



DHE-SURDS 'Teacher Education File' Field Definitions

Last Modified on June 16, 2010

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Field # /Starting Position	Field Name	Field Definitions/Descriptions
1/1	RecordType	<p><b>Definition:</b> A flag that indicates which record type is being reported.</p> <p><b>Codes/Notes:</b> 6 (teacher education file)</p> <p><b>Missing Value:</b> Does not apply; field must be completed.</p> <p><b>Edit Specs:</b> Code must be 6.</p> <p><b>Format:</b> numeric, 1 place integer</p>
2/2	Institution Code	<p><b>Definition:</b> The unique code designations for Colorado postsecondary institutions.</p> <p><b>Codes/Notes:</b> The number assigned to each higher education institution identifying an institution with a 4-digit institutional code. See Institution Code in Glossary.</p> <p><b>Missing Value:</b> Does not apply; field must be completed.</p> <p><b>Edit Specs:</b> Error if a value is reported that is not the code assigned to the reporting institution.</p> <p><b>Format:</b> AlphaNumeric, 4 characters</p> <p><b>Updates:</b> July 1987</p>
3/6	Report Year	<p><b>Definition:</b> 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</p>

		<p>fiscal year equals the report year + 1.</p> <p><b>Codes/Notes:</b>  1 - Summer  2 - Fall  3 - Winter (only for institutions on a quarter system)  4 - Spring  5 - Interim</p> <p><b>Examples:</b>  <b>Fiscal Year 2002-03</b>  Summer 02 12002  Fall 02 22002  Winter 03 32003 (Institutions on quarter system only)  Spring 03 42003  Interim 03 52003  Beginning in 1991, report period indicated by term, rather than end of year.</p> <p>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.</p> <p><b>Missing Value:</b> Does not apply; field must be completed.</p> <p><b>Edit Specs:</b>  Error if term value is &lt; 1 or &gt;5.  Error if year value does not represent current reporting year.</p> <p><b>Format:</b> Numeric, 5 place integer (TYYYYY)</p> <p><b>Updates:</b> Expanded to four-digit format, year 2000 file conversions.</p>
4/11	Gender	<p><b>Definition:</b> The gender of the individual.</p> <p><b>Codes/Notes:</b>  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><b>Missing Value:</b> Blank, if unknown.</p> <p><b>Edit Specs:</b> Error if not blank or not = '1' or '2'.</p> <p><b>Format:</b> Numeric, 1 place integer</p> <p><b>Updates:</b> October 31, 1985; modified IPEDS proration methodology, March 2002.</p>
5/12	Date of Birth	<p><b>Definition:</b> The date of birth as designated on the individual's legal birth registration or certificate.</p> <p><b>Codes/Notes:</b> 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. FOR FULL YEAR TEACHER ED FILE, Feb 15 of submit year is used as the age calc date.</p> <p><b>Missing Value:</b> Blank, if unknown.</p> <p><b>Edit Specs:</b> Error if computed age is negative or if &gt;110  Warning if computed age is &lt; 14 or &gt; 90</p> <p><b>Format:</b> Numeric, 8 place integer</p> <p><b>Updates:</b> Expanded to four-digit format, year 2000 file conversions, September 1998.</p>
6/20	Race/Ethnicity	<p><b>Definition:</b> 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><b>Codes/Notes:</b>  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</p> <p><b>Missing Value:</b> Blank, if unknown.</p> <p><b>Edit Specs:</b>Error if &gt; 6.</p> <p><b>Format:</b> Numeric, 1 place integer</p> <p><b>Updates:</b> June 1996; modified edits related to tuition classification, July 2002.</p>
7/21	Student Identification Number	<p><b>Definition:</b> 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><b>Note:</b> Hyphens are <b>not</b> entered as part of the identification number.</p> <p><b>Missing Value:</b> Does not apply; field must be completed.</p> <p><b>Edit Specs:</b>  If Student Identification Type is 0 or blank, error if value contains alpha characters or the last 6 digits are all zeroes.</p> <p>SSN's are needed if recipient is getting need-based or federal aid. Institutional assigned numbers can not be used in this case.</p> <p><b>Format:</b> AlphaNumeric, 9-place integer</p>

		<b>Updates:</b> July 1988; edit specs modified July 2003
8/30	Student Identification Number Type	<p><b>Definition:</b> The indicator to classify the Student Identification Number as believed to be either a social security number or a institutional-assigned identification number.</p> <p><b>Codes/Notes:</b></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><b>Missing Value:</b> Not acceptable</p> <p><b>Edit Specs:</b></p> <p><b>Format:</b> Numeric, 1 place integer</p> <p><b>Updates:</b></p>
9/31	Student Level	<p><b>Definition:</b> 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.</p> <p><b>Codes/Notes:</b> 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. See Glossary for description of each level.</p> <p><b>UNDERGRADUATE:</b> Degree-Seeking 11 - First Year (freshman) 12 - Second Year (sophomore) 13 - Third Year (junior) 14 - Fourth Year &amp; Beyond (senior) 15 - Unclassified 16 - Certificate with a Bachelor's (Regis Univ only)</p> <p>Non-Degree-Seeking 19 - Non Degree-Seeking Undergraduate Students Without a Bachelor's Degree 20 - Non Degree-Seeking Undergraduate Students With a Bachelor's Degree--categorized by institution as an undergraduate student (can include post-baccalaureate students pursuing initial teacher licensure only)</p>

