

**The institution hereby agrees to join the Student Achievement Measure (SAM) Project and to publicly report the required data elements within the established reporting framework.**

**As a SAM participant, the institution agrees to abide by the following conditions, reporting requirements, and timelines.**

#### **Display of SAM**

- 1) The institution will create its SAM profile and metric using the tools and specifications provided without altering the underlying form or content.
- 2) The institution may include the SAM logo on the institution's home page or another appropriate page that is regularly visited by external audiences (e.g, state officials, policy-makers, prospective students, high school counselors). If the logo is displayed, an active link will be maintained from the logo directly to the institution's SAM profile hosted on the SAM website.

#### **Reporting of SAM Data**

*As a SAM participant, the institution **will** publish the following on its SAM profile. The information in this section will be updated annually in the fall.*

- 3) Information to be included on the institution's public SAM profile page, including, but not necessarily limited to:
  - a) A short statement describing the institution and its students;
  - b) The institution's mailing or physical address;
  - c) The institution's email address used for admissions inquiries;
  - d) The institution's phone number used for admissions inquiries;
  - e) The URL for the institution's main website; and
  - f) If applicable, a link to the institution's public profile page from a national accountability initiative, e.g., the Voluntary Framework of Accountability.
- 4) SAM data for two cohorts for at least one of the primary SAM models:
  - a) SAM Associate/Certificate Model – associate degree- and certificate-seeking cohorts
    - i) Institutions will report data for three common cohorts:
      - (1) First-time at reporting institution, Full-time students
      - (2) First-time at reporting institution, Part-time students
      - (3) First-time at reporting institution, Complete cohort (calculated automatically by the SAM website by summing the Full-time and Part-time cohorts)
    - ii) Four outcomes will be reported:
      - (1) Graduated from reporting institution
      - (2) Enrolled at reporting institution

- (3) Transferred to subsequent institution
  - (a) *includes transferred/still enrolled, transferred/graduated, transferred/status unknown*
- (4) Current status unknown
- iii) Outcomes will be reported for one time period for each cohort:
  - (1) At the end of 6 years
  - iv) Recommended data sources: The data will of necessity come from a variety of sources – the National Student Clearinghouse, state longitudinal data systems, system data, and/or institutional data.
    - (1) Currently, no single source provides all of the data necessary to track the completion of certificates and degrees and subsequent enrollment.
    - (2) The data is entered by participating institutions.
- b) SAM Bachelor’s Model – full-time bachelor’s degree-seeking cohorts
  - i) Institutions will report data for two common cohorts:
    - (1) First-time, Full-time students
    - (2) Full-time Transfer-in students
  - ii) Five outcomes will be reported:
    - (1) Graduated from reporting institution
    - (2) Enrolled at reporting institution
    - (3) Transferred/Graduated from subsequent institution
    - (4) Transferred/Enrolled at subsequent institution
    - (5) Current status unknown
      - (a) *includes transferred/status unknown*
  - iii) Outcomes will be reported on the SAM Charts for three time periods for the First-time, Full-time cohort:
    - (1) At the end of 4 years
    - (2) At the end of 5 years
    - (3) At the end of 6 years
  - iv) Outcomes will be reported on the SAM Charts for three time periods for the Full-time, Transfer-in cohort:
    - (1) At the end of 2 years
    - (2) At the end of 4 years
    - (3) At the end of 6 years

