

ALABAMA COMMISSION ON
HIGHER EDUCATION

ALABAMA
STUDENT UNIT RECORD DATA SYSTEM

DATA ELEMENT DICTIONARY

October 6, 1998

REVISED December 2014

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* Indicates element which has been revised, removed, or added since last distribution of document.

REFERENCE TABLES

Following is a list of reference tables used in the Statewide Student Database editing process. These tables can be found via the Web Edit System under the “Reference Files” tab.

Institutional FICE Codes
Country Codes
State Codes
County Codes
CIP Codes
ACT High School Codes
ACT College Codes
Program Inventory - *Completions editing ONLY

Revised Reference Tables

Changes are made annually to the following Student Database Reference Tables:

Institutional FICE Codes
ACT High School Codes
ACT College Codes
Program Inventory

The following is a list of changes that were made to the Student Database Reference Tables:

2013 Updates:

Country Data Table – US Territories were removed but remained in the State table.

2010 Updates:

CIP Codes Data Table – ACHE implemented new CIP 2010 taxonomy codes.

2004 Updates:

CIP Codes Data Table – ACHE implemented new CIP 2000 taxonomy codes.

Revised Elements

In order to continue to make the data collection process more effective and reliable changes in data elements may occasionally be necessary. These changes will be made only once a year if possible. The changes will be distributed before the submission date of the Fall Term data. Distribution will be done by publication of this document on Alabama Commission on Higher Education's Home page. If a printed copy of this document is needed please contact Diane Sherman at (334) 242-2742.

The changed elements will be listed below. Additions or revisions in text will be underlined and deletions will be noted with the text marked through with a line. Additions or deletions of entire elements will also be noted in this section.

2003 Updates:

The following element has been included since the previous distribution of this document:
ST270 – Entering Freshman Cohort Year

The following elements have had revisions made since the previous distribution of this document:

ST240 – Transfer College
ED260 – Source Institution for Graduate Students
ED150 – Cumulative Quality Points for Average

2008 Updates:

The following elements have had revisions made since the previous distribution of this document:

ED050 – Reporting Term
ST130 – Race/Ethnicity Identification Code
ST190 – High School Identification Code
ST240 – Transfer College
ED100 – Academic Major Area Code CIP
ED210 – Minor/Teaching Field Code CIP
ED260 – Source Institution for Graduate Students
GR070 – Term Degree/Award Conferred
GR080 – Classification of Instructional Program (CIP) Code
Degree/Award Conferred

2011 Updates:

The following elements have had revisions made since the previous distribution of this document:

ST130 – Race/Ethnicity Identification Code
ST170 – Entry Origin County
ST190 – High School Identification Code

ST230 – SAT Combined Score
ED090 – Student Level
ED100 – Academic Major Area Code CIP
ED120 – Cumulative Credit Hours Attempted
ED210 – Minor/Teaching Field Code CIP
ED240 – Type of Tuition Paid
ED250 – County and State for Tuition Purposes
ED260 – Source Institution for Graduate Students
GR080 – Classification of Instruction
GR090 – Degree/Award Designation

2012 Updates:

The following elements have had revisions made since the previous distribution of this document:

ED110 – Credit Hours Enrolled
ED120 – Cumulative Credit Hours Attempted
ED130 – Cumulative Credit Hours Earned
ED140 – Cumulative Credit Hours for Average
ED150 – Cumulative Quality Points for Average
ST270 – Entering Freshman Cohort Year

2013 Updates:

The following elements have had revisions made since the previous distribution of this document:

ED070 – Admission Status
ED240- Type of Tuition Paid
ED250 – County and State for Tuition Purposes
ST270 – Entering Freshman Cohort Year

2014 Updates:

The following elements have had revisions made since the previous distribution of this document:

ED240- Type of Tuition Paid

Element Title: Institution FICE Code

Short Title: FICE

Reference Numbers: ST010, GR010

Definition: The identification number for each reporting institution will be the institution's FICE code.

Data Specifications: The FICE code is the 6-digit identification code created by the Federal Interagency Committee on Education (FICE) and is used in all Integrated Postsecondary Education Data System (IPEDS) reports.

A list of FICE codes can be found via the Web Edit System under the 'Reference Files' button.

Element Format: 999999

Element Type: Integer

Application: All

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

Comment [SJC1]: Sequence element 0039 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Student Identification Number

Short Title: STID

Reference Numbers: ST020, GR020

Definition: The student's Social Security number will be altered using a predefined integer encryption routine for this field. The encryption routine that will be used with this field will be provided to each institution by the Alabama Commission on Higher Education. When unavailable, the institution should use an institutionally assigned number or a state number, if applicable. Element shall be reported with leading zeros for numbers less than 100000000.

Data Specification: The original unencrypted number cannot be all 0's or all 9's. The system recognizes these encrypted values as exceptions.

Element Format: 999999999

Element Type: Integer

Application: All

Requirement Designator: Essential

Source of Definition: NCES

Source of Data: Provided by Institutions

Revision Date: December 2013

Reason for Revision: Clarification of Data Element

Comment [SJC2]: Reference element 001 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Date of Birth

Short Title: DOB

Reference Numbers: ST030, GR030

Definition: The calendar date of the birth of the student.

Data Specifications: An eight digit numeric code in the form of YYYYMMDD should be used in this field. Example: November 1, 1978 would be recorded as 19781101.

The date of birth must be a valid date. Example: February 30, 1982, submitted as '19820230' is considered invalid.

If the date of birth is unknown, 9's will be used to fill in the space. Example: 99999999

Element Format: 99999999

Element Type: Integer

Application: Biographical & Demographic

Requirement Designator: Essential

Source of Definition: NCES, NCHEMS

Source of Data: Provided by Institutions

Revision Date: December 2013

Reason for Revision: Clarification of Data Element

Comment [SJC3]: Sequence element 004 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Reporting Year
Short Title: RPTYR
Reference Numbers: ED040, GR040
Definition: The current calendar year in which data for the term is reported.
Data Specifications: The fall term for academic year 2008-2009 would be reported with "2008" as the reporting year; spring, and summer terms would be reported with "2009" as the reporting year.
Element Format: 9999
Element Type: Integer
Application: All
Requirement Designator: Essential
Source of Definition: HEIAG
Source of Data: Provided by Institutions

Comment [SJC4]: Sequence element 0040 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Reporting Term

Short Title: RPTTRM

Reference Numbers: ED050, GR050

Definition: The "reporting term" will be identified by two alpha characters representing the term. (FA = fall semester; SP = spring semester; SU = all summer terms.)

