayed.

Uploading Data Files

Note: If you use an automated environment, see our FTP information at <https://studentclearinghouse.info/ftphelp/>.

1. Log into your secure FTP mailbox at <https://ftps.nslc.org>.
2. Click **Upload** to launch the *Upload Wizard* and follow the prompts.

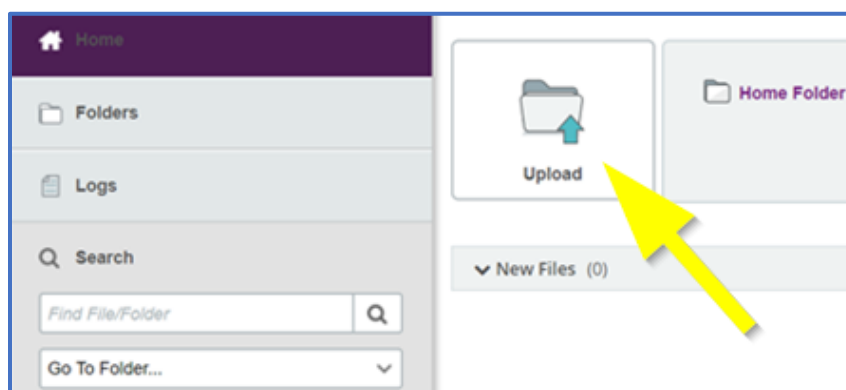


Figure 3: Click Upload to launch the Upload Wizard.

If you do not have the Upload Wizard installed, you can upload a file manually.

1. Click **Choose File**.
2. Select the file on your computer
3. Click **Upload**.

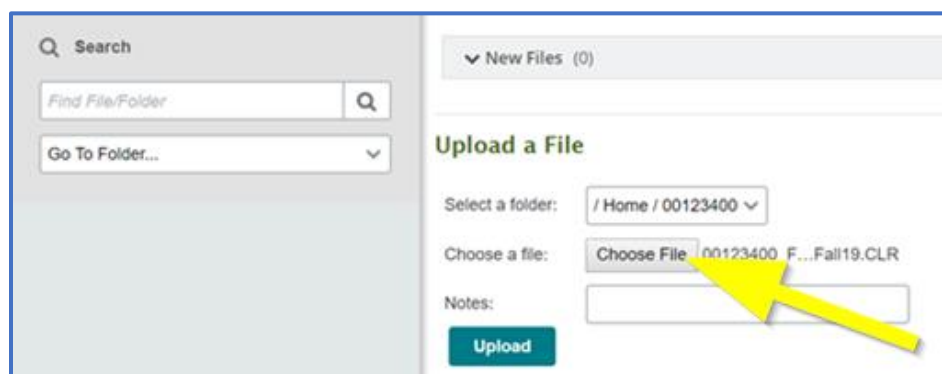


Figure 4: Click Choose File to upload a file manually.

We will send you a confirmation email when your file has been successfully uploaded. The confirmation email may take 5 to 10 minutes to arrive in your inbox. If you do not see it, please check your spam folder.

Reviewing Submissions

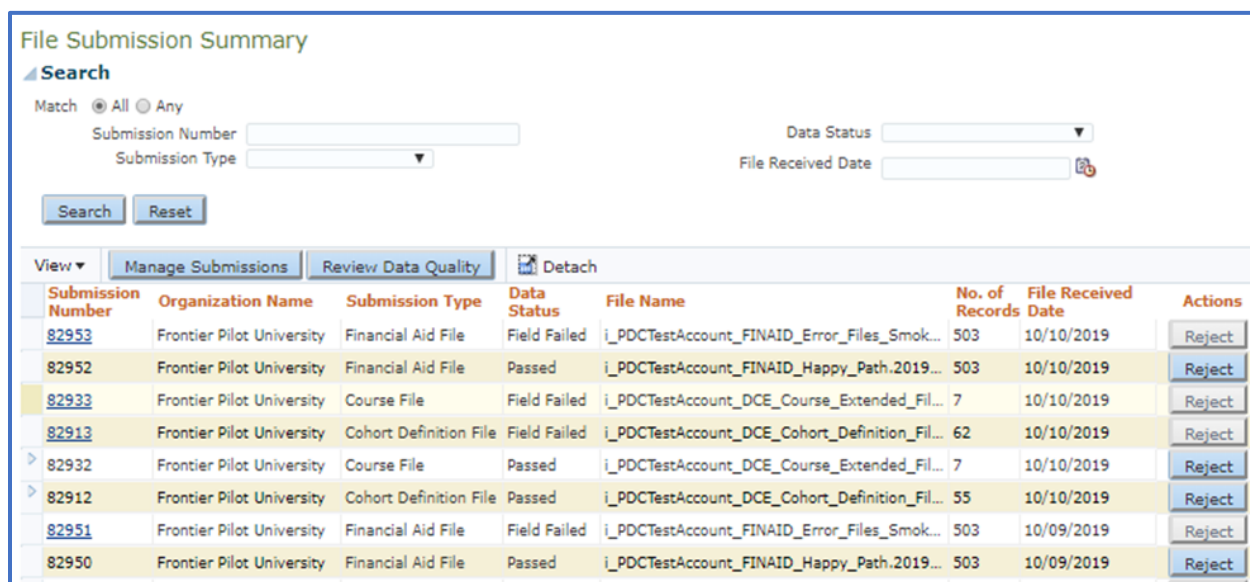
Once you have submitted your data files, the PDP system will perform two types of checks:

1. **Validation Checks:** The system checks the data files to ensure that the data is complete and formatted correctly.
2. **Data Quality Checks:** The system reviews the response rate of specific data elements, checks for duplicate students and courses, and compares the most recently submitted data to historical data.

The person with the “submission” role at your institution will receive an email notification if your submission fails either of these checks.

You can view the statuses of all of your submissions through the PDP web portal.

1. Log into the PDP web portal at <https://secure.studentclearinghouse.org/dce/faces/portal>.
2. Once you log in, you will see the *File Submission Summary Screen*. You can see the status of each submission in the *Data Status* column.



Submission Number	Organization Name	Submission Type	Data Status	File Name	No. of Records	File Received Date	Actions
82953	Frontier Pilot University	Financial Aid File	Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/10/2019	Reject
82952	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	10/10/2019	Reject
82933	Frontier Pilot University	Course File	Field Failed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/10/2019	Reject
82913	Frontier Pilot University	Cohort Definition File	Field Failed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	62	10/10/2019	Reject
82932	Frontier Pilot University	Course File	Passed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/10/2019	Reject
82912	Frontier Pilot University	Cohort Definition File	Passed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	55	10/10/2019	Reject
82951	Frontier Pilot University	Financial Aid File	Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/09/2019	Reject
82950	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	10/09/2019	Reject

Figure 5: File Submission Summary

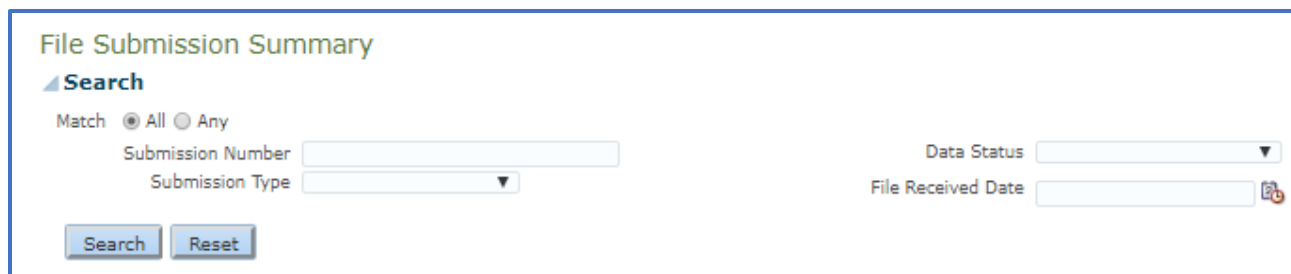
Note: If a file you submitted does not appear in the File Submission Summary, make sure you include your FTP Mailbox ID in the file name. If this identifier is not included in the file name, the file will not be associated with your account.

Filtering Submissions

You can filter the submissions in the File Submission Summary by submission number, type, status, and file received date.

1. Enter or select the filter(s) in the **Search** section.
2. Select **Match All** to search for submissions that match all of the filters. Select **Match Any** to search for submissions that match at least one of the filters.

3. Click **Search**.
4. To clear the filters, click **Reset**.



File Submission Summary

Search

Match ☒ All ☐ Any

Submission Number

Submission Type

Data Status

File Received Date

Figure 6: File Submission Summary filter options

Status Definitions

General

- **System Processing:** The system is processing the data file.
- **Archived:** The system has archived the data file.

Validation Checks

- **Passed:** The data file has passed validation checks.
- **Field Failed:** The data file contains one or more field validation errors. You will need to correct these errors and re-submit.
- **Structural Failed:** The data file contains one or formatting validation errors. You will need to correct these errors and re-submit.

Confirmation

- **Certified:** You have certified the data file as complete and ready for further processing.
- **Rejected:** You have rejected the file as invalid. The system will discard it.

Data Quality Checks

- **Data Quality Passed:** All certified data files in the submission have passed data quality checks.
- **Data Quality Failed:** One or more certified data files in a submission have failed data quality checks.
- **Data Quality in Progress:** The system is performing data quality checks on the submission.

Validation Checks

The PDP system runs two validation checks on your data file submissions:

- **Structural Validation:** Checks that the file is formatted correctly (contains all necessary columns, no missing lines, etc.)
- **Field Validation:** Checks each field to ensure it contains correct values (required fields are populated, correct length and format, etc.)



The system will send you an email with the status of your submission once it completes the validation checks. This email may take up to 30 minutes to arrive in your inbox.

Resolving Validation Errors

1. On the *File Submission Summary* screen, click the submission number to view the *Validation Error Log*. There you can see the error message, the number of times the error appears, the affected line number(s), and a proposed solution. If you are still unsure why you received the error, review **Formatting a Data File** and make sure all of the fields in the file are formatted correctly.

Validation Error Log


Organization Name: GREENDALE COMMUNITY COLLEGE

File Name: i_003749123_US11023_Validate_Student_Gateway_Fields.20171025.203104.txt

Client File Id: Client File ID 100

Submission Number: 149

View ▾

 Detach

Field Name	Error Message	Error Count	Proposed Solution	Affected Line Numbers
English Placement	English Placement does not allow these values.	8	English Placement may only contain one of the following values - "C,N,UK".	7-9, 11-15
Gateway English St...	Gateway English Status does not allow these values.	6	Gateway English Status may only contain one of the following values - "R,N,UK".	10-15
Gateway Math Status	Gateway Math Status does not allow these values.	6	Gateway Math Status may only contain one of the following values - "R,N,UK".	10-15
Math Placement	Math Placement does not allow these values.	7	Math Placement may only contain one of the following values - "C,N,UK".	8-9, 11-15

Figure 7: Validation Error Log

2. Make the necessary changes to the data file and re-submit it through your secure FTP mailbox.
3. Email us at PDPService@studentclearinghouse.org to let us know that you have re-submitted the file.

