Raw Data Files Instructions

Colleges will report the above information for students in the *Main Cohort* for each of the reporting timeframes and the system will calculate the sub cohorts and metrics based on the data provided.

STUDENT DEMOGRAPHIC FILE	Includes race/ethnicity, age, gender, Pell awards, and prior college experience
STUDENT COURSE FILE	Includes all courses taken at institution within reporting timeframe
STUDENT DEVELOPMENTAL NEED FILE	Includes level of developmental need in math, English, and/or reading
STUDENT COMPLETION FILE	Includes all formal awards conferred by the institution within the reporting timeframe
STUDENT TRANSFER FILE	Includes all instances of transfer to another two- or four-year institutions within reporting timeframe

Steps for preparing your Raw Data files:

Step 1: Define your college's Main Cohort of students who entered your institution six years ago (fall 2009). Definition of the Main Cohort begins on pg. 8.

- Students in the other cohort types (*Credential Seeking* or *First Time in College*) will be determined by the VFA system.

Step 2: Using the Data Dictionary, create 5 comma delimited (csv) files using the Field Name as the column headers.

Step 3: Report the cohort and corresponding data using the Student Demographic file. Each student should appear only once.

Step 4: Report all courses taken, awards received, and transfer activity within the reporting timeframe using the Student Course, Student Completion, and Student Transfer files. Students may have multiple entries into these files.

Step 5: Determine which students in the cohort has a developmental need in math, English, and/or reading. Developmental referral methods are defined starting pg. 52 of the Metrics Manual. Report these students and their level of need in the subject(s) in the Student Developmental Need file.

Step 6: Upload files into VFA system. All files must be uploaded as .csv files. Correct any format errors indicated by the upload system.

Step 7: Enter your college's fall and second full term start dates and end dates for the years stated.

- Second full term is typically the spring term for colleges on a semester system and winter for colleges on a trimester system.

Step 8: Click "Validate & Process Raw File Collection" to upload the data into the system.

Step 9: Define the Main Cohort who entered your institution two years ago (fall 2013). Repeat steps 2-8 for the new cohort of students.

Example Student Completion file:

Excel:

Cohort_Year_Type	Institution_ID	Student_ID	Award_Type	Award_Description	Award_Date
6	184828	12956	Associate	AA	05/21/2010
6	184828	12961	Certificate		06/01/2011

Comma Delimited (.csv):

Cohort_Year_Type,Institution_ID,Student_ID,Award_Type,Award_Description,Award_Date
6,184828,12956,Associate,AA,05/21/2010
6,184828,12961,Certificate,,06/01/2011

Student Demographic File

Column	Field Name	Field Length	Type*	Comments
A	Cohort_Year_Type	1	N	Code indicating whether student is in the Two Year Cohort or the Six Year Cohort. 2 = Two Year Cohort, 6 = Six Year Cohort
B	Institution_ID	6	N	The unique ID assigned to the college by AACC. This ID can be found on the top of the college's *Raw Data Files Upload* data tool. (This is different from IPEDS ID)
C	Student_ID	16	AN	The unique ID assigned to the student by the college
D	Race	1	AN	Code indicating the student's race: I = American Indian or Alaska Native, A = Asian, B = Black, P = Hawaiian Native or Pacific Islander, H = Hispanic, W = White, 2 = Two or more, U = Unknown, N = Nonresident Alien
E	Gender	1	AN	Code indicating the student's gender: M = Male, F = Female, U = Unknown or other
F	Pell	1	AN	Code indicating if Pell grant was awarded at any time within cohort tracking period: Y = Yes, N = No
G	Age	2	N	Age of the student at the start of the first, fall term at the college. *Nulls will be processed as 'unknown'.*
H	Enrollment_Status	1	AN	Code indicating enrollment status of the student during first, fall term of enrollment: F = Full Time, P = Part Time
I	FTIC	1	AN	Student is degree seeking and first time in post-secondary education, as defined by IPEDS (First Time in College): Y = Yes, N = No
J	Additional_Credits_1to2	6	N	Sum of all other semester credits applied to the student's record by the end of the second academic year that are not reported in the VFA Student Course file. Valid values can be a mix of integers and decimals. ###.## Nulls will be processed as zeroes.
K	Additional_Credits_3to6	6	N	Sum of all other semester credits applied to the student's record between the start of year three and the end of the tracking period that are not reported in the VFA Student Course file. Valid values can be a mix of integers and decimals. ###.##

| | | | | This column is only reported for the Six Year Cohort. Nulls will be processed as zeroes. |

