# Reference Manual

## Data Collection
## 2010 →

Version 1.30  05/11/2010

# Reference Manual Changes from Version 1.20

| Section | Page(s) | Item | Action | Code | New/Added Text |
|---|---|---|---|---|---|
| The Reports | 16 | Second Paragraph | Added Text | | ("enrolled" in the context of this manual means "enrolled in the Hathaway Scholarship Program"). |
| Data Elements for the End-Of-Term Report - Enrolled Students- | 38-39 | Elements 8 through 19 | Changed **Requirement Indicator**. Occasionally a student will appear for the first time on an end-of-term report (was for some reason not included on mid-term). If this is the case, we need to make sure all required mid-term elements are included in the end-of-term submission. | | Replaced "O" with "R-I Then O" (see explanation on page 37) |
| Appendix A | 29, 36, 41 | Element #20 - NON_ENROLLMENT_REASON | Added valid value | 25 | NOT QUALIFIED DUE TO NOT MEETING APPLICATION DEADLINE |
| Appendix A | 29, 36, 41 | Element #20 - NON_ENROLLMENT_REASON | Added valid value | 27 | NOT QUALIFIED DUE TO NOT SUBMITTING REQUIRED DOC. |
| Appendix A | 29, 39, 41 | Element #21 - SEMESTER STATUS | Added valid value | 93 | REACHED CC CREDIT HR LIMIT |
| Appendix A | 41 | Element #21 - SEMESTER STATUS | Edited valid value name | 90 | REGAIN ELIGIBILITY **ATTEMPT** |

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# The Law:

# Statutes and Rules & Regulations Governing the Hathaway Scholarship Program Data Reporting

# Hathaway Scholarship Reimbursements

**Statute:**

**21-16-1308 (a)(v)** The department shall determine and certify to the state treasurer the amount which is equal to seventy-five percent (75%) of the total amount the eligible institution received during the preceding semester under this subsection. Not later than September 1 for the fall semester and not later than January 15 for the spring semester, the state treasurer shall pay from the scholarship expenditure account the amount certified by the department. The department shall review the lists provided under paragraph (iv) of this subsection, determine there is no duplication of students, and determine and certify to the state treasurer the balance of the amount due under this article to each institution for the semester. The state treasurer shall pay from the scholarship expenditure account the balance of the amount due. Payments of the balance due under this paragraph shall be made not later than seventy-five (75) days after the institution's semester has commenced. Payments to the university shall be made directly to the university. Payments to the community colleges shall be made directly to each college and be reported by the state treasurer to the community college commission. Should a prepayment under this paragraph exceed the amount actually due the institution for any semester, the excess amount shall be calculated by the department and deducted from the next payment made.
For purposes of this subsection, payments due for summer terms shall be included within the calculations and payments for the subsequent fall semester.

**Rules & Regulations:**

**Chapter 38, Section 18, Payment to Institutions.**

(a) For the first four years of the program, eligible institutions shall report to the Wyoming Department of Education by August 1 estimates of the number of students and the scholarship awards they anticipate for the upcoming fall semester. Institutions must report again to the Department by December 1 the number of students and scholarship amounts they anticipate for the following spring semester. Community colleges shall additionally report to the Commission the estimates they submitted to the Department for August 1 and December 1.

> (i) The Department shall certify to the State Treasurer the amounts to be paid to each eligible institution in a manner that will enable the prepayment to be made to the institutions by September 1 for the fall semester and by January 15 for the spring semester.

(b) After the first four years of estimates by the institutions, the Department will rely on actual data to make annual prepayments to institutions in the amount of 75% of the total amount that institution received the preceding semester.

(i) The Department will certify to the state treasurer the amount to be paid to each eligible institution in time for the institutions to receive their fall semester prepayment by September 1 and their spring semester prepayment January 15.

(c) Within 30 days of the commencement of each semester, the community colleges shall submit to the Wyoming Community College Commission a list of students enrolled in the institution who qualify for Hathaway Merit and Need-Based Scholarships, and the amount for which they qualify.

(d) Within 10 days of receipt of the last student data list from an individual community college, the Commission shall verify no inappropriate duplication of students exists between the colleges then shall submit to the Department a complete list of students and the amount each college is to receive for Hathaway Scholarship awards.

(e) Within 45 days of the commencement of each semester, the University shall certify to the Department a list of students enrolled in the institution who qualify for Hathaway Merit and Need-Based Scholarships, and the amount for which they qualify.

(f) The lists submitted to the Department from the eligible institutions must include all the data elements needed to enable the institutions and the Department to meet the reporting requirements of the Hathaway Scholarship program. Data elements shall include but are not limited to:

(i) Student name, birth date, and gender;
(ii) Unique student identifier identified by the Department and the institutions;
(iii) Name of the institution;
(iv) Hathaway scholarship category;
(v) Number of credit hours;
(vi) Semester identifier; and
(vii) High school graduation year.

(g) Upon receipt of the two student lists, the Department shall verify there is no inappropriate duplication of students among the institutions.

(i) Any duplication of students will be reported by the Department to the institutions and to the Commission. The institutions, in coordination with the Commission, will research and resolve the problem, if any, and submit final lists back to the Department.

(ii) If it is determined a student is properly attending multiple eligible institutions, the Department shall award the entire Hathaway scholarship for which the student qualifies to the eligible institution designated in the student's consortium agreement as the home institution.

(h) When the final lists are certified as accurate and approved, the Department will certify to the state treasurer the balance of the amount due to each institution for the semester.

(i) The state treasurer shall pay the amounts due no later than 75 days after commencement of the institution's semester. Individual payments will be made to the University and to each community college.

(i) The state treasurer shall report to the Wyoming Community College commission and the Department the amounts paid to each college.

(j) Any prepayment that exceeds the amount actually due the institution for any semester shall be calculated by the Department and deducted from the next payment(s) made to the institution.

(k) Students receiving a Hathaway Scholarship for a summer semester shall be included with the institution's fall semester calculations.

(i) The Department will consequently adjust the award to the institution for the fall semester to include the appropriate additional amount for the summer semester.

# Hathaway Scholarship Reporting on Participants and their Academic Progress

**Statute:**

**21-16-1308**
**(c)** The department shall establish annual reporting procedures for purposes of policy analysis and program evaluation and providing accurate data to the legislature and governor relative to the program's impact on the state and on students.

In developing the annual reporting procedure the department shall consult with the University of Wyoming and community college financial aid officers and registrars or their designees. It is the intention of the legislature that the reporting system and the requirements thereof shall be applicable to all recipients of scholarships under this article. Compliance with this section shall be made a condition of receiving a scholarship under this article.

The reporting system shall include the following information:

(**i**) A report prepared for each semester or equivalent periods of time during each academic year relative to the rate of retention of program participants;

(**ii**) Scholarships by students as they progress from semester to semester or other equivalent periods of time as may be applicable once enrolled at an eligible institution.

The data shall be reported by institution attended, by the instructional program, and by scholarship category and shall include

-the percent of students losing scholarship eligibility due to not earning the minimum number of credit hours,

-the percent of students losing scholarship eligibility due to not having the required cumulative grade point average,

-the percent of students losing scholarship eligibility for failing to make satisfactory academic progress

-and the percentage of students losing scholarship eligibility for failing to enroll.

The same information shall also be reported by categories showing those students qualifying through WORKKEYS scores and GED scores and by the group of students who attended a home-based educational program and did not graduate from an eligible high school;

(**iii**) The persistence rates at the eligible institutions of freshmen, sophomore, junior and senior students receiving a scholarship reported by scholarship category and by award year;

(**iv**) The graduation rates or rates of completion of the chosen post-secondary education program if otherwise applicable for students receiving a scholarship reported by scholarship category and award year, including for those graduating with an academic degree at the baccalaureate level the rate for persons graduating within four (4) years, within five (5) years and within six (6) years, respectively and including for those graduating with a certificate or associate degree the rate for persons graduating within one (1), two (2) and three (3) years;

(**v**) The mean length of time required for a student receiving a scholarship under this article to graduate with a degree or to complete the certificate program with such information being reported by scholarship category and by award year;

(**vi**) An annual report on the number of applicants as well as the percent of high school graduates by high school district who apply for a scholarship by scholarship category, and the percent of those students who are awarded a scholarship and subsequently enroll in an eligible institution;

(**vii**) Statistical studies on the relationship between the courses taken and grades earned by a high school student and the student's score on the ACT or WORKKEYS test. Relative to public high schools, such statistical studies shall use student course and grade data that is otherwise available from the schools and such studies shall be conducted at no additional cost to the governing authority of any public high school;

(**viii**) Statistical studies on the relationship between the courses taken and the grades earned in high school and the student's college or university GPA.

(**d**) The annual report by the department shall be submitted to the governor and the legislature in accordance with W.S. 9-2-1014.

**Rules & Regulations:**

**Chapter 38, Section 22, Data Gathering and Reporting Procedures**

(a) In consultation with school districts and the financial aid officers and registrars of the eligible institutions, or their designees, the Department shall develop annual reporting procedures for purposes of policy analysis and program evaluation. The annual report on the Hathaway Scholarship Program shall be presented by the Department in accordance with the budget timeframes identified in W.S. § 9-2-1014.

(b) Data reporting is a requirement for receipt of scholarship funds.

(c) The University of Wyoming shall submit the required information directly to the Department.

(d) Wyoming community colleges shall submit the required information to the Wyoming Community College Commission which shall submit to the Department individual college information, as well as a summative report of all college data.

(e) Information to be provided to the Department from the eligible institutions includes:

(i) By district and scholarship type, the number and percent of students who apply, the number and percent of students who meet success curriculum requirements, the number and percent of students awarded a scholarship, and the number and percentage of students who subsequently enroll in the institution;

(ii) Rate of retention of scholarship recipients;

(iii) Persistence rate of freshman, sophomore, junior, and senior scholarship recipients, by original award year, by scholarship type; and

(iv) Graduation rates or rates of completion, by scholarship type by award year to include:

(A) For those receiving a baccalaureate level degree, the rate scholarship recipients graduated in four, five or six years, and the mean length of time for students to earn the degree; and

(B) For those receiving a certificate or associate degree, the rate scholarship recipients graduated in one, two, or three years, and the mean length of time for students to complete the certificate or associate degree.

(v) By institution, instructional program, scholarship type, and award year, report on the loss of scholarship eligibility of students at the end of each spring semester according to the following categories:

(A) Those qualifying through high school graduation with the accompanying GPA and ACT requirements;

(B) Those qualifying through high school graduation with the accompanying GPA and WorkKeys requirements;

(C) Those qualifying through GED and the accompanying ACT requirements;

(D) Those qualifying through a home-based educational program and the accompanying ACT requirements.

(vi) In addition to reporting the number of students who have lost scholarship eligibility as specified in Section 22 (e)(v) of these rules, institutions shall provide further data on cause of loss of scholarship to include:

(A) The number and percentage of students failing to meet satisfactory academic progress due to either minimum number of credit hours and/or failure to maintain minimum cumulative GPA ;

(B) The number and percentage of students failing to maintain minimum continuous enrollment requirements; and

(C) The number and percentage of students failing to enroll in the eligible institution.

