

DICTIONARY OF DATA ELEMENTS

ELEMENT: ACT: Composite (Admissions Index)

DEFINITION: Overall score achieved on ACT exam.

CODES, CATEGORIES, AND COMMENTS: Composite ACT score, computed as the arithmetic average of the four ACT subtest scores.

ACT reports the composite score as a whole number. When this score is reported, make sure and enter two trailing zeroes. For example, code a score of 19 as 1900; code a computed score of 19.7 as 1970.

The reported ACT Composite Score must be based on a single administration of the test. If the ACT is taken more than once, report the maximum composite score, or whichever score is used for the admission decision. CCHE will not be able to derive the composite score from the subscores due to changes in reporting those fields effective with the summer/fall UAF for FY2003. The reported composite score will be used for various CCHE purposes, including calculation of the admissions index and the QIS predicted retention and graduation rates for selected institutions.

Beginning in October 1989, an enhanced ACT test was administered. While either version of the test may be used to determine the student's acceptance, indicate the version of the test from which the scores were taken in the ACT FLAG field.

MISSING VALUE: Blank, if unknown or unavailable

EDIT SPECS: Error if not blank and value is < 1 or > 36.
Error if blank and ACT subscores reported.
Error if blank and ACT flag not blank.
Warning if blank and SAT scores blank if eligible for freshman standards at four-year institution.

FORMAT: Numeric, 2 place integer plus 2 place decimal (99V99) (the decimal point is implied)

FILE: Undergraduate Applicant File

UPDATED: December 1989; became required reporting and separated from subscores, July 2002.

ELEMENT: ACT Flag

DEFINITION: Source of the reported ACT composite.

Deleted: Indicator

Deleted: test series

CODES, CATEGORIES, AND COMMENTS: In fall 1989, the ACT Testing service revised the tests that comprise the standard ACT test for undergraduates. This field is used to identify the source or test type (original vs. enhanced) of the ACT composite reported on the undergraduate applicant file.

Deleted: differentiate between the two tests series

- 1 - Test administered prior to October 1989, original ACT Assessment
- 2 - Test administered since October 1989, Enhanced ACT Assessment

MISSING VALUE: Blank, if no ACT composite score reported.

Deleted: t applicable (no

Deleted:)

EDIT SPECS: Error if value is < 1 or > 2.

Error if blank and ACT: composite not blank.

Deleted: , ACT: English, Act: Math, ACT: Science, ACT: Reading not blank

FORMAT: Numeric, 1 place integer

FILE: Undergraduate Applicant File

UPDATED: Replaced H.S. GPA—Academic variable with this field, with ACT Flag distinguishing between original and enhanced ACT, December 1989. Effective with the summer/fall 2002 UAF, refers to the ACT composite ONLY, not to the component scores (English, math, etc.), which may come from different test versions and/or administrations.

Deleted: ¶

ELEMENT: ACT: English (Assessment)

DEFINITION: Score achieved on ACT examination in English section that is used for assessment.

CODES, CATEGORIES, AND COMMENTS: Because institutions may report subscores from different test administrations, CCHE cannot derive a composite. Institutions, therefore, will need to report both a composite and all four subscores. **If the test is taken more than once, report whichever score is used for assessment.**

MISSING VALUE: Blank, if unknown or unavailable.

EDIT SPECS: Error if not blank and value < 1 or > 36; also, error if blank and any of ACT: Math (Assessment), ACT: Science, ACT: Reading (Assessment) or **ACT: Composite** are not blank.
Error if blank and Writing Assessment Indicator = '01'.

FORMAT: Numeric, 2 place integer

FILE: Undergraduate Applicant File

UPDATED: December 7, 1989; became required reporting and separated subscores from composite to allow for differing test administrations, July 1, 2002.

ELEMENT: ACT: Math (Assessment)

DEFINITION: Score achieved on ACT examination in mathematics section that is used for assessment.

CODES, CATEGORIES, AND COMMENTS: Because institutions may report subscores from different test administrations, CCHE cannot derive a composite. Institutions, therefore, will need to report both a composite and all four subscores. **If the test is taken more than once, report whichever score is used for assessment.**

MISSING VALUE: Blank, if unknown or unavailable.

EDIT SPECS: Error if not blank and value < 1 or > 36; also, error if blank and any of ACT: English (Assessment), ACT: Science, ACT: Reading (Assessment) or **ACT: Composite** are not blank. **Error if blank and Math Assessment Indicator = '01'.**

FORMAT: Numeric, 2 place integer

FILE: Undergraduate Applicant File

UPDATED: June 1991; became required reporting and separated subscores from composite to allow for differing test administrations, July 2002.

ELEMENT: ACT: Reading (Assessment)

DEFINITION: Score achieved on ACT examination in the reading comprehension section that is used for assessment.

CODES, CATEGORIES, AND COMMENTS: If the Enhanced ACT test was used (administered since October 1989), report the score of the Reading comprehension subtest in this field. If the original ACT test version was administered, record the score of the Social Science subtest.

Because institutions may report subscores from different test administrations, CCHE cannot derive a composite. Institutions, therefore, will need to report both a composite and all four subscores. **If the test is taken more than once, report whichever score is used for assessment.**

MISSING VALUE: Blank, if unknown or unavailable.

EDIT SPECS: Error if not blank and value < 1 or > 36; also, error if blank and any of ACT: English (Assessment), ACT: Math (Assessment), ACT: Science or **ACT: Composite** are not blank.
Error if blank and Reading Assessment Indicator = '01'.

FORMAT: Numeric, 2 place integer

FILE: Undergraduate Applicant File

UPDATED: December 1989; June 1991; became required reporting and separated subscores from composite to allow for differing test administrations, July 2002.

ELEMENT: ACT: Science

DEFINITION: Score achieved on ACT examination in the science section.

CODES, CATEGORIES, AND COMMENTS: If the Enhanced ACT test was used (administered since October 1989), report the score of the Science subtest in this field. If the original ACT test version was administered, record the score of the Natural Science subtest.

Because institutions may report subscores from different test administrations, CCHE cannot derive a composite. Institutions, therefore, will need to report both a composite and all four subtest scores.

MISSING VALUE: Blank, if unknown or unavailable.

EDIT SPECS: Error if not blank and value < 1 or > 36; also, error if blank and any of ACT: English (Assessment), ACT: Math (Assessment), or ACT: Reading (Assessment) or ACT: Composite are not blank.

FORMAT: Numeric, 2 place integer

FILE: Undergraduate Applicant File

UPDATED: December 1989; became required reporting and separated subscores from composite to allow for differing test administrations, July 2002.

ELEMENT: Admission Status

DEFINITION: For four-year institutions, the Undergraduate Applicant File collects data about all undergraduate applicants (i.e., first-time or transfer) to an institution, as well as students for whom assessment activity must be reported. **If the student is an applicant, this field indicates his/her final status:** (1) applied but not accepted; (2) accepted but not enrolled after census date; (3) enrolled and did not withdraw before census date. Neither readmit or continuing students are to be reported on the Undergraduate Applicant File **unless** the student is being reported for assessment purposes only.

For four-year institutions, three other fields are used to further define the admission status of the applicant:

~~Program Type Indicator—indicates if student applied as a two-year program student (only applies to ASC and Mesa), as a vocational program student (only applies to Mesa), as a four-year program student, or if student fits into one of the exemption categories: a high school concurrent student, summer only student.~~

Degree Level—indicates level of program student is pursuing. Two-year program student only applies to ASC and Mesa; vocational program student only applies to Mesa.

Registration—indicates if student is a first-time; ~~first time, other~~; or transfer student. Note: ~~Neither readmit or~~ Continuing students are not to be reported on the Undergraduate Applicant File **unless** the student is being reported for assessment purposes only.

Student Level—indicates if student is a degree-seeking undergraduate, a non-degree-seeking undergraduate, or a special undergraduate student without a bachelor's degree. No other student levels are to be reported on the Undergraduate Applicant File.

Two-year colleges' UAF reporting is limited to all students who have been assessed by the institution and, therefore, only codes 3, 8, or 9 should be used.

CODES, CATEGORIES, AND COMMENTS:

- 1 - applicant, a first-time student who has formally requested admission to an institution, but has not been accepted. Code not applicable to two-year institutions.
- 2 - accepted, a first-time student who has been notified that he/she has been approved for enrollment to an institution, but has not enrolled. Code not applicable to two-year institutions.
- 3 - enrolled, a student who has registered at the institution at which he/she was accepted and who is still enrolled after census date. Newly enrolled students who are assessed should be reported with this code.
- 8 - assessed student, but not enrolled at institution
- 9 - assessed student, enrolled at institution as a continuing or readmitted student (e.g., non-degree-seeking to degree-seeking status).

Note: If an institution's assessment requirement is more stringent than CCHE's (e.g., requiring assessment of certificate-seekers), institutions should report the assessment and its related fields.

MISSING VALUE: Does not apply, must be completed.

EDIT SPECS: Error if value < 1 or > 3 except for 8 or 9.
Two-year institutions use codes 3, 8 or 9 only.

FORMAT: Numeric, 1 place integer

FILE: Undergraduate Applicant File

UPDATED: December 1989; added codes 8 and 9, FY2002

~~ELEMENT:~~ Colorado Guaranteed Admission (DELETED)

~~DEFINITION:~~ Indicates whether student participated in the CCHE performance-based high school pilot project.

~~CODES, CATEGORIES, AND COMMENTS:~~ If the reporting institution does not participate, leave this field blank.

~~Blank =~~ No

~~1 =~~ applicants who participate in CCHE's performance-based high school pilot project. This three-year project (1996-1999) involved the following institutions for these years:

~~1996-97 =~~ ASC, CSU, FLC, MESA, METRO, UCD, UNC, USC, WSC

~~1997-98 =~~

~~1998-99 =~~

~~MISSING DATA:~~ Blank

~~EDIT SPECS:~~ Error if not blank for non-participating institutions.
Warning if not blank or '1' in 1996-99 for participating institutions.
All invalid characters replaced by blanks.

~~FORMAT:~~ Numeric, 1 place integer

~~FILE:~~ Undergraduate Applicant File

~~UPDATED:~~ June 4, 1996

ELEMENT: County (at time of application)

DEFINITION: Code reported in the UAF that identifies the Colorado county for student in one of the following categories:

- 1) applicant, not enrolled, at four-year institution—report county applicant resided in at the time of application to the institution;
- 2) applicant, enrolled, at four-year institution—report county applicant resided in at time of application, if available, or for the first term of enrollment;
- 3) enrolled and/or assessed students reported in two-year institution UAF—report county student resided in at time of most recent application, if available, or for the first term of enrollment.

Code reported in the Enrollment File identifies the Colorado county in which a student resided during the first term and will be used to identify county in which a student resided for the first enrolled term after admission to the institution for first time freshmen and transfer students when not available in UAF.

CODES, CATEGORIES, AND COMMENTS: Mandatory for first-time freshmen or transfer students. This data element is normally available only for in-state students. Some out-of-state students, however, may have Colorado permanent addresses, and in those cases, report the appropriate county code when possible. Otherwise use the out of state or out of country code as appropriate. Can be determined from the zip code of student's permanent address, if not able to be determined directly. When reporting UAF, county required for students with registration status of first-time freshmen or transfer and admission status of applicant, accepted, or assessed/enrolled (see matrix below).

Code	County	Code	County	Code	County
001	Adams	043	Fremont	087	Morgan
003	Alamosa	045	Garfield	089	Otero
005	Arapahoe	047	Gilpin	091	Ouray
007	Archuleta	049	Grand	093	Park
009	Baca	051	Gunnison	095	Phillips
011	Bent	053	Hindsdale	097	Pitkin
013	Boulder	055	Huerfano	099	Prowers
014	Broomfield	057	Jackson	101	Pueblo
015	Chaffee	059	Jefferson	103	Rio Blanco
017	Cheyenne	061	Kiowa	105	Rio Grande
019	Clear Creek	063	Kit Carson	107	Routt
021	Conejos	065	Lake	109	Saguache
023	Costilla	067	La Plata	111	San Juan
025	Crowley	069	Larimer	113	San Miguel
027	Custer	071	Las Animas	115	Sedgwick
029	Delta	073	Lincoln	117	Summit
031	Denver	075	Logan	119	Teller
033	Dolores	077	Mesa	121	Washington
035	Douglas	079	Mineral	123	Weld
037	Eagle	081	Moffat	125	Yuma
039	Elbert	083	Montezuma	998	Out of Country
041	El Paso	085	Montrose	999	Out of State

MISSING VALUE: Blank, if unknown or unavailable except if registration status is first-time freshmen or transfer; students residing out-of-state should be reported as 999, not blank.

EDIT SPECS: Error if value not blank and not a valid code listed above.
Error if blank for first-time freshmen and transfer students.

FORMAT: Numeric, 3 place integer

FILE: Student Enrollment, Undergraduate Applicant File

UPDATED: October 1985; Broomfield County added November 2001

Registration Status	Admission Status				
	1 – Applicant	2 – Accepted	3 – Enrolled	8 – Assessed Only	9 – Assessed/ Enrolled
1 – First-time	R	R	R	N	Not Applicable
3 – Transfer	R	R	R	N	Not Applicable
5 – Continuing	Not Applicable	Not Applicable	Not Applicable	N	N
6 – Study Abroad	Not Applicable	Not Applicable	N	N	N
7 – High School Concurrent	Not Applicable	Not Applicable	N	N	N
9 – Summer Only	N	N	N	N	N

R	Required, blank not acceptable
N	Not required, blank acceptable

ELEMENT: Credit Hours—English as a Second Language

DEFINITION: The number of Academic Skills credit hours in English as a Second Language classes **attempted** by this student this term at this institution, for state or cash- funding. Because fractional credits may be reported, space is allotted for one decimal position. If no decimal value is reported, enter a trailing zero. The hours reported here are a subset of credit hours reported in CREDIT HOURS - R.I. or CREDIT HOURS - ESP or CREDIT HOURS - OTHER. Leave blank if no credit hours or if institution elects not to report ESL hours.

MISSING VALUE: Blank if no credits or unavailable

EDIT SPECS: Error if < 0 or > 30. Warning if > 21.

FORMAT: Numeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)

FILE: Student Enrollment

UPDATED: Implemented, FY2002

ELEMENT: Credit Hours—ESP

DEFINITION: The total academic credits **attempted** by the student during the report period through the Extended Studies Program.

CODES, CATEGORIES, AND COMMENTS: Report remedial credit hours here for those institutions that deliver remedial courses as cash-funded (i.e., cannot claim state funding). MSCD and UCD cannot deliver remedial as cash- or state-funded.