Data Specifications: The reporting term will be each regular academic term within the academic year. Institutions on the semester system will report three terms per year (fall, spring, and summer). Short terms or "mini" terms will be reported with the term in which the institution usually reports them. For example, a three-month summer session plus one or two six-week terms would be reported together for the summer term.

Coding Options: FA Fall semester
 SP Spring semester
 SU Summer semester

Element Format: XX

Element Type: Character

Application: All

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

Revision Date: December 2008

Reason for Revision:

Comment [SJC5]: Sequence element 0041 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
 May 2, 1997

Element Title: Student's Last Name

Short Title: LNAME

Reference Number: ST040

Definition: The last name of the student enrolled at the time the report is generated.

Data Specifications: This should be a 25 digit field that identifies the first 25 letters of the students' last name.
Commas and periods should not appear in the last name field.
Suffixes (JR., SR., III) should be included in this field but should trail the last name as follows: JONES JR.

It is mandatory that this field be filled in and must not be left blank. This field must be provided in all capital letters

Element Format: X(25)

Element Type: Character

Application: Student Migration Enrollment Information

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

Revision Date: June 1999

Reason for Revision: Capitalization of name necessary to expand reporting capabilities.

Comment [SJC6]: Sequence element 0038 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Comment [SJC7]: Sequence element 0042 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Student's First Name

Short Title: FNAME

Reference Number: ST050

Definition: The first name of the student enrolled at the time the report is generated.

Data Specifications: Commas and periods should not appear in the first name field.

It is mandatory that this field be filled in and must not be left blank. This field must be provided in all capital letters.

Element Format: X(20)

Element Type: Character

Application: Student Migration Enrollment Information

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

Revision Date: June 1999

Reason for Revision: Capitalization of name necessary to expand reporting capabilities.

Comment [SJC8]: Sequence element 0038 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Comment [SJC9]: Sequence element 0043 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Student's Middle Name

Short Title: MNAME

Reference Number: ST060

Definition: The middle name of the student enrolled at the time the report is generated.

Data Specifications: Commas and periods should not appear in the middle name field. **This field must be provided in all capital letters.** If the student has no middle name, this field may be left blank.

Element Format: X(20)

Element Type: Character

Application: Student Migration Enrollment Information

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

Revision Date: June 1999

Reason for Revision: Capitalization of name necessary to expand reporting capabilities.

Comment [SJC10]: Sequence element 0038 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Comment [SJC11]: Sequence element 0044 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Student's Other Last Name

Short Title: OTLNAME

Reference Number: ST070

Definition: A previous last name under which the student has been enrolled at the reporting institution or another institution.

Data Specifications: This should be a 25 digit field that identifies the first 25 letters of the students' last name. **This field must be provided in all capital letters.** Commas and periods should not appear in the other last name field. Suffixes (JR., SR., III) should be included in this field but should trail the last name as follows: JONES JR

If the student has no other last name, this field may be left blank.

Element Format: X(25)

Element Type: Character

Application: Student Migration Enrollment Information

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

Revision Date: June 1999

Reason for Revision: Capitalization of name necessary to expand reporting capabilities.

Comment [SJC12]: Sequence element 0038 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Comment [SJC13]: Sequence element 0045 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Student's Other First Name

Short Title: OTFNAME

Reference Number: ST080

Definition: A previous first name under which the student has been enrolled at the reporting institution or another institution.

Data Specifications: Commas and periods should not appear in the other first name field. **This field must be provided in all capital letters.**

If the student has no other first name, this field may be left blank.

Element Format: X(20)

Element Type: Character

Application: Student Migration Enrollment Information

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

Revision Date: June 1999

Reason for Revision: Capitalization of name necessary to expand reporting capabilities.

Comment [SJC14]: Sequence element 0038 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Comment [SJC15]: Sequence element 0046 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Student's Other Middle Name

Short Title: OTMNAME

Reference Number: ST090

Definition: A previous middle name under which the student has been enrolled at the reporting institution or another institution.

Data Specifications: Commas and periods should not appear in the other middle name field. **This field must be provided in all capital letters.**

If the student has no other middle name, this field may be left blank.

Element Format: X(20)

Element Type: Character

Application: Student Migration Enrollment Information

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

Revision Date: June 1999

Reason for Revision: Capitalization of name necessary to expand reporting capabilities.

Comment [SJC16]: Sequence element 0038 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Initial Year Enrolled

Short Title: INTYR

Reference Number: ST100

Definition: The calendar year in which initial term of enrollment occurred at the reporting institution, i.e. 1998.

Data Specifications: A four digit numeric code in the form of YYYY should be used in this field.

Element Format: 9999

Element Type: Integer

Application: Biographical & Demographic
Student Migration Enrollment Information

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

Element Title: Initial Term Enrolled

Short Title: INTTRM

Reference Number: ST110

Definition: The term that the student first enrolled for credit (academic, institutional, or audit) at the reporting institution.

Data Specifications: Enrollment in non-credit activities or continuing education units (CEU's) does not qualify. The initial term will be identified by two alpha characters representing the term.

Data Specifications: The initial term will be each regular academic term within the academic year. Institutions on the quarter system will report four terms (fall, winter, spring, and summer). Institutions on the semester system will report three terms per year (fall, spring, and summer). Short terms or "mini" terms will be reported with the term in which the institution usually reports them. For example, a three-month summer session plus one or two six-week terms would be reported together for the summer term.