- v) Outcomes for all years will be reported on the SAM Detail Table.
- vi) Recommended data source: The data to build the SAM Bachelor's Model can be obtained through the National Student Clearinghouse's Cohort Query. The use of a standard query helps insure that the underlying calculation methodology is applied in a consistent manner and greatly increases the reliability of the metric.
  - (1) Institutions submit data for each of the student cohorts through StudentTracker and the data are matched to the Clearinghouse enrollment and completion data. The institutions receive back a set of files that are directly uploaded into a web interface that automatically creates the graphic display for the appropriate time period.
  - (2) If the institution wishes to report SAM Bachelor's Model and has not been submitting enrollment and graduation data to the Clearinghouse, it is strongly recommended that the institution submit back-files from at least the previous six (6) years to the present to allow the reporting of the SAM Bachelor's Model.
- c) SAM Stacked Credentials Model – credential-seeking undergraduate cohorts
  - i) Institutions will report data for two common cohorts:
    - (1) First-time-in-college students
    - (2) Transfer-in students
  - ii) Five outcomes will be reported:
    - (1) Graduated with a 2-year credential
    - (2) Graduated with a 4-year credential
    - (3) Enrolled at any institution
    - (4) Current status unknown
      - (a) *includes transferred/status unknown*
  - iii) Outcomes will be reported on the SAM Charts for one time period for each cohort:
    - (1) At the end of 6 years
  - iv) Outcomes for all years will be reported on the SAM Detail Table.
  - v) Recommended data source: The data to build the SAM Stacked Credentials Model can easily be obtained from the National Student Clearinghouse's Cohort Query. The use of a standard query helps insure that the underlying calculation methodology is applied in a consistent manner and greatly increases the reliability of the metric.
    - (1) Institutions submit data for each of the student cohorts through StudentTracker and that data are matched to the Clearinghouse enrollment and completion data. The institutions receive back a set of files that are directly uploaded into a web interface that automatically creates the graphic display for the appropriate time period.
    - (2) If the institution wishes to report SAM Stacked Credentials Model and has not been submitting enrollment and graduation data to the Clearinghouse, it is strongly

recommended that the institution submit back-files from at least the previous six (6) years to the present to allow the reporting of the SAM Stacked Credentials Model.

5) *As a SAM participant, the institution **may** publish the following on its SAM profile. The information in this section will be updated annually in the fall.*

- a) SAM Bachelor's Model – part-time bachelor's degree-seeking cohorts
  - i) Institutions may report data for two common cohorts:
    - (1) First-time, Part-time students
    - (2) Part-time Transfer-in students
  - ii) Five outcomes will be reported:
    - (1) Graduated from reporting institution
    - (2) Enrolled at reporting institution
    - (3) Transferred/Graduated from subsequent institution
    - (4) Transferred/Enrolled at subsequent institution
    - (5) Current status unknown
      - (a) *includes transferred/status unknown*
  - iii) Outcomes will be reported on the SAM Charts for three time periods for each cohort:
    - (1) At the end of 6 years
    - (2) At the end of 8 years
    - (3) At the end of 10 years
  - iv) Outcomes for all years will be reported on the SAM Detail Table.
  - v) Recommended data source: The data to build the SAM Bachelor's Model can be obtained from the National Student Clearinghouse's Cohort Query. The use of a standard query helps insure that the underlying calculation methodology is applied in a consistent manner and greatly increases the reliability of the metric.
    - (1) Institutions submit data for each of the student cohorts through StudentTracker and the data are matched to the Clearinghouse enrollment and completion data. The institutions receive back a set of files that are directly uploaded into a web interface that automatically creates the graphic display for the appropriate time period.
    - (2) If the institution wishes to report the SAM Bachelor's Model for part-time students and has not been submitting enrollment and graduation data to the Clearinghouse, it is strongly recommended that the institution submit back-files from at least the previous ten (10) years to the present to allow the reporting of the SAM Bachelor's Model for part-time students.
- b) SAM Outcomes for additional sub-cohorts of students using any of the three primary models
  - i) Institutions may report data for none, any, or all of the following sub-cohorts:

- (1) Pell student cohort: Students who received a Pell Grant in their first term of enrollment at the institution.
  - (2) Students who receive veterans' benefits: Students who reported to the institution that they received veterans' benefits at any point during their enrollment at the institution.
  - (3) Students of color: Students who identify all or in part with a race and/or ethnicity that is non-white. Students who are international/nonresident aliens or for whom race/ethnicity is unknown should not be included in the cohort.
- ii) All students included in sub-cohorts must **also** meet the requirements for inclusion in the model being reported, e.g., a First-time-in-College Stacked Model Pell sub-cohort must be comprised of all credential-seeking students who entered the institution who received a Pell Grant in their first term of enrollment.
  - iii) Outcomes will be reported consistent with model being reported, e.g., Stacked Model sub-cohorts will report the same outcomes over the same time period as the primary Stacked Model cohorts.

