Act 101 Program
Annual Report Guidelines

2020-21 Academic Year

I. Overview

This document contains the data collection and instructions for completing the annual statistical report for the 2020-21 Academic Year Act 101 Program. Each institution must submit an annual report for its Act 101 program by June 1, 2021.

NOTE: Terms in green type appear in the Glossary at the end of this document.

- Each institution is required to submit three components to PHEAA via its MyFileGateway mailbox: The Program Summary (section II), Institution Certification Statement (section III), and the completed template. Given the sensitive nature of the data contained within the Annual Report Template, it must be transmitted in a secure manner.
- All programs will use the same reporting template for completing the information discussed in sections IV, V, and VI.
    - In prior years’ reporting templates, reporting in tables that requested data by cohort was only for members of the full-time cohort. That is, cohort members’ enrollment status as of the fall term of their first year of enrollment must have been as a full-time student. However, a new tab has been added to the template this year in which data for part-time cohorts is requested. This tab is described in subsection E (Table 4. Academic Year Credential Completion – Part-Time Cohorts) under IV. Student Information.
    - Programs at four-year institutions that include students in sub-baccalaureate programs should report both sub-baccalaureate and baccalaureate students together.
    - Programs at two-year institutions are to provide values for all items with available data. See the following step on how to report unavailable data.
- Reporting must clearly identify zero values versus missing data.
    - If the count for a value is zero, you must enter 0.
    - If a value is missing, not available, or you believe it to be incorrect, enter -999 (minus 999). Blank items will require staff follow-up with the institution and result in an incomplete report status.
- The top row on each tab of the reporting template will initially showcase the following message: “Please select your Institution from the drop-down list on the General Information Tab.” Once you have selected your school from the drop-down list, the institution name will be visible on the top row of every tab and the OE Code will auto-populate on the General Information tab.
- Once you have selected your school from the drop-down list, PHEAA recommends that the template be completed in left-to-right order, starting with the General Information tab and ending with the Student Roster tab.
II. Program Summary

The Program Summary is a document created by the Act 101 Director, which can be submitted as a Word or PDF document and should include:

- A brief description of the program for the 2020-21 Academic Year's summer (if applicable), fall, and spring semesters or summer (if applicable), fall, winter, and spring quarters.
  - Program length – 9 or 12 months
  - Number of full-time and part-time students served
  - List of the primary service elements of the program
  - Advisory Board activities for the year

The number of students served reported in this summary has two components—budgeted and actual headcount. Each count should equal the student counts the institution reports in the Student Information section under the General Information tab on the Annual Report Template.

Primary service elements should include the specific strategies and services that the institution used to enhance opportunities for the Act 101 students to achieve their educational goals. The institution's application for the year outlined the elements planned for the year from July 1, 2020 to June 30, 2021; the annual report outlines what was accomplished throughout the year and any adjustments or enhancements made. These may include, among others, special academic or support courses, advising, tutoring, counseling services, and academic bridge programs.

Advisory Board information should include:

- The number of meetings
- Summary of Advisory Board activities and accomplishments

III. Institution Certification Statement

A duly authorized representative and signatory of the institution must sign the Institution Certification Statement Attachment, attesting that all program requirements set forth in program regulations and these Guidelines were met. This must be submitted in order for your Annual Report to be complete.

IV. Student Information

Provide students’ aggregate statistics using the Excel template and item-by-item instructions. Whenever applicable, your institution's registrar, financial aid, or research/record offices should record this information directly into the template.

The reporting template contains the following sections, in the recommended order of completion:

- General Information
- Academic Performance
- Retention
- Credential Completion
- Financial Aid
- Budget and Finances
- Act 101 Student Roster
A. General Information (1st Tab)

As previously mentioned in the Overview, you will see the following message at the top of the sheet: “Please select your Institution from the drop-down list on the General Information Tab.” Once you have selected your school from the drop-down list, the institution name will replace the message on this tab as well as the other seven tabs.

Your school’s OE Code will populate once you have selected your institution name from the drop-down list.

G-1: Enter the total headcount for budgeted students—those you include to meet the Act 101 Program minimum of 40 and maximum of 300 participants for the academic year. This should be the number of students upon which your final Commonwealth budget allocation was based (indicated in your final allocation letter).

G-2: Enter the total headcount for all students actually served through the Act 101 Program during the academic year. This may be the same number reported in G-1. If you served more than 300 students, then this number will be higher than G-1. If you served fewer students than reported on your Students Served Certification, then you must report that here.