Coding Options:

FA	Fall quarter/semester
WI	Winter quarter
SP	Spring quarter/semester
SU	Summer quarter/semester

Element Format: XX

Element Type: Character

Application: Biographical & Demographic
Student Migration Enrollment Information

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

Comment [SJC17]: Sequence element 0047 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Comment [SJC18]: Sequence element 0047 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Gender Identification Code
Short Title: GENDER
Reference Number: ST120
Definition: The gender of a student
Coding Options:
1 Female
2 Male
9 Unknown/Not reported
Element Format: 9
Element Type: Integer
Application: Biographical & Demographic
Requirement Designator: Essential
Source of Definition: NCES
Source of Data: Provided by Institutions

Comment [SJC19]: Reference element 002 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Race/Ethnicity Identification Code

Short Title: RACE

Reference Number: ST130

Definition: Categories used to describe groups to which individuals belong or identify with. The categories do not denote scientific definitions of anthropological origins.

Category Descriptions:

African American/Black, Non-Hispanic: A person having origins in any of the Black racial groups of Africa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South America, or Spanish culture or origin, regardless of race.

White, Non-Hispanic: A person having origins in any of the original peoples of Europe, North America, North Africa or the Middle East.

Non-Resident Alien: Any individual who is not a citizen or national of the United States who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

Multiracial Designations: A person who have designated more than one racial category.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Race/ Ethnicity Data Element, continued:

Coding Options:	01	African American/Black, Non-Hispanic
	02	American Indian or Alaskan Native
	03	Asian
	04	Hispanic
	05	White, Non-Hispanic
	06	Non-Resident Alien
	07	Multiracial designations
	08	Native Hawaiian or Other Pacific Islander
	99	Unknown/Not Reported

Notes:

1. A student should be included in one group only.
2. The Unknown classification should only be used if the student has not selected a racial/ethnic designation and the institution finds it impossible to place the student in one of the categories during the enrollment procedures or in any post-enrollment identification or verification process.

Element Format:	99
Element Type:	Integer
Application:	Biographical & Demographic
Requirement Designator:	Essential
Source of Definition:	NCHEMS, NCES/IPEDS
Source of Data:	Provided by Institutions
Revision Date:	December 2008; January 2011
Reason for Revision:	Text change only.

Comment [SJC20]: Sequence element 003 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Citizenship Status

Short Title: CITIZEN

Reference Number: ST140

Definition: The student's nationality at the time of enrollment in an institution.

Coding Options:

- 01 United States Citizen
- 02 Non-Resident Alien - Any individual who is not a citizen or national of the United States who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
- 03 Resident Alien: An individual who is a non-citizen but has been lawfully admitted to the United States for permanent residency. These individuals normally hold a green card, Form I-151.
- 04 Other
- 99 Unknown/Not Reported

Element Format: 99

Element Type: Integer

Application: Biographical & Demographic

Requirement Designator: Essential

Source of Definition: TWG, SPEEDE/ExPRESS

Source of Data: Provided by Institutions

Comment [SJC21]: Sequence element 005 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Country of Citizenship
Short Title: COUNTRY
Reference Number: ST150
Definition: The country to which an individual acknowledges citizenship.
Data Specifications: A two digit code indicating the student country of citizenship should be used in this field. If the country is unknown or not reported a ZZ will be used.
A list of Country codes can be found via the Web Edit System under the 'Reference Files' button.
Element Format: XX
Element Type: CHARACTER
Application: Biographical & Demographic
Requirement Designator: Essential
Source of Definition: NCES
Source of Data: Provided by Institutions

Comment [SJC22]: Sequence element 007 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Entry Origin State

Short Title: ENTST

Reference Number: ST160

Definition: A code designating the state portion of the student's permanent address on first entry to the reporting institution.

Data Specifications: If the state is unknown or not reported a ZZ will be used.

A list of State codes can be found via the Web Edit System under the 'Reference Files' button.

Element Format: XX

Element Type: CHARACTER

Application: Biographical & Demographic

Requirement Designator: Essential

Source of Definition: NCES

Source of Data: Provided by Institutions

Comment [SJC23]: Sequence element 008 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Entry Origin County

Short Title: COUNTY

Reference Number: ST170

Definition: An identification of the county, parish, bough or comparable unit (within a state) which is the student's permanent address on first entry to the reporting institution.

Data Specifications: A five digit Federal Information Processing Standards (FIPS) code should be used in this field. The first two numbers of the county code will be reported as the appropriate state code. The state code is on each page of Appendix D. **For example: Autauga County, Alabama would be reported as 01001. 01 is the code for Alabama and 001 is the code for Autauga County. If either the state and/or county is unknown or not reported 99999 will be used.**

If the state code is Alabama, 01, but the county code is unknown, then use the default code '01999'.

A list of County codes can be found via the Web Edit System under the 'Reference Files' button.

Element Format: 99999

Element Type: Integer

Application: Biographical & Demographic

Requirement Designator: Essential

Source of Definition: NCES

Source of Data: Provided by Institutions

Revision Date: January 2011

Reason for Revision: County code table expanded to include all counties; edit change to identify Alabama residents with unknown counties.

Comment [SJC24]: Sequence element 009 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Matriculation Date

Short Title: MATRDT

Reference Number: ST180

Definition: The Year and Term that the student initially enrolled in the reporting institution at the current academic degree level.

Coding Options for terms: FA Fall quarter/semester
 WI Winter quarter
 SP Spring quarter/semester
 SU Summer quarter/semester

Data Specifications: The "reporting term" will be identified by two alpha characters representing the term. (FA = fall quarter/semester; WI = winter quarter; SP = spring quarter/semester; SU = all summer terms.) The reporting term will be each regular academic term within the academic year. Institutions on the quarter system will report four terms (fall, winter, spring, and summer). Institutions on the semester system will report three terms per year (fall, spring, and summer). Short terms or "mini" terms will be reported with the term in which the institution usually reports them. For example, a three-month summer session plus one or two six-week terms would be reported together for the summer term.

The year portion of the date should precede the term identification.
Example: a student enrolled in an institution Fall semester of 1998, would be recorded as 1998FA.

