

DHE-SURDS 'Enrollment File' Field Definitions

Last Modified on Sept 19, 2008

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: 1 (enrollment file)</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs: - Code must be 1.</p> <p>Format: AlphaNumeric, 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</p>

		<p>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: 1 - Summer 2 - Fall 3 - Winter (only for institutions on a quarter system) 4 - Spring 5 - Interim</p> <p>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 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 (TYYYYY)</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. Social Security rules currently exclude use of numbers that are < 000000100 or >= 800000000</p> <p>Codes/Notes: 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. The institution also must report the Student Identification Type as "1," indicating that this number is not a Social Security Number.</p>

		<p><u>Note:</u> Hyphens are <u>not</u> 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 or is < 000000100 or >= 800000000—This edit to be implemented with submissions for FY04. Error if not unique on all files.</p> <p>Format: AlphaNumeric, 9-place integer</p> <p>Updates: July 1988; edit specs modified July 2003.</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 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	Student Level	<p>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.</p>

Codes/Notes:

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.

UNDERGRADUATE:

Degree-Seeking

11 - First Year (freshman)

12 - Second Year (sophomore)

13 - Third Year (junior)

14 - Fourth Year & Beyond (senior)

15 - Unclassified

16 - Certificate with a Bachelor's (Regis Univ only)

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)

GRADUATE:

21 - First Professional Degree-Seeking

Graduate Degree Seeking

31 - Master's 32 - Doctoral 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)

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.

		<p>Codes 16 and 34 valid only for Enrollment and Financial Aid Files, not for Teacher Education File.</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>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.</p> <p>Format: Numeric, 2 place integer</p> <p>Updates: 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</p>
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: 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 institution by DHE. Colorado has approved reciprocity agreements with New Mexico and Utah in SURDS files. Report student as in-state in SURDS files.</p> <p>U.S. Armed Forces and Their Dependents. C.R.S. 23 7 103(1)(c)(I) and</p>

(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 program is not reportable for state general fund. Report student as in-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

		<p>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: - Error if value > 3. - Error if 3 and resident instruction hours are greater than 0.</p> <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 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</p>

		<p>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> <p>Updates: December 1989</p>
12/41	Registration Status	<p>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.</p> <p>Codes/Notes:</p> <ul style="list-style-type: none"> 1 - First-Time 3 - Transfer 5 - Continuing or Readmit 6 - Study abroad, with no hours of any kind 7 - High school concurrent 9 - Summer Only <p>Missing Value: Unacceptable, must be completed.</p>

Edit Specs:

See matrix with student level (Figure II).

Enrollment File: All values 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

Updates: 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

		<p>institution since HS? · If no or don't know, report as 1, first time · If yes, report as 3, transfer</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ 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. <p>Changes effective with files for summer 2003 (FY 2003-04)</p> <ul style="list-style-type: none"> · 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.
13/42	State	<p>Definition: 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.</p> <p>Code/Notes: Mandatory for students reported with first time freshmen or transfer registration status in Enrollment file. When reporting UAF, state</p>

		<p>required for students with registration status of first-time freshmen or transfer and admission status of applicant, accepted, or assessed/enrolled.</p> <p>See County Code table in Glossary.</p> <p>Missing Value: Blank acceptable if unknown, except if registration status = first-time freshmen or transfer.</p> <p>Edit Specs:</p> <ul style="list-style-type: none"> - Error check on first time and transfer students only - Error if value not blank and is not a valid code listed above. <p>Format: AlphaNumeric, 2 place integer</p> <p>Updates: Added code for U.S. Territories, March 1995</p>
14/44	County (at time of application)	<p>Definition: Code reported in the UAF that identifies the Colorado county for student in one of the following categories:</p> <ol style="list-style-type: none"> 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 <p>Codes/Notes: 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.</p> <p>001 to 125 - Various Colorado Counties 998 - Out of Country 999 - Out of State</p> <p>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.</p> <p>Edit Specs:</p>

