March 2, 2004

TO: Cindy Castillo
              Director, Student Financial Aid, De Anza College

              Frances Gusman
              Director, Student Financial Aid, Foothill College

FROM: Andrew LaManque
              Research and Planning Officer, De Anza College

SUBJECT: Year-to-Year Comparison Methodology

Please find attached the methodology used for the year-to-year student financial aid comparisons. I have included the freeze dates for the data as well as the logic used to report the number of students and amount of disbursement activity.

Student Financial Aid Extract Notes.doc

<u>Methodology</u>

The student financial aid year-to-year comparisons begin with an extract from the SIS data in the RMS tables. The RMS table Swfile Root Seg was run using sfa_rms_extract.bqy with the following limits:

Sw Record Type = 10

(two records are created in SIS, one for awards (10) and one for disbursements (30). The query selects just one).

Sw Awd Yr = XX

(the fund fiscal year considers offers during both the academic year and the summer (XXA and XXS).

The RMS data is first downloaded into an excel spreadsheet where Extract_Date is added and the number columns are set to ###.00 format. The data is then loaded into a SQL Server table called SFA_Extract. This data is then combined with a table called SFA_Codes_02 which groups fund codes into aid types such as grant, loan, etc and source such as state, federal. From this extract additional variables can be calculated in a view for use in a BrioQuery (see create view irpasl.Vw_SFA_Q_Compare below).

The Vw table contains a value called Aid_Yr_Amt which combines the Earned Paid Balances for XXA and XXS for fund codes except those for programs such as loans where the financial aid office does not disburse the funds to the. For those programs the Offered Balances are used in this field. The result is an estimate of financial aid dollars disbursed to students.

A 'Y / N' Indicator has been added which identifies records where the Aid Yr Amt is greater than 0. Only these records are included in the final figures. Amounts less than 0 indicate awards that were offered but not paid. To obtain the unduplicated headcount the query is limited on the campus (Inst) and all those students with at least one record with an Sfa Include In Count Ind = Y are considered.

Note, the final table includes multiple records per person, with Inst, Aid Yr, SID, and Fund Code defining a unique record (technically Foothill and De Anza have separate fund codes but using Inst will be a double check on uniqueness). See the column definitions outlined below.

Since the majority of financial dollars are paid to students by the 5th week of each quarter (6th week for fall) **the quarterly snapshots will take place in the sixth week of summer, winter and spring and in the seventh week of the fall quarter**. The data frozen during this time period will have the prior quarter's BOGs rolled in with most of the current quarter payments made. **End of the year reporting will be done via a data freeze during the second week of September**.

Vw SFA Q Compare is a table which is meant to capture student financial aid activity for a given point in the year. It contains one record per award yr, student, and fund code. The table is based on an extract from the RMS SIS system as well as a lookup table describing the fund codes which is updated mannually. The table contains only a small number of variables available in RMS and does not include monthly disbursement information. All records are selected for a particular award year where the record type is equal to 010. When looking at students that recieved (as opposed to being awarded) financial aid for a year, the Sfa Include In Count Ind should be set to Y. This table will be updated during the 6th week of each quarter (7th for fall) and the second week of September for end of year reporting.

