AHEIS
Reference Manual
for the

Student Information System

ARKANSAS DEPARTMENT
OF HIGHER EDUCATION

Public Institutions
2017 – 2018

ADHE Contacts

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A D H E Division of Research and Analytics
2017-2018 Reporting Calendar
for Public Institutions of Higher Education

Month	Due Date		Activity
July	07/05/2017	Wed	Minority Recruitment and Retention Report
July	07/12/2017	Wed	Student Financial Aid Crosswalk
July	07/12/2017	Wed	Academic Calendar Note: A copy of the academic year calendar from an institutional catalog may be substituted.
August	08/09/2017	Wed	Graduated Student File for prior academic year
August	08/09/2017	Wed	IPEDS Registration Opens. Components: Registration; Report Mapping; Institution ID; IC-Header UserIDs and passwords for 2017-18 will be distributed to all institutions on August 9. Those with designated keyholders will receive information via email. All institutions for which there is no designated keyholder will receive a letter directed to the CEO containing registration information. Institutions are encouraged but not required to complete Report Mapping, Institution Identification, and IC Header during the Registration period. Report Mapping (if applicable) and Institution Identification must be completed, and IC Header must be locked before the Fall surveys can be started. Report Mapping and IC Header are available until the end of the Fall collection. Institution Identification is available through Spring. On August 30, NCES will review the registration status of each institution. If an institution has not registered as of this date, a letter will be sent to the CEO requesting appointment of a new keyholder.
August	08/09/2017	Wed	Summer I End-of-Term (includes Spring Off-Schedule End-of-Term)
August	08/09/2017	Wed	Summer II Term File (Student, Registration, Course, Instructor) includes Summer I Off-Schedule
August	08/09/2017	Wed	Perkins Annual Files (Special Populations and Assessment for prior academic year)
August	08/09/2017	Wed	Annual Instructor File (for prior academic year)
August	08/23/2017	Wed	Military Compensation Report
September	09/06/2017	Wed	IPEDS Fall Collection Opens (closes 10/18/2017) Components: Completions; Institutional Characteristics; 12-month Enrollment
September	09/06/2017	Wed	Workforce Education and Training Course File (Summer I data)
September	09/13/2017	Wed	ACTS Transfer Report
September	09/27/2017	Wed	Estimated Fall Census Enrollment Report
September	09/27/2017	Wed	Student Financial Aid Data File
October	10/18/2017	Wed	IPEDS Fall Collection Closes for Institutions
October	10/18/2017	Wed	Graduated Student File for current academic year (July and August graduates)
October	10/18/2017	Wed	Summer II End-of-Term File (includes Summer I Off-Schedule End-of-Term)
October	10/18/2017	Wed	Fall Term File (Student, Registration, Course, Instructor) includes Summer II Off-Schedule
October	10/18/2017	Wed	Workforce Education and Training Course File (Summer II data)
October	10/18/2017	Wed	Intercollegiate Athletic File (for prior academic year)
November	11/01/2017	Wed	O C R A-5: Governing Board Composition
November	11/01/2017	Wed	O C R B-1: Student Applications, Acceptances , and Enrollments
December	12/13/2017	Wed	Grade-Update File
December	12/13/2017	Wed	IPEDS Winter Collection Opens (closes 2/14/2018) Components: Admissions; Graduation Rates; 200% Graduation Rates; Outcome Measures; Student Financial Aid
December	12/13/2017	Wed	IPEDS Spring Collection Opens (closes 4/11/2018) Components: Academic Libraries; Fall Enrollment; Finance; Human Resources
February	02/14/2018	Wed	IPEDS Winter Collection Closes for Institutions
February	02/21/2018	Wed	Fall End-of-Term File, includes Summer II Off-Schedule End-of-Term
February	02/21/2018	Wed	Spring Term File (Student, Registration, Course, Instructor) includes Fall Off-Schedule
February	02/21/2018	Wed	Workforce Education and Training Course File (Fall data)
April	04/11/2018	Wed	IPEDS Spring Collection Closes for Institutions
June	06/13/2018	Wed	Spring End-of-Term File, includes Fall Off-Schedule End-of-Term
June	06/13/2018	Wed	Summer I Term File (Student, Registration, Course, Instructor) includes Spring Off-Schedule
June	06/13/2018	Wed	Workforce Education and Training Course File (Spring data)

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APPENDICES

SISDB Revisions
Academic Year 2017-2018

The 2017-18 SISdb Manual has undergone significant formatting changes. While the majority of these changes are cosmetic, there are some that will impact file submissions that are outlined below.

Student File –
- Minimum placement score requirements are provided and required for High School Students. Recommended placement scores are provided for all other students; however, the institution must comply with their ADHE approved institutional placement policy.
- The Placement Status Field under each Placement Test Score, has been removed. Remediation reports are now calculated on registration in a remedial course rather than placement score.

Course File-
- The Technical Institute Funding Field has been removed. This is no longer required with the change from Performance Funding to Productivity Funding. This field has been changed to a filler.

Workforce Education/Training –
- The Workforce Education/Training Workgroup developed and finalized a new definition of Workforce Education in January 2017. Please review the new definitions prior to submission.
- Credit courses can no longer be included in the Workforce Education/Training file.

Financial Aid –
- New fund codes have been provided to reflect changes to state scholarships, grants, and waivers made in the 2017 General Assembly.

Perkins II –
- The CTE Assessment Name Field has been removed. This field will now be filled with 50 spaces.
- A new field of CTE Assessment Name Code has been added. This field will require entry of a 3-digit code based upon a standardized list. Do not leave this field blank.

Preliminary Enrollment –
- Fall Preliminary Enrollment Reports will now be submitted via an online form. Instructions can be found under the Preliminary Enrollment Report Section.

Other Changes to Note -
- Review Placement Test reporting. Updates to the placement policy are reflected in the manual.
- College ID for students and instructors will become mandatory in AY2018-2019. This will be the final year that these fields will be optional. College ID will be used in place of SSN on validation error reports once it is mandatory.
- Cosmetic changes to the manual include moving clarifying memos out of the manual. These will now be located at http://www.adhe.edu/institutions/institutional-research/student-information-system-manuals/.
- Academic policy has also been removed from the manual. State policy can be found on the ADHE website.
- Annual mandated reports including the transfer reports, fall preliminary enrollment report, and military compensation report have been moved out of the Appendices and added to a section of the manual titled "Annual Reports Not Submitted to the SISdb".

Preparing Files for Submission to ADHE

Data Extraction

• Extract data from the institution's student information system and convert the data to the SIS format using a data extract program or a record export utility.

Data Validation and Error Correction

• Log in to the SISdb FTP and move to the appropriate sub-folder. Upload file to the FTP. Once ADHE has validated the file, an error report will be generated. Use this error report to correct any file issues and resubmit. Repeat the process until there are no errors. Do not email error reports as they include SSN IDs.

Review Data Summaries

• Once a file has been successsfully uploaded with no errors a data summary will be generated and placed on the server. Carefully review this summary. Remeber: you know your institution and what its general demographics are. A review of the data summary often reveals data issues prior to them becoming an issue. If a data issue is found, correct the file and resubmit.

Common Data Issues Found in Files

- **Punctuation** – Only specific fields allow punctuation such as Student Name. Inappropriate punctuation or punctuation found in a header or trailer record will cause a fatal error when uploading the file. Carefully review field definitions to determine where and what type of punctuation are appropriate.
- **Justification** – If the data being entered is shorter in length than the field length, appropriate justification must be used. Quantifiable number fields should be right justified. Text or identification number fields should be left justified. For example, the field length of the Course Enrollment field in the Course file is four. If there are 8 students enrolled (a quantifiable number) the 8 should be right justified. As another example, the College ID in the Student file is not a quantifiable number, so if the entry in this field is shorter than the field length it should be left justified. Improper justification can result in errors or in improper loading of the data.
- **Line Endings** – Must use Windows line endings. Unix or Linux line endings will create a fatal error.
- **Incorrect Field Coding** – The SIS manual identifies all valid codes that may be used for each field in a record. For example, an error will be indicated if valid entries in a field are 1, 2, or 3, and the code of 7 is used.

File Name Conventions

You should save and archive <u>all</u> SIS submissions. It has been necessary for some institutions to go back several academic years to make corrections. If you do not keep a copy, correcting problems could be problematic at best.

Before sending your data to ADHE, it is important to name the submission file properly. Improperly named files will not be able to load into the SIS. Sections A - C provide you with the information to properly name the submission file. For most institutions the submission files are small and require very little time to send to ADHE.

Institutional File Name Conventions

<School Abbr><Year><Term>.<submission type>

If your files are large, compress the data using the ZIP format. Create the submission file as documented before zipping. When the file is zipped name it using the format:

<School Abbr>< Year ><Term>.zip

C. Filename Examples for Academic Year 2017/2018	
YY = 2-digit <u>calendar</u> year *of data* T = on-schedule term *of data* YR = 2-digit <u>academic</u> year *of data*	
Term Files	**<School Abbr>YYT.<Extension>**
Summer II 2017 Regular Term File	<School Abbr>170.DAT
Fall 2017 Regular Term File	<School Abbr>171.DAT
Spring 2018 Regular Term File	<School Abbr>182.DAT
Summer I 2018 Regular Term File	<School Abbr>183.DAT
Summer II 2017 End of Term	<School Abbr>170.EOT
Fall 2017 End of Term	<School Abbr>171.EOT
Spring 2018 End of Term	<School Abbr>182.EOT
Summer I 2018 End of Term	<School Abbr>183.EOT
Workforce files report data for the *previous* term	**<School Abbr>YYT.WRK**
Summer II 2017 Workforce	<School Abbr>170.WRK
Fall 2017 Workforce	<School Abbr>171.WRK
Spring 2018 Workforce	<School Abbr>182.WRK
Summer I 2018 Workforce	<School Abbr>183.WRK
Annual Files	**<School Abbr>YR.<Extension>**
Annual Instructor	<School Abbr>17.ANN
Athlete	<School Abbr>17.ATH
Financial Aid	<School Abbr>17.FAID
Graduated Student (All students graduating AY2017)	<School Abbr>17.GRD
Graduated Student(July and Aug graduates <u>*only*</u>)	<School Abbr>18.SGRD
Perkins I	<School Abbr>17.PRK
Perkins II	<School Abbr>17.PRK2
Grade Update	<School Abbr>17.GUP
As Needed	
Identification Number Change File	<School Abbr>.SSN
Identification Number Change File	<School Abbr>.SSN2

Header and Trailer Record Layout

Header Record Layout

Field Name	Field #	Length	Valid Choices	
Record Type	1	2	01	
Data Type	3	1	1 – Student 2 – Graduate / Summer Graduate 3 – Athlete 4 – Instructor 5 – Credit Course 6 – Registration 7 – Annual Instructor 9 – End of Term	C – ID Change N – Workforce F – Financial Aid Q – Perkins II V – Perkins I U – Grade Update
College FICE Code	4	6	000001 - 999999	
Academic Year	10	4	YYYY	
Filler	14	2	spaces	

Trailer Record Layout

Field Name	Field #	Length	Valid Choices	
Record Type	1	2	99	
Data Type	3	1	1 – Student 2 – Graduate / Summer Graduate 3 – Athlete 4 – Instructor 5 – Credit Course 6 – Registration 7 – Annual Instructor 9 – End of Term	C – ID Change N – Workforce F – Financial Aid Q – Perkins II V – Perkins I U – Grade Update

To let the software know it has come to the end of a file segment, a trailer record must accompany EACH header record. In the case of annual reports, that is usually the entire report.

In the term files such as fall, there may be *several* header and trailer records.

Examples:

The trailer for the student file would be: 991

The trailer for the registration file would look like: 996

Accessing the System and Uploading Files

To submit your file, each institution should install a sftp client either WinSCP, Filezilla, or any sftp client that their IT division prefers to use. To request credentials and connection information or to request a change of password, the user should contact the ADHE Network Support Analyst, Micah Gilbert, at Micah.Gilbert@adhe.edu, 501-371-2045.

Here is an example of what the institutions will receive:

Though the directions ARE correct,
The example information is NOT correct.
Please do not use this example information to try to connect.

Open Filezilla and click on "File", then "Site Manager", then select "New Site".

Enter the information below in the correct fields:

> **Host:** 111.222.333.444.555
> **Port:** 80008
> **Protocol:** FXTS
> **Logon Type:** AAIBB
> **Username:** ADHE
> **PW:**TopsecretpasswordthatshouldbesharedwithintheIRdivisionateachinstitution
> (Copy and paste the pw into the software)

After the information has been entered, click "Rename".
This site can be renamed to ADHE_SIS, ADHE_RP, or whatever name you want.
Click **connect** and you should be connected.

It is possible to download and upload, but not to delete a file or folder.

The username ending in **_SIS** will be submitting files to be validated.
The following file extensions are allowed:

.ssn	.ssn2	.ath	.eot	.gup
.wrk	.ann	.grd	.sgrd	.dat
.prk	.prk2	.faid		

The username ending in **_RP** will not be submitting files to be validated, and should only upload the following file types:

.xlsx	.docx	.pdf

- ADHE_SIS = files submitted to the SISDB for validation
- ADHE_RP = files submitted to Research and Analytics staff

Other logins are available for other ADHE offices/divisions.

Instructions on how to use the software

Now that you are connected.

On the left hand side of the screen, you should see the **Local site**.
These are your computer drives.

Below that are the folders and files within the drive you select.

On the right hand side is the **Remote site**.
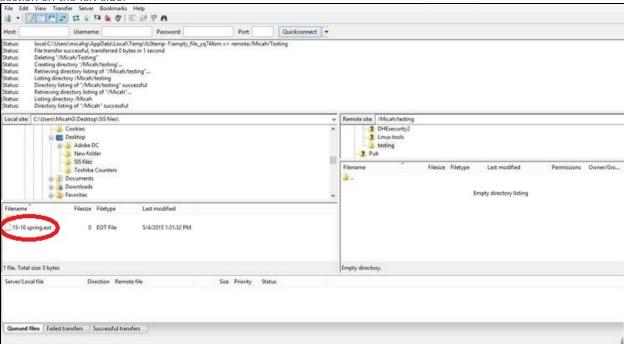This is the ADHE system.

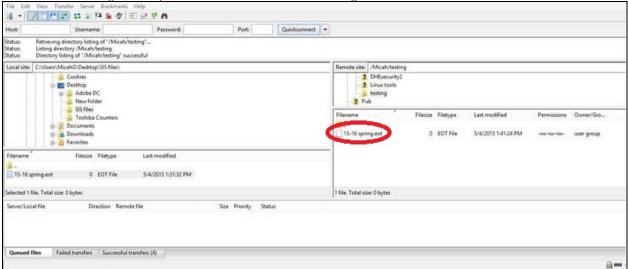Below that you should see the **Filename** heading.

To upload files,
- Click and drag the files from your system (left side) and
- Drop the file into the ADHE system (right side) under Filename in the blank area.
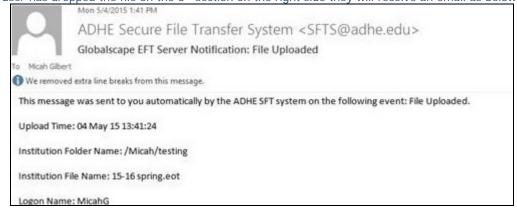
Accessing the System and Uploading Files

This 1st screenshot is after the user has logged in and is ready to upload the *15-16 spring.eot* file, seen in the 3rd section on the left side.

2nd the user will drag and drop the file to the 3rd section on the right side

Once the user has dropped the file on the 3rd section on the right side they will receive an email as below.

Mon 5/4/2015 1:41 PM

ADHE Secure File Transfer System <SFTS@adhe.edu>

Globalscape EFT Server Notification: File Uploaded

To   Micah Gilbert

ⓘ We removed extra line breaks from this message.

This message was sent to you automatically by the ADHE SFT system on the following event: File Uploaded.

Upload Time: 04 May 15 13:41:24

Institution Folder Name: /Micah/testing

Institution File Name: 15-16 spring.eot

Logon Name: MicahG

Viewing and Printing
File Error Submission Reports

After a submitted file has been validated at the Department of Higher Education, an automatically generated summary report will be sent to all registered users at the submitting institution. The summary report will appear similar to the following:

Arkansas Department of Higher Education
Student Information System Data Validation
Submission File: instabbr161.dat
Academic Year: 2017 -- Term: 1 / 4
Processed: Nov 01 2016 2:00 PM

```
_____
                         Submission Report Summaries
                         ---------------------------
           Total Records Submitted:      5008
           Total Records Inserted:       5000
            Total Header Trailers:          8
                  Total Warnings:           9
                    Total Errors:           0
           Total Student Records:        1300
        Total Instructor Records:         100
     Total Credit Course Records:         250
       Total Registration Records:       3350
       Total End of Term Records:
          Total Graduate Records:          50
           Total Athlete Records:
  Total Annual Instructor Records:
            Total Perkins Records:
 Total Perkins Assessment Records:
```

For a detailed listing go to https://modelsis.adhe.edu. This summary will serve as the notice to the institution that the file named in the summary has been validated by ADHE. In order to review the detailed error report, do the following:

Open your browser and go to https://modelsis.adhe.edu . Login using the same user name and password that is used to upload a SIS file submission. The file upload page should appear. To view the file /files error report, click on the "View File Error Reports" button.

File Selection Display Page

After the view error report button is clicked, a grid of each file submitted for the past academic year is shown. Files are displayed in a default mode of most recently submitted file based on the file load date. Files may also be sorted with respect to the other parameters such as academic year, term, or file type.

Screen shot of File Selection display Page

Off-Schedule Reporting

If a class starts later than the 11 day of classes (Fall or Spring) or the 5th day of classes (summer), the course is considered off-schedule. Thus, the course record is reported in the off-schedule term that is most closely associated with the courses starting date. For a fall off-schedule class, the course record, along with an instructor record, one or more student records, and one or more registration records are submitted together as term 5 with the spring submission. Even though the records are included in the spring submission, they are part of a different term.

The simplest way to think of an off-schedule submission is as a completely separate term. If the course is off-schedule, you also must treat the instructor, student and registration records as if they fall into a separate term.

Example 1: A student takes three courses in the fall semester and also registers for a class that begins on October 25. He/she will appear in two separate term submissions: term 1 and term 5. He/she will have a term 1 student record and three registration records for term 1. He/she will also have a term 5 student record and one term 5 registration record. The term 5 records, both student and registration, will appear in the spring submission file along with the associated course and instructor records.

Example 2: A student registers only for fall courses beginning on October 10. All associated records for him/her (student, course, registration, and instructor) are coded as 5, and he/she would not have any on-schedule records.

When merging the off-schedule and on-schedule of the following term, merge the data to put the current term on-schedule of a particular type followed by the off-schedule of the preceding semester between the header and trailer for that record type. The figure below presents the layout:

011001101	Student header record
021..........2	Spring on-schedule (term 2) student record
021..........2	Spring on-schedule (term 2) student record
021..........2	Spring on-schedule (term 2) student record
021..........5	Fall off-schedule (term 5) student record
021..........5	Fall off-schedule (term 5) student record
991000005	Student trailer record

ID Change for Student or Instructor Record Layout 1 .SSN

The Identification Number Change File includes all students and/or instructors whose social security number or college identification number has changed, for any reason, from previous submissions.

*International students with student visas may not have valid SSNs.
**According to 5 U.S.C. §552a, students are allowed to withhold their SSN.

The rules for valid SSNs are available on the SSA website: http://ssa.gov.
Additional information may be found at:
  US Search: Structure of Social Security Numbers: http://www.usrecordsearch.com/ssn.htm
  Social Security Number Verification Service: http://www.ssa.gov/employer/ssnweb.htm
  Social Security Number Randomization: http://ssa.gov/employer/randomizationfaqs.html

The file naming convention is: <institutional abbr>.ssn

Header Record Layout

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	C – ID Change
College FICE Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Filler	14	2	spaces

File Record Layout

Field Name	Field #	Length	Description
Record Type	1	2	Enter 02 for detail record
Data Type	3	1	Enter C for identification number change record
Original Identification Number	4	9	Enter the social security number or college identification number reported in previous submissions (provided as XXXYYZZZZ, no spaces or dashes).
New Identification Number	13	**9**	**Enter the corrected or current social security number or college** identification number (provided as XXXYYZZZZ, no spaces or dashes).
Date of Birth	22	8	Enter the date of birth as reported in previous files for the student or instructor's date as: MMDDYYYY

Change Record Type	30	1	Enter the type of identification number type to be changed.
			
			    1 = Student Record
			    4 = Instructor Record
			Note:
			
			• Student changes will be applied to all instances of the original number at the reporting institution in the: Student Table, Graduated Student Table, Athlete Table, Registration Table, Fall Cohort Table, and Athlete Cohort Table.
			• Instructor changes will be applied to all instances of the original number at the reporting institution in the: Instructor Table, Annual Instructor Table, and Course Table.

Trailer Record Layout

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	C – ID Change

ID Change for Student or Instructor
Record Layout 2
.SSN2

When possible, all past invalid student identification numbers need to be updated with valid social security numbers using the ID Change record if students are to be tracked.*

The file naming convention is: <School Abbr>.**SSN2**

Header Record Layout

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	C – ID Change
College FICE Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Filler	14	2	spaces

File Record Layout

Field Name	Field #	Length	Description
Record Type	1	2	Enter 02 for detail record
Data Type	3	1	Enter C for identification number change
Term	4	1	Term to be changed
Original Identification Number	5	9	Enter the social security number or college identification number reported in previous submissions
New Identification Number	14	9	Enter the corrected or current social security number or college identification number reported in previous submissions.
Date of Birth	23	8	Enter the date of birth as reported in previous files for the student or instructor's date as: MMDDYYYY
Change of Record Type	31	1	Enter the type of identification number type to be changed. 1 = Student Record 4 = Instructor Record **Note:** 1. Student changes will be applied to all instances of the original number at the reporting institution in the: Student Table, Graduated Student Table, Athlete Table, and Registration Table. 2. Instructor changes will be applied to all instances of the original number at the reporting institution in the: Instructor Table, Annual Instructor Table, and Course Table.
Academic Year	32	4	YYYY - Academic year to be changed

Trailer Record Layout

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	C – ID Change

Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Student Number)

Institutions are allowed to assign or create a locally generated or alternate SISDB Student Number for the SSN_ID field for use in the SISDB. The following structure is required for the alternate SISDB SSN_ID.

Use the following SISDB Student Number Prefix to identify your institution (using upper case letters) as the first two (2) characters of the SSN_ID field. The remaining seven (7) digits of the SSN_ID field will be determined by the institutions. However, we strongly encourage you to use the final seven (7) digits of the identification number assigned by your institutional data system. By using the final seven (7) digits of the identification number assigned by your institutional data system, you will be able to easily track the student in your system and prevent duplication of Alternate SISDB Student Numbers.

For example, Banner assigns an identification number of 000012345 to John Doe, and John Doe refuses to provide his true SSN. The student attends ASUJ. The Alternate SISDB Student Number of John Doe would be J00012345. This Alternate SISDB Student Number would be reported to ADHE in the SSN_ID field for this student.

Institutions should track all such Alternate SISDB Student Numbers created or assigned so that they are able to identify all Alternate SISDB Student Numbers reported to ADHE. Alternate SISDB Student Numbers cannot be tracked across institutions which may affect transfer reports and funding formula calculations. **If the institution has the correct SSN, it must be used in the SSN_ID field**.

Inst. Type	Code	Institution Name	Ltr1	Ltr2	Fake ID Prefix
1	ASUJ	Arkansas State University - Jonesboro	J		**J**
1	ATU	Arkansas Tech University	A	B	**AB**
1	HSU	Henderson State University	A	C	**AC**
1	SAUM	Southern Arkansas University - Magnolia	A	D	**AD**
1	UAF	University of Arkansas Fayetteville	U or Z		**U or Z**
1	UAFS	University of Arkansas - Fort Smith	A	F	**AF**
1	UALR	University of Arkansas at Little Rock	T		**T**
1	UAM	University of Arkansas at Monticello	A	H	**AH**
1	UAMS	University of Arkansas for Medical Sciences	A	I	**AI**
1	UAPB	University of Arkansas at Pine Bluff	A	J	**AJ**
1	UCA	University of Central Arkansas	A	K	**AK**
2	ANC	Arkansas Northeastern College	B	A	**BA**
2	ASUB	Arkansas State University - Beebe	B	B	**BB**
2	ASUMH	Arkansas State University - Mountain Home	B	C	**BC**
2	ASUMS	Arkansas State University – Mid-South	B	H	**BH**
2	ASUN	Arkansas State University - Newport	B	D	**BD**
2	BRTC	Black River Technical College	B	E	**BE**
2	CCCUA	Cossatot Community College of the UA	B	F	**BF**
2	COTO	College of the Ouachitas	B	L	**BL**
2	EACC	East Arkansas Community College	B	G	**BG**
2	NAC	North Arkansas College	B	I	**BI**
2	NPC	National Park College	B	J	**BJ**
2	NWACC	Northwest Arkansas Community College	B	K	**BK**
2	OZC	Ozarka College	B	M	**BM**
2	PCCUA	Phillips Community College /UA	B	N	**BN**
2	SACC	South Arkansas Community College	B	Q	**BQ**
2	SAUT	Southern Arkansas University - Tech	B	R	**BR**
2	SEAC	Southeast Arkansas College	B	S	**BS**
2	UACCB	UA Community College at Batesville	B	T	**BT**
2	UACCH	UA Community College at Hope	B	U	**BU**
2	UACCM	UA Community College at Morrilton	B	V	**BV**
2	UACCRM	UA Community College Rich Mountain	B	P	**BP**
2	UAPTC	UA Pulaski Technical College	B	O	**BO**

Grade Update File (GUP)
Record Layout

HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	U
College FICE Code	4	6	XXXXXX
Academic Year	10	4	YYYY

DATA RECORD: (ONCE FOR EACH STUDENT)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	U
Registration Term	term	4	1	0 - 7
SISDB Student ID	ssn_id	5	9	
Course Number	course_number	14	10	
Filler		24	3	Pad with 3 spaces
Course Sequence Number	sequence	27	6	
New Grade	grade	33	2	See table in EOT file definition
Course Section	course_section_4	35	4	

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	U

FILENAME FOR <u>GUP</u> FILE: <School Abbreviation><YR>.GUP   (YR = two-digit academic year)

NOTE: If updating grades across multiple academic years, a separate GUP file must be submitted for each academic year.

This file does not update GPA. To update GPAs, the EOT file for that term must be resubmitted.

Public

Term Files

Public

Student

Student File Layout

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	1
College Fice Code	4	6	000001-999999
Academic Year	10	4	YYYY
Spaces	14	2	Pad with 2 spaces

DATA RECORD: (ONCE FOR EACH STUDENT)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	1
Registration Term	term	4	1	0 - 7
College Student ID	college_id	5	10	
SISDB Student ID	ssn_id	15	9	
Filler		24	6	Pad with 6 spaces
Student Name	student_name	30	30	(Last, First M.I. Suffix)
Current Legal Residence	resident_state	60	2	See Appendix C
County of Origin	geo_county	62	3	See Appendix B
State of Origin	geo_state	65	2	See Appendix C
Tuition Status	res_tuition_status	67	1	0 - 3
Border County Waiver	tuition_waiver	68	1	1 - 2
Gender	gender	69	1	1 - 2
Non-resident Alien or Unknown	non_resident_alien	70	2	06, 09, 00
Filler		72	2	Pad with 2 spaces
Date of Birth	date_of_birth	74	8	MMDDYYYY
Enrollment Status	enroll_status	82	2	01 - 15
Transfer FICE Code	transfer_fice	84	6	
Student Level	student_level	90	2	00 - 11, 13, 14
Degree Intent	degree_intent	92	1	2, 3, 4, 6, 7, 8, 9, D
Attendance Status	attend_status	93	1	0 - 1
Total Credit Hours	TotalCrHours	94	2	01 - 99
Filler		96	4	Pad with 4 spaces
High School GPA	high_school_gpa	100	4	9999
Filler		104	2	Pad with 2 spaces
Asian	asian	106	1	1, 2, 0
Black	black	107	1	1, 2, 0
Hispanic Ethnicity	hispanic	108	1	1, 2, 0
American Indian	amerind	109	1	1, 2, 0
White	white	110	1	1, 2, 0
Native Hawaiian	hawaiian	111	1	1, 2, 0
High School Code	hs_code	112	6	See Appendix D
High School Graduation Year	hs_grad_year	118	4	YYYY
Filler		122	1	Pad with 1 space
High School Completion Status	diploma_ged	123	1	0 - 5, 9
Entrance Exam Test Type	ent_exam_type	124	1	0 - 3, 6, 7, 9, A, R, I, G, S
Entrance Exam Score	ent_exam_score	125	4	
Math Test Type	test_type_math	129	1	0 - 3, 6, 7, 9, A, R, I, G, S
Math Score	test_math	130	3	

Student File Layout

Field Name	db Name	Field #	Length	Valid Choices
Filler		133	1	**Pad with 1 Space**
English Test Type	test_type_english	134	1	0 - 3, 6, 7, 9, A, R, I, G, S
English Score	test_english	135	3	
Filler		138	1	**Pad with 1 Space**
Reading Test Type	test_type_reading	139	1	0 - 3, 6, 7, 9, A, R, I, G, S
Reading Score	test_reading	140	3	
Filler		143	1	**Pad with 1 Space**
ACT Science Reasoning Score	test_science	144	2	01 - 36, 99
Career Readiness	career_readiness	146	1	1, 2, 3
Filler		147	7	Pad with 7 spaces
First Degree Major Code	degree_1	154	4	
Second Degree Major Code	degree_2	158	4	
Uteach	uteach	162	1	1, 2
GED test score	ged_test_score	163	4	0000-9999

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	1

Student Field Definitions

WHO TO INCLUDE:

All students enrolled in courses awarding academic credit must be included in the Student File. Each record must reflect the student's status as of the 11th class day for fall and spring terms and as of the 5th class day for summer terms. Students only enrolling in courses for audit or students who withdraw from all classes prior to the census date should not be included in this file.

The end-of-term mark (grade) of AU in the end-of-term file is included in the event the student's enrollment status is changed to audit during the term. Similarly, course registrations from which a student has withdrawn as of the census date should not be reported in the Registration File. Only the institution that registers the student should report students enrolled via distance learning.

Students enrolled in courses that begin after the census date should be reported as off-schedule. For any student with an off-schedule registration, a separate off-schedule student record (along with the corresponding course, registration, and term instructor records) must be submitted. Student records for off-schedule courses must be included in the following term's data submission and reported for the immediately preceding term only (e.g., the spring on-schedule submission includes only fall off-schedule data, etc.). See Off-Schedule section at the front of this manual for additional information regarding off-schedule submissions.

WHO TO EXCLUDE:

Enrollments reported for funding purposes must exclude students who have cancelled registration, withdrawn from all classes, are no-show in all classes, or auditing only. Cancelled registration students shall include students who have not attended classes by the census date and/or who have not paid or have not made arrangements to pay their tuition and fees by the census date.