Since some institutions compute fractional credits, space is allotted for one decimal position. Round to the nearest decimal value if necessary. If no decimal value is reported, enter a trailing zero. For example, code 12 credit hours as 120; code 1.5 credit hours as 015.

Refer to Section 4 Part C of the Colorado Commission on Higher Education Manual of Policies and Procedures: Statewide Extended Studies Program for definition.

Students reported in the IPEDS Graduation Rate Survey and CCHE's Quality Indicator System cohorts must meet three criteria: be reported as first-time in fall, full-time in fall, and a degree-seeking undergraduate in fall.

- First-time is based on the Registration Status field and requires a code of 1.
- Full-time classification is derived from the sum of three credit hour fields (resident instruction + ESP + other); vocational hours are included in RI or other credit hours). The total must be at least 12 credit hours.
- The degree-seeking undergraduate criterion is based on the Student Level field and requires a student be reported with one of codes 11, 12, 13, 14, or 15, with 12-15 acknowledging college credit earned for work done during high school through concurrent enrollment and/or AP/IB.

MISSING VALUE: Blank, if no credits

EDIT SPECS: Error if not blank and < 0 or > 30
Warning if > 21.

FORMAT: Numeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)

FILE: Student Enrollment

UPDATED: June 1991

ELEMENT: Credit Hours—Other

DEFINITION: The total academic credits **attempted** by the student during the report period through programs which were not eligible to be reported as resident instruction according to ~~Section 5 Part B of the Colorado Commission on Higher Education Manual of Policies and Procedures: Policy for Reporting Full-Time Equivalent Student Enrollment~~ FTE Reporting Guidelines and Procedures nor were Extended Studies Programs.

CODES, CATEGORIES, AND COMMENTS: Since some institutions compute fractional credits, space is allotted for one decimal position. Round to the nearest decimal value if necessary. If no decimal value is reported, enter a trailing zero. For example, code 12 credit hours as 120; code 1.5 credit hours as 015.

Examples:

- Avocational courses
- Limited enrollment (closed) courses
- Sponsored courses
- ~~Type C instructional activities (No longer applicable)~~
- Tutorial
- Tuition Waivers

MISSING VALUE: Blank, if no credits

EDIT SPECS: Error if not blank and < 0 or > 30
Warning if > 21.

FORMAT: Numeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)

FILE: Student Enrollment

UPDATED: June 1991; deleted reference to Type C instruction, July 2002

ELEMENT: Credit Hours Attempted--Postsecondary Enrollment Options (Two-year Institutions Only)

DEFINITION: The number of credit hours **attempted** by the student under a signed PSEO agreement. (C.R.S. 22-35-102-107). Students who have completed more than two years but less than four years of high school who are **enrolled** in a course or courses offered by state institutions of higher education. These are the course hours indicated in the original signed PSEO agreement. Students are usually limited to two courses per semester and may not take basic skills courses under PSEO.

CODES, CATEGORIES, AND COMMENTS: Although the statutory description of the PSEO agreement requires institutions to report the PSEO **credit hours passed**, providing attempted hours provides valuable information on original contract hours. PSEO students must be reported as non-degree-seeking in the student level field. The credit hours in this category must be reported **ALSO** in CREDIT HOURS-RI, since the intent of this category is to further describe the student course load.

Because fractional credits may be reported, space is allotted for one decimal position. If no decimal value is reported, enter a trailing zero. The hours reported here are a subset of credit hours reported in CREDIT HOURS - RI. Leave blank if no credit hours through PSEO.

Examples: 1 credit hour = 010
7.5 credit hours = 075
0.5 credit hours = 005

If student enrolled in PSEO, high school code must be reported.

MISSING DATA: Blank if no PSEO credit hours—attempted

EDIT SPECS: Error if blank and no high school code reported.
Error if Cr Hrs—RI < Credit Hours Attempted—PSEO.
Year of high school graduation must be blank.
Program type must be 5.
Registration status must be 7.
Student level must be non-degree-seeking.
Two-year Institutions: Credit hours attempted—PSEO cannot be less than Credit Hours Passed—PSEO.

FORMAT: Numeric, 3 place integer, 1 place decimal (99V9) (the decimal point is implied)

FILE: Student Enrollment File

UPDATED: Implemented at request of two-year institutions, July 2003.

ELEMENT: Credit Hours Passed--Postsecondary Enrollment Options

DEFINITION: The number of credit hours **passed** (with a C- or higher) by the student under a signed PSEO agreement. (C.R.S. 22-35-102-107). Eligible students for PSEO have completed more than two years but less than four years of high school and are enrolled in a course or courses offered by state institutions of higher education. School district agrees to reimburse the tuition for students who successfully pass the college courses in which they have enrolled.

CODES, CATEGORIES, AND COMMENTS: Due to the statutory description of the PSEO agreement (see above paragraph), report the PSEO **credit hours passed and not the attempted hours**. A student must pass the course with a grade of C- or higher to meet the PSEO requirement. To be claimed for general fund support, students must meet the criteria specified in the 2002 CCHE FTE Reporting Guidelines section on Postsecondary Enrollment Options. **PSEO students must be reported as non-degree-seeking in the student level field.**

If a student is enrolled in PSEO, high school code must be reported.

PSEO is RI only. If a student is not claimed for state support because the high school denies the application or the student wishes to enroll in a non-eligible course (e.g. a student enrolled in remedial math), s/he is NOT PSEO by statutory definition but is high school concurrent. **If a PSEO student enrolls in a resident instruction course but not for PSEO reimbursement, the hours should be reported in Credit Hours—R.I.** **If a PSEO student enrolls in a cash-funded course, the cash-funded hours are reported in the Credit Hours—ESP category.** In the community college role and mission, it states that community colleges serve students 17 and older who are NOT enrolled in high school. The community colleges can enroll a 14 year- old or older high schooler but for cash only.

Legislation stipulates that a district usually pay tuition for up to two courses a semester for students who have the ability to benefit. The district may choose to pay for additional courses, and these courses are also eligible for state support. If a district does not approve an application, however, all courses for that PSEO applicant should be reported as cash-funded.

Because fractional credits may be reported, space is allotted for one decimal position. If no decimal value is reported, enter a trailing zero. **The hours reported here are a subset of credit hours reported in Credit Hours - RI.** Leave blank if no credit hours through PSEO.

Examples: 1 credit hour = 010
7.5 credit hours = 075
0.5 credit hours = 005

MISSING DATA: Blank if student not enrolled in PSEO

EDIT SPECS: Error if no high school code reported.
Edit if Credit Hours Passed-PSEO are greater than 0 and Credit Hours-R.I. = 0.
Edit if Cr Hrs—RI < PSEO hours.
Year of high school graduation must be blank.
Program type must be 5.
Registration status must be 7.
Student level must be non-degree-seeking.

FORMAT: Numeric, 3 place integer, 1 place decimal (99V9) (the decimal point is implied)

FILE: Student Enrollment File

UPDATED: Implemented, July 2002, replacing “High School—Postsecondary Options” field.

ELEMENT: Credit Hours—Remedial Mathematics

DEFINITION: The number of remedial mathematics credit hours **attempted** by this student this term at this institution, for cash or state funding.

CODES, CATEGORIES, AND COMMENTS: Because fractional credits may be reported, space is allotted for one decimal position. If no decimal value is reported, enter a trailing zero. The hours reported here are a subset of credit hours reported in CREDIT HOURS - R.I. or CREDIT HOURS - ESP or CREDIT HOURS - OTHER.

If credit hours are not assigned to the remedial activity or the credit hour value cannot be calculated for instruction delivered as tutorial, self-paced, or vestibule lab, enter one credit hour here.

Note: The hours reported in this field will not be used to impute FTE enrollments in mathematics.

Examples: 1 credit hour = 010
1.5 credit hours = 015
0.5 credit hours = 005

MISSING VALUE: Blank if no credits

EDIT SPECS: Error if < 0 or > 30. Warning if > 21.

FORMAT: Numeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)

FILE: Student Enrollment

UPDATED: Implemented, FY2002

ELEMENT: Credit Hours—Remedial Reading

DEFINITION: The number of remedial reading credit hours **attempted** by this student this term at this institution, for cash or state funding.

CODES, CATEGORIES, AND COMMENTS: Because fractional credits may be reported, space is allotted for one decimal position. If no decimal value is reported, enter a trailing zero. The hours reported here are a subset of credit hours reported in CREDIT HOURS - R.I. or CREDIT HOURS - ESP or CREDIT HOURS - OTHER.

If credit hours are not assigned to the remedial activity or the credit hour value can not be calculated for instruction delivered as tutorial, self-paced, or vestibule lab, enter one credit hour here.

Note: The hours reported in this field will not be used to impute FTE enrollments in reading.

Examples: 1 credit hour = 010
1.5 credit hours = 015
0.5 credit hours = 005

MISSING VALUE: Blank if no credits

EDIT SPECS: Error if < 0 or > 30.
Warning if > 21.

FORMAT: Numeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)

FILE: Student Enrollment

UPDATED: Implemented, FY2002

ELEMENT: Credit Hours—Remedial Writing

DEFINITION: The number of remedial writing credit hours **attempted** by this student this term at this institution, for cash or state funding.

CODES, CATEGORIES, AND COMMENTS: Because fractional credits may be reported, space is allotted for one decimal position. If no decimal value is reported, enter a trailing zero. The hours reported here are a subset of credit hours reported in CREDIT HOURS - R.I. or CREDIT HOURS - ESP or CREDIT HOURS - OTHER.

If credit hours are not assigned to the remedial activity or the credit hour value can not be calculated for instruction delivered as tutorial, self-paced, or vestibule lab, enter one credit hour here.

Note: The hours reported in this field will not be used to impute FTE enrollments in writing.

Examples: 1 credit hour = 010
1.5 credit hours = 015
0.5 credit hours = 005

MISSING VALUE: Blank if no credits

EDIT SPECS: Error if < 0 or > 30.
Warning if > 21.

FORMAT: Numeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)

FILE: Student Enrollment

UPDATED: Implemented, FY2002

ELEMENT: Credit Hours - R.I.

DEFINITION: The total credits **attempted** by the student during the reporting period eligible to be reported as resident instruction according to the Policy for Reporting Full-Time Equivalent Student Enrollment.

CODES, CATEGORIES, AND COMMENTS: Credits attempted via interinstitutional enrollments may be included. State-funded credit hours excludes credits attempted by academic exemption tests (e.g. CLEP) accrued by exemption or other transcribed academic credit (e.g., AP; CLEP; prior learning).

Since some institutions compute fractional credits, space is allotted for one decimal position. Round to the nearest decimal value if necessary. If no decimal value is reported, enter a trailing zero. For example, code 12 credit hours as 120; code 1.5 credit hours as 015.

All student credit hours reported during any report period in a single academic year must use a single basis, either quarter or semester. Only UCHSC may concurrently offer courses with quarter credit hours while others are semester credit hours but UCHSC must convert all hours to the equivalent semester hours.

Students reported in the IPEDS Graduation Rate Survey and CCHE's Quality Indicator System cohorts must meet three criteria: be reported as first-time in fall, full-time in fall, and a degree-seeking undergraduate in fall.

- First-time is based on the Registration Status field and requires a code of 1.
- Full-time classification is derived from the sum of three credit hour fields (resident instruction + ESP + other); vocational hours are included in RI or other credit hours). The total must be at least 12 credit hours.
- The degree-seeking undergraduate criterion is based on the Student Level field and requires a student be reported with one of codes 11, 12, 13, 14, or 15, with 12-15 acknowledging college credit earned for work done during high school through concurrent enrollment and/or AP/IB.

MISSING VALUE: Blank if no credits

EDIT SPECS: Error if < 0 or > 30.
Warning if > 21.

FORMAT: Numeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)

FILE: Student Enrollment

UPDATED: December 1989

ELEMENT: Credit Hours - Vocational

DEFINITION: The total credits **attempted** by the student during the reporting period in vocational courses.

CODES, CATEGORIES, AND COMMENTS: The credit hours in this category must also be reported in CREDIT HOURS-R.I. or CREDIT HOURS-OTHER since the intent of this category is to further describe the student course load. TOTAL CREDIT HOURS is calculated by adding CREDIT HOURS-R.I., CREDIT HOURS-ESP, and CREDIT HOURS-OTHER.

The only institutions eligible to report Credit Hours in this category are:

Community Colleges
Local District Colleges
Mesa State College

Since some institutions compute fractional credits, space is allotted for one decimal position. Round to the nearest decimal value if necessary. If no decimal value is reported, enter a trailing zero. For example, code 12 credit hours as 120; code 1.5 credit hours as 015.

MISSING VALUE: Blank if no credits

EDIT SPECS: Error if < 0 or > 30.
Error if not blank and non-vocational authorized institution
Error if > CREDIT HOURS-R.I.
Warning if > 21.

FORMAT: Numeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)

FILE: Student Enrollment

UPDATED: Added field in response to SBCCOES, with reports from community and local district colleges and Mesa State College, December 1989

ELEMENT: Cumulative Credit Hours

DEFINITION: The total college-level credit hours **completed** by the student and counted toward a degree or certificate, computed at the end of the reported term.

- Includes advanced placement credits
- Includes transfer hours
- Excludes remedial credit hours.

CODES, CATEGORIES, AND COMMENTS: The cumulative credit hours reported should correspond to the student level at the end of the term. This student level is the one that the student would be eligible for in the following term of enrollment.

Note: This data element is being collected to get a close ESTIMATE of the number of total credit hours accumulated by the student. Because of different institutional policies regarding incomplete, transfer evaluations, and failures, it is understood that this number will not always be absolutely accurate.

Since some institutions compute fractional credits, space is allotted for one decimal position. Round to the nearest decimal value if necessary. If no decimal value is reported, enter a trailing zero. For example, code 12 credit hours as 0120; code 7.5 credit hours as 0075.

All student credit hours reported during any report period in a single academic year must use a single basis, either quarter or semester. Only UCHSC may concurrently offer courses with quarter credit hours while others are semester credit hours but UCHSC must convert all hours to the equivalent semester hours.

MISSING VALUE: Blank if no credits

EDIT SPECS: Error if <0
Error if student level = 12 and cumulative **semester** credit hours <30;
Error if student level = 13 and cumulative **semester** credit hours <60;
Error if student level = 14 and cumulative **semester** credit hours <90;
Error if student level = 12 and cumulative **quarter** credit hours <45;
Error if student level = 13 and cumulative **quarter** credit hours <90;
Error if student level = 14 and cumulative **quarter** credit hours <135
Warning if credit hours exceeds 150% of degree level (i.e., 181+ credit hours for baccalaureate, 91+ credit hours for certificate or associate)

FORMAT: Numeric, 3 place integer, 1 place decimal (999V9) (the decimal point is implied)

FILE: Student Enrollment, Teacher Education

UPDATED: Added cumulative credit hour range verification with student level, June 1996.