Notes on the Student Demographic file:

- All students reported in the other files must appear in this file. Each student should only appear once (1x) in this file.
- Student disaggregation categories are defined starting on page **Error! Bookmark not defined.**.
- Credits_Transferred should include all semester credit hours transferred in that the institution is aware, before the end of the reporting timeframe. This includes credits earned by dually enrolled students while still in high school.

Student Course File

Column	Field Name	Field Length	Type*	Comments
A	Cohort_Year_Type	1	N	Code indicating whether student is in the Two Year Cohort or the Six Year Cohort. 2 = Two Year Cohort, 6 = Six Year Cohort
B	Institution_ID	6	N	The unique ID assigned to the college by AACC. This ID can be found on the top of the college's *Raw Data Files Upload* data tool. (This is different from IPEDS ID)
C	Student_ID	16	AN	The unique ID assigned to the student by the college
D	Course_Begin_Date	10	D	Date the course began
E	Course_End_Date	10	D	Date the course ended
F	Course_Number	10	AN	Course Number *This data is for college use only and does not have to be included in the file.*
G	Course_Name	50	AN	Course Name *This data is for college use only and does not have to be included in the file.*
H	Credits_Attempted	5	N	Number of credits (or credit equivalents) attempted for course. Valid values can be a mix of integers and decimals. Value must be greater than 0. ##.##
I	Credits_Completed	5	N	Number of credits (or credit equivalents) completed for course. Valid values can be a mix of integers and decimals. ##.##
J	Grade_Received	5	AN	Grade received in course: A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D- , F = Fail, P = Pass, I = Incomplete, W = Withdraw
K	Subject	1	AN	Code indicating the subject for the course (math, English, reading, or other); if course is a combined English/reading course, enter as E = English. M = Math, E = English, R = Reading, O = Other
L	Dev_Course	1	AN	Is this a Developmental Education course?

				Y = Yes, N = No
M	Highest_Level_Dev_Course	1	AN	Is this course the highest level course for Developmental in a subject? (i.e. if a student passes this course they are College Ready in the Subject)
				Y = Yes, N = No

N = Numeric, AN = Alpha-numeric, D = Date Format (MM/DD/YYYY)

Notes on the Student Course file :

- Report all developmental and credit coursework the student attempted within the reporting timeframe.
- Subject must be reported for all courses.

Student Completion File

Column	Field Name	Field Length	Type*	Comments
A	Cohort_Year_Type	1	N	Code indicating whether student is in the Two Year Cohort or the Six Year Cohort. 2 = Two Year Cohort, 6 = Six Year Cohort
B	Institution_ID	6	N	The unique ID assigned to the college by AACC. This ID can be found on the top of the college's *Raw Data Files Upload* data tool. (This is different from IPEDS ID)
C	Student_ID	16	AN	The unique ID assigned to the student by the college
D	Award_Type	11	AN	Award Received (Bachelor's, Associate, or Certificate). Values are: Bachelor, Associate, Certificate
E	Award_Description	30	AN	Description of the Award *This data is for college use only and does not have to be included in the file.*
F	Award_Date	10	D	Date Award was conferred

N = Numeric, AN = Alpha-numeric, D = Date Format (MM/DD/YYYY)

Notes on the Student Completion file:

- Report all formal awards the student received during the reporting timeframe, not just highest award. Students may appear multiple times within the file due the receipt of multiple awards.
- All awards must conferred <u>by your college</u> within the reporting timeframe.
- Any "reverse transfer" of credits that lead to your college conferring an award should also be included in this file, as long as the award was conferred within the reporting timeframe.
- If a student does not appear in this file, the student will be reported as not achieving any award within the two- and/or six-year reporting timeframe.