**GRADUATE:**

~~21 - First Professional Degree Seeking~~ Removed Dec 2009

31 - Master's

~~32 - Doctoral~~ Removed Dec 2009

33 - Specialist

34 - Certificate with a Master's (Regis University only)

39 - Non-Degree-Seeking Graduate Students With a Bachelor's Degree--  
categorized by institution as a graduate student (can include post-baccalaureate students pursuing initial teacher licensure only)

52 - Doctoral - Research/Scholarship (New Dec 2009)

53 - Doctoral - Professional Practice (New Dec 2009)

54 - Doctoral - Other (New Dec 2009) (Explanation required)

Students reported in the IPEDS Graduation Rate Survey and DHE's Quality Indicator System cohorts must meet three criteria:

be reported as first-time, full-time, and degree-seeking.

- 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) and the total must be at least 12 credit hours. - The degree-seeking criterion is based on the Student Level field and requires a student be reported with either code 11, 12, 13, 14, or 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.

**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.

**Format:** Numeric, 2 place integer

**Updates:** December 1989; removed code for Extended Studies Program, 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; Dec 2009 replaced code 21, 32 with 52,53,54;

10/33	Program Code	<p><b>Definition:</b> 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><b>Codes/Notes:</b> 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 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><b>Missing Value:</b> Blank, only if non-degree seeking student.</p> <p><b>Edit Specs:</b> Error if code reported is not found in the list of DHE approved programs for the reporting institution.</p> <p><b>Format:</b> Alphanumeric, 6 integers</p> <p><b>Updates:</b> December 1989</p>
11/39	Teacher Ed Endorsement Area	<p><b>Definition:</b> The indicator to classify the teacher education endorsement area that the student is pursuing.</p>

**Codes/Notes:**

- 01 Administrator (Superintendent)
- 02 Agriculture and Renewable Natural Resources
- 03 Art
- 04 Audiologist
- 05 Business and Marketing Education
- 06 Business Education
- 07 Counselor, School
- 08 Drama
- 09 Early Childhood Education
- 10 Elementary Education
- 11 English Language Arts
- 12 Family and Consumer Studies
- 13 Foreign Language
- 14 Health
- 15 Instructional Technology Specialist
- 16 Instructional Technology Teacher
- 17 Library Media, School -- REMOVED JAN 2009
- 18 Linguistically Diverse -- REMOVED JAN 2009
- 19 Linguistically Diverse Education Specialist: Bilingual Education -- ACTIVE JAN 2009
- 20 Linguistically Diverse: Bilingual -- REMOVED JAN 2009
- 21 Linguistically Diverse Education(ESL)
- 22 Marketing Education
- 23 Mathematics
- 24 Music
- 25 Nurse, School
- 26 Occupational Therapist, School
- 27 Orientation and Mobility Specialist, School
- 28 Physical Education
- 29 Physical Therapist, School
- 30 Principal
- 31 Psychologist, School
- 32 Reading Specialist
- 33 Reading Teacher
- 34 Science
- 35 Social Studies
- 36 Social Worker, School
- 37 Speech
- 38 Speech/Language Pathologist
- 39 Technical Education -- REMOVED JAN 2009
- 40 Trade and Industry Education
- 41 Special Education Director
- 42 Special Education Generalist
- 43 Special Education Specialist



- 44 Special Education Specialist: Visually Impaired
- 45 Special Education Specialist: Deaf/Hard of Hearing
- 46 ECE Special Education: Specialist
- 47 ECE Special Education
- 48 Gifted Education Specialist
- 49 Undeclared or Unknown (no more than 5% of submission)
- 50 None -- REMOVED JAN 2009
- 51 School Librarian -- ADDED JAN 2009
- 52 Teacher Librarian (requires 1 or more years of teaching experience) -- ADDED JAN 2009
- 53 Technology Education (previously Industrial Arts) -- ADDED JAN 2009

**Missing Value:** Blank not acceptable.

**Edit Specs:** Error if a value is reported that is not an active endorsement area code

**Format:** AlphaNumeric, 2 place integer (leading zero)

**Updates:** Seven endorsement programs were removed in January 2010 because there is no reliable way to predict which of the candidates in these programs will go on to work in a K-12 setting.

12/41

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/Notes:** 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:

Grade Scale	Divide By
3	.75
4	1.00

5	1.25
6	1.50
7	1.75
8	2.00
9	2.25
10	2.50
11	2.75
12	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)

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

13/45

Institutional  
Assigned Student  
ID Number

**Definition:** A number that uniquely identifies a student at an institution. This number is assigned by the institution and is typically used in place of the Social Security Number.

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

**Missing Value:** Optional use determined by institution

**Edit Specs:**

Alphanumeric, 9 place integer or less.

**Format:** Alphanumeric, 9-place integer or less

**Updates:** July 1988; edit specs modified July 2003, December 2004, February 2005 and March 2005.