ELEMENT: Cumulative GPA

DEFINITION: Cumulative grade point average (GPA) at the reporting institution, computed at the end of the reported term from all college-level courses completed to which a grade is assigned since enrolling at the institution at the current level (i.e., undergraduate, graduates, first professional). Based on a four-point system.

CODES, CATEGORIES, AND COMMENTS: The grade point average should be reported on a four-point scale where the highest score equals 4 and 0 is the lowest.

If the institutional grading system is on a different scale, convert grades as indicated on H.S. GPA - Transcript page. If the institution uses a weighted grading system for Advanced Placement courses and the student achieves a GPA greater than 4 in a four-point scale, report only the maximum value of "4.000". Report three decimal positions as shown in the format.

Convert grade point averages that were not reported on a four-point scale to a scale equivalent to:

- 4 - A
- 3 - B
- 2 - C
- 1 - D
- 0 - F

with 4.00 the highest possible GPA and 0.0 the lowest. To convert a GPA:

<u>GRADE SCALE</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
Divide by	0.75	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75	3.00

Conversions for a GPA based on a scaling system other than above are left to the discretion of each admission office. The only requirement is that the institution converts the grades to a four point system in a consistent manner. If no conversion is possible, leave blank.

MISSING VALUE: Blank, if unknown; for Teacher Education File, blank acceptable only if Teacher Education Program Status = 1, 2, or 5.

EDIT SPECS: Error if < 0 or > 4.000
Warning if field is 0.

FORMAT: Numeric, 1 place integer plus 3 place decimal (9V999) (the decimal point is implied)

FILE: Student Enrollment; Teacher Education

UPDATED: Required missing GPA to be a blank, not zero, March 1998; added provision for Teacher Education File, July 2002

ELEMENT TITLE: Date of Birth

DEFINITION: The date of birth as designated on the individual's legal birth registration or certificate.

CODES, CATEGORIES, AND COMMENTS:

YYYYMMDD YYYY = four-digit year of birth
 MM = two-digit month of birth
 DD = two-digit day of birth

This field is used to compute a student's age.

The Commission computes a student's age for students enrolled in the summer and fall terms as of September 15, and for those enrolled in the winter and spring terms as of February 15. If the student is born on either September 15 or February 15, age is determined by subtracting the year of birth from the report year. Any birth dates before the 15th are calculated by subtracting the year of birth from the report year. Any birth dates after the 15th are calculated by subtracting the year of birth from the report year and then subtracting 1 from that difference.

MISSING VALUE: Blank, if unknown.

EDIT SPECS: Error if computed age is negative or if >110
Warning if computed age is < 14 or > 90.

FORMAT: Numeric, 8 place integer

FILE: All

UPDATED: Expanded to four-digit format, year 2000 file conversions, September 1998.

~~ELEMENT:~~ Date of Last Attendance **(DELETED)**

~~DEFINITION:~~ The year and month in which a student was last officially enrolled at a postsecondary institution.

~~CODES, CATEGORIES, AND COMMENTS:~~ This field is relevant only for transfer students. For analytical purposes, previous enrollment will usually be classified into 3 or 4 main categories. Report either the month of last registration or the month of the last grade report. The resulting analysis will be essentially the same. Report blanks for unknown.

~~EXAMPLE:~~

Months Term	Code for Month Portion of Field
09 - 12	Fall enrollment 12
01 - 05	Winter or spring enrollment 05
06 - 08	Summer enrollment 08

~~MISSING VALUE:~~ Blank, if unknown or unavailable.

~~EDIT SPECS:~~ The field will be divided into the year (first four digits) and month (last two digits) for the edit.

~~Error if MM < 1, or if MM > 12~~

~~Error if YYYY < 0, or if YYYY > current year~~

~~Warning if YYYY < 1955~~

~~FORMAT:~~ Numeric, YYYYMM format, 6 place integer

~~FILE:~~ Undergraduate Applicant File (not required for two-year institutions)

~~UPDATED:~~ Expanded to four digit format, year 2000 file conversions.

ELEMENT: Degree Level

DEFINITION: Degree File—The level of degree/diploma/certificate conferred by the institution upon the student for the successful completion of a program.

Enrollment and Undergraduate Applicant Files—The level of degree/diploma/certificate/formal award sought by the student for the successful completion of a program.

CODES, CATEGORIES, AND COMMENTS: (See Glossary below for description of each category.)

Certificates—

- 01 - Certificate (less than 1 year)
- 02 - Certificate (at least 1 but less than 2 years)
- 03 - Certificate (at least 2 but less than 4 years)
- 05 - Post-Master's Certificate (Regis Univ only)

Degrees—

- 11 - Associate of Applied Science
- 12 - Associate of General Studies
- 13 - Associate Degree (AA or AS)
- 21 - Bachelor's Degree
- 31 - Master's Degree
- 33 - Specialist Degree
- 41 - First-Professional Degree
- 51 - Doctoral Degree

If a student receives two awards for completing two programs in two totally independent courses of study, report both completions by submitting two records for the student with each program coded in its appropriate category.

Enrollment File: Leave field blank for non-degree-seeking students, including those pursuing only teacher licensure.

MISSING VALUE: Unacceptable for Degree File; acceptable in Enrollment and Undergraduate Applicant Files if non-degree-seeking student.

EDIT SPECS: Error if value not in student level/degree level table for appropriate file.
Error if for a degree/certificate level not authorized for an approved program.

FORMAT: Alphanumeric

FILE: Degree; Enrollment; Undergraduate Applicant

UPDATED: December 1989; December 1991; added field to Enrollment and Undergraduate Applicant Files, added code 33, and deleted code 04, July 2002.

Glossary:

Certificates (less than 1 year). Requires the completion of a program that would be completed in less than 1 academic year (2 semesters or 3 quarters) or less than 900 contact hours by a student enrolled full-time.

Certificate (at least one but less than two academic years work). Requires completion of an organized program of study at the postsecondary level of instruction at least one but less than two full-time equivalent academic years, or designed for completion at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

Element: Degree Level (continued)
Glossary (continued)

Certificates (at least two but less than four academic years). Requires completion of an organized program of study at the postsecondary level in at least two but less than four full-time equivalent academic years; or designed for completion in at least 60 but less than 120 credit hours, or at least 1,800 but less than 3,600 contact hours.

Post-Master's Certificate. Requires completion of an organized program of study beyond the master's degree, but does not meet the requirements of academic degrees at the doctoral level.

Associate's Degree. Normally requires at least 2 but less than 4 years of full-time equivalent college work.

Bachelor's Degree. Normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a Cooperative or Work-Study Plan or Program. Also include bachelor's degrees in which the normal 4 years of work is completed in 3 years.

Master's Degree. Requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. Report Education specialist (6-year award) in the Post Master's certificate column.

Specialist Degree. Requires completion of an advanced professional degree, usually intermediate between the master's degree and the doctorate, typically awarded in the field of education (i.e., Education Specialist (Ed.S.)).

First-Professional Degree. Requires completion of a program that meets all three of the following: (1) Completion of the academic requirements to begin practice in the profession; (2) At least 2 years of college work prior to entrance to the program; and (3) A total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. The following 10 fields are recognized as awarding first-professional:

Chiropractic (D.C.)	Pharmacy (Pharm.D.)
Dentistry (D.D.S. or D.M.D.)	Podiatry (Pod.D. or D.P.)
Medicine (M.D.)	Veterinary Medicine (D.V.M.)
Optometry (O.D.)	Law (L.L.B. or J.D.)
Osteopathic Medicine (D.O.)	Theology (M.Div. or M.H.L.)

Doctoral Degree. Requires work at the graduate level that terminates in a doctoral degree. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field.

ELEMENT: Degree Prior to Transfer

DEFINITION: The highest degree/certificate/recognition achieved at the postsecondary institution in which a student was previously enrolled.

CODES, CATEGORIES, AND COMMENTS: This field applies only to transfer students.

- 0 - None
- 1 - Certificate, less than 1 year
- 2 - Certificate, at least 1 year but less than 2 years
- 3 - Certificate, at least 2 years but less than 4 years
- 4 - Associate of Applied Science
- 5 - Associate degree, all Associate degrees except Applied Science
- 6 - Bachelor's Degree
- 7 - Master's Degree
- 8 - First-Professional Degree
- 9 - Doctoral Degree program

MISSING VALUE: Blank, if unknown or unavailable.

EDIT SPECS: Error if contains a value > 9 and < 0

FORMAT: Numeric, 1 place integer

FILE: Teacher Education; Undergraduate Applicant File (not required for two-year institutions)

UPDATED: July 1, 1988

ELEMENT: Delivery Site **(DELETED)**

DEFINITION: ~~The primary place where the student receives instruction~~

~~CODES, CATEGORIES, AND COMMENTS:~~

- ~~1 — On Campus~~
- ~~2 — Off Campus — Cash Funded~~
- ~~3 — Off Campus — CCHE Funded~~
- ~~4 — Exclusively via Alternative Delivery Site~~

~~On Campus — Instruction is given within the campus boundaries or designated rental facility.~~

~~Off Campus — Cash funded instruction is given at a site other than the campus (Cash Funded) facilities (e.g. corporate site, neighboring high school).~~

~~Off Campus — Delivery site for Off Campus State Funded Programs. (CCHE Funded)~~

~~Alternative — Instruction delivered via alternative delivery methods as defined in Delivery Site — CCHE FTE Policy.~~

~~If a student receives instruction at more than one delivery site, use a code indicating the delivery site for the preponderance of the student's credit hours. In case of ties (for example, 7 hours on campus plus 7 hours off campus CCHE funded, or 3 hours on campus plus 3 hours off campus cash funded plus 3 hours off campus CCHE funded), use a code for any one of the leading sites.~~

~~Prior to summer 1991, Code 3 was used to report teacher education access sites. Beginning in summer 1991, Code 3 will be used to report all students enrolled in CCHE approved Off-Campus State Funded Programs.~~

~~**MISSING VALUE:** Unacceptable, must be completed.~~

~~**EDIT SPECS:** Error if < 1 or > 4~~

~~**FORMAT:** Numeric, 1 place integer~~

~~**FILE:** Enrollment File~~

~~**UPDATED:** December 1989; Exclusively via Alternative Delivery Site code added, June, 1996~~

ELEMENT: Filler

DEFINITION: Blank field, undefined area of record.

CODES, CATEGORIES, AND COMMENTS: These blanks must be provided so that record lengths of data files are identical to requested file structure.

MISSING VALUE: Does not apply.

EDIT SPECS: Unprocessed field; no edit checks.

FORMAT: Blank, length as specified in file layout

FILE: All

UPDATED: October 1985

ELEMENT: Fiscal Year (DELETED)

~~**DEFINITION:** The fiscal year beginning July 1, ending June 30 represented by four digits (YYYY).~~

~~**CODES, CATEGORIES, AND COMMENTS:**~~

~~Example: July 1, 1999 through June 30, 2000, then fiscal year = 2000~~

~~**MISSING VALUE:** Does not apply; must be completed.~~

~~**EDIT SPECS:** Error if year is not equal to current four digit fiscal year.~~

~~**FORMAT:** Numeric, 4 place integer (YYYY).~~

~~**FILE:** All~~

~~**UPDATED:** March 16, 1998; deleted July 2002~~

ELEMENT: GED Score

DEFINITION: Score achieved on the Tests of General Educational Development.

CODES, CATEGORIES, AND COMMENTS: The GED examination is a test of equivalency for the high school diploma. It is used as a measurement for students who do not have a high school diploma but have taken the GED. It is evaluated against the GED standards described in the CCHE Admission Standards Policy.

Beginning in January 2002, testing centers began administering a new version of the test. The differentiating identifier of the 2002 version is a three-digit score. **Scores from the previous 1988 version cannot be combined with scores on the 2002 series (i.e., scores must be from the same version, either 1988 or 2002).**

Because the score from the 2002 version is three digits, convert that score to two digits for SURDS reporting by dividing it by 10. If necessary, round to the nearest integer, rounding .5 up.

MISSING VALUE: Blank, if unknown or unavailable.

EDIT SPECS: Error if not blank and value < 20 > 80;
~~Error if blank and Year High School Grad = 'GE'~~
Year of High School Graduation must be blank if score reported in GED field.

FORMAT: Numeric, 2 place integer

FILE: Undergraduate Applicant File (not required for two-year institutions)

UPDATED: Added error listing for age range, June 1996; added provisions for 2002 test, July 2002.

ELEMENT TITLE: Gender

DEFINITION: The gender of the individual.

CODES, CATEGORIES, AND COMMENTS:

- 1 - Male
- 2 - Female

Formerly identified as sex.

Because IPEDS surveys do not provide an unknown gender option, CCHE-generated IPEDS facsimiles are based on the following procedure, implemented March 2002 with the Fall 2001 Enrollment File and FY2002 Degree File uploaded to NCES. Students whose ID ends with an even digit will be reported to NCES as female; students with an ID that ends with an odd number will be reported as male.

MISSING VALUE: Blank, if unknown.

EDIT SPECS: Error if not blank or not = '1' or '2'

FORMAT: Numeric, 1 place integer

FILE: All

UPDATED: October 31, 1985; modified IPEDS proration methodology, March 2002.

ELEMENT: Governor's Opportunity Scholarship

DEFINITION: A code which indicates whether the student is a recipient of the Governor's Opportunity Scholarship.

CODES, CATEGORIES, AND COMMENTS: The scholarship program was implemented fiscal year 1999-2000. Data will be reported on the enrollment file effective Fall term 1999, undergraduate applicant file effective winter/spring 1999 and the financial aid and Colorado Student Incentive Grant file effective September 2000.

1 = yes, recipient
2 = no, not a recipient

MISSING VALUE: Not applicable.

EDIT SPECS: Error if < 1 or > 2.

FORMAT: Numeric, 1 place integer.