(f) Studies the Department shall undertake annually for each graduating cohort include:

(i) Analysis of the relationship between courses taken, grades earned in high school, and a student's ACT and or WorkKeys test scores; and

(ii) Analysis of the relationship between courses taken, grades earned in high school, and a student's college and/or university GPA.

# The Reporting Cycle

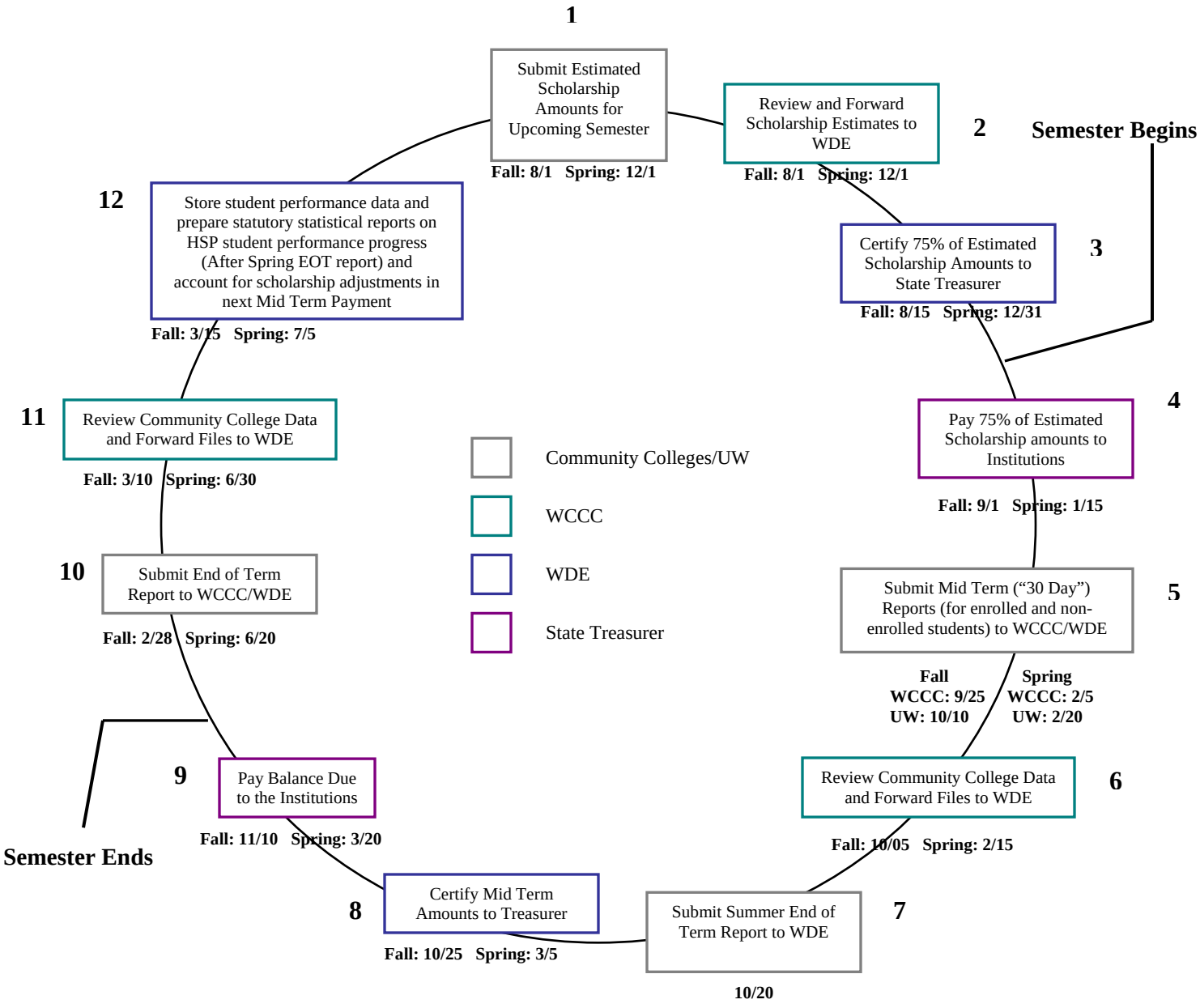
As the statutes quoted in the previous section indicate, the Hathaway data collection is based on the need for information in three areas; **Scholarship Applicants , Scholarship Amounts Awarded**, and **Student Performance**. This information is gathered by the institutions and collected by the WCCC (if applicable) and the WDE via four reports during each semester (see p.16-17 for details about each report). These reports are created, reviewed, stored, and analyzed in eleven steps during a semester. The participants in the cycle are the Institutions, the Wyoming Community College Commission (WCCC), The Wyoming Department of Education (WDE), and the State Treasurer.

All steps in the reporting cycle involve the listing, verification, or reimbursement of **Scholarship Amounts Awarded,** whereas **Scholarship Applicant** and **Student Performance** data are dealt with in only a few of the steps. Applicant and performance data are analyzed by the WDE after the end of each school year to generate the statutorily required statistics on the applicants and the academic progress of scholarship recipients.

The next page provides an illustration of the reporting cycle. The pages that follow it provide detail on each step in the process in a "Who, What, Why, and When" format.

Successive sections provide more information about the required data reports, the data submission path, scholarship accounting, and student progress statistics.

# The Cycle At-a-Glance




*Note: the dates are approximate – refer to the rules for exact time intervals.*

Refer to pages 12 thru 15 for details on each step in the cycle…..

1. **WHO**: Community Colleges/UW
   **WHAT**: **The Estimate Report.** (Page 16)
   **WHY**: To receive 75% reimbursement at the beginning of the semester.
   **WHEN**: By 8/1 for the Fall semester, and 12/1 for the Spring semester. (Community Colleges report to the WCCC, UW reports directly to the WDE)

2. **WHO**: The WCCC
   **WHAT**: Review Estimate Reports submitted by each individual Community College and forward to WDE.
   **WHY**: To ensure reports are complete.
   **WHEN**: Upon Receipt from the Community Colleges.

3. **WHO**: The WDE
   **WHAT**: Download the Estimate Reports to the HSP Data Warehouse and prepare certification to the State Treasurer.
   Required Information for each institution: Beginning Balance, Recipient Counts and Amounts by Scholarship Category, and Total Amount to be paid.
   **WHY**: To track individual institution balances and to ensure institutions are properly compensated.
   **WHEN**: Submit certified amounts to the State Treasurer by 8/15 for the Fall semester and by 12/31 for the Spring semester.

**4.** **WHO**: The State Treasurer
**WHAT**: Pay from the scholarship expenditure account 75% of the estimated scholarship amounts due to each institution as certified by the WDE.
**WHY**: To reimburse the institutions for the Hathaway scholarships awarded.
**WHEN**: By 9/1 for the Fall semester, and by 1/15 for the Spring semester.

**5.** **WHO**: Community Colleges/UW
**WHAT**: **The Mid Term Reports** (Page 16)
**WHY**: To provide the WDE with data to calculate the remaining balance due for scholarships awarded, and to provide information on attempted hours and instructional program selections, and to provide data on applicants who did not enroll. Data on enrolled and non-enrolled students are submitted in two separate reports.
**WHEN**: **Community Colleges**: Submit to the WCCC within 30 days of the commencement of each semester.
**UW**: Submit to the WDE within 45 days of the commencement of each semester.

**6.** **WHO**: The WCCC
**WHAT**: Review Mid Term Reports submitted by the Community Colleges for accuracy and verify no inappropriate duplication of students exists and forward to WDE.
**WHY**: To ensure that no student exceeds the maximum scholarship amount allowed if enrolled in more than one institution.
**WHEN**: Within 10 days of receipt from the Community Colleges.

7. **WHO**: Community Colleges/UW
**WHAT**: The Summer End-Of-Term Report (Page17)
**WHY**: To provide the WDE with data to run the statutory statistical reports on Hathaway student performance and to include summer scholarships for reimbursement (to be applied to the fall semester Mid Term payment).
**WHEN**: By 10/20 of each year

8. **WHO**: The WDE
**WHAT**: Download the Mid Term Reports to the HSP Data Warehouse, review for duplicate student records between CCs and UW, and prepare certification to the State Treasurer.
Required Information for each institution: Beginning Balance, Recipient Counts and Amounts by Scholarship Category, and Total Amount to be paid.
**WHY**: To track individual institution balances and to ensure institutions are properly compensated.
**WHEN**: Submit certified amounts to the State Treasurer by 10/25 for the Fall semester, and by 3/5 for the Spring Semester.

9. **WHO**: The State Treasurer
**WHAT**: Pay from the scholarship expenditure account the balance of the amount due to each institution as certified by the WDE.
**WHY**: To reimburse the institutions the balance due for the Hathaway scholarships awarded.
**WHEN**: Within 75 days of the commencement of each semester.

10. **WHO**: Community Colleges/UW
**WHAT**: **The End-Of-Term Report.** (Page 17)
**WHY**: To provide the WDE with data to run the statutory statistical reports on Hathaway student performance and to account for any adjustments in scholarship reimbursements (to be applied to next semester's Mid Term payment).
**WHEN**: **Community Colleges**: Submit to the WCCC within 60 days of the end of fall semester, and within 30 days of the end of spring semester.
**UW**: Submit to the WDE within 70 days of the end of fall semester, and within 40 days of the end of spring semester.

11. **WHO**: The WCCC
**WHAT**: Review the End-Of-Term Reports submitted by the Community Colleges for completeness and duplicate student records between institutions and forward to WDE.
**WHY**: To ensure that accurate data is submitted to WDE.
**WHEN**: Within 10 days of receipt from the Community Colleges.

12. **WHO**: The WDE
**WHAT**: Download the End Of Term Reports to the Hathaway Data Warehouse and prepare student performance statistics (post Spring only), and identify any adjustments to scholarship amounts.
**WHY**: To comply with the annual statutory reporting and track individual institution balances to ensure institutions are properly compensated.
**WHEN**: The annual statutory statistical reports on student performance are to be completed by 10/1. Any adjustments in scholarship amounts will be applied to next semester's Mid Term payment.

# The Reports

## 1. The Estimate Report

This is an estimated totals report that is submitted by the institutions by 8/1 for the fall semester, and by 12/1 for the spring semester. As the title indicates, it is an estimate of the number of students and scholarships within the four merit levels, as well as an estimate of the Needs award. 75% of the estimated scholarship total is remitted to the institutions as a prepayment for the semester. The payments need to be made by the State Treasurer to the institutions by 9/1 for the fall semester, and by 1/15 for the spring semester.

The three reports below require the collection and submission of certain pieces of data that pertain to Hathaway Scholarship applicants and enrolled students ("enrolled" in the context of this manual means "enrolled in the Hathaway Scholarship Program"). These data elements and their properties are listed in Appendix A starting on page 27.

