INSTRUCTIONS FOR THE STUDENT-LEVEL STATISTICAL DATA FORM

THE STATISTICAL DATA FORM EXCEL FILE MUST BE RETURNED ON A THUMB DRIVE. LABEL THE THUMB DRIVE WITH YOUR INSTITUTION'S CODE. YOU MUST ENTER ALL INFORMATION ON THE FORM THAT IS NOT PRE-POPULATED.
THERE ARE STRICT FORMATTING GUIDELINES THAT MUST BE FOLLOWED. ANY FORM THAT DOES NOT ADHERE TO GUIDELINES CAN NOT BE PROCESSED.

WHAT RECORDS TO INCLUDE?

In completing the Statistical Data Form, please list all students that were enrolled in programs at your institution **between July 1, 2015 and June 30, 2016**. Enrollment refers to those students who have attended one (1) session of class, turned in one (1) assignment, or received one (1) distance learning lesson.

These students include:

- ► Students who began a program at the institution before June 30, 2015, and who are still enrolled as of July 1, 2015
- ► Students who completed a program during the reporting period of July 1, 2015 through June 30, 2016, and
- ► Students who withdrew from a program during the reporting period of July 1, 2015 through June 30, 2016.

WHAT RECORDS TO EXCLUDE?

In completing the Statistical Data Form for the reporting period of July 1, 2015 through June 30, 2016:

- ► Exclude students who completed or withdrew prior to July 1, 2015. These records belong to the previous reporting period.
- ► Also exclude records of students who began a program after June 30, 2016. Keep these records for the next reporting period.
- ► If you have any questions please call (615) 532-9522 for assistance.

INSTITUTION CODE
- ► You must enter your institution's code. All institutional codes can be located on the THEC website at:
  http://www.tn.gov/assets/entities/thec/attachments/Institution_Codes_Web_FINAL_7-25-2016.pdf

INSTITUTION NAME
- ► You must enter your institution's name.

LOCATION
- ► You must enter your institution's address.

REPORT COMPLETED BY
- ► You must enter the full name of the contact person completing the Statistical Data Form.

TELEPHONE NUMBER
- ► You must enter the telephone number of the contact person completing the Statistical Data Form.

FAX NUMBER
- ► You must enter the fax number of the contact person completing the Statistical Data Form.

EMAIL ADDRESS
- ► You must enter the e-mail address of the contact person completing the Statistical Data Form.

DATE REPORT COMPLETED
- ► You must enter the date when your institution's Statistical Data Form File was completed.

TYPE OF TERM USED
- ► All responses for the "Type of Term Used" variable must adhere to the formatted coding scheme.
  Type of Term Used must appear as a single CAPITAL letter:

  Q = Quarter; S = Semester; C = Contact; O = Other

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	FIRST NAME ▶ The student's first name as it is captured in your institution's student information system. ▶ **Your OEA Application is incomplete if this item is missing.**
	MIDDLE INITIAL ▶ Please provide the student's middle initial if captured in your institution's student information system.
	LAST NAME ▶ The student's last name as it is captured in your institution's student information system. ▶ **Your OEA Application is incomplete if this item is missing.**
Common Mistake	**STUDENT ID NUMBER** ▶ Please use the student's social security or unique ID number. The social security number is preferred, and should be typed without dash marks, e.g., 341967422. ▶ **Your OEA Application is incomplete if this item is missing.**

	RACE
	▶ All responses for the "Race" variable must adhere to the formatted coding scheme.
	▶ Race must appear as a single CAPITAL letter:
	    A = African-American
	    C = Caucasian
	    H = Hispanic
	    O = Other
	    U = Unknown
	▶ Please use the U code sparingly. You must report the "Race" variable for all your students.
	▶ **Your OEA Application is incomplete if this item is missing.**

	GENDER
	▶ All responses for the "Gender" variable must adhere to the formatted coding scheme.
	  Gender must appear as a single CAPITAL letter:
	    F = Female
	    M = Male
	▶ **Your OEA Application is incomplete if this item is missing.**