Common Validation Errors

File has 250,000 or more errors

The system has identified errors that exceed the allowable threshold limit and has stopped processing your file. Follow the proposed solution and re-submit.

File contains an unexpected record type

Check the *Record Type* value in your detail and trailer records. It must be *D1* in the detail record and *T1* in the trailer record.

Header Record Type value is invalid

Make sure there is a comma after the header record.

Column header labels on specific fields contain errors

If you are using Excel to format your data file, make sure the column header fields are not split. If you are using Notepad or another text editor, make sure *Wrap Text* is turned off and that the column header record is not split

into multiple lines. Confirm that your column headers are listed exactly as they are in the **Formatting a Data File** section of this guide. Ensure that there are no typos or spelling errors.

Column header record or header record does not contain the correct number of fields

Confirm that your column header and header records are listed exactly as they are in the **Formatting a Data File** section of this guide. Check the number of commas in the record and make sure it matches the number of fields.

Column header Record Type value is invalid

Make sure the column header *Record Type* value is *CH1*.

Column header format error on a line number after the column header record

Confirm that your column header record is listed exactly as it is in the **Formatting a Data File** section of this guide. Check the number of commas in the record and make sure it matches the number of fields.

Detail record does not contain the correct number of fields

Check the number of commas in the detail record and confirm it matches the number of fields. Make sure there is one comma separating each field.

Structural errors in the Organization ID and Student ID fields

If you are formatting your data file in Excel, make sure the columns are formatted in text format (instead of “general” format). If you opened your file in a text editor and made changes to it, the leading zeros in those fields may have disappeared. We recommend saving your data files as *XLSX* files in Excel and only editing them in that format. Save the *XLSX* files as *CSV* files before you submit them.

Error in the Overall GPA field when the field is left blank

Do not leave the *Overall GPA* field blank. If you do not have a value for that field, enter *Missing*.

File contains an unexpected record type on a line number after the trailer record

Make sure there is no text or spaces after the trailer record in your data file. The trailer record should be the last line in the file.

Rejecting and Certifying

Once you have submitted your data files and resolved validation errors, you should reject or certify your completed submissions.

Certifying Submissions

Once you have submitted your data files and resolved any validation errors, you must certify your submissions to confirm that they are complete and ready for further processing.



You must certify cohort and course data files as well as the historical data you send the first time you submit. Do not certify financial aid data files. If you have completed a financial aid data file submission, let us know by emailing PDPService@studentclearinghouse.org.

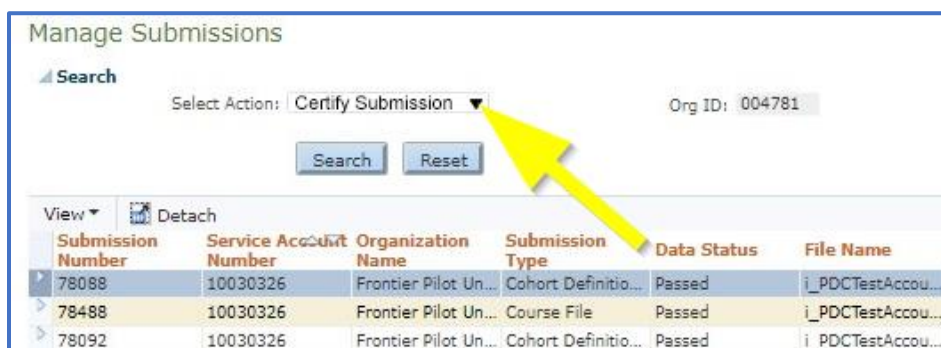
1. On the *File Submission Summary* screen, click **Manage Submissions**.



Submission Number	Organization Name	Submission Type	Data Status	File Name
82953	Frontier Pilot University	Financial Aid File	Field Failed	i_PDCTestAccount...
82952	Frontier Pilot University	Financial Aid File	Passed	i_PDCTestAccount...
82933	Frontier Pilot University	Course File	Field Failed	i_PDCTestAccount...
82913	Frontier Pilot University	Cohort Definition File	Field Failed	i_PDCTestAccount...

Figure 8: Click Manage Submissions

2. From the *Select Action* drop-down menu, select **Certify Submission**.



Manage Submissions

Search

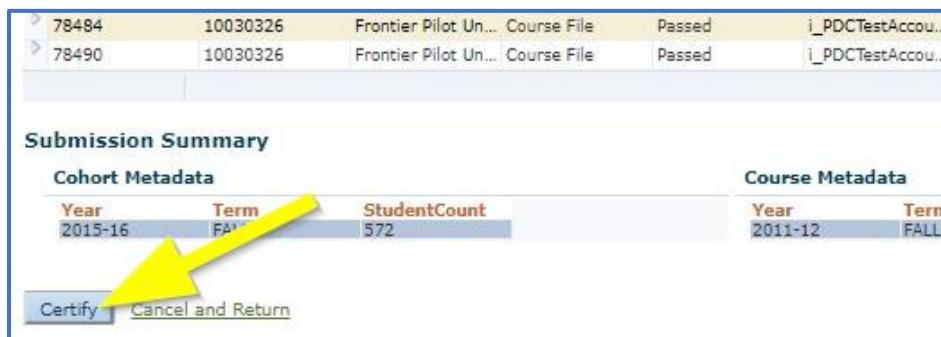
Select Action: **Certify Submission** ▼ Org ID: 004781

Search Reset

Submission Number	Service Account Number	Organization Name	Submission Type	Data Status	File Name
78088	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...
78488	10030326	Frontier Pilot Un...	Course File	Passed	i_PDCTestAccou...
78092	10030326	Frontier Pilot Un...	Cohort Definitio...	Passed	i_PDCTestAccou...

Figure 9: Select Certify Submission

3. Click **Search**.
4. Select the submission you would like to certify and click **Certify**.



Submission Summary

Cohort Metadata			Course Metadata	
Year	Term	StudentCount	Year	Term
2015-16	FALL	572	2011-12	FALL

Certify Cancel and Return

Figure 10: Click Certify

5. Click **Yes** on the pop-up window to confirm.

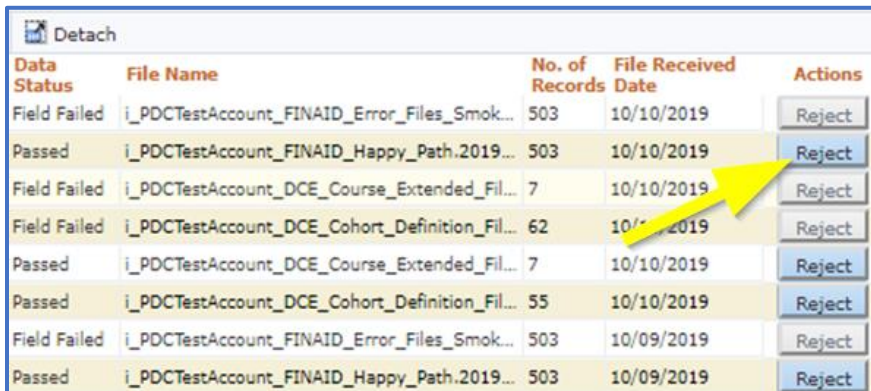
Rejecting Submissions

You can reject invalid submissions with a status of “Passed” or “Data Quality Failed.” This confirms that the submission is invalid and the PDP system should discard it.

You should reject the following types of files:

- Test files
- Files that were accidentally submitted more than once
- Files that were edited and re-submitted
- Files that failed data quality checks that you plan to replace

To reject a submission, click **Reject** next to the submission on the *File Submission Summary* screen.



Data Status	File Name	No. of Records	File Received Date	Actions
Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/10/2019	Reject
Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	10/10/2019	Reject
Field Failed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/10/2019	Reject
Field Failed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	62	10/10/2019	Reject
Passed	i_PDCTestAccount_DCE_Course_Extended_Fil...	7	10/10/2019	Reject
Passed	i_PDCTestAccount_DCE_Cohort_Definition_Fil...	55	10/10/2019	Reject
Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smok...	503	10/09/2019	Reject
Passed	i_PDCTestAccount_FINAID_Happy_Path.2019...	503	10/09/2019	Reject

Figure 11: Click Reject

Data Quality Checks

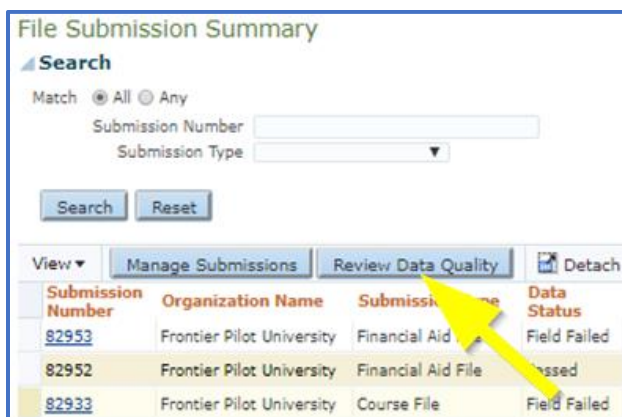
Once you have certified a submission, the PDP system performs data quality checks on the data files. If a submission passes all quality checks, the system will generate reports from the data. If a submission fails a quality check, the system will email you to inform you of the failure and the submission will have a status of “Data Quality Failed” in the File Submission Summary.

When one of your submissions fails a data quality check, you should first review the errors. You then have two options to handle the errors:

- **Override:** If you have confirmed that the data is accurate and complete, you can override the failure.
- **Reject and Replace:** If the data is not accurate and complete, you can reject the submission and replace it.

Reviewing Data Quality Errors

When a submission fails data quality checks, the system will send you an email with details about the error for your review. You may also review this information by clicking **Review Data Quality** on the File Submission Summary screen.