Name	#	Length	Field Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter 1 for student record.
Registration Term term	4	1	Enter the term for this student's on-schedule registration record. If a student is registered for off-schedule hours, create a second record for this student and report the off-schedule hours there. 0 = Summer 2 On-Schedule 1 = Fall On-Schedule 2 = Spring On-Schedule 3 = Summer 1 On-Schedule 4 = Summer 2 Off-Schedule 5 = Fall Off-Schedule 6 = Spring Off-Schedule 7 = Summer 1 Off-Schedule NOTE: Report the term when the credit hours were generated and not the term when the hours were submitted.
College Student ID college_id	5	10	OPTIONAL: If your institution has an assigned student identification ID, enter that ID here. Pad with spaces when necessary. Do not pad with zeros. The field length must equal 10. If your institution has NOT assigned student identification ID or does not wish to enter one, pad this field with 10 spaces. **In AY2018-2019 the College Student ID will become a mandatory field.**
SISDB Student ID ssn_id	15	9	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.
Filler	24	6	Pad with spaces

Student Field Definitions

Name	#	Length	Field Description
Student Name student_name	30	30	Enter student's last name (comma, space), first name (space), middle initial (period space), and then enter suffix, if applicable. Example: O'Malley, William J. Jr. NOTE: Do not use "" or () to enter a nickname. Only allowable punctuation are comma, period, or single quote.
Current Legal Residence State resident_state	60	2	Enter the two-digit state code associated with the student's current legal residence. See Appendix C for a list of state codes. Students should be coded as 04 (Arkansas) only if he/she meets the criteria for current legal residence.
Geographic Origin – AR or Border Counties geo_county	62	3	Enter the three-digit county code associated with the student's legal residence at the time of admission to the institution. This entry includes all Arkansas counties and selected border counties in states that are contiguous to Arkansas. See county codes in Appendix B. **County must be located in geo_state below.** NOTE: Code 000 may be assigned to no more than 5% of an Institution's students.
Geographic Origin –State or Nation geo_state	65	2	Enter the two-digit state code associated with the student's legal residence at the time of admission to the institution. See Appendix C for a list of state codes. **Must be the state where the geo_county is located.**
Tuition Status res_tuition_status	67	1	Enter the student's status according to the type of tuition charged: 0 = In-state 1 = Out-of-state 2 = In-district 3 = Out-of-district (see note 4) NOTE: 1. Universities, two-year branch campuses, and technical colleges must use 0 or 1. 2. Community colleges must use 1, 2, or 3. 3. Report code 1 if a student's residency is not Arkansas including those who reside in a border county. 4. Enter code 3 when a student is an Arkansas resident but not within the community college's taxing district.
Border County Waiver tuition_waiver	68	1	Report if this student receives a tuition waiver due to residency in one of the out-of-state border counties identified in Appendix B. 1 = Student does not receive border county waiver 2 = Student receives border county waiver
Gender gender	69	1	Enter the gender of student. 1 = Male 2 = Female ADHE recommends utilizing the same methodology the institution has established in reporting unknown gender to IPEDS when completing ADHE reports. In IPEDS FAQs it states, "It is up to the institution to decide how best to handle reporting individuals whose gender is unknown. However, a common method used is to allocate students with gender unknown based on the known proportion of men to women." https://nces.ed.gov/ipeds/

Student Field Definitions

Name	#	Length	Field Description
Non-resident Alien or Unknown non_resident_alien	70	2	Enter the appropriate code to indicate the student's race/ethnicity or foreign residency classification. 06 = Non-Resident Alien 09 = Unknown or Refused to answer (for citizens or resident aliens) 00 = Not Applicable/Resident The student should be coded as 09, if (in the race/ethnic fields) a student response is: • no ones [all 2s (No)] or • all zeros (Refused to Report) or • any combination thereof If Not Applicable (Code 00), refer to fields 106-111 to report student's specific race/ethnicity. Please compare this field to the six race/ethnic fields. Designations are used for cohort reporting purposes only. Refer to the Glossary on www.adhe.edu for definitions. NOTE: No more than 5% of an institution's students may be assigned to code 09.
Filler	2	2	Pad with 2 spaces
Date of Birth date_of_birth	74	8	If the birth date is known, enter the student's Month/ Day/ Year of birth. Format: MMDDYYYY If the birth date is not known, enter eight zeros in this field. (No spaces!) NOTE: A warning is generated when the student's age is younger than 13 years and greater than 80 years as of July 1 of the reporting year.

Student Field Definitions

Name	#	Length	Field Description
Enrollment Status enroll_status	82	2	Enter the student's current status at your institution. See SIS Glossary at www.adhe.edu for definitions of enrollment status. 01 = First-time entering undergraduate 02 = Other first-year continuing student 03 = First-time entering undergraduate transfer student 04 = First-time entering graduate student 05 = First-time entering doctoral student 06 = Continuing undergraduate student 07 = Continuing graduate or doctoral student 08 = Readmitted undergraduate student 09 = Unclassified pre-baccalaureate 10 = Unclassified post-baccalaureate 11 = First-time entering graduate transfer 12 = Readmitted graduate student 13 = High school student 14 = Undergraduate transfer TRANSIENT student 15 = Unclassified post-baccalaureate graduate student NOTES: • Other than the preceding summer terms, a student may have a first-time entering status (01, 03, 04, or 05) only once at the same institution. • Community and technical colleges **must** use codes 01, 02, 03, 06, 08, 09, 10, 13, or 14. • Code 01 - IPEDS Defines a First-Time Entering Student as a First-time student (undergraduate) who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes (a) students enrolled in academic or occupational programs, (b) students enrolled in the fall term who attended college for the first time in the prior summer term, or (c) students who entered with advanced standing (college credits earned before graduation from high school). For reporting purposes, a student will be reported in this category only once (except for situation b above) and should not be confused with entering undergraduate transfer students. • Code 03, 04, 05, or 11 –If the student was a first-time entering transfer student in the summer term, please also report them as a first-time entering transfer student for the fall term. • Code 08 – should only be used for the semester in which a student returns to the institution after an absence of a fall or spring term. The student should be coded as 06-Continuing Undergraduate Student in consecutive terms following. • Code 10 – use this code only for students that have previously earned a bachelor's degree and are seeking another undergraduate credential. • Code 13 - Students currently enrolled in high school must be coded as 13 here and **as 13 or 14** in the student level field. • Code 14 - (Transfer Transient) must be a student in which the student has specifically declared that they do not intend to fully transfer to your institution. These students must have a degree intent of 3. High school GPA, placement test score, and transfer fice are not required for these students. No more than five (5) percent of your students can use this code. • Code 15 - use this code only for students who have previously earned a bachelor's degree and are seeking a graduate credential or taking graduate coursework. If they can fit into codes 04, 05, 07, 11, or 12 please use them instead of code 15. Use code 15 only as a last resort.

Student Field Definitions

Enroll_Status	Student Type	Student_Level
13 = High school student	High School Students	13 = High school student 14 = High school senior
01 = First-time entering undergraduate 02 = Other first-year continuing student 03 = First-time entering undergraduate transfer student 06 = Continuing undergraduate student 08 = Readmitted undergraduate student 09 = Unclassified pre-baccalaureate 14 = Undergraduate transfer TRANSIENT student 10 = Unclassified post-baccalaureate: undergraduate student	Undergraduate Students	00 = Unclassified undergraduate 01 = Freshman 02 = Sophomore 03 = Junior 04 = Senior 10 = Unclassified post-baccalaureate
04 = First-time entering graduate student 11 = First-time entering graduate transfer 12 = Readmitted graduate student 05 = First-time entering doctoral student 07 = Continuing graduate or doctoral student 15 = Unclassified post-baccalaureate: graduate student	Graduate Students	05 = Master's level 06 = Post-Baccalaureate Certificate or Specialist or First-Professional or Certificate/Degree 07 = Doctoral - Research/Specialist 08 = Doctoral - Other 09 = Doctoral - Professional Practice 11 = Unclassified graduate

Name	#	Length	Field Description

Transfer Institution FICE Code
 	
transfer_fice
	84	6	Enter the FICE code from the student's transfer institution. The transfer institution is defined as the **most recent** institution at which the student was degree seeking.
			
			If enrollment status (field 82) is coded as 03, 04, 05 or 11, a FICE code for the transfer institution must be reported.
			
			If transfer institution is in state:
			    Enter the fice code (See Appendix A for Institutional FICE Code.)
			
			If transfer institution is out of state:
			    Enter the state Code + 9999
			        ex: Alabama = 019999 (See Appendix C for list of state codes.)
			
			If student is not reported as a transfer in field 82, leave six blank spaces.
			
			NOTE: All first-time graduate and first-time first-professional students must have a transfer institution FICE code. If the student completed his/her undergraduate work at the same institution, report the FICE code of the undergraduate institution. Code 999999 should apply to no more than 5% of an institution's transfer students.

Student Field Definitions

Name	#	Length	Field Description
Student Level student_level	90	2	Enter the code that describes the level of total requirements the student has finished toward the completion of the certificate or degree program in which the student is enrolled as of census date. The code should describe the student's level at the reporting institution. See the SIS Glossary at www.adhe.edu for definitions of student level. 00 = Unclassified undergraduate (see note 1) 01 = Freshman 02 = Sophomore 03 = Junior 04 = Senior 05 = Master's level 06 = Post-Baccalaureate Certificate or Specialist or First-Professional Certificate/Degree 07 = Doctoral - Research/Specialist 08 = Doctoral - Other 09 = Doctoral - Professional Practice 10 = Unclassified post-baccalaureate (see note 3) 11 = Unclassified graduate (see note 5) 13 = High school student, but NOT a high school senior 14 = High school senior NOTES: 1. Students in unclassified categories enroll under circumstances that prevent them from being classified as freshmen, sophomores, etc., so use of the unclassified options should NOT occur frequently and should be used only when a student cannot be assigned to a traditional level. A warning will be generated if the total number of unclassified undergraduates exceeds 5% of the total students reported in this file. 2. Regardless of institutional type and degree intent, use code 10 if the student has previously received a baccalaureate degree and is enrolling in undergraduate coursework. Code 10 applies to students pursuing undergraduate courses associated with: second baccalaureate degree teacher certification or additional courses for other purposes (regardless of degree intent). These students are counted as undergraduates per instructions from NCES. 3. When a student has previously completed an associate degree or advanced certificate, four-year institutions should classify the student in the appropriate upper division student level. Two-year institutions, however, should assign 00 to a student if s/he has completed an associate degree or advanced certificate and continues to enroll at a two-year institution. 4. Students with a baccalaureate degree enrolled in graduate coursework but not admitted into a graduate degree program should be reported as code 11.
Degree Intent degree_intent	92	1	Enter the code corresponding to the student's degree intent. 2 = Degree-seeking, complete baccalaureate level program at reporting institution (universities only) 3 = Non-award or non-degree seeking 4 = Degree-seeking, complete associate level program 6 = Degree-seeking, complete baccalaureate level (or higher) program at another institution after transfer 7 = Degree-seeking, complete Certificate of Proficiency 8 = Degree-seeking, complete Technical Certificate 9 = Degree-seeking, but not an undergraduate student D = Diploma-seeking (to be used by BSN or JSN only) NOTE: A high school student must be reported as non-degree-seeking until the college or the university matriculates the student.

Student Field Definitions

Name	#	Length	Field Description
Attendance Status attend_status	93	1	Enter the student's status according to the credit hours reported for this student in this submission. 0 = Full-time 1 = Part-Time For FALL or SPRING: Full-time: Undergraduate is >= 12 hr; Graduate >=9 hr Part-time: Undergraduate is < 12 hr; Graduate < 9 hr For SUMMER I or SUMMER II: Full-time Undergraduate is >= 6 hr; Graduate >= 5 hr Part-time Undergraduate is < 6 hr; Graduate < 5hr NOTE: 1. Enter 0 if the student is enrolled only in an interim term. 2. For all First Professional students (ex., law school students), the definition of full-time status is to be determined by the institution.
Total Credit Hours TotalCrHours	94	2	Enter the number of total credit hours in which the student is enrolled at your institution in this term.
Filler	94	4	Pad with Spaces
High School GPA high_school_gpa	100	4	Enter the high school GPA for students who are under 26 years of age (age 25 or younger), first-time, full-time, and degree or technical certificate seeking freshmen completing high school, on a 4.0 scale within the last five years (AP courses may exceed 4.0). GPA Syntax – This field is LEFT-aligned. Please drop the decimal point and use all 4 spaces. Examples: (a) a GPA of 3.50 should be reported as 3500; (b) a GPA of 1.00 should be reported as 1000; (c) a GPA of 2.875 should be reported as 2875; and so forth. NOTE: 1. If the student is in this cohort, enter their GPA. 2. If the student is in this cohort and you absolutely cannot get their GPA, leave this field blank. Note that this will generate an error which will necessitate the use of an exception request. 3. Ensure that all GPA's are on a 4.0 scale – convert them if necessary. 4. Enter four zeroes (0000) for all other students.
Filler	104	2	Pad with Spaces
For reference for Fields 106-111: *Field 70: Non-resident Alien or Unknown* *06= Non-Resident Alien* *09 = Unknown or Refused to answer (for citizens or resident aliens)* *00 = Not Applicable/Resident* If *Field* 70 = 06 or 09, insert 0's in all race/ethnicity fields. If *Field* 70 = 00, more than one race (fields 106, 107, 109, 110, 111) may apply. If *Field* 70 = 00 and Hispanic = 1, more than one race may apply.			
Asian [Race] asian	106	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien

Student Field Definitions

Name	#	Length	Field Description
Black [Race] black	107	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
Hispanic [Ethnicity] hispanic	108	1	If Hispanic is chosen, one or more race may apply. 1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
American Indian [Race] amerind	109	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
White [Race] white	110	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
Native Hawaiian [Race] hawaiian	111	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
High School Code hs_code	112	6	High School codes will only be required for students who are first-time entering undergraduate or high school students (enroll status = 01 or 13). For all other students, use 999999 as the high school code. However, you may enter the actual <u>Arkansas</u> high school code if desired. Enter the code representing the high school where the student received (or plans to receive) his/her high school diploma. If the student is not in high school but is still high school age (diploma_ged = 2), enter the high school code or the appropriate XX9999 code. See Appendix D for the list of high school codes. Because our database does not contain all high school codes for all states, if the high school is out of state, use the state code and 9999. See Appendix C for the list of State Codes. Examples: 041695 (AR State Code + Monticello High School) 049999 (AR High School unknown or GED) 269999 (MO State Code + 9999)
High School Graduation Year hs_grad_year	118	4	Enter the 4-digit year the student graduated (or plans to graduate) from high school or received a GED for all first-time entering undergraduate or high school students. enter the anticipated year of graduation for high school students enter year of high school graduation if the student is first-time entering AND a high school/GED graduate enter 8888 if the student is first-time entering AND high school completion status = 3 enter 9999 if the student is NOT first-time entering NOTE: If the term census date is prior to May of the high school graduation year reported in field 118, then fields 82 and 90 must be coded as a high school student. A warning is generated when the student's graduation year is greater than 65 years prior to or four years beyond the current year.

Student Field Definitions

High School Completion Status diploma_ged	123	1	Enter high school completion status for all first-time entering undergraduate or high school students. 0 = Student has high school diploma (not home-school credential) 1 = Student has GED from Arkansas 2 = Student does not have diploma or GED (student is still in high school or is high school age) 3 = Student does not have diploma or GED (student is not in high school or is not high school age) 4 = Student was home-schooled and has the equivalent of a high school diploma/GED 5 = Student has GED from a non-Arkansas state 9 = Not Applicable, student is not a first-time entering undergraduate or a high school student

High School Students Placement Test Requirements

Number of Test Scores Required				
Enrollment	**Math** Score Required	**English** Score Required	**Reading** Score Required	**Total** Test Scores Required
Any General Education Math Course (defined as CIP 27.0101 or 27.0102 and Academic Type = 1 or Course Level = 7/8)	Yes	No	Yes	2
Any General Education English Course (defined as CIP 23.1301 or 23.1304 and Academic Type = 1 or Course Level 7/8)	No	Yes	Yes	2
Any General Education Course (not Math or English and Academic Type = 1 or Course Level =7/8)	No	No	Yes	1
CTE Course (Academic Type = 2 or Course Level = 9)	No	No	No	0

Concurrent High School Students High School Students (student level = 13/14 or enroll status = 13)			
Course Levels 7 & 8	**Math** (defined as 27.0101 or 27.0102)	**English** (defined as 23.1301 or 23.1304)	**Reading** (defined as NOT 23.1301, 23.1304, 27.0101, or 27.0102)
ACT	19	19	19
SAT	460	450	470
Asset	39	45	43
Compass	41	80	83
PSAT	46	45	47
Accuplacer - Classic	77	83	78
Accuplacer – Next Generation	265	260	275
Aspire – 10th Grade	432	428	428
Redesigned SAT	500	510	510

NOTE: Ignore Academic Type for course levels 7-9 as course levels 7/8 are defined as general education and course level 9 is defined as career technical education.

Dual Enrolled High School Students student level = 13/14 or enroll status = 13 *AND* Course Academic Type = 1			
Course Levels 1 & 2 (**not 0, 7, 8, or 9**)	**Math** (defined as 27.0101 or 27.0102)	**English** (defined as 23.1301 or 23.1304)	**Reading** (defined as NOT 23.1301, 23.1304, 27.0101, or 27.0102)
ACT	19	19	19
SAT	460	450	470
Asset	39	45	43
Compass	41	80	83
PSAT	46	45	47
Accuplacer - Classic	77	83	78
Accuplacer – Next Generation	265	260	275
Aspire – 10th Grade	432	428	428
Redesigned SAT	500	510	510

Student Field Definitions

Course Level 0	Math (defined as 32.MATH, 32.MAEN, 32.MARE, or 32.COMB)	English (defined as 32.ENGL, 32.MAEN, 32.ENRE, or 32.COMB)	Reading (defined as 32.READ, 32.MARE, 32.ENRE, or 32.COMB)
ACT	17	17	17
SAT	420	420	430
Asset	34	44	41
Compass	26	67	77
PSAT	42	42	43
Accuplacer - Classic	74	79	74
Accuplacer – Next Generation	N/A	N/A	N/A
Aspire – 10th Grade	426	421	422
Redesigned SAT	460	480	480

Table title: **High School Seniors Enrolling in Remedial Courses** — student level = 14

NOTE: Concordances were not found for the numbers shown in green. These were estimated by ADHE. The SAT/PSAT score were estimated from the June 2008 ACT to SAT Concordance.

Freshman Assessment and Placement Policy

The Freshman Assessment Policy was amended by AHECB resolution in April 2012. This required collection of test scores (ACT, etc.) for all students enrolling in English composition or math courses that meet the requirements for the 35-credit hour state minimum general education core. The AHECB Policy adopted July 2017 requires institutions to adhere to their ADHE approved institutional placement policy based on data analysis.

Notes:
Test types and test scores (ACT, etc.) must be provided for the following types of students:
  (1) first-time entering undergraduate with degree intent of 2, 4, or 6
  (2) high school students
  (3) all undergraduate and high school students receiving state assistance as defined by the Lottery Act each semester

Recommended College Level Placement*:

Test Type	Valid Score	Freshman and Concurrent Students			Freshman	Freshman CTE Major
		English	Reading	Math (MATH1103) College Algebra	Math (MATH1003) College Math	Math (MATH1013) Applied Technical Mathematics
0-ACT	1-36	19	19	19	19	16
1-SAT	Individual test: 200-800 Composite: 400-1600	450	470	460	460	460
2-Asset	Math: 23-55 Writing: 23-54 Reading: 23-53	45	43	39	39	31
3-Compass	1-99	80	83	41	36	21
6-PSAT	20-80	45	47	46		
A-Accuplacer - Classic	20-120	83	78	77		
G-Accuplacer - Next Generation		260	275	265**		
R-Redesigned SAT		26	26	500		

*These scores are recommendations only. Institutions must comply with Institutional Placement Policies as approved by ADHE.
**Based on Arithmetic Score

Student Field Definitions

All test score fields (ent_exam_score, test_math, text_english, test_reading, and test_science) <u>must</u> have leading zeros as appropriate.

Score (field length = 3)	Enter As:	Score (field length = 2)	Enter As:
123	123	25	25
19	019	10	10
9	009	5	05

Name	#	Length	Field Description
Entrance Exam Type ent_exam_type	124	1	Enter the code corresponding to the test type used for the composite score. 0 = ACT 9 = Does not apply 1 = SAT A = Accuplacer - Classic 2 = ASSET G = Accuplacer – Next Generation 3 = COMPASS S = Aspire – 10th Grade 6 = PSAT R = Resdesigned SAT 7 = Test not required NOTE: If code 9 is entered here, test type math, test type English, and test type reading fields also must be coded 9.
Entrance Exam Score ent_exam_score	125	4	If the Entrance Exam Type was: ACT – enter the composite test score SAT – enter the total of the Math and Critical Reading scores (test_math + test_reading) All other tests – enter 0000.

Please use the following definitions for fields 129-143

Test Used for Placement	Enter the code corresponding to the test type used to place the student in math, English, or reading.
	
	0 = ACT 9 = Does not apply
	1 = SAT A = Accuplacer – Classic
	2 = ASSET G = Accuplacer – Next Generation
	3 = COMPASS S = Aspire – 10th Grade
	6 = PSAT (high school students only) R = Resdesigned SAT
	7 = Test not required
	
	NOTES:
	1. This field is required for first-time entering, degree-seeking freshmen (degree intent of 2, 4, or 6), high school students, and state-assisted students.
	3. If test option 7 or 9 is reported, a score is not required in the score field (test_math, test_English, or test_reading). All other test types must report scores
	4. If student has not been tested and is placed in remediation, enter:
	   - 2 for the test type
	   - 999 for the score.
	5. If code 7 is reported, first-time entering student must be certificate or non-degree seeking (degree intent of 3, 7, or 8).
	6. Test scores are to be reported for students
	   - whose degree intent changes from non-degree to degree-seeking
	   - non-degree-seeking students who enroll in mathematics or English composition.
	
	(Per admission policies approved by AHECB, " . . . Appropriate tests for placement must be completed by non-degree-seeking students [e.g., high school students] prior to entering a degree program or enrolling in mathematics or English composition [including reading].")

Student Field Definitions

Name	#	Length	Field Description
Test Used for Math Placement test_type_math	129	1	Enter the code corresponding to the test type used to place student in math. Refer to definition.

Math Score
 	
test_math
	130	3	Enter the student's math test score from the test type indicated in the test for math placement (field 129). If the test type was:
			  0, ACT, enter the math score
			  1, SAT, enter the math score
			  2, ASSET, enter the intermediate algebra test score. If the student took any other parts of the ASSET for math, enter 999 in the field.
			  3, COMPASS, There are three (3) different types of Compass scores resulting from basically the same Compass exam. These scores are referred by ACT as Pre-Algebra, Algebra, and College Algebra. If:
			    - Pre-Algebra, enter 999.
			    - Algebra, enter the score earned
			    - College Algebra, use concordance Tables 6 and 7 provided by ACT https://www.act.org/compass/pdf/Concordance.pdf to translate the score into an appropriate Algebra score. While ACT does not recommend this practice of translating scores, ADHE requires that the score used to be the equivalent of the Compass Algebra score.
			  4, Accuplacer-Classic, enter Early Algebra
			  5, Accuplacer – Next Generation, enter the Arithmetic Score

Filler	133	1	Pad with 1 space
Test Used for English Placement test_type_english	134	1	Enter the code corresponding to the test type used to place the student in English. Refer to definition.
English Score test_english	135	3	Enter the student's English test score from the test type indicated in the English placement test field. If the test type was: - SAT(including TSWE), enter the writing score - ASSET, enter the language usage score -Accuplacer, enter the Sentence Skills
Filler	138	1	Pad with 1 space
Test Used for Reading Placement test_type_reading	139	1	Enter the code corresponding to the test type used to place the student in reading. Refer to definition.
Reading Score test_reading	140	3	Enter the student's reading test score If the test type was: - SAT, enter the critical reading score
Filler	143	1	Pad with 1 space

Student Field Definitions

Name	#	Length	Field Description
ACT Science Reasoning Score test_science	144	2	Enter the student's ACT science reasoning score if the student took the ACT. If the student did not take the ACT, enter "99".
Career Readiness career_readiness	146	1	Career Ready: Act 585 of 2013 (Arkansas Code Annotated §6-15-2012) states that the Arkansas Higher Education Coordinating Board shall exempt from the placement exam under §6-61-110 a first-time entering freshman at a state-supported institution of higher education who meets the college and career readiness standards. Did the student meet the College and Career Readiness Standards per Act 585 of 2013 as promulgated by the Council on Postsecondary Education and Career Readiness? 1 = Yes 2 = No 3 = Unknown/ Not Applicable
Filler	147	7	Pad with 7 spaces
First Degree / Major Code degree_1	154	4	Enter the student's primary major from your institution's list of valid degree/major codes. If undeclared, enter 0010.
Second Degree / Major Code degree_2	158	4	Enter the student's second major from your institution's list of valid degree/major codes. NOTE: Do NOT report the same degree code entered in field 154. Leave blank spaces if this field does not apply to this student.
UTeach	162	1	Is the student: - majoring in an education field (defined as CIP 13) OR - in a major or minor that is part of a teacher preparation program (but is not in CIP 13). 1 = Yes 2 = No
GED Test Score ged_test_score	163	4	Enter the student's GED test score if they have a GED. All GED students should have a 1 or 5 on the diploma_ged field. If no composite is provided, simply average all subject scores to obtain a composite. Use integers only in the field and zero-fill the score so that a score of 150 is shown as 0150. Arkansas has had multiple versions of the GED test which each utilize different scoring scales. Report score of test provided regardless of scale.

Credit

Course

Credit Course File Layout

HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	5
College Fice Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Filler	14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH STUDENT)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	5
Course Term	term	4	1	0 - 7
Unique Course Sequence Number	sequence	5	6	0 - 999999
Filler (Previously Technical Institute Funding field)		11	1	
Course Title	course_name	12	30	
Course Number	course_number	42	10	Include Dept Abbrev
Filler		52	3	Pad with 3 spaces
Course Program-Level	cip_2010_code	55	2	01, 03-05, 09-16, 19, 21-54, 60
Course Detail-Level	cip_2010_detail	57	4	0000 – 9999, MATH, ENGL, READ, MAEN, MARE, ENRE, COMB
Course Type	course_type	61	1	1 - 2
Course Method	delv_method	62	2	01 - 21, 98, 99
Technology Type	technology	64	2	00, WB, SS, OT
Course Credit Hours	credit_hours	66	2	01 - 99
Course Level	course_level	68	1	X, 0 - 9, A
Remedial Course Level	remedial_level	69	1	1 - 3
ACT Course	acts_course	70	1	1 - 2
SISDB Instructor ID	ssn_id	71	9	
Linked Course Indicator	link_indicator	80	1	0 - 2
Linked Unique Course Sequence Number	link_sequence	81	6	000000 - 999999
Course Enrollment	enrollment	87	4	0001 – 9999
Academic Type	academic_type	91	1	1, 2, 3
Filler		92	1	Pad with 1 spaces
Department Code	dept_code	93	4	
Receiving Course Location	recv_locn	97	2	0X, 00 - 12, 77, 98
In- or Out-of-District Status	in_district	99	1	1 - 3

Credit Course File Layout

Field Name	db Name	Field #	Length	Valid Choices
Non-traditional Site	location	100	30	
County Code	county_code	130	3	000 - 075
Filler		133	1	Pad with space
ACTS Course Number	acts_course_number	134	9	
College Instructor ID	college_id	143	10	
Course Section Number	course_section_4	153	4	

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	5

Credit Course Field Definitions

The Credit Course File includes all courses for which academic credit is granted, as well as zero credit hour laboratories, which require a student registration separate from the course lecture.

Exclude the following type of courses:
- Zero credit hour courses (except for zero credit hour laboratories reported as a separate record provided both the lecture and lab are associated with a student registration)
- Noncredit classes and workshops
- Continuing education courses
- Adult basic education courses
- Other courses for which academic credit is not awarded.

The file is submitted each academic term (i.e., fall, summer 1, summer 2, and spring), and each record must reflect the course status as of the 11th class day for the fall and spring terms and the 5th class day for summer terms. Courses beginning after the census date (off-schedule courses) should be included in the following term's data submission. A single record should be submitted for each course except when the course has some form of multiple dimensions simultaneously (e.g., multiple disciplines, levels, sections, locations, instructors, or course credit hours). When the multiple dimensions exist, the course will have a primary record linked with (a) secondary record(s) as described in fields 80 and 81.

Name	#	Length	Field Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter 1 for student record.
Course Term term	4	1	Enter the term for this student's on-schedule registration record. If a student is registered for off-schedule hours, create a second record for this student and report the off-schedule hours there. 0 = Summer 2 On-Schedule 1 = Fall On-Schedule 2 = Spring On-Schedule 3 = Summer 1 On-Schedule 4 = Summer 2 Off-Schedule 5 = Fall Off-Schedule 6 = Spring Off-Schedule 7 = Summer 1 Off-Schedule NOTE: Report the term when the credit hours were generated and not the term when the hours were submitted.
Unique Course Sequence Number sequence	5	6	Enter a unique sequence number to identify each course record. Unique course sequence numbers must be different for each record (unlinked, primary, or secondary) that is submitted in the same file. The sequence number for a secondary record must follow the sequence number of its primary record.
Filler	11	1	Pad with Spaces
Course Title course_name	12	30	Enter the title of the course. Examples: Elementary Statistics; Manufacturing Processes
Course Number course_number	42	10	Enter the course/catalog number for the course. Examples: GEOG 496, MATH 1102, BUS 318 NOTE: This should be an alpha/numeric field only. Do not include punctuation including but not limited to: - and ^.

Credit Course Field Definitions

Name	#	Length	Field Description
Filler	52	3	Filler
Course CIP Code, Program-Level cip_2010_code	55	2	Enter the program-level CIP code (first 2 digits) for this course. See the NCES publication Classification of Instructional Programs, 2010 Edition. Note: 1. The CIP code must match the course curriculum but may or may not be the same as the academic program offering the course. Example A: A business program class (e.g., BUS496) should be assigned a 52 CIP code. Example B: An English course delivered by a general education program has a 23, not a 24, CIP code. 2. Remedial courses: • A 32 CIP code must be assigned to any remedial-level English, mathematics, or reading course • The course level (field 68) must be coded as remedial, 0. 3. Other 32 CIP courses: • courses that serve as an orientation to your college or university • basic skills courses. Remedial courses in the past could only be differentiated by using the CIP Code – 32.0104 (math) and 32.0108 (English or reading). Because of the Remedial Level changes and the re-design of remedial courses at many institutions, each subject must be distinguished by using specific CIP Codes for remedial courses. For all remedial courses (course level = 0), use the following new special CIP Code designations.

CIP Code	CIP Detail	Subject	CIP6
32	MATH	Math Only	32.MATH
32	ENGL	English Only	32.ENGL
32	READ	Reading Only	32.READ
32	MAEN	Math & English	32.MAEN
32	MARE	Math & Reading	32.MARE
32	ENRE	English & Reading	32.ENRE
32	COMB	All 3 - Math, English & Reading	32.COMB

Name	#	Length	Field Description
Course CIP Detail-Level cip_2010_detail	57	4	Enter the detail-level CIP code (last 4 digits) for this course. See the Classification of Instructional Programs 2010 edition. ALL COURSES SHOULD NOT BE ALL ZEROS. See chart above for remedial courses.

Credit Course Field Definitions

Name	#	Length	Field Description
Course Type course_type	61	1	Enter the type of course according to whether it meets as an organized or individualized format (see definitions below). 1 = Organized course 2 = Individualized course Note: An organized course is provided principally by regularly scheduled classes in classrooms or other instructional facilities at stated times (e.g., lecture, seminar). An individualized instruction course is not conducted in regularly scheduled class meetings (e.g., individual lessons, private study).Assign code "1" if the course type cannot be differentiated.
Course Method delv_method	62	2	Report the type of delivery method that best characterizes this course. Use the term that reflects your institution's description of the method. 01 = Lecture 02 = Lecture/Laboratory (lecture course which includes a lab component as part of the same course registration); see Note 3. 03 = Laboratory (credit-bearing or zero credit lab which requires a registration separate from the lecture component of the course) 04 = Shop 05 = Practice Teaching (Don't report as off-campus) 06 = Internship/Practicum 07 = Apprenticeship/Externship 08 = Independent Study 09 = Readings 10 = Special Topics 11 = Private Study 12 = Individual Lessons 13 = Applied Instruction 14 = Self-paced 15 = Clinical Rotation/Instruction (Don't report as off-campus) 16 = Studio Course 17 = Dissertation/Thesis Research 18 = Activity Course (e.g., physical education) 19 = Seminar 20 = Telecommunications 21 = Correspondence 98 = Other 99 = Unknown Note: 1. If this course is delivered via telecommunications simultaneously with another course method, report as a set of linked records as outlined in fields 80 and 81 and report the technology type in field 64. 2. If a code other than 20 is reported, enter 00 in field 64. 3. Courses designated as code "02" should be categorized as organized in field 61 and will be included in the "lecture" section totals in the Delaware Study of Faculty Productivity calculations.