G-3: Enter the number of students reported in G-2 who are veterans of the U.S. Armed Forces served through your institution’s Act 101 Program during the academic year.

B. Table 1. Academic Performance (2nd Tab)

This tab collects information comparing the academic performance of the total Act 101 population to that of all Pennsylvania-resident, credential-seeking undergraduates at your institution for developmental and college-level coursework.

A-1/A-8: The headcount of students taking at least one developmental course during the academic year.

A-2/A-9: The total number of developmental courses attempted by each group of students.

A-3/A-10: The total number of developmental courses completed by each group of students.

A-4/A-11: The overall grade point average (on a four-point scale) for students completing developmental courses, reported to two decimal places, e.g., 4.00, 2.67.

A-5/A-12 through A-7/A-14: Report course-taking, completion, and grade point averages for college-level coursework (not including developmental coursework).

C. Table 2. Student Retention (3rd Tab)

This tab collects information on the fall term to fall term continuation of the 2014 to 2019 full-time cohorts participating in the Act 101 Program. For each of the first six columns, report data only for the students in the specific full-time cohort. The final column asks that your institution report on all Act 101 students (including all full-time and part-time students regardless of their initial cohort).

The report will show how many students from each cohort were enrolled in Fall 2018, how many graduated or transferred out in 2018-19, how many were enrolled in Fall 2019, how many graduated or transferred out in 2019-20, and how many remained enrolled in Fall 2020.

If members of a full-time cohort stopped out prior to 2020 and have re-enrolled in 2020, these students should be included in the Enrolled Fall 2020 count for their initial cohort year.

R-1: Enrolled refers only to members of the 2014 full-time cohort enrolled in Fall 2018. This field will autopopulate with the data that your institution provided in a prior year’s report.
R-2: Graduated refers to any member of the 2014 full-time cohort who completed the requirements for and received a credential offered by the institution during the 2018-19 Academic Year. This field will auto-populate with the data that your institution provided in a prior year’s report.

R-3: Transferred Out refers only to members of the 2014 full-time cohort who left the institution without receiving a credential offered by the institution for the documented purposes of enrolling at another institution during the 2018-19 Academic Year. This field will auto-populate with the data that your institution provided in a prior year’s report.

R-4: Enrolled refers only to members of the 2014 full-time cohort enrolled in Fall 2019. This field will auto-populate with the data that your institution provided in a prior year’s report.

R-5: Graduated refers to any member of the 2014 full-time cohort who completed the requirements for and received a credential offered by the institution during the 2019-20 Academic Year.

R-6: Transferred Out refers only to members of the 2014 full-time cohort who left the institution without receiving a credential offered by the institution for the documented purposes of enrolling at another institution during the 2019-20 Academic Year.

R-7: Enrolled refers only to members of the 2014 full-time cohort enrolled in Fall 2020.

R-8 through R-39: Complete these items using the definitions of enrolled, graduated, and transferred above, but for the specified cohort on the template.

R-40: All Enrolled is the total number of students from any cohort—full-time and part-time—who participated in the Act 101 Program for Fall 2019. In other words, this is your institution’s total number of students on the Act 101 roster enrolled during the Fall 2019 term.

R-41: Graduated refers to the total number of students from any cohort—full-time and part-time—who completed the requirements for and received a credential offered by the institution during the 2019-20 Academic Year.

R-42: Transferred Out refers only to the total number of students from any cohort—full-time and part-time—who left the institution without receiving a credential offered by the institution for the documented purposes of enrolling at another institution during the 2019-20 Academic Year.

R-43: Enrolled refers only to the total number of students from any cohort—full-time and part-time—who participated in the Act 101 Program for Fall 2019 (the number reported in R-40) and were also enrolled or retained for Fall 2020.

D. Table 3. Academic Year Credential Completion – Full-Time Cohorts (4th Tab)

This tab collects 2020-21 Academic Year credential-completion information for the previous six full-time cohorts.

CC-1: This field will auto-populate using the 2015 full-time cohort enrollment as of Fall 2020 reported on the Student Retention tab.

CC-2: Enter the number of students in the 2015 full-time cohort who completed a certificate or diploma during the 2020-21 Academic Year and continued enrollment for the purpose of completing one or more additional credentials.

CC-3: Enter the number of students in the 2015 full-time cohort who completed a certificate or diploma during the 2020-21 Academic Year and did not continue enrollment at your institution.