FILE: Student Enrollment and Undergraduate Applicant Files

UPDATED: October 1999

~~ELEMENT: H.S. GPA—Academic~~ (DELETED)

~~DEFINITION: The cumulative grade point average which is computed based on grades received in high school academic subjects. This is the GPA at the time the admission decision is made.~~

~~CODES, CATEGORIES, AND COMMENTS: This field was no longer in use after September 1987.~~

~~MISSING VALUE: —~~

~~EDIT SPECS: —~~

~~FORMAT: —~~

~~FILE: —~~

~~UPDATED: —~~ December 7, 1989; deleted September 1987

ELEMENT: High School–Fast Track

DEFINITION: Indicates if high school student enrolled through Fast Track program. (C.R.S. 22-34-101). Any pupil in a district who has fulfilled the requirements for graduation but not yet graduated from high school may take one or more higher education courses during the twelfth grade year. The school district pays for tuition at point of enrollment.

CODES, CATEGORIES, AND COMMENTS: Fast Track students may be reported as either degree-seeking or non-degree-seeking and should be determined by the degree intent specified by the student on the college’s application.

Blank – No, student not enrolled through Fast Track program

1 – Yes, student enrolled through Fast Track program

If student enrolled in Fast Track, high school code must be reported.

MISSING DATA: Blank

EDIT SPECS: Error if >1; ~~Program Type must = 5.~~ Registration status must be 7.
Error if no high school code reported.
Error if no R.I. hours reported.
Year of High School Graduation must be blank.

FORMAT: Numeric, 1 place integer

FILE: Student Enrollment File

UPDATED: Implemented, FY2002

~~ELEMENT:~~ High School Fifth Year **(DELETED)**

~~DEFINITION:~~ Indicates if high school student enrolled through Fifth Year program. No statutory citation. These are students who have voluntarily postponed high school graduation and are enrolled in an associate degree program at community college not supported under CCHE policy. Program discontinued June 30, 2002.

~~CODES, CATEGORIES, AND COMMENTS:~~

~~Blank~~ — No, student not enrolled through Fifth Year program

~~1~~ — Yes, student enrolled through Fifth Year program

~~Note:~~ If student enrolled in this program, high school code must be reported.

~~MISSING DATA:~~ — Blank

~~EDIT SPECS:~~ — Error if > 1; Program Type must = 5
— Error if no high school code reported

~~FORMAT:~~ — Numeric, 1 place integer

~~FILE:~~ — Student Enrollment File

~~UPDATED:~~ — Implemented, July 1, 2001; field deleted and replaced with filler, July 2002.

~~**ELEMENT:** High School Postsecondary Enrollment Options (DELETED)~~

~~**DEFINITION:** Indicates if high school student enrolled through postsecondary enrollment options program. PSEO (C.R.S. 22-35-102-107). Students who have completed more than two years but less than four years of high school who are enrolled in a course or courses offered by state institutions of higher education. School district agrees to reimburse the tuition for students who successfully pass the college courses in which they have enrolled. Also see CCHE Policy for reporting full-time equivalent student enrollment, effective July 1, 2001, Section V, Part B.~~

~~**CODES, CATEGORIES, AND COMMENTS:**~~

~~Blank — No, student not enrolled through PSEO program~~

~~1 — Yes, student enrolled through PSEO program~~

~~Note: If student enrolled in this program, high school code must be reported.~~

~~Field replaced with Credit Hours Passed—PSEO.~~

~~**MISSING DATA:** — Blank~~

~~**EDIT SPECS:** — Error if > 1; Program Type must = 5; error if no high school code reported~~

~~**FORMAT:** — Numeric, 1 place integer~~

~~**FILE:** — Student Enrollment File~~

~~**UPDATED:** — July 1, 2001; deleted, July 2002~~

ELEMENT: High School Code

DEFINITION: The code which identifies the secondary school from which a student graduated, comprised of a 2-digit state code plus a 4-digit institutional code.

CODES, CATEGORIES, AND COMMENTS: A high school code must be reported if the student is first-time or is enrolled through a PSEO or Fast Track program. Use the 6-digit American College Testing (ACT) number for Colorado high school codes. Do not enter the hyphens in the school codes from the table. Refer to the ACT website for an unknown high school code (<http://www.act.org>). Search for high school codes; select Colorado and enter known information about high school in question. If the high school does not have an entry on the ACT website, contact CCHE for an assigned code.

Use the following ACT code for a student who is home schooled: 969999.

If a student earns a GED, use 960000.

For students who graduated from high school in other states, enter at least the appropriate 2-digit state code in the first two positions and leave the rest of the field blank if the institution code is not available.

Note: Do **not** use 060000 to indicate an unknown Colorado high school. ACT has assigned this code to Adams City High School in Commerce City. For a Colorado high school graduate with an **unknown** high school, be sure to leave the last four positions **blank**.

Beginning in 1992-93, community colleges must report this data element on the enrollment file, for any first time student who graduated from a Colorado high school within the previous three years.

MISSING VALUE: Blank acceptable if unknown, unavailable, except if student is 1) first-time freshman or assessed in Undergraduate Applicant File or 2) reported as first-time freshman or a high school concurrent in Enrollment File.

EDIT SPECS: The field will be divided into the state code (first two digits) and institution code (last four digits) for the edit.
Error if state code is not a valid code from the table on State page, unless student is homeschooled or GED.
Error if state code is '06' and institution code is not a valid ACT code or four blanks for unknown.
Error if code is 069999; use code '06' followed by four blanks (left justified) if unknown Colorado high school code.

FORMAT: ~~Numeric~~, **Alphanumeric**, 6 place integer

FILE: Undergraduate Applicant and Enrollment Files

UPDATED: Added reporting requirement for two-year institutions, December 1992

ELEMENT: High School GPA Transcript

DEFINITION: The cumulative grade point average reported on a student's high school transcript achieved in high school subjects. This is the GPA at the time the admission decision is made. Based on a four-point system.

CODES, CATEGORIES, AND COMMENTS: Convert grade point averages that were not reported on a four-point scale to a scale equivalent to:

- 4 - A
- 3 - B
- 2 - C
- 1 - D
- 0 - F

with 4.00 the highest possible GPA and 0.0 the lowest. To convert a GPA:

<u>GRADE SCALE</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
Divide by	0.75	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75	3.00

Conversions for a GPA based on a scaling system other than above are left to the discretion of each admission office. The only requirement is that the institution converts the grades to a four point system in a consistent manner. If no conversion is possible, leave blank.

MISSING VALUE: Blank, if unknown or unavailable.

EDIT SPECS: Error if not blank and value < 0 or > 4.00.

FORMAT: Numeric, one place integer plus 2 place decimal (9V99) (decimal point is implied)

FILE: Undergraduate Applicant File (not required for two-year institutions)

UPDATED: October 1985

ELEMENT: High School Rank

DEFINITION: The percentile in which a student is ranked within his/her high school graduating class as reported on the high school transcript.

CODES, CATEGORIES, AND COMMENTS: Allow for one decimal position as shown in the format. Also, note that this item represents a percentile, not a fraction and values **cannot** equal 0 or 100.

99.9 - highest percentile value
00.1 - lowest percentile value

Calculation:

1. Divide Rank by Graduating Class Size
2. Subtract from 1.00
3. Multiply by 100

Example:

<u>Graduating</u>	<u>Class Rank</u>	<u>Percentile</u>
250	33	86.8
250	1	99.6
250	250	00.1

MISSING VALUE: Blank, if unknown or unavailable.

EDIT SPECS: Error if not blank and value < .1 or > 99.9

FORMAT: Numeric, two place integer plus one place decimal (99V9) (the decimal value is implied)

FILE: Undergraduate Applicant File (not required for two-year institutions)

UPDATED: October 1985

ELEMENT TITLE: Institution Code

DEFINITION: Unique code designations for Colorado postsecondary institutions.

CODES, CATEGORIES, AND COMMENTS: The number assigned to each higher education institution identifying an institution with a 4-digit institutional code.

0496	ASC	Adams State College
0505	AIMS	Aims Community College
0497	ACC	Arapahoe Community College
0523	CCU	Colorado Christian University
0498	CC	Colorado College
0501	CMC	Colorado Mountain College
0525	CNCC	Colorado Northwestern Community College
0500	CSM	Colorado School of Mines
0504	CSU	Colorado State University
0491	CCA	Community College of Aurora
0511	CCD	Community College of Denver
0510	FLC	Fort Lewis College
0507	FRCC	Front Range Community College
0514	LCC	Lamar Community College
0518	MESA	Mesa State College
0519	METRO	Metropolitan State College of Denver
0544	MCC	Morgan Community College
0520	NJC	Northeastern Junior College
0522	OJC	Otero Junior College
0509	PPCC	Pikes Peak Community College
0492	PCC	Pueblo Community College
0508	RRCC	Red Rocks Community College
0526	REGIS	Regis University
0528	TSJC	Trinidad State Junior College
0532	UCB	University of Colorado - Boulder
0535	UCCS	University of Colorado - Colorado Springs
0533	UCD	University of Colorado - Denver
6057	UCHSC	University of Colorado Health Sciences Center
0534	DU	University of Denver
0502	UNC	University of Northern Colorado
0524	USC	University of Southern Colorado (CSUP as of 7/1/03)
0536	WSC	Western State College
0550	UP	University of Phoenix

MISSING VALUE: Does not apply; field must be completed.

EDIT SPECS: Error if a value is reported that is not the code assigned to the reporting institution.

FORMAT: **Alphanumeric**, 4 characters

FILE: All

UPDATED: July 1987

ELEMENT: Institution Type **(DELETED)**

~~**DEFINITION:** Identification of four- and two-year institutions and local district colleges.~~

~~**CODES, CATEGORIES, AND COMMENTS:**~~

~~_____ 2 two-year institutions
_____ 4 four-year institutions
_____ 5 local district colleges~~

~~**MISSING VALUE:** Does not apply; must be completed.~~

~~**EDIT SPECS:** _____ Check if code is appropriate to institution.~~

~~**FORMAT:** _____ Numeric, 1 place integer~~

~~**FILE:** _____ All~~

~~**UPDATED:** _____ Required missing GPA to be a blank, not zero, March 1998~~

~~ELEMENT:~~ Level Prior to Transfer **(DELETED)**

~~DEFINITION:~~ The level of study at which a student was enrolled at the postsecondary institution previously attended.

~~CODES, CATEGORIES, AND COMMENTS:~~

- ~~11 First year (Freshmen)~~
- ~~12 Second year (Sophomore)~~
- ~~13 Third year (Junior)~~
- ~~14 Fourth year (Senior)~~
- ~~19 Special Students~~
- ~~31 Graduate I~~
- ~~32 Graduate II~~

Quarter Hours Semester Hours

First Year (Freshmen)	0 to 44	0 to 29
Second Year (Sophomore)	45 to 89 or Assoc. Degree	30 to 59 or Assoc. Degree
Third Year (Junior)	90 to 134	60 to 89
Fourth Year (Senior)	135 to Undergrad Degree	90 to Undergrad Degree

~~MISSING VALUE:~~ Blank if unknown.

~~EDIT SPECS:~~ Error if not 11, 12, 13, 14, 19, 31, 32.

~~FORMAT:~~ Numeric, 2 place integer

~~FILE:~~ Undergraduate Applicant File (not required for two year institutions)

~~UPDATED:~~ Clarified definition, December 1992

ELEMENT TITLE: Major

~~**DEFINITION:** The student's stated major field of study at the time of the data report.~~

~~**CODES, CATEGORIES, AND COMMENTS:**~~ Renamed in September 1989 to **Program Code.**

~~**MISSING VALUE:**~~

~~**EDIT SPECS:**~~

~~**FORMAT:**~~

~~**FILE:**~~

~~**UPDATED:**~~ _____ December 1989

ELEMENT TITLE: Major Sequence No.

DEFINITION:

~~**CODES, CATEGORIES, AND COMMENTS:**~~ Renamed in September 1989 to **Program Sequence No.**

~~**MISSING VALUE:**~~

~~**EDIT SPECS:**~~

~~**FORMAT:**~~

~~**FILE:**~~

~~**UPDATED:**~~ December 1989

ELEMENT: Mathematics Assessment Indicator

DEFINITION: The basis for assessing if this student needs remediation in mathematics. **Do not report the basis for determining course level placement within remedial mathematics.**

CODES, CATEGORIES, AND COMMENTS:

- 00 - Assessment pending
- 01 - ACT (mathematics section)
- 02 - COMPASS (Mathematics Test)
- 03 - Accuplacer
- 04 - ASSET
- 05 - SAT (mathematics/quantitative)
- 06 - Institutionally-designed instrument
- 98 - Assessment waived
- 99 - Assessment exempted

Enrolled students who have not been assessed and do not fall into one of the exempt categories below should be reported as pending. An assessment is waived (or not applicable) only when a student has a documented learning disability.

Institutions may exempt student from assessment requirements. The exemptions are limited to:

- 1) Students who have earned a baccalaureate degree;
- 2) Students who have earned a transfer-oriented associate degree (i.e., A.A. or A.S.); excludes AGS and AAS graduates;
- 3) Student who are pursuing a vocational certificate;
- 4) Students who have been previously assessed in mathematics at a Colorado public institution;
- 5) Students who have successfully completed a remedial course in mathematics;
- 6) Student who have successfully completed a college-level course in mathematics;
- 7) All concurrently enrolled high school students until they are matriculated as degree-seeking by an institution;
- 8) Exchange students (students coming from another institution, state, or country for study for a defined period of time (e.g., academic term or year).
- 9) Students classified as non-degree-seeking.

Note 1: Successfully completed refers to students earning a grade of C- or higher or a Satisfactory completion.

Note 2: If an institution's assessment requirement is more stringent than CCHE's (e.g., requiring assessment of certificate-seekers), institutions should report the assessment and its related fields.

See Figure VII for valid combinations of this field and placement indicator.

MISSING VALUE: Blanks acceptable only when admission status = 1 or 2.
Blank for admission status = 3 acceptable if student level = 19 or 20.

EDIT SPECS: Error if value > 06 except 98 and 99.

FORMAT: Numeric, 2 place integer

FILE: Undergraduate Applicant File

UPDATED: Implemented, FY2002

ELEMENT: Mathematics Placement

DEFINITION: The indicator if student is required by the institution to be remediated in mathematics.

CODES, CATEGORIES, AND COMMENTS:

- 0 - No assessment reported (for student whose assessment is pending, waived, or exempted)
- 1 - Yes, this student requires mathematics remediation
- 2 - No, this student does not require mathematics remediation

See Figure VII for valid combinations of this field and assessment indicator.

MISSING VALUE: Blanks acceptable only when admission status = 1 or 2.
Blank for admission status = 3 acceptable if student level = 19 or 20.

EDIT SPECS: Error if value ≥ 3 .

