



2021 SLSD Q & A Session

September 8, 2021 at 2:00 p.m. (CDT/CST)

The meeting will begin shortly.

Note that your audio is muted upon entry. Please remain muted throughout the meeting unless you have a question. If you are having technical issues, please send a chat message to Marcie Mills.



Overall Instructions

HOW TO FILE?

The SLSD spreadsheet must be returned in an Excel file through the TN Cloud Account. Be sure to have your institution code and your institution name in the file name you are uploading. 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 cannot be processed.

If you do not have the TN Cloud Account information, contact Michael Barcroft by email at Michael.Barcroft@tn.gov.



Overall Instructions

WHAT RECORDS TO INCLUDE?

When completing the SLSD spreadsheet, please list all students that were enrolled in programs at your institution during the reporting period listed at the top of the SLSD spreadsheet. 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 the start of the reporting period, and who are still enrolled as of the end of the reporting period.
- ▶ Students who completed a program during the reporting period, and
- ▶ Students who withdrew from a program during the reporting period.



Overall Instructions

WHAT RECORDS TO EXCLUDE?

When completing the SLSD spreadsheet:

- ▶ Exclude students who completed or withdrew prior to the start of the reporting period. These records belong to the previous reporting period.
- ▶ Also exclude records of students who began a program after the end of the reporting period. Keep these records for the next reporting period.



General Information – Rows 3-12

INSTITUTION CODE

- ▶ You must enter your institution's code. All institutional codes can be located on the THEC website at: <https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/dpsa-links-and-forms.html>

INSTITUTION NAME

- ▶ You must enter your institution's authorized name.

LOCATION ADDRESS

- ▶ You must enter your institution's authorized address.

REPORT COMPLETED BY

- ▶ You must enter the full name of the contact person completing the SLSD spreadsheet.

TELEPHONE NUMBER

- ▶ You must enter the telephone number of the contact person completing the SLSD spreadsheet.



General Information – Rows 3-12

FAX NUMBER

- ▶ You must enter the fax number of the contact person completing the SLSD spreadsheet, if applicable.

EMAIL ADDRESS

- ▶ You must enter the e-mail address of the contact person completing the SLSD spreadsheet.

DATE REPORT COMPLETED

You must enter the date when your institution's SLSD spreadsheet was completed.

REPORTING FISCAL YEAR

Note the cell is pre-populated with reporting fiscal year 07/01/2020-06/30/2021.

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 UPPERCASE letter: Q = Quarter; S = Semester; C = Contact; O = Other



Column Instructions

FIRST NAME

- ▶ The student's first name as it is captured in your institution's student information system.
Your SLSD spreadsheet 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 SLSD spreadsheet is incomplete if this item is missing.



Column Instructions

STUDENT SSN or 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 SLSD spreadsheet 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 UPPERCASE 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.



Column Instructions

GENDER

- ▶ All responses for the “Gender” variable must adhere to the formatted coding scheme.

Gender must appear as a single UPPERCASE letter:

F = Female

M = Male

Your SLSD spreadsheet is incomplete if this item is missing.

DATE OF BIRTH (DOB)

- ▶ The date of birth must be reported in the following form: mm/dd/yyyy.
 - There must be a slash (/) between the date indicators.
 - All the date variables must have a month, day, and year indicator.

Your SLSD spreadsheet is incomplete if this item is missing.



Column Instructions

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.

Your SLSD spreadsheet is incomplete if this item is missing.



Column Instructions

PROGRAM CODE

- ▶ The program codes must be entered exactly as they appear on the document titled “Program Codes” on the THEC website at: <https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/dpsa-links-and-forms.html>
- ▶ 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 Optional Expedited Authorization (OEA) and you have not notified THEC of a program, this field should be blank; program codes will be assigned once the New Program Notification Form is received. Per Rule 1540-01-10-.04, OEA institutions “shall submit a New Program Notification Form on the Committee meeting due dates for any programs implemented since the last due date.”

Your SLSD spreadsheet is incomplete if this item is missing.



Column Instructions

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 2020 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/cipcode/>

Your SLSD spreadsheet is incomplete if this item is missing.

DELIVERY MODE

- ▶ The program delivery mode must appear as a single UPPERCASE letter:
 - B = Blended
 - D = Distance Learning
 - R = Residential

Your SLSD spreadsheet is incomplete if this item is missing.



Column Instructions

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 slash (/) between the program length indicator and number.

Your SLSD spreadsheet is incomplete if this item is missing.



Column Instructions

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 SLSD spreadsheet is incomplete if this item is missing.



Column Instructions

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 slash (/) between the date indicators.
 - All of the date variables must have a month, day, and year indicator.

Your SLSD spreadsheet is incomplete if this item is missing.



Column Instructions

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 slash (/) 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 the end of the reporting period or earlier than the DATE STARTED.**



Column Instructions

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 slash (/) 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 the end of the reporting period or earlier than the 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.



Column Instructions

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 SLSD spreadsheet is completed.



Column Instructions

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 not placed in-field.
- ▶ Institutions can update placement records based on information obtained up to the date the SLSD spreadsheet is completed.
- ▶ All responses for the "Placed" variable must adhere to the formatted coding scheme.
Placed must appear as a single UPPERCASE letter: Y = Yes or N = No



Column Instructions

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 also placed.
- ▶ All responses for the “Placed in Field” variable must adhere to the formatted coding scheme.
Placed in field must appear as a single UPPERCASE letter: Y = Yes or N = No
- ▶ Institutions can update placement records based on information obtained up to the date the SLSD spreadsheet is completed.



Column Instructions

SPECIAL CIRCUMSTANCE NON-PLACEMENT (#)

- ▶ ***Should only be filled in if the student has completed the corresponding program and the institution reports Placed and Placed-in-Field as No.***
- ▶ 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
 - 12 = Program credential is credit hours

Institutions can update special circumstance non-placement records based on information obtained up to the date the SLSD spreadsheet is completed.



Column Instructions

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



Column Instructions

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.



Final Important Note

Institutions should maintain records to justify all data contained in the institution's SLSD spreadsheet. For example, military orders are sufficient to justify that a student withdrew as a result of being called for full-time military service.



Questions & Answers