## 2. a) The Mid Term Report – Enrolled Students

This report is submitted by the community colleges to the WCCC within thirty days of the start of the semester, who then forwards the files within ten days of receipt to the WDE. The University submits the file directly to the WDE within 45 days of the start of the semester. The institutions receive the difference between the 75% of the Estimate payment and the sum of scholarship amounts provided in this report. The payments need to be made by the State Treasurer to the institutions within 75 days of the start of the semester. Information on attempted hours and instructional program is included in this report. The specific elements for this data submission are listed on pages 31 – 33.

### b) The Mid Term Report – Non-Enrolled New Applicants

This report is to accompany the Mid Term Report for Enrolled Students. It provides information about new applicants (or newly screened Wyo grads, GED or Home Schooled students) who did not qualify or did not accept the scholarship and includes data indicating the reason for non-enrollment. The purpose of this report is to complete the set of applicants for the semester being reported;

All Students in the **Mid Term Non-Enrolled New Applicants** file
\+ All **New** Students in the **Mid Term Enrolled Students** file
= **New Applicants for the reporting term**

The specific elements for this data submission are listed on pages 34 – 36.

### 3. The End-of-Term Report – Enrolled Students

The main purpose of this report is for the institutions to submit student performance data that is analyzed by the WDE for the statutorily required annual academic progress statistics. However, any changes made to individual scholarship amounts during the last part of the current semester will be registered and accounted for as an adjustment to the last payment for the following semester.

Students to be included in this report:
-All students who have initiated the scholarship (in the past or in the current semester), whether they received a scholarship during the semester or not,
-AND have not used up their 8 semester (96 credit hrs) limit,
-AND are inside of the 6 year deadline

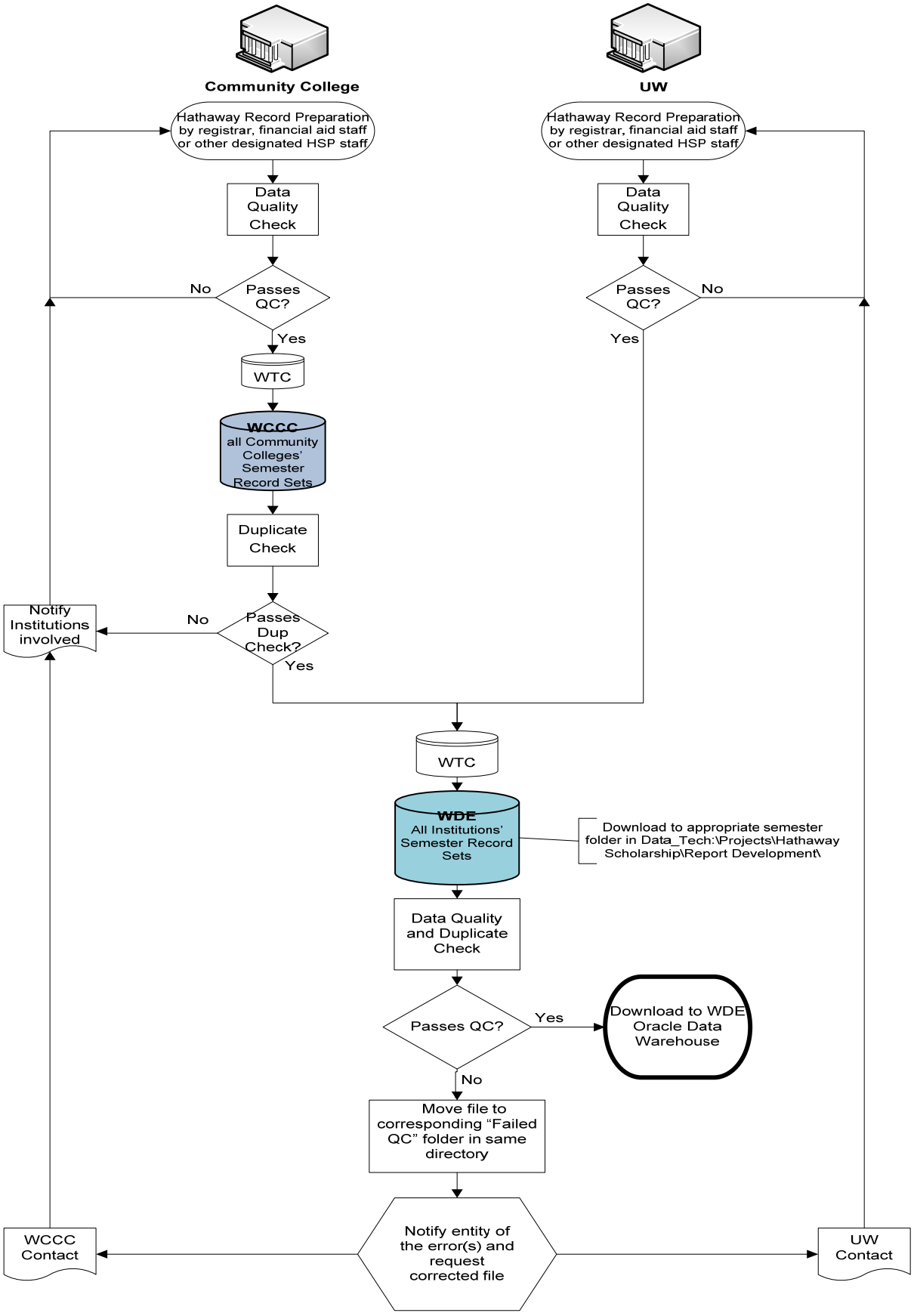
The specific elements for this data submission are listed on pages 37 – 40.

Note: *The due date for the End-of-Term report serves as the deadline for submitting Hathaway Scholarships granted for the semester. Scholarships reported to the WDE after the end-of-term due date will not be reimbursed to the post secondary institution.*

# The Data Transfer Path

The Wyoming Transcript Center (WTC) provides a secure method of transferring sensitive student information between the entities that are involved in creating and managing the data. Within the path, it is essential to have data quality check points to guarantee that the HSP Data Warehouse ultimately receives accurate records with clean data to ensure efficient and precise reporting.

The following page illustrates the flow of information as it originates at the Institutions, passes through the Wyoming Community College Commission (if applicable), and ultimately downloaded to the WDE Data Warehouse. Information about the data quality checks follows on page 20.


Community College
UW
Hathaway Record Preparation by registrar, financial aid staff or other designated HSP staff
Hathaway Record Preparation by registrar, financial aid staff or other designated HSP staff
Data Quality Check
Data Quality Check
Passes QC?
No
Yes
Passes QC?
No
Yes
WTC
WCCC all Community Colleges' Semester Record Sets
Duplicate Check
Notify Institutions involved
No
Passes Dup Check?
Yes
WTC
WDE All Institutions' Semester Record Sets
Download to appropriate semester folder in Data_Tech:\Projects\Hathaway Scholarship\Report Development\
Data Quality and Duplicate Check
Passes QC?
Yes
Download to WDE Oracle Data Warehouse
No
Move file to corresponding "Failed QC" folder in same directory
WCCC Contact
Notify entity of the error(s) and request corrected file
UW Contact

## Data Quality Checks

(Refer to Appendix A starting on page 28 for data element detail)

Data Elements

1. All required fields are populated.
2. Fields are populated with Valid Values only, and consistent with specified format.
3. There are no duplicate records.

Relationships Between Elements

1. High School performance data (HS_GPA, ACT_SCORE, GED_SCORE, WORKKEYS_SCORE) supports the scholarship level (SCHOLARSHIP_CATEGORY).
2. Award Amount (MERIT_AWARD_AMOUNT) is not greater than the amount allowed based on the scholarship level and attempted non-remedial hours (ATT_SEM_HRS_GR + ATT_SEM_HRS_NGR).
3. For each of the semester hour fields, earned hours do not exceed attempted hours.
4. Previous semester's Cumulative Data supports the current scholarship level (SCHOLARSHIP_CATEGORY).
5. Cumulative data (hours and points) supports the CUMULATIVE_STATUS (if student has attended only one institution), unless an appeal was approved.

## Post End-Of-Term Record Updates

Any change to a student Hathaway record during the semester should be reflected in the End-of-Term Report for that semester.

If there is a change to any Hathaway data element after the End-of-Term Report was submitted, upload to the Wyoming Transcript Center (WTC) the complete Hathaway record(s) (all required elements must be included) that contains the changes, and notify the WCCC of the data transfer (UW notifies WDE). The same submission process and quality checks applies to individual record transfers.

# The Accounting

As is mentioned in the Data Reporting Cycle section on pages 10 - 15 , the WDE receives three updates from the institutions during any given semester that include scholarship amounts awarded, and are provided via these reports discussed in detail on pages 16 - 17;

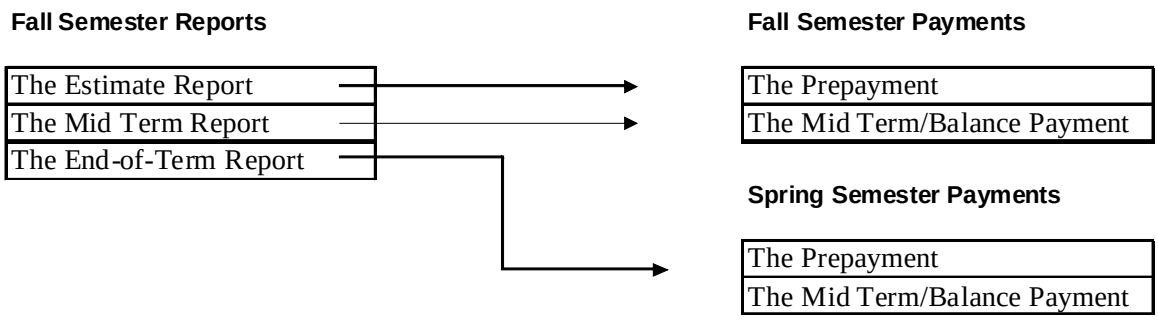
1. The Estimate Report
2. The Mid Term Report – Enrolled Students
3. The End-of-Term Report – Enrolled Students

The scholarship information declared in these reports is accounted for in two payments to the institutions each semester;

1. The Prepayment
2. The Mid Term/Balance Payment

Special note regarding the End-of-Term Report: Since the last payment (the Mid Term/Balance Payment) for the current semester, and the first payment (the Prepayment) for the following semester have already been processed by the time this report is due, the amount in this report must be carried forward to the second payment (the Mid Term/Balance Payment) for the following semester.

Illustration:




See next page for the current accounting set-up.