FORMAT: Numeric, 1 place integer

FILE: Undergraduate Applicant File

UPDATED: Implemented, FY2002

ELEMENT TITLE: Name

~~**DEFINITION:** The student's name~~

~~**CODES, CATEGORIES, AND COMMENTS:** This field is an alternative field definition for columns 29-36 on the CSIG file. It is redefined from Major and Major Sequence No. to the single field of 8 characters. This redefinition is for the convenience of the institution; the data in this field is not used by CCHE. If an institution maintains student records based on Social Security Number, not name, the institution has two alternatives: the field may be left blank, or the Major and Major Sequence Number information may be provided.~~

~~Does not apply to any file but the CSIG file.~~

~~**MISSING VALUE:** Blank, if not applicable.~~

~~**EDIT SPECS:** None~~

~~**FORMAT:** Alphanumeric, 8 characters~~

~~**FILE:** CSIG~~

~~**UPDATED:** July 1, 1988; field deleted from CSIG File, September 1998~~

ELEMENT TITLE: Program Code

DEFINITION: The program code that identifies the student's stated program at the time of the data report, where program code is defined as the assigned classification of instructional program code associated with the approved program.

CODES, CATEGORIES, AND COMMENTS:

Formerly called major. The six-digit Classification of Instructional Program (CIP) code that identifies the specific field of study the individual is enrolled in.

For the Degrees Granted file and Enrollment file, refer to the list of operating postsecondary programs for valid CIP codes approved for an institution. This list is different from the Approved Postsecondary Degree Publication and includes programs still eligible to report degrees during phase-out cycle. The institutional data contact person at each institution has the most recent copy of this list or you may request a correct copy of the list from the Commission.

For the Undergraduate Applicant File and Enrollment File, students whose major is **undeclared** should be reported as '999999'. This code is invalid on the Degrees Granted file. For students accepted in a undergraduate degree program or program area but whose specific major is undeclared, (e.g. Engineering), an institution may identify majors by the use of '99' plus the first 4 digits of program area.

(e.g. Engineering: 991401)

The institution must offer the specific program at the baccalaureate level in order to report these discipline areas (e.g. cannot report pre-law since no undergraduate law program offered, cannot report pre-pharmacy if no pharmacy program is available on campus). If the student anticipates transferring into a program at another institution, this student must be reported in the liberal arts program, if offered, or as undeclared.

The program area reported in this field will be the primary program unit of analysis for federal reports, enrollment projections, and standard Commission reports.

MISSING VALUE: Blank, only if non-degree seeking student.

EDIT SPECS: Error if code reported is not found in the list of CCHE approved programs for the reporting institution for Enrollment File.

FORMAT: Alphanumeric, 6 integers

FILE: All

UPDATED: December 1989; removed field from Financial Aid file, September 1998

ELEMENT TITLE: Program Code—Second Program

DEFINITION: The program code that identifies the student's stated program at the time of the data report, where program code is defined as the assigned classification of instructional program code associated with the approved program.

CODES, CATEGORIES, AND COMMENTS:

Formerly called major. The six-digit Classification of Instructional Program (CIP) code that identifies the specific field of study the individual is enrolled in.

Optional field for reporting the second major of a student who has a declared double major. **For Teacher Education File, second program code should be reported only when related to teacher education.**

For the Degrees Granted file and Enrollment file, refer to the list of operating postsecondary programs for valid CIP codes approved for an institution. This list is different from the Approved Postsecondary Degree Publication and includes programs still eligible to report degrees during phase-out cycle. The institutional data contact person at each institution has the most recent copy of this list or you may request a correct copy of the list from the Commission..

Undeclared major is not recognized in this field since the purpose of this field is to capture the second program code of students with a declared double major. The program area reported in this field will be used only in analysis that are program specific (i.e. program discontinuance analysis, new program approval analysis and related program enrollment projections).

MISSING VALUE: Blank

EDIT SPECS: Error if code reported is not found in the list of CCHE approved programs for the reporting institution for Enrollment File.
Error if same code as that reported in Program Code.
For Teacher Education File, error if code reported is not found in the list of CCHE approved teacher preparation programs for the reporting institution.

FORMAT: ~~Numeric~~, **Alphanumeric**, 6 characters

FILE: All

UPDATED: Added field to permit reporting of dual majors, December 1989

ELEMENT TITLE: Program Sequence Number

DEFINITION: The assigned sequence number that will differentiate programs classified by the same CIP code at an institution.

CODES, CATEGORIES, AND COMMENTS: Formerly called Major Sequence Number.

For the majority of programs this field will be blank since the sequence number is assigned only to a small number of programs. Refer to the list of operating postsecondary programs for valid CIP codes and sequence numbers approved for an institution. Please contact the Commission Office for the most recent copy of this list.

Where the major sequence is required, the number should be reported in 2 digit format (i.e. 02, 03, etc.)

MISSING VALUE: Blank, if not applicable.

EDIT SPECS: Error for Degrees, Undergraduate Applicant, and Enrollment Files if the Program Code and Program Sequence Number do not match the institution's approved program list for the reporting institution.

FORMAT: ~~Numeric~~ **Alphanumeric**, 2 integers

FILE: All

UPDATED: December 1989; removed field from Financial Aid file, September 1998

ELEMENT TITLE: Program Sequence Number—Second Program

DEFINITION: The assigned sequence number that will differentiate programs classified by the same CIP code at an institution.

CODES, CATEGORIES, AND COMMENTS: Formerly called Major Sequence Number—Second Program.

For the majority of programs this field will be blank since the sequence number is assigned only to a small number of programs. Refer to the list of operating postsecondary programs for valid CIP codes and sequence numbers approved for an institution. Please contact the Commission Office for the most recent copy of this list.

Where the major sequence is required, the number should be reported in 2 digit format (i.e. 02, 03, etc.)

MISSING VALUE: Blank, if not applicable.

EDIT SPECS: Error for Enrollment File if the Program Code and Program Sequence Number do not match the approved program list for the reporting institution.

FORMAT: ~~Numeric~~ **Alphanumeric**, 2 integers

FILE: Enrollment; Teacher Education

UPDATED: Added field to permit reporting of dual majors, December 1989

ELEMENT TITLE: Program Type Indicator **(DELETED FROM ALL FILES EXCEPT FINANCIAL AID)**

DEFINITION: ~~A code which indicates a student's enrollment in a specific type of postsecondary program.~~

CODES, CATEGORIES, AND COMMENTS:

- ~~0 Non-degree seeking~~
- ~~1 Vocational Program~~
- ~~2 Two-year Program~~
- ~~3 Four-year Program~~
- ~~4 Extended Studies Program~~
- ~~5 High School Concurrent Enrollment~~
- ~~6 "Summer Only" Enrollment~~
- ~~7 Provisional Summer Program Enrollment (not valid after Summer 1989)~~
- ~~8 Masters candidate~~
- ~~9 Doctoral candidate~~

GLOSSARY:

~~**Non-degree seeking:** enrolled in courses but does not have intentions of pursuing a formal degree or award.~~

~~**Vocational programs:** enrollment is in an occupational specific subbaccalaureate program. These programs are the vocational programs approved by the State Board for Community Colleges and Occupational Education (VE-120b on file).~~

~~Applies only to those students enrolled in vocational programs at:~~

- ~~Area Vocational Schools~~
- ~~State System Community Colleges~~
- ~~Local District Colleges~~
- ~~Mesa State College~~
- ~~Proprietary Schools~~

~~**MISSING VALUE:** Not applicable~~

~~**EDIT SPECS:** Error if value ≤ 0 or ≥ 9 .
Error if Program Type Indicator not appropriate for institution or CIP code.
Teacher Education File: only 0, 3, 4, and 8 valid.~~

~~**FORMAT:** Numeric, 1 place integer~~

~~**FILE:** Student Enrollment, ~~Degrees Granted~~, Undergraduate Applicant File~~

~~**UPDATED:** Added codes to identify master's candidates, doctoral candidates, and Extended Studies Program students, December 1989; **deleted from Degree and Teacher Education Files and replaced with filler, July 2002**~~

~~PROGRAM TYPE INDICATOR (DELETED)~~

~~GLOSSARY~~

~~(continued):~~

~~Students enrolled in a vocational program are either:~~

~~(1) those who have formally declared their program intent; or~~

~~(2) those who have completed at least 25% of a vocational program's requirements. The program may result in a degree, certificate, or other formal award granted by the institution.~~

~~**Two-year program:** enrollment is in a non-vocational, subbaccalaureate program. Applies only to those students enrolled in two-year programs at: Area Vocational Schools, State System Community Colleges, Local District Colleges, Mesa State College, Adams State College~~

~~**Four-year program:** enrollment is in a baccalaureate program.~~

~~**Extended Studies program:** enrollment exclusively in courses offered through the Extended Studies program. If the student is non-degree seeking extended studies student, code the student level as '10' or '29' and identify program type by '4'. If the student is a degree-seeking extended studies student, select the appropriate level and identify program type by '4'.~~

~~**High School Concurrent Enrollment:** enrollment in college courses while still enrolled in high school. These students are not enrolled in a degree program and would have to apply for admission to the institution after graduating from high school. These students must be reported, but they do not count against admission standards.~~

~~**Summer Only Enrollment:** enrollment in a special program designed only for summer enrollment; students in this category cannot automatically continue on to the fall term without applying for fall admission. These students must be reported, but they do not count against admission standards. This code should not be used for students enrolled in the fall, winter, or spring terms.~~

~~**Provisional Summer Program Enrollment:** Provisional summer enrollment discontinued starting fall 1988. Prior to this it is enrollment in a Commission approved provisional summer program.~~

~~**Masters Candidates:** enrollment in a graduate level program with the intent to achieve a Masters degree as a terminal award for the program enrollment~~

~~**Doctoral Candidates:** enrollment in a graduate level program with the intent to achieve a Doctoral degree or First Professional degree as a terminal award for the program enrollment. The student may be at any point in pursuing this degree objective and achieved graduate credits do not affect the determination of this variable.~~

ELEMENT TITLE: Race/Ethnicity

DEFINITION: The race/ethnic group to which an individual appears to belong, identifies with, or is regarded in the community as belonging. In addition, non-resident aliens, i.e., those members of the aforementioned groups who have not been admitted to the United States for permanent residence, should be separately identified as a sixth category; the non-resident aliens are not separately requested by racial/ethnic group.

Non-Resident Alien: A person who is not a citizen or national of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. Resident aliens, who are not citizens or nationals of the United States and who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards -- Form I-551/155), are to be reported in the appropriate racial/ethnic categories along with United States citizens.

Black, non-Hispanic: A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains 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 area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

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

White, non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

CODES, CATEGORIES, AND FORMAT:

- 1 - Non-Resident Alien
- 2 - Black, non-Hispanic
- 3 - American Indian or Alaskan Native
- 4 - Asian or Pacific Islander
- 5 - Hispanic
- 6 - White, non-Hispanic

MISSING VALUE: Blank, if unknown.

EDIT SPECS: Error if < 1 or > 6.
Race/ethnicity code must be non-resident alien (1) if tuition classification detail = 1.

FORMAT: Numeric, 1 place integer

FILE: All

UPDATED: June 1996; modified edits related to tuition classification, July 2002; modified edits related to tuition classification detail, July 2003

ELEMENT: Reading Assessment Indicator

DEFINITION: The basis for assessing if this student needs remediation in reading. **Do not report the basis for determining course level placement within remedial reading.**

CODES, CATEGORIES, AND COMMENTS:

- 00 - Assessment pending
- 01 - ACT (Reading section)
- 02 - COMPASS (Reading Skills Test)
- 03 - Accuplacer
- 04 - ASSET (Reading Skills Test)
- 05 - SAT (Verbal)
- 06 - Institutionally-designed instrument
- 07 - Nelson-Denny exam
- 98 - Assessment waived
- 99 - Assessment exempted

Enrolled students who have not been assessed and do not fall into one of the exempt categories below should be reported as pending. An assessment is waived (or not applicable) only when a student has a documented learning disability.

Institutions may exempt student from assessment requirements. The exemptions are limited to:

- 1) Students who have earned a baccalaureate degree;
- 2) Students who have earned a transfer-oriented associate degree (i.e., A.A. or A.S.); excludes AGS and AAS graduates;
- 3) Student who are pursuing a vocational certificate;
- 4) Students who have been previously assessed in reading at a Colorado public institution;
- 5) Students who have successfully completed a remedial course in reading;
- 6) All concurrently enrolled high school students until they are matriculated as degree-seeking by an institution;
- 7) Exchange students (students coming from another institution, state, or country for study for a defined period of time (e.g., academic term or year).
- 8) Students classified as non-degree-seeking.

Note 1: Successfully completed refers to students earning a grade of C- or higher or a Satisfactory completion.

Note 2: If an institution's assessment requirement is more stringent than CCHE's (e.g., requiring assessment of certificate-seekers), institutions should report the assessment and its related fields.

See Figure VII for valid combinations of this field and placement indicator.

MISSING VALUE: Blanks acceptable only when admission status = 1 or 2.
Blank for admission status = 3 acceptable if student level = 19 or 20.

EDIT SPECS: Error if value > 07 except 98 and 99.

FORMAT: Alphanumeric, 2 characters

FILE: Undergraduate Applicant File

UPDATED: Implemented, FY2002

ELEMENT: Reading Placement

DEFINITION: The indicator if student is required by the institution to be remediated in reading.

CODES, CATEGORIES, AND COMMENTS:

- 0 - No assessment reported (for student whose assessment is pending, waived, or exempted)
- 1 - Yes, this student requires reading remediation
- 2- No, this student does not require reading remediation

See Figure VII for valid combinations of this field and assessment indicator.

MISSING VALUE: Blanks acceptable only when admission status = 1 or 2.
Blank for admission status = 3 acceptable if student level = 19 or 20.

EDIT SPECS: Error if value ≥ 3 .

FORMAT: Numeric, 1 place integer

FILE: Undergraduate Applicant File

UPDATED: Implemented, FY2002

ELEMENT: Record Type

DEFINITION: A flag that indicates which record type is being reported.

CODES, CATEGORIES, AND COMMENTS:

Codes:

- 1 – Student Enrollment
- 2 – Undergraduate Applicant File
- 3 – Degrees Granted
- 4 – Financial Aid
- 6 – Teacher Education

MISSING VALUE: Does not apply; field must be completed.

EDIT SPECS: Error if < 1 or > 6.

FORMAT: Numeric, 1 place integer

FILE: All

UPDATED: July 1988; deleted CSIG File (code 5), September 2000; added Teacher Education File, August 2001; added codes for course and registration files, July 2002

ELEMENT: Registration Status

DEFINITION: This classification divides students into three major categories—first-time, transfer, and continuing/readmit—and three smaller groups: high school concurrent, summer only, and study abroad.

