



Interstate Passport®
Awarding & Tracking Students
DEVELOPMENT & IMPLEMENTATION CHECKLIST

| STUDENT POPULATION | TASK | STATUS | DATE COMPLETED Or expected Completion Date |
|---|--|--------|--|
| All | Signed amendment to NSC agreement to submit data for Interstate Passport; Established account to submit data | | |
| Native Students <i>(Students who earn a Passport at your institution)</i> | Identify students who meet Passport requirements <i>(must have earned a minimum grade of C in all lower-division general education courses taken to meet Interstate Passport requirements)</i> Record the Passport in the SIS so it will show on the transcript Notify students that they have earned the Passport <i>(via email, letter of completion, degree audit system, other)</i> Send a <u>Completion File</u> listing your Passport earners to National Student Clearinghouse at end of each term. See: Passport Completion File Formatting and Submission Guide | | |
| Incoming Transfer Students | For students transferring in, send a <u>PassportVerify File</u> to NSC to verify which ones have earned a Passport. <i>(NSC returns file with students who earned Passport, where and when.)</i> See: PassportVerify Request File Formatting and Submission Guide Record where/when Passport earned on students' records in SIS for tracking purposes. Recognize Passport earners as having completed lower-division GE in SIS/Degree Audit. | | |
| Native & Transfer Students <i>(w/without Passport)</i> | At the end of each term, provide academic progress data to NSC for at least two terms after transfer for incoming students and for at least two terms for native Passport-earners. See: Passport Academic Progress Tracking Data File Formatting and Submission Guide . <i>(NSC will sort data and provide Sending Institutions with report on academic progress of former students).</i> | | |
| Passport Earners at Your Institution Who Transferred | Review/share with appropriate campus stakeholders your institution's annual report provided by NSC on academic progress of former students for use in continuous improvement. | | |

RESOURCES

- **Interstate Passport Website: Resources for Registrars/IR:** <http://interstate-passport.wiche.edu/public/?transfer>
- **For access to resources specific to Banner, PeopleSoft, or Colleague, see** <http://interstatepassport.wiche.edu/webinars/Using-Banner-to-Collect-and-Submit-Passport-Student-Data>, <http://interstatepassport.wiche.edu/webinars/Using-Colleague-to-Transcript-and-Report-Interstate-Passport-Two-Institutional-Perspectives>, <http://interstatepassport.wiche.edu/webinars/Using-PeopleSoft-to-Collect-and-Submit-Passport-Student-Data>, or <http://interstatepassport.wiche.edu/resources-registrars>.
- **WICHE CONTACTS:** LaDawn Miera (ladawn.miera@slcc.edu) and Olivia Tufo (otuf@wiche.edu)
- **National Student Clearinghouse Passport Services:** <https://studentclearinghouse.info/interstate-passport/>
NSC CONTACT: PassportSupport@studentclearinghouse.org