Credit Course Field Definitions

Name	#	Length	Field Description
Technology Type technology	64	2	For all courses that use telecommunications to deliver 50% or more of the course content, please use the following codes to designate the type of technology used. Note that this is not the technology used to support instruction in the classroom but is technology used the deliver the course content. 00 = Not Applicable, course method is not telecommunications WB = Web-Based SS = Site-to-Site OT = Other NOTE: Use codes WB, SS, or OT only if delv_method field is coded as 20. SREB Definition: Web-Based (WB) – courses delivered over the Internet (Web delivery); Site-to-Site (SS) – courses delivered through special facilities for site-to-site two-way audio-video (compressed video); Other (OT) – courses delivered via satellite, cable TV, broadcast TV/radio, closed-circuit, video tape, CD ROMS, DVDs, e-mail, etc. The previous codes used in the SISDB would cross-walk to the new codes as follows.
Course Credit Hours credit_hours	66	2	Enter the credit hour value of this course. Enter 0 only if the course is zero credit, such as a lab or shop class.

Credit Course Field Definitions

| Course Level

course_level | 68 | 1 | Enter the level of this course. See course level definitions in SIS Glossary found at www.adhe.edu

X = Non-Remedial, non-college level course
0 = Remedial
1 = Lower level course (freshman, sophomore)
2 = Upper level course (junior, senior)
3 = Master's level
4 = Post-Master's Certificate or Specialist or Post-First Professional Certificate / Degree
5 = Doctoral – Research/Scholarship
6 = Doctoral – Professional Practice
7 = Concurrent endorsed general education course listed in ACTS for which students receive both high school and college credit (a general education course intended for high school students only; NOT blended with high school advanced placement class)
8 = Blended concurrent/AP course (a concurrent course taught at a high school that is offered in conjunction with an advanced placement course for which students receive both high school and college credit)
9 = Concurrent career-technical education course (a CTE [non-general education] course intended for high school students only for which students receive both high school and college credit)
A = Doctoral – Other

NOTES:
1. All remedial-level English, mathematics, or reading courses must be coded as course level 0. Any non-college level courses that are <u>not</u> English, mathematics, or reading should be coded X, not 0.
2. If course level = 0, you must select the remedial course level below.
3. If course level = 7 or 8, you must answer Yes (1) on the ACTS_COURSE field and provide the ACTS Course Index Number in the ACT_COURSE_NUMBER field. By definition, course levels 7 and 8 are general education courses.
4. If course level = 7 or 8, then the appropriate test score field must be submitted for all students enrolled in these courses. This is required by the Memo of December 2009.
5. If course level = 9, the course must be a non-general education, career-technical education (CTE) course.
6. Courses with course level 7, 8, or 9 are intended solely for high school students. However, if a non-high school student happens to enroll, this can be allowed provided the student is placed in a different course section with the appropriate course level (most likely 1) and you use the linked course indicator and linked unique course sequence number. Essentially, the college data system would show this as two different course sections and it would be reported to ADHE as two different course sections (2 separate records), however, the two linked fields would be used as shown in Example 2 of Course Linking. (This is not applicable to course level 8.)
7. Code X is for non-remedial, non-college level courses. These courses do not count toward a certificate or degree and are not really considered remedial or developmental in the math, English, or reading subject areas. An example might be keyboarding. |

Credit Course Field Definitions

Name	#	Length	Field Description

Remedial Course Level
 	
remedial_level
	69	1	If Course-level (field 68) = 0, you must enter the level of course remediation.
			        1 = Lowest Level Remedial (1 per subject)
			        2 = Medium Level Remedial
			        3 = Highest Level Remedial (1 per subject)
			
			Follow these guidelines for coding the remedial level taking into account the exceptions below:
			1. If there is only 1 remedial course in the subject area, use code 3.
			2. If there are only 2 remedial courses in the subject area, the lowest should be 1 and the highest 3.
			3. The general rule is to have only one 3 (highest) and one 1 (lowest) with all other courses being noted as 2 (mid-level) within the subject area.
			4. <u>Exceptions</u>: If your institution has revised your remedial courses, the remedial level should be chosen based on the designed intent of the course as follows:
			  a) If course is designed so that the student can complete the course curriculum and satisfy all remedial requirements in the subject area (math, English, or reading) thereby allowing the student to enroll in college level coursework in the subject area, then the remedial level must be 3.
			  b) If course is designed so that the student can complete the course curriculum and satisfy all remedial requirements in the subject area (math, English, or reading) <u>except for one remaining remedial course</u> in the subject area, thereby allowing the student to enroll in that one remaining remedial course, then the remedial level must be 2.
			  c) If course is designed so that the student can complete the course curriculum and satisfy all remedial requirements in the subject area (math, English, or reading) <u>except for two or more remaining remedial courses</u> in the subject area, thereby allowing the student to enroll in one of the two or more remaining remedial courses, then the remedial level must be 1.
			
			NOTE: (1) The above is based on the design of the course. Data provided to ADHE on courses must be based on the design and intent of the course and not the progress, or lack thereof, of the specific student. For example, modular remedial math that allows a student to complete all remedial math requirements prior to college level math would be level 3. (2) Based on the above, it is possible that all remedial courses at your institution may be remedial level 3.

ACTS acts_course	70	1	Is this course part of the Arkansas Course Transfer System? 1 = Yes 2 = No
SISDB Instructor ID ssn_id	71	9	Enter the instructor's social security number or work permit number. This entry is not strictly numeric and must match the social security number or work permit number used in the Term Instructor File. See "ID Change for Student or Instructor Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed. NOTE: An individual can withhold his/her SSN as long as he/she can provide proof of citizenship or permission to work within the U. S.

Credit Course Field Definitions

Name	#	Length	Field Description
Linked Course Indicator link_indicator	80	1	Enter the linked course indicator for this course record. See examples at www.adhe.edu for reporting linked courses. 　　0 = Not a linked course 　　1 = Primary course record 　　2 = Linked (secondary) course record Note: 1. If code 0 is used, the course has no multiple dimensions to report and only one record is created for this course. 2. A linked record should be used when a single course simultaneously has some multiple dimensions such as the following: (See examples at the end of this section.) multiple prefixes assigned to the same course (e.g., an International Studies course also may carry a course prefix in political science, geography, anthropology, and history simultaneously); multi-level (i.e., are offered simultaneously for undergraduate and graduate credit); multi-locational (e.g., taught in a campus classroom and transmitted simultaneously to another site); multi-sectional (e.g., a remedial course of multiple sections offered simultaneously by same instructor); multiple instructors (e.g., course is team taught by two or more faculty); multi-credit (e.g., a course where students earn varying amounts of credit hours). 3. When a linked course occurs, multiple records are produced which reflect the diversity of disciplines, levels, locations, sections, instructors, or credit hours. One discipline, level, location, section, instructor, or credit hours must be designated as the primary record and this field is coded as 1 on that record. All linked courses require division of enrollments and registrations between the primary and secondary record(s). 4. After the primary record has been designated, remaining discipline(s), level(s), location(s), section(s), instructor(s), or credit hour value(s) is/are designated as (a) secondary record(s). The secondary--or linked--records are coded as a 2 in this field. Any number of linked records may be used which relate back to the primary record, with all secondary records coded as 2. 5. A primary record must be read before a secondary record, although the two records do not have to be adjacent. 6. Secondary records can be linked to only one primary record; secondary records cannot be linked to other secondary records. 7. If code 2 is used, the Linked Unique Course Sequence Number in field 81 must match the Unique Course Sequence Number in the Course File. 8. For courses with multiple instructors, divide the enrollment between the primary and secondary record(s). The allocation should be based on the percentage of workload that the instructor contributes to the course. See example 3 at the end of this section for a layout that illustrates linking for a course with multiple variations.
Linked Unique Course Sequence Number link_sequence	81	6	If this course is not linked or is a primary linked record, leave six blank spaces. If this is a secondary record, enter the unique course sequence number of the related primary course record reported in field 5.
Course Enrollment enrollment	87	4	Enter the number of students enrolled in the course as of the term census date. If a linked course, divide the enrollments between the primary and secondary record(s).

Credit Course Field Definitions

Name	#	Length	Field Description
Academic Type academic_type	91	1	Please specify the type of academic course as noted below. 1 = General Education Course 2 = Career Technical Education (CTE) Course 3 = Other
Filler	92	1	Pad with 1 space
Department Code dept_code	93	4	Enter the department code for this course from the list of valid codes for your institution. If course is team taught, enter the code for the unit budgeted for this course.

Receiving Course Location				
Code	Name	On Main Campus*	Off Main Campus*	Description
00	On-Campus	Y		This is your main campus location – any course not on your main campus should use a different code as you only have one main campus.
0X (Zero X)	Branch Campus or Alternate Site: On-Campus	Y		On-campus location that is not the main campus or is not included in the codes below.
01	Branch Campus or Alternate Site: Off-Campus		Y	Off-campus location that is not the main campus or is not included in the codes below.
02	University Center/Other Arkansas Higher Education Institution		Y	
03	Elementary or High School		Y	
04	Business/Industry Site		Y	
05	Clinic/Hospital		Y	
06	Public Library/Community-Based Organization		Y	
07	Study Abroad		Y	
08	Out-of-State/Country Site		Y	
09	Military Base		Y	
10	Correctional Institution		Y	
11	Secondary Area Center, On-Campus	Y		
12	Secondary Area Center, Off-Campus		Y	
77	Student's Home		Y	
98	Other		Y	
Even though the code of 0X (Zero X) is considered on-campus, we want you to treat it as off-campus in the way you identify the related fields. For example, UAPTC has a campus in south Little Rock at the old Expo center. This is considered an on-campus location, but it is not the primary on-campus site in North Little Rock. Therefore, this site should be coded as 0X. The location field (see below) should also be completed to properly identify the location, i.e., South Little Rock Campus, UAPTC South, South Pulaski County Campus, etc.				

Credit Course Field Definitions

Name	#	Length	Field Description
Receiving Course Location recv_locn	97	2	Enter the location where this course is received (i.e. location of students). The code is 0X (the number zero and the capital letter X) stands for Branch Campus or Alternate Site: On-Campus. Note that this provides two codes for Branch Campus or Alternate Site – one for On-Campus and one for Off-Campus. Notes: (1) If the course is delivered at non-traditional sites and/or via distance learning (not recv_locn code 00), complete field 100 (non-traditional site/location). (2) If the course is a combined lecture/lab/clinical type of course and the lecture portion is on-campus and the lab/clinical portion is off-campus, report the entire course as on-campus. (3) If however, the lecture and lab/clinical are reported as separate courses and the lab/clinical portion is off-campus, report the course as off-campus. (4) The courses in any of the above locations may be delivered via distance education (telecommunications/correspondence). However, code 77 (student's home) should be used for the traditional online course even though the student could be at work, at the mall, or other locations. Use code 77 for all correspondence courses as well.
In- or Out-of-District Status in_district	99	1	Enter code describing in- or out-of-district status, if a community college. 1 = Not applicable (4-year institutions) (2-year branch campuses, and technical colleges only) 2 = Course taught in-district 3 = Course taught out-of-district Note: Community colleges must enter a 2 or 3. See Glossary (Appendix G.) for definitions of in- and out-of-district.
Non-traditional Sites location	100	30	<table><tr><th>If Receiving Location (Field 97):</th><th>Location:</th></tr><tr><td>00 (On-campus),</td><td>Blank spaces</td></tr><tr><td>OX (On-Campus) (Zero and capital X)</td><td>Name of Specific Site</td></tr><tr><td>01-02, 04-10, 98 or 99 (Non-traditional site or via distance learning)</td><td>Name of specific site</td></tr><tr><td>03 (AR public high school)</td><td>See Appendix D</td></tr><tr><td>11 or 12 (Secondary Area Center</td><td>See Appendix E</td></tr><tr><td>77 (Student's home)</td><td>"Student's Home"</td></tr></table>Do NOT enter room numbers or building names. If the specific site is unavailable, then enter the city and state where the course is held. ex: Little Rock Air Force Base

County Code
 	
county_code
	130	3	IF <u>ALL</u> of these conditions are met:
			- Field 61 (Course Type) = 1, Organized *AND*
			- Field 62 (Course Method) is NOT = 20, telecommunications *AND*
			- Field 97 (Receiving Course Location) is NOT = 00
			
			Enter the 3-digit County Code identifying the county where an off-campus course meets. (See Appendix B)
			    001 – 075 = In-state
			    999 = Out-of-state or County Unknown

Filler	133	1	Pad with 1 space

Credit Course Field Definitions

Name	#	Length	Field Description
ACTS Course Number acts_course_number	134	9	Enter the ACT course index. ACTS course index must EXACTLY match those in the ACT Course list found at www.adhe.edu
College Instructor ID (Optional)	143	10	OPTIONAL: If your institution has an assigned student identification number, enter that number here. Pad with spaces when necessary. Do not pad with zeros. The field length must equal 10. If your institution has NOT assigned student identification number or does not wish to enter one, pad this field with 10 spaces. **In AY2018-2019 the College Student ID will become a mandatory field.**
Course Section course_section_4	153	4	Enter the section number for the course.

Registration

And

End-of-Term

Registration and End of Term File Layouts

HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	6 = Registration OR 9 = End of Term
College Fice Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Filler	14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH STUDENT)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	6 = Registration 9 = End of Term
Registration Term	term	4	1	0 - 7
College Student ID	college_id	5	10	
SISDB Student ID	ssn_id	15	9	
Filler		24	5	Pad with spaces
Course Section	course_section_4	29	4	
Course Number	course_number	33	10	Include Dept Abbr
Filler		43	3	Pad with spaces
Course Sequence Number	sequence	46	6	
Free Tuition	free_tuition	52	1	1, 2

Registration and End of Term File Layouts

Fields 53-124 should only be completed when the End of Term File.				
Grade	grade	53	2	
Post Math Test Type	post_test_type_math	55	1	0, 1, M, T, A, G
Post Math Score	post_test_math	56	3	000 - 999
Post English Test Type	post_test_type_english	59	1	0, 1, T, A, G
Post English Score	post_test_english	60	3	000 - 999
Post Reading Test Type	post_test_type_reading	63	1	0, 1, N, T, A, G
Post Reading Score	post_test_reading	64	3	000 - 999
State Aid	state_aid	67	1	1, 2
Filler		68	20	Pad with spaces
Undergraduate Term, Attempted Credit Hours	att_crhrs_term_ug	88	3	000 - 999
Undergraduate Term, Earned Credit Hours	earn_crhrs_term_ug	91	3	000 - 999
Undergraduate Term, GPA	gpa_term_ug	94	4	0000 - 4000
Undergraduate Cumulative, Attempt Credit Hr	att_crhrs_cumu_ug	98	3	000 - 999
Undergraduate Cumulative, Earned Credit Hr	earn_crhrs_cumu_ug	101	3	000 - 999
Undergraduate Cumulative, GPA	gpa_cumu_ug	104	4	0000 - 4000
Graduate Term, Attempted Credit Hours	att_crhrs_term_gr	108	3	000 - 999
Graduate Term, Earned Credit Hours	earn_crhrs_term_gr	111	3	000 - 999
Graduate Term, GPA	gpa_term_gr	114	4	0000 - 4000
Graduate Cumulative, Attempted Credit Hours	att_crhrs_cumu_gr	118	3	000 - 999
Graduate Cumulative, Earned Credit Hours	earn_crhrs_cumu_gr	121	3	000 - 999
Graduate Cumulative, GPA	gpa_cumu_gr	124	4	0000 - 4000

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	6 = Registration 9 = End of Term

FILENAME FOR <u>END OF TERM</u> FILE:

School Abbreviation + **YY** + Term Code .EOT

YY = two-digit actual year that the term occurred

Registration Field Definitions

All students reported in the Student File must be included in the **Registration File**. Each record must reflect a student's status as of the 11th class day for fall and spring terms and the 5th class day for summer terms. This file must have a record for each credit course taken by a student (e.g., a student enrolled in five courses will have five records). Student registration records for courses beginning after the census date (off-schedule courses) should be included in the following term's data submission. The total number of records must equal the total enrollment reported in the Credit Course File.

<u>All course registrations withdrawn by or for students as of or effective to the census date must be excluded from the Registration File and enrollments adjusted in the Credit Course File accordingly.</u>

Name	#	Length	Field Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter 6 for student registration record if a census date submission. Enter a 9 for student registration record if an end of term submission.
Registration Term term	4	1	Enter the term for this student's on-schedule registration record. If a student is registered for off-schedule hours, create a second record for this student and report the off-schedule hours there. 0=Summer 2 4=Summer 2 Off-Schedule 1=Fall 5=Fall Off-Schedule 2=Spring 6=Spring Off-Schedule 3=Summer 1 7=Summer 1 Off-Schedule
College Student ID College_id	5	10	OPTIONAL: If your institution has an assigned student ID, enter that number here. Pad with spaces when necessary. Do not pad with zeros. The field length must equal 10. If your institution has NOT assigned student identification number or does not wish to enter one, pad this field with 10 spaces. **In AY2018-2019 the College Student ID will become a mandatory field.**
SISDB Student ID ssn_id	15	9	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.
Course Section course_section_4	29	4	Enter the course section number as defined and identified in the Credit Course File. The section numbers in the two records must be identical.
Course Number course_number	33	10	Enter the course/catalog number as defined and identified in the Credit Course File. The course numbers in the two records must be identical.
Unique Course Sequence Number sequence	46	6	Enter the unique course sequence number as identified in the Credit Course File. The sequence numbers in the two records must be identical. If this registration is associated with a linked course, the registration must be reported using the appropriate primary or secondary course sequence number.
Free Tuition free_tuition	52	1	Did the student receive free tuition for this course? 1 = Yes 2 = No Free tuition does <u>not</u> include tuition charges paid by scholarships or other forms of discounts or waivers, provided that such assistance was reported against the institution's scholarship cap and reported on the annual Financial Report (FAID). If the tuition charges were paid by a public school district, a college/university scholarship, a grant, or a private foundation, then the response must be 2 (No). Students that receive a tuition discount or waiver would also reported as 2 (No) if the discount/waiver is properly reported (this includes students receiving border county waivers, senior citizen discounts/waivers, and other such discounts/waivers). Code 1 (Yes) would be used for those students that receive free tuition and such aid is not counted on the scholarship cap report (to Institutional Finance) or is not reported as aid received on the financial aid file (FAID).

End of Term Field Definitions

The **End of Term File** is a resubmission of the Registration File with addition fields. The list of student registrations must be identical (i.e., students should not be added to or deleted from the census file).

Report **off-schedule** term data with the following **on_schedule** term data
EXAMPLE:

Term	Report term data in:	Report EOT data in:
Summer II Off-Schedule	Fall	Fall
Fall Off-Schedule	Spring	Spring
Spring Off-Schedule	Summer I	Summer I
Summer I Off-Schedule	Summer II	Summer II

Grade or Mark	Quality Points	In GPA Calc?	Earned Hours	Remarks
A	4	Yes	Yes	Outstanding achievement
B	3	Yes	Yes	Good or above average achievement
C	2	Yes	Yes	Average achievement
D	1	Yes	Yes	Below average or poor achievement but of passing quality
F	0	Yes	No	Unsatisfactory achievement
I	0	No	No	Incomplete
AB	0	No	No	Academic bankruptcy
AC	0	No	No	Advisor or Administrator cancelled student enrollment
AU	0	No	No	Audit. **Note:** Students enrolling in course(s) for audit are not to be reported in AHEIS. This mark is included in the event the student's enrollment status is changed to audit during the term
CA	0	No	No	Class cancelled
CR	0	No	Yes	Credit awarded for the course, such and "Pass/Fail"
IP	0	No	No	In Progress
NC	0	Yes/No	No	No Credit (In term GPA, NOT cumulative GPA)
NR	0	No	No	Attended, but grades not submitted
R	0	No	Yes	Registered, may be used for thesis or dissertation
S	0	No	Yes	Satisfactory completion of ongoing course. (used for course with S/U grading)
U	0	No	Yes	Unsatisfactory completion of ongoing course. (used for course with S/U grading)
VO	0	No	No	Admission voided
W	0	No	No	Withdrawal
WF	0	Yes	No	Withdrawal, Failing
WP	0	No	No	Withdrawal, Passing

Name	#	Length	Field Description
Grade (grade)	53	2	If this is a registration record, leave this field blank. If this is End of Term record, enter the student final grade or mark using the following chart.

End of Term Field Definitions

POST-TEST SCORES

If your institution has an ADHE approved Placement Plan (previously-Student Success Plan) on file, use blanks for all post-test fields: (POST_TEST_TYPE_MATH, POST_TEST_TYPE_ENGLISH, POST_TEST_TYPE_READING, POST_TEST_MATH, POST_TEST_ENGLISH, AND POST_TEST_READING).

If you <u>do not</u> have a Student Success Plan approved by the ADHE's Academic Affairs per the new Freshman Assessment and Placement Program, please provide post-course test scores for all students enrolled in courses meeting all of the following criteria:

1. The course level is 0 (remedial);
2. The remedial course level is 3 (highest);
3. The course is in the subject of Math, English, or Reading; and
4. The student made a passing grade
    (passing grade is D or above unless your institution defines it as a C or above).

Post-tests are to be administered at the end of the remedial course or shortly after the course was completed.

Note:
Since the course covered only one subject, there should generally be only one set of scores for that particular course. For example, for students enrolled in the MATH0013 course (Intermediate Algebra), only math end-of-course assessments would be included. For the ENG 0003 (Basic Writing) course, only English end-of-course assessments would be included. However, if the remedial course included more than one subject, provide all appropriate post-test scores (32.MAEN, 32.MARE, and 32.ENRE would require 2 post-test scores whereas 32.COMB would require 3 post-test scores).

Cutoff Scores Per AHECB Policy				
Test	SISDB Code	Math	English	Reading
ACT	0	>= 19	>= 19	>= 19
SAT	1	>= 460	>= 450	>= 470
Accuplacer – Classic	A	>= 77	>= 83	>= 78
Accuplacer – Next Generation	N	>=265	>=260	>=275

In addition to the ACT, SAT, and Accuplacer, the following tests are allowed for use in providing post-test scores for remedial students.

Supplemental Post-Test Scores				
Test	SISDB Code	Math	English	Reading
MyMathTest	M	70	NA	NA
Nelson-Denny	N	NA	NA	13
TABE	T	12.9	12.8	11.1

Note:
1. MyMathTest (code M) - 70 on the pre-algebra section of MyMathTest is equivalent to an ACT 19.
2. Nelson-Denny (code N) - score of not less than 13.0 (use combined minimum score of 26 on vocabulary & comprehension exams).

3. For all TABE scores, please multiply the score by 10 and drop the decimal, so that a 12.9 is entered as 129, etc.

End of Term Field Definitions

Note: Test scores are right aligned. (i.e. If field length is 3 and test score is 32, enter *0*32.)

Name	#	Length	Field Description
Post-Math Test Type	55	1	For all students enrolled in remedial math courses at remedial course level 3 in which the student earned a passing or satisfactory grade, please enter the code corresponding to the test type used as an end-of-course assessment in math. 0 = ACT 1 = SAT M = MyMathTest T = TABE A = Accuplacer – Classic G = Accuplacer – Next Generation
Post-Math Score	56	3	For all students enrolled in remedial math courses at remedial course level 3 in which the student earned a passing or satisfactory grade, please enter the student's math test score from the test type indicated in the math test type field. If no test was taken, leave blank. **Note:** For all TABE scores, please multiply the score by 10 and drop the decimal, so that a 12.9 is entered as 129, etc.
Post-English Test Type	59	1	For all students enrolled in remedial English courses at remedial course level 3 in which the student earned a passing or satisfactory grade, please enter the code corresponding to the test type used as an end-of-course assessment in English. 0 = ACT 1 = SAT T = TABE A = Accuplacer – Classic G = Accuplacer – Next Generation
Post-English Score	60	3	For all students enrolled in remedial English courses at remedial course level 3 in which the student earned a passing or satisfactory grade, please enter the student's English test score from the test type indicated in the English test type field. If no test was taken, leave blank. **Note:** For all TABE scores, please multiply the score by 10 and drop the decimal, so that a 12.9 is entered as 129, etc.
Post-Reading Test Type	63	1	For all students enrolled in remedial reading courses at remedial course level 3 in which the student earned a passing or satisfactory grade, please enter the code corresponding to the test type used as an end-of-course assessment in reading. 0 = ACT 1 = SAT N = Nelson-Denny T = TABE A = Accuplacer – Classic G = Accuplacer – Next Generation
Post-Reading Score	64	3	For all students enrolled in remedial reading courses at remedial course level 3 in which the student earned a passing or satisfactory grade, please enter the student's reading test score from the test type indicated in the reading test type field. If no test was taken, leave blank. **Note:** For all TABE scores, please multiply the score by 10 and drop the decimal, so that a 12.9 is entered as 129, etc.

End of Term Field Definitions

Name	#	Length	Field Description
State Aid State_aid	67	1	Did the student receive state financial assistance? 1 = Yes 2 = No State Assistance is defined as: A state-supported scholarship, grant, tuition waiver, or tuition reimbursement funded with state funds or net proceeds from the state lottery awarded by: (A) The Department of Higher Education; or (B) A scholarship or grant awarded by an institution of higher education in this state in whole or in part by state funds, including without limitation: (i) Scholarships awarded on the basis of entrance exam scores or high school academic achievement; (ii) Tuition waivers based on age, military service, occupation, or other factors; (iii) Out-of-state tuition waivers for undergraduate students from contiguous states in close proximity to a college or university; (iv) Scholarships for transfers from two-year institutions; (v) Performance scholarships for band, musical performing groups, arts, theater, forensics, and similar activities that are not awarded on the basis of entrance exam scores or high school academic achievement; and (vi) Any other publicly funded program under which students are not charged or are reimbursed by the institution of higher education for tuition, fees, books, or other costs of attendance.

For the Credit Hours and GPA Information referenced, simply repeat the identical credit hour and GPA information on every record applicable to the student.

Note:
1) For credit hours, please <u>right</u>-justify the number of credit hours. Leading zeros are not required but are allowed if that helps you to right-justify the data. Ex: if 85, report as 085
2) For GPA, please <u>left</u> justify the number. Carry the decimal out to three (3) places and then drop the decimal point, so that a GPA of 3.50 will be reported as 3500.
3) Overall, the EOT file and the specific fields of att_crhrs_term_ug, earn_crhrs_term_ug, att_crhrs_term_gr, and earn_crhrs_term_gr should be reported based on the latest available data for the entire term. Generally, this means that the regular term file EOT will include hours from the off-schedule report, i.e., the Fall EOT will include Fall Off-Schedule. Ideally, the data provided for these reports will be identical for the regular term and off-schedule term. However, from a practical standpoint, the off-schedule EOT will probably include more hours as it will be submitted at a later date.Such data in these fields may or may not balance with data reported in the course and registration fields. ADHE will not attempt to make these fields balance. ADHE recognizes that the EOT data is based on the latest available information and the course/registration tables are based on the 11th day reporting.

If the student is an undergraduate (or high school) student and takes only undergraduate courses, please provide data for the undergraduate fields only. If the student is a graduate student and takes only graduate courses, please provide data for the graduate fields only. For students taking both undergraduate and graduate coursework, report either: (1) the undergraduate or graduate results based on the student's reported student level; or (2) report the student's hours based on calculations using the course level field. Use course levels 1, 2, 7, 8, and 9 for undergraduate coursework and 3, 4, 5, 6, and A for graduate coursework. The course levels for undergraduates may change based on what is decided for course levels 0 and X in the planned survey.

Remedial hours must be excluded from any of the below calculations. The following fields of attempted credit hours, earned credit hours, and GPA is to be provided based on the local institution's calculation of such data.
EARNED CREDIT HOURS <u>CANNOT</u> EXCEED ATTEMPTED CREDIT HOURS.
(UNDERGRADUATE OR GRADUATE)

End of Term Field Definitions

Name	#	Length	Field Description
Undergraduate Term Credit Hours, Attempted att_crhrs_term_ug	88	3	Enter the total credit hours attempted by the student for the completed term as an undergraduate student.
Undergraduate Term Credit Hours, Earned earn_crhrs_term_ug	91	3	Enter the total credit hours earned by the student for the completed term as an undergraduate student.
Undergraduate Term, GPA gpa_term_ug	94	4	Enter the grade point average (GPA) for the completed term for the student as an undergraduate student.
Undergraduate Cumulative Credit Hours, Attempted att_crhrs_cumu_ug	98	3	Enter the total credit hours attempted by the student for the cumulative time period at your institution as an undergraduate student. This is to be cumulative credit hours attempted at your institution only.
Undergraduate Cumulative Credit Hours, Earned earn_crhrs_cumu_ug	101	3	Enter the total credit hours earned by the student for the cumulative time period at your institution as an undergraduate student. This is to be cumulative credit hours earned at your institution only.
Undergraduate Cumulative, GPA gpa_cumu_ug	104	4	Enter the grade point average (GPA) for the student's cumulative history at your institution only as an undergraduate student.
Graduate Term Credit Hours, Attempted att_crhrs_term_gr	108	3	Enter the total credit hours attempted by the student for the completed term as a graduate student.
Graduate Term Credit Hours, Earned earn_crhrs_term_gr	111	3	Enter the total credit hours earned by the student for the completed term as a graduate student.
Graduate Term, GPA gpa_term_gr	114	4	Enter the grade point average (GPA) for the completed term for the student as a graduate student.
Graduate Cumulative Credit Hours, Attempted att_crhrs_cumu_gr	118	3	Enter the total credit hours attempted by the student for the cumulative time period at your institution as a graduate student. This is to be cumulative credit hours attempted at your institution only.
Graduate Cumulative Credit Hours, Earned earn_crhrs_cumu_gr	121	3	Enter the total credit hours earned by the student for the cumulative time period at your institution as a graduate student. This is to be cumulative credit hours earned at your institution only.
Graduate Cumulative, GPA gpa_cumu_gr	124	4	Enter the grade point average (GPA) for the student's cumulative history at your institution only as a graduate student.

Term

Instructor

Term Instructor File Layout

HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	4
College Fice Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Filler	14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH INSTRUCTOR)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	4
Instructional Term	term	4	1	0 - 7
SISDB Instructor ID	ssn_id	5	9	
Instructor Name	name	14	30	Last, First MI Suffix
Contract Term	contract_term	44	1	1 - 4
Contract Salary	contract_salary	45	7	
THE FOLLOWING FIELDS SHOULD BE SUBMITTED FOR THE FALL AND SPRING TERMS				
Academic Position Source	include_pos_report	52	1	0, 1
Maximum (LIM) Salary	max_salary_auth	53	7	
Gender	gender	60	1	1, 2
Non-resident Alien or Unknown	non_resident_alien	61	2	00, 06, 09
Highest Degree Attained	highest_degree	63	2	XX, 00 - 08, 17 - 19
Terminal Degree	terminal_degree	65	1	1, 2, 9
Date of Birth	date_of_birth	66	8	MMDDYYYY
Filler		74	1	Pad with 1 space
Academic Rank	acad_rank	75	2	01 - 06, 08, 09, 99
Faculty Category	tenure_status	77	1	1 - 5
Primary CIP Code	cip_2010_code	78	2	
Filler		80	4	Pad with 4 spaces
Percent of Time Employed	proportion_emp	84	3	001 - 100
Course Credit Hours	credit_hours	87	2	01 - 30
Instructional Assignment	pct_instruction	89	3	000 - 100
Filler		92	20	Pad with 20 spaces
Position Title Code	title_code	112	2	31 - 36
Asian	asian	114	1	1, 2, 0
Black	black	115	1	1, 2, 0
Hispanic	hispanic	116	1	1, 2, 0
American Indian	amerind	117	1	1, 2, 0
White	white	118	1	1, 2, 0
Native Hawaiian	hawaiian	119	1	1, 2, 0
College Instructor ID		120	10	

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	4

Term Instructor Field Definitions

All faculty and personnel involved in instruction and / or paid out of an academic position in your institution's state appropriation must be reported in the Term Instructor File.

For the fall and spring on-schedule term, complete all fields.

For the summer I, summer II, and off-schedule terms, complete only fields 1 through 45.

Also note that non-teaching personnel should be reported only in the fall on-schedule term (term 1) submission. Only those who teach should be reported in all other terms.
Information from your institution's state appropriation is needed to complete this file. A major use of the fall submission is generation of your institution's Delaware Study of Faculty Productivity submitted by ADHE to SREB.

