

*AHEIS
Reference Manual
for the*

Student Information System

Public Institutions

**Arkansas Department of Higher Education
Little Rock, Arkansas
2012 – 2013**

*AHEIS
Reference Manual
for the*

Student Information System

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Revisions

SISDB Proposed Changes for AY2013 (2012-13)

ID Change for Student or Instructor Record Layout

The following section only is being changed.

The first paragraph and Record Layout above is unchanged.

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

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.
Also, 5 U.S.C. §552a allows students to withhold their SSN.

Provide a Social Security Number in the format: XXXYYZZZZ

The rules for valid SSNs are available on the SSA website: <http://ssa.gov> by searching for 'invalid number'.

According to SSA, these rules constitute **INVALID** numbers:

SSNs with the first three digits of:

- 000
- 666
- 900 series

Additionally, prior to June 25, 2011, SSA never assigned an SSN with the first three digits of:

- 000
- 666
- Above 772 in the 700 series
- 800 series
- 900 series

SSA has never assigned an SSN with the second two digits of 00 or the last four digits of 0000.

For more information on invalid SSNs, please see:

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 following paragraphs and table relating to Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Student Number) remains unchanged.

Section A: STUDENT FILE

PUBLIC	INDEP	ITEM
82	60	<p><u>Enroll Status. Definition of First-Time Entering Undergraduate Student</u></p> <p>Include the IPEDS definition for reference and clarification in both note 5 and in the Glossary. The IPEDS definition is:</p> <p>Note 1. IPEDS Defines a First-Time Entering Student as: a First-time student (undergraduate) – A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).</p>

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

PUBLIC	INDEP	ITEM
129-130 134-135 139-140	NA	<p><u>Test Scores of Concurrent Students</u> for these fields (test type math, test math, test type English, test English, test type reading, and test reading) for concurrent students only, a test score is only required for the type of course that they are enrolled in. For concurrent students only (enroll status = 13 and course level = 7 or 8)</p> <ol style="list-style-type: none"> Allow concurrent students enrolled in math (CIP 27) to provide math score only, i.e., if the student is enrolled in a math course only, then a math score is required and English/reading scores are optional. Allow concurrent students enrolled in English (CIP 23) to provide English score only, i.e., if the student is enrolled in an English course only, then an English score is required and math/reading scores are optional. Allow concurrent students enrolled in other general education courses (not CIP 23 or CIP 27) to provide reading score only, i.e., if the student is enrolled in a general education (non-math or non-English) course only, then a reading score is required and math/English scores are optional.
124	Student EOT file, field 64	<p>Entrance Exam Type New Freshmen Assessment Policy The new Freshman Assessment Policy was approved by AHECB resolution in April 2012. But the data collection for this group of students will not take effect until AY2014. This will require 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.</p> <p>CHANGE FOR AY2013-2014 All of the following types of students must have test scores provided. These students include:</p> <ol style="list-style-type: none"> (1) first-time entering freshmen, (2) high school students; (3) state-assisted students that consented to the release of information; and (4) students enrolling in any English composition or math course that meet the requirements for the 35-credit hour state minimum general education core. <p>Enter the code corresponding to the test type used to place the student s in math, English, or reading.</p> <ul style="list-style-type: none"> 0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS 7 = Test not required 9 = Does not apply (the student is not one of the students referenced above) <p>NOTE: If code 9 is entered here, the fields test_type_math, test_type_english, and test_type_reading must also be coded as 9.</p>
125	Student EOT file 65	<p><u>Entrance Exam Score</u></p> <p>Test scores are required for:</p> <ol style="list-style-type: none"> (1) first-time entering freshmen, (2) high school students; (3) state-assisted students that consented to the release of information; and (4) students enrolling in any English composition or math course that meet the requirements for the 35-credit hour state minimum general education core. <p>If the entrance exam was:</p> <ul style="list-style-type: none"> ACT – enter the composite score SAT – enter the total of the Critical Reading and Math scores (test_math + test_reading) All other tests – enter 0000