CODES, CATEGORIES, AND COMMENTS:

- 1 — First-Time
- ~~2 — First-time, Other~~
- 3 — Transfer
- ~~4 — Readmit~~
- 5 — Continuing or readmit
- 6 — Study abroad, with no hours of any kind
- 7 — High School Concurrent
- 9 — Summer only

MISSING VALUE: Unacceptable, must be completed.

EDIT SPECS:

- See matrix with student level (Figure II).
- Enrollment File: All values valid.
- UAF: 1, 3, 5, 7, and 9 valid; 5, 7, and 9 are excluded from admission standard calculations. 5 valid only if student is on the UAF for assessment only.
- Teacher Education File: 1, 3, 5 valid.
- Value 6 valid only if total hours = zero.
- Value 9 valid only in summer terms.
- Cannot be 1st time (1) at the same level (undergrad, grad) in the same institution more than once unless summer and immediately following fall.

FORMAT: Alpha-numeric, 1 place integer

FILE: Student Enrollment, Undergraduate Applicant, and Teacher Education Files

UPDATED: October 1985; restructured field, _____

The values as listed and defined are not necessarily mutually exclusive. Therefore determining the proper value requires using a hierarchical decision rule.

- ◆ If the student is a **HS concurrent** (including fast track, including PSEO, including those that are neither) in the term, code as 7, HS concurrent. May be in their first term at your institution or not. May be degree-seeking or not. Definition: Students age 18 or younger who have not graduated from HS or earned a GED.
- ◆ ELSE if **summer only**, code as 9. Definition: Students in this category cannot automatically continue on to the fall or spring term without applying for admission. May be their first summer term at your institution or not. Legal value only for summer terms. Generally non-degree only.
- ◆ ELSE, if enrolled for no hours, on file only due to **Study Abroad** participation, report as 6.
- ◆ ELSE, if reporting for fall, was the student a registration-type 1 or 3 on the **immediately prior summer term file**? The student must be enrolled in the fall.
 - If yes, report as the same code in fall (1 or 3) and **STOP**
 - If no, go on
- ◆ ELSE, decide if this term is the student's **first term at your institution at the current level**, where level is undergrad or grad as defined in the STUDENT LEVEL values
 - If no (current term **not** the first term at your institution at this level),
 - Were all prior terms at your institution as a HS concurrent?
 - If no, has any prior terms at your institution not as a HS concurrent, or don't know, report as 5, continuing/readmit.

- If yes,
 - Has the student earned college credit at any other institution, at the current level (grad or UG), since HS?
 - If no or don't know, report as 1, first time.
 - If yes, report as 3, transfer.
 - If yes (current term was first term at your institution at this level)
 - Has the student earned college credit at any other institution since HS?
 - If no or don't know, report as 1, first time
 - If yes, report as 3, transfer
- ◆ Finally, if the process above yields a 5/continuing, **is the student considered a new transfer at your institution this term?** This occurs in some institutions when students formally apply to (that is, apply to, are admitted to, then enroll in) a degree program from non-degree status.
- If yes (student considered a new transfer by the institution), report as 3, transfer
 - Note that a student could conceivably be reported as a 3 on files for several terms— 1 or 2 terms as a new non-degree undergrad [a summer file and a fall file] with prior work elsewhere after HS, 1 or 2 terms as a transfer from UG non-degree to degree, 1 or 2 more as a transfer to graduate level non-degree work with prior grad work elsewhere, and 1-2 more from grad non-degree to degree.
 - Students reported as 3's/transfers in undergrad degree programs (levels 11-15) on the enrollment file who were previously enrolled as non-degree students at the same institution (except as high school concurrents) must be reported on the UAF as transfers with prior institution code = own institution code.

Glossary:

First-time: A student attending post-secondary education for the first time after high school at the level enrolled, where level means undergraduate or graduate (including first professional). To conform to IPEDS reporting definitions, includes students enrolled in the fall term who entered the institution as first-time at the same level in the prior summer term.

First-time's (1's) in undergrad degree programs (student levels 11-15) are called "first time freshmen." Those in graduate/first-professional degree programs (student levels 21-34) are called "new grads." All other first-time's are called "new non-degree" (levels 19, 20, 39).

First-time freshmen may have advanced standing from college credit earned before graduation from high school, but may not have accrued college credit from work done after high school. They may or may not be taking RI hours (hours reportable for FTE funding). First time freshmen may have AP or IB credit from tests taken during high school, and may have credit earned at your institution and/or other institutions through college courses taken during high school.

To meet IPEDS fall-enrollment reporting definitions and simplify cohort definition, report students who start as first-time freshmen, new grads, or new non-degree in summer as first-time on the summer enrollment file **and** as first-time on the immediately following fall enrollment file if they are still enrolled in fall.

Students reported in the IPEDS Graduation Rate Survey and CCHE's Quality Indicator System cohorts must meet three criteria: be reported as first-time in fall, full-time in fall, and a degree-seeking undergraduate in fall.

- First-time is based on the Registration Status field and requires a code of 1.
- Full-time classification is derived from the sum of three credit hour fields (resident instruction + ESP + other); vocational hours are included in RI or other credit hours). The total must be at least 12 credit hours.
- The degree-seeking undergraduate criterion is based on the Student Level field and requires a student be reported with one of codes 11, 12, 13, 14, or 15, with 12-15 acknowledging college credit earned for work done during high school through concurrent enrollment and/or AP/IB.

Transfer: This category includes two groups:
CCHE Data Dictionary

- 1) A student for whom this term (or, if reporting for fall, either this term or the immediately prior summer term) is the student's first term at your institution at the current level, where level is undergrad or grad as defined in the STUDENT LEVEL values, AND the student is known to have previously attended a postsecondary institution at the same level (undergraduate, graduate) after high school.
- 2) Students considered as transfers by the institution.

Transfers may or may not be taking RI hours. **The student may transfer with or without credit.** The credit hours accrued previously may or may not have not been evaluated yet, and the student may or may not have requested that credit hours previously earned be applied to the degree program he is entering.

Students who after high school were non-degree seeking undergraduates at your own institution, and now have formally applied and been admitted to an undergraduate degree or certificate program should be generally reported as a transfer. However, if students may move from non-degree-seeking to degree-seeking status with or without formal admission and your institution does not consider them transfers when they do so, report them as continuing in this field. This category also applies to two-year program students at Adams State College or Mesa State College who transfer into a four-year program at that institution.

To make the transfer definition parallel to the first-time definition, report a student who is a transfer in summer as a transfer on the summer enrollment file **and** as a transfer on the immediately following fall enrollment file if they are still enrolled in fall.

Note: Students who earned a bachelor's degree elsewhere, have entered a teacher licensure-only program at your institution, and are considered undergraduates at your institution, should be reported as a transfer in their 1st term (or in summer/fall). If such students come from your own institution, report as continuing unless they are considered transfers at your institution.

Continuing. A student who was enrolled previously at the reporting institution at the current level (grad or undergrad), but not as a HS concurrent, including readmitted students, but excluding students considered new transfers, HS concurrents, summer only, or study abroad only. (*More properly defined as none of the above*).

Students still in high school often apply and are admitted for entry as freshmen the fall following their graduation from high school. Sometimes these students may take a few hours in the summer before entry as freshmen, either at their intended fall institution or at another institution. The fact of summer enrollment may not be known to the institution at time of admission. While technically these students have had "college level work after HS," we acknowledge that it's usual, and OK, to base the determination of "college level work after HS" on information available at time of admission, and call such students "first time" (code 1) rather than "transfer."

Changes effective with files for summer 2003 (FY 2003-04)

- HS concurrent given a separate value, which takes precedence over all else and includes continuing HS concurrents. Students with value 7 HS Concurrent would usually have been 2's or 5's or 4's in the old scheme with program type 5.
- Summer only separated and includes continuing. In old scheme would usually have been 2's with program type 6.
- New value for study abroad only. Would probably not have been on the file before.
- Old value 4, readmit, dropped – value 5, continuing, becomes continuing AND readmit
- Old value 2, first-time other, dropped. Some students who would have been 2's before would be 1's in the revised scheme, with student level 19, or 39 (non-degree). Others will be 3's now, if prior same-level post-HS work at another institution is known. This includes all level 20's.

ELEMENT: Report Period

DEFINITION: The enrollment period identified by the term and the year on which the data is based (YYYY)

Term (T): The term on which the data is based.

Year (YYYY): The year in which the term occurs. When the term code is "9" which signifies the total report year, use 4 digits of the fiscal year of the report period. The fiscal year is derived by the following. If the term is ≥ 3 , the fiscal year is the same as the report year. If the term is ≤ 2 , the fiscal year equals the report year + 1.

CODES, CATEGORIES, AND COMMENTS:

- 1 - summer
- 2 - fall
- 3 - winter (only for institutions on a quarter system)
- 4 - spring
- 5 - interim
- 9 - total report year

Examples: Fiscal Year 2002-03

Summer 02	12002	
Fall 02	22002	
Winter 03	32003	(Institutions on quarter system only)
Spring 03	42003	
Interim 03	52003	
Total report year	92003	(Financial Aid File)

For DEGREE FILE: Beginning in 1991, report period indicated by term, rather than end of year.

For ENROLLMENT FILE: Summer term is an all inclusive report of the several summer sessions and includes all enrollments that occurred after the spring term and prior to fall.

For FLC, the summer session reflects enrollment for its third summer session (from early July through early August); FLC's first two summer sessions (early May through early July) are reported in an interim enrollment file. FLC winter enrollments (January through April) are reported in the spring enrollment file.

For UNDERGRADUATE APPLICANT: Summer term is determined by the ending date of the term. If the summer term ends before June 30, report those students in the Interim term of that fiscal year.

For FINANCIAL AID FILE: The total report year refers to the state fiscal year (July 1 - June 30). Only one summer may be included within a single fiscal year.

For TEACHER EDUCATION FILE: Report period should be by term, beginning with summer and continuing through the following fall and spring terms. Term 9 is not valid for this file.

MISSING VALUE: Does not apply; must be completed.

EDIT SPECS: Error if term value is < 1 or $= 6, 7$ or 8 .
Error if year value does not represent current reporting year.
For Teacher Education File, error if term value is < 1 or $= 6, 7, 8$ or 9 .

FORMAT: Numeric, 5 place integer (YYYYY)

FILE: All

UPDATED: Expanded to four-digit format, year 2000 file conversions; added provisions for Teacher Education File, FY2002

ELEMENT: SAT Flag
CCHE Data Dictionary

DEFINITION: Indicator Source of the SAT test series scores reported for use in the admissions index

Deleted: Indicator Indicator Indicator

CODES, CATEGORIES, AND COMMENTS: In April 1995, the Educational Testing Service revised the scoring for the SAT Math and SAT verbal tests to recenter the scores. This field is used to differentiate between the two test series.

Deleted: series

- 1 - Test administered prior to April 1995, Original SAT
- 2 - Test administered since April 1995, Recentered SAT
- 3 - Recentered score calculated from an Original SAT score

The flag indicates source/version of the SAT verbal and SAT math scores, from a single SAT administration, reported for use in the admissions index, NOT the source/version of SAT-v and SAT-m used and reported for assessment, which may come from separate administrations and/or different test versions.

MISSING VALUE: Blank, if not applicable (no SAT scores reported for use in admissions index)

Deleted: not applicable (

EDIT SPECS: Error if value is < 1 or > 3.
Error if blank and SAT: Verbal (Admissions Index) and SAT: Math (Admissions Index) not blank

Deleted:)

FORMAT: Numeric, 1 place integer

FILE: Undergraduate Applicant File

UPDATED: Added code to distinguish recentered scores taken since April 1995 from those scores taken from SAT prior to April 1995, July 1995. Effective with the summer/fall 2002 file, applies only to the SAT scores reported for use in the admissions index, not those reported for assessment.

Deleted: ¶

ELEMENT: SAT: Math (Admissions Index)

DEFINITION: The score achieved on the mathematics section of the Scholastic Aptitude Test (SAT) exam that is used for the admissions decision. When reported, the combination of this score and the SAT: Verbal (Admissions) score is the basis for calculating the SAT component of the CCHE Admissions Index.

CODES, CATEGORIES, AND COMMENTS: Must be from same administration of SAT test as verbal score reported.

Report even if ACT scores are also available.

MISSING VALUE: Blank, if unavailable.

EDIT SPECS: Error if not blank and value < 200 or > 800, or if not blank and SAT: Verbal (Admissions) is blank.

FORMAT: Numeric, 3 place integer

FILE: Undergraduate Applicant File (not required for two-year institutions)

UPDATED: July 1987

ELEMENT: SAT: Math (Assessment)

DEFINITION: The score achieved on the mathematics section of the Scholastic Aptitude Test (SAT) exam that is used for the assessment decision.

CODES, CATEGORIES, AND COMMENTS: Institutions may report subscores from different test administrations. **If the test is taken more than once, report whichever score is used for assessment.**

Report even if ACT scores are also available.

MISSING VALUE: Blank, if unavailable.

EDIT SPECS: Error if not blank and value < 200 or > 800, or if not blank and SAT: Verbal (Assessment) is blank.
Error if blank and Math Assessment Indicator = '05.'
Error if blank and SAT: Math (Admission Index) or SAT: Verbal (Admission Index) or SAT flag are not blank.

FORMAT: Numeric, 3 place integer

FILE: Undergraduate Applicant File

UPDATED: Implemented, July 2002

~~ELEMENT:~~ SAT: TSWE (DELETED)

~~DEFINITION:~~ The score achieved on the Test of Standard Written English of the Scholastic Aptitude Test (SAT) examination.

~~CODES, CATEGORIES, AND COMMENTS:~~ NO LONGER COLLECTED

~~MISSING VALUE:~~

~~EDIT SPECS:~~

~~FORMAT:~~

~~FILE:~~

~~UPDATED:~~ July 1, 1987; deleted July 2002

ELEMENT: SAT: Verbal (Admissions Index)

DEFINITION: The score achieved on the verbal or language section of the Scholastic Aptitude Test (SAT) exam that is used for the admissions decision. When reported, the combination of this score and the SAT: Mathematics (Admissions) score is the basis for calculating the SAT component of the CCHE Admissions Index.

CODES, CATEGORIES, AND COMMENTS: Must be from same administration of SAT test as mathematics score reported.
Report even if ACT scores also are available.

MISSING VALUE: Blank, if unavailable.

EDIT SPECS: Error if not blank and value < 200 or > 800, or if not blank and SAT: Math (Admissions) is blank.

