

DHE-SURDS 'Degree File' Field Definitions

Last Modified on April 27, 2009

Archived: [2007](#)

Field #/ Starting Position	Field Name	Field Definitions/Descriptions
1/1	RecordType	<p>Definition: A flag that indicates which record type is being reported.</p> <p>Codes/Notes: 3 (degrees)</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs: Code must be 3.</p> <p>Format: numeric, 1 place integer</p>
2/2	Institution Code	<p>Definition: The unique code designations for Colorado postsecondary institutions.</p> <p>Codes/Notes: The number assigned to each higher education institution identifying an institution with a 4-digit institutional code. See Institution Code in Glossary.</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs: Error if a value is reported that is not the code assigned to the reporting institution.</p> <p>Format: AlphaNumeric, 4 characters</p> <p>Updates: July 1987</p>

3/6	Report Year	<p>Definition: The enrollment period identified by the term and the year on which the data are based (TYYYY)</p> <p>Term (T): The term on which the data are based.</p> <p>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.</p> <p>Codes/Notes:</p> <ul style="list-style-type: none"> 1 - Summer 2 - Fall 3 - Winter (only for institutions on a quarter system) 4 - Spring 5 - Interim 9 - Total report year <p>Examples: Fiscal Year 2002-03</p> <p>Summer 02 12002</p> <p>Fall 02 22002</p> <p>Winter 03 32003 (Institutions on quarter system only)</p> <p>Spring 03 42003</p> <p>Interim 03 52003</p> <p>Beginning in 1991, report period indicated by term, rather than end of year.</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs: Error if term value is < 1 or >5. Error if year value does not represent current reporting year.</p> <p>Format: Numeric, 5 place integer (TYYYY)</p> <p>Updates: Expanded to four-digit format, year 2000 file conversions.</p>
4/11	Student Identification Number	<p>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. If an individual's SSN is unknown, the institution should assign a unique number, using the following guidelines:</p>

		<p>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 DHE can track a student for retention and graduation analyses across institutions.</p> <p>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.</p> <p>Note: Hyphens are not entered as part of the identification number.</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs: If Student Identification Type is 0 or blank, error if value contains alpha characters or the last 6 digits are all zeroes.</p> <p>Format: AlphaNumeric, 9-place integer</p> <p>Updates: July 1988</p>
5/20	Gender	<p>Definition: The gender of the individual.</p> <p>Codes/Notes: 1 - Male 2 - Female</p> <p>Formerly identified as sex.</p> <p>Because IPEDS surveys do not provide an unknown gender option, DHE-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.</p> <p>Missing Value: Blank, if unknown.</p> <p>Edit Specs: Error if not blank or not = '1' or '2'.</p> <p>Format: Numeric, 1 place integer</p>

		<p>Updates: October 31, 1985; modified IPEDS proration methodology, March 2002.</p>
6/21	Date of Birth	<p>Definition: The date of birth as designated on the individual's legal birth registration or certificate.</p> <p>Codes/Notes: YYYYMMDD</p> <p>YYYY = four-digit year of birth MM = two-digit month of birth DD = two-digit day of birth</p> <p>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.</p> <p>Missing Value: Blank, if unknown.</p> <p>Edit Specs: Error if computed age is negative or if >110 Warning if computed age is < 14 or > 90</p> <p>Format: Numeric, 8 place integer</p> <p>Updates: Expanded to four-digit format, year 2000 file conversions, September 1998.</p>
7/29	Race/Ethnicity	<p>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.</p> <p>Codes/Notes: 1 - Non-Resident Alien</p>

		<p>2 - Black, non-Hispanic 3 - American Indian or Alaskan Native 4 - Asian or Pacific Islander 5 - Hispanic 6 - White, non-Hispanic</p> <p>Missing Value: Blank, if unknown.</p> <p>Edit Specs: Error if > 6.</p> <p>Format: Numeric, 1 place integer</p> <p>Updates: June 1996; modified edits related to tuition classification, July 2002.</p>
8/30	Filler	Pad with 2 spaces
9/32	Tuition Classification	<p>Definition: Classification of student for the purpose of tuition assessment. Institutions must be in compliance with DHE’s FTE Reporting Guidelines and Procedures implemented for FY2003. Also see page on Tuition Classification—Detail.</p> <p>In State: Student determined to be in state for public tuition purposes according to Title 23 7 102 (5), C.R.S.</p> <p>Out of State: Student determined to be out of state for public tuition purposes according to Title 23 7 102 (5), C.R.S.</p> <p>Codes/Notes:</p> <p>1 - In-state-Colorado resident 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</p> <p>Special treatment of out-of-state student groups as provided for by Colorado statutes:</p> <p><u>DHE-Approved Reciprocity Agreements.</u> 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</p>

institution by DHE. 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.