		<p>- Error if value not blank and not a valid code from county table. - Error check on first time students and transfer students.</p> <p>Format: AlphaNumeric, 3 place integer</p> <p>Updates: October 1985; Broomfield County added November 2001</p>
15/47	Year of High School Graduation	<p>Definition: Four-digit year in which the student graduated from high school.</p> <p>Codes/Notes: NNNN - four-digit year of graduation 9999 - did not graduate from high school and did not complete a GED</p> <p>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.</p> <p>If student is high school concurrent, report student in registration status as 7, and Year of High School Graduation should be left blank.</p> <p>If student did not graduate from high school or year of high school graduation is unknown, leave blank.</p> <p>Missing Value: Field required for all first-time and assessed students in UAF and first-time in the Enrollment File, except for GED admits.</p> <p>Edit Specs:</p> <ul style="list-style-type: none"> - 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. <p>Format: Numeric, 4 character</p> <p>Updates: Expanded to four-digit format, year 2000 file conversions; updated missing information on July 2001.</p>
16/51	Credit Hours RI	<p>Definition: The total credits attempted by the student during the reporting period eligible to be reported as resident instruction according to DHE FTE Reporting Guidelines.</p> <p>Codes/Notes: 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</p>

		<p>academic credit (e.g., AP; CLEP; prior learning).</p> <p>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, <u>enter a trailing zero</u>. For example, code 12 credit hours as 120; code 1.5 credit hours as 015.</p> <p>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.</p> <p>Students reported in the IPEDS Graduation Rate Survey and DHE’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.</p> <ul style="list-style-type: none"> - 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. <p>Missing Value: Blank if no credits</p> <p>Edit Specs:</p> <ul style="list-style-type: none"> - Error if < 0 or > 30. - Warning if > 21. <p>Format: AlphaNumeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)</p> <p>Updates: December 1989</p>
17/54	Credit Hours ESP	<p>Definition: The total academic credits attempted by the student during the report period through the Extended Studies Program.</p> <p>Codes/Notes: 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.</p> <p>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</p>

		<p>hours as 120; code 1.5 credit hours as 015.</p> <p>Refer to Section 4 Part C of the <u>Colorado Commission on Higher Education Manual of Policies and Procedures: Statewide Extended Studies Program</u> for definition.</p> <p>Students reported in the IPEDS Graduation Rate Survey and DHE’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.</p> <ul style="list-style-type: none"> • 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. <p>Missing Value: Blank, if no credits</p> <p>Edit Specs: - Error if not blank and < 0 or > 30 - Warning if > 21.</p> <p>Format: AlphaNumeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)</p> <p>Updates: June 1991</p>
18/57	Credit Hours Other	<p>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 the DHE FTE Reporting Guidelines and Procedures.</p> <p>Codes/Notes: 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, <u>enter a trailing zero</u>. For example, code 12 credit hours as 120; code 1.5 credit hours as 015.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Avocational courses - Limited enrollment (closed) courses - Sponsored courses

		<ul style="list-style-type: none"> - Tutorial - Tuition Waivers <p>Missing Value: Blank, if no credits</p> <p>Edit Specs:</p> <ul style="list-style-type: none"> - Error if not blank and < 0 or > 30. - Warning if > 21. <p>Format: AlphaNumeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)</p> <p>Updates: June 1991; deleted reference to Type C instruction, July 2002</p>
19/60	Cumulative GPA	<p>Definition: Cumulative grade point average (GPA) at the reporting institution, computed at the <u>end</u> of the reported term from all college-level courses 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.</p> <p>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.</p> <p>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".</p> <p>Report three decimal positions as shown in the format.</p> <p>Missing Value: Blank, if unknown.</p> <p>Edit Specs:</p> <ul style="list-style-type: none"> - Error if < 0 or > 4.000 - Warning if field is 0. <p>Format: AlphaNumeric, 1 place integer plus 3 place decimal (9V999) (the decimal point is implied)</p> <p>Updates: Required missing GPA to be a blank, not zero, March 16, 1998</p>
20/64	Program Type Indicator (DELETED)	<p>Definition:</p> <p>Codes/Notes:</p> <p>Missing Value:</p> <p>Edit Specs:</p> <p>Format:</p>

		Updates:
21/65	Program Code2	Definition: See definition/description of Program Code. The program area reported in this field is used only in analyses that are program specific (i.e., program discontinuance, new program approval, and related program projections.)
22/71	Program Sequence2	Definition: See definition/description of Program Sequence.
23/73	Program Type Indicator2 (DELETED)	Definition: Codes/Notes: Missing Value: Edit Specs: Format: Updates:
24/74	Delivery Site	Definition: Field deleted; replace with filler.
25/75	Credit Hours Vocational	Definition: The total credits attempted by the student during the reporting period in vocational courses. Codes/Notes: 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, <u>enter a trailing zero</u> . 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: AlphaNumeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied) Updates: Added field in response to CCCS, with reports from community

and local district colleges and Mesa State College, December 1989.