File Submission Summary

Search

Match ☒ All ☐ Any

Submission Number

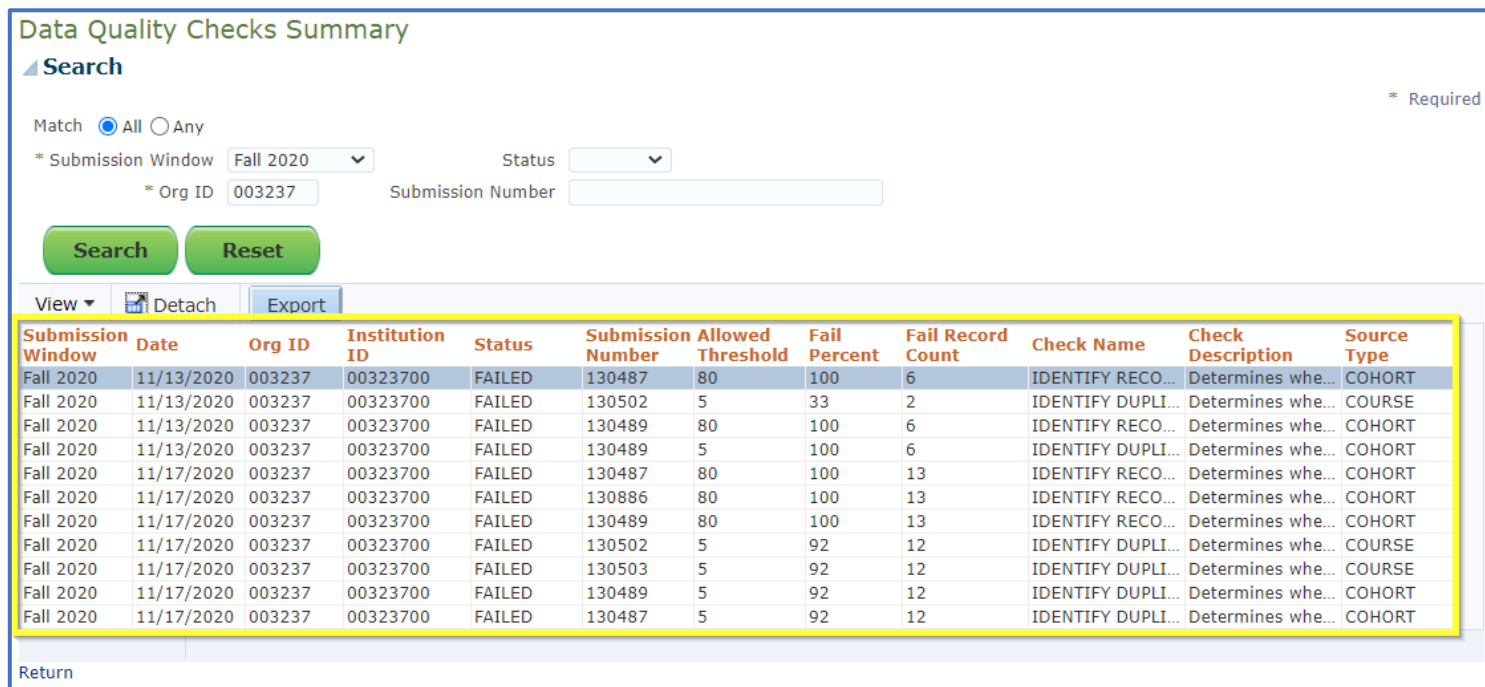
Submission Type

View

Submission Number	Organization Name	Submission Name	Data Status
82953	Frontier Pilot University	Financial Aid File	Field Failed
82952	Frontier Pilot University	Financial Aid File	Failed
82933	Frontier Pilot University	Course File	Field Failed

Figure 12: Review Data Quality

You will see a new window that displays the data quality error details.



Data Quality Checks Summary

Search

Match ☒ All ☐ Any

* Submission Window Status

* Org ID Submission Number

View

Submission Window	Date	Org ID	Institution ID	Status	Submission Number	Allowed Threshold	Fail Percent	Fail Record Count	Check Name	Check Description	Source Type
Fall 2020	11/13/2020	003237	00323700	FAILED	130487	80	100	6	IDENTIFY RECO...	Determines whe...	COHORT
Fall 2020	11/13/2020	003237	00323700	FAILED	130502	5	33	2	IDENTIFY DUPLI...	Determines whe...	COURSE
Fall 2020	11/13/2020	003237	00323700	FAILED	130489	80	100	6	IDENTIFY RECO...	Determines whe...	COHORT
Fall 2020	11/13/2020	003237	00323700	FAILED	130489	5	100	6	IDENTIFY DUPLI...	Determines whe...	COHORT
Fall 2020	11/17/2020	003237	00323700	FAILED	130487	80	100	13	IDENTIFY RECO...	Determines whe...	COHORT
Fall 2020	11/17/2020	003237	00323700	FAILED	130886	80	100	13	IDENTIFY RECO...	Determines whe...	COHORT
Fall 2020	11/17/2020	003237	00323700	FAILED	130489	80	100	13	IDENTIFY RECO...	Determines whe...	COHORT
Fall 2020	11/17/2020	003237	00323700	FAILED	130502	5	92	12	IDENTIFY DUPLI...	Determines whe...	COURSE
Fall 2020	11/17/2020	003237	00323700	FAILED	130503	5	92	12	IDENTIFY DUPLI...	Determines whe...	COURSE
Fall 2020	11/17/2020	003237	00323700	FAILED	130489	5	92	12	IDENTIFY DUPLI...	Determines whe...	COHORT
Fall 2020	11/17/2020	003237	00323700	FAILED	130487	5	92	12	IDENTIFY DUPLI...	Determines whe...	COHORT

Figure 13: Data Quality Error Details

By reviewing the error details, you can determine whether the error can be bypassed or if it should be replaced. If the submission should be replaced, you will need to reject it and re-submit. See **Rejecting Submissions** for details.

Overriding Data Quality Errors

If you review a data quality error and determine that the data is correct, you can override the error.

Note: You should only override a data quality error when you are confident that the errors will not affect the quality of the data.

When to Override Data Quality Errors

You can override many common data quality errors on your own, including:

- Degree Type Sought = *UK*
- Gateway Math Status is the same as Gateway English Status

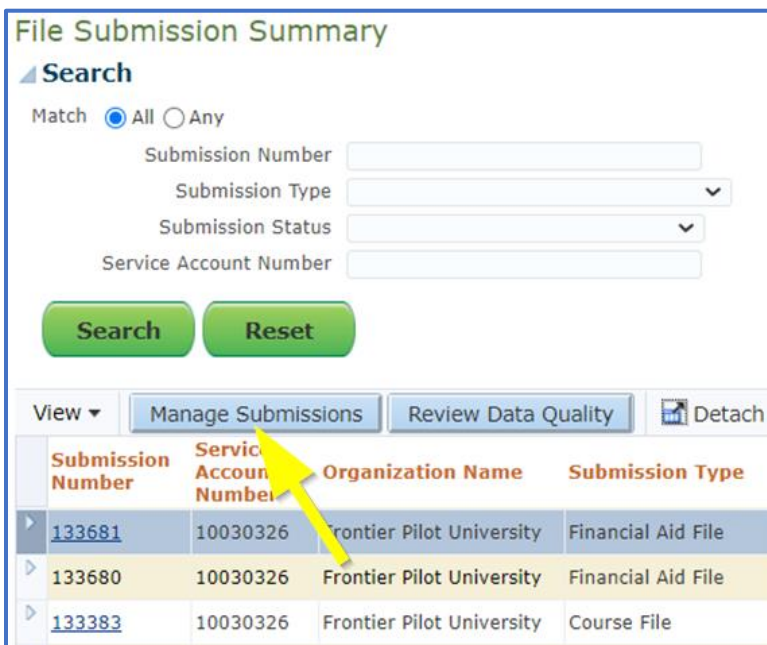
For some data quality errors, you should contact us before overriding them. These include:

- Duplicate courses or students across multiple data submissions
- Duplicate courses or students in your most recent data submission

If you receive any duplicate data quality errors, or if you need help with data quality errors, email PDPService@studentclearinghouse.org.

How to Override Data Quality Errors

1. On the *File Submission Summary* screen, click **Manage Submissions**.



File Submission Summary

Search

Match ☒ All ☐ Any

Submission Number

Submission Type

Submission Status

Service Account Number

Search **Reset**

View

Submission Number	Service Account Number	Organization Name	Submission Type
133681	10030326	Frontier Pilot University	Financial Aid File
133680	10030326	Frontier Pilot University	Financial Aid File
133383	10030326	Frontier Pilot University	Course File

Figure 14: Manage Submissions

2. From the *Select Action* drop-down, select **Override**.

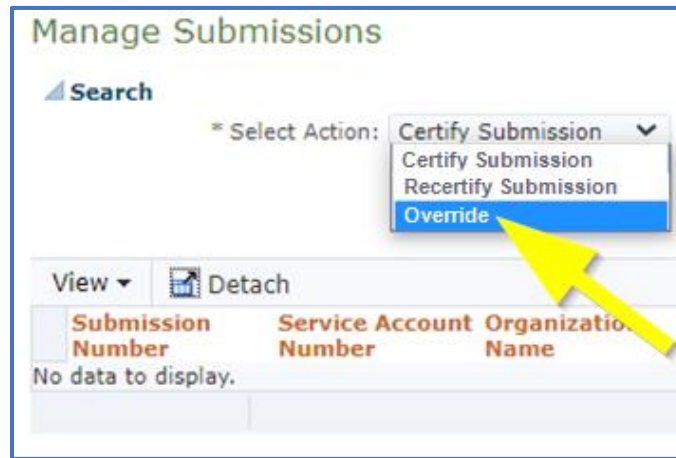


Figure 15: Override

3. Click **Search**.

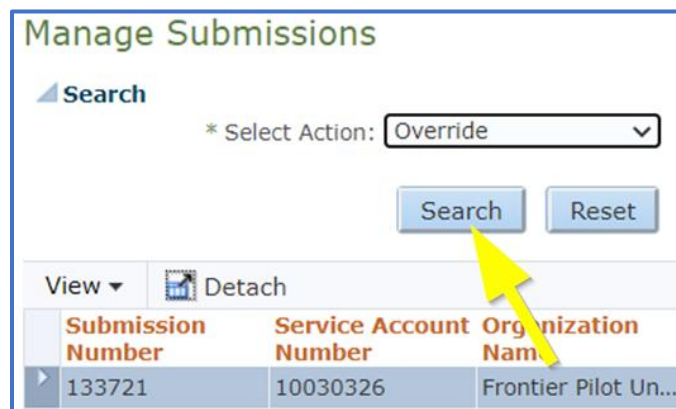
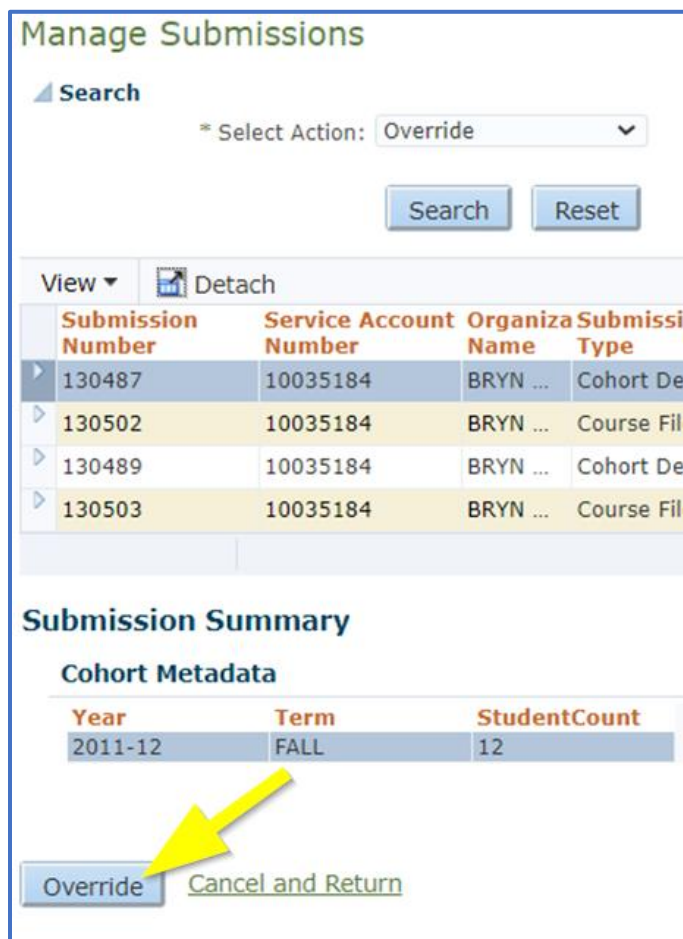


Figure 16: Search

- Review the files in the submission and click **Override**.