Common Mistake	**DATE OF BIRTH (DOB)**
	▶ The date of birth must be reported in the following form: mm/dd/yyyy.
	  ☐ There must be a slant (/) between the date indicators.
	  ☐ All of the date variables must have a month, day, and year indicator.
	▶ **Your OEA Application is incomplete if this item is missing.**

	PROGRAM NAME ▶ Indicate the name of the program. Students must have separate records for every program in which they are enrolled. In addition, if a student enrolls in a program and withdraws, then re-enrolls in the same or a different program, there should be two separate records, one for the withdrawal and one for the subsequent enrollment. ▶ The program names must be typed in ALL CAPITAL letters with no abbreviations. ▶ **Your OEA Application is incomplete if this item is missing.**

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Common Mistake	**PROGRAM CODE** ▶ The program codes must be entered exactly as they appear on the document titled "Program Codes" on the THEC website at: http://www.tn.gov/assets/entities/thec/attachments/Program_Codes_by_Institution_Web_Final_7-25-2016.pdf ▶ Please note the program code is a unique identifier that is specific to the program name, credential, and institutional location. Please do not indicate the same program code for different program names, credentials, and or locations. ▶ **If your institution has never been authorized by THEC or you have not notified THEC of a program, this field should be blank; program codes will be assigned once Optional Expedited Authorization (OEA) is received.** ▶ **Your OEA Application is incomplete if this item is missing.**
New Section	**CLASSIFICATION OF INSTITUTIONAL PROGRAMS (CIP) CODE** ▶ The CIP provides a taxonomic scheme that supports the accurate tracking, assessment and reporting of fields of study and program completions activity. ▶ The CIP 2010 codes must be entered exactly as they appear on the Institute of Education Science, National Center for Education Statistics' website at: https://nces.ed.gov/ipeds/**cip**code/ ▶ **Your OEA Application is incomplete if this item is missing.**

	DELIVERY MODE
	▶ The program delivery mode must appear as a single CAPITAL letter:
	    B = Blended
	    D = Distance Learning
	    R = Residential
	▶ **Your OEA Application is incomplete if this item is missing.**

	PROGRAM LENGTH ▶ For programs of less than 7 days in length, please indicate in days (e.g. D/5.0 for 5 days); for programs of less than 4 weeks, please indicate in weeks (e.g. W/3.0 for 3 weeks); for the remaining programs, indicate in months (e.g. M/36.0 for 36 months). ☐ There must be a slant (/) between the program length indicator and number. ▶ **Your OEA Application is incomplete if this item is missing.**

	CREDENTIAL (#)
	▶ The credential number offered for the corresponding program must be listed for all student records. All responses for the "Credential (#)" variable must adhere to the formatted coding scheme.
	Credential must appear as a single digit number:
	    0 = No Credential Offered
	    1 = Certificate
	    2 = Diploma
	    3 = Associates
	    4 = Bachelors
	    5 = Graduate Certificate
	    6 = Masters
	    7 = Doctorate
	▶ **Your OEA Application is incomplete if this item is missing.**

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STOP
Common Mistake
	DATE STARTED
	► The date started is the student's first date of attendance for the specific program reported. The date must be reported in the following form: mm/dd/yyyy.
	   ☐ There must be a slant (/) between the date indicators.
	   ☐ All of the date variables must have a month, day, and year indicator.
	► **Your OEA Application is incomplete if this item is missing.**

	DATE COMPLETED
	► *Should only be filled in when the student completes (graduates) the corresponding program. If no credential is awarded to the student (e.g. they failed or withdrew) then they did not complete the program.*
	► The date completed must be reported in the following form: mm/dd/yyyy.
	   ☐ There must be a slant (/) between the date indicators.
	   ☐ All of the date variables must have a month, day, and year indicator.
	   ☐ The date completed must occur after the date entered.
	   ☐ **DO NOT enter a completion date later than 06/30/2016 or earlier than DATE STARTED.**

	DATE WITHDREW
	► *Should only be filled in when the student withdraws, drops out, fails or does not re-register in the corresponding program.*
	► The date withdrew must be reported in the following form: mm/dd/yyyy.
	   ☐ There must be a slant (/) between the date indicators.
	   ☐ All of the date variables must have a month, day, and year indicator.
	   ☐ The date withdrew must occur after the date entered.
	   ☐ **DO NOT enter a withdrawal date later than 06/30/2016 or earlier than DATE STARTED.**
	► When does the failure to re-register become a withdrawal?
	   ☐ You should consider a student withdrawn according to the time frame stipulated by your accrediting body or institutional policy.