## 2008SP Reports

| | Report | Scholarships | Casper College | | Central Wy. College | | Eastern Wy. College | | Laramie County CC | | Northwest College | | Sheridan College | | Western Wy. CC | | Community College Total | | UW | | Grand Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | HC | Amount | HC | Amount | HC | Amount | HC | Amount | HC | Amount | HC | Amount | HC | Amount | HC | Amount | HC | Amount | HC | Amount |
| 1 | Estimate Report 12/1/07 | Honors | 67 | $107,200 | 16 | $25,600 | 20 | $32,000 | 44 | $70,400 | 45 | $63,740 | 32 | $47,200 | 42 | $64,000 | 266 | $410,140 | 625 | 975,000 | 891 | $1,385,140 |
| 2 | | Performance | 193 | $230,000 | 55 | $66,000 | 39 | $46,800 | 130 | $156,000 | 108 | $122,786 | 92 | $108,000 | 120 | $138,777 | 737 | $868,363 | 490 | 575,000 | 1,227 | $1,443,363 |
| 3 | | Opportunity | 151 | $120,200 | 33 | $26,400 | 27 | $21,600 | 118 | $91,200 | 60 | $46,495 | 65 | $50,400 | 90 | $69,577 | 544 | $425,872 | 230 | 175,000 | 774 | $600,872 |
| 4 | | Career | 65 | $52,000 | 20 | $16,000 | 24 | $19,200 | 40 | $32,000 | 30 | $22,753 | 30 | $23,200 | 18 | $14,400 | 227 | $179,553 | 0 | 0 | 227 | $179,553 |
| 5 | | Need Award | 39 | | | | | $5,091 | 6 | $1,371 | 9 | $1,697 | 5 | $1,800 | 7 | $1,900 | 83 | $28,343 | 245 | 240,000 | 328 | $268,343 |
| 6 | | **Estimated Sch.Shps.** | **476** | | | | | | | | 343 | $257,471 | **219** | **$230,600** | **270** | **$288,654** | **1,774** | **$1,912,271** | **1,345** | **1,965,000** | **3,119** | **$3,877,271** |
| 7 | Mid Term (30 Day) Report | Honors | | | | | | | | | | | | | | | | | | | | |
| 8 | | Performance | | | | | | | | | | | | | | | | | | | | |
| 9 | | Opportunity | | | | | | | | | | | | | | | | | | | | |
| 10 | | Career | | | | | | | | | | | | | | | | | | | | |
| 11 | | Need Award | | | | | | | | | | | | | | | | | | | | |
| 12 | | **Actual Sch.Shps.** | **0** | **$0** | **0** | **$0** | **0** | **$0** | **0** | | | | | **$0** | **0** | **$0** | **0** | **$0** | **0** | **$0** | **0** | **$0** |
| 13 | Supplemental Report | Honors | | | | | | | | | | | | | | | | | | | | |
| 14 | | Performance | | | | | | | | | | | | | | | | | | | | |
| 15 | | Opportunity | | | | | | | | | | | | | | | | | | | | |
| 16 | | Career | | | | | | | | | | | | | | | | | | | | |
| 17 | | Need Award | | | | | | | | | | | | | | | | | | | | |
| 18 | | **Additional Sch.Shps.** | | | | | | | | | | | | | | | | | | | | |
| 19 | End of Term (Post Sem) Report | Honors | | | | | | | | | | | | | | | | | | | | |
| 20 | | Performance | | | | | | | | | | | | | | | | | | | | |
| 21 | | Opportunity | | | | | | | | | | | | | | | | | | | | |
| 22 | | Career | | | | | | | | | | | | | | | | | | | | |
| 23 | | Need Award | | | | | | | | | | | | | | | | | | | | |
| 24 | | **Final Sch.Shps.** | **0** | **$0** | **0** | **$0** | **0** | **$0** | **0** | **$0** | **0** | **$0** | **0** | **$0** | **0** | **$0** | **0** | **$0** | | **$0** | | **$0** |

Line 1: This amount is provided by the institutions. The details are entered above in the Estimate Report section.

Line 2: This amount is 75% of line 2.

Line 4: This amount is carried over from the previous semester's End-Of-Term Report since both payments for last semester (and the first payment for this semester) have already been processed.

Line 5: This amount is provided by the institutions. The details are entered above in the Mid-Term Report section.

Line 6: This amount is the difference between line 5 and line 3, plus line 4.

## 2008SP Accounting

| | | | Casper College | Central Wy. College | Eastern Wy. College | Laramie County CC | Northwest College | Sheridan College | Western Wy. | Community | UW | Grand Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Estimated | Estimate | $525,125 | $134,759 | $124,691 | $350,971 | $257,471 | $230,600 | | | $1,965,000 | | $3,877,271 |
| 2 | | 75% of Estimate | $393,844 | $101,069 | $93,518 | $263,228 | $193,103 | $172,950 | | | $1,473,750 | | $2,907,953 |
| 3 | | **1st Payment** | **$393,844** | **$101,069** | **$93,518** | **$263,228** | **$193,103** | **$172,950** | **$216,491** | **$1,434,203** | **$1,473,750** | **PAY** | **$2,907,953** |
| 4 | After Mid-Term (30 Day) Report | From 2007FA Final | | | | | | | | | | | |
| 5 | | Actual | | | | | | | | | | | |
| 6 | | Balance Due | | | | | | | | | | | |
| 7 | | **2nd Payment** | | | | | | | | | | | |
| 8 | After End of Term | Final Actual | | | | | | | | | | | |
| 9 | | Balance Due | | | | | | | | | | | |
| 10 | | Carry over to 2008FA 2nd | | | | | | | | | | | |

Line 8: This amount is provided by the institutions. The details are entered above in the End-of-Term Report

Line 9: This amount is the difference between line 8 and line 5.

Line 10: Same as line 9, but noting that the amount is being carried over to next semester's 2nd payment since both payments for this semester, and the first payment for next semester, have already been processed.

# The Student Academic Progress Statistics

Statute requires that we gauge the counts of Hathaway Scholarship students and their academic progress in order to make good recommendations to the legislature on how the program can be "adjusted" to optimize the State's return on the scholarship funding. The required information is listed in statute and rules and quoted on pages 6 – 9. The data that is analyzed is delivered to the WDE via the Mid-Term Report and the End-of-Term Report (p.16 - 17), and the required data elements are listed and described in Appendix A starting on page 27.

### Initial HSP Applicants

The institutions must submit a Hathaway record (based on the required data elements) for each applicant, whether the student filled out an application, or was automatically screened by the institution. Both enrolled and non-enrolled applicants must be reported. Refer to Appendix B on page 42 for an overview on how to qualify an applicant.

### Returning HSP Students

Fewer data elements are required for students who enrolled in the program prior to the current semester. Data such as gender, high school graduation date, high school GPA, ACT scores, etc. is already on file at the WDE from the institution's initial data submission for these students. Refer to the Requirement Indicator field in the data element lists to see what data are required for each report, starting on page 31 in Appendix A.

Hathaway data for students who have lost eligibility, but returned to school, must still be submitted. These students may regain eligibility in later semesters, so we want to maintain continuity in the semester records for these students.

### HSP Students not Returning

No record needs to be generated and submitted by the institution for an active Hathaway student (initiated the scholarship in a prior semester) who is expected to return, but fails to enroll. A gap in successive semesters enrolled within the data warehouse is enough information in itself to gauge continuous enrollment.

Refer to pages 24 - 25 for a tabelized view of the statutorily required HSP statistics.

# Hathaway Scholarship Program Student Performance Reports

| Information Required as provided in Chapter 38 - Rules for the Hathaway Scholarship Program - Section 22 (e) | | Statutory Reference | Report | Grouping 1 | Grouping 2 | Grouping 3 | Conditions/Remarks |
|---|---|---|---|---|---|---|---|
| (i) | Count of applicants | 21-16-1308(c)(vi) | HSP01 | N/A | N/A | N/A | Denominator = All Wyo HS grads/residents initially registered in an eligible institution. |
| | Count of students awarded a scholarship | | HSP03 | By Scholarship Type | By School District | | |
| | Percent of students awarded a scholarship | | HSP03 | | | | |
| | Count of students subsequently enrolling | | HSP04 | | | | |
| | Percent of students subsequently enrolling | | HSP04 | | | | |
| (ii) | Rate of retention of scholarship recipients | 21-16-1308(c)(i) | HSP05 | | | | |
| (iii) | Persistence rate of Freshman recipients | 21-16-1308(c)(iii) | HSP06 | By Award Year | By Scholarship Type | | |
| | Persistence rate of Sophomore recipients | | HSP07 | | | | |
| | Persistence rate of Junior recipients | | HSP08 | | | | |
| | Persistence rate of Senior recipients | | HSP09 | | | | |
| (iv) A | Rate of recipients graduating in 4 years - Bacc degree | 21-16-1308(c)(iv) | HSP10 | By Scholarship Type | By Award Year | | |
| | Rate of recipients graduating in 5 years - Bacc degree | | HSP11 | | | | |
| | Rate of recipients graduating in 6 years - Bacc degree | | HSP12 | | | | |
| (iv) B | Rate of recipients graduating in 1 year - Cert or Assc degree | | HSP13 | | | | |
| | Rate of recipients graduating in 2 years - Cert or Assc degree | | HSP14 | | | | |
| | Rate of recipients graduating in 3 years - Cert or Assc degree | | HSP15 | | | | |
| (v) A | Count of students losing elig. - Qualified through HS graduation - GPA/ACT | | HSP20 | By Instructional Program | By Scholarship Type | By Award Year | |
| (v) B | Count of students losing elig. - Qualified through HS graduation - GPA/WorkKeys | | HSP21 | | | | |
| (v) C | Count of students losing elig. - Qualified through GED/ACT | | HSP22 | | | | |
| (v) D | Count of students losing elig. - Qualified through Home Based Ed Program | | HSP23 | | | | |

# Hathaway Scholarship Program Student Performance Reports

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| (vi) A | Count of students failing to meet SAP due to min credit hrs | 21-16-1308(c)(ii) | HSP24 | By Instructional Program | By Scholarship Type | By Award Year | |
| | Count of students failing to meet SAP due to min GPA | | HSP25 | | | | |
| | Percent of students failing to meet SAP due to min credit hrs | | HSP24 | | | | |
| | Percent of students failing to meet SAP due to min GPA | | HSP25 | | | | |
| (vi) B | Count of students failing to maintain min continous enrollment requirements | | HSP26 | By Instructional Program | By Scholarship Type | By Award Year | |
| | Percent of students failing to maintain min continous enrollment requirements | | HSP26 | | | | |
| (vi) C | Count of students failing to enroll in the eligible institution | | HSP04 | | | | Awarded, but failed to enroll. |
| | Percent of students failing to enroll in the eligible institution | | HSP04 | | | | |
| **Section 22 (f)** | | | | | | | |
| (i) | Relationship between courses taken, grades earned in HS, and student's ACT and/or WorkKeys test scores | 21-16-1308(c)(vii) | HSP28 | | | | |
| (ii) | Relationship between courses taken, grades earned in HS, and student's college/university GPA | 21-16-1308(c)(viii) | HSP29 | | | | |

# Appendices

**Appendix A**

Appendix A contains the current data elements, as well as proposed elements that will take effect at the beginning of the 09/10 school year.