Manage Submissions

Search

Select Action:

Search Reset

View ▾ Detach

Submission Number	Service Account Number	Organiza Name	Submission Type
130487	10035184	BRYN ...	Cohort De
130502	10035184	BRYN ...	Course Fil
130489	10035184	BRYN ...	Cohort De
130503	10035184	BRYN ...	Course Fil

Submission Summary

Cohort Metadata

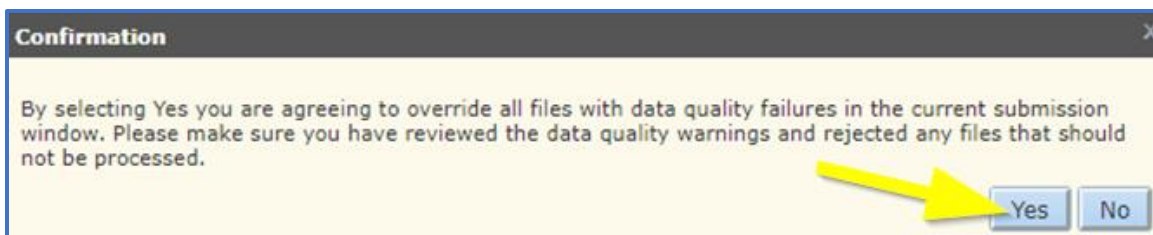
Year	Term	StudentCount
2011-12	FALL	12

Override Cancel and Return

Figure 17: Override

Note: All files listed will be overridden. You cannot select individual files to override. You should reject any files you do not want to be processed before clicking the Override button. See **Rejecting Submissions** for details.

- Click **Yes** to confirm.



Confirmation

By selecting Yes you are agreeing to override all files with data quality failures in the current submission window. Please make sure you have reviewed the data quality warnings and rejected any files that should not be processed.

Yes No

Figure 18: Confirmation Pop-up

Recertifying Submissions

When you re-submit a data file, you may need to recertify the submission. You can only re-certify a submission that has already been certified for the current submission window.

You may need to recertify a submission if:

- After certifying a submission, you uploaded additional data.
- You have replaced one or more files that failed data quality checks.

Certifying vs. Recertifying

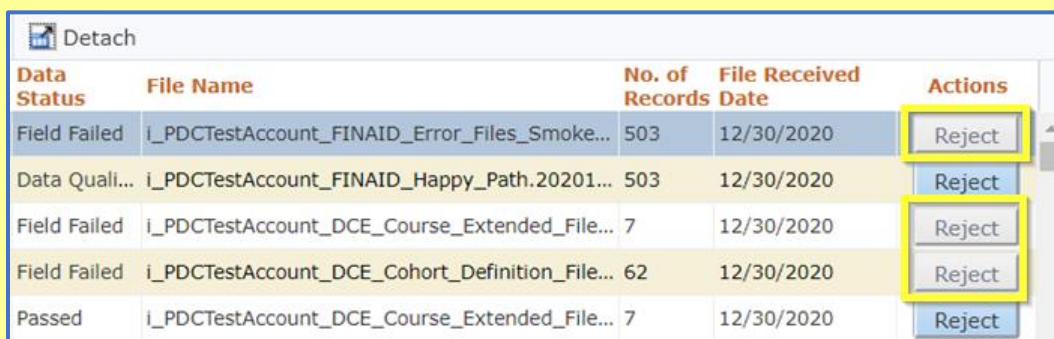
- **Certifying:** You can only certify a submission once per submission window. You should upload all data files in the submission before you certify the submission.
- **Recertifying:** You should only recertify a submission when you are adding additional files or resubmitting a file with data quality issues. You can recertify a single cohort or course file, depending on what you need to re-submit.

Note: If your submission has passed data quality checks and begun processing, you must contact The Clearinghouse at PDPService@studentclearinghouse.org before replacing and re-certifying your data.

Recertifying a Submission

Once the additional or replacement data has passed validation checks, the submission status will show as “Ready for Merge.” This means that the new data is ready to merge with the data you submitted previously. Once you recertify the submission, the data will be merged and processed. Remember to reject any files that you are replacing. See **Rejecting Submissions** for details.

Note: If the **Reject** button is unavailable, the data has already been processed.



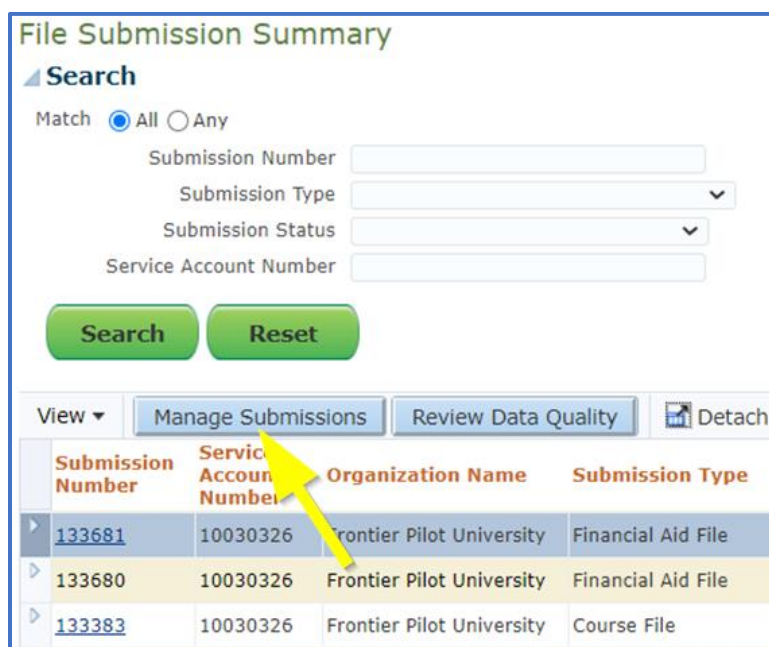
Data Status	File Name	No. of Records	File Received Date	Actions
Field Failed	i_PDCTestAccount_FINAID_Error_Files_Smoke...	503	12/30/2020	Reject
Data Quali...	i_PDCTestAccount_FINAID_Happy_Path.20201...	503	12/30/2020	Reject
Field Failed	i_PDCTestAccount_DCE_Course_Extended_File...	7	12/30/2020	Reject
Field Failed	i_PDCTestAccount_DCE_Cohort_Definition_File...	62	12/30/2020	Reject
Passed	i_PDCTestAccount_DCE_Course_Extended_File...	7	12/30/2020	Reject

Figure 19: Reject Unavailable

To ensure that the PDP is processing the most accurate data, email PDPService@studentclearinghouse.org to have the file deleted. Do not recertify a replacement file until the original file has been deleted.

Once you have uploaded a new submission, you must recertify it.

1. On the *File Submission Summary* screen, click **Manage Submissions**.



File Submission Summary

Search

Match ☒ All ☐ Any

Submission Number

Submission Type

Submission Status

Service Account Number

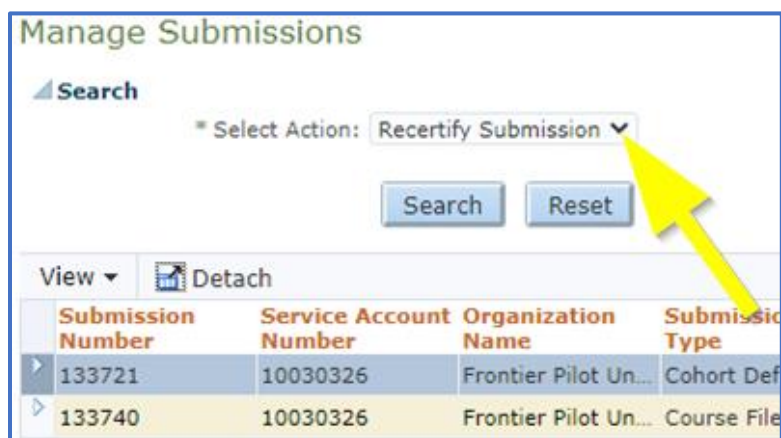
Search **Reset**

View

Submission Number	Service Account Number	Organization Name	Submission Type
133681	10030326	Frontier Pilot University	Financial Aid File
133680	10030326	Frontier Pilot University	Financial Aid File
133383	10030326	Frontier Pilot University	Course File

Figure 20: Manage Submissions

- From the *Select Action* drop-down, select **Recertify Submission**.



Manage Submissions

Search

* Select Action:

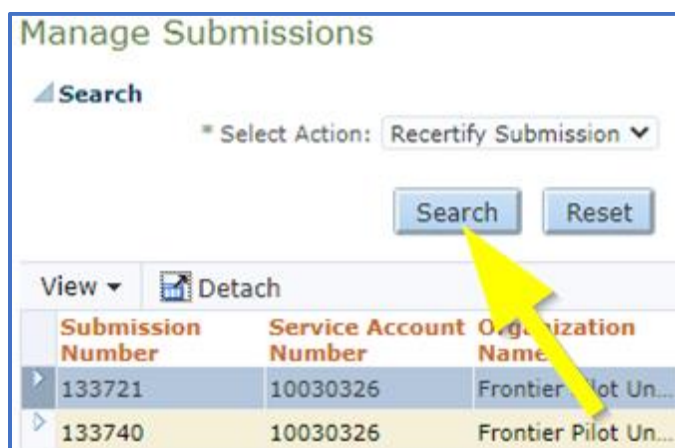
Search **Reset**

View

Submission Number	Service Account Number	Organization Name	Submission Type
133721	10030326	Frontier Pilot Un...	Cohort Def
133740	10030326	Frontier Pilot Un...	Course File

Figure 21: Recertify Submissions

- Click **Search**.



Manage Submissions

Search

* Select Action: Recertify Submission ▼

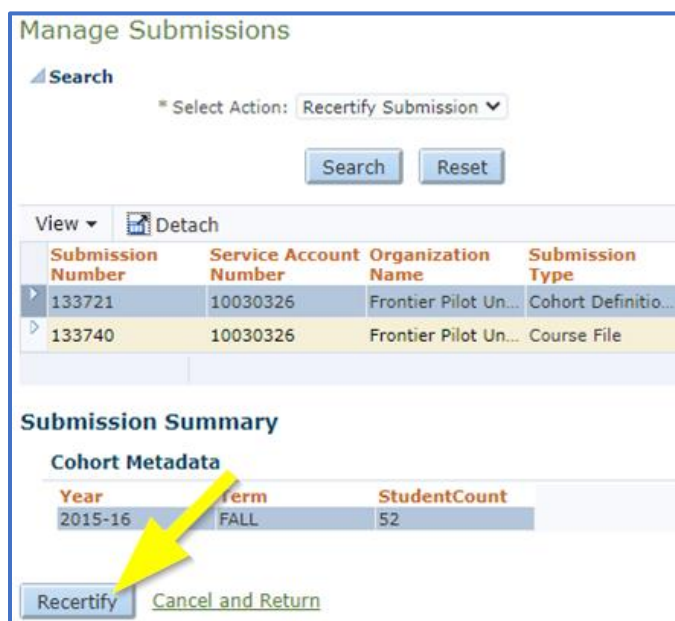
Search Reset

View ▾ Detach

Submission Number	Service Account Number	Organization Name
133721	10030326	Frontier Pilot Un...
133740	10030326	Frontier Pilot Un...