CC-4: Enter the number of students in the 2015 full-time cohort who completed an associate degree during the 2020-21 Academic Year and continued enrollment for the purpose of completing one or more additional credentials.
CC-5: Enter the number of students in the 2015 full-time cohort who completed an associate degree during the 2020-21 Academic Year and did not continue enrollment at your institution.

CC-6: Enter the number of students in the 2015 full-time cohort who completed a bachelor's degree during the 2020-21 Academic Year and continued enrollment for the purpose of completing one or more additional credentials.

CC-7: Enter the number of students in the 2015 full-time cohort who completed a bachelor's degree during the 2020-21 Academic Year and did not continue enrollment at your institution.

CC-8 through CC-14: Complete as you would for CC-1 through CC-7 for the 2016 full-time cohort.

CC-15 through CC-21: Complete as you would for CC-1 through CC-7 for the 2017 full-time cohort.

CC-22 through CC-28: Complete as you would for CC-1 through CC-7 for the 2018 full-time cohort.

CC-29 through CC-35: Complete as you would for CC-1 through CC-7 for the 2019 full-time cohort.

CC-36 through CC-42: Complete as you would for CC-1 through CC-7 for the 2020 full-time cohort.

E. Table 4. Academic Year Credential Completion – Part-Time Cohorts (5th Tab)

This new tab was created to collect credential-completion information for part-time cohorts beginning with the 2020-21 Academic Year.

For this reason, CCPT-1 through CCPT-35 in the tab will be grayed out and noneditable as PHEAA is not requesting data prior to the 2020 part-time cohort.

CCPT-36: This field will capture the 2020 part-time cohort enrollment as of Fall 2020.

CCPT-37: Enter the number of students in the 2020 part-time cohort who completed a certificate or diploma during the 2020-21 Academic Year and continued enrollment for the purpose of completing one or more additional credentials.

CCPT-38: Enter the number of students in the 2020 part-time cohort who completed a certificate or diploma during the 2020-21 Academic Year and did not continue enrollment at your institution.

CCPT-39: Enter the number of students in the 2020 part-time cohort who completed an associate degree during the 2020-21 Academic Year and continued enrollment for the purpose of completing one or more additional credentials.

CCPT-40: Enter the number of students in the 2020 part-time cohort who completed an associate degree during the 2020-21 Academic Year and did not continue enrollment at your institution.

CCPT-41: Enter the number of students in the 2020 part-time cohort who completed a bachelor's degree during the 2020-21 Academic Year and continued enrollment for the purpose of completing one or more additional credentials.

CCPT-42: Enter the number of students in the 2020 part-time cohort who completed a bachelor's degree during the 2020-21 Academic Year and did not continue enrollment at your institution.

F. Table 5. Financial Aid for the 2020-21 Academic Year (6th Tab)

This table collects headcounts and dollar values for 10 categories of student financial aid received by Act 101 students during the 2020-21 Academic Year. Do not include headcounts or dollar values from the summer period. Of the number of students reported in G-2, report how many received each type of aid (in F-1 to F-10).
F-1/F-11: Enter the headcount and dollar value of earnings by Act 101 students for the 2020-21 Academic Year from employment in the Federal Work-Study Program.

F-2/F-12: Enter the headcount and dollar value of earnings by Act 101 students for the 2020-21 Academic Year from employment in an on-campus job not covered under either the Federal or State Work-Study Programs.

F-3/F-13: Enter the headcount and dollar value of funds received by Act 101 students for the 2020-21 Academic Year from funds received through the Federal Pell Grant Program.

F-4/F-14: Enter the headcount and dollar value of funds received by Act 101 students for the 2020-21 Academic Year from funds received through the Federal Supplemental Educational Opportunity Grant (FSEOG) Program.

F-5/F-15: Enter the headcount and dollar value of funds received by Act 101 students for the 2020-21 Academic Year from any form of grant, scholarship, or waiver received from your institution's resources.

F-6/F-16: Enter the headcount and dollar value of funds received by Act 101 students for the 2020-21 Academic Year from any form of grant, scholarship, or waiver received from private resources, not including those from your institution's resources.

F-7/F-17: Enter the headcount and dollar value of funds borrowed by Act 101 students for the 2020-21 Academic Year from any lending program not including the federal Direct Loan, Direct Parent PLUS, Health Professions, or other federal student loan programs.

F-8/F-18: Enter the headcount and dollar value of funds borrowed by Act 101 students through the federal Direct Loan Program for the 2020-21 Academic Year. Students with both subsidized and unsubsidized loans should only be counted once in the headcount.