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

PUBLIC	INDEP	ITEM
129 134 139	Student EOT file 69-78	<p><u>Test Type Math, Test Type English, and Test Type Reading</u></p> <p>CHANGE FOR AY2013-2014 All of the following types of students must have test type and test scores provided. These students include:</p> <ul style="list-style-type: none"> (1) first-time entering undergraduates seeking associate or higher degree, (2) high school students enrolled in a general education course; (3) state-assisted students that consented to the release of information. (4) students enrolling in any English composition or math course that meet the requirements for the 35-credit hour state minimum general education core. <p>(Note that the Clarifying Memo of July 2, 2010 exempts transfer students.)</p> <p>Enter the code corresponding to the test type used to place the student s in math, English, or reading.</p> <ul style="list-style-type: none"> 0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS 4 = EXPLORE (high school students only) 5 = PLAN (high school students only) 7 = Test not required 9 = Does not apply (the student is not one of the students referenced above) <p>NOTES:</p> <ul style="list-style-type: none"> 1. If the student is coded as first-time entering undergraduate for enroll status and degree intent indicates either associate or baccalaureate degree seeking, then code 0, 1, 2, 3, 4, or 5 must be reported in this field. 2. If test option 0, 1, 2, 3, 4, or 5 is reported, a score must be reported in the score field (test_math or test_English, or test_reading). 3. If student has not been tested and is placed in remediation, enter 2 for ASSET and enter 999 for the score. 4. If code 7 is reported, degree intent must be 3, 7, or 8 for first-time entering students only. 5. Test scores are to be reported for those students who change from seeking a certificate-level award to an associate degree, those whose degree intent changes from non-degree to degree-seeking, and non-degree-seeking students who enroll in mathematics or English composition. <p>(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].")</p>
162	NA	<p><u>UTeach</u>– new field is being added.</p> <p>Enter a 1 (Yes) for the student if the student is majoring in an education field (defined as CIP 13) <u>OR</u> is in a major or minor that is part of a teacher preparation program (but is not in CIP 13). This is very similar to the graduate file, fields EE_CIP_CODE and EE_CIP_DETAIL, and is designed to identify such students before graduation.</p> <p style="text-align: center;">1 = Yes 2 = No</p>

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

Section B: COURSE FILE *(does not relate to private/independent institutions)*

Course File Introduction – this section will be revised as follows.

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. Faculty teaching concurrent courses at an institution of higher education will hold the same credentials as do all other adjunct faculty at the institution (master's degree plus 18 hours in the area of study). See Board Policy 5.16.3, revised June 23, 1999)

The following type of courses must be EXCLUDED:

- 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.

PUBLIC	INDEP	ITEM																
55, 57	NA	<p><u>CIP Codes and CIP Detail for Remedial/Developmental Courses (Course Level = 0)</u> Remedial courses, defined as course level = 0, must use the CIP Codes of 32.0104 and 32.0108. The institution should follow the following guidelines in selecting the appropriate CIP Code.</p> <table><tr><th>Remedial Course Subject</th><th>CIP Code Required</th></tr><tr><td>Math Only</td><td>32.0104</td></tr><tr><td>English Only</td><td>32.0108</td></tr><tr><td>Reading Only</td><td>32.0108</td></tr><tr><td>Math and English</td><td>Use the CIP Code that reflects the majority of the course content, but only 32.0104 or 32.0108</td></tr><tr><td>Math and Reading</td><td>Use the CIP Code that reflects the majority of the course content, but only 32.0104 or 32.0108</td></tr><tr><td>English and Reading</td><td>32.0108</td></tr><tr><td>Math, English, and Reading</td><td>32.0108, unless math is the majority of the course content, then use 32.0104</td></tr></table>	Remedial Course Subject	CIP Code Required	Math Only	32.0104	English Only	32.0108	Reading Only	32.0108	Math and English	Use the CIP Code that reflects the majority of the course content, but only 32.0104 or 32.0108	Math and Reading	Use the CIP Code that reflects the majority of the course content, but only 32.0104 or 32.0108	English and Reading	32.0108	Math, English, and Reading	32.0108, unless math is the majority of the course content, then use 32.0104
Remedial Course Subject	CIP Code Required																	
Math Only	32.0104																	
English Only	32.0108																	
Reading Only	32.0108																	
Math and English	Use the CIP Code that reflects the majority of the course content, but only 32.0104 or 32.0108																	
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Math, English, and Reading	32.0108, unless math is the majority of the course content, then use 32.0104																	