* * * SPECIAL HELP: ADMINISTRATORS WHO TEACH * * *

Field #	Field Name	Values
44	Contract Term	(From the individual's contract)
45	Contract Salary	The individual's salary
52	Academic Position Source	1 (Paid from source other than an academic position)
74	EEOC Category	1 (Executive/administrative/managerial professional)
75	Academic Rank	99 (Not appropriate)
77	Faculty Category	4 (Supplemental faculty)
78	Instructor Primary CIP Code	the cip code best representing the area in which the individual is teaching
84	Percent of Time Employed by Institution	(From the individual's contract)
89	Instructor Assignment	To be calculated based upon teaching load rules of your campus.

Name	#	Length	Field Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter 4 for instructor record.
Instructional Term term	4	1	Enter the term for this instructor's on-schedule course record. If an instructor is teaching off-schedule hours, create a second record for this instructor and report the off-schedule hours there. 0 = Summer 2 4 = Summer 2 Off-Schedule 1 = Fall 5 = Fall Off-Schedule 2 = Spring 6 = Spring Off-Schedule 3 = Summer 1 7 = Summer 1 Off-Schedule
SISDB Instructor ID (ssn_id)	5	9	Enter the instructor's current social security number (if they provide it). This entry must match the SSN_ID used in the instructor file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed. NOTE: An individual can withhold his/her SSN as long as he/she can provide proof of citizenship or permission to work within the U. S.

Term Instructor Field Definitions

Name	#	Length	Field Description
Instructor Name (name)	14	30	Enter the employee's last name (comma space), first name (space), middle initial (period space), and then enter suffix, if applicable (e.g., Jr., Sr., etc.). Example: Smith, Mary G.
Contract Term (contract_term)	44	1	Enter the length of contract for this instructor's employment as it applies to the term being reported. 1 = 9/10 month 2 = 11/12 month 3 = One semester 4 = Summer term(s) Full-time employees that occasionally teach should be identified by either 1 or 2, not as 3 or 4, since they are considered as full-time employees. Please ensure that the position title code field is marked appropriately (use code 33 for staff or administrators).
Contract Salary (contract_salary)	45	7	For regular faculty and staff enter the employee's annual contract salary for the current reporting year. If the instructor is not paid from institutional funds, enter 0000000 for the contract salary. Do NOT include salary paid for overload or other duties outside of the contractual agreement. For adjunct faculty and other part-timers, report the sum of all adjunct/part-time contracts for the term reported. Example: $35,000 = 0035000

Term Instructor Field Definitions

Name	#	Length	Field Description
Academic Position Source (include_pos_report)	52	1	Enter the code indicating if this position is compensated through an academic position in your institution's state appropriation. 0 = Yes, instructor or employee is paid out of an academic position 1 = No, zero salary or is paid from source other than an academic position NOTE: Individuals coded 0 include those who may not be teaching during the year but are paid out of an academic position. Similarly, part-time employees who are paid from an academic position should be coded 0.
Maximum LIM Salary (max_salary_auth)	53	7	Enter the maximum salary (line item maximum (LIM) authorized for this position if the LIM was exceeded in field 45. Enter 0000000 if at or below LIM.
Gender (gender)	60	1	Enter the gender of student. 1 = Male 2 = Female ADHE recommends utilizing the same methodology the institution has established in reporting unknown gender to IPEDS when completing ADHE reports. In IPEDS FAQs it states, "It is up to the institution to decide how best to handle reporting individuals whose gender is unknown. However, a common method used is to allocate students with gender unknown based on the known proportion of men to women." https://nces.ed.gov/ipeds/
Non-Resident Alien or Unknown (non_resident_alien)	61	2	Enter the appropriate code to indicate the instructor's race/ethnicity or foreign residency classification. 06 = Non-Resident Alien 09 = Unknown or Refused to report 00 = Not Applicable/Resident NOTE: 1. No more than 5% of an institution's instructors may be assigned to code 09. 2. Designations are used for reporting purposes only. Refer to the Glossary (Appendix G) for definitions. 3. If Not Applicable (Code 00), refer to fields 114-119 to report instructor's specific race/ethnicity.

Term Instructor Field Definitions

Name	#	Length	Field Description
Highest Degree Level (highest_degree)	63	2	Enter the highest degree level attained by this individual if they are coded as 01-05, 08 on Academic Rank (field 75). If Academic Rank (Field 75) = 01 – 05, 08, this field <u>is</u> required. XX = **Unknown** 00 = Life Experiences 01 = Certificate of Proficiency 02 = Technical Certificate 03 = Associate Degree 04 = Advanced Certificate 05 = Baccalaureate Degree 06 = Post-baccalaureate Certificate 07 = Master's Degree 08 = Specialist Degree, Post-Masters Certificate, or Post-First Professional Certificate/Degree 17 = Doctor's Degree – Research/Scholarship 18 = Doctor's Degree – Professional Practice 19 = Doctor's Degree – Other If not teaching staff, (Academic Rank, Field 75 = 06, 07, 09, 99), leave blank.
Terminal Degree (terminal_degree)	65	1	This pertains to teaching staff, academic rank, field 75 = 01 – 05, 08. Is this the highest degree level in the field of study? 1 = Yes 2 = No 9 = NA, not teaching staff (Academic Rank, field 75 = 06, 07, 09, 99)
Date of Birth (date_of_birth)	66	8	Enter the employee's date of birth. If unknown, pad with zeros. If birth date is known, use the first two positions to designate the month, the second two positions for the day, and the last four positions to identify the year(MMDDYYYY). If not teaching staff, (Academic Rank, Field 75 = 06, 07, 09, 99), enter eight 9's
Academic Rank (acad_rank)	75	2	Enter the current academic rank of the instructor. 01 = Professor 07 = RESERVED, do <u>NOT</u> use 02 = Associate Professor 08 = No Rank 03 = Assistant Professor 09 = Undesignated 04 = Instructor 99 = Not Applicable 05 = Lecturer 06 = Graduate Assistant (include Teaching Assistant/Associate and Research Assistant/ Associate) NOTES: 1. Institutions that do not designate instructional faculty by rank should use code '08'. 2. Use the undesignated option for special faculty not included in the rank categories, (e.g., visiting scholars, emeritus faculty, and other special ranks.) 3. The 'not applicable' option should be assigned to an employee that is not appointed to the faculty as his/her primary responsibility and may or may not be teaching. Assign administrators who carry academic rank to the appropriate code listed in options 01 – 05.

Term Instructor Field Definitions

Name	#	Length	Field Description
Faculty Category (tenure_status)	77	1	Enter the faculty category of this instructor. Code librarians according to the appropriate category for your institution. 　1 = Regular faculty, tenured 　2 = Regular faculty, tenure track 　3 = Regular faculty, non-tenure track 　4 = Supplemental faculty 　5 = Graduate assistant (teaching or research) 　6 = RESERVED, do <u>NOT</u> use NOTES: 1.　Enter code 1 for faculty who hold tenure. At most institutions, this category includes assistant, associate, and full professors. 2.　Faculty from whom tenure is expected should be coded 2. At most institutions this includes assistant professors. 3.　Report code 3 for those individuals who teach on a *recurring* contractual basis but are ineligible for tenure. At most institutions this includes instructors, lecturers, etc. 4.　Those individuals considered supplemental faculty (code 4), have a *non-recurring* appointment, although the same individual might receive a temporary appointment for several successive terms. The key consideration is that funding is *temporary*, and there is no guarantee of a continuing appointment. This category includes adjuncts, administrators, and professional personnel at the institution who teach but whose primary job responsibility is non-faculty, contributed service personnel, etc. 5.　Code 5, graduate assistant, applies to students at the institution who receive stipends strictly for instructional activity. This category includes teaching assistants that are instructors of record, and GTAs that function as discussion or recitation section leaders, laboratory section leaders, and other types of organized class sections in which instruction takes place but which may not carry credit and for which there is no formal instructor of record. Also includes GTAs that serve as graders or in other instructional functions. Graduate research assistants should also be included here. 6.　Community colleges and technical colleges that do not grant tenure must use codes 3 or 4.
Instructor Primary CIP Code (cip_2010_code)	78	2	Enter the <u>two</u>-digit CIP code that reflects the program in which the instructor is budgeted. See Classification of Instructional Programs 2010 Edition publication for valid CIP codes. NOTE: 1. If the employee's time is divided between two or more programs, enter the CIP code of the program in which he/she is budgeted for instruction. For example, if a chemistry professor teaches two chemistry courses and one in chemical engineering, the CIP code of the chemistry program should be reported in this field. 2. When (credit_hours = 0), enter 99. This occurs when an employee is budgeted in an academic position but not in an academic program and, therefore, not involved in instruction (e.g., librarians) or is teaching only non-credit courses. 3. When credit_hours > 0, enter the cip code that best matches the course being taught.

Term Instructor Field Definitions

Name	#	Length	Field Description
Percent of Time Employed by Institution (proportion_emp)	84	3	Enter the proportion of time that this person is employed at your institution. This percentage should be based on a full-time workload as defined by your institution for the term you are reporting or a 40-hour week. To be considered full-time, individuals must be reported here as 100% (the equivalent of 1 FTE). **The percentage of employment cannot exceed 100%.** Examples: 100% = 100 50% = 050

Course Credit Hours
 	
(credit_hours)
	87	2	Enter the <u>total number</u> of course credit hours <u>taught</u> by the instructor.
			
			NOTE:
			1. The following guide should be used in converting contact hours to course credit hours:
			    If Lecture, 1 contact hour =1 credit hour
			    If Clinical, 4 contact hours = 1 credit hour
			    If Technical program labs, 3 contact hours = 1 credit hour
			2. The number of hours entered in field 87, in most instances, should equal the sum of the course credit hours reported for this instructor's identification number in field 66 of the Credit Course File for the term.

Instructional Assignment (pct_instruction)	89	3	Enter the percentage of effort assigned to instruction as a proportion of your institution's full-time workload for this term. This number cannot exceed 100, which represents one full-time equivalent (FTE) and should be based on time spent teaching students. Examples: 1.00 FTE = 100 0.20 FTE = 020 NOTE: 1. Instructional activities are those performed by individuals that support course offerings by the institution. This category typically includes general academic instruction, occupational and vocational instruction, remedial and tutorial instruction, etc. 2. Time devoted to instructional support activities (e.g., curriculum development, advising, etc.) should not be included. 3. If the instructor is assigned 100 percent of time to instruction, this field should be coded 100. If the instructor has no assignment to instruction, enter 000. 4. See examples for calculating time at the end of this section, Parts II and III.

Position Title Code
 	
(title_code)
	112	2	Enter the title code associated with the position number from which the individual is paid.
			    31 = Full Time Faculty – includes any and all faculty if they are considered full time
			    32 = Part Time/Adjunct Faculty – all part time faculty and adjuncts except as noted below
			    33 = Staff/Administrator – all other staff and administrators, full time and part time, that teach
			    34 = Graduate Assistants – all Graduate Assistants, Teaching Assistants, Research Assistants, etc.
			    35 = Non-Institutional Employees/High School Instructors – high school teachers or persons not otherwise employed by the institution or persons donating time. Ex: ROTC
			    36 = Other – any other person that does not fit into the above categories

Term Instructor Field Definitions

For reference: Field 61:   Non-resident Alien or Unknown
                               06= Non-Resident Alien
                               09 = Unknown or Refused to answer   (for citizens or resident aliens)
                               00 = Not Applicable/Resident

            If Field 61 = 06 or 09, insert 0's in all race/ethnicity fields.
            If Field 61 = 00, more than one race (fields 114, 115, 117, 118, 119) may apply.
            If Field 70 = 00 and Hispanic = 1, more than one race may apply.

Name	#	Length	Field Description
Asian [Race]	114	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
Black [Race]	115	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
Hispanic [Ethnicity]	116	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
American Indian [Race]	117	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
White [Race]	118	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
Native Hawaiian [Race]	119	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
College Instructor ID (college_id)	120	10	OPTIONAL: If your institution has an assigned instructor identification number, enter that number here. Pad with spaces when necessary. Do not pad with zeros. The field length must equal 10. If your institution has NOT assigned instructor identification number or does not wish to enter one, pad this field with 10 spaces. **In AY2018-2019 the College Instructor ID will become a mandatory field.**

Term Instructor Field Definitions

Examples of Time Calculations
Reported in the Term Instructor File

Part I: Calculating Percent of Time Employed (field 84)
   A. Percent of Time Employed When Teaching Credit-Generating Courses Only:
     If an employee is part-time at the institution and teaching is limited to credit-generating courses, then calculate the percent of time by dividing the credit hour load as a proportion of the institution's full-time teaching load.
        Example: Instructor A teaches 6 credit hours per week at a school where 12 hours is a full-time load.
           Percent of Time Employed = $6 \div 12 = 50\%$.

   B. Percent of Time Employed When Teaching Credit-Generating and Clinical or Lab-Related Courses:
     If employee is part-time and teaching assignments include credit-generating courses in addition to clinical or lab-related courses that generate 0 credit hours, three calculations must be completed.

     1. Calculate percent of time for credit-generating courses as a proportion of the institution's full-time teaching load as in example A.
     2. Calculate the portion of time for the clinical and lab-related courses based on CONTACT HOURS by (a) converting the contact hours to credit hours using the equivalencies listed in field 87 (note 1) and (b) calculating this result as a proportion of the institution's full-time load per week.
     3. The sum of steps 1 and 2 is this instructor's percent of time employed.
        Example: Instructor X teaches one 3 credit hour course and two lab courses for 4 contact hours that generate 0 credit hours per week at an institution where 15 credit hours is a full-time load.
          1. Instructor X's percent of time for the credit generating course:
             3 credit hours $\div 15 = 20\%$
          2. Instructor X's percent of time for the 0 credit hour lab courses:
             4 contact hours = 1 credit hour $\div 15 = 7\%$
          3. Percent of time Employed:
             $20\% + 7\% = 27\%$

Part II: Calculating Percentage(s) of Effort (fields 89 – 107)
   A. Percentage of Effort For Full-time Employee with Teaching and One Additional Function:
     If an individual is employed full-time, with teaching and administrative responsibilities, calculate as the following:
        Example 1: Instructor L teaches two 3-credit hour courses and serves in an administrative appointment as an academic department chair for the remainder of his full-time contractual obligation. At this institution, 15 credit hours is a full-time load.
          a. Instructional assignment of time for the credit-generating course:
            6 credit hours $\div 15 = 40\%$
          b. The assignment for institutional support activities equals the time balance, or 60%.

        Example 2: Instructor R teaches two 3-credit hour courses and conducts research for the remainder of his full-time contractual obligation. At this institution, 12 credit hours is a full-time load.
          a. Instructional assignment of time for the credit-generating course:
            6 credit hours $\div 12 = 50\%$
          b. The assignment for research activities equals the time balance, or 50%.
   B. Percentage of Effort For Full-time Employee with Non-teaching Activities:
     If the employee is not involved in instruction, but has multiple non-teaching responsibilities, consult with the institution's human resource officer for the appropriate assignment allocation.

Part III: Calculating Percent of Time Employed (field 84) and Percentage of Effort
   For Part-time Employee with Instructional Assignment Only:
        Example 1: Instructor M teaches two 3-credit hour courses at an institution which has a 15-credit hour full-time workload.
          Percent Time Employed = 6 credit hours $\div 15 = 40\%$
          Instructional Assignment = 040
        Example 2: Instructor M teaches one 3-credit hour course at an institution which has a 12-credit hour full-time workload.
          Percent Time Employed = 3 credit hours $\div 12 = 25\%$
          Instructional Assignment = 025

Workforce

Education

Workforce Education/Training File Layout

HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	N
College Fice Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Filler	14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH STUDENT)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	N
Term	term	4	1	0 - 3
Unique Course Sequence Number	sequence	5	6	000000 - 999999
Course Title	title	11	20	N A
Course Program-Level Cip Code	cip_2010_code	31	2	01, 03-05, 09-16, 19, 21-54, 60
Course Detail-Level Cip	cip_2010_detail	33	4	0000-9999
Course Type	course_type	37	1	1, 2, 3
Course Method	course_method	38	2	01, 02, 03, 07, 10, 14, 20, 98
Technology Type	tech_type	40	2	00, WB, SS, OT
Filler		42	2	Pad with 2 Spaces
SISDB Instructor ID	ssn_id	44	9	
Workforce Students Completing Course	enrollment	53	3	001 - 999
CEU	ceu	56	5	0000v0 – 9999v9
Filler		61	5	pad with 5 spaces
Department Code	department	66	4	N A
Receiving Course Location	recv_locn	70	2	0X, 00 - 12, 77, 98, 99
County Code	county_code	72	3	001 – 075
Non-Traditional Site	non_trad_site	75	30	
College ID	college_id	105	10	

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	N

FILENAME:

<School Abbreviation><YY><Term Code>.WRK

YY = two-digit <u>actual year that the term occurred</u>

Workforce Education/Training
Field Definitions

In January 2017 a new, clarifying definition of Workforce Training was developed. See the Workforce Training definition for information on what should be included in this file.

Workforce files are submitted on a term basis and should be reported in the term following that in which the class ended regardless of when the class began.
The file should be named with reference to the term in which the class was last held and NOT the term the file is submitted.
Only data for the specific term in question should be submitted in a term work force file.
> *For example:*
> The workforce file for fall of one calendar year is due in the following spring of the next calendar year.
> Assume the data is for the fall term of 2008 and is submitted in the spring of 2009.
> The file should be named <school abbrev>081.wrk; NOT <school abbrev>092.wrk.
> The name of the file is dependent on the time covered in the data file, not when the file is submitted.

Contact hours are calculated for each non-credit course, then contact hours are summed to obtain the total non-credit contact hours for the institution for the semester/term. The formula used to calculate contact hours for each course is:

Examples:

Data from the file:			Training (or Contact) Hours (Calculated):
Course Title	CEU	Enrollment	CEU * Enrollment * 10
COURSE1	1.5	17	255
COURSE2	3.0	15	450
COURSE3	5.2	7	364
		TOTAL:	1,069

Name	#	Length	Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter N for business and industry training course record.

Course Term
 	
(term)
	4		Enter the term when this course was offered.
			  On-Schedule Terms
			    0 = Summer 2
			    1 = Fall
			    2 = Spring
			    3 = Summer 1

Unique Course Sequence Number (sequence)	5	6	Enter a unique sequence number to identify each course record. Unique course sequence numbers must be different for each record that is submitted in the same file. **Credit hour courses cannot be reported in the Workforce Training File.** These should be reported in the Registration and Course Term Files.
Course Title (title)	11	20	Enter the title of the course. Examples: Elementary Statistics Manufacturing Processes
Course Program-Level CIP Code (cip_2010_code)	31	2	Enter the program-level CIP code (first 2 digits) for this course. This must be a valid cip code. See the NCES publication Classification of Instructional Programs, 2010 Edition.
Course Detail-Level CIP Code (cip_2010_detail)	33	4	Enter the detail-level CIP code (last 4 digits) for this course. This must be a valid cip detail. See the Classification of Instructional Programs, 2010 Edition.
Course Type (course_type)	37	1	Enter the type of course. 1=Pre-employment training 2=Existing-employee training 3=Both

Workforce Education/Training
Field Definitions

Name	#	Length	Description
Course Method (course_method)	38	2	Report the type of delivery method that best characterizes this course. Use the term that reflects your institution's description of the method. 01 = Lecture 02 = Lecture/Laboratory (lecture course which includes a lab component as part of the same course registration) 03 = Laboratory (credit-bearing or zero credit lab which requires a registration separate from the lecture component of the course) 07 = Apprenticeship/Externship 10 = Special Topics 14 = Self-paced 20 = Telecommunications 98 = Other **Note**: Use code 20 in this field only if the course is offered via telecommunications. If a code other than 20 is reported, enter 00 in Field 40.
Technology Type (tech_type)	40	2	For all courses that use telecommunications to deliver 50% or more of the course content, please use the following codes to designate the type of technology used. Note that this is not the technology used to support instruction in the classroom but is technology used the deliver the course content. 00 = Not Applicable, course method is not telecommunications WB = Web-Based SS = Site-to-Site OT = Other **Note:** Use codes WB, SS, or OT only if course_method, Field 40, is coded as 20. **SREB Definition:** Web-Based (WB) – courses delivered over the Internet (Web delivery); Site-to-Site (SS) – courses delivered through special facilities for site-to-site two-way audio-video (compressed video); and Other (OT) – courses delivered via satellite, cable TV, broadcast TV/radio, closed-circuit, video tape, CD ROMS, DVDs, e-mail, etc. The previous codes used in the SISDB cross-walk to the new codes above.
Filler	42	2	Filler
SISDB Instructor ID (ssn_id)	44	9	Enter the instructor's current social security number (if they provide it). This entry must match the SSN_ID used in the instructor file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed. **Note:** An individual can withhold his/her SSN as long as he/she can provide proof of citizenship or permission to work within the U. S.

Workforce Education/Training
Field Definitions

Name	#	Length	Description
Workforce Students Completing Course (enrollment)	53	3	Enter the number of workforce students completing the non-credit course.
CEU (ceu)	56	5	Enter the total number of Instruction Hours awarded for NON-CREDIT courses rounded to the tenths position. The decimal is implied; therefore, do NOT enter the decimal in this field. Use leading zeroes in the CEU field. For example: <table><tr><td>CUEs</td><td>Enter</td></tr><tr><td>10.0</td><td>00100</td></tr><tr><td>5.0</td><td>00050</td></tr><tr><td>1.0</td><td>00010</td></tr><tr><td>0.7</td><td>00007</td></tr><tr><td>0.5</td><td>00005</td></tr><tr><td>0.1</td><td>00001</td></tr></table> Definition: One CEU = Ten (10) contact/instruction hours of participation in organized education/training experience under responsible, qualified direction and instruction. (one contact hour = 60 minutes of instruction)
Department Code (department)	66	4	Enter the department code for this course from the list of valid codes for your institution. If course is team taught, enter the code for the unit budgeted for this course.

Workforce Education/Training
Field Definitions

		Receiving Course Location		
Code	**Name**	**On Main Campus***	**Off Main Campus***	**Description**
00	On-Campus	Y		This is your main campus location – any course not on your main campus should use a different code as you only have one main campus.
0X (Zero X)	Branch Campus or Alternate Site: On-Campus	Y		On-campus location that is not the main campus or is not included in the codes below.
01	Branch Campus or Alternate Site: Off-Campus		Y	Off-campus location that is not the main campus or is not included in the codes below.
02	University Center/Other Arkansas Higher Education Institution		Y	
03	Elementary or High School		Y	
04	Business/Industry Site		Y	
05	Clinic/Hospital		Y	
06	Public Library/Community-Based Organization		Y	
07	Study Abroad		Y	
08	Out-of-State/Country Site		Y	
09	Military Base		Y	
10	Correctional Institution		Y	
11	Secondary Area Center, On-Campus	Y		
12	Secondary Area Center, Off-Campus		Y	
77	Student's Home		Y	
98	Other		Y	
99	Unknown		Y	

Even though the code of 0X is considered on-campus, we want you to treat it as off-campus in the way you identify the related fields. For example, UAPTC has a campus in south Little Rock at the old Expo center. This is considered an on-campus location, but it is not the primary on-campus site in North Little Rock. Therefore, this site should be coded as 0X. The location field (see below) should also be completed to properly identify the location, i.e., South Little Rock Campus, UAPTC South, South Pulaski County Campus, etc.

Name	#	Length	Description
Receiving Course Location (recv_locn)	70	2	Enter the location where this course is received, (i.e. location of students). See chart on previous page. **Note:** If the course is delivered at non-traditional sites and/or via distance learning (recv_locn does not = 00), complete Field 75 (non-traditional site). If the course is a combined lecture/lab/clinical type of course and the lecture portion is on-campus and the lab/clinical portion is off-campus, report the entire course as on-campus. If however, the lecture and lab/clinical are reported as separate courses and the lab/clinical portion is off-campus, report the course as off-campus. The courses in any of the above locations may be delivered via distance education (telecommunications/correspondence). However, code 77 (student's home) should be used for the traditional online course even though the student could be at work, at the mall, or other locations.

Name	#	Length	Description
			Use code 77 for all correspondence courses as well.

County Code
 	
(county_code)
	72	3	Complete this data element for courses.
			
			If the receiving location is not 00, enter the county code.
			
			IF ALL of these conditions are met:
			- Field 37 (Course Type) = 1, Organized AND
			- Field 38 (Course Method) does NOT = 20, telecommunications AND
			- Field 70 (Receiving Course Location) does NOT = 00, on campus,
			
			Enter the 3-digit County Code identifying the county where the course meets. (See Appendix B)
			     001 – 075 = In-state
			     999 = Out-of-state or County Unknown

Non-Traditional Site (non_trad_site)	75	30	<table><tr><td>If Receiving Location (Field 70)=</td><td>Non-Traditional Site (Field 75)=</td></tr><tr><td>00</td><td>Blank spaces</td></tr><tr><td>0X (Zero X)</td><td>Name of Specific Site</td></tr><tr><td>01-02, 04-10, 98, or 99</td><td>Name of specific site</td></tr><tr><td>03</td><td>High school code</td></tr><tr><td>77</td><td>"Student's Home"</td></tr><tr><td>11, 12</td><td>Secondary Area Center See Appendix E.</td></tr></table>
College Instructor ID (college_id)	105	10	**OPTIONAL:** If your institution has an assigned student identification number, enter that number here. Pad with spaces when necessary. Do not pad with zeros. The field length must equal 10. If your institution has NOT assigned student identification number or does not wish to enter one, pad this field with 10 spaces. **In AY2018-2019 the College Instructor ID will become a mandatory field.**

Workforce Education/Training
Revision to AHEIS Manual: June 2017

Workforce Training Definition – Finalized 1.11.2017
Submitted by the Workforce Metric Work Group

Workforce Defined

Workforce Training/Education is defined as those postsecondary activities (seminar, workshop, course, customized training, etc.) that develop or enhance the skills of existing employees or members of any business or industry. Also included is any training provided to individuals, whether employed or unemployed, which is designed to meet the employment needs of the student and/or employer by enhancing occupational, technical, and/or soft (communication, computational, and interpersonal) skills. The goal of workforce training is to increase individual opportunity in the labor market and to improve human knowledge, skills and ability. These activities carry no institutional credit applicable toward a degree, diploma or certificate; however, competencies and skills attained through Workforce Training/Education could be applicable toward a prior learning credit.

Frequently Asked Questions for Reporting Clarification

Questions:
While not a complete listing of topics/issues related to the reporting on non-credit workforce development training, the following questions are examples of common questions from community colleges. All questions should be filtered through four relevant guiding questions relevant to the reporting of workforce development contact hours for the purpose of the OB funding formula. The guiding questions are:
- Is it a course or activity that provides an individual with soft skills or technical skills for the workplace?
- Does it carry no institutional credit that can be applied toward an academic award?
- Is the goal to increase individual opportunity in the labor market?
- Does it improve human knowledge, skills and ability related to the workforce?
- If the response to each question is in the affirmative, then the activity/program would be counted.
- If one response is negative, then the activity/program should not be counted in the campuses workforce development annual report.

Contact hour:
What is a contact hour for the purpose of reporting?

Answer:
The common standard for a contact hour for workforce development non-credit programs is 60 minutes of instructional/learning activity.

Calculating contact hours for the annual report:
There appears to be some confusion how to calculate contact hours for the annual report for the funding formula. Can you give an example of the correct manner to calculate contact hours for reporting?

Answer:
The correct manner to of calculating contact hours is the sum of the sums.
An example would be:
There are three distinct, separate training classes with each class consisting of six people in learning activities for 40 hours. The calculation would be:
6 people X 40 contact hours for individual class = 240 contact hours
6 people X 40 contact hours for individual class = 240 contact hours
6 people X 40 contact hours for individual class = 240 contact hours
Total number of contact hours (240 + 240 + 240) 720 contact hours
INCORRECT CALCULATION:
An incorrect manner of calculating would be to multiply the sum of people by the sum of the individual classes' contact hours (18 X 120 ≠ 2160).

Converting CEUs:
My college keeps our records for non-credit workforce development in continuing education units (CEUs). How do we convert the CEUs to contact hours for reporting?
Answer:
The common standard for converting continuing education units to contact hours is defined by the International Association for Continuing Education and Training (IACET). One Continuing Education Unit (CEU) is defined as ten contact hours of participation in an organized continuing education experience under the responsible sponsorship, capable direction, and qualified instruction. Therefore, 1 CEU = 10 contact hours.

Adult Education:
My college provides various adult education classes. Can these classes be counted as part of our workforce development contact hours?

Answer:
For the purpose of the funding formula workforce development activities do not include in GED, ABE, ESL,

remediation or developmental education, or recreational courses or activities. While these are valid and worthwhile community development programs, these courses are considered pre-postsecondary education and/or personal development activities, and not specific to workforce development.

Work Keys Preparation:
My college provides preparatory classes for individuals to take the Work Keys assessments. Can these classes be counted as part of our workforce development contact hours?

Answer:
Because participating industry has recognized Work Keys assessments as a part of the hiring process, this training will be counted as workforce development training activities. The assessment process would normally not be recognized as workforce development training activities.

Assessment administration:
Our unit provides assessments as part of our workforce development activities. Would this activity be counted under the current definition?

Answer:
This would be a judgment call on the reporting of contact hours under the current definition. If the assessment is meant to be a learning activity and part of a training course – not a standalone process – the time in the application and general interpretation of the test results for the class could be counted as part of the contact hours. If the assessment and interpretation of the test results is an activity of its own, then the time dedicated in this assessment activity would not be reported. It would not meet the definition of a "learning activity."
Example: The administration of Work Keys to a group of individuals as part of a contract to provide pre-employment assessment would not be a learning activity and therefore would not be counted as non-credit workforce development contact hours.

Summer camps:
Our college provides summer camps to middle school and some high school students. Would these camps be counted as non-credit workforce programs?

Answer:
While they are good and worthy activities, "in-school students" are considered to be "prevocational" by the Department of Labor. Additionally, the students are not actively part of, or normally looking for employment. Therefore, the summer camp contact hours would not be reported as part of the non-credit workforce development definition.

Handgun carry permit training:
Our college provides approved Handgun Safety Course training that meets the requirements for individuals to acquire a handgun permit. Can we count these students and contact hours under the new definition?

Answer:
To meet the intent of the non-credit workforce training definition, the college would need to contract with a business to offer handgun training in order to license/certify their security officers. Therefore, the answer would be NO to the question concerning a handgun safety course.

Motorcycle Rider Education Program:
Our institution provides a Certified Motorcycle Rider Education Program (MREP). Would this be considered a program that can be counted as a non-credit workforce program under the definition?

Answer:
The answer would be NO. To meet the intent of the non-credit workforce training definition, the college would need to contract with a police department to teach a police department personnel on safe motorcycle riding, including "hot pursuit."

Court ordered program:
The college provides a course called, "Parents, Children & Divorce." Individuals attending this course are referred to us by the court system. This definitely is not a recreational course. Would participants of this course be counted under the non-credit workforce development definition?

Answer:
Certainly the college provides, through this program, a valid and needed community service. But it is a community service activity, not a workforce program. Its goal is not to increase individual opportunity in the labor market or within a business or industry. Therefore, the answer would be NO.

Individual tutoring:
What about private tutoring sessions on using Photoshop or other computer programs that may have a professional or personal purpose?

Answer:
There will always be judgment calls on the reporting of contact hours. In general, the question has to be, "is the activity meant for the improvement of workforce skills related to business/industry needs - not personal needs?" Unless a formal part of the workforce development plan of the college is to provide private tutoring [most do not], and unless the intent is for an individual to improve in the soft skills, knowledge or skill-sets within an occupation or for a particular business, it would be doubtful that the private tutoring given would meet the intent of the definition. Therefore, in most cases, the answer would be NO.

Individual workforce training:
Related to the above question, my campus has a contract to provide individual training to corporate officers. Would this be different from the question above and therefore the contact hours counted?