26/78

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

		<p>Updates: Required missing GPA to be a blank, not zero, March 1998</p>
27/82	High School Code	<p>Definition: The code that identifies the secondary school from which a student graduated, comprised of a 2 digit state code plus a 4 digit institutional code.</p> <p>Codes/Notes: 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 DHE for an assigned code.</p> <p>Use the following ACT code for a student who is home schooled: 969999.</p> <p>If a students earns a GED, this field should be left blank.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>View valid high school codes</p> <p>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.</p> <p>Edit Specs: The field is divided into the state code (first two digits) and institution code (last four digits) for the edit.</p> <ul style="list-style-type: none"> - 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.

		<p>Format: AlphaNumeric, 6 place integer</p> <p>Updates: Added reporting requirement for two-year institutions, December 1992.</p>
28/88	Cumulative Credit Hours	<p>Definition: The total college-level credit hours completed by the student and counted toward a degree or certificate, computed at the <u>end</u> of the reported term.</p> <ul style="list-style-type: none"> - Includes advanced placement credits - Includes transfer hours - Excludes remedial credit hours <p>Codes/Notes: 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.</p> <p><u>Note:</u> 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 <u>not</u> always be absolutely accurate.</p> <p>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, <u>enter a trailing zero</u>. For example, code 12 credit hours as 0120; code 7.5 credit hours as 0075.</p> <p>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.</p> <p>Missing Value: Blank if no credits</p> <p>Edit Specs:</p> <ul style="list-style-type: none"> - 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)

		<p>Format: AlphaNumeric, 3 place integer, 1 place decimal (999V9) (the decimal point is implied)</p> <p>Updates: Added cumulative credit hour range verification with student level, June 1996.</p>
29/92	Fiscal Year (DELETED)	<p>Definition:</p> <p>Codes/Notes:</p> <p>Missing Value:</p> <p>Edit Specs:</p> <p>Format:</p> <p>Updates:</p>
30/96	Governor's Opportunity Scholarship(GOS)	<p>Definition: A code which indicates whether the student is a recipient of the Governor's Opportunity Scholarship.</p> <p>Codes/Notes: The scholarship program was implemented fiscal year 1999-2000 (fall term). 1 = yes, recipient 2 = no, not a recipient</p> <p>Missing Value: Blank</p> <p>Edit Specs: Error if < 1 or > 2.</p> <p>Format: Numeric, 1 place integer.</p> <p>Updates: October 1999</p>
31/97	High School PSEO (DELETED)	<p>Definition:</p> <p>Codes/Notes:</p> <p>Missing Value:</p> <p>Edit Specs:</p> <p>Format:</p> <p>Updates:</p>
32/98	High School Fast Track	<p>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.</p> <p>Codes/Notes: 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.</p> <p>Blank - No, student not enrolled through Fast Track program</p>

		<p>1 - Yes, student enrolled through Fast Track program</p> <p>If student enrolled in Fast Track, high school code must be reported.</p> <p>Missing Data: Blank</p> <p>Edit Specs:</p> <ul style="list-style-type: none"> - Error if > 1; 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. <p>Format: Numeric, 1 place integer</p> <p>Updates: Implemented, FY2002</p>
33/99	High School Fifth Year (DELETED)	<p>Definition:</p> <p>Codes/Notes:</p> <p>Missing Value:</p> <p>Edit Specs:</p> <p>Format:</p> <p>Updates:</p>
34/100	Credit Hours — English as a Second Language (ESL)	<p>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.</p> <p>Codes/Notes: 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.</p> <p>Missing Value: Blank if no credits or unavailable</p> <p>Edit Specs:</p> <ul style="list-style-type: none"> - Error if < 0 or > 30. - Warning if > 21. <p>Format: Numeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)</p> <p>Updated: Implemented, FY2002</p>
35/103	Credit Hours Remedial	<p>Definition: The number of remedial mathematics credit hours attempted by this student this term at this institution, for cash or state funding.</p>

	Mathematics	<p>Codes/Notes: 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.</p> <p>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.</p> <p><u>Note:</u> The hours reported in this field will not be used to impute FTE enrollments in mathematics.</p> <p>Examples: 1 credit hour = 010 1.5 credit hours = 015 0.5 credit hours = 005</p> <p>Missing Value: Blank if no credits</p> <p>Edit Specs: - Error if < 0 or > 30. - Warning if > 21.</p> <p>Format: AlphaNumeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)</p> <p>Updates: Implemented, FY2002</p>
36/106	Credit Hours Remedial Writing	<p>Definition: : The number of remedial writing credit hours attempted by this student this term at this institution , for cash or state funding.</p> <p>Codes/Notes: 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.</p> <p>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.</p> <p><u>Note:</u> The hours reported in this field will not be used to impute FTE enrollments in writing.</p> <p>Examples: 1 credit hour = 010 1.5 credit hours = 015</p>