	SPECIAL CIRCUMSTANCE WITHDREW (#)
	► *Should only be filled in when the student withdraws, drops out, fails or does not re-register in the corresponding program.*
	► All responses for the "Special Circumstance Withdrew" (SCW) variable must adhere to the formatted coding scheme.
	  SCW must appear as a single digit number:
	    0 = No special circumstance
	    1 = Health related situation
	    2 = Family emergency
	    3 = Death
	    4 = Incarceration
	    5 = Full-time military service
	    6 = Job relocated/transferred
	    7 = Re-enrolled or transferred to a program at your institution, including another location of your institution
	► Institutions can update special circumstance withdrawal records based on information obtained up to the date the OEA Application is completed.

PLACED (Y/N)
- ► *Must be filled in if the student has completed the corresponding program.*
- ► At the institution's option, this field may also be filled in if the student has withdrawn from the corresponding program, and job placement information is available.
- ► A student can be placed, but <u>not</u> placed in-field.
- ► All responses for the "Placed" variable must adhere to the formatted coding scheme. Placed must appear as a single CAPITAL letter:
    - Y = Yes
    - N = No
- ► Institutions can update placement records based on information obtained up to the date the OEA Application is completed.

PLACED IN FIELD (Y/N)
- ► *Must be filled in if the student has completed the corresponding program and is marked as "Y" for Placed.*
- ► At the institution's option, this field may also be filled in if the student has withdrawn from the corresponding program, and job placement information is available.
- ► If a student is placed in-field, then she or he is <u>also</u> placed.
- ► All responses for the "Placed in Field" variable must adhere to the formatted coding scheme. Placed in field must appear as a single CAPITAL letter:
    - Y = Yes
    - N = No
- ► Institutions can update placement records based on information obtained up to the date the OEA Application is completed.

SPECIAL CIRCUMSTANCE NON-PLACEMENT (#)
- ► *Should only be filled in if the student has completed the corresponding program.*
- ► All responses for the "Special Circumstance Non-Placement" (SCNP) variable must adhere to the formatted coding scheme.
  SCNP must appear as a number (0-11):
  - 0 = No special circumstance
  - 1 = Health related situation
  - 2 = Family emergency
  - 3 = Death
  - 4 = Incarceration
  - 5 = Full-time military service
  - 6 = Job relocated/transferred
  - 7 = Continuing education at your institution
  - 8 = Continuing education at a different institution
  - 9 = Pending fulfillment of licensure requirements, or rendered ineligible for licensure after enrollment
  - 10 = International students - unable by law to work
  - 11 = Student could not be contacted / Refused employment
- ► Institutions can update special circumstance non-placement records based on information obtained up to the date the OEA Application is completed.

NAME OF EMPLOYER
- ► *Must be filled in if the student was placed or employed after completing the corresponding program.*
- ► *At the institution's option, this field may also be filled in if the student has withdrawn from the corresponding program, and job placement information is available.*

FULL ADDRESS OF EMPLOYER

▶ *Must be filled in if the student was placed or employed after completing the corresponding program.*

▶ *At the institution's option, this field may also be filled in if the student has withdrawn from the corresponding program, and job placement information is available.*

▶ You must separate cell contents with a comma and a blank space: ADDRESS, CITY, STATE, ZIP

TELEPHONE NUMBER OF EMPLOYER

▶ *Should be filled in if the student was placed or employed after completing the corresponding program (if known).*

ANNUAL SALARY OR HOURLY WAGE

▶ *Should be filled in if the student was placed or employed after completing the corresponding program (if known).*

▶ *At the institution's option, this field may also be filled in if the student has withdrawn from the corresponding program, and job placement information is available.*