Answer:
Contract training should be defined as an activity when community college experts provide professional advice or guidance on a given project. The client pays a fee to the college for these services based on a contractual agreement. In this question a formal agreement has been made with the business client and therefore would be considered part of the workforce development plan of the college to provide individual training; therefore, this activity could be counted for reporting purposes. Other examples may include consulting with senior management on ISO9000 requirements, writing a procedural guide, or facilitating a meeting on behalf of the company, or conduct program safety reviews.

Contract Training:
Can any contracted training be counted in this report?

Answer:
Again, contract training should be defined as an activity when community college experts provide professional advice or guidance on a given project. The client pays a fee to the college for these services based on a contractual agreement. Any contract training relevant to the workforce development of employees for the company may be counted. It is noted, though, that not all contracted training by a company may reflect the principle of the intent for workforce development data reporting.

Workforce versus continuing education, i.e. personal development, classes [baking, photography, writing]:
What if a person may be thinking about opening a bakery and is taking a cake decorating class. The college offers a continuing education cake decorating class in which the individual enrolls. Would this make the entire class a non-credit workforce development class? What if a person may be thinking about opening a photography business or become a writer and is taking a class in that subject? The college offers a continuing education class in which the individual enrolls. Would this make the entire class a non-credit workforce development class?

Answer:
No - the intent of the class is for personal development, not for training to develop a business.

"For-credit courses":
Why is there an inability to count any **contract** training done with business or industry for workforce development that awards college credit. We have a number of companies that contract with us to deliver one or two "for-credit" classes for their employees. For example, two semesters of Spanish and French, or two semesters of Accounting delivered to the company employees. These classes do not lead to a certificate, degree or other formal award or award enough hours to count towards the "progression" calculations. Therefore, if we do not count these hours in our workforce development numbers, the hours will be lost since there is no other place within the formula for them to be counted. We are seeing more and more companies ask if college credit can be given for our classes, even if it would only generate a fraction of a credit (modularized credit). It would appear this definition would not recognize this important service provided to our area businesses and industries.

Answer:
At this point, the example has more to do with the impact on the for-credit side of the formula than the non-credit side. For-credit courses, it would seem, would fall within the for-credit element of the funding formula. This is problematic, though, as it affects the for-credit retention and graduation indicators under the new formula. Not only does business and industry pay for specific courses, with no intent for their employees to finish a degree or other award, but businesses also give incentive for individuals to take classes on their own in order to increase the individual's pay. Both of these for-credit scenarios reflect the reality of an employee only taking two or three for-credit courses, with no intent to gain an award. This questions appears to impact the graduation rate per FTE indicator as well as the 12-hour benchmark indicator within the new funding formula. The proposed funding formula does not take into consideration the "intent of the student." Again, though, the example given is a topic for the for-credit side of the formula, not the non-credit side. Therefore, students and credit hours resulting from these courses would not be counted.

Providing Professional Development for the college:
Our unit provides professional development services to our own campus; would the time spent on these services be counted under the current definition?

Answer:

No, providing professional development for the campus should NOT be submitted in workforce data.

Credit for No-Credit Enrollment:
My college permits students to take a credit course regularly offered by the college on a non-credit basis to obtain and/or improve skills that can be applied within the workforce. Unlike someone that may audit a course, these students participate in all assignments, classroom activities, exams and are given a pass/fail grade upon completion. Because these students are enrolled in a non-credit course section they do not impact the for-credit element of funding. Can we count these students and contact hours under the new definition?

Answer:
This would be a judgment call on the reporting of contact hours under the current definition.
If the course represents the needs of an industry or variety of industries (i.e. Microcomputer Applications, English Composition, Mathematics), the training may be counted. Courses such as physical education courses would not be included.

Partnership Training: My college will sometimes partner with other entities to provide training on our campuses or onsite within industry. This may include curriculum reviews and evaluation by subject matter experts. Training for which the institution provided advertising and instructional space should NOT be included.

Answer: Yes, if the training meets the intent of the non-credit workforce training definition and both the institution and the partner share responsibility for ensuring the integrity of the training piece.

Public

Annual Files

Student

Financial

Aid

Financial Aid File Layout

HEADER RECORD (one per file)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	F
College FICE Code	4	6	000001 – 999999
Financial Aid Year	10	4	YYYY

DATA RECORD (one for each student)

Field Name	DB Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	F
Filler		4	1	Pad with space
College Student ID	college_id	5	10	
SISDB Student ID	ssn_id	15	9	
Fund Code	fund_code	24	8	
Filler		32	5	Pad with spaces
Amount Reduced by Stacking	reduced_stacking	37	5	00000 - 99999
Fund Amount	fund_amount	42	6	000000 - 999999

TRAILER RECORD (one per file)

Field Name	Field #	Length	Valid Choices
Record Header	1	2	99
Data Type	3	1	F

File name for Financial Aid Data File

<School Abbreviation>< YR>.FAID   YR is the two-digit academic year of the data.

Financial Aid Field Definitions

NEW FINANCIAL AID REPORT REQUIREMENTS

All public institutions participating in the AHEIS/SISDB system shall submit financial aid data on all students receiving any form of financial aid. This is not limited to state-assisted students.

<u>Time Period Covered</u> – the period covered by these reports will be for **the most recently** completed financial aid year. The beginning and ending terms of said year shall be determined by the local institution as their normal financial aid year.

Two financial aid reports are required annually by public institutions: (1) a local fund to fund code crosswalk file (FAID_CROSS_WALK); and (2) a financial aid data file (.FAID)

1. FINANCIAL AID CROSSWALK FILE

The cross-walk file will group all local institutional financial aid funds into the fund codes provided for reporting. This is needed to identify how many possible funds are being used in the fund code. For example, the generic fund code of INGRSC1 identifies need-based institutional grants or scholarships. The local institution may have several funds that comprise this category. All of these local funds would be reported for identification purposes.

Field Name	#	Length	Valid Choices
College Fice Code	1	6	000001-999999
Financial Aid Year	7	4	YYYY
Fund Code	11	8	Enter the generic fund code field listed in the FUND CODE table below.
Local Fund Code	19	10	Enter the fund code or abbreviation used by the local institution to identify the local financial aid fund. **Note:** Private institutions may use any code desired to protect the identity of donors. ADHE suggests using the same ADHE Fund Code here.
Local Fund name	29	256	Enter the official name of the local institution financial aid fund. **Note:** Private institutions may use any name desired to protect the identity of donors

The Financial Aid Crosswalk File will be submitted to ADHE via the RP Server as an Excel or Excel-compatible file. Name the file as shown.

Filename: school abbreviation_FAIDCROSSWALK_YYYY.**XLS**   YYYY is the four-digit academic year of the data.

SAMPLE CROSSWALK FILE				
Fice Code	**Financial Aid Year**	**Fund_Code**	**Local_Fund_Code**	**Local_Fund_Name**
123456	YYYY	INGRSC1	ABC	ABC Company Scholarship Fund
123456	YYYY	INGRSC1	XYZ	XYZ Corporate Scholarship
123456	YYYY	INGRSC1	JDOE	John Doe Memorial Scholarship

Financial Aid Field Definitions

2. FINANCIAL AID DATA FILE AND FIELDS (FAID)

The Financial Aid Data File will be submitted **annually**. The Financial Aid Data File will be submitted as a data file according to the File Specifications section and will contain the .FAID extension.

The data file report will include the following fields and data. This report will be a year-end report to include all final financial aid amounts. The time period covered by the report will be the entire financial aid year as defined by the local institution.

For students that have no EFC data, no EFC RECORD should be submitted. Do not submit a blank or zeroed out EFC record; rather leave the entire record out of the data file and only include the COA record and the actual financial aid received records for students where you do not have any EFC data.

1. If the student does not have a valid EFC from FAFSA, do not report the EFC for this student at all, i.e., do not include an EFC record for this student.
2. If the student has a valid EFC of 0 (zero), please report it as zero (0) in the fund_amount field.
3. If the student has a valid EFC of greater than zero (0), report it as usual in the fund_amount field.
4. Blank (null) EFC's are not allowed in the fund_amount field.

Examples	Fund Code	Fund Amount
Student does not have valid EFC from FAFSA	Do not report EFC	(NA)
Student has valid EFC of zero from FAFSA	Report EFC	Enter zero (0)
Student has an EFC greater than zero	Report EFC	Report EFC amount

Field Name	#	Length	Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter F for financial aid record.
Filler	4	1	Pad with 1 space.
College Student ID	5	10	OPTIONAL: If your institution has an assigned student identification number, enter that number here. Pad with spaces when necessary. The field length must equal 10. If your institution has NOT assigned student identification number or does not wish to enter one, pad this field with 10 spaces. **In AY2018-2019 the College Student ID will become a mandatory field.**
SISDB Student ID (ssn_id)	15	9	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.
Fund Code (fund_code)	24	8	See the complete listing of authorized fund codes in the FUND CODE table.
Filler	32	5	Pad with spaces
Reduced Amount by Stacking (reduced_stacking)	37	5	Enter the amount (if any) that was reduced due to the state stacking requirement. This should be reported as a positive amount. If there was no reduced amount, enter zero (0).
Fund Amount (fund_amount)	42	6	Enter the final year-end total amount of assistance received by the student for the fund and the full academic year. This should be reported as a positive amount and should be the final year-end amount including any and all adjustments.

ADHE will use the above to prepare any reports to the legislature and the BLR.

Financial Aid Field Definitions

Sample Data file For FAID Table

SAMPLE STUDENT 1			
SSN_ID	**FUND CODE**	**FUND AMOUNT**	**REDUCED AMOUNT STACKING**
123456789	**COA**	2500	0
123456789	USPELL	500	0
123456789	ARGS	750	0

SAMPLE STUDENT 2			
SSN_ID	**FUND CODE**	**FUND AMOUNT**	**REDUCED AMOUNT STACKING**
555555555	**COA**	5000	0
555555555	**EFC**	**O**	**O**
555555555	USPELL	2000	0
555555555	ARACS	2000	200
555555555	INWORK1	800	0
555555555	INOTHER5	200	0

SAMPLE STUDENT 3			
SSN_ID	**FUND CODE**	**FUND AMOUNT**	**REDUCED AMOUNT STACKING**
987654321	**COA**	2100	0
987654321	**EFC**	575	0
987654321	ARMTS	250	0
987654321	INGRSC3	500	0
987654321	INOTHE1	500	0
987654321	PRWORK5	175	0
987654321	PRLOAN1	100	0

In Sample Student 1 above, the student had no EFC, so EFC was not reported.

In Sample Student 2 above, the student had an EFC of 0, so 0 was reported. Also, a reduced amount of $200 was reported. This means that the student was paid $5,200 but $200 was reduced (re-paid) for a final year-end amount of $5,000. Note that the fund amount totals $5,000 (the amount after the reduction).

With the data provided in the FAID_DATA table, ADHE can determine how much each student received along with how many different funds provided assistance. This will enable compliance with the stacking rule.

FUND_CODES – Defined by ADHE

The below process generates the fund code (FUND_CODE) that is used when colleges submit their financial aid data to ADHE.

1. fund_source
    US – Federal – federal categories specified by ADHE
    AR – State – state fund categories specified by ADHE
    IN – Institutional – generated by using IN and appending the fund type and fund reason below
    PR – Private – generated by using PR and appending the fund type and fund reason below
    NOTE: Public institutions may use all four categories. Private institutions may use only three categories: federal, state, and private. Private institutions should not use the institutional category.

2. fund_type
    GRSC – Grant or Scholarship
    LOAN – Loan
    WORK – Work Study Assistance
    TWOS – Tuition Waiver (Out-of-State)
    TWBC – Tuition Waiver (Border County)
    OTHE – Other – other Tuition Waivers (TW), Tuition Discounts (TD), Tuition Reimbursements (TR) or Other Assistance not included in the above, including mandatory tuition waivers and institutional scholarships

Financial Aid Field Definitions

3. fund_reason
   1 = Need Based Assistance
   2 = Performance or Merit Based Assistance
   3 = Combination of Need and Performance Based Assistance
   4 = Restricted to Applicants from Special Populations
   5 = Discretionary or Other Assistance

The COA and EFC (if zero or greater) are required to be submitted for each student reported.

FINANCIAL AID FUND CODES

#	##	Fund Name	Fund Source	Fund Type	Fund Reason	Fund Code	Length
		Costing Information					
1	1	Cost of Attendance		COA		COA	3
2	2	Expected Family Contribution		EFC		EFC	3

#	##	Federal Financial Assistance	Fund Source	Fund Type	Fund Reason	Fund Code	Length
3	1	Federal Academic Competitiveness Grant	US	ACG		USACG	5
4	2	Federal Loans - Subsidized	US	FLOANS		USFLOANS	8
5	3	Federal Loan - Un-Subsidized	US	FLOANU		USFLOANU	8
6	4	Federal SEOG	US	FSEOG		USFSEOG	7
7	5	Federal Pell	US	PELL		USPELL	6
8	6	Federal Perkins Loans	US	PLOAN		USPLOAN	7
9	7	Federal Plus Loans	US	PLUSL		USPLUSL	7
10	8	Federal Science & Mathematics Access to Retain Talent Grant	US	SMART		USSMART	7
11	9	Federal Teach Grant	US	TEACH		USTEACH	7
12	10	Federal Work Study	US	WRKST		USWRKST	7
13	11	Federal Other (not included in above categories)	US	OTHE	1	USOTHE1	7
14	12	Federal Other (not included in above categories)	US	OTHE	2	USOTHE2	7
15	13	Federal Other (not included in above categories)	US	OTHE	3	USOTHE3	7
16	14	Federal Other (not included in above categories)	US	OTHE	4	USOTHE4	7
17	15	Federal Other (not included in above categories)	US	OTHE	5	USOTHE5	7
18	16	Federal Career Pathways	US	CPI		USCPI	5
19	17	Federal BIA (Bureau of Indian Affairs)	US	BIA		USBIA	5

#	##	State Financial Assistance	Fund Source	Fund Type	Fund Reason	Fund Code	Length
20	1	Academic Challenge Scholarship	AR	ACS		ARACS	5
21	2	AR Future Grant (NEW)	AR	FUT		ARFUT	5
22	3	AR National Guard Tuition Waiver (NEW)	AR	NGTW		ARNGTW	6
23	4	Geographical Critical Needs Scholarship	AR	GCN		ARGCN	5
24	5	Governor's Scholarship	AR	GS		ARGS	4
25	6	Guard Tuition Incentive Program (Now ARNGTW)	AR	GTIP		ARGTIP	6
26	7	Higher Education Opportunities Grant (Phasing Out)	AR	HEOG		ARHEOG	6
27	8	Law Enforcement Officer's Dependents Scholarship	AR	LEO		ARLEO	5
28	9	Military Dependents Scholarship	AR	MDS		ARMDS	5
29	10	Minority Masters Fellows Program	AR	MMF		ARMMF	5
30	11	Minority Teachers Scholarship Program	AR	MTS		ARMTS	5
31	12	Nurse Educator Loan	AR	NEL		ARNEL	5
32	13	Second Effort Scholarship	AR	SES		ARSES	5
33	14	State Teachers Resource (No Longer Offered)	AR	STAR		ARSTAR	6
34	15	Student Undergraduate Research Fellowship	AR	SURF		ARSURF	6
35	16	Teacher Opportunity Program	AR	TOP		ARTOP	5
36	17	Washington Center Scholarship	AR	WCS		ARWCS	5
37	18	Workforce Improvement Grant (AY17 Last Year)	AR	WIG		ARWIG	5
38	19	State Other (not included in above categories)	AR	OTHE	1	AROTHE1	7
39	20	State Other (not included in above categories)	AR	OTHE	2	AROTHE2	7
40	21	State Other (not included in above categories)	AR	OTHE	3	AROTHE3	7
41	22	State Other (not included in above categories)	AR	OTHE	4	AROTHE4	7
42	23	State Other (not included in above categories)	AR	OTHE	5	AROTHE5	7

Financial Aid Field Definitions

#	##	Institutional Financial Assistance	Fund Source	Fund Type	Fund Reason	Fund Code	Length
43	1	Institutional Grant/Scholarship	IN	GRSC	1	INGRSC1	7
44	2	Institutional Grant/Scholarship	IN	GRSC	2	INGRSC2	7
45	3	Institutional Grant/Scholarship	IN	GRSC	3	INGRSC3	7
46	4	Institutional Grant/Scholarship	IN	GRSC	4	INGRSC4	7
47	5	Institutional Grant/Scholarship	IN	GRSC	5	INGRSC5	7
48	6	Institutional Loan	IN	LOAN	1	INLOAN1	7
49	7	Institutional Loan	IN	LOAN	2	INLOAN2	7
50	8	Institutional Loan	IN	LOAN	3	INLOAN3	7
51	9	Institutional Loan	IN	LOAN	4	INLOAN4	7
52	10	Institutional Loan	IN	LOAN	5	INLOAN5	7
53	11	Institutional Work Study	IN	WORK	1	INWORK1	7
54	12	Institutional Work Study	IN	WORK	2	INWORK2	7
55	13	Institutional Work Study	IN	WORK	3	INWORK3	7
56	14	Institutional Work Study	IN	WORK	4	INWORK4	7
57	15	Institutional Work Study	IN	WORK	5	INWORK5	7
58	16	Institutional Tuition Waiver, Out-of-State	IN	TWOS	1	INTWOS1	7
59	17	Institutional Tuition Waiver, Out-of-State	IN	TWOS	2	INTWOS2	7
60	18	Institutional Tuition Waiver, Out-of-State	IN	TWOS	3	INTWOS3	7
61	19	Institutional Tuition Waiver, Out-of-State	IN	TWOS	4	INTWOS4	7
62	20	Institutional Tuition Waiver, Out-of-State	IN	TWOS	5	INTWOS5	7
63	21	Institutional Tuition Waiver, Border County	IN	TWBC	1	INTWBC1	7
64	22	Institutional Tuition Waiver, Border County	IN	TWBC	2	INTWBC2	7
65	23	Institutional Tuition Waiver, Border County	IN	TWBC	3	INTWBC3	7
66	24	Institutional Tuition Waiver, Border County	IN	TWBC	4	INTWBC4	7
67	25	Institutional Tuition Waiver, Border County	IN	TWBC	5	INTWBC5	7
68	26	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	1	INOTHE1	7
69	27	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	2	INOTHE2	7
70	28	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	3	INOTHE3	7
71	29	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	4	INOTHE4	7
72	30	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	5	INOTHE5	7

#	##	Private Financial Assistance	Fund Source	Fund Type	Fund Reason	Fund Code	Length
73	1	Private Grant/Scholarship	PR	GRSC	1	PRGRSC1	7
74	2	Private Grant/Scholarship	PR	GRSC	2	PRGRSC2	7
75	3	Private Grant/Scholarship	PR	GRSC	3	PRGRSC3	7
76	4	Private Grant/Scholarship	PR	GRSC	4	PRGRSC4	7
77	5	Private Grant/Scholarship	PR	GRSC	5	PRGRSC5	7
78	6	Private Loan	PR	LOAN	1	PRLOAN1	7
79	7	Private Loan	PR	LOAN	2	PRLOAN2	7
80	8	Private Loan	PR	LOAN	3	PRLOAN3	7
81	9	Private Loan	PR	LOAN	4	PRLOAN4	7
82	10	Private Loan	PR	LOAN	5	PRLOAN5	7
83	11	Private Work Study	PR	WORK	1	PRWORK1	7
84	12	Private Work Study	PR	WORK	2	PRWORK2	7
85	13	Private Work Study	PR	WORK	3	PRWORK3	7
86	14	Private Work Study	PR	WORK	4	PRWORK4	7
87	15	Private Work Study	PR	WORK	5	PRWORK5	7
88	16	Private Tuition Waiver, Out-of-State	PR	TWOS	1	PRTWOS1	7
89	17	Private Tuition Waiver, Out-of-State	PR	TWOS	2	PRTWOS2	7
90	18	Private Tuition Waiver, Out-of-State	PR	TWOS	3	PRTWOS3	7
91	19	Private Tuition Waiver, Out-of-State	PR	TWOS	4	PRTWOS4	7
92	20	Private Tuition Waiver, Out-of-State	PR	TWOS	5	PRTWOS5	7
93	21	Private Tuition Waiver, Border County	PR	TWBC	1	PRTWBC1	7
94	22	Private Tuition Waiver, Border County	PR	TWBC	2	PRTWBC2	7
95	23	Private Tuition Waiver, Border County	PR	TWBC	3	PRTWBC3	7
96	24	Private Tuition Waiver, Border County	PR	TWBC	4	PRTWBC4	7
97	25	Private Tuition Waiver, Border County	PR	TWBC	5	PRTWBC5	7
98	26	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	1	PROTHE1	7
99	27	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	2	PROTHE2	7
100	28	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	3	PROTHE3	7
101	29	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	4	PROTHE4	7
102	30	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	5	PROTHE5	7

Public

Graduated

Student

Graduated Student File Layout

HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	2
College FICE Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Filler	14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH GRADUATE)

Field Name	db Name	Field #	Length	Valid Choices
Record Type	N A	1	2	02
Data Type	N A	3	1	2
College Student ID	college_id	4	10	
SISDB Student ID	ssn_id	14	9	
Reverse Transfer	reverse_transfer	23	1	1, 2
Filler		24	6	Pad with 6 spaces
Initial Enrollment Status	init_enroll_status	30	1	1, 2, 3, 9
Initial Term Attendance Status	init_attend_status	31	1	0, 1
Institution Admission Date (MonthYear)	init_admit_date	32	6	MMYYYY
Gender	gender	38	1	1, 2
Non-resident Alien or Unknown	non_resident_alien	39	2	06, 09, 00
Credit Hours Completed	completed_hours	41	3	000 - 999
Graduation, Month and Year	graduation_date	44	6	MMYYYY
Degree Type	degree_level	50	2	01-08, 17-19
Program CIP Code	cip_2010_code	52	2	01, 03-05, 09-16, 19, 21-54, 60
Detail CIP Code	cip_2010_detail	54	4	0000 - 9999
First Degree Code	degree_1	58	4	0000 - 9999
Double-Major Degree Code	degree_2	62	4	0000 - 9999 or 4 blank spaces
Triple-Major Degree Code	degree_3	66	4	0000 - 9999 or 4 blank spaces
Equiv. Education Specialization CIP Code	ee_cip_code	70	2	13 or 2 blank spaces
Equiv. Education Specialization CIP Detail	ee_cip_detail	72	4	4-digit CIP detail or 4 blank spaces
Asian	asian	76	1	1, 2, 0
Black	black	77	1	1, 2, 0
Hispanic	hispanic	78	1	1, 2, 0
American Indian	amerind	79	1	1, 2, 0
White	white	80	1	1, 2, 0
Native Hawaiian	hawaiian	81	1	1, 2, 0
Age	age	82	2	

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	2

FILENAME:

<School Abbreviation><YR>.GRD   **If summer/short grad file, <School Abbreviation><YR>.*S*GRD**

YR is the two-digit academic year of the data.

Graduated Student Field Definitions

The Graduated Student Files report all degrees and certificates awarded between July 1 and June 30 of the previous academic year. An institution must use only those CIP codes and degree codes that are included on its lists of AHECB-approved programs. One record should be completed for each degree and certificate awarded by your institution. Please review AHECB academic policy on the matriculation requirements of graduates. This file should be the basis for your institution's IPEDS Completions Survey submitted to NCES.

Degree codes are unique identifiers of academic programs. A student cannot earn the same credential more than once; therefore, **the same degree code cannot be reported for the same student more than once, regardless of whether it is in the same year or different years**. Programs with options or emphases have the same degree code, but the student cannot earn the credential more than one time. This also applies to double- and triple-majors: the degree code used in the degree_2 or degree_3 fields cannot match the degree_1 field for any student in any year.

In order to include all completers in our graduation rate study during the student's sixth year, thereby being consistent with the IPEDS GRS, there are TWO collections of this file. **The 1st collection, due in OCTOBER, reports awards that are granted in July and August.** The 2nd collection, due in JULY, includes awards that are granted for the *entire* fiscal year, *including* the July and August completers previously reported. The data for this fiscal year will overlay and replace the July and August data as well as populate the files for the remainder of the fiscal year.

Name	#	Length	Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter 2 for graduated student record.
College Student ID	4	10	OPTIONAL: If your institution has an assigned student identification number, enter that number here. Pad with spaces when necessary. The field length must equal 10. If your institution has NOT assigned student identification number or does not wish to enter one, pad this field with 10 spaces. **In AY2018-2019 the College Student ID will become a mandatory field.**
SISDB Student ID (ssn_id)	14	9	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.
Reverse Transfer reverse_transfer	23	1	Was this credential awarded via the reverse transfer program? 1 = Yes 2 = No

Initial Enrollment Status
 	
(init_enroll_status)
	30	1	Enter the description of the location of where the student began coursework for this degree.
			  1 = Student entered as first-time, degree-seeking at the institution awarding the degree/certificate
			  2 = Student entered as non-degree-seeking at the institution awarding the degree/certificate
			  3 = Student entered as first-time, degree-seeking at an institution different from the college/university awarding the degree/certificate (this is a transfer student)
			  9 = Student entered at the post-baccalaureate or graduate level

Initial Term Attendance Status (init_attend_status)	31	1	Enter the attendance status of the student's initial term of enrollment at the graduating institution. Blanks (nulls) are not allowed. 0 = Full-time 1 = Part-time

Graduated Student Field Definitions

Name	#	Length	Description
Institution Admission Date **MONTH AND YEAR** (init_admit_date)	32	6	Enter the 2-digit MONTH and 4-digit YEAR when the graduate was first enrolled at the institution awarding the certificate or degree after official admittance – this is the first term enrolled immediately after formal admission. (If a student is admitted in April but does not start class until August, August should be used.) In reference to IPEDS, this is the term in which the student was identified as first-time entering. For any high school student that has earned a credential, please use the date of the first term enrolled as a high school student. MMYYYY – where MM = Month (01 - 12) and YYYY = Year (0000 - 9999) **NOTE**: 1. Admission date is the beginning month of the term for which the student is formally admitted for study to the institution as a first-time entering student. This entry is the base date for calculating a student's time-to-degree and begins when a student initially enrolls. a. For all undergraduate students, enter the date when the student entered your institution to obtain the degree. This is when the student was considered a first-time entering freshman (enroll status) at your institution. If they are a transfer student, then it would be when they were a first-time entering transfer student. If they received a second bachelor's degree, enter the original first-time entering freshman date. This is not when they entered into a particular program of study. b. For all graduate students and above, enter the date they first enrolled into any program in the <u>degree level</u> they received. For a master's degree student, enter the date that they entered into any program at the master's level. For a doctoral student, enter the date in which they entered into any program at the doctoral level. c. For any students that have previously earned a bachelor's degree or higher and have re-enrolled to seek any credential lower than a bachelor's degree (Certificate of Proficiency, Technical Certificate, Associate Degree, or Advanced Certificate), please use the date in which the student reenrolled to seek the lower credential.
Gender (gender)	38	1	Enter the gender of student. 1 = Male 2 = Female ADHE recommends utilizing the same methodology the institution has established in reporting unknown gender to IPEDS when completing ADHE reports. In IPEDS FAQs it states, "It is up to the institution to decide how best to handle reporting individuals whose gender is unknown. However, a common method used is to allocate students with gender unknown based on the known proportion of men to women." https://nces.ed.gov/ipeds/
Non-Resident Alien or Unknown (non_resident_alien)	39	2	Enter the appropriate code to indicate the graduates' race/ethnicity or foreign residency classification. 06 = Non-Resident Alien 09 = Unknown or Refused to report 00 = Not Applicable/Resident **NOTE:** No more than 5% of an institution's graduates may be assigned to code 09. Designations are used for cohort reporting purposes only. Refer to the SIS Glossary on www.adhe.edu for definitions. If Not Applicable (Code 00), refer to fields 76-81 to report graduate's specific race/ethnicity.

Graduated Student Field Definitions

Name	#	Length	Description

Completed Hours
 	
(completed_hours)
	41	3	Enter the total number of college-level credit hours relating to the degree level completed by the graduate upon official graduation, including credit hours earned at other institutions, but excluding all remedial or developmental credit hours. However, if any remedial or developmental credit hours count toward the credential being awarded, you may include these hours in this field.
			
			NOTE:
			1. Regarding the degree level completed, include all hours per the following:
			
			    <u>Category</u> <u>Degree Levels</u>
			    Bachelor's and Lower 01, 02, 03, 04, 05
			    Post-Bacc. Cert 06
			    Masters 07
			    Post Cert./Degrees 08 (old 11, 12)
			    Doctor's – Res/Schol 17 (old 09)
			    Doctor's - Prof 18 (old 10)
			    Doctor's - Other 19 (not used)
			
			2. <u>Transfer Hours</u> - The credit hours earned at other institutions would only include hours that your institution accepted in transfer and that your institution included on the student's transcript even if those hours do not directly apply to that degree.
			3. <u>Examples</u>:
			  (a) If a student is enrolled in a master's level program (07) as a graduate student and takes an undergraduate course, the hours should not be included unless the course is required by the masters level program.
			  (b) If a student is an undergraduate student and is enrolled as in a graduate level course, the hours should not be included unless the course is required by the undergraduate program.
			  (c) Overall, if the course is not at the same degree level in which the student is officially enrolled, do not include it unless it is required by their program of study. If it is at the same degree level, include it whether or not it is required by their program of study.

Graduation **Month and Year** (graduation_date)	44	6	Enter the **month and year** that the student received the degree or Certificate. MMYYYY where: MM = Month (01 - 12) and YYYY = Year (0000 - 9999) Note: If the difference between the init_admit_date (field 32) and the graduation date is less than 24 months for non-transfer baccalaureate students, or less than 12 months for non-transfer associate's degree student, a warning will be issued.

Degree Type
 	
(degree_level)
	50	2	Enter the type of degree that the student received from your Institution. You must use your AHECB-approved list of degree programs to determine the degree type.
			
			    01 = Certificate of proficiency
			    02 = Technical certificate
			    03 = Associate degree
			    04 = Advanced certificate
			    05 = Baccalaureate degree
			    06 = Post-baccalaureate certificate
			    07 = Master's degree
			    08 = Post-Master's Certificate or Specialist or
			        Post-First Professional Certificate / Degree
			    17 = Doctor's Degree – Research/Scholarship
			    18 = Doctor's Degree – Professional Practice
			    19 = Doctor's Degree – Other

Graduated Student Field Definitions

Name	#	Length	Description
Program CIP Code (cip_2010_code)	52	2	Enter the two-digit program-level CIP code that describes the area in which the award was earned. You must use your AHECB-approved list of degree programs to identify CIP code.
Program CIP Code Detail (cip_2010_detail)	54	4	Enter the four-digit detail-level CIP code that further describes the area in which the award was earned. You must use your AHECB-approved list of degree programs to identify CIP code.
First Degree Code (degree_1)	58	4	Enter the code for the student's first degree earned from your institution during the reporting year. If more than one award was earned during the reporting year, see note 1. See the list of AHECB-approved degree codes for your institution. **NOTE:** 1. <u>MULTIPLE CREDENTIALS</u>: If a student has earned a second degree or certificate from your institution during the reporting year, create a second record for that award and enter the second degree code there. Reporting a second degree applies when the institution awards two degrees that are for either: a. Different fields of study (e.g., Bachelor of Arts in English and Bachelor of Secondary Education) b. Different levels of degrees (e.g., Bachelor of Arts in English and Associate of Liberal Arts). 2. <u>DOUBLE OR TRIPLE MAJORS</u>: If a student completed a double major, enter that information in field 62. Reporting a double major applies when an institution awards one degree for more than one field of study (e.g., Bachelor of Arts in English and Anthropology; Bachelor of Science in Mathematics and Psychology). Double- or Triple-Majors <u>must</u> be at the same degree level.
Double-Major Degree Code (degree_2)	62	4	Enter the degree code of the double-major if applicable. Leave four blank spaces if no double major is reported. This also applies to double- and triple-majors: the degree code used in the degree_2 or degree_3 fields cannot match the degree_1 field for any student in any year.
Triple-Major Degree Code (degree_3)	66	4	Enter the degree code of a third major if applicable. Leave four blank spaces if no third major is reported. This also applies to double- and triple-majors: the degree code used in the degree_2 or degree_3 fields cannot match the degree_1 field for any student in any year.
Equivalent Education Specialization CIP Code (ee_cip_code)	70	2	Enter 13 if this student graduated with a baccalaureate degree in a cognate field/specialization as part of teacher preparation rather than an education degree. NOTE: 1. Only complete this field for students who received their bachelor's degree during the **current** reporting year. 2. Do NOT report students (e.g., post-baccalaureates) who received a degree in a prior year and now are completing education courses prior to recommendation for teacher education certification. 3. Do NOT report a code here if 13 was reported in Field 52 (Program CIP Code). 4. Two-year institutions must leave this field blank

Graduated Student Field Definitions

Name	#	Length	Description
Equivalent Education Specialization CIP Code Detail (ee_cip_detail)	72	4	Enter the four-digit CIP code detail that best describes the equivalent teaching specialization of this graduate. Please refer to the detail associated with CIP Code 13 from the National Center for Education Statistics (see Appendix I). NOTE: 1. Do NOT report a code here if field 70 was left blank. 2. Two-year institutions must leave this field blank.
Reference for fields 76-81: Field 39: Non-resident Alien or Unknown *06= Non-Resident Alien* *09 = Unknown or Refused to answer (for citizens or resident aliens)* *00 = Not Applicable/Resident* If Field 39 = 06 or 09, insert 0's in all race/ethnicity fields. If Field 39 = 00, more than one race (fields 76, 77, 79, 80, 81) may apply. If Field 39 = 00 and Hispanic = 1, more than one race may apply.			
Asian [Race] (asian)	76	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
Black [Race] (black)	77	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
Hispanic [Ethnicity] (hispanic)	78	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
American Indian [Race] (amerind)	79	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
White [Race] (white)	80	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
Native Hawaiian [Race] (hawaiian)	81	1	1 = Yes 2 = No 0 = Unknown or Refused to report or Non-Resident Alien
Age	82	2	Please provide the student's age at the time of graduation. This should be calculated based on the graduation date and the student's date of birth.