Element Format: X (6)

Element Type: Character

Application: Biographical & Demographic
 Student Migration

Requirement Designator: Essential

Source of Definition: TWG, State Higher Education Commission, HEIAG

Source of Data: Provided by Institutions

Comment [SJC25]: Sequence element 0010 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: High School Identification Code

Short Title: HSCODE

Reference Number: ST190

Definition: The ACT code identifying the high school from which the student graduated or is currently attending or a valid “no high school code” option.

Data Specifications: If a student has graduated from high school or is currently attending high school and a valid high school code is available then the appropriate six digit ACT high school code will be entered into this field. **If no high school code is available, one of the options below must be used.**

Coding Options

Only to be used if no high school code is available

990001	Transfer student
990002	GED
990003	Non-resident alien
990004	Graduate student
990005	Home educated student
990006	Not required by reporting institution for enrollment.
999999	Unknown/Not Reported

Example: A student who has attended Jefferson Davis High School in Montgomery would have the appropriate ACT High School Code filled in this element. If the student supplied no high school code because they have a GED 990002 would be filled in for this student.

A list of ACT High School codes can be found via the Web Edit System under the ‘Reference Files’ button.

Element Format: 999999

Element Type: Integer

Application: Previous Educational Experience

Requirement Designator: Essential

Source of Definition:

High School Identification Code Data Element, continued:

Source of Data: Provided by Institutions

Revision Date: December 2008; January 2011

Reason for Revision: Compliance with NCES guidelines.

Comment [SJC26]: Sequence element 0013 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: High School Graduation Date

Short Title: HSGDATE

Reference Number: ST200

Definition: The year the student graduated from high school. The format YYYY is recommended for this field. If, for example, a student graduated from high school 1977, it should be recorded, 1977. If the graduation date is unknown or not reported, this field will be reported as 9999.

Element Format: 9999

Element Type: Integer

Application: Previous Educational Experience

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

Comment [SJC27]: Sequence element 0014 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: High School Grade Point Average

Short Title: HSGPA

Reference Number: ST210

Definition: The grade point average that a student earned for courses taken during high school.

Data Specifications: When recording GPAs, an implied decimal point will exist between the first and second digits. A GPA of 3.50 would be recorded as '350'. **A 4 point scale will be used.** The reporting institution will convert all 3 point scale GPAs to 4 point scales before reporting information to ACHE. If information is unknown or not reported, a 999 will be used to report this element.

Element Format: 999

Element Type: Integer

Application: Previous Educational Experience

Requirement Designator: Essential

Source of Definition: State Higher Education Commission, TWG

Source of Data: Provided by Institutions

Comment [SJC28]: Sequence element 0015 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: ACT Composite Score

Short Title: ACTSCORE

Reference Number: ST220

Definition: The composite score on the American College Testing Program (ACT) test of the student as recorded by the college or university.

Data Specifications: If information is unknown or not reported, a 99 will be used to report this element.

Element Format: 99

Element Type: Integer

Application: Previous Educational Experience

Requirement Designator: Essential

Source of Definition:

Source of Data: Provided by Institutions

Comment [SJC29]: Sequence element 0016 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: SAT Combined Score

Short Title: SATSCORE

Reference Number: ST230

Definition: The combined verbal and analytical score on the College Boards’s Scholastic Assessment/Aptitude Test (SAT) of the student as recorded by the college or university.

The SAT score ranges from 200 to 2400.

Data Specifications: If information is unknown or not reported a 9999 will be used to report this element.

Element Format: 9999

Element Type: Integer

Application: Previous Educational Experience

Requirement Designator: Essential

Source of Definition:

Source of Data: Provided by Institutions

Revision Date: January 2011

Reason for Revision: Edit change to meet current SAT score range standard.

Comment [SJC30]: Sequence element 0017 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Transfer College

Short Title: TRANCOL

Reference Number: ST240

Definition: The institutional code of previously attended institutions(s).

Data Specifications: The FICE code will be used in this field, however, ACT Codes may be used if the FICE Code is not available. A Maximum of 3 Transfer Institutions may be listed. The last three institutions should be listed in chronological order with the most recent transfer listed first. If a student has not transferred from another institution code, this element will be entered as 0's, for example, 000000. If information is unknown or not reported, 9's will be used to report this element, for example, 999999.

For example: If a student transfers from College A to College B, this element would be entered with College A's FICE code in the first 6 characters. The remaining 12 characters would be entered with 0's. If the student then transferred to College C, College B's FICE code would be in the first 6 characters, College A's FICE code would be the next 6 characters, and the remaining 6 characters would be entered with 0's.

The flag in the header record, HD090, indicates which code is being used in both Transfer College, ST240, and Source Institution for Graduate Students, ED260, data elements. Use 'F' for FICE or 'A' for ACT codes.

Note: If the first Transfer College field is blank, nothing should be included in the second and third field for transfer colleges. If the first and second Transfer College fields are blank, nothing should be included in the third field for transfer colleges.

A list of FICE codes and ACT College codes can be found via the Web Edit System under the 'Reference Files' button.

Element Format: 999999 occurs three times for a total of 18 characters

Element Type: Integer

Application: Previous Educational Experience

Transfer College Data Element, continued:

Requirement Designator: Essential
Source of Definition: SPEEDE/ExPRESS, TWG, HEIAG
Source of Data: Provided by Institutions
Revision Date: October 2003, December 2008
Reason for Revision: New Appendix Added

Comment [SJC31]: Sequence element 0018 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Undergraduate Transfer Hours

Short Title: TRANHRS

Reference Number: ST250

Definition: The number of undergraduate semester credit hours accepted for transfer for a student from other institutions.

Data Specifications: Note that differences may occur in the number of hours accepted at admission and the number of transfer hours applied to the student's degree upon graduation. When recording semester credit hours, an implied decimal point will exist before the last two recorded digits. Undergraduate transfer hours of 36.6 would be recorded as 03660. If a student has not transferred from another institution, code this element with 0's, for example, 00000. If information is unknown or not reported, 9's will be used to report this element, for example, 99999.

Quarter hours are to be converted to semester hours. Quarter hours will be multiplied by .6667 in order to achieve this conversion.