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

		<p>program is not reportable for state general fund. Report student as in-state in SURDS files.</p> <p><u>Colorado Educational Exchange Program</u>. 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 DHE 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.</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs:</p> <ul style="list-style-type: none"> - Error if value > 3. - Error if 3 and resident instruction hours are greater than 0. <p>Format: Numeric, 1 place integer</p> <p>Updates: June 1991; added code 4 on limited basis, July 2002; deleted code 4, FY2004</p>
10/33	Program Code	<p>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.</p> <p>Codes/Notes: Formerly called major. The six-digit Classification of Instructional Program (CIP) code that identifies the specific field of study the individual is enrolled in.</p> <p>For the Degrees 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.</p> <p>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</p>

		<p>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.</p> <p>The program area reported in this field will be the primary program unit of analysis for federal reports, enrollment projections, and standard Commission reports.</p> <p>Missing Value: Blank, only if non-degree seeking student.</p> <p>Edit Specs: Error if code reported is not found in the list of DHE approved programs for the reporting institution.</p> <p>Format: Alphanumeric, 6 integers</p> <p>Updates: December 1989</p>
11/39	Program Sequence Number	<p>Definition: The assigned sequence number that will differentiate programs classified by the same CIP code at an institution.</p> <p>Codes/Notes: Formerly called Major Sequence Number.</p> <p>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.</p> <p>Where the major sequence is required, the number should be reported in 2 digit format (i.e. 02, 03, etc.)</p> <p>Missing Value: Blank, if not applicable.</p> <p>Edit Specs: Error if the Program Code and Program Sequence Number do not match the approved program list.</p> <p>Format: Numeric, 2 characters</p>

		Updates: December 1989
12/41	Degree Level	<p>Definition: The level of degree/diploma/certificate conferred by the institution upon the student for the successful completion of a program.</p> <p>Codes/Notes: (See Glossary for description of each degree level category.)</p> <p>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)</p> <p>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</p> <p>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.</p> <p>Missing Value: Does not apply; field must be completed for Degree file.</p> <p>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.</p> <p>Format: Alphanumeric</p> <p>Updates: December 1989; December 1991; added code 33, and deleted code 04, July 2002</p>
13/43	Filler	Pad with 1 spaces
14/44	Filler	Pad with 4 spaces
15/48	Student Identification	Definition: The indicator to classify the Student Identification Number as believed to be either a social security number or a institutional-assigned

	Number Type	<p>identification number.</p> <p>Codes/Notes:</p> <p>0 – Indicates that the Student Identification Number is believed to be a social security number</p> <p>1 – Indicates that the Student Identification Number is NOT a social security number.</p> <p>Missing Value: Not acceptable</p> <p>Edit Specs:</p> <p>Format: Numeric, 1 place integer</p> <p>Updates:</p>
16/49	Tuition Classification Detail	<p>Definition:</p> <p>Codes/Notes: Codes 0 – 2 for use in FY2004; codes 3 and higher to be mandatory (if applicable) in FY2005.</p> <ol style="list-style-type: none"> 1. Not applicable 2. Non-Resident Alien 3. Colorado/New Mexico reciprocity—This code is valid for only ASC, FLC, USC, WSC, LCC, PCC, and TSJC 4. U. S. Armed Forces and their dependents 5. Canadian Military Personnel and their dependents 6. Olympic Training Center athletes 7. Chinese and Russian students in graduate public policy programs 8. WICHE Regional Graduate Program 9. WICHE Undergraduate Exchange Program (WUE) 10. Colorado Educational Exchange Program <p>Missing Value: Blank not acceptable.</p> <p>Edit Specs:</p> <p>Error if value >2 for FY04; error if value >9 for FY05.</p> <p>Race/ethnicity must be non-resident alien if tuition classification-detail = 1 and tuition classification = 1.</p>

		<p>Error if tuition classification-detail greater than 0 and tuition classification = 2 or 3.</p> <p>Format: Numeric, 1 place integer</p> <p>Updates:</p>
17/50	Major Order	<p>Definition: New field for FY2009. This field describes the Program Code (field 10). For students receiving a degree with a double major, this field specifies the primary program code for the submitted degree level. When multiple rows are submitted to describe double (or more) majors, the field value should designate the order of precedence.</p> <p>For example, if a student is receiving one BA degree with multiple majors, one row per major will be submitted. The row containing the primary major should contain a field value "1" and the remaining rows should designate "2", "3", "4"... Deciding what is the primary major is up to the institution.</p> <p>For students receiving separate degrees (two or more diplomas) at the same degree level, such as a B.S. and a B.F.A., this field should be blank or "1" for both rows.</p> <p>Codes/Notes: For a row that signifies a degree awarded, the field value should be blank or "1". When multiple rows are submitted to describe double (or more) majors, the field value should designate the order of precedence.</p> <p>For example, if a student is receiving one Bachelorette degree, but has multiple majors, one row per major will be submitted. The row containing the primary major should contain a field value "1" and the remaining rows should designate "2", "3", "4"...</p> <p>Missing Value: Blank if not a double major</p> <p>Edit Specs: Error if not blank and not 1-4</p> <p>Format: Numeric, 1 place integer</p>