F-9/F-19: Enter the headcount and dollar value of funds borrowed through the federal Direct Parent PLUS Loan Program for use by Act 101 students for the 2020-21 Academic Year.

F-10/F-20: Enter the headcount and dollar value of funds borrowed through the federal Health Professions or other federal student loan programs by Act 101 students for the 2020-21 Academic Year.

V. Budget & Finances

A. Table 6. 2020-21 Budget & Finances (7th Tab)

This tab collects information on costs to operate your institution’s 2020-21 Act 101 program. Include 2020 Summer term costs if these expenses were incurred as part of your 2020-21 budget.

The Act 101 Allocation (total amount) should equal your institution’s share of the Commonwealth allocation for 2020-21; this amount was shared via your institution’s 2020-21 Final Allocation letter. If these amounts do not match, you will be asked to resubmit the template. While Institution Funds should be at least 25 percent of your total program budget for renewal schools and at least 15 percent for new schools, report all funds the institution contributed towards program operation costs. All other funding sources are coded A-D, with a separate place to indicate the use of these funds (if applicable) for each identified purpose:

- A = State Funds
- B = Federal Funds (do not include 2020-21 Act 101 CARES Act funds on this template)
- C = Private Donation
- D = Other
i. **Staff Salaries & Benefits**

For items B-1 through B-30, “Act 101 Staff” refers to any Act 101 staff member classified as Act 101 director, manager, tutor, counselor, instructor, or clerical staff.

**B-1 through B-6:** Enter the number of Act 101 Staff in the “Quantity” column for each category.

**B-7 through B-12:** Enter the amount of your Act 101 Allocation used towards salaries and benefits of the Act 101 Staff for each category.

**B-13 through B-18:** Enter the amount of Institution Funds used towards salaries and benefits of the Act 101 Staff for each category.

**B-19 through B-24:** Enter the amount of Non-Institution Funds used towards salaries and benefits of the Act 101 Staff for each category.

**B-25 through B-30:** Make an entry for each of the four options (A through D, previously described) for Source of Non-Institution Funds used towards salaries and benefits of the Act 101 Staff for each category. Enter a Y in the column for each identified source of funds; enter an N in the columns that were not a source of funds.

ii. **Program Materials & Office Equipment**

For items B-31 through B-46, “Program Materials” refer to any educational materials, lending library, duplication and postage, or office supplies/equipment provided through the Act 101 program. Items such as computers, software licenses, tablets, and WiFi hotspots for Act 101 students should be included as “Educational Materials.”

**B-31 through B-34:** Enter the amount of your Act 101 Allocation used towards Program Materials for each category.

**B-35 through B-38:** Enter the amount of Institution Funds used towards Program Materials for each category.

**B-39 through B-42:** Enter the amount of Non-Institution Funds used towards Program Materials for each category.

**B-43 through B-46:** Make an entry for each of the four options (A through D, previously described) for Source of Non-Institution Funds used towards Program Materials for each category. Enter a Y in the column for each identified source of funds; enter an N in the columns that were not a source of funds.

iii. **Student Costs**

The costs associated with events exclusively for Act 101 students are eligible expenses. Student educational travel must be in-state.

**B-47/B-48:** Enter the amount of your Act 101 Allocation used towards student events and educational travel.

**B-49/B-50:** Enter the amount of Institution Funds used towards student events and educational travel.

**B-51/B-52:** Enter the amount of Non-Institution Funds used towards student events and educational travel.

**B-53/B-54:** Make an entry for each of the four options (A through D, previously described) for Source of Non-Institution Funds used towards student events and educational travel. Enter a Y in the column for each identified source of funds; enter an N in the columns that were not a source of funds.
iv. Miscellaneous

For items B-55 through B-70, “Miscellaneous Costs” include the summer bridge program, advisory board meeting costs, business travel expenses, and Act 101 conference and workshop fees.

B-55 through B-58: Enter the amount of your Act 101 Allocation used towards Miscellaneous Costs.

B-59 through B-62: Enter the amount of Institution Funds used towards Miscellaneous Costs.

B-63 through B-66: Enter the amount of Non-Institution Funds used towards Miscellaneous Costs.

B-67 through B-70: Make an entry for each of the four options (A through D, previously described) for Source of Non-Institution Funds used towards Miscellaneous Costs. Enter a Y in the column for each identified source of funds; enter an N in the columns that were not a source of funds.

v. Other

B-71: You must attach a sheet with a list of other budget expenses that do not fit the specific expense categories on the template. This includes, but is not limited to, facilities & administration, maintenance or renovation of a facility tied to Act 101 Program services, or non-reusable materials such as food pantries.