The Appendix contains four sets of element lists;

-The Data Element Master List p. 27
-The Data Elements for the Mid-Term Report, Enrolled Students p. 31
-The Data Elements for the Mid-Term Report, Non-Enrolled New Applicants p. 34
-The Data Elements for the End-Of-Term Report, Enrolled Students p. 37

**Appendix B**

Appendix B is a flow chart that illustrates the process of qualifying an initial applicant for the Hathaway Scholarship. Students that are not placed in the Enrolled "bucket" at the bottom of the flowchart are accounted for in the Mid-Term Report for Non-Enrolled New Applicants.

# Appendix A

## DATA REPORTING ELEMENTS
## 2009-10 Master List

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition |
|---|---|---|---|---|---|
| 1 | WISER_ID | Text | 8 | 8-digits | The WDE 8-digit state assigned student record identifier. (Institutions will be required to provide WISER ID to WDE starting Fall 2007 for WY HS graduates) |
| 2 | SSN | Text | 9 | 9-digits no dashes | Social Security Number (SSN) or unique identifier used by the institution when SSN was not provided by the student. This is a text data type to ensure leading "0"s are captured. |
| 3 | COLLEGE_ID | Text | 7 | 0150010<br>1350011<br>0750012<br>0850013<br>1150015<br>1750003<br>1550016<br>1950017 | The college identification number of the post secondary eligible institution assigned by WDE. This is a text data type to ensure leading "0"s are captured.<br>0150010 = UW<br>1350011 = CC<br>0750012 = CWC<br>0850013 = EWC<br>1150015 = LCCC<br>1750003 = NWCC (Sheridan)<br>1550016 = NWC (Powell)<br>1950017 = WWCC |
| 4 | COLLEGE | Text | 4 | UW<br>CC<br>CWC<br>EWC<br>LCCC<br>NWCC<br>NWC<br>WWCC | The abbreviation of the post secondary eligible institution.<br>UW = University of Wyoming<br>CC = Casper College<br>CWC = Central Wyoming College<br>EWC = Eastern Wyoming College<br>LCCC = Laramie County Community College<br>NWCC = North West Community College (Sheridan)<br>NWC = Northwest College (Powell)<br>WWCC = Western Wyoming Community College |
| 5 | SEMESTER | Text | 6 | YYYYFA<br>YYYYSP<br>YYYYSU | The semester or term for which data is being reported. Year followed by semester code.<br>Semester codes: FA for fall, SP for spring, and SU for summer<br>2008FA = fall semester beginning in September 2008<br>2009SP = spring semester beginning in January 2009<br>2009SU = summer term beginning in June 2009 |

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition |
|---|---|---|---|---|---|
| 6 | LAST_NAME | Text | 60 | Name characters | Student's last name |
| 7 | FIRST_NAME | Text | 15 | Name characters | Student's first name |
| 8 | MIDDLE_NAME | Text | 15 | Name characters | Student's middle name |
| 9 | NAME_SUFFIX | Text | 8 | Name characters | Generational indicator i.e. Sr, Jr, III |
| 10 | DATE_OF_BIRTH | Text | 8 | YYYYMMDD | Student's date of birth |
| 11 | GENDER | Text | 1 | F, M, U | Student's Gender: F-Female, M-Male, U-Unknown |
| 12 | HS_CITY | Text | 60 | "name"<br>"name1_name2" | Name of the city of the high school I.e.:<br><br>Casper<br>Rock_Springs |
| 13 | HS_ID | Text | 7 | "0000000" | WDE assigned school ID |
| 14 | HS_GRAD_DATE | Text | 6 | YYYYMM | High school graduation date, year and month only in format YYYYMM (or corresponding date for students earning GEDs or receiving home-based education) |
| 15 | HS_GRAD_TYPE | Text | 8 | WYO_GRAD<br>OTR_GRAD<br>HOME<br>GED | High School Graduation Type. Element needed to gauge performance by qualification.<br><br>WYO_GRAD = Wyoming High School Graduate<br>OTR_GRAD = Eligible Out-of-State High School Graduate per W.S. 21-16-1303c<br>HOME = Home-based<br>GED = GED |
| 16 | ACT_SCORE | Number | 2 | 0 - 36 | ACT composite score (or SAT score converted to equivalent ACT score) |
| 17 | WORKKEYS_SCORE | Number | 2 | 0 - 20 | "cumulative score ... on applied math, reading for information and locating information on WorkKeys tests" |
| 18 | GED_SCORE | Number | 3 | 0 - 800 | GED standard score |
| 19 | HS_GPA | Number | 4 | 0.00 - 4.00 | "Grade point average" or "GPA" means the numbered grade average calculated using a 4.0 scale |

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition |
|---|---|---|---|---|---|
| 20 | NON_ENROLLMENT_REASON | Text | 2 | 10<br>20<br>25<br>27<br>30<br>40<br>50 | 10 = NOT QUALIFIED DUE TO NON ACADEMIC REASON(S)<br>20 = NOT QUALIFIED DUE TO HIGH SCHOOL ACADEMIC REASON(S)<br>25 = NOT QUALIFIED DUE TO NOT MEETING APPLICATION DEADLINE<br>27 = NOT QUALIFIED DUE TO NOT SUBMITTING REQUIRED DOC.<br>30 = QUALIFIED BUT FAILED TO ENROLL<br>40 = QUALIFIED BUT DECLINED<br>50 = QUALIFIED BUT DEFERRED<br>See page 41 for more detail |
| 21 | SEMESTER_STATUS | | | 70<br>80<br>90<br>93<br>95<br>97 | 70 = COMPLETED SEMESTER<br>80 = WITHDRAW<br>90 = REGAIN ELIGIBILITY ATTEMPT<br>93 = REACHED CC CREDIT HR LIMIT<br>95 = POST INITIATION DEFERMENT (enrolled)<br>97 = POST INITIATION DEFERMENT (military/religious)<br>See page 41 for more detail |
| 22 | SCHOLARSHIP_CATEGORY | Text | 1 | 1<br>2<br>3<br>5 | The students level of merit scholarship for the semester being reported.<br><br>1 = HONORS<br>2 = PERFORMANCE<br>3 = OPPORTUNITY<br>5 = OPPORTUNITY PROVISIONAL |
| 23 | INSTRUCTIONAL_PROGRAM | Text | 2 | 2 digits | NCES CIP Family Code (the first two digits of the CIP code) I.e.:<br><br>09 = Communication, Journalism, and Related Programs<br>14 = Engineering<br><br>This is a text data type to ensure leading "0"s are captured |
| 24 | DEGREE | Text | 4 | BA, AA, CERT, etc | Required when college degree is completed. Code set to be defined by UW and CC's |
| 25 | GRAD_DATE | Text | 6 | YYYYFA<br>YYYYSP<br>YYYYSU | Required when college degree is completed. Grad Date codes: FA for fall, SP for spring, and SU for summer<br>2009FA = fall semester beginning in September 2009<br>2010SP = spring semester beginning in January 2010<br>2010SU = summer term beginning in June 2010 |
| 26 | MERIT_AWARD_AMOUNT | Number | 7 | 0 - 1600 | HSP award amount - can be zero - NOT BLANK |
| 27 | NEED_AMOUNT | Number | 7 | 0 - 10000 | HSP need based amount - can be zero - NOT BLANK |
| 28 | CONSORTIUM | Text | 1 | T/F | Is the student concurrently enrolled in 2 or more Hathaway eligible institutions?<br>T = True F = False |
| 29 | ATT_SEM_HRS_GR | Number | 2 | 0-99 | Credit Hours Enrolled: non-remedial, A - F grade outcome courses |

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition |
|---|---|---|---|---|---|
| 30 | ATT_SEM_HRS_NGR | Number | 2 | 0-99 | Credit Hours Enrolled: non-remedial, P/F, S/U, or similar grade outcome courses |
| 31 | ATT_SEM_HRS_REM | Number | 2 | 0-99 | Credit Hours Enrolled: remedial |
| 32 | EARNED_SEM_HRS_GR | Number | 2 | 0-99 | Semester Credit Hours Earned for non-remedial, A - D grade earned courses |
| 33 | EARNED_SEM_HRS_NGR | Number | 2 | 0-99 | Semester Credit Hours Earned non-remedial, S or P grade outcome |
| 34 | EARNED_SEM_HRS_REM | Number | 2 | 0-99 | Semester Credit Hours Earned remedial |
| 35 | EARNED_SEM_PTS | Number | 3 | 0-999 | Semester GPA/Quality Points Earned: for non-remedial, A - F grade earned courses |
| 36 | GPA_CUM_HRS_GR | Number | 3 | 0-999 | Cumulative Credit Hours Earned for non-remedial, A - F grade earned courses (for this institution). This data is used to measure cumulative GPA since initiation of the Hathaway scholarship |
| 37 | EARNED_CUM_HRS_NGR | Number | 3 | 0-999 | Cumulative Credit Hours Earned non-remedial, S or P grade outcome (for this institution) since initiation of the Hathaway scholarship |
| 38 | EARNED_CUM_HRS_REM | Number | 3 | 0-999 | Cumulative Credit Hours Earned remedial (for this institution) since initiation of the Hathaway scholarship |
| 39 | EARNED_CUM_PTS | Number | 3 | 0-999 | Cumulative GPA/Quality Pts. Earned: non-remedial, A-F grade earned courses (this institution) since initiation of the Hathaway scholarship |
| 40 | CUMULATIVE_STATUS<br>Spring only | Text | 3 | 100<br>200<br>300<br>400<br>500<br>600<br>700<br>750<br>775<br>800<br>900 | 100 = INELIGIBLE GPA<br>200 = INELIGIBLE HRS<br>300 = INELIGIBLE SAP<br>400 = INELIGIBLE GPA HRS<br>500 = INELIGIBLE GPA SAP<br>600 = INELIGIBLE HRS SAP<br>700 = INELIGIBLE GPA HRS SAP<br>750 = INELIGIBLE CONTINUOUS ENROLLMENT<br>775 = REDUCED TO OPPORTUNITY<br>800 = SATISFACTORY<br>900 = APPEAL APPROVED |

See page 41 for more detail

# DATA ELEMENTS FOR THE MID-TERM REPORT
## - ENROLLED STUDENTS -

Deadline for submitting this report:
**Community Colleges**: to WCCC within 30 days of the commencement of the semester
**University of Wyoming**: to WDE within 45 days of the commencement of the semester

The following values indicate if population of each particular field is required or optional, per the following codes: R = required; O = optional; ( R ) = required if event occurred; R-I then O = required on the first mid semester report corresponding to each student's initial application, optional for subsequent reporting periods.