Annual

Instructor

Annual Instructor File Layout

HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	7
College Fice Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Filler	14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH INSTRUCTOR)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	7
College Instructor ID	college_id	4	10	
SISDB Instructor ID	ssn_id	14	9	
Position Title Code	title_code	23	2	31 - 36
SOC Code	soc_code	25	2	
SOC Detail	soc_detail	27	4	
Filler	filler	31	1	Pad with 1 space
Instructor Name	name	32	30	Last, First M I Suffix
Contract Term	full_part_time	62	1	1 - 4
Total Annual Salary	total_compensation	63	7	
Source of Salary	source_of_comp	70	1	0 - 1
Instruction, % of Salary	sal_instruction	71	3	000 - 100
Department Service, % of Salary	sal_dept_serv	74	3	000 - 100
Institutional Administration, % of Salary	sal_instu_admin	77	3	000 - 100
Research / Scholarship, % of Salary	sal_res_scholar	80	3	000 - 100
Public Service, % of Salary	sal_public_serv	83	3	000 - 100
Other, % of Salary	sal_other	86	3	000 - 100
Fringe Benefits	fringe_benefits	89	6	
Instructor Primary Role	primary_role	95	1	1 - 4

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	7

FILENAME: <School Abbreviation><YR>.ANN   YR is the two-digit academic year of the data.

Annual Instructor Field Definitions

The Annual Instructor File is collected each year and includes **ONLY** persons involved in instruction from the four terms of the _previous_ academic year.

> EX: files due 08/2008 report data for academic year 2007/2008

Any instructor's social security number or college assigned identification number submitted in any of the reporting year's course term files must be included in this submission.

EXCLUDE from this file any <u>personnel</u> reported in the term instructor submissions <u>who did not teach</u> **during the reporting year (e.g., librarians).**

Name	#	Length	Field Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter 7 for annual instructor record.
College Instructor ID	4	10	OPTIONAL: If your institution has an assigned student identification number, enter that number here. Pad with spaces when necessary. Do not pad with zeros. The field length must equal 10. If your institution has NOT assigned student identification number or does not wish to enter one, pad this field with 10 spaces. **In AY2018-2019 the College Instructor ID will become a mandatory field.**
SISDB Instructor ID (ssn_id)	14	9	Enter the instructor's current social security number (if they provide it). This entry must match the SSN_ID used in the instructor file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed. NOTE: An individual can withhold his/her SSN as long as he/she can provide proof of citizenship or permission to work within the U. S.
Position Title Code (title_code)	23	2	Enter the title code associated with the position number from which the individual is paid. 31 = Full Time Faculty – includes any and all faculty if they are considered full time 32 = Part Time/Adjunct Faculty – all part time or adjunct faculty, except as noted below 33 = Staff/Administrator – all other staff/administrator/department chair that teach (full time and part time) 34 = Graduate Assistant –Graduate Assistant, Teaching Assistant, Research Assistant, etc. 35 = Non-Institutional Employee/High School Instructor – high school teacher or person not otherwise employed by the institution or person donating time. Ex: ROTC 36 = Other – any other person that does not fit into the above categories

Annual Instructor Field Definitions

IPEDS requires the reporting of the 2010 SOC Codes in the human resources data collection. (Beginning in the 2012-2013 reporting year.)

A SOC Coding Guideline states that "When workers in a single job could be coded in more than one occupation, they should be coded in the occupation that requires the highest level of skill. If there is no measurable difference in skill requirements, workers should be coded in the occupation in which they spend the most time. Workers whose job is to teach at different levels (e.g., elementary, middle, or secondary) should be coded in the occupation corresponding to the highest educational level they teach."
    (Source: http://www.bls.gov/soc/soc_2010_class_prin_cod_guide.pdf)

For information on SOC Codes, please see http://www.bls.gov/soc/#materials and Appendix I-B.

USE _ONLY_ THE SOC CODES LISTED BELOW.
Regular faculty should be reported in the **25** SOC Code range.
Non-faculty personnel that teach should use a different SOC Code.

SOC Code	SOC Detail	
11	0000	Management Occupations
13	0000	Business and Financial Operations Occupations
15	0000	Computer and Mathematical Occupations
17	0000	Architecture and Engineering Occupations
19	0000	Life, Physical, and Social Science Occupations
21	0000	Community and Social Service Occupations
23	0000	Legal Occupations
25	1000	Instructional Staff
25	1191	Graduate Teaching Assistants
25	4010	Archivists, Curators, and Museum Technicians
25	4020	Librarians
25	4030	Library Technicians
25	2000	Pre-school, Primary, Secondary, and Special Education School Teachers
25	3000	Other Teachers and Instructors
25	9000	Other Education, Training, and Library Occupations
27	0000	Arts, Design, Entertainment, Sports, and Media Occupations
29	0000	Healthcare Practitioners and Technical Occupations
31	0000	Healthcare Support Occupations
33	0000	Protective Service Occupations
35	0000	Food Prep and Serving Related Occupations
37	0000	Building and Grounds Cleaning and Maintenance Occupations
39	0000	Personal Care and Service Occupations
41	0000	Sales and Related Occupations
43	0000	Office and Administrative Support Occupations
45	0000	Farming, Fishing, and Forestry Occupations
47	0000	Construction and Extraction Occupations
49	0000	Installation, Maintenance, and Repair Occupations
51	0000	Production Occupations
53	0000	Transportation and Material Moving Occupations
55	0000	Military Specific Occupations

Name	#	Length	Field Description
SOC Code	25	2	Provide the 2-digit SOC codes (the first 2 digits) for all employees reported in the annual instructor file.
SOC Detail	27	4	Provide the 4-digit SOC codes (the last 4 digits)for all employees reported in the annual instructor file.
Instructor Name (name)	32	30	Enter the instructor's last name (comma space), first name (space), middle initial (period space) and then enter suffix, if applicable. Example: Smith, Mary G.

Annual Instructor Field Definitions

Name	#	Length	Field Description
Contract Term (full_part_time)	62	1	Enter the contract term for this instructor's employment at your institution during the previous fiscal year. 1= 9/10 month (instructor may or may not have taught during summer terms) 2 = 11/12 month 3 = One semester (instructor may or may not have taught during summer) see note below 4 = Summer term(s) only **Note:** If instructor is paid on a term basis, use code 3. Full-time employees that occasionally teach should be identified by either 1 or 2, not as 3 or 4, since they are considered as full-time employees. Please ensure that the position title code field is marked appropriately (use code 33 for staff or administrators).
Total Annual Salary (total_compensation)	63	7	Enter the total salary paid to this instructor from all institutional funds in the last fiscal year (summer II, fall, spring, and summer I). Do NOT make any salary conversions. If the salary reported in this field is 0000000, you must enter 1 in field 70. Example: 0050000 = $50,000 **Note:** 1. Report total salary paid from institutional funds, regardless of its source, including salary for classes taught on an overload basis. Do not include fringe benefits in this field; benefits should be reported in field 89. 2. Institutional funds are defined as state and federal appropriations and local funds (e.g., tuition and fees, grants, gifts, sales and other miscellaneous local income) accounted for by the institution. 3. Do NOT include any compensation paid directly to the instructor from another institution, state or federal agency (e.g., ROTC), business/industry, hospital or volunteer time. Where the total compensation is paid partially from institutional funds and partially from separately appropriated agencies (e.g., UA-Agricultural Experiment Station, UA-Archeological Survey, or Criminal Justice Institute) , include only the Institution's portion of the compensation (i.e., do NOT include that portion of the compensation from non- institutional entities). 4. While Summer I faculty salary expenditures may overlap fiscal years, the salaries for Summer I should be reported totally within the fiscal year in which the program is predominately conducted (according to NACUBO guidelines).
Source of Salary (source_of_comp)	70	1	Enter the source of the Total Annual Salary reported in field 63. 0 = Institutional funds (see Note below) 1 = Non-institutional funds or donated services **Note:** Institutional funds are defined as state and federal appropriations and local funds (e.g., tuition and fees, grants, gifts, sales and other miscellaneous local income) accounted for by the institution.

Annual Instructor Field Definitions

NOTE: The <u>sum of the percentages</u> reported in the percent fields <u>cannot exceed 100%.</u>

(sal_instruction + sal_dept_serv + sal_instu_admin + sal_res_scholar + sal_public_serv + sal_other) <= 100%

Name	#	Length	Field Description
Percent of Salary Allocated for Instruction (sal_instruction)	71	3	Provide the percent of the instructor's total annual **compensation** chargeable to instruction associated directly with credit courses. **Note:** 1. If an instructor has a full-time appointment at your institution, regardless of the credit load, and has no function other than instruction, this field must be 100%. 2. If the instructor **or administrator** is paid for teaching an overload, include the overload amount in the total salary and calculate the Percent of Salary Allocated to Instruction based on that total. See examples A and B in the end of this section. 3. The percent of salary for instruction cannot equal 0 if this instructor's SSN is assigned to a course (e.g., report a full-time administrator or individual who has donated services (field 70, code1) and teaches for no instructional compensation as 100% in this field). 4. An administrator (100%) and who is teaching for $0 salary should be reported in the following manner: Total Annual Salary = $0 (field 63), Source of Salary = 1 (field 70); and Percent of Salary Allocated for Instruction = 100 (field 71).
Percent of Salary Allocated for Department Service (sal_dept_serv)	74	3	Provide the percent of the instructor's total annual salary chargeable to the budget function of department service. See the example D at the end of this section. Note: • Duties charged to the departmental budget include chairperson, committee assignments, or department research and public service. • Do not include separately budgeted institutional administration duties.
Percent of Salary Allocated for Institutional Administration (sal_instu_admin)	77	3	Provide the percent of the instructor's total annual salary chargeable to the budget function of institutional support for administration. Note: This compensation must be separately budgeted in the institutional support category and not in the departmental budget or other categories. See examples B and C at the end of this section.
Percent of Salary Allocated for Research / Scholarship (sal_res_scholar)	80	3	Provide the percent of the instructor's annual salary chargeable to the budget function of research/scholarship Note: This compensation must be separately budgeted in the research and/or scholarship category and not in the departmental budget. See examples C and D at the end of this section.
Percent of Salary Allocated for Public Service (sal_public_serv)	83	3	Provide the percent of the instructor's annual salary chargeable to the budget function of public service, including non-credit and correspondence courses. Compensation must be budgeted separately in the non-credit or public service categories and not in the departmental budget. See example D at the end of this section.
Percent of Salary Allocated for Other Areas (sal_other)	86	3	Provide the percent of the instructor's total annual salary chargeable to other budget functions for professional duties not covered by the categories in fields 71-83. This salary must be budgeted separately in other categories (e.g., student services, libraries, athletics, etc.) and not in the departmental budget.

Annual Instructor Field Definitions

Name	#	Length	Field Description
Fringe Benefits (fringe_benefits)	89	6	Enter the total amount of fringe benefits paid to this instructor in the last fiscal year (summer II, fall, spring, and summer I). Fringe benefits of instructors include medical/dental plans, life insurance, other insurance, retirement plans, disability income protection, tuition plan/waiver for instructor and/or spouse and dependents, housing plans, social security taxes, unemployment compensation, worker's compensation, and other in-kind benefits. Example: $9,395 = 009385 NOTE: If the instructor donated their services, fringe benefits of zero (0) may be entered. However, the source of salary field (source_of_comp) must be 1 (Non-institutional funds or donated services) and the total annual salary (total_compensation) must be zero (0).
Instructor Primary Role (primary_role)	95	1	Enter the code for the instructor's predominant role (50% or more of time employed) as it relates to his/her employing institution or agency. 1 = Predominant role is with college/university proper 2 = Predominant role is with the Agricultural Experiment Station (AES) 3 = Predominant role is with the Archeological Survey (AS) 4 = Predominant role is with the Criminal Justice Institute (CJI) Note: Only institutions with individuals employed by AES, AS, or CJI may use codes 2, 3, or 4.

Annual Instructor Field Definitions

Annual Instructor, Salary Allocation

Percentage of Salary Allocated for Specific Functions Reported in Annual Instructor File

A. Overload Teaching Assignment in Addition to Regular Teaching Load:
Instructor R teaches full-time and is assigned no other functions.
Instructor R teaches 27 credit hours at an institution where the
annual full-time nine-month load is 24 credit hours
(i.e. Instructor R teaches a 3 credit hour overload).
Instructor R is paid:
$48,000 for the 24 credit hours
+ 2,000 for the 3 credit hour overload
$50,000 Instructor R's total salary
Percent of Salary Allocated to Instruction for Instructor R in Field 71 = 100

B. Teaching Assignment in Addition to Full-time Administrative Workload:
Instructor G is a full-time administrator who teaches a 3 credit hour course as an overload.
Instructor G is paid:
$34,000 for administrative responsibilities
+ 2,000 for the 3 credit hour overload
$36,000 Instructor G's total salary
Percent of Salary Allocated to Instruction for Instructor G is:
$2,000 / $36,000 = 5.5%
Instructor G's salary allocation is shown below for the relevant fields:
Field 71 (Instruction) = 006
Field 77 (Institutional Administration) = 094

C. Instructor with Two Assignments and No Overload:
The duties of Professor H include instruction (on-campus only) and research.
The professor's salary is allocated according to the following proportions:
75% is charged to an instructional budget
25% is charged to a research project
100% Total
Professor H's salary allocation is shown below for the relevant fields:
Field 71 (Instruction) = 075
Field 74 (Department Service) = 000
Field 77 (Institutional Administration) = 000
Field 80 (Research/Scholarship) = 025
Field 83 (Public Service) = 000
Field 86 (Other Areas) = 000
Remember: The sum of all percentages in fields 71-86 must total 100%.

D. Instructor with Multiple Assignments:
The duties of Professor Z include instruction, departmental service, research, and public service.

The professor's salary is allocated according to the following proportions:
25% is charged to an instructional budget
50% is charged to a departmental budget for administration
20% is charged to a designated research grant
5% is charged to public service
100% Total

Professor Z's salary allocation is shown below for the relevant fields:
Field 71 (Instruction) = 025
Field 74 (Department Service) = 050
Field 77 (Institutional Administration) = 000
Field 80 (Research/Scholarship) = 020
Field 83 (Public Service) = 005
Field 86 (Other Areas) = 000

Note:
Do NOT make any conversions to salaries or benefits.

Inter-collegiate

Athletic

Intercollegiate Athletics File Layout

HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	3
College FICE Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Spaces	14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH GRADUATE)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	3
College Student ID	college_id	4	10	
SISDB Student ID	ssn_id	14	9	
Filler		23	9	Pad with 9 spaces
Enrollment Status	freshman_enroll	32	1	0 - 1
Athletic Participation	participation	33	2	00 - 10
Athletic Scholarship	scholarship	35	1	1 - 3

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	3

FILENAME: <School Abbreviation><YR>.ATH   YR is the two-digit academic year of the data.

Intercollegiate Athletics Field Definitions

The Intercollegiate Athletic File includes all students listed on any intercollegiate athletic roster during the <u>previous</u> academic year.

All student-athletes in this file also must have been reported in the Student File for at least one term of the <u>same</u> academic year.

Name	#	Length	Field Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter 3 for athlete record.
College Student ID college_id	4	10	**Optional**: If your institution has an assigned student identification number, enter that number here. Pad with spaces when necessary. Do not pad with zeros. The field length must equal 10. If your institution has NOT assigned student identification number or does not wish to enter one, pad this field with 10 spaces. **In AY2018-2019 the College Student ID will become a mandatory field.**
SISDB Student ID ssn_id	14	9	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.
Filler	23	9	Pad with 9 spaces
Enrollment Status freshman_enroll	32	1	Enter student's enrollment status. 0 = Student was not a first-time entering freshmen in the academic year being reported 1 = Student was a first-time entering freshmen at any time during the academic year being reported
Athletic Participation participation	33	2	Enter the number that reflects the primary sport in which the athlete participated during the academic year reported. 01 = Student participated in football only or football and any other sport (football takes precedence over men's basketball) 02 = Student participated in men's basketball only or men's basketball and any other sport 03 = Student participated in women's basketball only or women's basketball and any other sport 04 = Baseball 05 = Track/Cross Country 06 = Golf 07 = Swimming 08 = Tennis 09 = Volleyball 10 = Any other sport
Athletic Scholarship scholarship	35	1	Enter the code that describes the athlete's scholarship status. 1 = Student awarded a full athletic grant to your institution 2 = Student awarded a partial athletic grant to your institution 3 = Student received no athletic grant at your institution **Note:** An athletic grant is defined as a scholarship given to a student for tuition, fees, room, board, books and other educational expenses at your institution that is awarded on the basis of a student's athletic ability.

Perkins I

Special

Populations

Perkins I - Special Populations
File Layout

HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	V
College Fice Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Filler	14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH STUDENT)

Field Name	db Name	Field #	Length	Valid Choices
Record Header		1	2	02
Data Type		3	1	V
College ID	college_id	4	10	
SISDB Student ID	ssn_id	14	9	
Disabled	disabled	23	1	1, 2
Economically Disadvantaged	econ_disadv	24	1	1, 2
Single Parent	sngl_parent	25	1	1, 2
Displaced Homemaker	displ_homemkr	26	1	1, 2
Limited English	limited_english	27	1	1, 2
Filler		28	2	Pad with 2 space
Degree Code	degree_code	30	4	

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	V

FILENAME: <School Abbreviation><YR>.PRK   YR is the two-digit academic year of the data.

Perkins I - Special Populations
Field Definitions

Purpose of the File
The Perkins annual file provides supplemental information required for federal program reporting that is not found in other AHEIS files. This report is a requirement for receiving Perkins federal funds.

Content of the Files
The Perkins I file reports special population information for all CTE (career and technical) students.

The Perkins II file is discussed in a separate section and reports the results of CTE technical skills assessments.

Perkins students must meet the following conditions:

Categorized as a Special Population
Institutions will survey students every term to identify special population information, but will only report it annually. If a student is identified as special populations in one term but not another, report the student in these special population categories:
- Disabled (disabled)
- Economically Disadvantaged (econ_disadv)
- Single Parent (sngl_parent)
- Displaced Homemaker (displ_homemkr)
- Limited English (limited_english)

Be one of these student levels:
00 = Unclassified undergraduate
01 = Freshman
02 = Sophomore
03 = Junior
04 = Senior
10 = Unclassified post-baccalaureate

Have one of these degree intents:
4 = Degree-seeking, complete associate level program
7 = Degree-seeking, complete Certificate of Proficiency
8 = Degree-seeking, complete Technical Certificate

Declare a major in a degree program having one of these degree levels:
01 = Certificate of proficiency
02 = Technical certificate
03 = Associate degree

Declare a major in a degree program
NOT having a cip code of 24 (liberal arts, humanities, or general studies).

Declare a major in a degree program awarding one of these:
Certificate of Proficiency (CP)	Associate of Science (AS)
Technical Certificate (TC)	Associate of Science in Nuclear Technology (ASNT)
Associate of Applied Science (AAS)	Associate of Arts in Teaching (AAT)
Associate of Performance and Media Arts (APMA)	
Associate of Professional Studies (APS)	but NOT Associate of Arts (AA)

Perkins I - Special Populations
Field Definitions

Name	#	Length	Description
Record Header	1	2	Enter 02 for detail record
Data Type	3	1	Enter V for Perkins I record
College Student ID college_id	4	10	OPTIONAL: If your institution has an assigned student identification number, enter that number here. Pad with spaces when necessary. Do not pad with zeros. The field length must equal 10. If your institution has NOT assigned student identification number or does not wish to enter one, pad this field with 10 spaces. **In AY2018-2019 the College Student ID will become a mandatory field.**
SISDB Student ID ssn_id	14	9	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.
Disabled disabled	23	1	Does this Perkins student meet any of the following criteria? A. Have a physical or mental impairment that substantially limits one or more of the major life activities of that individual. B. Have a record of impairment described above. C. Be regarded as having an impairment described above. 1=Yes 2 = No
Economically Disadvantaged econ_disadv	24	1	Does this Perkins student meet ANY of these criteria? A. Receive Pell grant or BIA assistance or a comparable program of need-based financial aid assistance. B. Participate in a Workforce Innovation Opportunity Act (WIOA) program or service that requires participants to meet the Federal income eligibility guidelines of WIOA. C. Receive benefits under the Food Stamp Act of 1977. 1=Yes 2 = No
Single Parent single_parent	25	1	Does this Perkins student meet any of these criteria? A. Are unmarried or legally separated from a spouse with a minor child or children for whom the student has either custody or joint custody. B. Are/were pregnant at any time during the reporting period. 1=Yes 2 = No

Perkins I - Special Populations
Field Definitions

Name	#	Length	Description
Displaced Homemaker displaced_homemaker	26	1	Does this Perkins student meet AT LEAST ONE of these criteria? A. Has worked primarily without remuneration to care for a home and family and for that reason has diminished marketable skills? B. Has been dependent on the income of another family member but is no longer supported by that income? C. Is unemployed or underemployed and experiencing difficulty or upgrading employment? 1=Yes 2 = No
Limited English limited_english	27	1	Does this Perkins student meet criterion A AND at least one of criterion B or C? A. Have limited ability in speaking, reading, writing, or understanding the English language? B. Have a native language other than English? C. Live in a family or community environment in which English is not the predominant language? 1=Yes 2 = No
Degree Code degree_code	30	4	The student's degree code justifying them as a technical student. The student must have had this as their degree_1 or degree_2 field for at least one semester during the current academic year.

Perkins II

Technical

Skills

Assessment

Perkins II Technical Skills Assessment
File Layout

HEADER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	01
Data Type	3	1	Q
College Fice Code	4	6	000001 - 999999
Academic Year	10	4	YYYY
Filler	14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH STUDENT)

Field Name	db Name	Field #	Length	Valid Choices
Record Type		1	2	02
Data Type		3	1	Q
College ID	college_id	4	10	
SISDB Student ID	ssn_id	14	9	
CTE Assessment Taken	CTE_assessment_taken	23	1	1
CTE Assessment Passed	CTE_assessment_passed	24	1	1, 2
Filler	Filler	25	50	Pad with spaces to length 50
CTE Assessment Code	CTE_assessment_name_code	75	3	See File Specifications for Code List

TRAILER RECORD: (ONCE PER FILE)

Field Name	Field #	Length	Valid Choices
Record Type	1	2	99
Data Type	3	1	Q

FILENAME: <School Abbreviation><YR>.PRK2   YR is the two-digit academic year of the data.

Perkins II Technical Skills Assessment
Field Definitions

Purpose of the File
The Perkins II Technical Skills Assessment file provides supplemental information required for federal program reporting that is not found in other AHEIS files.   This report is a requirement for receiving Perkins federal funds.

Who to Include
The Perkins II file reports students who took third-party industry-based skills assessment and for which the institution received the results.

CTE Assessment Results – All CTE students who took an assessment for certification, licensure, proficiency, or other workforce related reasons must be reported and noted as having passed or failed the assessment. Students reported may be currently enrolled or have already exited.

NOTE:

- If a student attempts more than one assessment, report the most recent one passed.

- If an assessment has multiple parts and the students fails some portion, the institution should determine if the assessment was passed in general and report accordingly.

- If the assessment is a raw score (instead of pass/fail), the institution should determine whether the assessment was passed or not and report accordingly.

- If a student took an assessment and a result was returned after the end of the academic year, please save this data for the next year's report. Test results should be provided when results are available.

- Include all test results for students even if they did not attend your institution that academic year. (This may require saving data on some students to the next year.)

Examples	Assessment Taken	CTE Assessment Passed
Took test and passed	1	1
Took test and did not pass	1	2

CTE Assessment Name - A new field has been added to the Perkins II Annual file that is due August 2017. To report the CTE Assessment Names, a CTE Assessment Code will now be entered. This code allows for uniform reporting of assessments.

Name	#	Length	Description
Record Header	1	2	Enter 02 for detail record
Data Type	3	1	Enter Q for Perkins II record
College Student ID college_id	4	10	**OPTIONAL**: If your institution has an assigned student identification number, enter that number here. Pad with spaces when necessary. Do not pad with zeros. The field length must equal 10. If your institution has NOT assigned student identification number or does not wish to enter one, pad this field with 10 spaces. **AY2018-2019 the College Student ID will become a mandatory field.**
SISDB Student ID ssn_id	14	9	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.

Perkins II Technical Skills Assessment
Field Definitions

Name	#	Length	Description
CTE Assessment Taken CTE_assessment_taken	23	1	Did the student attempt to pass an assessment for certification, licensure, proficiency, or other workforce related reason during the previous Perkins program year (July 1 – June 30)? 1=Yes If they took a test <u>and</u> you have results, answer 1 for Yes. **If the student did not take an assessment <u>or</u> the institution does not have the results, the student should <u>not</u> be reported.** All students in the file must have a 1 - BLANKS are <u>not</u> allowed.
CTE Assessment Passed CTE_assessment_passed	24	1	Did the student pass an assessment for certification, licensure, proficiency, or other workforce related reason during the Perkins program year (July 1 – June 30)? 1=Yes 2 = No If they took the test and passed, answer 1 for Yes. if they took the test and did <u>not</u> pass, answer 2 for No All students in the file must have a 1 or 2 – BLANKS are <u>not</u> allowed.
Filler	25	50	Pad with 50 spaces.
CTE Assessment Code CTE_assessment_name_code	75	3	Enter the code listed in the table below for the assessment that the student took. If the student did not take an assessment <u>or</u> the institution does not have the results, the student should not be reported.

CTE Assessment Codes:

Academic Year	Code	Assessment Name
2017	100	AccessData Certified Examiner
2017	105	Advanced Cardiac Life Support Certification (ACLS)
2017	110	Advanced Volunteer Standards of Conduct and Practices--IRS
2017	115	Air Quality Certification
2017	120	American Association of Veterinary State Boards
2017	125	American Heart Association BLS-HCP CPR
2017	130	American Hotel and Lodging Educational Institute (AHLEI)
2017	135	American Registry Diagnostic Sonography
2017	140	American Registry of Radiologic Technologists (AART)
2017	145	American Society for Clinical Pathology Board of Registery (ASCP)
2017	150	American Welding Society Certification (AWS)
2017	155	American Registry of Radiologic Technologists (AART)
2017	160	Arkansas Certified Nursing Assistant Exam
2017	165	Arkansas Department of Health Cosmetology Written Exam
2017	170	Arkansas State Board of Cosmetology License
2017	175	Arkansas State CDL Exam
2017	180	Arkansas State Contractors exam
2017	185	American Society for Clinical Pathology (ASCP)
2017	190	Autodesk Revit Architecture
2017	195	Automotive (ICAR)
2017	200	Automotive Service Excellence (ASE)

Perkins II Technical Skills Assessment
Field Definitions

2017	205	Biomedical Equipment Technology (BMET)
2017	210	Boater Safety
2017	215	Career Readiness Certificate (CRC)
2017	220	Certified Internet Web Professional Exams
2017	225	Certified Medical Administrative Specialist (CMAS)
2017	230	Certified Medical Billing Specialist (CMBS)
2017	235	Certified Professional Coders (CPC)
2017	240	Certified SolidWorks Associate
2017	245	Certified Surgical Tech Ex
2017	250	Cisco Certified exams
2017	255	Comp TIA exams
2017	260	CompTIA A+Computer Maintenance Technician (Helpdesk Technician)
2017	265	CPR--American Heart Assoc
2017	270	Emergency Medical Technician (EMT)
2017	275	Environmental Protection Agency HVAC (EPA exams)
2017	280	Ethos+ (Plus)
2017	285	Federal Aviation Administration Mechanics Examination
2017	290	High Voltage Lineman CDF
2017	295	International Fire Service Accreditation Congress (IFSAC)
2017	300	Job Planning, Benchworking & Layout (JBL)
2017	305	MCTSNetworking
2017	310	Microsoft Certification Exams
2017	315	MLT Registry Exam (ASCP)
2017	320	Multimeter Certification
2017	325	NATE Certifications
2017	330	Nationa Pharmacy Techician Certification
2017	335	National Board for Respiratory Care
2017	340	National Board of Surgical Technology and Surgical Assisting (NBSTSA)
2017	345	National Center for Construction Education and Research (NCCER)
2017	350	National Certification Exam for Surgical Tech (CST)
2017	355	National Cosmeotology Practical Exam
2017	360	National Physical Therapy Assistant (NPTE)
2017	365	National Reg Paramedic Adv
2017	370	National Registry of Emergency Medical Technicians (NREMT)
2017	375	National Restaurant Association exams
2017	380	Network Pro
2017	385	NHA Certified Phlebotomy Technician/Natl Healthcare Assoc
2017	390	National Occupational Competency Testing Institute (NOCTI)
2017	395	Nursing National Council Licensure Examination (NCLEX)
2017	400	Occupational Health and Saftey Association 10 Exam
2017	405	National Board for Occupational Therapy Certification
2017	410	PMMI Mechatronics Certification
2017	415	PRAXIS Core Tests or Subject Assessments
2017	420	National Physical Therapy Examination (PTA)
2017	425	Pharmacy Technician Certification Exam (PTCE)
2017	430	RadTech National Cert Exam
2017	435	Registered Medical Assistant (RMA)
2017	440	National Board for Respiratory Care (RRT)
2017	445	ServSafe Food Protection Manager Certification
2017	450	Arkansas EMS and Trauma Systems
2017	455	The Fiber Optics Association (FOA)
2017	460	Volunteer Income Tax Assistance (VITA)
2017	465	Web Communication using Adobe Dreamweaver CS6
2017	470	Windows Exams
2017	475	Wine and Spirit Education Trust (WSET)
2017	999	Unknown/Other

Public

Annual Files

Not Submitted to the SISdb

Acts 672 and 182

Transfer Reports

TRANSFER REPORT INSTRUCTIONS

The Roger Phillips Transfer Act Report – ACT 182 of 2009 and
The ACTS Transfer Report – ACT 672 of 2005

SPECIAL NOTES:

1. <u>Time Frames and Due Dates for Reports</u>: Both reports will be an annual report beginning with the Summer 2 term (term code 0) and ending with the Summer 1 Off-Schedule term (term code 7). Both reports should be due in August of each year. Specific dates will be provided in the AHEIS/SISDB manual.