3/2/2004

TABLE_NAME	ELEMENT NAME	SOURCE	SOURCE_FIELD	LENGTH	DEFINITION
Vw_SFA_Q_Compare	Inst_Code	Swfile_Root_Se;	Sw_Inst	char(4)	Inst Code is a 2 digit code representing the college which the aid recipient received the award through. There are some students receiving awards through both colleges.
Vw_SFA_Q_Compare	Inst	SFA_Codes_02	Inst	char(10)	Inst the description of the Inst Code for each campus, Foothill and De Anza.
Vw_SFA_Q_Compare	Aid_Yr	Derived	Sw Awd Yr	char(4)	Aid Yr (award year) is a 4 character field which represents the year in which the aid was awarded. The year corresponds to the federal fiscal year and includes awards in the XXA or academic year period and XXS or the summer period. Note it is possible for a student to receive an award in the summer for the academic year. The summer included is the one beginning the academic year. For example, 2002 includes M01, F01, W02, and S02, with activity being posted through the extract date.
Vw_SFA_Q_Compare	Sid	Swfile_Root_Se;	Sw_Sid	char(9)	Sid is the student id number used to award the aid. This number is verified with the federal government. There are some instances where a student will apply for aid under one id and then receive aid under another.
Vw_SFA_Q_Compare	Fund Code	Swfile_Root_Se;	Sw_Fund	char(7)	Fund Code is a 5 digit code used to categorize aid such as PELL grants or Perkins Loans. In the scholarship area a new code is created for each scholarship. These codes are unique to the FH and DA campuses but follow the same ranges.
Vw_SFA_Q_Compare	Sfa Fund	Swfile_Root_Se;	Sw_Fund_Mn	char(15)	Sfa Fund is a description of fund code which comes from the SIS RMS system. This is an abbreviated text field and in some cases contains variations for the same field -- eg Scholar may be abbreviated in several different ways.
Vw_SFA_Q_Compare	Fund Group	SFA_Codes_02	Sfa_fund	nvchar(255)	Fund Group is a derived variable which groups the fund codes into 5 categories, including, grants, waivers, loans, workstudy, and scholarships. This information was supplied by the financial aid office is maintained manually each year.
Vw_SFA_Q_Compare	Source Code	SFA_Codes_02	Source_code	nvchar(255)	Source Code is a 1 letter field which identifies the source of funding for the particular fund code. Examples are F for federal, S for State, and P for Private. This information was supplied by the financial aid office is maintained manually each year.
Vw_SFA_Q_Compare	Source	SFA_Codes_02	Source	nvchar(255)	Source Code is a description of the 1 letter field which identifies the source of funding for the particular fund code. Examples are federal, State, and Private. This information was supplied by the financial aid office is maintained manually each year.
Vw_SFA_Q_Compare	Record Type	Swfile_Root_Se;	Sw Record Ty	char(3)	Record Type is a 2 digit field in the RMS system (it is 3 digits in the system -- this table drops the leading 0) which identifies the type of record for the student. According to the database dictionary if the record type is 010 the record contains the root segment and the loan segments; if it is 030 the record contains the root segment and the disbursement segments. Students can have both types for each award. The table only selects 010 since the goal includes reporting information on loans.
Vw_SFA_Q_Compare	Award Id Firs	Swfile_Root_Se;	Sw_Awpd_Id_	char(5)	Award Id First is the first award for this student for aid yr 2002 either 2002A or 2002S. Since this table selects all students with an award record in the given year, this field should not be null.
Vw_SFA_Q_Compare	Award Id Sec	Swfile_Root_Se;	Sw_Awpd_Id_	char(5)	Award Id Second is the Second award for this student for aid yr 2002 either 2002A or 2002S. This field may be null for those students with only one award in an aid year.
Vw_SFA_Q_Compare	Earned Paid E	Swfile_Root_Se;	Sw_Ep_Bal_0	decimal(9)	Earned Paid Bal First is the balance of the amount paid or earned (with payment administered through the financial aid office) for the students first award. All disbursements for the first award paid throughout the year will be tallied into the field. If an offer is canceled or not accepted the amount will be 0. The amount will be zero for loans and certain other fund codes.
Vw_SFA_Q_Compare	Earned Paid E	Swfile_Root_Se;	Sw_Ep_Bal_0	decimal(9)	Earned Paid Bal Second is the balance of the amount paid or earned (with payment administered through the financial aid office) for the students second award. All disbursements paid throughout the year for the second award will be tallied into the field. If an offer is canceled or not accepted the amount will be 0. The amount will be zero for loans and certain other fund codes. The amount will also be zero if the student did not have a second award.
Vw_SFA_Q_Compare	Earned Paid E	Derived	Sw_Ep_Bal 1	decimal(9)	Earned Paid Bal Total is the addition of the first and second earned/paid balances for an aid year.
Vw_SFA_Q_Compare	Offered Bal F	Swfile_Root_Se;	Sw_O_Bal_0(	decimal(9)	Offered Bal First is the first balance of an offered award. While all students with an earned paid amount will have an offered amount students receiving a loan may only have an offered amount.

```
CREATE VIEW IRPASL.VW_SFA_Q_COMPARE
(       INST_CODE,
        INST,
        AWARD_YEAR,
        SID,
        FUND_CODE,
        SFA_FUND,
        FUND_GROUP,
        SOURCE_CODE,
        SOURCE,
        RECORD_TYPE,
        AWARD_ID_FIRST,
        AWARD_ID_SECOND,
        EARNED_PAID_BAL_FIRST,
        EARNED_PAID_BAL_SECOND,
        EARNED_PAID_BAL_TOTAL,
        OFFERED_BAL_FIRST,
        OFFERED_BAL_SECOND,
        OFFERED_BAL_TOTAL,
        AWARD_YR_AMT,
        SFA_INCLUDE_IN_COUNT_IND,
        EXTRACT_DATE
)
AS SELECT Distinct
        ET.INST_CODE,
        CASE
                WHEN ET.INST_CODE = 'DA' THEN 'De Anza College'
                WHEN ET.INST_CODE = 'FH' THEN 'Foothill College'
                ELSE 'MISSING CODE'
                END,
        CASE
        WHENET.EXTRACT_DATE = '02-01-03' THEN '2003'
        WHENET.EXTRACT_DATE = '04-15-03' THEN '2003'
        WHENET.EXTRACT_DATE = '02-23-04' THEN '2004'
                ELSE 'NA'
                END,
        ET.SID,
        ET.FUND_CODE,
        ET.FUND,
        CD.SFA_FUND,
        CD.SOURCE_CODE,
        CD.SOURCE,
        ET.RECORD_TYPE,
        ET.AWARD_ID_FIRST,
        ET.AWARD_ID_SECOND,
        ET.EARNED_PAID_BAL_FIRST,
```

```
            ET.EARNED_PAID_BAL_SECOND,
            ET.EARNED_PAID_BAL_FIRST_SECOND,
            ET.OFFERED_BAL_FIRST,
            ET.OFFERED_BAL_SECOND,
            ET.OFFERED_BAL_FIRST_SECOND,
            CASE
            WHEN
                    ET.fund_code IN ( '81002','81003','81026','81028','81036',
                            '85010','85018','86007','86020','86025','86071','88006','88007')
                    THEN ET.Offered_Bal_First_Second
                    ELSE ET.Earned_Paid_Bal_First_Second
                    END AS AID_YR_AMT,
            CASE WHEN
            ( CASE WHEN
                    ET.fund_code IN ('81002','81003','81026','81028','81036',
                            '85010','85018','86007','86020','86025','86071','88006','88007')
                    THEN ET.Offered_Bal_First_Second
                    ELSE ET.Earned_Paid_Bal_First_Second END ) = 0
                    THEN 'N'
                    ELSE 'Y'
                    END AS SFA_INCLUDE_IN_COUNT_IND,
            ET.EXTRACT_DATE
FROM
            IRPASL.SFA_EXTRACT ET,
            IRPASL.SFA_CODES_02 CD
WHERE
              ET.INST_CODE = CD.INST_CODE
            AND ET.FUND_CODE = CD.SFA_FUND_CODE
            AND ET.INST_CODE IN ('FH','DA')
```