		<p>0.5 credit hours = 005</p> <p>Missing Value: Blank if no credits</p> <p>Edit Specs: - Error if < 0 or > 30. - Warning if > 21.</p> <p>Format: AlphaNumeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)</p> <p>Updates: Implemented, FY2002</p>
37/109	Credit Hours Remedial Reading	<p>Definition: The number of remedial reading credit hours attempted by this student this term at this institution, for cash or state funding.</p> <p>Codes/Notes: 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.</p> <p>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.</p> <p><u>Note:</u> The hours reported in this field will not be used to impute FTE enrollments in reading.</p> <p>Examples: 1 credit hour = 010 1.5 credit hours = 015 0.5 credit hours = 005</p> <p>Missing Value: Blank if no credits</p> <p>Edit Specs: - Error if < 0 or > 30. - Warning if > 21.</p> <p>Format: AlphaNumeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)</p> <p>Updates: Implemented, FY2002</p>
38/112	Credit Hours Passed Post-Secondary Enrollment Options	<p>Definition: The number of credit hours passed 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</p>

education. School district agrees to reimburse the tuition for students who successfully pass the college courses in which they have enrolled.

Codes/Notes: 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 DHE FTE Reporting Guidelines section on Postsecondary Enrollment Options. PSEO students must be reported as non-degree-seeking in the student level field.

If student 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.

		<p>if Credit Hours Passed-PSEO are greater than 0 and Credit Hours-R.I. = 0.</p> <p>if Cr Hrs—RI < PSEO hours.</p> <p>Year of high school graduation must be blank</p> <p>Registration status must be 7.</p> <p>Student level must be non-degree-seeking</p> <p>Format: AlphaNumeric, 3 place integer, 1 place decimal (99V9) (the decimal point is implied)</p> <p>Updates: Implemented, July 2002, replacing "High School—Postsecondary Options" field</p>
39/115	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-</p> <ul style="list-style-type: none"> 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>Degrees-</p> <ul style="list-style-type: none"> 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>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:</p> <ul style="list-style-type: none"> - 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

		<p>program.</p> <p>Format:AlphaNumeric, 2 place integer</p> <p>Updates: December 1989; December 1991; added code 33, and deleted code 04, July 2002</p>
40/117	Student Identification Number Type	<p>Definition: 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>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: Alphanumeric, 1</p> <p>Updates: Implemented, FY2004</p>
41/118	Credit Hours Attempted-- Postsecondary Enrollment Options	<p>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</p> <p>Codes/Notes: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-R.I. since the intent of this category is to further describe the student course load</p> <p>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.</p>

		<p>Examples: 1 credit hour = 010 7.5 credit hours = 075 0.5 credit hours = 005</p> <p>If student enrolled in PSEO, high school code must be reported. Missing Value: Blank if no PSEO credit hours—attempted</p> <p>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. 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.</p> <p>Format: AlphaNumeric, 3 place integer, 1 place decimal (99V9) (the decimal point is implied)</p> <p>Updated: Implemented at request of two-year institutions, July 2003.</p>
42/121	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> <ul style="list-style-type: none"> • 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 • A - In-state tuition classification but charged out of state tuition for no verification <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. Error if tuition classification-detail greater than 0 (and not 8 or A) and tuition classification = 2 or 3.</p> <p>Format: Alphanumeric, 1 place integer</p> <p>Updated: Implemented, FY2004 (see code note above); WICHE exception (July08).</p>
43/122	SASID (State Assigned Student Identification Number)	<p>Definition: Student identification number assigned by the state for use during enrollment in K-12.</p> <p>Codes/Notes:</p> <p>Missing Value: For FY2009, SASID required for Adams State, Mesa State, MSCD, Western State. For FY2010, all institutions must submit SASID for specified students..</p> <p>Edit Specs: Error if blank for ASC, MSC, MSCD, WSC for FY2009, any inst for FY2010 Error if blank and Year of HS Grad >= 2007 and In-State (Colorado High School) Error if not numeric or less than 10 digits</p> <p>Format: AlphaNumeric, 10 place integer</p> <p>Updated: Implemented, Summer 2008</p>

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