Figure 22: Search

- Review the submissions and click **Recertify**.



Manage Submissions

Search

* Select Action: Recertify Submission ▼

Search Reset

View ▾ Detach

Submission Number	Service Account Number	Organization Name	Submission Type
133721	10030326	Frontier Pilot Un...	Cohort Definitio...
133740	10030326	Frontier Pilot Un...	Course File

Submission Summary

Cohort Metadata

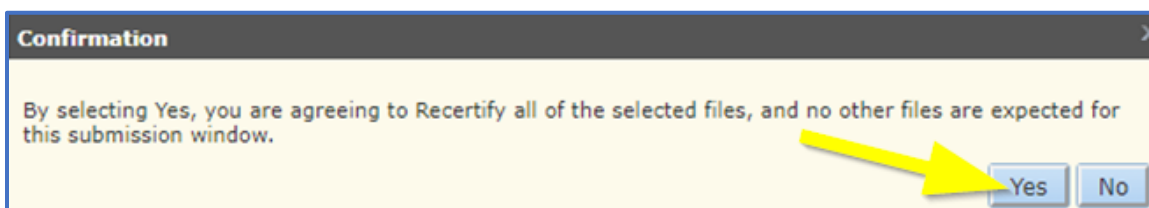
Year	Term	StudentCount
2015-16	FALL	52

Recertify Cancel and Return

Figure 23: Recertify

Note: All files in the list will be recertified. You cannot select individual files to recertify. You should reject any files you do not want to be processed before clicking **Recertify**. See **Rejecting Submissions** for details.

- Click **Yes** to confirm.



Confirmation

By selecting Yes, you are agreeing to Recertify all of the selected files, and no other files are expected for this submission window.

Yes No

Figure 24: Confirmation Pop-up

Updating Previously Submitted Data

If you need to make changes to **previously submitted and successfully processed** data, you can submit an update data file. You can submit an update data file the same way you submitted the original file. The PDP system will match the data with existing data and update it with the new values. Update files do not need to be certified.

Types of Update Files

There are three types of update files you can submit: cohort update file, course term update file, and course update file. The information from the original course file is split between the term and course update files. Due to the way the data is matched by The Clearinghouse, you cannot update both term and course data in one file.

- **Cohort:** Contains information from the cohort data file.
- **Course Term:** Contains the academic term information from the course data file.
- **Course:** Contains the course information from the course data file.

What You Can Update

In each file type there are certain values that you can update. You can update multiple values in the same file. We recommend limiting an update file to a specific target, like a particular cohort, term, or year.

Below are the values you can update in each file. All optional version 2.0 data elements can be updated. See

Note: Quotation marks count against any character limit for the field.

Optional Version 2.0 Data Elements for more information.

Cohort Update File

You can send cohort update files for multiple cohorts and any number of students.

- Race
- First Gen
- HS Completion Status
- HS Completion Year
- HS Unweighted GPA
- HS Weighted GPA
- Dual and Summer Enrollment
- Enrollment Type
- Number of College Transfer Credits Attempted
- Number of College Transfer Credits Accepted
- Math Placement
- English Placement
- Gateway Math Status
- Gateway English Status

Optional Version 2.0 Data Elements

- Reading Placement
- Special Program
- NASPA First-Generation
- Gender
- Incarcerated Status
- Military Status
- Employment Status
- Disability Status

Course Term Update File

You can submit course term update files for multiple terms and any number of students.

- Pell Recipient
- Completed Development Math
- Completed Development English
- Transfer Intent
- Degree Type Sought
- Semester/Session GPA
- Overall GPA

Optional Version 2.0 Data Elements

- Foreign Language Completion

Course Update File

You can submit course update files for multiple terms and any number of students or courses.

- Grade
- Number of Credits Earned
- Delivery Method
- Grade Effective Date
- Course CIP (only if value was *Missing* in the original data file)
- Course Type
- Math or English Gateway
- Co-requisite Course

Optional Version 2.0 Data Elements

- Credential Engine Identifier
- Course Instructor Employment Status
- Course Instructor Rank

Formatting an Update Data File

An update data file should be formatted the same as the original file following the same guidelines outlined in [Creating a Data File](#). There are key differences in the requirements for each record.

Header Record

The header record should be the same as the header record in the original data file except for the *Record Type* variable, which must contain a specific value based on the type of update file:

- Cohort Data File = DCE11
- Term Data File = DCE12
- Course Data File = DCE13

Trailer Record

The trailer record must be the same as the original data file.

Detail Records

The detail records must be formatted the same as in the original data file and follow all of the requirements outlined in [Formatting Data File Records](#).

- Values that you change in the update file will be updated; however, **not all values can be updated**.
- Some values that cannot be updated are still required to match to the original data.
- Some values that were optional in the original file are required in the update file.
- Some values that were required in the original file are optional in the update file. If you submit any of these values, they will not be updated.

See the tables below for specific variable information for each file type. Variables marked as “Conditional” in the *Required* column follow the same conditions as the original data file.

Cohort Update File

Identifying Information

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
1	CH1	Enumerated		Indicates the type of data record. Must be the first field in every detail record. Enter <i>D1</i> for detail records.	Yes	No
2	Cohort	Date	YYYY-YY	Academic year in which the student first enrolled in at least one course. Must match the <i>Cohort</i> value in the course data file. Must be 2 consecutive years between 2000 and today Example: <i>2019-20</i>	Yes	No



#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
3	Cohort Term	Enumerated		Term in which student first enrolled in at least one course. Must match the <i>Cohort Term</i> value in the course data file. Valid codes: <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	Yes	No
4	Cohort Term Begin Date	Date	YYYYMMDD	Date the <i>Cohort Term</i> began. Year must be between 1900 and today.	No	No
5	Cohort Term End Date	Date	YYYYMMDD	Date the <i>Cohort Term</i> ended. Year must be between 1900 and today. Cannot be before or the same as the <i>Cohort Term Begin Date</i> .	No	No
6	SSN	Numeric	9 digits	Student's Social Security number. If not available, leave blank and enter the <i>Student ID</i> instead. Required if <i>Student ID</i> is blank. Cannot be the same as <i>Student ID</i> .	Conditional	No
7	ITIN	Numeric	9 digits	Individual Tax Payer Identification Number. Cannot be the same as <i>SSN</i> .	No	No
8	Student ID	Alphanumeric	3 – 20 characters	Your institution's ID number for the student. Required if <i>SSN</i> is blank. Cannot be the same as <i>SSN</i> or <i>ITIN</i> . Can include: period, apostrophe, hyphen, underscore	Conditional	No
9	First Name	Alphanumeric	Up to 60 characters	Student's first name. Can include: space, period, apostrophe, hyphen	Yes	No
10	Middle Name	Alphanumeric	Up to 60 characters	Student's middle name. Can include: space, period, apostrophe, hyphen	No	No
11	Last Name	Alphanumeric	Up to 60 characters	Student's last name. Can include: space, period, apostrophe, hyphen	Yes	No
12	Street Line 1	String	2 – 30 characters	Student's permanent street address. If unknown, enter <i>UK</i> .	Yes	No
13	Street Line 2	String	Up to 30 characters	Second line of student's address, if needed.	No	No
14	City	String	2 – 20 characters	Student's city of permanent residence. If unknown, enter <i>UK</i> .	Yes	No
15	State	Alphabetic	2 characters	Student's state of permanent residence. For US students, enter a valid state code. See Appendix 1 for a list of valid state codes. For students outside the US, enter any other two characters. If unknown, enter <i>UK</i> .	Yes	No

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
16	Zip/Postal Code	Alphanumeric	1 – 10 characters	Student's permanent Zip/postal code. Must include at least one number. Can include a hyphen. Cannot include spaces. For postal codes with spaces, you can remove the spaces or replace them with hyphens.	No	No
17	Country	Enumerated	2 characters	Student's country of permanent residence. See Appendix 2 for a list of valid country codes. If unknown, enter <i>UK</i> .	Yes	No
18	Date of Birth	Date	YYYYMMDD	Student's date of birth. Year must be between 1900 and 10 years ago. If unknown, omit the student from the data file.	Yes	No
19	Ethnicity	Enumerated		Student's ethnicity. Enter <i>H</i> for Hispanic, <i>N</i> for Non-Hispanic, or <i>UK</i> for unknown.	Yes	No
20	Race	Enumerated		Student's race. Can include multiple values separated by pipe symbols () in any order. For example, a student who is Asian, White, and a non-resident alien could be listed as: <i>AN/W/A</i> . Valid codes: <ul style="list-style-type: none"> • A = Nonresident Alien • IA = American Indian or Alaska Native • AN = Asian • B = Black • HP = Native Hawaiian or other Pacific Islander • W = White • UK = Unknown 	No	Yes
21	Institution ID Type	Enumerated		Originating system of the institution ID (OPEID, FICE, NCES, ACT, etc.). Currently you can only enter <i>OPEID</i> .	Yes	No
22	Institution ID	Alphanumeric	8 characters	Your institution's ID. Currently you can only enter an 8-digit OPEID (6-digit OPEID + 2-digit branch code). If you do not have a branch code, enter your 6-digit OPEID with <i>00</i> at the end.	Yes	No

High School Information

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
23	HS Completion Status	Enumerated		Student's high school diploma or equivalency status. Valid codes: <ul style="list-style-type: none"> • A = Adult High School Diploma • E = Endorsed/Advanced Diploma • G = General Education Development (GED) • H = Non-GED High School Equivalency • I = International Baccalaureate • M = Modified Diploma • D = Regular Diploma • V = Vocational Certificate • O = Other 	No	Yes
24	HS Completion Year	Date	YYYY	Date student earned their high school diploma or equivalency. Must be a year between 1900 and today.	No	Yes
25	HS Unweighted GPA	Numeric	X.XX	Student's unweighted high school GPA on a 4-point scale. Does not include weights for advanced placement, honors, or other types of advanced classes. Must be a number between 0 and 4 with up to two decimal places. If only one GPA is available and you are not sure if it is weighted or unweighted, enter the same value for both <i>HS Unweighted GPA</i> and <i>HS Weighted GPA</i> .	No	Yes
26	HS Weighted GPA	Numeric	X.XX	Student's weighted high school GPA on a 6-point scale. Includes weights for advanced placement, honors, and other types of advanced classes. Must be a number between 0 and 6 with up to two decimal places. If only one GPA is available and you are not sure if it is weighted or unweighted, enter the same value for both <i>HS Unweighted GPA</i> and <i>HS Weighted GPA</i> .	No	Yes