Element Format: 99999

Element Type: Integer

Application: Previous Educational Experience

Requirement Designator: Essential

Source of Definition: TWG, HEIAG

Source of Data: Provided by Institutions

Comment [SJC32]: Sequence element 0019 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Undergraduate Transfer Grade Point Average

Short Title: TRANGPA

Reference Number: ST260

Definition: The cumulative grade point average achieved by the student at previously attended institution(s).

Data Specifications: Note that the cumulative GPA reflects work taken at all previous colleges attended. When recording GPAs, an implied decimal point will exist between the first and second digits. A GPA of 3.50 would be recorded as '350'. **A 4 point scale will be used.** The reporting institution will convert all 3 point scale GPAs to 4 point scales before reporting information to ACHE. If information is unknown or not reported, a 999 will be used to report this element.

Element Format: 999

Element Type: Integer

Application: Previous Educational Experience

Requirement Designator: Essential

Source of Definition: TWG, State Coordinating Board, HEIAG

Source of Data: Provided by Institutions

Comment [SJC33]: Sequence element 0020 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Full-Time/Part-Time Enrollment Status

Short Title: FTPT

Reference Number: ED060

Definition: The student's enrollment status for the reporting term, as defined by the institution's standards for classifying students as full-time or part-time.

Coding Options:

1	Full-Time
2	Part-Time
3	Full-Time, Audit Only
4	Part-Time, Audit Only
5	Full-Time, Remedial Only
6	Part-Time, Remedial Only
7	Other Full-Time Students Included on IPEDS Forms
8	Other Part-Time Students Included on IPEDS Forms
9	Other Full-Time Students Not Included on IPEDS Forms
0	Other Part-Time Students Not Included on IPEDS Forms

Note: If a student is enrolled in audit **and** remedial classes only, use either coding option 5 or 6 as appropriate.

Element Format: 9

Element Type: Integer

Application: Student Migration Enrollment Information

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

Comment [SJC34]: Sequence element 0050 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Admission Status

Short Title: ADMST

Reference Number: ED070

Definition: The type of admission granted to a student upon first entering the reporting institution.

Coding Options:

01	Provisional
02	Regular
03	Concurrent/ <u>Dual</u>
99	Other

Category Descriptions:

Provisional: those students who do not meet the institution's regular admission requirements and are, therefore, admitted under an alternative admission program.

Regular: those students who meet the institution's regular admission requirements and are, therefore, admitted under the regular admission program.

Concurrent/Dual: those students who are enrolled in High School and College at the same time.

Element Format: 99

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: State Higher Education Commission, HEIAG

Source of Data: Provided by Institutions

Revision Date: December 2013

Reason for Revision: Text Change Only.

Comment [SJC35]: Sequence element 0021 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Initial Enrollment at Current Degree Level

Short Title: INITENL

Reference Number: ED080

Definition: The student's initial enrollment classification at the current academic level at the reporting institution.

Coding Options:

01	First-time Freshman
02	Undergraduate Transfer student
03	First-time Graduate student
04	Graduate Transfer student
05	First-time First Professional student
06	First-time First Professional Transfer student
07	Special Admissions (Concurrent enrollment, dual enrollment, transient, unclassified, temporary, etc.)
99	Other

Element Format: 99

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

Comment [SJC36]: Sequence element 0022 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Student Level

Short Title: STLEV

Reference Number: ED090

Definition: The academic level (or level of instruction) of the student each term. This level is based on the total number of credits obtained toward the completion of a degree, certificate, or award program and includes:

Coding Options:

01	Non-degree seeking Undergraduate
02	Freshman
03	Sophomore
04	Junior
05	Senior
06	Post baccalaureate student
07	Specialist degree student
08	Master's degree
09	Post master's student
10	Doctoral student
12	High school student (student concurrently <u>or dual</u> enrolled in high school and the institution)
13	Unclassified graduate
14	Unclassified undergraduate
97	Other graduate
98	Other undergraduate

Element Format: 99

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: SPEEDE/EXPRESS, State Higher Education Commission, HEIAG

Source of Data: Provided by Institutions

Revision Date: January 2011

Reason for Revision: Based on guidance from NCES for IPEDS reporting.

Comment [SJC37]: Sequence element 0038 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Comment [SJC38]: Sequence element 0023 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Academic Major Area Code CIP

Short Title: MAJCIP

Reference Number: ED100

Definition: An indication of the subject area, program of study or discipline in which the student is pursuing a degree. The six digit Classification of Instructional Program (CIP) codes (which define operating postsecondary programs) will be used in this field. Undeclared majors will be reported as 900000. Other CIPs will be reported as 990000.

Coding Options: The U.S. Department of Education, National Center for Education Statistics (NCES) Classification of Instructional Program (CIP) codes are used to report this data element.

A list of these CIP Codes can be found via the Web Edit System under the 'Reference Files' button.

Beginning academic year Fall 2010, ACHE will require implementation of new CIP 2010 codes for **all** data submissions as is required with IPEDS reporting.

Element Format: 999999

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: State Higher Education Commission, HEIAG

Source of Data: Provided by Institutions

Revision Date: October 2002, December 2008, January 2011

Reason for Revision: Implementation of new CIP 2010 codes in accordance to IPEDS reporting.

Comment [SJC39]: Sequence element 0024 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Credit Hours Enrolled

Short Title: CHENR

Reference Number: ED110

Definition: The total number of semester credits for which a student is enrolled at the reporting institution during the reporting term.

Data Specifications: Credits will include "institutional credit" and/or "audit credit" as well as all credit hours that can be applied to completion of a formal program of study. Exclude non-credit courses and Continuing Education Units (CEUs).

When recording semester credit hours enrolled, an implied decimal point will exist before the last two recorded digits. Credit Hours of 36.6 would be recorded as 03660.

The maximum number of credit hours a student can enroll during a reporting term must not exceed 50, or '05000'. If information is unknown, the default value of '99999' will be used to report this element.

Quarter hours are to be converted to semester hours. Quarter hours will be multiplied by .6667 in order to achieve this conversion.

Element Format: 99999

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

Revision Date: December 2011

Reason for Revision: Edit change for data integrity.