FORMAT: Numeric, 3 place integer

FILE: Undergraduate Applicant File (not required for two-year institutions)

UPDATED: July 1987

ELEMENT: SAT: Verbal (Assessment)

DEFINITION: The score achieved on the verbal or language section of the Scholastic Aptitude Test (SAT) exam that is used for the assessment decision.

CODES, CATEGORIES, AND COMMENTS: Institutions may report subscores from different test administrations. **If the test is taken more than once, report whichever score is used for assessment.**

Report even if ACT scores also are available.

MISSING VALUE: Blank, if unavailable.

EDIT SPECS: Error if not blank and value < 200 or > 800, or if not blank and SAT: Math (Assessment) is blank.
Error if blank and Reading Assessment Indicator = '05.'
Error if blank and Writing Assessment Indicator = '05.'
Error if blank and SAT: Math (Admission Index) or SAT: Verbal (Admission Index) or SAT flag are not blank.

FORMAT: Numeric, 3 place integer

FILE: Undergraduate Applicant File

UPDATED: Implemented, July 2002

ELEMENT: State (at time of application)

DEFINITION: Code reported in the UAF that identifies the state for student in one of the following categories:

- 1) applicant, not enrolled, at four-year institution—report state applicant resided in at the time application to the institution;
- 2) applicant, enrolled, at four-year institution—report state applicant resided in at time of application, if available, or for the first term of enrollment;
- 3) enrolled and/or assessed students reported in two-year institution UAF—report state student resided in at time of most recent application, if available, or for the first term of enrollment.

Code reported in the Enrollment File identifies the state in which a student resided during the first term and will be used to identify state in which a student resided for the first enrolled term after admission to the institution for first time freshmen and transfer students when not available in UAF. This code does not indicate tuition classification since out-of-state students may reside in Colorado at time of application, and in-state students may apply from out-of-state residences.

CODES, CATEGORIES, AND COMMENTS: Mandatory for students reported with first-time freshmen or transfer registration status in Enrollment file. When reporting UAF, state required for students with registration status of first-time freshmen or transfer and admission status of applicant, accepted, or assessed/enrolled (see matrix below).

Code	State	Code	State	Code	State
01	Alabama	21	Massachusetts	41	South Dakota
02	Alaska	22	Michigan	42	Tennessee
03	Arizona	23	Minnesota	43	Texas
04	Arkansas	24	Mississippi	44	Utah
05	California	25	Missouri	45	Vermont
06	Colorado	26	Montana	46	Virginia
07	Connecticut	27	Nebraska	47	Washington
08	Delaware	28	Nevada	48	West Virginia
09	Florida	29	New Hampshire	49	Wisconsin
10	Georgia	30	New Jersey	50	Wyoming
11	Hawaii	31	New Mexico	51	District of Columbia
12	Idaho	32	New York	58	American Samoa
13	Illinois	33	North Carolina	59	Guam
14	Indiana	34	North Dakota	60	N. Marianas
15	Iowa	35	Ohio	61	Puerto Rico
16	Kansas	36	Oklahoma	62	Marshall Islands
17	Kentucky	37	Oregon	63	Virgin Islands
18	Louisiana	38	Pennsylvania	64	Fed. States of Micronesia
19	Maine	39	Rhode Island	65	Palau
20	Maryland	40	South Carolina	77	Foreign Country

MISSING VALUE: Blank acceptable if unknown, except if registration status = first-time freshmen or transfer.

EDIT SPECS: Error check on first-time and transfer students only.
Error if value not blank and is not a valid code listed above.

FORMAT: Alphanumeric, 2 place integer

FILE: Student Enrollment, Undergraduate Applicant File

UPDATED: Added codes for U.S. Territories, March 1995

Registration Status	Admission Status				
	1 – Applicant	2 – Accepted	3 – Enrolled	8 – Assessed Only	9 – Assessed/Enrolled
1 – First-time	R	R	R	N	Not Applicable
3 – Transfer	R	R	R	N	Not Applicable
5 – Continuing	Not Applicable	Not Applicable	Not Applicable	N	N
6 – Study Abroad	Not Applicable	Not Applicable	N	N	N
7 – High School Concurrent	Not Applicable	Not Applicable	N	N	N
9 – Summer Only	N	N	N	N	N

R	Required, blank not acceptable
N	Not required, blank acceptable

ELEMENT TITLE: Student Identification Number

DEFINITION: A number that uniquely identifies a student at an institution. Wherever possible, this should be the nine-digit social security number assigned to an individual under the Federal Insurance Contribution Act. Social Security rules currently exclude use of numbers that are < 000000100 or >= 800000000.

CODES, CATEGORIES, AND COMMENTS:

For the Financial Aid File, ~~and the CSIG file,~~ the student social security number is mandatory.

For all other files, if an individual's SSN is unknown, the institution should assign a unique number, using the following guidelines:

If the Student Identification Number is assigned, the number should be used in all future reports by the institution for that student unless corrected or replaced by Social Security Number. Note: Use of an SSN is the only way CCHE can track a student for retention and graduation analyses across institutions.

If an individual's social security number is not available for use by an institution, the institution may report any student identification number up to 9 characters that is unique for that student. The institution also must report the Student Identification Type as "1," indicating that this number is not a Social Security Number.

Note: Hyphens are not entered as part of the identification number.

MISSING VALUE: Does not apply; field must be completed.

EDIT SPECS: If Student Identification Type is 0 or blank, error if value contains alpha characters or the last 6 digits are all zeroes or is < 000000100 or >= 800000000—This edit to be implemented with submissions for FY04. Error if not unique on all files, except Degrees.

FORMAT: ~~Numeric~~ Alphanumeric, 9-place integer

FILE: All

UPDATED: July 1988; edit specs modified July 2003.

ELEMENT: Student Identification Number Type

DEFINITION: The indicator to classify the Student Identification Number as believed to be either a social security number or a institutional-assigned identification number.

CODES, CATEGORIES, AND COMMENTS:

0 – Indicates that the Student Identification Number is believed to be a social security number

1 – Indicates that the Student Identification Number is NOT a social security number.

MISSING VALUE: Not acceptable.

EDIT SPECS: See Student Identification Number

FILE: All

UPDATED: Implemented, FY2004

ELEMENT TITLE: Student Level

DEFINITION: The level at which a student is classified during the term which is being reported, based upon the total credits obtained toward completion of a degree/certificate program.

CODES, CATEGORIES, and COMMENTS: Students are classified as undergraduate or graduate based on the number of credits completed as of the beginning of the term. Within those categories, students can be classified as degree/certificate-seeking or non-degree seeking.

UNDERGRADUATE

Degree-Seeking	
First-Year (freshman).....	11
Second-Year (sophomore).....	12
Third-Year (junior).....	13
Fourth-Year & Beyond (senior).....	14
Unclassified.....	15
Certificate with a Bachelor's (Regis Univ only).....	16
Non-Degree-Seeking Undergraduate Students Without a Bachelor's Degree.....	19
Non-Degree-Seeking Undergraduate Students With a Bachelor's Degree-- categorized by institution as an <u>undergraduate</u> student (can include post-baccalaureate students pursuing initial teacher licensure only).....	20

GRADUATE

First-Professional Degree-Seeking.....	21
Graduate Degree-Seeking	
Master's.....	31
Doctoral.....	32
Specialist.....	33
Certificate with a Master's (Regis Univ only).....	34
Non-Degree-Seeking Graduate Students With a Bachelor's Degree--categorized by institution as a <u>graduate</u> student (can include post-baccalaureate students pursuing initial teacher licensure only).....	39

Students reported in the IPEDS Graduation Rate Survey and CCHE's Quality Indicator System cohorts must meet three criteria: be reported as first-time in fall, full-time in fall, and a degree-seeking undergraduate in fall.

- First-time is based on the Registration Status field and requires a code of 1.
- Full-time classification is derived from the sum of three credit hour fields (resident instruction + ESP + other); vocational hours are included in RI or other credit hours). The total must be at least 12 credit hours.
- The degree-seeking undergraduate criterion is based on the Student Level field and requires a student be reported with one of codes 11, 12, 13, 14, or 15, with 12-15 acknowledging college credit earned for work done during high school through concurrent enrollment and/or AP/IB.

Students reported with a student level of 33 should be coded with a program type = 8.

Codes 16 and 34 valid only for Enrollment and Financial Aid Files, not for Teacher Education File.

For Financial Aid File, use the level code that a student was classified for the academic year, not summer school classification.

MISSING VALUE: Does not apply; field must be completed.

EDIT SPECS: Error if not a valid code; codes 16 and 34 valid only for Regis University's Enrollment and Financial Aid Files.
For 2-year programs, only 11, 12, 15, 19, and 20 are valid.
In Teacher Education File, valid codes = 11, 12, 13, 14, 15, 20, 31, 39.

FORMAT: Numeric, 2 place integer

FILE: Enrollment, Undergraduate Applicant, Teacher Education, and Financial Aid Files

ELEMENT TITLE: Student Level (continued)

UPDATED: Removed code for Extended Studies Program, December 1989, June 1991; added cumulative credit hour range verification with student level, June 1996; reconfigured structure, added codes 16, 20, 33, and 34, and deleted codes 35 and 36, July 2002

Glossary:

Degree-Seeking Students. Students enrolled in courses who are recognized by the institution as pursuing: 1) a degree, certificate, or other formal award conferred by a public institution and approved by CCHE, or 2) a degree, certificate, or other formal award conferred by a private institution; this award must be conferred by the institution. Students pursuing post-baccalaureate teaching licensure exclusively should be reported as non-degree-seeking. Post-baccalaureate education students seeking a graduate degree simultaneously with initial licensure should be reported at the appropriate degree-seeking level.

Doctoral. Students enrolled in a graduate level program with the intent to achieve a doctoral degree as a terminal award for the program enrollment. The student may be at any point in pursuing this degree objective and achieved graduate credits do not affect the determination of this variable.

First-Professional. Students enrolled in a professional school or program that requires at least two academic years of college work for entrance and a total of at least six years for a degree. See Degree Granted for list of recognized first-professional degrees.

Master's. Students enrolled in a graduate level program with the intent to achieve a master's degree as a terminal award for the program enrollment.

Non-Degree-Seeking Graduate Students with a Bachelor's Degree. Students who have previously earned a baccalaureate degree and are enrolled in graduate courses, but who are not recognized by the institution as pursuing a degree or other formal award. Students pursuing post-baccalaureate teaching licensure exclusively and classified by the institution as graduate students should be reported as non-degree-seeking.

Non-Degree-Seeking Undergraduate Students with a Bachelor's Degree. Students who have previously earned a baccalaureate degree and are enrolled in undergraduate courses, but who are not recognized by the institution as pursuing a degree or other formal award. Students pursuing post-baccalaureate teaching licensure exclusively and classified by the institution as undergraduate students should be reported as non-degree-seeking.

Non-Degree-Seeking Undergraduate Student without a Bachelor's Degree: Students who have not previously earned a baccalaureate degree and are enrolled in undergraduate courses, but who are not recognized by the institution as pursuing a degree or other formal award. **PSEO students must be reported as non-degree-seeking; Fast Track students may be reported as either degree-seeking or non-degree-seeking.**

Specialist. Students enrolled in a graduate level program with the intent to achieve a specialist degree as a terminal award for the program enrollment.

Unclassified. A student enrolled in a degree program but who cannot be classified by academic level (e.g. a transfer student whose credits have not been evaluated). These students are distinguished from non-degree-seeking students, who are not enrolled in a degree program. A first-time student (see Registration Status) should never be reported as unclassified.

Undergraduate. A student enrolled in a four or five-year bachelor's degree program, in an associate degree program, or in a vocational or technical program below the baccalaureate.

	Quarter Hours	Semester Hours
First-Year (Freshmen)	0 to 44	0 to 29
Second-Year (Sophomore)	45 to 89 or Assoc. Degree	30 to 59 or Assoc. Degree
Third-Year (Junior)	90 to 134	60 to 89
Fourth-Year (Senior)	135 to Undergrad Degree	90 to Undergrad Degree

ELEMENT: Term GPA

DEFINITION: Grade point average (GPA) that will be recorded in students' transcript for the current term at the reporting institution, computed at the end of the reported term. Based on a four-point system.

CODES, CATEGORIES, AND COMMENTS: The grade point average should be reported on a four-point scale where the highest score equals 4 and 0 is the lowest. Report three decimal positions as shown in the format.

Convert grade point averages that were not reported on a four-point scale to a scale equivalent to:

4 - A
3 - B
2 - C
1 - D
0 - F

with 4.00 the highest possible GPA and 0.0 the lowest. To convert a GPA:

<u>GRADE SCALE</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
Divide by	0.75	1.00	1.25	1.50	1.75	2.00	2.25	2.50	2.75	3.00

Conversions for a GPA based on a scaling system other than above are left to the discretion of each institution. The only requirement is that the institution converts the grades to a four point system in a consistent manner.

MISSING VALUE: Blank, if unknown.

EDIT SPECS: Error if < 0 or > 4.00
Warning if field is 0.

FORMAT: Numeric, 1 place integer plus 3 place decimal (9V999) (decimal point is implied)

FILE: Student Enrollment

UPDATED: Required missing GPA to be a blank, not zero, March 1998

ELEMENT: Transcript Type

DEFINITION: Indicates the type of high school transcript that the student provides for admission purposes.

CODES, CATEGORIES, AND COMMENTS:

- 0 - Traditional U.S. high school transcript, listing courses, grades, and GPA.
- 1 - International high school transcript conferred by a high school operating outside the United States
- 2 - Performance or competency-based transcript, listing performance levels within content areas.
- 3 - Combination transcript that includes both traditional grading and performance-based evaluation.
- 4 - Portfolio assessment without an accompanying transcript.
- 5 - Home school transcript, not validated by the appropriate school district
- 9 - Missing transcript, student did not furnish a transcript

Under CCHE policy, students who receive a traditional transcript (0) and meet or exceed the index score associated with the institution to which they applied will meet the admission standards. Students who receive an international transcript (1) are exempt from the standards. Students who receive a performance-based transcript (2 or 3) will meet the admission standards of the institutions participating in the pilot project. Institutions may admit students who provide a portfolio (4) in place of a transcript or who provide a home school transcript (5) or who fail to provide a transcript (9), but these students will be considered window students. **This field is applicable to first-time students and students who are transferring less than 12 hours.**

It is the institution's responsibility to assess transcripts and to be able to justify to an auditor whether or not a transcript is classified as "international." A non-resident alien could present a traditional U.S. high school transcript. A U.S. military dependent could present a traditional U.S. high school transcript from an American school operating outside the United States.