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition | Requirement Indicator |
|---|---|---|---|---|---|---|
| 1 | WISER_ID | Text | 8 | 8-digits | The WDE 8-digit state assigned student record identifier. (Institutions will be required to provide WISER ID to WDE starting Fall 2007 for WY HS graduates) | R |
| 2 | SSN | Text | 9 | 9-digits no dashes | Social Security Number (SSN) or unique identifier used by the institution when SSN was not provided by the student. This is a text data type to ensure leading "0"s are captured. | R |
| 3 | COLLEGE_ID | Text | 7 | 0150010<br>1350011<br>0750012<br>0850013<br>1150015<br>1750003<br>1550016<br>1950017 | The college identification number of the post secondary eligible institution assigned by WDE. This is a text data type to ensure leading "0"s are captured.<br>0150010 = UW<br>1350011 = CC<br>0750012 = CWC<br>0850013 = EWC<br>1150015 = LCCC<br>1750003 = NWCC (Sheridan)<br>1550016 = NWC (Powell)<br>1950017 = WWCC | R |
| 4 | COLLEGE | Text | 4 | UW<br>CC<br>CWC<br>EWC<br>LCCC<br>NWCC<br>NWC<br>WWCC | The abbreviation of the post secondary eligible institution.<br>UW = University of Wyoming<br>CC = Casper College<br>CWC = Central Wyoming College<br>EWC = Eastern Wyoming College<br>LCCC = Laramie County Community College<br>NWCC = North West Community College (Sheridan)<br>NWC = Northwest College (Powell)<br>WWCC = Western Wyoming Community College | O |

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition | Requirement Indicator |
|---|---|---|---|---|---|---|
| 5 | SEMESTER | Text | 6 | YYYYFA<br>YYYYSP<br>YYYYSU | The semester or term for which data is being reported. Year followed by semester code. Semester codes: FA for fall, SP for spring, and SU for summer<br>2008FA = fall semester beginning in September 2008<br>2009SP = spring semester beginning in January 2009<br>2009SU = summer term beginning in June 2009 | R |
| 6 | LAST_NAME | Text | 60 | Name characters | Student's last name | R |
| 7 | FIRST_NAME | Text | 15 | Name characters | Student's first name | R |
| 8 | MIDDLE_NAME | Text | 15 | Name characters | Student's middle name | O |
| 9 | NAME_SUFFIX | Text | 8 | Name characters | Generational indicator i.e. Sr, Jr, III | O |
| 10 | DATE_OF_BIRTH | Text | 8 | YYYYMMDD | Student's date of birth | R_I then O |
| 11 | GENDER | Text | 1 | F, M, U | Student's Gender: F-Female, M-Male, U-Unknown | R_I then O |
| 12 | HS_CITY | Text | 60 | "name"<br>"name1_name2" | Name of the city of the high school I.e.:<br><br>Casper<br>Rock_Springs | R_I then O |
| 13 | HS_ID | Text | 7 | "0000000" | WDE assigned school ID | R_I then O |
| 14 | HS_GRAD_DATE | Text | 6 | YYYYMM | High school graduation date, year and month only in format YYYYMM (or corresponding date for students earning GEDs or receiving home-based education) | R_I then O |
| 15 | HS_GRAD_TYPE | Text | 8 | WYO_GRAD<br>OTR_GRAD<br>HOME<br>GED | High School Graduation Type. Element needed to gauge performance by qualification.<br><br>WYO_GRAD = Wyoming High School Graduate<br>OTR_GRAD = Eligible Out-of-State High School Graduate per W.S. 21-16-1303c<br>HOME = Home-based<br>GED = GED | R_I then O |
| 16 | ACT_SCORE | Number | 2 | 0 - 36 | ACT composite score (or SAT score converted to equivalent ACT score) | R_I then O |
| 17 | WORKKEYS_SCORE | Number | 2 | 0 - 20 | "cumulative score ... on applied math, reading for information and locating information on WorkKeys tests" | R_I then O |
| 18 | GED_SCORE | Number | 3 | 0 - 800 | GED standard score | R_I then O |

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition | Requirement Indicator |
|---|---|---|---|---|---|---|
| 19 | HS_GPA | Number | 4 | 0.00 - 4.00 | "Grade point average" or "GPA" means the numbered grade average calculated using a 4.0 scale | R_I then O |
| 22 | SCHOLARSHIP_CATEGORY | Text | 1 | 1<br>2<br>3<br>5 | The students level of merit scholarship for the semester being reported.<br><br>1 = HONORS<br>2 = PERFORMANCE<br>3 = OPPORTUNITY<br>5 = OPPORTUNITY PROVISIONAL | R |
| 23 | INSTRUCTIONAL_PROGRAM | Text | 2 | 2 digits | NCES CIP Family Code (the first two digits of the CIP code) I.e.:<br><br>09 = Communication, Journalism, and Related Programs<br>14 = Engineering<br><br>This is a text data type to ensure leading "0"s are captured | R |
| 26 | MERIT_AWARD_AMOUNT | Number | 7 | 0 - 1600 | HSP award amount - can be zero - NOT BLANK | R |
| 27 | NEED_AMOUNT | Number | 7 | 0 - 10000 | HSP need based amount - can be zero - NOT BLANK | R |
| 28 | CONSORTIUM | Text | 1 | T/F | Is the student concurrently enrolled in 2 or more Hathaway eligible institutions?<br>T = True<br>F = False | R |
| 29 | ATT_SEM_HRS_GR | Number | 2 | | Credit Hours Enrolled: non-remedial, A - F grade outcome courses | R |
| 30 | ATT_SEM_HRS_NGR | Number | 2 | | Credit Hours Enrolled: non-remedial, P/F, S/U, or similar grade outcome courses | R |
| 31 | ATT_SEM_HRS_REM | Number | 2 | | Credit Hours Enrolled: remedial | R |

# DATA ELEMENTS FOR THE MID-TERM REPORT
## - NON-ENROLLED NEW APPLICANTS -

Deadline for submitting this report:
**Community Colleges**: to WCCC within 30 days of the commencement of the semester
**University of Wyoming**: to WDE within 45 days of the commencement of the semester

The following values indicate if population of each particular field is required or optional, per the following codes: R = required; O = optional; ( R ) = required if event occurred; R | then O = required on the first mid semester report corresponding to each student's initial application, optional for subsequent reporting periods.

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition | Requirement Indicator |
|---|---|---|---|---|---|---|
| 1 | WISER_ID | Text | 8 | 8-digits | The WDE 8-digit state assigned student record identifier. (Institutions will be required to provide WISER ID to WDE starting Fall 2007 for WY HS graduates) | R |
| 2 | SSN | Text | 9 | 9-digits no dashes | Social Security Number (SSN) or unique identifier used by the institution when SSN was not provided by the student. This is a text data type to ensure leading "0"s are captured. | R |
| 3 | COLLEGE_ID | Text | 7 | 0150010<br>1350011<br>0750012<br>0850013<br>1150015<br>1750003<br>1550016<br>1950017 | The college identification number of the post secondary eligible institution assigned by WDE. This is a text data type to ensure leading "0"s are captured.<br>0150010 = UW<br>1350011 = CC<br>0750012 = CWC<br>0850013 = EWC<br>1150015 = LCCC<br>1750003 = NWCC (Sheridan)<br>1550016 = NWC (Powell)<br>1950017 = WWCC | R |
| 4 | COLLEGE | Text | 4 | UW<br>CC<br>CWC<br>EWC<br>LCCC<br>NWCC<br>NWC<br>WWCC | The abbreviation of the post secondary eligible institution.<br>UW = University of Wyoming<br>CC = Casper College<br>CWC = Central Wyoming College<br>EWC = Eastern Wyoming College<br>LCCC = Laramie County Community College<br>NWCC = North West Community College (Sheridan)<br>NWC = Northwest College (Powell)<br>WWCC = Western Wyoming Community College | O |

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition | Requirement Indicator |
|---|---|---|---|---|---|---|
| 5 | SEMESTER | Text | 6 | YYYYFA<br>YYYYSP<br>YYYYSU | The semester or term for which data is being reported. Year followed by semester code. Semester codes: FA for fall, SP for spring, and SU for summer<br>2008FA = fall semester beginning in September 2008<br>2009SP = spring semester beginning in January 2009<br>2009SU = summer term beginning in June 2009 | R |
| 6 | LAST_NAME | Text | 60 | Name characters | Student's last name | R |
| 7 | FIRST_NAME | Text | 15 | Name characters | Student's first name | R |
| 8 | MIDDLE_NAME | Text | 15 | Name characters | Student's middle name | O |
| 9 | NAME_SUFFIX | Text | 8 | Name characters | Generational indicator i.e. Sr, Jr, III | O |
| 10 | DATE_OF_BIRTH | Text | 8 | YYYYMMDD | Student's date of birth | R |
| 11 | GENDER | Text | 1 | F, M, U | Student's Gender: F-Female, M-Male, U-Unknown | R |
| 12 | HS_CITY | Text | 60 | "name"<br>"name1_name2" | Name of the city of the high school I.e.:<br><br>Casper<br>Rock_Springs | R |
| 13 | HS_ID | Text | 7 | "0000000" | WDE assigned school ID | R |
| 14 | HS_GRAD_DATE | Text | 6 | YYYYMM | High school graduation date, year and month only in format YYYYMM (or corresponding date for students earning GEDs or receiving home-based education) | R |
| 15 | HS_GRAD_TYPE | Text | 8 | WYO_GRAD<br>OTR_GRAD<br>HOME<br>GED | High School Graduation Type. Element needed to gauge performance by qualification.<br>WYO_GRAD = Wyoming High School Graduate<br>OTR_GRAD = Eligible Out-of-State High School Graduate per W.S. 21-16-1303c | R |
| 16 | ACT_SCORE | Number | 2 | 0 - 36 | ACT composite score (or SAT score converted to equivalent ACT score) | R |
| 17 | WORKKEYS_SCORE | Number | 2 | 0 - 20 | "cumulative score ... on applied math, reading for information and locating information on WorkKeys tests" | R |
| 18 | GED_SCORE | Number | 3 | 0 - 800 | GED standard score | R |
| 19 | HS_GPA | Number | 4 | 0.00 - 4.00 | "Grade point average" or "GPA" means the numbered grade average calculated using a 4.0 scale | R |

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition | Requirement Indicator |
|---|---|---|---|---|---|---|
| 20 | NON_ENROLLMENT_REASON | Text | 2 | 10<br>20<br>25<br>27<br>30<br>40<br>50 | 10 = NOT QUALIFIED DUE TO NON ACADEMIC REASON(S)<br>20 = NOT QUALIFIED DUE TO HIGH SCHOOL ACADEMIC REASON(S)<br>25 = NOT QUALIFIED DUE TO NOT MEETING APPLICATION DEADLINE<br>27 = NOT QUALIFIED DUE TO NOT SUBMITTING REQUIRED DOC.<br>30 = QUALIFIED BUT FAILED TO ENROLL<br>40 = QUALIFIED BUT DECLINED<br>50 = QUALIFIED BUT DEFERRED See page 41 for more detail | R |

# DATA ELEMENTS FOR THE END-OF-TERM REPORT
## - ENROLLED STUDENTS -

Deadline for submitting this report:
**Community Colleges**: Fall: to WCCC within 60 days of the end of the semester
Spring: to WCCC within 30 days of the end of the semester
**University of Wyoming**: Fall: to WDE within 70 days of the end of the semester
Spring: to WDE within 40 days of the end of the semester

The following values indicate if population of each particular field is required or optional, per the following codes: R = required; O = optional; ( R ) = required if event occurred; R-I then O = required on the first mid semester report corresponding to each student's initial application, optional for subsequent reporting periods.