Enrollment Information

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
27	First Gen	Enumerated		Indicates if one or more of the student's parents attended college. Valid codes: <ul style="list-style-type: none"> • N = No parent attended college • P = At least one parent attended college but earned no credential or degree • C = At least one parent earned a certificate • A = At least one parent earned an associate's degree • B = At least one parent earned a bachelor's degree or higher • E = At least one parent earned a credential or degree (level unknown) 	No	Yes
28	Dual and Summer Enrollment	Enumerated		Student was a previous dual enrollment student and/or enrolled in summer work before their first term enrolled with credential-seeking status. <ul style="list-style-type: none"> • DE = Past dual enrollment • SE = Past summer enrollment • DS = Past dual and summer enrollment 	No	Yes
29	Enrollment Type	Enumerated		Student's cohort enrollment type. Valid codes: <ul style="list-style-type: none"> • F = First time at institution, non-transfer • R = Re-admit* • T = Transfer *Although normally Continuing and Re-admit students should not be included in the cohort data file, they are still valid codes because they are part of the Common Education Data Standards (CEDS) for Enrollment Type. We recommend that you only include students enrolling for the first time and transfer students in the cohort data file.	No	Yes
30	Number of College Credits Attempted to Transfer	Numeric	XXXX.XX	Number of credits the student attempted to transfer from another institution (whether or not the credits were accepted). If the student is a transfer student but did not attempt to transfer credits, enter 0.	No	Yes



#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
31	Number of College Transfer Credits Accepted	Numeric	XXXX.XX	Number of transfer credits your institution accepted for the student. If the student is a transfer student but no transfer credits were accepted, enter 0.	No	Yes
32	Math Placement	Enumerated		Student was college ready in math upon enrollment based on your institution's math placement policies. Valid codes: <ul style="list-style-type: none"> • C = College ready • N = Not college ready • UK = Unknown 	No	Yes
33	English Placement	Enumerated		Student was college ready in English upon enrollment based on your institution's English placement policies. Valid codes: <ul style="list-style-type: none"> • C = College ready • N = Not college ready • UK = Unknown 	No	Yes
34	Gateway Math Status	Enumerated		Whether the student is required to complete a gateway math course at enrollment. You may classify more than one course as a math gateway course. Valid codes: <ul style="list-style-type: none"> • R = Required • N = Not required • UK = Unknown 	No	Yes
35	Gateway English Status	Enumerated		Whether the student is required to complete a gateway English course at enrollment. You may classify more than one course as an English gateway course. Valid codes: <ul style="list-style-type: none"> • R = Required • N = Not required • UK = Unknown 	No	Yes

Optional Version 2.0 Data Elements

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
36	Reading Placement	Enumerated		Student was college ready in reading at time of first enrollment based on your institution's reading placement policies. Valid codes: <ul style="list-style-type: none"> • C = College ready • N = Not college ready • UK = Unknown 	No	Yes

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
37	Special Program	Alphanumeric	Up to 64 characters	Whether the student is participating in a special program. For example, Community College Growth Engine Fund (CCGEF) = <i>ccgefcohort</i> . Do not include special characters.	No	Yes
38	NASPA First-Generation	Enumerated	1 character	NASPA's coding for the first-generation status of the student. Does not impact the first-generation filter. Valid codes: <ul style="list-style-type: none"> • 0 = Student is not considered first generation • 1 = Neither biological parent earned a four-year college degree • 2 = Neither parent or guardian earned a four-year college degree • 3 = Neither parent or guardian earned a four-year college degree from an institution in the United States • 4 = Neither parent or guardian with primary influence on the student at age 16 earned a four-year college degree • 5 = Neither parent completed education beyond an associate/two-year degree • 6 = Neither parent entered any form of higher education 	No	Yes
39	Gender	Enumerated		Gender of the student. If not provided, gender will be determined based on other Clearinghouse data. Valid codes: <ul style="list-style-type: none"> • M = Male • F = Female • P = Prefer not to specify • X = Nonbinary, intersex, or gender-nonconforming • UK = Unknown 	No	Yes



#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
40	Incarcerated Status	Enumerated	Up to 2 characters	Whether the student is incarcerated or was previously incarcerated. Valid codes: <ul style="list-style-type: none"> Y = Student is currently incarcerated P = Student was previously incarcerated (at any point before enrolling at your institution) N = Student is/was not incarcerated UK = Unknown 	No	Yes
41	Military Status	Enumerated	1 character	Whether the student is a veteran or on active duty. Valid codes: <ul style="list-style-type: none"> 0 = None/unknown 1 = Veteran 2 = Active Duty/Reserves/National Guard 	No	Yes
42	Employment Status	Enumerated	1 character	Whether the student is employed. Valid codes: <ul style="list-style-type: none"> 0 = Unknown 1 = Student is employed full-time 2 = Student is employed less than full-time but at least half-time 3 = Student is employed less than half-time 4 = Student is not employed 	No	Yes
43	Disability Status	Enumerated	Up to 2 characters	Whether the student identifies as having a disability. Valid codes: <ul style="list-style-type: none"> Y = Student has a documented disability with the disability office or similar office at your institution (including learning, physical, and/or psychological disabilities) N = Student does not identify as having a disability or have a documented/reported disability with the disability office or similar office at your institution UK = Unknown 	No	Yes

Course Term Update File

Identifying Information

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
1	CH1	Enumerated		Indicates the type of data record. Enter <i>D1</i> for detail records.	Yes	No

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
2	Cohort	Date	YYYY-YY	Academic year in which the student first enrolled in at least one course. Must match the <i>Cohort</i> value in the cohort data file. Must be 2 consecutive years between 2000 and today Example: 2019-20	Yes	No
3	Cohort Term	Enumerated		Term in which student first enrolled in at least one course. Must match the <i>Cohort Term</i> value in the cohort data file. Valid codes: <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	Yes	No
4	Academic Year	Date	YYYY-YY	Academic year to which the record belongs. Enter 2 consecutive years between 2000 and today.	Yes	No
5	Term	Enumerated		Academic term to which the record belongs. Valid Codes: <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	Yes	No
6	Institution ID Type	Enumerated		Originating system of the institution ID (OPEID, FICE, NCES, ACT, etc.). Currently you can only enter <i>OPEID</i> .	Yes	No
7	Institution ID	Alphanumeric	8 characters	Your institution's ID (currently you can only enter an 8-character OPEID).	Yes	No
8	SSN	Numeric	9 digits	Student's Social Security number. If not available, leave blank and enter the <i>Student ID</i> instead. Required if <i>Student ID</i> is blank. Cannot be the same as <i>Student ID</i> .	Conditional	No
9	ITIN	Numeric	9 digits	Individual Tax Payer Identification Number. Cannot be the same as <i>SSN</i> .	No	No
10	Student ID	Alphanumeric	3 – 20 characters	Your institution's ID number for the student. Required if <i>SSN</i> is blank. Cannot be the same as <i>SSN</i> or <i>ITIN</i> . Can include: period, apostrophe, hyphen, underscore	Conditional	No
11	First Name	Alphanumeric	Up to 60 characters	Student's first name. Can include: space, period, apostrophe, hyphen	Yes	No
12	Middle Name	Alphanumeric	Up to 60 characters	Student's middle name. Can include: space, period, apostrophe, hyphen	No	No
13	Last Name	Alphanumeric	Up to 60 characters	Student's last name. Can include: space, period, apostrophe, hyphen	Yes	No



#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
14	Suffix	Alphanumeric	Up to 10 characters	Student's suffix (such as Jr., II, III). Can include a period.	No	No
15	Current Street 1	String	2 – 30 characters	Student's current street address. If unknown, enter <i>UK</i> .	Yes	No
16	Current Street 2	String	Up to 30 characters	Second line of student's address, if needed.	No	No
17	Current City	String	2 – 20 characters	Student's current city of residence. If unknown, enter <i>UK</i> .	Yes	No
18	Current State	Alphabetic	2 characters	Student's current state of residence. For US students, enter a valid state code. See Appendix 1 for a list of valid state codes. For students outside the US, enter any other two characters. If unknown, enter <i>UK</i> .	Yes	No
19	Current Zip/Postal Code	Alphanumeric	1 – 10 characters	Student's permanent Zip/postal code. Must include at least one number. Can include a hyphen. Cannot include spaces. For postal codes with spaces, you can remove the spaces or replace them with hyphens.	No	No
20	Current Country	Enumerated	2 characters	Student's current country of residence. See Appendix 2 for a list of valid country codes. If unknown, enter <i>UK</i> .	Yes	No
21	Date of Birth	Date	YYYYMMDD	Student's date of birth. Year must be between 1900 and 10 years ago. If unknown, omit the student from the data file.	Yes	No
22	Student Phone Number	String	Up to 20 digits	Student's phone number US and international phone numbers are accepted.	No	No
23	Pell Recipient	Enumerated		Whether the student received a Pell grant during the term. Enter <i>Y</i> for yes, <i>N</i> for no, or <i>UK</i> for unknown.	No	Yes
24	Student Email	String	Up to 255 characters	Student's email address.	No	No

Academic Term Information

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
25	CompleteDevMath	Enumerated		For developmental math students, whether the student completed all developmental math requirements during the term. Valid codes: <ul style="list-style-type: none"> • C = Completed • D = Did not complete • NA = Not applicable 	No	Yes

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
26	CompleteDevEnglish	Enumerated		For developmental English students, whether the student completed all developmental English requirements during the term. Valid codes: <ul style="list-style-type: none"> • C = Completed • D = Did not complete • NA = Not applicable 	No	Yes
27	TransferIntent	Enumerated		Student's educational objective. Report term-by-term if possible. If you collect student intent once per year or only on entry, enter the intent for the student's initial entry term. Enter / for intent to transfer or N for no intent to transfer.	No	Yes
28	Degree Type Sought	Enumerated		Degree that the student is currently seeking. Valid codes: <ul style="list-style-type: none"> • C1 = Less than 1-year certificate, less than associate's degree • C2 = 1-2 year certificate, less than associate's degree • C4 = 2-4 year certificate, less than bachelor's degree • A = Associate's degree • B = Bachelor's degree • PB = Post Baccalaureate Certificate • M = Master's degree • D = Doctoral degree • FP = First professional degree • PC = Graduate/professional certificate • NC = Non-credential program (preparatory coursework/teach certification) • UK = Unknown 	No	Yes
29	Semester/Session GPA	Numeric	X.XX	Student's GPA for the term for which you are submitting data on a 4-point scale. Count pass/fail classes, Ds, and retakes. Must be a number between 0 and 4 with up to two decimal places. If not available, enter <i>Missing</i> .	No	Yes*

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
30	Overall GPA	Numeric	X.XX	Student's cumulative GPA up to and including the term for which you are submitting data on a 4-point scale. Count pass/fail classes, Ds, and retakes. Must be a number between 0 and 4 with up to two decimal places. If not available, enter <i>Missing</i> .	No	Yes*