Comment [SJC40]: Sequence element 0025 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Cumulative Credit Hours Attempted

Short Title: CUMCHA

Reference Number: ED120

Definition: The sum of all academic semester credits attempted by a student since entry into the current institution (or accepted from a transfer institution) and into the **current degree level**. (i.e. associate, bachelors, masters, post masters, doctoral).

When recording semester credit hours enrolled, an implied decimal point will exist before the last two recorded digits. Credit Hours of 36.6 would be recorded as 03660.

If information is unknown, the default value of '99999' will be used to report this element.

Quarter hours are to be converted to semester hours. Quarter hours will be multiplied by .6667 in order to achieve this conversion

Element Format: 99999

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

Revision Date: December 2011

Reason for Revision: Established default value for data integrity.

Comment [SJC41]: Sequence element 0026 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Cumulative Credit Hours Earned

Short Title: CUMCHE

Reference Number: ED130

Definition: The sum of all academic semester credit hours (defined in the cumulative credit hours attempted data element) for which a passing grade was received by the student at the reporting institution or accepted from a transfer institution.

When recording semester credit hours enrolled, an implied decimal point will exist before the last two recorded digits. Credit Hours of 236.6 would be recorded as 023660.

If information is unknown, the default value of '999999' will be used to report this element.

Quarter hours are to be converted to semester hours. Quarter hours will be multiplied by .6667 in order to achieve this conversion

Element Format: 999999

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

Revision Date: December 2011

Reason for Revision: Established default value for data integrity.

Comment [SJC42]: Sequence element 0027 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Cumulative Credit Hours for Average

Short Title: CUMCHAVG

Reference Number: ED140

Definition: The number of for-average semester credit hours attempted by the student through the reporting term at the reporting institution. This field does not include pass-fail courses.

When recording semester credit hours enrolled, an implied decimal point will exist before the last two recorded digits. Credit Hours of 236.6 would be recorded as 023660.

If information is unknown, the default value of '999999' will be used to report this element.

Quarter hours are to be converted to semester hours. Quarter hours will be multiplied by .6667 in order to achieve this conversion

Element Format: 999999

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

Revision Date: June 1999; December 2011

Reason for Revision: Established default value for data integrity.

Comment [SJC43]: Sequence element 0028 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Cumulative Quality Points for Average

Short Title: QPAVG

Reference Number: ED150

Definition: The number of for-average academic quality points earned by the student through the reporting term at the reporting institution. This field does not include pass-fail courses.

When recording quality points, an implied decimal point will exist before the last two recorded digits. Quality Points of 236.6 would be recorded as 023660.

If information is unknown, the default value of '999999' will be used to report this element.

Element Format: 999999

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

Revision Date: June 1999, October 2003; December 2011

Reason for Revision: Established default value for data integrity.

Comment [SJC44]: Sequence element 0029 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Remedial English Course Indicator
Short Title: REMENG
Reference Number: ED160
Definition: An indication that the student was enrolled, during the reporting term, in a remedial English course.
Coding Options Y YES
N NO
Element Format: X
Element Type: LOGICAL
Application: Current Educational Activity
Requirement Designator: Essential
Source of Definition:
Source of Data: Provided by Institutions
Revision Date: June 1999
Reason for Revision: Change necessary due to change in reporting period.

Comment [SJC45]: Sequence element 0030 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Remedial Math Course Indicator

Short Title: REMMATH

Reference Number: ED170

Definition: An indication that the student was enrolled, during the reporting term, in a remedial mathematics course.

Coding Options Y YES
 N NO

Element Format: X

Element Type: LOGICAL

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition:

Source of Data: Provided by Institutions

Revision Date: June 1999

Reason for Revision: Change necessary due to change in reporting period.

Comment [SJC46]: Sequence element 0031 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
 May 2, 1997

Element Title: Current Legal State of Residence

Short Title: LEGRES

Reference Number: ED180

Definition: The student's current legal state of residence.

Data Specifications: If the state is unknown or not reported, a ZZ will be used.

A list of State codes can be found via the Web Edit System under the 'Reference Files' button.

Element Format: XX

Element Type: Character

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

Comment [SJC47]: Sequence element 0032 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

Element Title: Veteran's Benefit Status
Short Title: VETST
Reference Number: ED190
Definition: A qualifier indicating whether or not the student receives Veteran's Benefits.
Coding Options: Y Student Receives Veteran's Benefits
N Student Does Not Receive Veteran's Benefits
Element Format: X
Element Type: LOGICAL
Application: Current Educational Activity
Requirement Designator: Essential
Source of Definition: HEIAG
Source of Data: Provided by Institutions

Comment [SJC48]: Sequence element 0033 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Housing Status

Short Title: HOUSE

Reference Number: ED200

Definition: The local housing arrangement of the student. The categories will include Institutional Housing and Other Housing. If a student is living with his/her parent or legal guardian he/she should be included in coding option 02.

Coding Options:

01	Institutional Housing
02	Other Housing
99	Unknown/Not Reported

Element Format: 99

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

Comment [SJC49]: Sequence element 0034 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Minor/Teaching Field Code CIP

Short Title: MINCIP

Reference Number: ED210

Definition: An indication of the minor/teaching field of study in which the student is pursuing a degree. The six digit Classification of Instructional Program (CIP) codes should be used in this field.

Coding Options: The U.S. Department of Education, National Center for Education Statistics (NCES) Classification of Instructional Program (CIP) codes are used to report this data element.

A list of these CIP codes can be found via the Web Edit System under the 'Reference Files' table.

Beginning academic year Fall 2010, ACHE will require implementation of new CIP 2010 codes for **all** data submissions as is required with IPEDS reporting.

Data Specifications: If a student has not declared a minor field of study, the code "000000" should be used in this field. Other CIPs will be reported as 990000.

Element Format: 999999

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: State Higher Education Commission, HEIAG

Source of Data: Provided by Institutions

Revision Date: October 2002, December 2008, January 2011

Reason for Revision: Implementation of new CIP 2010 codes in accordance to IPEDS reporting.