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

PUBLIC	INDEP	ITEM																																																																																					
97	NA	<p><u>Receiving Course Location</u></p> <p>The codes are not being revised but the following is provided for clarification.</p> <p>Enter the location where this course is received (i.e., location of students).</p> <table><tr><th>Code</th><th>Name</th><th>On *</th><th>Off*</th><th>Description</th></tr><tr><td>00</td><td>On-Campus</td><td>Y</td><td></td><td>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.</td></tr><tr><td>01</td><td>Branch Campus or Alternate Site</td><td></td><td>Y</td><td>Off-campus location that is not the main campus or is not included in the codes below.</td></tr><tr><td>02</td><td>University Center/Other Arkansas Higher Education Institution</td><td></td><td>Y</td><td></td></tr><tr><td>03</td><td>Elementary or High School</td><td></td><td>Y</td><td></td></tr><tr><td>04</td><td>Business/Industry Site</td><td></td><td>Y</td><td></td></tr><tr><td>05</td><td>Clinic/Hospital</td><td></td><td>Y</td><td></td></tr><tr><td>06</td><td>Public Library/Community-Based Organization</td><td></td><td>Y</td><td></td></tr><tr><td>07</td><td>Study Abroad</td><td></td><td>Y</td><td></td></tr><tr><td>08</td><td>Out-of-State/Country Site</td><td></td><td>Y</td><td></td></tr><tr><td>09</td><td>Military Base</td><td></td><td>Y</td><td></td></tr><tr><td>10</td><td>Correctional Institution</td><td></td><td>Y</td><td></td></tr><tr><td>11</td><td>Secondary Area Center, On-Campus</td><td>Y</td><td></td><td></td></tr><tr><td>12</td><td>Secondary Area Center, Off-Campus</td><td></td><td>Y</td><td></td></tr><tr><td>77</td><td>Student's Home</td><td></td><td>Y</td><td></td></tr><tr><td>98</td><td>Other</td><td></td><td>Y</td><td></td></tr><tr><td>99</td><td>Unknown</td><td></td><td>Y</td><td></td></tr></table> <p>*On/Off – denotes whether this receiving course location is on-campus or off-campus. Those with Y (Yes) in both columns can be either on- or off-campus.</p> <p>Notes:</p> <p>(1) If the course is delivered at non-traditional sites and/or via distance learning</p> <p>(2) (codes 01 - 12, 77, or 98), complete field 100 (non-traditional site/location).</p> <p>(3) 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.</p> <p>(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.</p>	Code	Name	On *	Off*	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.	01	Branch Campus or Alternate Site		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	
Code	Name	On *	Off*	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.																																																																																			
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98	Other		Y																																																																																				
99	Unknown		Y																																																																																				

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

Section C: END-OF-TERM FILE *(does not relate to private/independent institutions)*

PUBLIC	INDEP	ITEM															
53	NA	<p><u>Grade</u></p> <p>Two grade codes will have the grade definition (remarks) changed as follows.</p> <table><tr><th>Grade or Mark</th><th>Quality Points</th><th>In GPA Calc?</th><th>Earned Hours</th><th>Remarks</th></tr><tr><td>S</td><td>0</td><td>No</td><td>Yes</td><td>Satisfactory completion of the course. (Used for courses with S/U grading)</td></tr><tr><td>U</td><td>0</td><td>No</td><td>No</td><td>Unsatisfactory completion of the course. (Used for courses with S/U grading)</td></tr></table>	Grade or Mark	Quality Points	In GPA Calc?	Earned Hours	Remarks	S	0	No	Yes	Satisfactory completion of the course. (Used for courses with S/U grading)	U	0	No	No	Unsatisfactory completion of the course. (Used for courses with S/U grading)
Grade or Mark	Quality Points	In GPA Calc?	Earned Hours	Remarks													
S	0	No	Yes	Satisfactory completion of the course. (Used for courses with S/U grading)													
U	0	No	No	Unsatisfactory completion of the course. (Used for courses with S/U grading)													
55	NA	<p><u>Post-Test Scores</u></p> <p>the fields of post_test_type_math, post_test_math, post_test_type_english, post_test_english, post_test_type_reading, and post_test_reading will no longer be required if your institution has submitted a Student Success Plan to ADHE's Academic Affairs and been approved per the new Freshman Assessment and Placement Program. This note will be added to the six (6) fields.</p> <p>NOTE: Institutions having an approved Student Success Program are not required to submit data for the following six (6) fields: post_test_type_math, post_test_math, post_test_type_english, post_test_english, post_test_type_reading, and post_test_reading.</p>															