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition | Requirement Indicator |
|---|---|---|---|---|---|---|
| 1 | WISER_ID | Text | 8 | 8-digits | The WDE 8-digit state assigned student record identifier. (Institutions will be required to provide WISER ID to WDE starting Fall 2007 for WY HS graduates) | R |
| 2 | SSN | Text | 9 | 9-digits no dashes | Social Security Number (SSN) or unique identifier used by the institution when SSN was not provided by the student. This is a text data type to ensure leading "0"s are captured. | R |
| 3 | COLLEGE_ID | Text | 7 | 0150010<br>1350011<br>0750012<br>0850013<br>1150015<br>1750003<br>1550016<br>1950017 | The college identification number of the post secondary eligible institution assigned by WDE. This is a text data type to ensure leading "0"s are captured.<br>0150010 = UW<br>1350011 = CC<br>0750012 = CWC<br>0850013 = EWC<br>1150015 = LCCC<br>1750003 = NWCC (Sheridan)<br>1550016 = NWC (Powell)<br>1950017 = WWCC | R |

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition | Requirement Indicator |
|---|---|---|---|---|---|---|
| 4 | COLLEGE | Text | 4 | UW<br>CC<br>CWC<br>EWC<br>LCCC<br>NWCC<br>NWC<br>WWCC | The abbreviation of the post secondary eligible institution.<br>UW = University of Wyoming<br>CC = Casper College<br>CWC = Central Wyoming College<br>EWC = Eastern Wyoming College<br>LCCC = Laramie County Community College<br>NWCC = North West Community College (Sheridan)<br>NWC = Northwest College (Powell)<br>WWCC = Western Wyoming Community College | O |
| 5 | SEMESTER | Text | 6 | YYYYFA<br>YYYYSP<br>YYYYSU | The semester or term for which data is being reported. Year followed by semester code. Semester codes: FA for fall, SP for spring, and SU for summer<br>2008FA = fall semester beginning in September 2008<br>2009SP = spring semester beginning in January 2009<br>2009SU = summer term beginning in June 2009 | R |
| 6 | LAST_NAME | Text | 60 | Name characters | Student's last name | R |
| 7 | FIRST_NAME | Text | 15 | Name characters | Student's first name | R |
| 8 | MIDDLE_NAME | Text | 15 | Name characters | Student's middle name | R-I then O |
| 9 | NAME_SUFFIX | Text | 8 | Name characters | Generational indicator i.e. Sr, Jr, III | R-I then O |
| 10 | DATE_OF_BIRTH | Text | 8 | YYYYMMDD | Student's date of birth | R-I then O |
| 11 | GENDER | Text | 1 | F, M, U | Student's Gender: F-Female, M-Male, U-Unknown | R-I then O |
| 12 | HS_CITY | Text | 60 | "name"<br>"name1_name2"<br><br>Casper<br>Rock_Springs | Name of the city of the high school I.e.: | R-I then O |
| 13 | HS_ID | Text | 7 | "0000000" | WDE assigned school ID | R-I then O |
| 14 | HS_GRAD_DATE | Text | 6 | YYYYMM | High school graduation date, year and month only in format YYYYMM (or corresponding date for students earning GEDs or receiving home-based education) | R-I then O |

| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition | Requirement Indicator |
|---|---|---|---|---|---|---|
| 15 | HS_GRAD_TYPE | Text | 8 | WYO_GRAD<br>OTR_GRAD<br>HOME<br>GED | High School Graduation Type. Element needed to gauge performance by qualification.<br>WYO_GRAD = Wyoming High School Graduate<br>OTR_GRAD = Eligible Out-of-State High School Graduate per W.S. 21-16-1303c | R-I then O |
| 16 | ACT_SCORE | Number | 2 | 0 - 36 | ACT composite score (or SAT score converted to equivalent ACT score) | R-I then O |
| 17 | WORKKEYS_SCORE | Number | 2 | 0 - 20 | "cumulative score ... on applied math, reading for information and locating information on WorkKeys tests" | R-I then O |
| 18 | GED_SCORE | Number | 3 | 0 - 800 | GED standard score | R-I then O |
| 19 | HS_GPA | Number | 4 | 0.00 - 4.00 | "Grade point average" or "GPA" means the numbered grade average calculated using a 4.0 scale | R-I then O |
| 21 | SEMESTER_STATUS | | | 70<br>80<br>90<br>93<br>95<br>97 | 70 = COMPLETED SEMESTER<br>80 = WITHDRAW<br>90 = REGAIN ELIGIBILITY ATTEMPT<br>93 = REACHED CC CREDIT HR LIMIT<br>95 = POST INITIATION DEFERMENT (enrolled)<br>97 = POST INITIATION DEFERMENT (military/religious) See page 41 for more detail | R |
| 22 | SCHOLARSHIP_CATEGORY | Text | 1 | 1<br>2<br>3<br>5 | The students level of merit scholarship for the semester being reported.<br><br>1 = HONORS<br>2 = PERFORMANCE<br>3 = OPPORTUNITY<br>5 = OPPORTUNITY PROVISIONAL | R |
| 23 | INSTRUCTIONAL_PROGRAM | Text | 2 | 2 digits | NCES CIP Family Code (the first two digits of the CIP code) I.e.:<br><br>09 = Communication, Journalism, and Related Programs<br>14 = Engineering<br><br>This is a text data type to ensure leading "0"s are captured | R |
| 24 | DEGREE | Text | 4 | BA, AA, CERT, etc | Required when college degree is completed. Code set to be defined by UW and CC's | ( R ) |
| 25 | GRAD_DATE | Text | 6 | YYYYFA<br>YYYYSP<br>YYYYSU | Required when college degree is completed.<br>Grad Date codes: FA for fall, SP for spring, and SU for summer<br>2009FA = fall semester beginning in September 2009<br>2010SP = spring semester beginning in January 2010<br>2010SU = summer term beginning in June 2010 | ( R ) |

