



Frequently Asked Questions

SB 70 Institutional Data Reporting

General Questions

1. What file type is required for the upload?

The import specifications must be a fixed field length text file and shall not exceed 25 MB.

2. Can we submit either the aggregate or the unitary data? Do we have to submit both?

You only need to submit aggregate data (which includes the Enrollment, Persistence, and Graduation files) **OR** you can submit one unitary file.

3. If we add one of our IT staff members to WebGrants with SB 70 access only, does that person still need to complete the yearly security training?

Yes.

4. How can we correct data from last year's report?

Within the file upload screen, you can select the academic year for reporting. If you need to resubmit data for the 2011-12 report, you may do so by utilizing the file upload screen and selecting the 2011-12 academic year.

Enrollment File Questions

5. Which students are included in the enrollment file? (What is the cohort definition for the 2012-13 enrollment report? Visiting? For high school? For ESL?)

The enrollment cohort is made up of any students who were new to your institution during the academic year being reported (July 1, 2012 – June 30, 2013). High school students who were concurrently taking college courses for credit will not be counted in your enrollment file. Students who were taking basic skills, remedial or ESL classes are also excluded from the report.

Visiting students are required to be captured in your enrollment file.

6. Will the enrollment file include all students attending my institution?

No. The SB 70 data reporting only captures students who were newly enrolled in your institution during the academic year.

7. With respect to reporting race/ethnicity, is it sufficient to report using the IPEDS category (1-9) or are institutions required to report on the specific Asian and Pacific Islander groups?

If you do not collect the detail of race/ethnicity, you may utilize categories 1-9. The Commission is encouraging institutions to consider collecting this level of detail moving forward.

8. Full-Time/Part-Time is based on units completed, not units attempted?

Yes. Full-Time/Part-Time is based on units completed. A student who enrolls in 24 semester units, but only completes 21 semester units would be considered part-time for SB 70 reporting purposes.

Persistence File Questions

9. How does my institution report persistence data?

The persistence file will represent any students from the 2011-12 enrollment cohort who returned to your campus and completed at least one course during the 2012-13 academic year.

10. Will we be able to adjust the original cohort for persistence due to military leave, death, etc.?

Currently, no.

Graduation File Questions

11. Which students do I include on the graduation file?

The graduation file will only include students who were captured on the 2011-12 or 2012-13 enrollment cohort who graduated during the 2012-13 academic year.

12. If a student enrolls in multiple programs, but graduates from them in separate academic years, would they show up in the graduation data for both academic years, or would they just count in the first one?

The student would be reported in both academic years.

13. If we don't have any students who graduated from the 2011-12 or 2012-13 cohort, do we report a graduation file at all?

No. If you have no data to report, you would not need to submit a file.

Unitary File Questions

14. When reporting unitary data, when must the institution report the “award level” and “CIP Code”? Is this only reported if they are graduating?

Yes, that is correct. Award level and CIP Code are only reported for students who have graduated. Please reference the File Import Specifications for the “null” value to indicate these areas do not apply to the student.

15. Is the unitary data only students new to the institution?

For unitary data, you will need to include all undergraduate students. Based on the data submitted, the Commission will be able to aggregate and produce the appropriate files for you.