***If this variable was previously populated but the value is now *Missing*, it will not be updated.**

Course Information

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
31	Course Prefix	Alphabetic	Up to 50 characters	Course prefix as it appears in your institution's catalog.	No	Not required for course term update file. Will not be updated. You may leave blank.
32	Course Number	Alphanumeric	Up to 20 characters	Course number as it appears in your institution's catalog.		
33	Section ID	Alphanumeric	Up to 20 characters	Section ID as it appears in your institution's catalog.		
34	Course Name	String	Up to 50 characters	Course name as it appears in your institution's catalog.		
35	Course Description	String	Up to 255 characters	Course description as it appears in your institution's catalog.		
36	Course CIP	Enumerated		Course Classification of Instructional Programs code.		
37	Course Type	Enumerated		Type of course.		
38	MathOrEnglishGateway	Enumerated		Course is a gateway math or English course, the first course for any program.		
39	Co-requisite Course	Enumerated		Whether the course is a co-requisite course, which enrolls students in developmental (remedial) education and college-level courses in the same subject at the same time.		
40	Course Begin Date	Date	YYYYMMDD	Date the course began.		
41	Course End Date	Date	YYYYMMDD	Date the course is scheduled to end.		
42	Grade	String	Up to 20 characters	Student's grade for the term on a 4-point scale.		
43	Number of Credits Attempted	Numeric	XX.XX	Number of credits the student attempted for the individual course.		
44	Number of Credits Earned	Numeric	XX.XX	Number of credits the student earned for the individual course.		
45	Delivery Method	Enumerated		Delivery method of the course.		
46	Core Course	Enumerated		Course is part of core competency/general education courses at your institution.		
47	Core Course Type	String	Up to 20 characters	Type of core competency.		
48	Core Competency Completed	Enumerated		Core/general education course has been completed. Used for reverse transfer.		
49	Total Combined Earned and Transferred Credits	Numeric	Up to 10 digits	Total credits the student has earned at your institution plus transferred earned credits.		

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
50	Purpose of Course Exchange	Enumerated		Reason the course is being submitted to The Clearinghouse. Value must be 2 for course term update file.	Yes	No
51	Certification Endorsed Curriculum/Program	Enumerated		Indicates if your institution is teaching curriculum provided by or endorsed by an industry-recognized credentialing body (the credentialing body has reviewed and endorsed the curriculum to prepare students to sit for and pass a certification exam).	No	Not required for course term update file. Will not be updated. You may leave blank.
52	Certificate Endorsing Industry	String		Name of the credential provider endorsing the curriculum.		
53	Grade Effective Date	Date	YYYYMMDD	The date the grade was effective or the date the grade was entered in the system.		
54	DGI Institution ID Type	Enumerated		Originating system of the DGI ID (OPEID, FICE, NCES, ACT, etc.).		
55	DGI Institution ID	Alphanumeric	8 characters	DGI ID (currently you can only enter an 8-character OPEID).		
56	DGI Student ID	Alphanumeric	3 – 20 characters	Student ID of the DGI.		

Optional Version 2.0 Data Elements

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
57	Foreign Language Completion	Enumerated		Student has completed core/general education requirement for foreign language, if required. Valid codes: <ul style="list-style-type: none"> Y = Evaluated and satisfied N = Evaluated but not satisfied 	No	Yes

Course Update File

Identifying Information

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
1	CH1	Enumerated		Indicates the type of data record. Enter <i>D1</i> for detail records.	Yes	No
2	Cohort	Date	YYYY-YY	Academic year in which the student first enrolled in at least one course. Must match the <i>Cohort</i> value in the cohort data file. Must be 2 consecutive years between 2000 and today Example: 2019-20	Yes	No



#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
3	Cohort Term	Enumerated		Term in which student first enrolled in at least one course. Must match the <i>Cohort Term</i> value in the cohort data file. Valid codes: <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	Yes	No
4	Academic Year	Date	YYYY-YY	Academic year to which the record belongs. Enter 2 consecutive years between 2000 and today.	Yes	No
5	Term	Enumerated		Academic term to which the record belongs. Valid Codes: <ul style="list-style-type: none"> • Fall • Winter • Spring • Summer 	Yes	No
6	Institution ID Type	Enumerated		Originating system of the institution ID (OPEID, FICE, NCES, ACT, etc.). Currently you can only enter <i>OPEID</i> .	Yes	No
7	Institution ID	Alphanumeric	8 characters	Your institution's ID (currently you can only enter an 8-character OPEID).	Yes	No
8	SSN	Numeric	9 digits	Student's Social Security number. If not available, leave blank and enter the <i>Student ID</i> instead. Required if <i>Student ID</i> is blank. Cannot be the same as <i>Student ID</i> .	Conditional	No
9	ITIN	Numeric	9 digits	Individual Tax Payer Identification Number. Cannot be the same as <i>SSN</i> .	No	No
10	Student ID	Alphanumeric	3 – 20 characters	Your institution's ID number for the student. Required if <i>SSN</i> is blank. Cannot be the same as <i>SSN</i> or <i>ITIN</i> . Can include: period, apostrophe, hyphen, underscore	Conditional	No
11	First Name	Alphanumeric	Up to 60 characters	Student's first name. Can include: space, period, apostrophe, hyphen	Yes	No
12	Middle Name	Alphanumeric	Up to 60 characters	Student's middle name. Can include: space, period, apostrophe, hyphen	No	No
13	Last Name	Alphanumeric	Up to 60 characters	Student's last name. Can include: space, period, apostrophe, hyphen	Yes	No
14	Suffix	Alphanumeric	Up to 10 characters	Student's suffix (such as Jr., II, III). Can include a period.	No	No
15	Current Street 1	String	2 – 30 characters	Student's current street address. If unknown, enter <i>UK</i> .	Yes	No

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
16	Current Street 2	String	Up to 30 characters	Second line of student's address, if needed.	No	No
17	Current City	String	2 – 20 characters	Student's current city of residence. If unknown, enter <i>UK</i> .	Yes	No
18	Current State	Alphabetic	2 characters	Student's current state of residence. For US students, enter a valid state code. See Appendix 1 for a list of valid state codes. For students outside the US, enter any other two characters. If unknown, enter <i>UK</i> .	Yes	No
19	Current Zip/Postal Code	Alphanumeric	1 – 10 characters	Student's permanent Zip/postal code. Must include at least one number. Can include a hyphen. Cannot include spaces. For postal codes with spaces, you can remove the spaces or replace them with hyphens.	No	No
20	Current Country	Enumerated	2 characters	Student's current country of residence. See Appendix 2 for a list of valid country codes. If unknown, enter <i>UK</i> .	Yes	No
21	Date of Birth	Date	YYYYMMDD	Student's date of birth. Year must be between 1900 and 10 years ago. If unknown, omit the student from the data file.	Yes	No
22	Student Phone Number	String	Up to 20 digits	Student's phone number US and international phone numbers are accepted.	No	No
23	Pell Recipient	Enumerated		Whether the student received a Pell grant during the term. Enter <i>Y</i> for yes, <i>N</i> for no, or <i>UK</i> for unknown.	No	Not required for course update file. Will not be updated. You may leave blank.
24	Student Email	String	Up to 255 characters	Student's email address.	No	No

Academic Term Information

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
25	CompleteDevMath	Enumerated		For developmental math students, whether the student completed all developmental math requirements during the term.	No	Not required for course update file. Will not be updated. You may leave blank.
26	CompleteDevEnglish	Enumerated		For developmental math students, whether the student completed all developmental English requirements during the term.		
27	TransferIntent	Enumerated		Student's educational objective.		



#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
28	Degree Type Sought	Enumerated		Degree that the student is currently seeking.		
29	Semester/Session GPA	Numeric	X.XX	Student's GPA for the term for which you are submitting data on a 4-point scale.		
30	Overall GPA	Numeric	X.XX	Student's cumulative GPA up to and including the term for which you are submitting data on a 4-point scale.		

Course Information

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
31	Course Prefix	Alphabetic	Up to 50 characters	Course prefix as it appears in your institution's catalog. For example, ENG 101 Composition I = <i>ENG</i> . Can include: period, hyphen, underscore, ampersand	Yes	No
32	Course Number	Alphanumeric	Up to 20 characters	Course number as it appears in your institution's catalog. For example, ENG 101 Composition I = <i>101</i> . Can include: period, hyphen, underscore, ampersand	Yes	No
33	Section ID	Alphanumeric	Up to 20 characters	Section ID as it appears in your institution's catalog. If not available, enter <i>Missing</i> . Can include: period, hyphen, underscore, ampersand	Yes	Yes
34	Course Name	String	Up to 50 characters	Course name as it appears in your institution's catalog. For example, ENG 101 Composition I = <i>Composition I</i> .	Yes	No
35	Course Description	String	Up to 255 characters	Course description as it appears in your institution's catalog. Required if Purpose of Course Exchange = 1. Used for reverse transfer.	No	No
36	Course CIP	Enumerated		Course Classification of Instructional Programs code. See https://nces.ed.gov/ipeds/cipcode for a list of valid codes. If not available, enter <i>Missing</i> .	Yes	Conditional: Will only be updated if the original value was <i>Missing</i> .

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
37	Course Type	Enumerated		<p>Type of course. Valid codes:</p> <ul style="list-style-type: none"> • CU = College-level, undergraduate (credit towards certificate, associate's, or bachelor's degree) • CG = College level, graduate (credit towards graduate degree) • CC = College developmental, remedial or preparatory credit towards credential completion requirements • CD = College developmental, remedial or preparatory credits not applicable towards credential completion requirements • EL = ESL (non-credit adult basic skills courses supported by WIA Title II) • AB = Adult basic education • GE = Adult secondary education/GED • NC = Non-credit vocational (courses that lead to an occupational certificate, industry certificate, or other type of credential) <p>O = Other</p>	No	Yes
38	MathOrEnglishGateway	Enumerated		<p>Course is a gateway math or English course, the first course for any program. Students in major fields can sometimes choose from one of several math courses to fulfill the single-course college-level math requirement. These courses count as gateway courses. You may classify more than one course as a math or English gateway course.</p> <p>Valid codes:</p> <ul style="list-style-type: none"> • M = Math gateway • E = English gateway <p>NA = Not applicable</p>	No	Yes
39	Co-requisite Course	Enumerated		<p>Whether the course is a co-requisite course, which enrolls students in developmental (remedial) education and college-level courses in the same subject at the same time. Enter <i>Y</i> for yes or <i>N</i> for no.</p>	No	Yes
40	Course Begin Date	Date	YYYYMMDD	Date the course began. Year must be between 1900 and today.	Yes	No