#### Conditions of Participation

- 6) A postsecondary institution is eligible to participate in the SAM Project if the institution meets one of the following criteria: a) an accredited, university or college offering undergraduate degrees, or b) a member of one of the six partner organizations.
- 7) Each institution is responsible for the accuracy of the data that appears on its SAM profile.
- 8) If a formal system of institutions wishes to participate as a group, each institution identified at the time of sign up will be held separately and individually to the expectations and conditions contained in this agreement. A senior official of the system must be authorized through a procedure agreed upon by the system institutions to enroll all system institutions in the SAM Project. The senior official will provide, at the time of sign up, a list of all required information for each institution within the system that will be participating in the SAM Project. Any system institution that wishes to withdraw from the SAM Project may do so at any time.
- 9) An institution may withdraw from SAM participation at any time. After formal notification to the SAM Executive Director by the institution's president or provost, the institution will be taken off the SAM participation list and the institution's SAM profile and the information contained therein will be removed from the SAM website. The institution will remove the SAM logo from the institution's website within one month of submitting notification of their intent to withdraw.
- 10) When an institution's president or provost is notified by SAM staff that their institution does not meet the conditions outlined in this agreement and does not: a) bring the institution into compliance within 30 days or b) petition the SAM Executive Director for an exception (see #9), the institution may be removed from the SAM participation list and its SAM profile and the information contained therein will be removed from the SAM website. If removed from the SAM participation list, the institution will remove the SAM logo from the institution's website within one month of notification that they have been removed.
- 11) If an institution is unable to meet the conditions outlined in this document due to unusual or extraordinary circumstances and does not wish to end participation in the SAM Project, the

institution may contact the Executive Director for an appropriate remedy. The decision of the SAM Executive Director will be final.

- 12) If an institution voluntarily withdraws from the SAM Project or is removed from the SAM participant list and at a later date rejoins the project, the institution will be required to re-enter the SAM information outlined in this document according to the timelines specified. The institution's participation will be calculated from the date it rejoins the SAM Project.
- 13) The institution acknowledges that it is receiving value in the form of access to and use of the SAM application, the SAM logo, SAM administrative tools and documentation, and in return the SAM Project is receiving value in the form of the institution's participation and compliance with this agreement.
- 14) For the purposes of monitoring and assessing the SAM Project, data provided by participating institutions (previous and current) are maintained and periodically reviewed and analyzed. Data are not shared with third-party organizations except for the purpose of evaluating and reporting on evaluations of the SAM Project without the express approval of the SAM Executive Director.
- 15) For the purposes of institutional benchmarking and the creation of aggregate student outcomes reports, data provided by participating institutions (previous and current) may, without further notification to or permission from participating institutions, be shared with the Voluntary System of Accountability and/or national associations sponsoring the SAM Project. Data shared publicly under this clause will include a citation to the main SAM Project homepage ([www.studentachievementmeasure.org](http://www.studentachievementmeasure.org)).
- 16) Participation in SAM is a voluntary activity. The institution understands and agrees that the American Association of Community Colleges (AACC), the American Association of State Colleges and Universities (AASCU), the American Council on Education (ACE), the Association of American Universities (AAU), the Association of Public and Land-grant Universities (APLU), and the National Association of Independent Colleges and Universities (NAICU), their officers, employees, and board members, any SAM Advisory Committee officers and members, the SAM Working Group officers and members, the SAM Support and Development Team, and SAM contractors have supplied SAM as a service to participating institutions and bear no responsibility for any errors of fact that appear on a participating institution's SAM profile or any data errors supplied or entered by the institution.

**All of the above terms and conditions constitute an agreement by and between the institution and the SAM Project Executive Director.**