2. <u>Special Situations</u>: When special circumstances arise that call for an interpretation of reporting practice please contact the Research and Analytics Division of ADHE for guidance. We will consult with the relevant officials and respond with appropriate guidance as soon as possible. Such clarifications will be included here for future reference.

    a. Special Situation Relating to the Roger Phillips Transfer Act (RPTA)
        (1) <u>Special Situation – Transferring D Grades</u>: The receiving four-year institution shall determine whether to accept a grade of "D" for academic course credit for a student transferring from any 2-year or 4-year public institution of higher education.
        (2) <u>Special Situation – Junior Status and D Grades</u>: The RPTA requires that the transferring student be considered as a junior (defined as a minimum of 60 credit hours). However, the receiving institution can require an additional course (repeating the same or equivalent course) to make up any grade of D provided that the additional course is reported (the reason cited would be "4. A grade of D was recorded and is not accepted by the receiving institution").
        (3) <u>Special Situation – Student Course Elections</u>: A student electing, but not required, to take additional lower level general education courses does not have to be reported or the institution may report this and refer to it as a "student elects to take additional course" (for the added course reason). The RPTA requires the institution to report the additional courses that the institution "requires" the student to take due to their bachelors program. This does not include courses that the student voluntarily elects to take.
        (4) <u>Special Situation – Seeking Baccalaureate Degree</u>: Act 182 states that the transfer student must have received the designated AA, AS, or AAT degree and are transferring into "...a baccalaureate degree program..." Therefore, the students to be reported in the RPTA report shall include those students that are degree-seekers (not certificate-seekers) in a baccalaureate program having a degree level of 05.
        (5) <u>Special Situation – Undeclared Majors</u>: If a transfer student (with the designated AA, AS, or AAT degree) has not declared a major but has declared as a degree-seeker (not certificate-seeker) in a baccalaureate program having a degree level of 05, then the student should be reviewed and reported on the RPTA transfer report.
        (6) However, if a transfer student (with the designated AA, AS, or AAT degree) has not declared a major and has not declared as a degree-seeker (not certificate-seeker) in a baccalaureate program having a degree level of 05, then the student should not be reviewed nor reported on the RPTA transfer report.
        (7) For the student [part (a) above] that has not declared a major but has declared as a degree-seeker in a baccalaureate program having a degree level of 05, it would be expected that zero (0) additional hours would be required. It is suggested that the institution wait until the next semester before reviewing this student in order to give the student an opportunity to declare a major degree program.

    b. Special Situations Relating to Arkansas Course Transfer System (ACTS)
        (1) <u>Special Situation – Effective Date</u>: The Arkansas Course Transfer System went into effect on December 1, 2006. Therefore, all general education courses listed in the ACTS since Dec. 1, 2006 would apply to the reporting requirements.
        (2) <u>Special Situation – Applicable Institutions</u>: Act 672 of 2005 stated that "...Private institutions of higher education in Arkansas may participate in the State Minimum Core Curriculum..." Therefore, please check the ACTS web site to determine what institutions participate. All Arkansas public institutions of high education are required to participate.
        (3) <u>Special Situation – Applicable Grades</u>: The only transfer courses that are applicable to the ACTS transfer report are those general education courses in which the student received credit from another institution. Therefore, grades such as F, W, U, and other such grades in which the student did <u>not</u> receive credit for the course are not applicable to this report. Courses with successful grades (such as A, B, C, D, S, CR, etc.) are applicable to this report.
        (4) <u>Special Situation – Students Requesting Transfer Credit</u>: Act 672 states that the college is to report "...the number of students who requested transfer credit..." Therefore, students that do not request the transfer of credit do not have to be reported on the ACTS transfer report. However, the institution must have a process that documents explicitly whether or not the student requested transfer credit. If such a documented process is not present, then the institution should report all transfer students. It is strongly recommended that all degree- or certificate-seeking students automatically receive a review of their transcript for transferrable credit.

Roger Phillips TRANSFER ACT REPORT FIELD DEFINITIONS

The Roger Phillips Transfer Act Report is required as a result of Act 182 of 2009 (The Roger Phillips Transfer Policy Act). This report should be completed for all transfer-in students that received the designated AA, AS, or AAT degree in <u>January 2010</u> or later. Report each such transfer student on one row of the report.

NOTE: **ACT 182 compliance is only required for 4-year public institutions.**

No.	Field/Column	Description
1	Receiving Institution's FICE Code	FICE Code as used in AHEIS/SISDB. This is the institution completing the report in which the student has transferred to.
2	Sending Institution's FICE Code	FICE Code as used in AHEIS/SISDB. This is the institution the student is transferring from. This FICE code should match the TRANSFER_FICE code used in the student table.
3	Academic Year	Same as used in AHEIS/SISDB.
4	Term	Same as used in AHEIS/SISDB.
5	Student SSN	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate or Locally Generated SSN_ID Structure" for additional clarification if needed.
6	Transfer Degree	List the type of associate degree that transferred (AA, AS, or AAT) using the codes below. AA = Associate of Arts[1] AS = Associate of Science[1] AAT = Associate of Arts in Teaching No other degrees should be listed.
7	Total Transfer Hours Accepted	How many total credit hours were accepted as part of the transfer from the college referenced in the TRANSFER_FICE field? This is the total number of credit hours that the receiving institution would report on the student's transcript. (This number should not be less than 60.)
8	Degree Code of Major at Receiving Institution	Enter the degree code of the student's new major at the receiving institution. The degree code is a 4-digit number assigned by ADHE.
9	Total General Education Lower Division Credit Hours Added and <u>Required</u> by the Receiving Institution	How many <u>general education lower division credit hours</u> are required to be taken by the student in addition to those transferred with the AA, AS, or AAT degree for the student's proposed major?
0	Total General Education Lower Division Credit Hours Added Reason	State the reason additional credit hours were added. (According to the Act, these are the only acceptable reasons for requiring a student to take additional general education lower division courses.) 1. A prerequisite for courses in the transfer student's baccalaureate degree program; 2. A discipline-specific course that is required by the transfer student's baccalaureate degree program and the student has not completed a course at the two-year public institution of higher education that is comparable to the discipline-specific course at the four-year public institution of higher education in the Arkansas Course Transfer System; 3. A requirement of an independent licensing or accrediting body; 4. A grade of "D" was recorded and is not accepted by the receiving institution; or 5. A combination of 2 or more of the above reasons

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Please see the Approved Transfer Program List for AA and AS degrees at <u>www.adhe.edu</u>.

Roger Phillips TRANSFER ACT REPORT FIELD DEFINITIONS

NOTE: This report will be cross-referenced to the CRHRS_COMPLETED field (a new field in the graduate report) and the MIN_CR_HRS and MAX_CR_HRS fields (both new fields in the Degree FICE Year Table) in order to compare the total hours completed against the hours required for each credential.

- As part of this effort, the Academic Affairs Division of ADHE will be working with all colleges to update the Degree Inventory to update the Degree Fice Year Table with the MIN_CR_HRS (minimum credit hours) and MAX_CR_HRS (maximum credit hours) data for degree and certificate programs.

- In addition, CRHRS_COMPLETED (credit hours completed) will be a new field required as part of the graduate file.

File Name – The report should be named "RPTA_CollegeAbbr_AYXXXX.xls" where CollegeAbbr is the 3-5 letter institution abbreviation used in Appendix A and the AY is the Academic Year – all as used in the AHEIS/SISDB manual.
> For example: RPTA_UALR_AY2010.xls.

Blank Files – All 4-year public institutions should usually have students to report, therefore, there should be no blank files submitted. However, in case this does happen, simply include a statement such as "NO STUDENTS TO REPORT" in the Receiving Institution's FICE Code column. This will indicate that you reviewed the situation and have no data to report as opposed to "we forgot to complete this report."

All reporting institutions are to use the report template as prescribed by ADHE.

ACTS Transfer Report
Act 672 of 2005
Name this file: ACTS_CollegeAbbr_AYXXXX.xls, such as ACTS_XYZ_AY2011.xls

Act 672 of 2005 requires that all public institutions file a report annually with ADHE concerning students who transfer from and to their institutions.
In keeping with that requirement, please provide the following information.

INSTRUCTIONS: Identify the student who requested a transfer credit for a completed ACTS course who were NOT given credit. Provide the student's SSN, the ACTS course, and the reason why the ACTS was not accepted.

COLLEGE: _____

REPORT IS FOR ACADEMIC YEAR : _____

No.	Fice Code		Review		Student SSN (5)	ACTS Course Index Number Not Accepted (6)	Reason the ACTS Course NOT Accepted (7)
	Receiving Institution (1)	Sending Institution (2)	Academic Year (3)	Term Code (see below) (4)			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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22							
23							
24							
25							
26							
27							
28							
29							
30							

Insert additional rows as needed.

Codes for Term:

0 = Summer 2 On-Schedule	4 = Summer 2 Off-Schedule
1 = Fall On-Schedule	5 = Fall Off-Schedule
2 = Spring On-Schedule	6 = Spring Off-Schedule
3 = Summer 1 On-Schedule	7 = Summer 1 Off-Schedule

ACTS TRANSFER REPORT FIELD DEFINITIONS

According to Act 672 of 2005, all public institutions of higher education (both 2 and 4 year institutions) and any private institutions of higher education that participate in the Arkansas Course Transfer System shall file a report annually within the Department of Higher Education identifying the number of students who requested transfer credit for a completed course in the State Minimum Core Curriculum (Arkansas Course Transfer System) but were not given credit. Therefore, only report those students that did not receive credit for a transferred ACTS course.

No.	Field/Column	Description
1	Receiving Institution's FICE Code	FICE Code of the institution completing the report in which the student has transferred to.
2	Sending Institution's FICE Code	FICE Code of the institution the student is transferring from. This FICE code should match the TRANSFER_FICE code used in the student table.
3	Academic Year	Same as used in AHEIS/SISDB.
4	Term	Same as used in AHEIS/SISDB.
5	Student SSN	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate or Locally Generated SSN_ID Structure" for additional clarification if needed.
6	ACTS Course Not Accepted	List the course index number(s) from the ACTS for the course that was not accepted by the receiving institution.
7	Reason the ACTS Course was NOT Accepted	List the reason(s) that the ACTS course was not accepted by the receiving institution.

File Name – The report should be named "ACTS_CollegeAbbr_AYXXXX.xls" where CollegeAbbr is the 3-6 letter institution abbreviation used in Appendix A and the AY is the Academic Year.

> For example: ACTS_SEAC_AY2010.xls

Blank Files – If an institution has no students to report, then they should submit a blank report file simply showing the identification of their institution and the date – simply include a statement such as "NO STUDENTS TO REPORT" in the Receiving Institution's FICE Code column. This will indicate that you reviewed the situation and have no data to report as opposed to "we forgot to complete this report."

All reporting institutions are to use the report template as prescribed by ADHE.

ACTS Transfer Report
Act 672 of 2005
Name this file: ACTS_CollegeAbbr_AYXXXX.xls, such as ACTS_XYZ_AY2011.xls

Act 672 of 2005 requires that all public institutions file a report annually with ADHE concerning students who transfer from and to their institutions. In keeping with that requirement, please provide the following information.

INSTRUCTIONS: Identify the student who requested a transfer credit for a completed ACTS course who were NOT given credit. Provide the student's SSN, the ACTS course, and the reason why the ACTS was not accepted.

COLLEGE:

REPORT IS FOR ACADEMIC YEAR :

No.	Fice Code		Review		Student SSN (5)	ACTS Course Index Number Not Accepted (6)	Reason the ACTS Course NOT Accepted (7)
	Receiving Institution (1)	Sending Institution (2)	Academic Year (3)	Term Code (see below) (4)			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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27							
28							
29							
30							

Insert additional rows as needed.

Codes for Term:
0 = Summer 2 On-Schedule   4 = Summer 2 Off-Schedule
1 = Fall On-Schedule   5 = Fall Off-Schedule
2 = Spring On-Schedule   6 = Spring Off-Schedule
3 = Summer 1 On-Schedule   7 = Summer 1 Off-Schedule

Military

Compensation

Report

Military Compensation Report Field Definitions

The Military Compensation Report is a mandatory report of type and amount of compensatory options awarded to those called to military service including:

– The Student who is called into military service, per Act 85 of 2005
– The Student whose spouse is called into military service and the student or the student's spouse who has dependent children residing in the household, per Act 16 of 2007

Act 85 of 2005 established an annual fiscal year reporting requirement for public institutions of higher education and the Department of Higher Education concerning the type and amount of compensatory options awarded to the student called to military service.   Act 16 of 2007 expands this reporting requirement beginning in September, 2009 to the student whose spouse is called into military service and either the student or the student's spouse has dependent children residing in the household.

This data should be submitted to the RP Server using the electronic spreadsheet found on the ADHE website and included in this manual.

Name	Description
Student Name	Enter student's last name (comma, space), first name (space), middle initial (period space), and then enter suffix, if applicable. Example: Brown, William J. Jr.
Student SSN ID (ssn_id)	Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the SISdb Student File. See "ID Change for Student or Instructor Record Layout" and "Substitute, Alternate, or Locally Generated SSN_ID Structure" for additional clarification if needed.
Complete Refund of Tuition and General Fees	Enter the amount refunded of all tuition and fees for the fiscal year. If this option was not selected leave blank. Do not pad with spaces or zeros.
At Least One (1) Year to Complete Course Work after Student's Deactivation	If this option was selected enter Yes. If this option was not selected leave blank.
Free Tuition for One (1) Semester at the Institution where Student's Attendance was Interrupted	Enter the amount of tuition awarded if this option was selected. If this option was not selected leave blank. Do not pad with spaces or zeros.
Did the student rent institutional housing?	Yes or No Do not leave blank.
Amount of Proportionate Refund of Room, Board, and Other Fees	Enter the amount refunded of Room, Board, and Other Fees. If there was no amount refunded, enter $0.00. Do not leave blank.
Does the institution have a textbook repurchase policy?	Yes or No Do not leave blank.
Amount Student Received for Repurchased Textbooks	If the institution has a textbook repurchase policy, enter the amount the student received. Enter $0.00 if applicable. If the institution does not have a textbook repurchase policy, leave field blank. Do not enter $0.00

Arkansas Department of Higher Education
Annual Fiscal Year Report on Type and Amount of Compensatory Options Awarded to Student Whose Spouse is Called into Military Service per Act 16 of 2007
Due September 1 for the Previous Fiscal Year

		Compensatory Options per Act 16 of 2007						
Fiscal-Year: _____ Institution: _____ Report Completed by: _____ Date: _____		Complete Refund of Tuition and General Fees	At Least One (1) Year to Complete Course Work after Student's Deactivation	Free Tuition for One (1) Semester at the Institution where Student's Attendance was Interrupted	Amount of Proportionate Refund of Room, Board, and Other Fees		Amount Student Received for Repurchased Textbooks	
Act 16 of 2007, SECTION 1:		(c)(1)(A)	(c)(1)(B)	(c)(1)(C)(i)	(d)(1)		(e)	
Student Name	SSN/ Identification Number	If this option was selected, specify amount refunded	If this option was selected, specify Yes	If this option was selected, specify amount.	Did student rent institutional housing? Specify Yes or No	Amount of Refund	Does institution have repurchase policy? Specify Yes or No	Amount Refunded

Military Compensation Report

Arkansas Department of Higher Education
Annual Fiscal Year Report on Type and Amount of Compensatory Options Awarded
to Students Called to Military Service per Act 85 of 2005
Due September 1 for the Previous Fiscal Year

		Compensatory Options per Act 85 of 2005, SECTION 1						
Fiscal-Year: _____ Institution: _____ Report Completed by: _____ Date: _____		Complete Refund of Tuition and General Fees	At Least One (1) Year to Complete Course Work after Student's Deactivation	Free Tuition for One (1) Semester at the Institution where Student's Attendance was Interrupted	Amount of Proportionate Refund of Room, Board, and Other Fees		Amount Student Received for Repurchased Textbooks	
Act 85 of 2005, SECTION 1:		(c)(1)(A)	(c)(1)(B)	(c)(1)(C)(i)	(d)(1)		(e)	
Student Name	SSN/ Identification Number	If this option was selected, specify amount refunded	If this option was selected, specify Yes	If this option was selected, specify amount.	Did student rent institutional housing? Specify Yes or No	Amount of Refund	Does institution have repurchase policy? Specify Yes or No	Amount Refunded

Military Compensation Report

\\WORKSPACE2\Shared\Research and Technology\P & A\AHEIS\Manual -Archive\Manual-2017-2018 - Public\Manual Word and Excel Docs\[19b_Military_CompensationForms.xls]Spouse

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Preliminary

Enrollment Report

Preliminary Fall Census Enrollment Report Field Definitions

Report of preliminary headcount and FTEs as of the current year's fall census date (11th class day). Do not include enrollments for non-credit courses or of students who were dropped for non-attendance prior to the census date. Headcounts and FTEs are calculated for Fall Term – On-Schedule (term 1). Courses that have not started as of the census date should be included in the Fall Term – Off-Schedule files (term 5) and should be excluded from this report.

Name	Description
Institution	Enter the Institution Abbreviation as used in the file naming convention.
Name of Respondent	Enter the name of the person completing the report
Position of Respondent	Enter the position title of the person completing the report
Email of Respondent	Enter the email address of the person completing the report
Headcount – High School Students	Enter the total headcount of all high school students in credit courses including concurrent, dual enrolled, etc.
Headcount – Undergraduate students	Enter the total headcount of all undergraduate students in credit courses. Do not include high school students.
Headcount – Graduate and First Professional Students	Enter the total headcount of all graduate and first professional students in credit courses.
Headcount – Total Fall (Term 1)	Enter the total, unduplicated headcount of all students in credit courses in the current year's fall term (term 1) as of the census date.
Headcount – Summer 2 Off-Schedule	Enter the total number of Summer 2 Off-Schedule headcount that you may want to note for this report.
FTEs – High School Students	Enter the total FTEs of all high school students in credit courses including concurrent, dual enrolled, etc. **SSCH divided by 15**
FTEs – Undergraduate Students	Enter the total FTEs of all undergraduate students in credit courses. Do not include high school students. **SSCH divided by 15**
FTEs – Graduate and First Professional Students	Enter the total FTEs of all graduate and first professional students in credit courses. **SSCH divided by 12 (for Graduate)** **1.0 FTE (Full-Time First Professional)** **0.6 FTE (Part-time First Professional)** **Add for Total Graduate & First Professional FTE to report**
FTEs – Total Fall (Term 1)	Enter the total FTEs in the current year's fall term (term 1) as of the census date.

The form for report can be found at http://www.adhe.edu/institutions/institutional-research/other-reports/preliminary-fall-enrollment. The form should be completed and submitted via the website. Do not print or email responses to ADHE.

Appendices

Appendix A.
Arkansas Institution Codes and Abbreviations

(Codes effective in SIS beginning July 1, 2003)

PUBLIC FOUR-YEAR UNIVERSITIES		Institution Code	IPEDS Code
ASUJ	Arkansas State University - Jonesboro	001090	106458
ATU	Arkansas Tech University	001089	106467
HSU	Henderson State University	001098	107071
SAUM	Southern Arkansas University - Magnolia	001107	107983
UAF	University of Arkansas, Fayetteville	001108	106397
UAFS	University of Arkansas, Fort Smith	001110	108092
UALR	University of Arkansas at Little Rock	001101	106245
UAM	University of Arkansas at Monticello	001085	106485
UAMS	University of Arkansas for Medical Science	001109	106263
UAPB	University of Arkansas at Pine Bluff	001086	106412
UCA	University of Central Arkansas	001092	106704

PUBLIC TWO-YEAR COLLEGES			
ANC	Arkansas Northeastern College	012860	107327
ASUB	Arkansas State University - Beebe	001091	106449
ASUMH	Arkansas State University - Mountain Home	042544	420538
ASUMS	Arkansas State University - Mid-South	023482	107318
ASUN	Arkansas State University - Newport	042034	440402
BRTC	Black River Technical College	020522	106625
COTO	College of the Ouachitas	009976	107521
CCCUA	Cossatot Community College of the UA	022209	106795
EACC	East Arkansas Community College	012260	106883
NAC	North Arkansas College	012261	107460
NPC	National Park College	012105	106980
NWACC	Northwest Arkansas Community College	030633	367459
OZC	Ozarka College	020870	107549
PCCUA	Phillips Community College /UA	001104	107619
SACC	South Arkansas Community College	020746	107974
SAUT	Southern Arkansas University - Tech	007738	107992
SEAC	Southeast Arkansas College	005707	107637
UACCB	UA Community College at Batesville	020735	106999
UACCH	UA Community College at Hope	005732	107725
UACCM	UA Community College – Morrilton	005245	107585
UACCRM	UA Community College – Rich Mountain	021111	107743
UAPTC	UA – Pulaski Technical College	020753	107664

Appendix A.
Arkansas Institution Codes and Abbreviations

(Codes effective in SIS beginning July 1, 2003)

INDEPENDENT UNIVESITIES AND COLLEGES		Institution Code	IPEDS Code
ABC	Arkansas Baptist College	001087	106306
ARCOM	Arkansas College of Osteopathic Medicine	042568	488527
CBC	Central Baptist College	001093	106713
CRC	Crowley`s Ridge College	001095	106810
EC	Ecclesia College	038553	446233
HC	Hendrix College	001099	107080
HU	Harding University	001097	107044
JBU	John Brown University	001100	107141
LC	Lyon College	001088	106342
OBU	Ouachita Baptist University	001102	107512
PSC	Philander Smith College	001103	107600
SC	Shorter College	001105	107840
UO	University of the Ozarks	001094	107558
WBC	Williams Baptist College	001106	107877
ARCOM	Arkansas College of Osteopathic Medicine		

VOCATIONAL INSTITUTIONS			
ASUTC	Arkansas State University Technical Center	007043	
ATUO	Arkansas Tech University - Ozark Campus	001089	
BSN	Baptist Health College Little Rock	031052	106546
HSN	Har-Ber School of Nursing	666666	
JSN	Jefferson School of Nursing	016498	107123
CBTI	Cotton Boll Technical Institute	005250	
CRTI	Crowley`s Ridge Tech Institute	013583	
FETI	Forest Echo Technical Institute	014004	
FTI	Foothills Technical Institute	005319	
GRTI	Great Rivers Vo - Tech	014043	
NTI	Northwest Tech Institute	014044	
QTI	Quapaw Technical Institute	010848	

NOTE: Many of the above institution codes are FICE or federal school codes, but not all.

Appendix B. Counties
Arkansas Department of Higher Education
County/Parish Codes for Arkansas and Bordering States

Code	County Name	Code	County Name	Code	County / Parish Name
Arkansas		**Arkansas**		**Louisiana**	
000	County Unknown	040	Lincoln	601	Claiborne Parish
001	Arkansas	041	Little River	602	Union Parish
002	Ashley	042	Logan	603	Webster Parish
003	Baxter	043	Lonoke	604	Morehouse
004	Benton	044	Madison		
005	Boone	045	Marion	**Mississippi**	
006	Bradley	046	Miller	501	Coahoma
007	Calhoun	047	Mississippi	502	Desoto
008	Carroll	048	Monroe	503	Tunica
009	Chicot	049	Montgomery	504	Bolivar
010	Clark	050	Nevada		
011	Clay	051	Newton	**Missouri**	
012	Cleburne	052	Ouachita	301	Barry
013	Cleveland	053	Perry	302	Dunklin
014	Columbia	054	Phillips	303	McDonald
015	Conway	055	Pike	304	Oregon
016	Craighead	056	Poinsett	305	Ozark
017	Crawford	057	Polk	306	Pemiscot
018	Crittenden	058	Pope	307	Ripley
019	Cross	059	Prairie	308	Taney
020	Dallas	060	Pulaski		
021	Desha	061	Randolph	**Oklahoma**	
022	Drew	062	Saline	201	Adair
023	Faulkner	063	Scott	202	Delaware
024	Franklin	064	Searcy	203	Le Flore
025	Fulton	065	Sebastian	204	McCurtain
026	Garland	066	Sevier	205	Sequoyah
027	Grant	067	Sharp		
028	Greene	068	St. Francis	**Tennessee**	
029	Hempstead	069	Stone	401	Dyer
030	Hot Spring	070	Union	402	Lauderdale
031	Howard	071	Van Buren	403	Shelby
032	Independence	072	Washington	404	Tipton
033	Izard	073	White		
034	Jackson	074	Woodruff	**Texas**	
035	Jefferson	075	Yell	101	Bowie
036	Johnson			102	Cass
037	Lafayette				
038	Lawrence			**Out-of-State/Non-border County**	
039	Lee			999	Out-of-State

Appendix C. State Codes

ARKANSAS DEPARTMENT OF HIGHER EDUCATION
Codes Used in SIS Validation Software

Code	State	Code	State
01	Alabama	28	Nebraska
02	Alaska	29	Nevada
03	Arizona	30	New Hampshire
04	Arkansas	31	New Jersey
05	California	32	New Mexico
06	Colorado	33	New York
07	Connecticut	34	North Carolina
08	Delaware	35	North Dakota
09	District of Columbia	36	Ohio
10	Florida	37	Oklahoma
11	Georgia	38	Oregon
12	Hawaii	39	Pennsylvania
13	Idaho	40	Rhode Island
14	Illinois	41	South Carolina
15	Indiana	42	South Dakota
16	Iowa	43	Tennessee
17	Kansas	44	Texas
18	Kentucky	45	Utah
19	Louisiana	46	Vermont
20	Maine	47	Virginia
21	Maryland	48	Washington
22	Massachusetts	49	West Virginia
23	Michigan	50	Wisconsin
24	Minnesota	51	Wyoming
25	Mississippi	52	U.S. Territory
26	Missouri	53	Foreign Country
27	Montana	54	Military Posting

Appendix D.
Arkansas High School Codes

Note: The ACT / ADHE High School code for schools not listed can be found on the following website:
https://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html

City	High School Name	HS Code	City	High School Name	HS Code
Alexander	Arkansas Consolidated High School	040001	Blytheville	Ahdc/Youthbuild Of Ms County	040242
Alma	Alma High School	040000	Blytheville	Blytheville High School	040240
Alpena	Alpena High School	040010	Blytheville	Pathway Christian Academy	040243
Altheimer	Altheimer-Sherrill High School	040012	Blytheville	R B Harrison High School	040235
Altus	Altus Denning High School	040025	Booneville	Booneville Christian Center Academy	040261
Amity	Centerpoint High School	040030	Booneville	Booneville High School	040260
Amity	Ouachita Hills Academy	040032	Booneville	Logan County Christian Academy	040262
Arkadelphia	Arkadelphia High School	040035	Bradford	Bradford High School	040265
Arkadelphia	Old Lighthouse Christian School	040039	Bradford	Trinity Christian School	040266
Arkadelphia	Wonderland College Prep School	040043	Bradley	Bradley High School	040268
Arkansas City	Arkansas City High School	040050	Bradley	Bumpham High School	040270
Armorel	Armorel High School	040055	Branch	County Line High School	040280
Ash Flat	Ash Flat High School	040070	Briggsville	Fourche Valley High School	040285
Ashdown	Ashdown High School	040060	Brinkley	Brinkley Academy	040289
Ashdown	Little River Trng School	040065	Brinkley	Brinkley High School	040290
Ashdown	New Faith Tabernacle Academy	040061	Brockwell	Izard County High School	042540
Atkins	Atkins High School	040075	Brookland	Brookland High School	040300
Augusta	Augusta High School	040090	Bryant	Arkansas Christian Academy	040257
Bald Knob	Bald Knob High School	040095	Bryant	Bryant High School	040310
Bald Knob	Covenant Christian Academy	040097	Bryant	First Church Academy	040314
Banks	Banks High School	040100	Bryant	Saline Christian Academy	040315
Barling	International Academy Chrstn Educ	040103	Cabot	Academic Center Of Excellence	040329
Batesville	Batesville Christian School	040117	Cabot	Cabot Christian Academy	040319
Batesville	Batesville High School	040115	Cabot	Cabot High School	040320
Batesville	North Arkansas Christian School	040118	Cabot	P A V A Academy	041437
Batesville	Southside High School (Batesville)	040120	Caddo Gap	Caddo Gap High School	040330
Bauxite	Bauxite High School	040125	Cale	Cale High School	040335
Bay	Bay Jr Sr High School	040130	Calico Rock	Calico Rock High School	040340
Bay	Faith Christian Academy	040131	Camden	Camden Christian Academy	040344
Bearden	Bearden High School	040135	Camden	Camden Fairview High School	040350
Bearden	Ouachita Co Trng School	040140	Camden	Camden High School	040345
Bee Branch	South Side School (Bee Branch)	040150	Camden	Elliott Christian Academy	040347
Beebe	Badger Academy Charter School	991574	Camden	Harmony Grove High School (Ouachita County)	040355
Beebe	Beebe High School	040145	Camden	Lincoln High School	040360
Beebe	Lighthouse Christian Academy	040146	Camden	Victory Christian School	040371
Beebe	Victory Christian Academy	040148	Caraway	Caraway High School	040375
Beedeville	Beedeville High School	040155	Carlisle	Carlisle High School	040380
Benton	Benton Christian Academy	040172	Carthage	Carthage High School	040390
Benton	Benton High School	040170	Casa	Perry-Casa High School	040395
Benton	Calvary Christian Academy	040173	Cave City	Cave City High School	040405
Benton	Harmony Grove High School (Saline County)	040165	Cedarville	Cedarville High School	040410
Benton	Victory Baptist Academy	040166	Center Ridge	Nemo Vista High School	040415
Bentonville	Ambassadors For Christ Academy	040176	Centerton	Lakeside Christian Academy	040412
Bentonville	Bentonville Christian Academy	040174	Centerton	Life Way Christian School	040414
Bentonville	Bentonville High School	040175	Charleston	Charleston High School	040420
Bentonville	Endtime Harvest Church School	040179	Charlotte	Cord Charlotte High School	040425
Bergman	Ozark Baptist Christian Academy	041028	Cherry Valley	Cross County High School	040435
Berryville	Berryville High School	040185	Chidester	Chidester High School	040445
Berryville	Living Faith Christian Academy	040187	Clarendon	Clarendon High School	040455
Big Flat	Tri-County High School	040195	Clarksville	Clarksville High School	040460
Bigelow	Bigelow High School	040190	Clarksville	New Life Christian Center	041826
Biggers	Biggers-Reyno High School	040200	Clinton	Alread School	040465
Bismarck	Bismarck High School	040210	Clinton	Clinton High School	040470
Black Oak	Caraway Christian School	040376	Concord	Concord High School	040485
Black Rock	Black Rock High School	040215	Conway	Conway Christian High School	040491
Blevins	Blevins High School	040225	Conway	Conway High School	040490

Appendix D.
Arkansas High School Codes

Note: The ACT / ADHE High School code for schools not listed can be found on the following website:
https://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html

