

ALABAMA
STUDENT UNIT RECORD DATA SYSTEM

DATA ELEMENT DICTIONARY

October 6, 1998

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**ACHE DATA ELEMENT DICTIONARY
as of October 6, 1998**

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 will be found in Appendix A.

Element Format: 999999

Element Type: Integer

Application: All

Requirement Designator: Essential

Source of Definition: HEIAG

Source of Data: Provided by Institutions

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.

Element Format: 999999999

Element Type: Integer

Application: All
Requirement Designator: Essential
Source of Definition: NCES
Source of Data: Provided by Institutions

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.
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

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 1998-99 would be reported with "1998" as the reporting year; winter, spring, and summer terms would be reported with "1999" 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

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 quarter/semester; WI = winter quarter; SP = spring quarter/semester; SU = all summer terms.)

Data Specifications: 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.

Coding Options:

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

Element Format: XX

Element Type: Character
Application: All
Requirement Designator: Essential
Source of Definition: HEIAG
Source of Data: Provided by Institutions

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.
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

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.

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

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. 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

| | |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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: | <p>This should be a 25 digit field that identifies the first 25 letters of the students' last name.</p> <p>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</p> <p>If the student has no other last name, this field may be left blank.</p> |
| 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 |

| | |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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: | <p>Commas and periods should not appear in the other first name field.</p> <p>If the student has no other first name, this field may be left blank.</p> |
| 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

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.

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

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: | <table> <tr> <td>FA</td> <td>Fall quarter/semester</td> </tr> <tr> <td>WI</td> <td>Winter quarter</td> </tr> <tr> <td>SP</td> <td>Spring quarter/semester</td> </tr> <tr> <td>SU</td> <td>Summer quarter/semester</td> </tr> </table> | FA | Fall quarter/semester | WI | Winter quarter | SP | Spring quarter/semester | SU | Summer quarter/semester |
| 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

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

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 or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes for example: China, Japan, Korea, the Philippines, Samoa, India, 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.

- Coding Options:**
- 01 African American/Black, Non-Hispanic
 - 02 American Indian or Alaskan Native
 - 03 Asian or Pacific Islander
 - 04 Hispanic
 - 05 White, Non-Hispanic
 - 06 Non-Resident Alien
 - 07 Other (May include multi-racial designations)
 - 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

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

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. The list of country codes is provided in Appendix B. If the country is unknown or not reported a ZZ will be used.

Element Format: XX

Element Type: CHARACTER

Application: Biographical & Demographic

Requirement Designator: Essential

Source of Definition: NCES

Source of Data: Provided by Institutions

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: A list of state codes for use in this field is provided in Appendix C. If the state is unknown or not reported a ZZ will be used.

Element Format: XX

Element Type: CHARACTER

Application: Biographical & Demographic

Requirement Designator: Essential
Source of Definition: NCES
Source of Data: Provided by Institutions

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 (denoting counties in Alabama, Florida, Georgia, Mississippi, and Tennessee) should be used in this field. A list of county codes is included as Appendix D. 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.**

Element Format: 99999

Element Type: Integer

Application: Biographical & Demographic

Requirement Designator: Essential

Source of Definition: NCES

Source of Data: Provided by Institutions

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

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.**

Only to be used if no high school code is available

Coding Options

- 990001 Transfer student
- 990002 GED
- 990003 Non-resident alien
- 990004 Graduate/first professional 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.

Element Format:

999999

Element Type:

Integer

Application:

Previous Educational Experience

Requirement Designator:

Essential

Source of Definition:

Source of Data:

Provided by Institutions

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

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

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

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.

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

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 list of FICE codes may be found in Appendix A. 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.

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.

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

Element Type: Integer

Application: Previous Educational Experience

Requirement Designator: Essential

Source of Definition: SPEEDE/ExPRESS, TWG, HEIAG

Source of Data: Provided by Institutions

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

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

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

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
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: 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

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, 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

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 |
| 11 | First Professional student (law, medicine, etc.) |
| 12 | High school student (student concurrently enrolled in high school and the institution) |
| 13 | Unclassified graduate |
| 99 | Other |

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

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: Refer to the U.S. Department of Education, National Center for Education Statistics Classification of Instructional Program (CIP) codes in Appendix E.

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

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.

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

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, first-professional).

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.

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

| | |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Element Title: | Cumulative Credit Hours Earned |
| Short Title: | CUMCHE |
| Reference Number: | ED130 |
| Definition: | <p>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.</p> <p>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.</p> <p>Quarter hours are to be converted to semester hours. Quarter hours will be multiplied by .6667 in order to achieve this conversion</p> |
| Element Format: | 999999 |
| Element Type: | Integer |
| Application: | Current Educational Activity |
| Requirement Designator: | Essential |
| Source of Definition: | HEIAG |
| Source of Data: | Provided by Institutions |

| | |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Element Title: | Cumulative Credit Hours for Average |
| Short Title: | CUMCHAVG |
| Reference Number: | ED140 |
| Definition: | <p>The number of for-average semester credit hours attempted by the student through the previous term at the reporting institution. This field does not include pass-fail courses.</p> <p>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.</p> |

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

Element Title: Cumulative Quality Points for Average
Short Title: QPAVG
Reference Number: ED150
Definition: The number of for-average academic quality points attempted by the student through the previous 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.
Element Format: 999999
Element Type: Integer
Application: Current Educational Activity
Requirement Designator: Essential
Source of Definition: HEIAG
Source of Data: Provided by Institutions

Element Title: Remedial English Course Indicator

Short Title: REMENG

Reference Number: ED160

Definition: An indication that the student is 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

Element Title: Remedial Math Course Indicator

Short Title: REMMATH

Reference Number: ED170

Definition: An indication that the student is 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

Element Title: Current Legal State of Residence

Short Title: LEGRES

Reference Number: ED180

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

Data Specifications: A list of state codes for use in this field is provided in Appendix C. If the state is unknown or not reported a ZZ will be used.

Element Format: XX

Element Type: Character

Application: Current Educational Activity

Requirement Designator: Essential

Source of Definition: NCES, HEIAG

Source of Data: Provided by Institutions

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

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

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: Refer to the U.S. Department of Education, National Center for Education Statistics Classification of Instructional Program (CIP) codes in Appendix E.

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

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

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

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

Data Specifications:

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.

Element Format:

99

Element Type:

Integer

Application:

Current Educational Activity

Requirement Designator:

Essential

Source of Definition:

HEIAG

Source of Data:

Provided by Institutions

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 1998-99 would be reported with "1998" as the reporting year; winter, spring, and summer terms would be reported with "1999" 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

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 quarter/semester; WI = winter quarter; SP spring quarter/semester; SU = all summer terms.)

Data Specifications: 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.

Coding Options:

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

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: Refer to the U.S. Department of Education, National Center for Education Statistics Classification of Instructional Program (CIP) codes in Appendix E.

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.

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

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
- 09 Doctor's Degree
- 10 First-Professional
- 11 First-Professional Certificates

Element Format: 99

Element Type: Integer

Application: Student Graduation

Requirement Designator: Essential

Source of Definition: SPEEDE/ExPRESS, HEIAG

Source of Data: Provided by Institutions

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