Comment [SJC50]: Sequence element 0035 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Financial Aid Status
Short Title: FINSTAT
Reference Number: ED220
Definition: A qualifier indicating whether the student receives financial aid which is reported to the reporting institution.
Coding Options: Y Student Receives Financial Aid
N Student Does Not Receive Financial Aid
Element Format: X
Element Type: LOGICAL
Application: Current Educational Activity
Requirement Designator: Essential
Source of Definition: HEIAG
Source of Data: Provided by Institutions

Comment [SJC51]: Sequence element 0036 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Residency Status
Short Title: RESSTAT
Reference Number: ED230
Definition: The residency classification of a student (at the time of current registration).
Coding Options:
Category Descriptions:
01 In-State
02 Out-of-State
99 Unknown/Not Reported
Element Format: 99
Element Type: Integer
Application: Current Educational Activity
Requirement Designator: Essential
Source of Definition: HEIAG
Source of Data: Provided by Institutions

Comment [SJC52]: Sequence element 0037 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Type of Tuition Paid
Short Title: TUITPD
Reference Number: ED240
Definition: The type of tuition paid by a student.

Coding Options: **Category Descriptions:**

- 01 In-State
- 02 Out-of-State
- 03 In-State-Other
- 04 Out-of-State Students paying In-State tuition rates as allowed under Section 16-64-4(b) of the State Code of Alabama
- 05 Flat-rate tuition
(*Independent colleges ONLY)
- 06 Consortium Rate
- 07 Distance Education Rate

Data Specifications:

- 03 The In-State Other category denotes Students who are classified as out-of-state in Residency Status Data Element but who pay In-State Tuition rates, unless they can be included in coding option 04. ACT 2013-423 allows additional exemptions for some out-of-state students to pay in-state tuition due to military reasons. ACT 2014-177 allows out-of-state participants under the Alabama G.I. Dependents' Scholarships to be assessed in-state tuition and fees.
- 04 Students allowed to pay in-state tuition rates as allowed under Section 16-64-4(b) of the State Code of Alabama. Section 16-64-4(b) of the State Code states that "The governing boards of each four-year public institution of higher education shall retain the power to extend resident tuition rates to students who reside in any county within 50 miles of a campus of the institution; provided, however, that campus must be in existence and operating as of January 1, 1996. For public two-year institutions, the State Board of Education, upon the recommendation of the Chancellor of the Department of Postsecondary Education, shall retain the power to extend resident tuition rates to

Type of Tuition Paid Data Element, continued:

students who reside in any county within 50 miles of a campus of the institution; provided, however, that campus must be in existence and operating as of January 1, 1996.”

- 05 The flat-rate tuition category denotes students who attend an Independent college and pays a flat-rate tuition.
- 06 ACT 2013-231 allows some out-of-state students to pay in-state tuition as a result of an interstate consortium. For example, SREB Academic Common Market.
- 07 ACT 2013-231 allows a distance education rate.

Element Format: 99

Element Type: Integer

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

Revision Date: June 1999; January 2011; December 2013; December 2014

Reason for Revision: Categories 06 and 07 were added due to the passage of ACT 2013-231. Additional verbiage was added to category 03 due to the passage of ACT 2014-177.

Comment [SJC53]: Sequence element 0038 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: County and State for Tuition Purposes

Short Title: COSTTU

Reference Number: ED250

Definition: An identification of the state and county, parish, borough or comparable unit (within a state) which is used to determine the type of tuition a student pays.

Data Specifications: A five digit Federal Information Processing Standards (FIPS) code should be used in this field. The first two numbers of the county code will be reported as the appropriate state code. For example: Escambia County, Florida would be reported as 12033. 12 is the code for Florida and 033 is the code for Escambia County. If either the state and/or county is unknown or not reported 99999 will be used. **The county code is required to be included only if Code 4 has been used on ED240 (Type of Tuition Paid).** For all other tuition types (01, 02, 03, 05, 06 and 07), the default value of '99999' MUST be used to report this element. A list of County codes and State Codes can be found via the Web Edit System under the 'Reference Files' button.

Element Format: 99999

Element Type: Integer

Application: Biographical & Demographic

Requirement Designator: Essential

Source of Definition: NCES

Source of Data: Provided by Institutions

Date Element Added: June 1999

Revision Date: January 2011; December 2013

Reason for Revision: Edit change to insure data integrity.

Comment [SJC54]: Sequence element 009 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title:	Source Institution for Graduate Students
Short Title:	SRCINST
Reference Number:	ED260
Definition:	An indication of the FICE code or ACT code of the undergraduate source institution for graduate students.
Data Specifications:	<p>The FICE code will be used in this field; however, ACT codes may be used if the FICE code is not available.</p> <p>A list of FICE codes and ACT College codes can be found via the Web Edit System under the 'Reference Files' button.</p> <p>The flag in the header record, HD090, indicates which code is being used in both Source Institution, ED260, and Transfer College, ST240, data elements. Use 'F' for FICE or 'A' for ACT codes.</p> <p>This data element, ED260, is for graduate students only. The student level, ED090, must be equal to codes 06, 07, 08, 09, 10, 13 or 97.</p> <p>For undergraduate students and graduate students where the source institution is unknown, 999999 will be used.</p>
Element Format:	999999
Element Type:	Integer
Application:	Student Source Survey
Requirement Designator:	Essential
Source of Definition:	HEIAG
Source of Data:	Provided by Institutions
Date Element Added:	October 2002
Revision Date:	October 2003, December 2008, January 2011
Reason for Revision:	Based on guidance from NCES for IPEDS reporting.