City	High School Name	HS Code	City	High School Name	HS Code
Conway	Conway High School East	040492	England	England Community Christian Academy	040731
Conway	Eastside Christian Academy	040493	England	England High School	040730
Conway	Saint Joseph School	040500	Enola	Enola Public School	040735
Corning	Corning High School	040505	Eudora	Eudora High School	040745
Cotter	Cotter High School	040510	Eudora	G C Johns High School	040740
Cotton Plant	Cotton Plant High School	040515	Eudora	Ross Van Ness High School	040747
Cove	Cossatot River High School	040520	Eureka Springs	Clear Spring School	040749
Cove	Midway Christian Academy	040523	Eureka Springs	Eureka Springs High School	040750
Cove	Van Cove High School	040525	Evening Shade	Evening Shade High School	040755
Crawfordsville	Crawfordsville High School	040530	Everton	Bruno-Pyatt High School	040305
Crawfordsville	Crawfordsville High School	040535	Farmington	Farmington High School	040760
Crossett	Abiding Faith Christian School	040538	Fayetteville	Fayetteville Christian Academy	040769
Crossett	Calvary Baptist Christian School	040539	Fayetteville	Fayetteville Christian Schools	040765
Crossett	Crossett High School	040540	Fayetteville	Fayetteville Sr High School	040770
Cushman	Cushman High School	040555	Fayetteville	Haas Hall Academy	042762
Danville	Danville High School	040565	Fayetteville	NW AR CC Regional Tech Ctr	040772
Dardanelle	Dardanelle High School	040575	Ferndale	West Little Rock Christian Academy	041448
De Queen	De Queen High School	040605	Fifty-Six	Fifty-Six School	040774
De Valls Bluff	DeValls Bluff High School	040630	Flippin	Flippin High School	040775
De Witt	DeWitt High School	040635	Floral	Floral High School	040780
Decatur	Decatur High School	040580	Fordyce	Dallas Co H S	040785
Deer	Deer High School	040585	Fordyce	Fordyce High School	040790
Delaplaine	Delaplaine High School	040590	Foreman	Foreman High School	040795
Delight	Delight High School	040595	Foreman	Prince Of Peace Academy	040796
Dell	Dell High School	040600	Forrest City	Calvary Christian High School	040804
Dell	Mississippi County Chrstn Academy	041477	Forrest City	Forrest City High School	040805
Dermott	Bellaire Academy	040613	Forrest City	Lincoln Senior High School	040810
Dermott	Dermott Christian School	040614	Forrest City	N B Forrest Academy	040812
Dermott	Dermott High School	040615	Fort Smith	Faith Academy	040816
Dermott	M Booker Meml School	040617	Fort Smith	First Church Of God Academy	040813
Des Arc	Des Arc High School	040620	Fort Smith	Good Shepherd Academy	040815
Desha	Desha High School	040625	Fort Smith	Lighthouse Baptist Academy	040830
Dierks	Dierks High School	040640	Fort Smith	Lindenwood Academy	040832
Doddridge	Bright Star High School	040282	Fort Smith	Metro Christian School	040833
Donaldson	Ouachita High School	040645	Fort Smith	Northside Christian Academy	040834
Dover	Dover High School	040650	Fort Smith	Northside High School	040835
Dumas	Dumas Adult Education Center	040656	Fort Smith	River Valley Christian School	040820
Dumas	Dumas High School	040660	Fort Smith	Southside High School (Fort Smith)	040837
Dumas	Reed High School	040655	Fort Smith	Trinity Junior High School	040824
Earle	Earle Baptist Christian School	040674	Fort Smith	Union Christian Academy	040814
Earle	Earle High School	040675	Fouke	Fairland Christian Academy	040839
El Dorado	El Dorado High School	040690	Fouke	Fouke High School	040840
El Dorado	First Assembly Christian Academy	040691	Fountain Hill	Fountain Hill High School	040845
El Dorado	Grace Bible Christian School	040692	Fox	Rural Special High School	042190
El Dorado	Maranatha Baptist Chrstn Sch	040694	Gassville	Grace Baptist Church School	041739
El Dorado	Murmil Christian School	040693	Gentry	Faith Christian School	040884
El Dorado	New Life Academy	040696	Gentry	Gentry High School	040875
El Dorado	Parkers Chapel High School	040695	Gentry	Ozark Adventist Academy	040880
El Dorado	Union School	040697	Gillett	Gillett High School	040885
El Dorado	West Side Christian School	040698	Gillham	Gillham High School	040890
Elaine	Elaine High School	040685	Glenwood	Glenwood High School	040900
Elkins	Elkins High School	040705	Goshen	Goshen Christian School	040901
Elm Springs	Elm Springs Christian School	040709	Gosnell	Gosnell High School	040230
Emerson	Emerson High School	040710	Gould	Gould High School	040910
Emerson	Mc Mittress High School	040715	Gould	Grace Christian Academy	040911
Emmet	Emmet High School	040720	Gould	Southeast Academy	040912
England	England Academy Inc	040728	Grady	Grady High School	040920

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Arkansas High School Codes

Note: The ACT / ADHE High School code for schools not listed can be found on the following website:
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City	High School Name	HS Code
Grapevine	Grapevine High School	040925
Gravette	Gravette High School	040930
Gravette	Holiness Bible School	040931
Green Forest	Green Forest High School	040940
Green Forest	Trinity Christian Academy	040941
Greenbrier	Greenbrier High School	040935
Greenland	Greenland High School	040945
Greenway	Greenway High School	040950
Greenwood	Greenwood High School	040955
Greers Ferry	West Side High School (Greers Ferry)	041065
Grubbs	Grubbs High School	040965
Gurdon	Gurdon High School	040969
Guy	Guy Perkins High School	040980
Hackett	Hackett High School	040985
Hamburg	Ashley County Life-Long Learning	040990
Hamburg	Hamburg High School	040995
Hamburg	Trinity Christian Academy	040999
Hampton	Hampton High School	041000
Hardy	Abundant Life Academy	041004
Hardy	Church Of Christ Academy	041003
Hardy	Easter Sunrise Academy	041006
Hardy	Highland High School	041005
Harrisburg	Central School	041015
Harrisburg	Harrisburg High School	041020
Harrison	Bergman High School	040180
Harrison	Grace Christian School	041024
Harrison	Harrison High School	041025
Harrison	Hillcrest Christian School	041026
Hartford	Hartford High School	041030
Hartman	Hartman High School	041035
Hartman	Westside High School (Hartman)	040475
Hatfield	Hatfield School	041040
Hattieville	Wonderview High School	041045
Havana	Havana High School	040160
Havana	Western Yell County High School	041050
Hazen	Hazen High School	041055
Heber Springs	Clearview Christian Academy	042181
Heber Springs	Cleburne County Christian School	041059
Heber Springs	Heber Springs High School	041060
Hector	Hector High School	041070
Helena	C V White High School	041085
Helena	Kipp Delta Collegiate High School	041089
Hermitage	Hermitage High School	041100
Hermitage	West Side Jr. High School	041095
Holly Grove	Holly Grove High School	041110
Holly Grove	Holly Grove High School	041115
Hope	Garland Learning Center	991045
Hope	Garrett Memorial Christian School	041120
Hope	Hope High School	041125
Hope	Spring Hill High School	041130
Hope	Woods Christian Academy	041133
Hope	Yerger Jr. High School	041135
Horatio	Horatio High School	041140
Hot Springs	Arkademy School	041153
Hot Springs	Arkansas School Math & Science	041148
Hot Springs	Baptist Temple Academy	041146
Hot Springs	Beacon Light Baptist Academy	041152

City	High School Name	HS Code
Hot Springs	Christian Ministries Academy	041141
Hot Springs	Crossgate Christian Academy	041151
Hot Springs	Evangel Christian Academy	041142
Hot Springs	Garland Park Christian Academy	041147
Hot Springs	Gospel Light Christian School	041149
Hot Springs	Hot Springs Community School	041163
Hot Springs	Hot Springs High School	041145
Hot Springs	Lakeside Christian Academy	041161
Hot Springs	Lighthouse Christian School	041162
Hot Springs	New Beginning Christian Academy	040164
Hot Springs	Summit School	041154
Hot Springs National Park	Cutter Morning Star High School	041143
Hot Springs National Park	Fountain Lake High School	041144
Hot Springs National Park	Lakeside High School (Garland County)	041160
Hoxie	Clover Bend High School	041170
Hoxie	Hoxie High School	041175
Hughes	Hughes High School	041180
Humnoke	Humnoke High School	041195
Humphrey	Humphrey High School	041200
Huntsville	Huntsville High School	041210
Huttig	Huttig High School	041215
Imboden	Sloan Hendrix High School	041220
Jacksonville	Jacksonville Christian Academy	041224
Jacksonville	Jacksonville High School	041225
Jacksonville	Landmark Baptist Academy	041226
Jacksonville	North Pulaski High School	041227
Jacksonville	Trinity Christian Schools	041229
Jacksonville	Truth Academy	040934
Jasper	Jasper High School	041230
Jessieville	Jessieville High School	041235
Jonesboro	Craighead Christian Academy	041258
Jonesboro	Eastside Baptist Academy	041265
Jonesboro	Jonesboro High School	041270
Jonesboro	Liberty Baptist Church School	041267
Jonesboro	Nettleton High School	041815
Jonesboro	Ridgefield Christian School	041271
Jonesboro	Valley View High School	041272
Jonesboro	Westside High School (Jonesboro)	041274
Judsonia	Judsonia High School	041280
Judsonia	White County Central High School	041275
Junction City	Junction City High School	041285
Kingsland	Kingsland High School	041305
Kingston	Kingston High School	041310
Kirby	Kirby High School	041315
Knobel	Knobel High School	041320
Lafe	Lafe High School	041325
Lake City	Riverside High School	041335
Lake Village	Faith Fellowship Academy	041342
Lake Village	Lakeside High School (Chicot County)	041345
Lamar	Lamar High School	041350
Laneburg	Laneburg Central High School	041355
Lavaca	First Southern Christian Academy	041366
Lavaca	Lavaca High School	041365
Leachville	Leachville High School	041370

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City	High School Name	HS Code	City	High School Name	HS Code
Lead Hill	Lead Hill High School	041375	Lonoke	Lonoke High School	041470
Leola	Leola High School	041380	Lowell	North West Academy	042166
Lepanto	East Poinsett County High School	041385	Luxora	Luxora Baptist Academy	041473
Leslie	Leslie High School	041390	Luxora	Luxora High School	041475
Lewisville	Garland High School	040860	Lynn	Lynn High School	041480
Lewisville	Lewisville High School	041395	Mabelvale	Faith Baptist Academy	041488
Lexa	Barton High School	040105	Magazine	J D Leftwich High School	041490
Lincoln	Lincoln Acad Ctr Of Excellence	041401	Magnolia	Columbia Christian School	041497
Lincoln	Lincoln High School	041405	Magnolia	Magnolia High School	041500
Lincoln	Maranatha Christian School	041407	Magnolia	Walker High School	041505
Little Rock	Accelerated Learning Center	041432	Malvern	Glen Rose High School	041510
Little Rock	Arkansas Baptist High School	041414	Malvern	Magnet Cove School	041520
Little Rock	Arkansas School For The Blind	041415	Malvern	Malvern High School	041527
Little Rock	Arkansas School For The Deaf	041416	Mammoth Spring	Mammoth Spring High School	041530
Little Rock	Ash School	041411	Manila	Manila High School	041535
Little Rock	Capital City Christian Academy	041419	Manila	South Mississippi County High School	042630
Little Rock	Catholic High School	041420	Mansfield	Mansfield High School	041540
Little Rock	Central Baptist Academy	041421	Marianna	Friendship Christian Academy	041546
Little Rock	Central High School (Little Rock)	041422	Marianna	Lee Academy	041548
Little Rock	Chenal Valley Christian Academy	041428	Marianna	Lee High School	041550
Little Rock	Clara Muhammad School	041450	Marion	J S Phelix High School	041555
Little Rock	Cloverdale Christian Academy	041418	Marion	Marion Senior High School	041560
Little Rock	Covenant Keepers College Prep	041454	Marked Tree	Marked Tree High School	041570
Little Rock	Embassy Academy	041449	Marmaduke	Marmaduke High School	041575
Little Rock	Episcopal Collegiate School	041417	Marshall	Marshall High School	041580
Little Rock	eStem High Public Charter School	041412	Marvell	Apostolic Life Center Christian Academy	041581
Little Rock	Fairview Baptist School	041427	Marvell	Marvell Academy	041583
Little Rock	Faith Christian High School	041431	Marvell	Marvell Elaine High School	041585
Little Rock	Felder Alternative Academy	041452	Marvell	Tate High School	041590
Little Rock	First Gospel Academy	041426	Maumelle	Academics Plus Charter School	041528
Little Rock	Hall High School	041423	Maumelle	Maumelle Christian School	041592
Little Rock	Heritage Christian Schools	041424	Mayflower	Mayflower High School	041595
Little Rock	Horace Mann High School	041425	Maynard	Maynard High School	041600
Little Rock	J A Fair High School	041429	McCrory	McCrory High School	041610
Little Rock	John T Goad Christian School	041439	McGehee	McGehee High School	041620
Little Rock	Lisa Academy High School	041486	Mc Neil	Mc Neil High School	041635
Little Rock	Little Rock Academy	041489	Mc Rae	Mc Rae High School	041640
Little Rock	Little Rock Adventist Academy	041413	Melbourne	Melbourne High School	041645
Little Rock	Little Rock Christian Academy	041453	Mena	Acorn High School	041650
Little Rock	Little Rock Christian School	041484	Mena	Lakeview Christian School	041654
Little Rock	LRSD ALRSD Alternative Agencies	991001	Mena	Mena High School	041655
Little Rock	Lutheran High School	041434	Menifee	East Side High School	041660
Little Rock	Mc McClellan Magnet High School	041485	Mineral Springs	Mineral Springs High School	041670
Little Rock	Metro Voc Tec Ed Ctr	041435	Monette	Buffalo Island Central High School	041680
Little Rock	Mount St Mary Academy	041440	Monticello	Arkansas Early College H S	041681
Little Rock	Parkview Arts Sci Magnet High School	041443	Monticello	Drew Central High School	041685
Little Rock	Premier High School Of Little Rock	041436	Monticello	Monticello High School	041695
Little Rock	Pulaski Academy	041444	Monticello	Wilmar High School	042660
Little Rock	Robinson High School	041430	Montrose	Montrose Academy	041700
Little Rock	Southwest Christian Academy	041441	Morrilton	Cornerstone Christian Academy	042062
Little Rock	Southwest Holiness Academy	041445	Morrilton	Morrilton High School	041710
Little Rock	Spurgn Mem Christn School	041446	Morrilton	Morrilton Intermediate High School	041711
Little Rock	The Academy	041410	Morrilton	Riverview Baptist Christian School	041715
Little Rock	Victory Christian Schools	041447	Morrilton	Sacred Heart Catholic School	041720
Little Rock	Wilbur D Mills Univ Studies High School	042390	Morrow	Morrow Valley Christian Academy	041723
Lockesburg	Lockesburg High School	041455	Moscow	Samuel Vaster High School	041730
Lonoke	G W Carver High School	041465	Mount Ida	Mount Ida High School	041765

Appendix D.
Arkansas High School Codes

Note: The ACT / ADHE High School code for schools not listed can be found on the following website:
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City	High School Name	HS Code
Mount Judea	Mount Judea High School	041770
Mount Vernon	Mount Vernon-Enola High School	041780
Mountain Home	Emmanuel Christian School	041743
Mountain Home	Mountain Home Christian Academy	041741
Mountain Home	Mountain Home High Career Academics	041740
Mountain Home	Promise Land Academy	041742
Mountain Pine	Mountain Pine High School	041745
Mountain View	Arbanna Baptist Academy	041747
Mountain View	C Fowler Chrstn School	041748
Mountain View	Mountain View High School	041750
Mountainburg	Mountainburg High School	041735
Mt Holly	Mc Rae High School	041755
Mt Pleasant	Izard County Christian School	041773
Mt Pleasant	Mount Pleasant High School	041775
Mulberry	Mulberry High School	041785
Murfreesboro	Harvest Time Christian Academy	041798
Murfreesboro	Murfreesboro High School	041800
Nashville	Nashville High School	041810
Nashville	Southside Christian School	041812
New Edinburg	New Edinburg High School	041825
Newark	Cedar Ridge High School	041814
Newark	Newark High School	041820
Newport	Newport High School	041830
Norfork	Norfork High School	041840
Norman	Caddo Hills High School	041845
Norphlet	Norphlet High School	041850
North Little Rock	Arng Youth Challenge Program	041856
North Little Rock	Calvary Academy	041859
North Little Rock	Cedar Heights Christian Academy	041855
North Little Rock	Central Arkansas Christian School	041223
North Little Rock	Central Hastings Academy	040323
North Little Rock	Edgewood Academy	041864
North Little Rock	Faith Christian Academy	041865
North Little Rock	Lisa Academy North High School	042268
North Little Rock	Maumelle High School	041861
North Little Rock	New Life Christian Academy	041862
North Little Rock	NLR Jr. High School East Campus (Gr 09-10)	041967
North Little Rock	North Little Rock Academy	041451
North Little Rock	North Little Rock High School-East Campus	041867
North Little Rock	North Little Rock High School-West Camp	041860
North Little Rock	Northeast Sr High School-Inactive	041863
North Little Rock	Rose City Christian Academy	041866
North Little Rock	Spirit & Life Christian Acad	042267
Oark	Oark High School	041875
Oden	Oden High School	041880
Oil Trough	Oil Trough High School	041885
Okolona	Okolona High School	041890
Ola	Ola High School	041900
Ola	Two Rivers High School	041901
Omaha	Bible Baptist Christian School	041903
Omaha	Omaha High School	041905
Osceola	Osceola Comm Arts-Business Charter School (OCABS)	041919
Osceola	Osceola High School	041910

City	High School Name	HS Code
Oxford	Oxford High School	041920
Ozark	Cass Civilian Conservation Ctr	041928
Ozark	Ozark Christian School	041929
Ozark	Ozark High School	041930
Ozark	Pleasant View High School	041790
Palestine	Palestine Wheatley High School	041935
Pangburn	Pangburn High School	041940
Paragould	Crowleys Ridge Academy	041945
Paragould	Greene County Technical High School	041950
Paragould	Oak Grove Middle School	041955
Paragould	Paragould High School	041960
Paragould	Stanford High School	041965
Paris	Paris High School	041970
Parkdale	Parkdale High School	041974
Parkin	Central High School	041980
Parkin	Parkin High School	041985
Paron	Paron High School	041990
Pea Ridge	Pea Ridge High School	041995
Pearcy	Lake Hamilton High School	041155
Peel	Peel Full Gospel Christian Academy	042001
Perryville	Perryville High School	042000
Piggott	Piggott High School	042005
Pine Bluff	C P Coleman High School	042010
Pine Bluff	Dollarway High School	042012
Pine Bluff	First Church Christian Academy	042013
Pine Bluff	Jefferson Preparatory School	042017
Pine Bluff	Maranatha Christian School	042019
Pine Bluff	New Life Christian High School	042021
Pine Bluff	Pine Bluff Christian School	042024
Pine Bluff	Pine Bluff High School	042030
Pine Bluff	Ridgway Christian School	042023
Pine Bluff	St Joseph Catholic High School	042039
Pine Bluff	Townsend Park H S	042035
Pine Bluff	Watson Chapel Academy	042042
Pine Bluff	Watson Chapel High School	042040
Plainview	Plainview-Rover High School	042050
Pleasant Grove	Pleasant Grove H S	042055
Pleasant Plains	Midland High School	042060
Plumerville	Plumerville H S	042065
Pocahontas	Pocahontas Christian Academy	042069
Pocahontas	Pocahontas High School	042070
Pocahontas	Saint Pauls School	042075
Portland	Portland High School	042085
Pottsville	Pottsville High School	042090
Poughkeepsie	Poughkeepsie High School	042095
Poyen	Poyen High School	042100
Prairie Grove	Prairie Grove High School	042105
Prattsville	Prattsville High School	042110
Prescott	Prescott High School	042120
Prim	Hilltop Holiness Academy	042124
Pyatt	Pyatt High School	042130
Quitman	Quitman High School	042135
Ravenden Springs	Oak Ridge Central High School (closed)	042140
Rector	Rector High School	042145
Rison	Rison High School	042150
Rison	Woodlawn High School	042160
Rogers	Arkansas Arts Academy High School	042169

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City	High School Name	HS Code
Rogers	Benton County Christian School	042162
Rogers	Benton County School of Arts High	044070
Rogers	Bible Living School	042163
Rogers	Bible Missionary Academy	042164
Rogers	Heritage High School	042168
Rogers	Northwest Arkansas Academy of Fine Arts	044170
Rogers	Providence Classical Christian	041472
Rogers	Rogers High School	042165
Rogers	Rogers High School Sophomore Campus	040503
Rogers	Rogers New Tech HS	042171
Rohwer	Delta High School	042170
Rose Bud	Rose Bud High School	042180
Rosston	Maumelle High School	042185
Rosston	Nevada High School	042183
Russellville	Russellville High School	042195
Saint Joe	Saint Joe High School	042205
Saint Paul	Saint Paul High School	042210
Salem	Salem High School	042215
Saratoga	Saratoga High School	042220
Scotland	Scotland High School	042225
Scranton	Scranton High School	042240
Searcy	Griffithville High School	040960
Searcy	Harding Academy	042245
Searcy	Morris School Boys	042248
Searcy	Riverview High School	041300
Searcy	Searcy High School	042250
Searcy	White County Christian School	042253
Sheridan	Sheridan High School	042265
Sherwood	Abundant Life School	041857
Sherwood	Sylvan Hills High School	041872
Shirley	Shirley High School	042270
Shirley	Universal Christian Academy	042272
Siloam Springs	Cookson Hills Christian School	042271
Siloam Springs	Siloam Springs Christian School	042278
Siloam Springs	Siloam Springs High School	042280
Siloam Springs	Trinity Christian Academy	042281
Smackover	Smackover High School	042285
Snowball	Snowball High School	042295
Sparkman	Sparkman High School	042305
Sparkman	Sparkman Tr School	042310
Springdale	Har-Ber High School	042147
Springdale	Shiloh Christian School	042313
Springdale	Springdale Alt Lrn Environment	042316
Springdale	Springdale Christian Academy	042314
Springdale	Springdale Senior High School	042315
St. Charles	Saint Charles High School	042200
Stamps	Lafayette County High School	042326
Stamps	Stamps High School	042327
Star City	Glendale High School	042328
Star City	Lincoln County Adult Education	042330
Star City	Star City High School	042337
Stephens	Stephens High School	042345
Strawberry	Hillcrest School	042348
Strong	Gardner High School	042355
Strong	Strong High School	042360
Stuttgart	Evangelical Methodist School	042361

City	High School Name	HS Code
Stuttgart	Grand Prairie Christian Academy	042362
Stuttgart	Stuttgart High School	042365
Subiaco	Subiaco Academy	042375
Sulphur Rock	Sulphur Rock High School	042380
Swifton	Swifton Public Schools	042395
Taylor	Taylor High School	042400
Texarkana	Arkansas High School	042403
Texarkana	Emmanuel Christian Academy	042402
Texarkana	Genoa Central High School	040870
Texarkana	Trinity Christian School	042404
Texarkana	Veritas Academy	042405
Texarkana	Washington Academy Charter School	042407
Thornton	Thornton High School	042425
Tillar	Cornerstone Christian Academy	042409
Tillar	Desha-Drew High School	042430
Timbo	Timbo High School	042440
Trumann	Calvary Baptist School	042453
Trumann	Liberty Christian Academy	042454
Trumann	Trumann High School	042455
Tuckerman	Tuckerman High School	042465
Turrell	Turrell High School	042475
Tyronza	Tyronza High School	042485
Umpire	Umpire High School	042490
Valley Springs	Valley Springs High School	042495
Van Buren	Van Buren Christian Academy	042499
Van Buren	Van Buren High School	042500
Village	Village High School	042525
Vilonia	Vilonia High School	042530
Viola	Viola High School	042535
W Memphis	Central Baptist School	042613
W Memphis	Tabernacle Bapt Academy	042614
Wabbaseka	J S Walker High School	042545
Wabbaseka	Wabbaseka High School	042550
Waldo	Waldo High School	042560
Waldron	Waldron High School	042565
Walnut Ridge	AR Distance Learning Prep Ctr	042574
Walnut Ridge	Walnut Ridge High School	042575
Ward	New Horizon Academy	042577
Warm Springs	Lords Ranch School	042579
Warren	Bradley Co High School	042580
Warren	Warren High School	042585
Weiner	Weiner High School	042600
West Fork	West Fork High School	042610
West Helena	Central High School (Phillips County)	041075
West Helena	De Soto School	042612
West Helena	Eliza Miller H S	041080
West Helena	Phillips County Christian School	042611
West Memphis	Calvary Baptist Academy	042618
West Memphis	Crittenden Pentecostal Academy	042617
West Memphis	West Memphis Christian School	042616
West Memphis	West Memphis High School	042615
Western Grove	Western Grove High School	042605
Wheatley	Monroe Academy	042633
Wheatley	Wheatley High School	042635
White Hall	White Hall High School	042045
Wickes	Wickes High School	042640
Wilburn	Wilburn High School	042645

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City	High School Name	HS Code
Williford	Williford High School (closed)	042650
Willisville	Willisville High School	042655
Wilmot	Wilmot High School	042675
Wilson	Rivercrest High School	042685
Winslow	Winslow High School	042690
Winthrop	Wildwood Christian Academy	042694

City	High School Name	HS Code
Winthrop	Winthrop High School	042695
Winthrop	Winthrop New Life Academy	042696
Witts Springs	Witts Springs High School	042700
Wright	Plum Bayou High School	042705
Wynne	Wynne High School	042720
Yellville	Yellville Summit High School	042725

Appendix E. Secondary Area Centers

Area Technical Center
Jonesboro, AR 72401

Area Vocational Technical Center
Russellville, AR 72811

Arkansas Northeastern College Tech. Ctr.
Burdette, AR 72321

Arkansas State University Area Career Ctr .
Bald Knob, AR 72010

Arkansas State University-Searcy
Searcy, AR 72145

Conway Area Career Center
Conway, AR 72032

Cossatot Comm. College of the Univ. of Ark.
De Queen, AR 71832

Cossatot Comm. College of the Univ. of Ark.
Nashville, AR 71852

DeQueen/Mena Cooperative Tech. Ed. Ctr.
Gillham, AR 71841

East Arkansas Career Center
Forrest City, AR 72335-9598

Jefferson Area Vocational Center
Pine Bluff, AR 71601

Metropolitan Career and Technical Center
Little Rock, AR 72209

Mid-South Community College Technical Ctr.
West Memphis, AR 72301

Monticello Occupational Education Center
Monticello, AR 71665

National Park Technology Center
Hot Springs, AR 71913

North Central Career Center
Leslie, AR 72645

Northark Technical Center
Harrison, AR 72675

NW Ark. Comm. College Regional Tech. Ctr.
Fayetteville, AR 72701

Ouachita Career Center
Malvern, AR 72104

Phillips Comm. College Career and Tech. Ctr.
Stuttgart, AR 72160-2408

Phillips Comm. Coll. Career & Tech. - Helena
Helena, AR 72342

Phillips Comm. Coll. Career & Tech. - DeWitt
DeWitt, AR 72042

Rich Mountain Comm. College Career Center
Mena, AR 72145

River Valley Technical Center
Morrilton, AR 72110

Saline County Career Center
Bauxite, AR 72011

Southeast Ark. Community Based Ed. Ctr
Warren, AR 71671

SouthArk Career Center
El Dorado, AR 71730-7010

Southern Ark. University Tech. Career Acad.
Camden, AR 71711-1599

Texarkana Area Vocational Center
Texarkana, AR 71854

Western Arkansas Technical Center
Fort Smith, AR 72913-3649

Appendix F
IPEDS Completions and Related Reports

All institutions will upload their own data directly to IPEDS.

ADHE Guidance Policy for IPEDS Reporting

In order to ensure the quality of data submitted to IPEDS and ensure that both ADHE and IPEDS data are as identical as possible, the following guidance directives are provided.

Identification	Directive/Explanation	IPEDS Reference
Guidance Directive 1	During the preparation of any IPEDS report, if it is discovered that the data submitted to ADHE is incorrect, the institution should correct this situation by re-submitting the graduate file to ADHE.	This relates to both the Completions Report and the GRS Survey.
Guidance Directive 2	Degree codes are used for all public institutions of higher education to identify the academic program in which a student has earned a credential. A student can earn only one (1) credential per ADHE degree code. Academic programs containing options all use the same degree code and students completing additional coursework in an option with the same degree code shall not create an additional award. This relates to public institutions only as independent institutions do not use degree codes.	This relates to both the Completions Report and the GRS Survey.
Guidance Directive 3	Only students that officially graduate within the specified time frame should be counted. Graduation refers to a credential actually being conferred or officially awarded. The time frame for ADHE and the IPEDS Completion Report is the academic year. The time frame for the IPEDS Graduation Rate Survey is 100%, 150%, or 200% of the normal time expected for the credential. For associate and bachelor degrees, IPEDS allows the additional months of July and August in the next academic year to account for summer graduations. IPEDS defines Completer as "A student who receives a degree, diploma, certificate, or other formal award. *In order to be considered a completer, the degree/award must actually be conferred.*"	This relates to both the Completions Report and the GRS Survey.
Guidance Directive 4	The Arkansas Department of Higher Education only recognizes students as completing a transfer program if the student earned an associate degree. The AA, AS, and AAT are generally the degrees awarded for such transfer purposes. This relates directly to IPEDS transfer-preparatory program, defined as: *"…the successful completion of at least a 2-year program that is acceptable for full credit toward a bachelor's degree and qualifies a student for admission into the third year of a bachelor's degree program."* ADHE policy is that all such transfer students should have received an associate degree before transfer as ADHE does not recognize any transfer program that does not end with an associate's degree.	This relates to both the Completions Report and the GRS Survey.

ADHE Division of Research and Analytics
SIS Data Files and Report Descriptions

FILE NAME			DATA DESCRIPTION	LEGISLATIVE AUTHORIZATION	USE
SIS TERM FILES	Public	Private			
Student	Y	Y	Credit-earning students with descriptors (e.g., date of birth, gender, level, placement status, race, geographic origin)	Act 479 of 1999	Academic cost accounting; annual enrollment reports; remediation report; annual retention & graduation report; ad hoc requests; federal legislation reporting
Student End-of-Term		Y	Similar to student file but includes GPA and credit hour data (for private institutions and BSN, JSN, CRTI, and NTI only)	Acts 605/606 (Lottery Act) of 2009 as amended	Lottery Act compliance
Credit Course	Y		Credit courses SSCH, enrollment, discipline	Act 479 of 1999	Academic cost accounting; annual FTE report; budget recommendations; SREB Data Exch.
Registration	Y		Course schedules of all students enrolled in public higher education courses	Act 479 of 1999	Academic cost accounting; SREB Data Exchange
Registration End-of-Term	Y		Same as Registration File above but including developmental post-assessments and GPA/credit hour data	Act 971 of 2009 and Acts 605/606 of 2009 (Lottery Act) as amended	Lottery Act compliance and developmental studies
Instructor	Y		All staff paid from academic positions and others with instructional duties	Act 479 of 1999	Verification of academic cost accounting; SREB Data Exchange
Workforce Education/Training	Y		Course hours for employee development	Act 479 of 1999	Academic cost accounting; annual FTE report; budget recommendations
SIS ANNUAL FILES	Public	Private			
Graduated Student	Y	Y	Graduates by degree, gender, race/ethnicity	Act 479 of 1999	Annual degrees report; academic cost accounting; SREB Data Exchange; ad hoc requests
Annual Instructor	Y		All instructors from previous academic year and total compensation	Act 479 of 1999	Academic cost accounting
Athletic File	Y		Student athletes with financial aid information	Act 479 of 1999	Annual athletic retention & graduation report
Financial Aid File	Y	Y	Submission of financial data	Acts 605/606 (Lottery Act) of 2009 as amended	Lottery Act compliance
ADHE REPORTS	Public	Private			
Academic Calendar	Y	Y	Starting and ending dates of academic terms and term breaks (Note: A copy of the academic calendar from an institutional catalog may be substituted.)	Act 479 of 1999	External requests
Financial Aid Crosswalk Report	Y	O	Submission of local institution codes matching ADHE fund codes	Acts 605/606 (Lottery Act) of 2009 as amended	Lottery Act compliance
Military Compensation Report	Y		Reports the type and amount of compensatory options awarded to the student or spouse called to military service	Act 85 of 2005, Act 16 of 2007	General compliance
RPTA Transfer Report	Y		Reports transfer data regarding students with AA, AS, or AAT degree transferring to 4-year public univerisities	Act 182 of 2009 (Roger Phillips Transfer Act)	General compliance
ACTS Transfer Report	Y	O	Reports transfer data on all students transferring between institutions regarding courses in Arkansas Course Transfer System	Act 672 of 2005	General compliance
Perkins Annual Report	Y		Perkins student and assessment data.	Federal Perkins Act	Federal Perkins Act compliance
OCR REPORTS	Public	Private			
OCR A-5	Y		Governing board composition	Adams Case	Desegregation reporting; ad hoc requests
OCR B-1	Y		Student applications, acceptances, enrollments	Adams Case	Desegregation reporting; ad hoc requests
OCR B-3	Y		Financial aid	Adams Case	Desegregation reporting; ad hoc requests
EEO6 (Supplement only)	Y		Faculty tenure	Adams Case	Desegregation reporting; ad hoc requests

NOTES:

Private includes all private/independent institutions along with BSN and JSN

Y = Yes, this file is required

O = Optional, this file is optional