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
41	Course End Date	Date	YYYYMMDD	Date the course is scheduled to end. Year must be after 1900.	Yes	No
42	Grade	String	Up to 20 characters	Student's grade for the term on a 4-point scale. If a numeric grade does not apply to the course, enter one of the following codes: <ul style="list-style-type: none"> • P = Pass • F = Fail • I = Incomplete • W = Withdraw • A = Audit • M = Missing • O = Other 	No	Yes
43	Number of Credits Attempted	Numeric	XX.XX	Number of credits the student attempted for the individual course. Cannot be greater than 20.	Yes	No
44	Number of Credits Earned	Numeric	XX.XX	Number of credits the student earned for the individual course. Cannot be greater than Number of Credits Attempted.	No	Yes
45	Delivery Method	Enumerated		Delivery method of the course. Valid codes: <ul style="list-style-type: none"> • O = Online • F = Face-to-face • H = Hybrid If the course is delivered by another method not included in the valid codes, leave blank.	No	Yes
46	Core Course	Enumerated		Course is part of core competency/general education courses at your institution. Enter Y for yes or N for no. Leave blank if not applicable. Used for reverse transfer.	No	No
47	Core Course Type	String	Up to 20 characters	Type of core competency. For example, the core competency for Introduction to Art 101 is Humanities. Required if Core Course = Y. Used for reverse transfer.	No	No
48	Core Competency Completed	Enumerated		Core/general education course has been completed. Used for reverse transfer. Valid codes: <ul style="list-style-type: none"> • Y = Core requirements evaluated and satisfied • N = Core requirements evaluated but not satisfied 	No	No

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
49	Total Combined Earned and Transferred Credits	Numeric	Up to 10 digits	Total credits the student has earned at your institution plus transferred earned credits. Must be a whole number up to 10 digits with no decimal places. Required if Purpose of Course Exchange = 1. Used for reverse transfer.	No	No
50	Purpose of Course Exchange	Enumerated		Reason the course is being submitted to The Clearinghouse. Value must be 2 for course update file.	Yes	No
51	Certification Endorsed Curriculum/Program	Enumerated		Indicates if your institution is teaching curriculum provided by or endorsed by an industry-recognized credentialing body (the credentialing body has reviewed and endorsed the curriculum to prepare students to sit for and pass a certification exam). Enter <i>Y</i> for yes or <i>N</i> for no.	No	No
52	Certificate Endorsing Industry	String		Name of the credential provider endorsing the curriculum.	No	No
53	Grade Effective Date	Date	YYYYMMDD	The date the grade was effective or the date the grade was entered in the system. Must be between the Course Begin Date and today. Leave blank if not applicable.	No	Yes
54	DGI Institution ID Type	Enumerated		Originating system of the DGI ID (OPEID, FICE, NCES, ACT, etc.). Currently you can only enter <i>OPEID</i> . Required if Purpose of Course Exchange = 1. Used for reverse transfer.	No	No
55	DGI Institution ID	Alphanumeric	8 characters	DGI ID (currently you can only enter an 8-character OPEID). Required if Purpose of Course Exchange = 1. Used for reverse transfer.	No	No
56	DGI Student ID	Alphanumeric	3 – 20 characters	Student ID of the DGI. Cannot be the same as <i>SSN</i> or <i>ITIN</i> . Used for reverse transfer. Can include: period, apostrophe, hyphen, underscore	No	No

Optional Version 2.0 Data Elements

#	Variable	Variable Type	Format	Description	Required for Update	Can Be Updated
57	Credential Engine Identifier	Alphanumeric	39 characters	Course credential registry number. CTID follows a standard format and serves as the primary, unique identifier for all major objects in the Credential Registry .	No	Yes
58	Course Instructor Employment Status	Enumerated		Employment status of the course instructor of record (only one instructor). <ul style="list-style-type: none"> • PT = Part-time • FT = Full-time 	No	Yes
59	Course Instructor Rank	Enumerated		Academic rank of the course instructor of record (only one instructor). <ul style="list-style-type: none"> • 1 = Instructor • 2 = Lecturer • 3 = Sr. Lecturer • 4 = Assistant Professor • 5 = Associate Professor • 6 = Professor • 7 = Other 	No	Yes

Update Results

After you submit updated data, you will receive an email with a summary of the update files that we processed and instructions to download your update results file. The file is a *.csv file, which you can download from the SFTP site.

Note: For instructions on downloading files from the SFTP site, see our [SFTP help document](#).

The results file includes the following information:

- **Source Type:** The type of update file that was submitted (*COHORT-UPDATE*, *COURSE-UPDATE-TERM*, or *COURSE-UPDATE-COURSE*)
- **Org ID:** Your organization ID
- **Institution ID:** The institution ID for the individual update record
- **Submission Line Number:** The record line number from the submitted update file
- **Submission Number:** A unique number that The Clearinghouse assigns to each submitted file
- **Student ID:** Your institutions ID for the student
- **Update Status:** Indicates if the update was successful (Y or N).
 - Y = The update was successful.
 - N = We were not able to match all of the criteria required for the update.
- **Student Match Status:** Indicates if we were able to match the data to an existing student.
 - If the Student Match Status is Y and the Update Status is N, the matching issue is with the cohort term, academic term, or course detail information (depending on the update file type). See **Update Errors** below for more information.

- **File Name:** The name of the update file submitted by your organization

Update Errors

If your update results file indicates that a record could not be updated, you should review the data in that record and compare it to the previously submitted data to determine what caused the error. You can also check the **Student Match Status**, which indicates whether or not we were able to match the data to an existing student.

If we were not able to match the data to an existing student, you should confirm that the student data was sent in a previous cohort file and that the student ID or social security number matches the original file.

If the Student Match Status is *Y* and the Update Status is *N*, you should check the following:

- **Cohort Update File:** Confirm that the cohort term and year are the same as in the original file.
- **Course Term Update File:** Confirm that the academic year and term are the same as in the original file.
- **Course Update File:** If the course information was sent previously, confirm that the required course information, such as the course prefix and course number, is the same as in the original file.

Appendix 1: Valid State Codes

U.S. State Codes

Name	Code
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH

Name	Code
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

Non-U.S. State Codes

Name	Code
Alberta	AB
American Samoa	AS
Armed Forces (the) Americas	AA
Armed Forces Europe	AE
Armed Forces Pacific	AP
British Columbia	BC
Canal Zone	CZ
Faroe Islands	FO
Federated States of Micronesia	FM
Foreign Country	FC
Guam	GU
Manitoba	MB
Mexico	MX
Nauru	NR
New Brunswick	NB
Newfoundland	NF
Newfoundland and Labrador	NL
Northern Mariana Islands	MP
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ontario	ON

Name	Code
Palau	PW
Prince Edward Island	PE
Province of Quebec	PQ
Puerto Rico	PR
Quebec	QC
Saskatchewan	SK
Trust Territory	TT
U.S. Virgin Islands	VI
Unknown	UK
Yukon	YT

Appendix 2: Valid Country Codes

Country Name	Country Code
Aaland Islands	AX
Afghanistan	AF
Albania	AL
Algeria	DZ
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Armenia	AM
Aruba	AW
Ascension	SH
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Bonaire, Sint Eustatius and Saba	BQ
Bosnia and Herzegovina	BA
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
British Virgin Islands	VG
Brunei Darussalam	BN
Bulgaria (Republic)	BG
Burkina Faso	BF
Burundi	BI

Country Name	Country Code
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China (People's Republic)	CN
Christmas Island	CX
Cocos Islands	CC
Colombia	CO
Comoros	KM
Congo (Republic)	CG
Cook Island	CK
Costa Rica	CR
Cote d'Ivoire (Republic)	CI
Croatia	HR
Cuba	CU
Curaçao	CW
Cyprus	CY
Czech Republic	CZ
Democratic People's Republic of Korea	KP
Democratic Republic of the Congo	CD
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
East Timor	TP
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Eritrea	ER
Estonia	EE
Ethiopia	ET
Falkland Islands (Malvinas)	FK
Faroe Islands	FO
Fiji	FJ
Finland (including the Aland Islands)	FI

Country Name	Country Code
France	FR
French Guiana	GF
French Polynesia (including Clipperton)	PF
French Southern and Antarctic Territories	TF
Gabon	GA
Gambia	GM
Georgia	GE
Germany	DE
Ghana	GH
Gibraltar	GI
Great Britain	GB
Greece	GR
Greenland	GL
Grenada	GD
Guadeloupe (incl. St Barthelemy)	GP
Guam	GU
Guatemala	GT
Guernsey	GG
Guinea	GN
Guinea-Bissau	GW
Guyana	GY
Haiti	HT
Heard Island and McDonald Islands	HM
Honduras (Republic)	HN
Hong Kong, China (People's Republic)	HK
Hungary (Republic)	HU
Iceland	IS
India	IN
Indonesia	ID
Iran (Islamic Republic)	IR
Iraq	IQ
Ireland	IE
Isle of Man	IM
Israel	IL
Italy	IT
Jamaica	JM
Japan	JP
Jersey	JE
Jordan	JO
Kazakhstan	KZ

Country Name	Country Code
Kenya	KE
Kiribati	KI
Korea (Republic)	KR
Kuwait	KW
Kyrgyzstan	KG
Lao People's Democratic Republic	LA
Latvia	LV
Lebanon	LB
Lesotho	LS
Liberia	LR
Libyan Jamahiriya	LY
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macao, China (People's Republic)	MO
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mexico	MX
Micronesia (Federated States of)	FM
Moldova	MD
Monaco	MC
Mongolia	MN
Montenegro	ME
Montserrat	MS
Morocco	MA
Mozambique	MZ
Myanmar	MM
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN

Country Name	Country Code
New Caledonia	NC
New Zealand (including the Ross Dependency)	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF
Norway	NO
Oman	OM
Pakistan	PK
Palau	PW
Palestinian Territory, Occupied	PS
Panama (Republic)	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn, Henderson, Ducie and Oeno	PN
Poland	PL
Portugal	PT
Puerto Rico	PR
Qatar	QA
Reunion	RE
Romania	RO
Russian Federation	RU
Rwanda	RW
Saint Barthélemy	BL
Saint Christopher (St Kitts) and Nevis	KN
Saint Lucia	LC
Saint Martin (French Part)	MF
Saint Vincent and the Grenadines	VC
Samoa	WS
Samoa	AS
San Marino	SM
Sao Tome and Principe	ST
Saudi Arabia	SA
Scattered Islands	RE
Senegal	SN
Serbia	RS
Serbia and Montenegro	YU

Country Name	Country Code
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Sint Maarten (Dutch Part)	SX
Slovakia	SK
Slovenia	SI
Solomon Islands	SB
Somalia	SO
South Africa	ZA
South Georgia and the South	GS
South Sudan	SS
Spain	ES
Sri Lanka	LK
St Helena	SH
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen	SJ
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syrian Arab Republic	SY
Taiwan, Province of China	TW
Tajikistan	TJ
Tanzania (United Republic)	TZ
Territorial Community of Mayotte	YT
Territorial Community of St Pierre	PM
Thailand	TH
The former Yugoslav Rep of Macedonia	MK
Timor	TL
Togo	TG
Tokelau	TK
Tonga (including Niufo'ou)	TO
Trinidad and Tobago	TT
Tristan da Cunha	SH
Trust territory of the Pacific Islands	MP
Tunisia	TN
Turkey	TR
Turkmenistan	TM
Turks and Caicos Islands	TC
Tuvalu	TV

Country Name	Country Code
Uganda	UG
Ukraine	UA
United Arab Emirates	AE
United States Minor Outlying Islands	UM
United States of America	US
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Vatican	VA
Venezuela	VE
Viet Nam	VN
Virgin Islands of the USA	VI
Wallis and Futuna Islands	WF
Western Sahara	EH
Yemen	YE
Zambia	ZM
Zimbabwe	ZW

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