B-72 through B-74: Enter the amount of your Act 101 Allocation, Institution Funds, and Non-Institution Funds used towards other expenses.

B-75: Make an entry for each of the four options (A through D, previously described) for Source of Non-Institution Funds used towards other expenses. Enter a Y in the column for each identified source of funds; enter an N in the columns that were not a source of funds.

vi. Total

B-76: This is the total amount entered under Act 101 Allocation. It is calculated automatically. It should be equal to your institution's share of the Commonwealth allocation for 2020-21.

B-77: This is the total amount entered under Institution Funds. It is calculated automatically.

B-78: This is the total amount entered under Non-Institution Funds. It is calculated automatically.

B-79: These four options (A through D, previously described), indicate all Source of Non-Institution Funds. These are calculated automatically.

B-80: The Match Percentage is your total Institution Funds as a percentage of your total Act 101 program budget. It is calculated automatically. It must be at least 25 percent for renewal schools and at least 15 percent for new schools.

VI. 2020-21 Act 101 Program Student Roster (8th Tab)

For each active student who received an Act 101 Program service at your institution during the 2020-21 Academic Year, provide the Social Security number (nine digits, no spaces), last name, first name, and—if available—middle name or initial.

VII. Glossary

Act 101 Student – Once qualified, a student retains the designation of an Act 101 student and continues to receive program services until achieving a first bachelor’s degree or another credential. However, for the purpose of this report, students are considered part of the Act 101 Program until they complete a credential during the last semester of enrollment, complete a credential but continue enrollment as an undergraduate
student, fail to enroll prior to the start of the academic year, or refuse Act 101 services and therefore become inactive.

NOTE: Inactive students should still be included on the following tabs: Student Retention (3rd Tab) and Academic Year Credential Completion (4th & 5th Tabs).

Financial Aid – For the purpose of this report, financial aid refers to those sources of funds available to students to meet attendance costs. These include grants, scholarships, waivers, and other forms of gift aid; loans (federally funded and private); and those forms of employment identified in the template.

Full-time Cohort – A full-time cohort refers to those credential-seeking, Pennsylvania residents enrolling full time as first-time undergraduates in your Act 101 program. Students remain part of their initial cohort even if they move between full- and part-time statuses, stop out and return to the institution, or depart as a transfer or drop-out.

Full-time Student – A credential-seeking, Pennsylvania-resident undergraduate student attempting at least 12 semester credits per semester or the equivalent (12 or more quarter credits at a quarter school or 450 clock hours during a semester term/300 clock hours during a quarter term).

Headcount – Sum of part-time and full-time students. For this report, do not include any students for any reporting purposes who are not Pennsylvania-resident, credential-seeking undergraduates.

OE Code – More properly the OPEID code: the identification number used by the U.S. Department of Education to identify schools that are eligible to participate in Title IV federal financial aid programs. This is the six-digit institution code followed by the two-digit suffix for the branch or location—including the main campus—of the Act 101 program at your institution. School code is displayed as noted above XXXXXX XX.

Part-time Cohort – A part-time cohort refers to those credential-seeking, Pennsylvania residents enrolling part time as first-time undergraduates in your Act 101 program. Students remain part of their initial cohort even if they move between full- and part-time statuses, stop out and return to the institution, or depart as a transfer or drop-out.

Part-time Student – A credential-seeking, Pennsylvania-resident undergraduate student enrolled for the equivalent of at least six semester credits or the equivalent per semester, but less than full time.
Created in 1963 by the Pennsylvania General Assembly, the Pennsylvania Higher Education Assistance Agency (PHEAA) has evolved into one of the nation’s leading student aid organizations. Today PHEAA is a national provider of student financial services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, financial aid processing, outreach, and other student aid programs.

PHEAA’s earnings are used to support its public service mission and to pay its operating costs, including administration of the Pennsylvania State Grant and other state-funded student aid programs. As the only major federal loan servicer with a nonprofit public service mission, PHEAA devotes its energy and resources to help ease the financial burden of higher education for its primary stakeholders – Pennsylvania students and families.

PHEAA conducts its student loan servicing operations nationally as FedLoan Servicing and American Education Services (AES). PHEAA operates its digital technology division as Avereo. For more information, visit PHEAA.org.