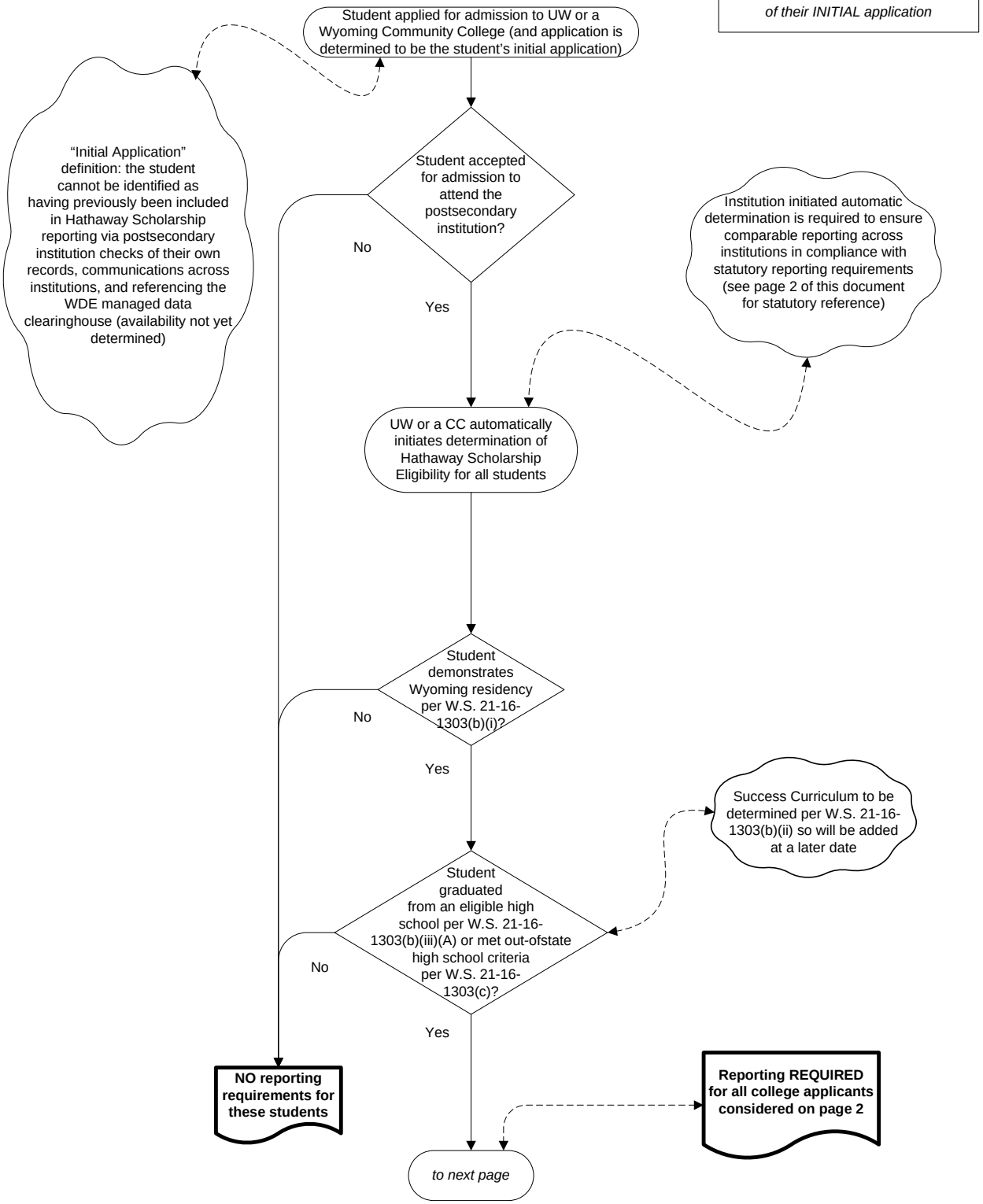
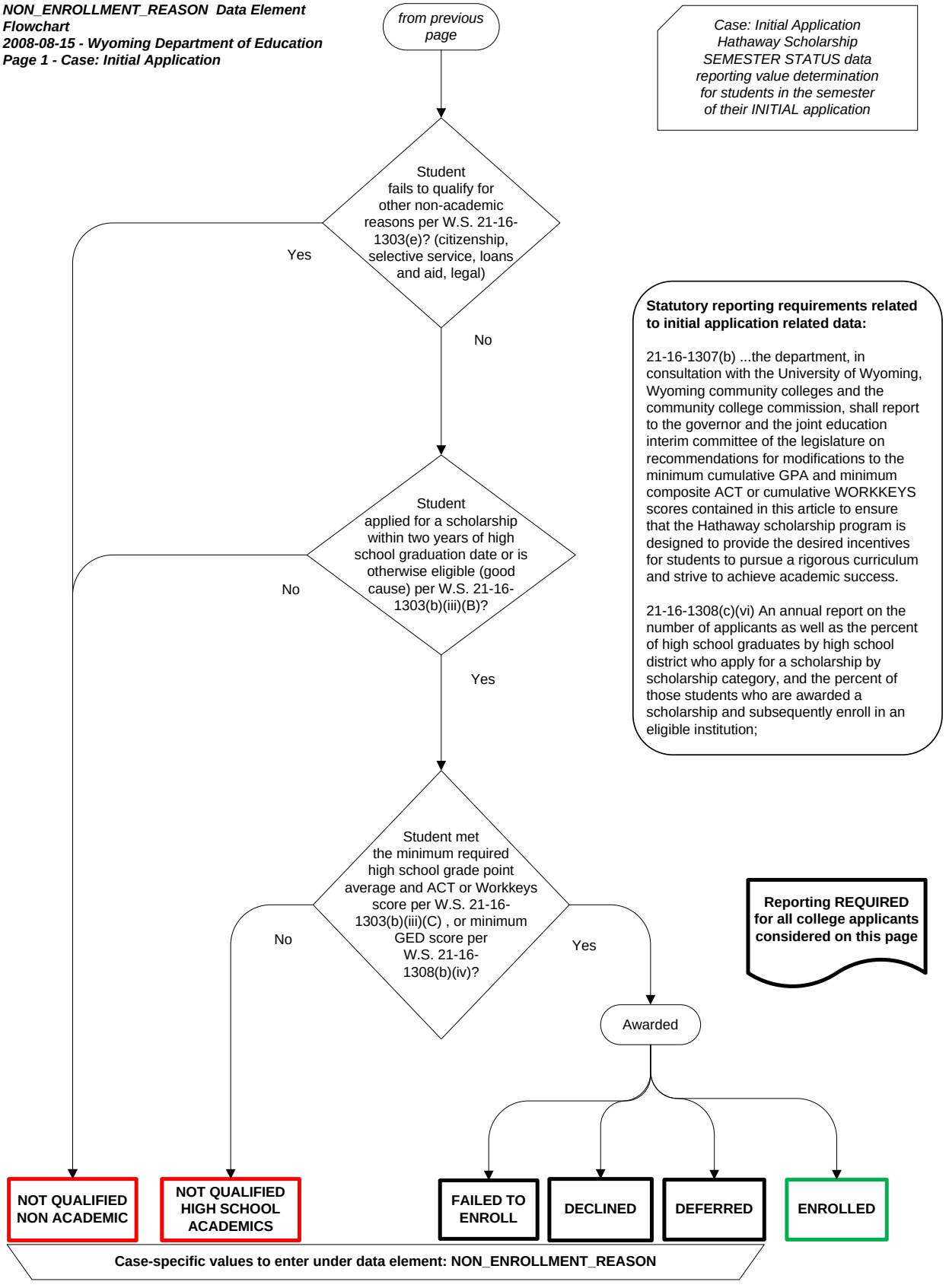
| Field # | Data Element / Field Name | Data Type | Length | Valid Values / Format | Data Definition | Requirement Indicator |
|---|---|---|---|---|---|---|
| 26 | MERIT_AWARD_AMOUNT | Number | 7 | 0 - 1600 | HSP award amount - can be zero - NOT BLANK | R |
| 27 | NEED_AMOUNT | Number | 7 | 0 - 10000 | HSP need based amount - can be zero - NOT BLANK | R |
| 28 | CONSORTIUM | Text | 1 | T/F | Is the student concurrently enrolled in 2 or more Hathaway eligible institutions?<br>T = True<br>F = False | R |
| 29 | ATT_SEM_HRS_GR | Number | 2 | | Credit Hours Enrolled: non-remedial, A - F grade outcome courses | R |
| 30 | ATT_SEM_HRS_NGR | Number | 2 | | Credit Hours Enrolled: non-remedial, P/F, S/U, or similar grade outcome courses | R |
| 31 | ATT_SEM_HRS_REM | Number | 2 | | Credit Hours Enrolled: remedial | R |
| 32 | EARNED_SEM_HRS_GR | Number | 2 | | Semester Credit Hours Earned for non-remedial, A - D grade earned courses | R |
| 33 | EARNED_SEM_HRS_NGR | Number | 2 | | Semester Credit Hours Earned non-remedial, S or P grade outcome | R |
| 34 | EARNED_SEM_HRS_REM | Number | 2 | | Semester Credit Hours Earned remedial | R |
| 35 | EARNED_SEM_PTS | Number | 6 | | Semester GPA/Quality Points Earned: for non-remedial, A - F grade earned courses | R |
| 36 | GPA_CUM_HRS_GR | Number | 2 | | Cumulative Credit Hours Earned for non-remedial, A - F grade earned courses (for this institution). This data is used to measure cumulative GPA since initiation of the Hathaway scholarship | R |
| 37 | EARNED_CUM_HRS_NGR | Number | 2 | | Cumulative Credit Hours Earned non-remedial, S or P grade outcome (for this institution) since initiation of the Hathaway scholarship | R |
| 38 | EARNED_CUM_HRS_REM | Number | 2 | | Cumulative Credit Hours Earned remedial (for this institution) since initiation of the Hathaway scholarship | R |
| 39 | EARNED_CUM_PTS | Number | 6 | | Cumulative GPA/Quality Pts. Earned: non-remedial, A-F grade earned courses (this institution) since initiation of the Hathaway scholarship | R |
| 40 | CUMULATIVE_STATUS<br>Spring only | Text | 3 | 100<br>200<br>300<br>400<br>500<br>600<br>700<br>750<br>775<br>800<br>900 | 100 = INELIGIBLE GPA<br>200 = INELIGIBLE HRS<br>300 = INELIGIBLE SAP<br>400 = INELIGIBLE GPA HRS<br>500 = INELIGIBLE GPA SAP<br>600 = INELIGIBLE HRS SAP<br>700 = INELIGIBLE GPA HRS SAP<br>750 = INELIGIBLE CONTINUOUS ENROLLMENT<br>775 = REDUCED TO OPPORTUNITY<br>800 = SATISFACTORY<br>900 = APPEAL APPROVED<br>See page 41 for more detail | R |

| Data Element | Code | Name | Description |
|---|---|---|---|
| NON_ENROLLMENT_REASON (did not enroll in the Hathaway Scholarship Program) | 10 | NOT QUALIFIED DUE TO NON ACADEMIC REASON(S) | Applicant does not meet non academic requirements of the Hathaway Scholarship (citizenship, selective service, loans and aid, legal, etc.) per W.S. 21-16-1303(b)(iii)(B) and W.S. 21-16-1303(e) |
| | 20 | NOT QUALIFIED DUE TO HIGH SCHOOL ACADEMIC REASON(S) | Applicant does not meet minimum high school GPA and/or ACT/WORKKEYS scores requirements for the Hathaway Scholarship per W.S. 21-16-1303(b)(iii)© |
| | 25 | NOT QUALIFIED DUE TO NOT MEETING APPLICATION DEADLINE | Applicant did not apply for the scholarship within 2 calendar years of high school graduation |
| | 27 | NOT QUALIFIED DUE TO NOT SUBMITTING REQUIRED DOCUMENTATION | Applicant did not submit all required documentation to qualify for the scholarship |
| | 30 | QUALIFIED BUT FAILED TO ENROLL | Awarded student; fails to enroll in at least 6 non remedial credit hours |
| | 40 | QUALIFIED BUT DECLINED | Awarded student; enrolls but actively refuses the scholarship |
| | 50 | QUALIFIED BUT DEFERRED | Awarded student; turned down scholarship for later use |
| SEMESTER_STATUS | 70 | COMPLETED SEMESTER | Enrolled student, received scholarship, and received a grade in at least one non-remedial class. |
| | 80 | WITHDRAW | Enrolled student, received scholarship, but withdrew from ALL non-remedial classes |
| | 90 | REGAIN ELIGIBILITY ATTEMPT | Enrolled student, did not receive scholarship, and used semester to attempt to regain eligibility |
| | 93 | REACHED CC CREDIT HR LIMIT | Enrolled student, did not receive scholarship due to Hathaway credit hour limit reached at a community college (CC) |
| | 95 | POST INITIATION DEFERMENT | Is an existing Hathaway student, enrolled, but chose to defer the scholarship |
| | 97 | POST INITIATION DEFERMENT (mil/rel) | Is an existing Hathaway student, did not enroll, and obtained approval to defer enrollment for this semester due to military or religious reasons |
| CUMULATIVE_STATUS | 100 | INELIGIBLE GPA | Enrolled student; not eligible next semester due to not meeting the GPA requirements ONLY |
| | 200 | INELIGIBLE HRS | Enrolled student; not eligible next semester due to not meeting credit hour requirements ONLY |
| | 300 | INELIGIBLE SAP | Enrolled student; not eligible next semester due to not meeting other (non-credit hour) SAP requirements as defined by the institution ONLY: ("....and meeting such other criteria as established by the eligible institution to ensure the student earns his degree or certificate in a timely manner.") |
| | 400 | INELIGIBLE GPA HRS | Enrolled student; not eligible next semester due to not meeting GPA requirements AND not meeting credit hour requirements |
| | 500 | INELIGIBLE GPA SAP | Enrolled student; not eligible next semester due to not meeting GPA requirements AND not meeting other (non-credit hour) SAP requirements |
| | 600 | INELIGIBLE HRS SAP | Enrolled student; not eligible next semester due to not meeting credit hour requirements AND not meeting other (non-credit hour) SAP requirements |
| | 700 | INELIGIBLE GPA HRS SAP | Enrolled student; not eligible next semester due to not meeting GPA requirements AND not meeting credit hour requirements AND not meeting other (non-credit hour) SAP requirements |
| | 750 | INELIGIBLE CONTINUOUS ENROLLMENT | Enrolled student; not eligible next semester due to not attempting 6 or more non-remedial hours to maintain continuous enrollment |
| | 775 | REDUCED TO OPPORTUNITY | Enrolled student; Honors or Performance dropped to Opportunity due to Hathaway cumulative GPA |
| | 800 | SATISFACTORY | Cumulative results meet or exceed Hathaway criteria |
| | 900 | APPEAL APPROVED | Enrolled student; did not meet continued performance criteria for the school year, but won an appeal to continue receiving the scholarship |

# Appendix B

***Hathaway Scholarship Data Reporting***
***NON_ENROLLMENT_REASON Data Element Flowchart***
***2008-08-15 - Wyoming Department of Education***
***Page 1 - Case: Initial Application***

*Case: Initial Application Hathaway Scholarship ELIGIBILITY STATUS data reporting value determination for students in the semester of their INITIAL application*



***Hathaway Scholarship Data Reporting***
***NON_ENROLLMENT_REASON Data Element Flowchart***
***2008-08-15 - Wyoming Department of Education***
***Page 1 - Case: Initial Application***