

## **Data-related FAQ for terms impacted by COVID-19**

*Updated 8/17/2020*

### **What if a student is awarded an 'incomplete' for a spring term 2020 course?**

If a student doesn't complete a course by the time the term data is reported to HEI, report "N" in the Award of Academic Credit field and "INCOM" in the course outcomes field in the CN file. If the student does eventually complete the course, then submit the Credit Update (CU) file when the student is awarded a grade. This submission updates the course outcome for a specific course and section enrollment as recorded in the CN file. This file makes it easier to update the course outcome once a course has been completed.

The due date for the spring 2020 CU file, for inclusion in the FY 2021 true-up SSI calculation, will be extended to accommodate each institutions policy for letting students complete the coursework, up to December 18. Completions after that date are still eligible for SSI reimbursement, but for a fiscal year after FY 2021. Due to adjusting this deadline, the final FY21 SSI payments may begin in February, rather than January.

### **What instructional delivery method should we report if a course started in-person and moved to on-line?**

If the majority of the instruction was delivered in-person (more than 50% of the term), then report the Course Delivery Method (for distance learning courses) as NA in the ST file. Conversely, if the majority of the instruction was delivered on-line, then report WE (World Wide Web) in the ST file. This same rule of using the majority of instructional time will apply if a course starts on-line and changes to in-person at some point in the term.

### **Does a course that is graded as a Pass/Fail or Satisfactory/Unsatisfactory count in SSI calculations?**

As long as the 'award for credit' flag is reported as "Y" in the Course Enrollment (CN) file, the course completion will be funded so a pass or satisfactory grade counts as a course completion for SSI purposes.

### **How should we report spaces in the Area Inventory (AI) file if we are reclassifying theaters or conference rooms as classrooms because that's how they will be used in the fall term?**

Institutions that are converting (theater, conference room, other rooms) space in Fall 2020 to classroom space should reclassify both the function type (10) and area type code (110) for reporting the FY21 Area Inventory (AI) file.