MISSING DATA: Unacceptable

EDIT SPECS: Error if > 5 and < 9; error if >9.

FORMAT: Numeric, 1 place integer

FILE: Undergraduate Applicant File (not required for two-year institutions)

UPDATED: Field converted from International Transcript to accommodate performance-based, alternative transcript, and high school pilot study, June 1996; **changed missing transcript code from blank to 9, July 2003.**

ELEMENT: Transfer GPA

DEFINITION: The cumulative grade point average of a student from the previously attended postsecondary institutions prior to transfer used to determine admission status. Based on four-point system.

CODES, CATEGORIES, AND COMMENTS: Convert grades that were not reported on a four-point scale as described on H.S. GPA - Transcript page.

If a former special student or two-year program student (for ASC and MESA) at the institution is reported as a transfer student entering a four-year degree program, report the GPA earned by the student at the institution before transfer.

Note the implied decimal point in the Format. For example, enter a GPA of 2.7 as '270'.

MISSING VALUE: Blank, if unknown or unavailable.

EDIT SPECS: Error if not blank and < 0.01 or > 4.00.
Warning if all blank or less than 1.00.

FORMAT: Numeric, 1 place integer plus 2 place decimal (9V99) (decimal point is implied)

FILE: Undergraduate Applicant File (not required for two-year institutions)

UPDATED: July 1988

ELEMENT: Transfer GPA - Credit Hr.

DEFINITION: The total credit hours from which the Transfer GPA was computed.

CODES, CATEGORIES, AND COMMENTS: To establish a statewide approach for reporting credit hours from which the Transfer GPA was computed, it is necessary that criteria be established. Individual admission offices have adopted slightly different policies regarding the calculation of transfer GPA and the credit hours on which the calculation is based. CCHE does not intend to dictate admission policy regarding applicable transfer credit hours.

However, for credits reported on the Undergraduate Applicant File, it is expected that institutions will comply with the minimum policies outlined below.

1. All transfer credit hour decisions for an institution should be based on the same institutional admission decision criteria system. (i.e. Use credits from most recently attended institution only; or use credits from all institutions attended within the last 20 years; etc.)
2. All transfer credit hours should be reported in semester hours. Convert quarter hours to equivalent semester hours using the following ratio:

$2/3$ quarter hours = semester hours round to nearest integer.
This guideline is for general data consistency.

MISSING VALUE: Blank, if no credits

EDIT SPECS: Error if < 0 or > 300
Error if blank and registration status = 3

FORMAT: Numeric, 3 place integer

FILE: Undergraduate Applicant File (not required for two-year institutions)

UPDATED: June 1991

ELEMENT: Transfer Institution Code

DEFINITION: The unique code that identifies the most recently-attended postsecondary institution.

CODES, CATEGORIES, AND COMMENTS: The number assigned to each higher education institution by the American College Testing service, identifying an institution with a 4-digit institutional code. See Attachment 8.02 for a list of the codes to use for Colorado institutions.

Do NOT use the ETS code for reporting Transfer Institution code. The use of this code may produce unexpected transfer and migration results.

For students who transferred from an institution in another state, enter at least the appropriate 2-digit state code in the first two positions and leave the rest of the field blank if the institution code is not available.

MISSING VALUE: Blank, if unknown

EDIT SPECS: Error if not blank and not a valid ACT code.
~~Warning if all blank and Transfer Institution Name is all blank.~~
Error if blank and Registration Status =3.

FORMAT: ~~Numeric~~, Alphanumeric, 4 place integer

FILE: Undergraduate Applicant File

UPDATED: July 1987

~~ELEMENT:~~ Transfer Institution Name **(DELETED)**

~~DEFINITION:~~ The name of the most recently attended postsecondary institution.

~~CODES, CATEGORIES, AND COMMENTS:~~ Completed only if unable to identify the last institution enrolled by the Transfer Institution Code.

~~MISSING VALUE:~~ Blank, if Transfer Institution Code is provided.

~~EDIT SPECS:~~ Warning if all blank and the Transfer Institution Code is also all blank.

~~FORMAT:~~ Alphanumeric, 28 characters

~~FILE:~~ Undergraduate Applicant File

~~UPDATED:~~ October 31, 1985

ELEMENT: Tuition Classification

DEFINITION: Classification of student for the purpose of tuition assessment. Institutions must be in compliance with CCHE's FTE Reporting Guidelines and Procedures implemented for FY2003. Also see page on Tuition Classification—Detail.

In-State: Student determined to be in-state for public tuition purposes according to Title 23-7-102 (5), C.R.S.

Out-of-State: Student determined to be out-of-state for public tuition purposes according to Title 23-7-102 (5), C.R.S.

CODES, CATEGORIES, AND COMMENTS:

- 1 - In-state
- 2 - Out-of-State
- 3 - Unclassified--allowable only for students enrolled exclusively cash-funded courses. **Use this value only when in- or out-of-state residency is not available.** Students enrolled in state-funded extended campus courses should have a tuition classification of 1 or 2.
- ~~4 - In state non Colorado resident who qualifies for in state tuition classification due to Colorado statutory provision. For FY 2003, include only those students in code 4 tuition classification that are reported as non-resident aliens in the race/ethnicity field. Beginning with FY2004, other students meeting special statutory provisions related to in state tuition classification will be included in the code 4 code. Category includes students classified as non-resident aliens qualifying for in state tuition.~~

~~Canadian military residency: Students are out of state students being charged in state tuition. Tuition status is out of state.~~

~~Olympic residency: Students are out of state students being charged in state tuition. Tuition status is out of state.~~

Special treatment of out-of-state student groups as provided for by Colorado statutes:

CCHE-Approved Reciprocity Agreements. C.R.S. 23-1-112 allows students participating in this program to be claimed by Colorado institutions for state general fund, up to the maximum number of FTE allocated to the institution by CCHE. Colorado has approved reciprocity agreements with New Mexico and Utah in SURDS files. Report student as in-state in SURDS files.

U.S. Armed Forces and Their Dependents. C.R.S. 23-7-103(1)(c)(I) and (II) allows U.S. military personnel and dependents to be granted in-state tuition status, prior to having been domiciled in Colorado for twelve continuous months, upon moving to Colorado on a permanent change-of-station basis, for courses that are not taken on military bases. Credits generated in off-base courses may be reported for FTE general fund support, but these credit hours must be separately identified in the End of Year FTE Report. Report student as in-state in SURDS files.

Canadian Military Personnel and Their Dependents. C.R.S. 23-7-106 provides that any member of the military forces of Canada stationed in Colorado, or the dependent of any such member, shall receive in-state tuition status at any institution of higher education in this state. No member of the Canadian military shall be deemed to be stationed in this state unless he maintains a full-time principal residence in this state. In-state tuition status for Canadian military personnel or their dependents shall terminate at the conclusion of the current quarter or semester upon transfer to any station outside this state. Report student as out-of-state in SURDS files.

(continued)

ELEMENT: Tuition Classification (Continued)

Olympic Training Center Athletes. C.R.S. 23-7-105 allows athletes living in Colorado Springs and training at the Olympic Training Center, or at a facility in Colorado Springs approved by the Olympic governing board to be considered in-state students for the purposes of assessing tuition and generating FTE reimbursable credits at any state-supported institution of higher education. Report student as in-state in SURDS files.

Chinese and Russian students in Graduate Public Policy Programs. C.R.S. 23-7-107 allows students from The Commonwealth of Independent States (Russia) and the People's Republic of China in graduate public policy programs to be allowed to receive in-state tuition. However, these students may not be counted as resident students for any purpose other than tuition classification. Report student as out-of-state in SURDS files.

WICHE Regional Graduate Program. C.R.S. 23-1-108(10) allows postgraduate or professional students participating in this program to be claimed by Colorado institutions as in-state students for the purposes of assessing tuition, enrollment reporting, and budgetary reporting. Report student as in-state in SURDS files.

WICHE Undergraduate Exchange Program (WUE). Students participating in the WUE program are assessed 150% of the in-state tuition rate of the Colorado institution. The enrollment in the WICHE undergraduate program is not reportable for state general fund. Report student as out-of-state in SURDS files.

Colorado Educational Exchange Program. C.R.S. 23-3.3-601 allows students to be reported as in-state students for the purposes of assessing tuition, enrollment reporting, and budgetary reporting. The institution must be approved by CCHE to participate in the Colorado Educational Exchange Program. No student may be a recipient or participant for more than one year. Report student as in-state in SURDS files.

Financial Aid File Only: If a student is enrolled at a private or proprietary institution and there is a single tuition charge, the tuition classification is equivalent to the residency status. In effect, this is the tuition class a student would be categorized under if the student attended a public institution. This differentiation is important since certain groups of students may be limited in their qualifications for state funded programs.

MISSING VALUE: Does not apply; field must be completed; for Teacher Education File, blank acceptable only if Teacher Education Program Status = 1, 2, or 5.

EDIT SPECS: Error if value < 1 or > 3.
~~Error if 3 and Program Type not equal 4.~~
~~Race/ethnicity must be non-resident alien if reported with code 4 tuition classification.~~
Error if 3 and resident instruction hours are greater than 0.

FORMAT: Numeric, 1 place integer

FILE: All

UPDATED: June 1991; added code 4 on limited basis, July 2002; deleted code 4, FY2004

ELEMENT: Tuition Classification—Detail

DEFINITION: Identifies students whose tuition classification meets or results from selected categories/programs qualifying for in-state tuition classification. Also see page on Tuition Classification.

CODES, CATEGORIES, AND COMMENTS: Codes 0 – 2 for use in FY2004; codes 3 and higher to be mandatory (if applicable) in FY2005.

- 0 – Not applicable
- 1 – Non-Resident Alien
- 2 – Colorado/New Mexico reciprocity—This code is valid for only ASC, FLC, USC, WSC, LCC, PCC, and TSJC
- 3 – U. S. Armed Forces and their dependents
- 4 – Canadian Military Personnel and their dependents
- 5 – Olympic Training Center athletes
- 6 – Chinese and Russian students in graduate public policy programs
- 7 – WICHE Regional Graduate Program
- 8 – WICHE Undergraduate Exchange Program (WUE)
- 9 – Colorado Educational Exchange Program

MISSING VALUE: Blank not acceptable.

EDIT SPECS: Error if value >2 for FY04; error if value >9 for FY05.
Race/ethnicity must be non-resident alien if tuition classification-detail = 1 and tuition classification = 1.
Error if tuition classification-detail greater than 0 and tuition classification = 2 or 3.

FORMAT: Alphanumeric, 1 place integer

FILE: All

UPDATED: Implemented, FY2004 (see code note above).

ELEMENT: Writing Assessment Indicator

DEFINITION: The basis for assessing if this student needs remediation in writing. **Do not report the basis for determining course level placement within remedial writing.**

CODES, CATEGORIES, AND COMMENTS:

- 00 - Assessment pending
- 01 - ACT (English section)
- 02 - COMPASS (Language Test)
- 03 - Accuplacer
- 04 - ASSET (Language Usage Test)
- 05 - SAT (verbal)
- 06 - Institutionally-designed instrument
- 98 - Assessment waived
- 99 - Assessment exempted

Enrolled students who have not been assessed and do not fall into one of the exempt categories below should be reported as pending. An assessment is waived (or not applicable) only when a student has a documented learning disability.

Institutions may exempt student from assessment requirements. The exemptions are limited to:

- 1) Students who have earned a baccalaureate degree;
- 2) Students who have earned a transfer-oriented associate degree (i.e., A.A. or A.S.); excludes AGS and AAS graduates;
- 3) Student who are pursuing a vocational certificate;
- 4) Students who have been previously assessed in writing at a Colorado public institution;
- 5) Students who have successfully completed a remedial course in writing;
- 6) Student who have successfully completed a college-level course in writing;
- 7) All concurrently enrolled high school students until they are matriculated as degree-seeking by an institution;
- 8) Exchange students (students coming from another institution, state, or country for study for a defined period of time (e.g., academic term or year).
- 9) Students classified as non-degree-seeking.

Note 1: Successfully completed refers to students earning a grade of C- or higher or a Satisfactory completion.

Note 2: If an institution's assessment requirement is more stringent than CCHE's (e.g., requiring assessment of certificate-seekers), institutions should report the assessment and its related fields.

See Figure VII for valid combinations of this field and placement indicator.

MISSING VALUE: Blanks acceptable only when admission status = 1 or 2.
Blank for admission status = 3 acceptable if student level = 19 or 20

EDIT SPECS: Error if value > 06 except 98 and 99.

FORMAT: Numeric, 2 place integer

FILE: Undergraduate Applicant File

UPDATED: Implemented, FY2002

ELEMENT: Writing Placement

DEFINITION: The indicator if student is required by the institution to be remediated in writing.

CODES, CATEGORIES, AND COMMENTS:

- 0 - No assessment reported (for student whose assessment is pending, waived, or exempted)
- 1 - Yes, this student requires writing remediation
- 2 - No, this student does not require writing remediation

See Figure VII for valid combinations of this field and assessment indicator.

MISSING VALUE: Blanks acceptable only when admission status = 1 or 2.
Blank for admission status = 3 acceptable if student level = 19 or 20

EDIT SPECS: Error if value ≥ 3 .

FORMAT: Numeric, 1 place integer

FILE: Undergraduate Applicant File

UPDATED: Implemented, FY2002

ELEMENT: Year of High School Graduation

DEFINITION: Four-digit year in which the student graduated from high school.

CODES, CATEGORIES, AND COMMENTS:

NNNN - four-digit year of graduation

~~GE - student has a GED (right justified)~~

9999 - did not graduate from high school and did not complete a GED

If student has GED, then a GED score should be reported in the GED Score field on Undergraduate Applicant File and Year of High School Graduation should be left blank.

If student is high school concurrent, report student in registration status as 7, and Year of High School Graduation should be left blank.

If student did not graduate from high school or year of high school graduation is unknown, leave blank.

MISSING VALUE: Field required for all first-time and assessed students in UAF and first-time in the Enrollment File, except for GED admits.

EDIT SPECS: Error if alphanumeric.
Error when date of birth and high school graduation year missing;
Error if year of high school graduation > report year.
Error of year of high school graduation is < report year -60.
Warning when date of birth indicates recent high school graduation year.

FORMAT: Numeric, ~~Alpha~~, 4 character

FILE: Student Enrollment, Undergraduate Applicant File

UPDATED: Expanded to four-digit format, year 2000 file conversions; updated missing information on FY2002.