Element Title:	Entering Freshman Cohort Year
Short Title:	COHORT
Reference Number:	ST270
Definition:	Beginning with Fall 2003 Cohort, the year of the fall term in which a student is counted as a first-time degree seeking undergraduate student on IPEDS Fall Enrollment Survey at the reporting institution.
Data Specifications:	<p>Beginning with Fall 2003, a four-digit numeric code in the form of YYYY should be used in this field. Only report <i>new</i> cohorts (cohort year equals the reporting year) during the Fall term that the student was a first-time, degree-seeking undergraduate student. Include both Full-Time and Part-Time students. For example: the new cohorts for the fall term of academic year 2003-04 would be reported as 2003. If a student is not included in any first-time, degree-seeking undergraduate <u>Fall</u> cohort for the reporting year and reporting institution, a 9999 will be used to report this element.</p> <p>For all Spring and Summer terms, the default value of '9999' MUST be reported in this data field.</p> <p>Non-degree seeking students, STLEV '01', and High School students, STLEV '12' should NOT be part of a cohort, therefore, these students_ must be coded with 9999.</p> <p>For those students in a cohort prior to 2003, regardless of the term, a 9999 will be used.</p> <p>First-time degree seeking students in a Fall cohort cannot be a graduate level student. For example: ED090-STLEV cannot be 07, 08, 09, 10, 13, or 97).</p>
Element Format:	9999
Element Type:	Integer
Application:	Retention and graduation rates, Student Source Survey, Biographical and demographic
Requirement Designator:	Essential

Entering Freshman Cohort Year Data Element, continued:

Source of Definition: IPEDS
Source of Data: Provided by Institutions
Data Element Added: October 2003
Revision Date: December 2011; December 2013
Reason for Revision: Edit change to insure data integrity.

Comment [SJC55]: This sequence element was created August 2003 to help identify cohort year of students. Previously, there were coding problems when trying to identify cohort year for students who had been concurrently or dual enrolled during high school.

Element Title: Cumulative Grade Point Average

Short Title: CUMGPA

Reference Number: ED300

Definition: The cumulative grade point average that a student has earned through the reporting term at the current degree level at the reporting institution.

Data Specifications: When recording GPAs, an implied decimal point will exist between the first and second digits. A GPA of 3.50 would be recorded as '350'. A 4 point scale will be used. The reporting institution will convert all 3 point scale GPAs to 4 point scales before reporting information to ACHE. If information is unknown or not reported, a 999 will be used to report this element.

Element Format: 999

Element Type: Integer

Application: High School Report, Retention and Graduation Report

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

Date Element Added: June 1999

Element Title: Graduation Year
Short Title: GRADYR
Reference Number: GR060
Definition: The calendar year in which the student graduates.
Data Specifications: A four digit numeric code in the form of YYYY should be used in this field. The fall term for academic year 2008-09 would be reported with "2008" as the reporting year; spring, and summer terms would be reported with "2009" as the reporting year.
Element Format: 9999
Element Type: Integer
Application: Student Graduation
Requirement Designator: Essential
Source of Definition: State Higher Education Commission, HEIAG
Source of Data: Provided by Institutions

Comment [SJC56]: Sequence element 0051 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
May 2, 1997

Element Title: Term Degree/Award Conferred

Short Title: GRADTRM

Reference Number: GR070

Definition: The term the degree or award is conferred will be identified by two alpha characters (FA = fall semester; SP spring semester; SU = all summer terms.)

Data Specifications: The reporting term will be each regular, academic term within the academic year. Institutions on the semester system will report three terms per year (fall, spring, and summer). Short terms or "mini" terms will be reported with the term in which the institution usually reports them. For example, a three-month summer session plus one or two six-week terms would be reported together for the summer term.

Coding Options: FA Fall semester
 SP Spring semester
 SU Summer semester

Element Format: XX

Element Type: Character

Application: Student Graduation

Requirement Designator: Essential

Source of Definition: State Higher Education Commission, HEIAG

Source of Data: Provided by Institutions

Revision Date: December 2008

Comment [SJC57]: Sequence element 0052 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.
 May 2, 1997

Element Title:	Classification of Instructional Program (CIP) Code Degree/Award Conferred
Short Title:	DEGCIP
Reference Number:	GR080
Definition:	The Classification of Instructional Programs (CIP) Code that is applicable to the degree or award being reported. The six digit Classification of Instructional Program (CIP) codes (which define operating Postsecondary programs) will be used in this field.
Coding Options:	The U.S. Department of Education, National Center for Education (NCES) Statistics Classification of Instructional Program (CIP) codes are used to report this data element. Note: The CIP Code reported for this element must be a valid entry for the reporting institution in the Alabama Commission on Higher Education's Academic Program Inventory or a certificate recognized by ACHE. A list of CIP Codes, Program Inventory and Certificates programs can be found via the Web Edit System under the 'Reference Files' button. Beginning with Summer 2010 reporting cycle, (which include graduates for SU 2009 through SP 2010), ACHE will require implementation of new CIP 2010 codes for the completions data submissions based on guidance from NCES for IPEDS reporting.
Element Format:	999999
Element Type:	Integer
Application:	Student Graduation
Requirement Designator:	Essential
Source of Definition:	State Higher Education Commission, HEIAG
Source of Data:	Provided by Institutions
Revision Date:	June 1999, October 2002, December 2008; January 2011
Reason for Revision:	Implementation of new CIP 2010 codes in accordance to IPEDS reporting.

Element Title: Degree/Award Designation

Short Title: DEGDES

Reference Number: GR090

Definition: Each award (degree/diploma/certification/) conferred to a student will be reported by the institution making the award.

Data Specifications: It will be reported in the first graduation file submitted subsequent to posting the award to the institution's student data system. If more than one award from the reporting institution is posted for the student during the reporting term, each award (up to three awards) will be reported using the following codes:

Coding Options:

- 01 Awards of less than 1 academic year
- 02 Awards of at least 1 but less than 2 academic years
- 03 Associate's Degree
- 04 Awards of at least 2 but less than 4 academic years
- 05 Bachelor's Degree
- 06 Postbaccalaureate Certificates
- 07 Master's
- 08 Post-Master's Certificates
- 17 Doctoral Research
- 18 Doctoral Professional
- 19 Doctoral Other

Element Format: 99

Element Type: Integer

Application: Student Graduation

Requirement Designator: Essential

Source of Definition: SPEEDE/ExPRESS, HEIAG

Source of Data: Provided by Institutions

Revision Date: January 2011

Reason for Revision: Based on guidance from NCES for IPEDS reporting.

Comment [SJC58]: Sequence element 0054 was created May 1997. It was one of the elements required by Act 96-509. It is a Record Key for Student Migration, Graduation & Demographic Data.

May 2, 1997

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