Student Developmental Need File

Column	Field Name	Field Length	Type*	Comments
A	Cohort_Year_Type	1	N	Code indicating whether student is in the Two Year Cohort or the Six Year Cohort. 2 = Two Year Cohort 6 = Six Year Cohort
B	Institution_ID	6	N	The unique ID assigned to the college by AACC. This ID can be found on the top of the college's Raw Data Files Upload data tool. (This is different from IPEDS ID)
C	Student_ID	16	AN	The unique ID assigned to the student by the college
D	Dev_Level_Math	1	N	Level below college ready in math: *If need is determined by placement/referral:* 0 = College Ready in math; 1 = 1 level below in math; 2 = 2 levels below in math; 3 = 3 or more levels below in math *If need is determined by course-taking:* 4 = 1 level below in math; 5 = 2 levels below in math; 6 = 3 or more levels below in math 9 = developmental need in math was not determined *If the college is unable report Developmental math, this should be coded 9.*
E	Dev_Level_English	1	N	Level below college ready in English: *If need is determined by placement/referral:* 0 = College Ready in English; 1 = 1 level below in English; 2 = 2 levels below in English; 3 = 3 or more levels below in English *If need is determined by course-taking:* 4 = 1 level below in English; 5 = 2 levels below in English; 6 = 3 or more levels below in English 9 = developmental need in English was not determined *If the college is unable report Developmental English, this should be coded 9.*

F	Dev_Level_Reading	1	N	Level below college ready in reading: *If need is determined by placement/referral:* 　0 = College Ready in reading; 　1 = 1 level below in reading; 　2 = 2 levels below in reading; 　3 = 3 or more levels below in reading *If need is determined by course-taking:* 　4 = 1 level below in reading; 　5 = 2 levels below in reading; 　6 = 3 or more levels below in reading 　9 = developmental need in reading was not determined *If the college is unable report Developmental reading, this should be coded 9.* *If Developmental Reading is offered with Developmental English, please report under Developmental English and leave this column null.*

*N = Numeric, AN = Alpha-numeric, D = Date Format (MM/DD/YYYY)

Notes on the Student Developmental Need File:

- Every student in the Main Cohort will have a record in this file.
- Developmental Need can be determined by placement/referral (recommended), by course-taking behavior, or a combination of these two methods.
- Students who did not have a referral or placement on record, should be classified with the undetermined code (9) in each subject.

Student Transfer File

Column	Field Name	Field Length	Type*	Comments
A	Cohort_Year_Type	1	N	Code indicating whether student is in the Two Year Cohort or the Six Year Cohort. 2 = Two Year Cohort, 6 = Six Year Cohort
B	Institution_ID	6	N	The unique ID assigned to the college by AACC. This ID can be found on the top of the college's *Raw Data Files Upload* data tool. (This is different from IPEDS ID)
C	Student_ID	16	AN	The unique ID assigned to the student by the college
D	Enrollment_Start_Date	10	D	Start date of enrollment at **another post-secondary institution**. Please include all records of enrollment at another institution you have data for.
E	Enrollment_End_Date	10	D	End date of enrollment at **another post-secondary institution**. Please include all records of enrollment at another institution you have data for.

*N = Numeric, AN = Alpha-numeric, D = Date Format (MM/DD/YYYY)

Notes on the Student Transfer file:
- Students may appear multiple times within the file due to multiple transfers and returns.
- Enter all records of transfer to another post-secondary institution in which the reporting college is aware.
- All credits transferred in (that the institution is aware) should be reported in the Student Demographic file.
- If Enrollment_End_Date is unknown or after the end of the reporting timeframe, please enter the date you indicated as the end of your academic year for the last year of the tracking period.