Section D: TERM INSTRUCTOR FILE *(does not relate to private/independent institutions)*

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

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

Section E: GRADUATE FILE (relates to both private/independent and public institutions)

Introductory Paragraphs and Ceasing of IPEDS Completions Submission

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.

The validation program will generate a warning for students included in the Graduated Student File who were not enrolled during the academic year of the graduation but for whom a degree/certificate completion is reported. The institution must matriculate a student before any **Technical Certificate or higher credential** can be reported for that student. This file should be the basis for your institution's IPEDS Completions Survey submitted to NCES.

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 September, 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.

ADHE will no longer upload the IPEDS completions report for the institutions.

For additional information related to the IPEDS Completion Report and related issues, please see Appendix I-A.

PUBLIC	INDEP	ITEM
32	14	<p><u>Initial Admit Date</u></p> <p>Enter the month and 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.</p> <p>A student must be matriculated (officially admitted) by the institution before any Technical Certificate or higher credential can be reported for that student. For any high school student that has earned the Certificate of Proficiency, please use the date of the first term enrolled as a high school student.</p> <p style="text-align: center;">MMYYYY – where MM = Month (01 - 12) and YYYY = Year (0000 - 9999)</p> <p>NOTES:</p> <p>1. Admission date is the beginning date of the term for which the student is formally admitted for study to the institution as a first-time entering student. Whether a letter of admission is mailed in March for student A, May for student B, or July for student C is irrelevant if all of these students enter in the same fall cohort (which would be reported as 082008 for an August 2008 admission date).</p> <p>2. This entry is the base date for calculating a student's time-to-degree and begins when a student initially enrolls.</p> <p>(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.</p> <p>(b) For all graduate students and above, enter the date they first enrolled into any program in the degree level 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. For example, if a student entered into a master's history program and later changed to a master's humanities program, enter the original date for the master's history program. For graduate students, this should always be when they entered into the particular degree level, not the particular program.</p> <p>(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 such lower credential. For example, if a student graduated with a bachelor's degree in May 2005 and re-enrolled in August 2005 to obtain a Certificate of Proficiency, please use the August 2005 for the Institutional Admission Date.</p>

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

PUBLIC	INDEP	ITEM
50	<u>29</u>	<p><u>Graduate File, Degree Level</u> – revise as follows.</p> <p>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.</p> <p>00 = Diploma (for JSN and BSN use only) 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 (currently not used in Arkansas)</p>
82	<u>56</u>	<p><u>Age</u> – add this new field as follows.</p> <p>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.</p>

Section F: Annual Instructor File (does not relate to private/independent institutions)

PUBLIC	INDEP	ITEM
23	NA	<p><u>Position Title Code</u></p> <p>Enter the title code associated with the position number from which the individual is paid.</p> <p>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/ROTC Instructors – high school teachers or persons not otherwise employed by the institution or persons donating time. 36 = Other – any other person that does not fit into the above categories</p>

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

PUBLIC	INDEP	ITEM
25, 27	NA	<p><u>Two (2) New Fields regarding SOC Codes</u> – this change will relate to AY2013 but it will not be reported to ADHE until October 2013 (in AY2014), so this field will not be added until next year. Institutions will need to begin collecting data on SOC codes beginning in July 2012 to comply with the IPEDS.</p> <p>Two fields will be used similar to CIP Code reporting – SOC Code (the first 2 digits) and SOC Detail (the last 4 digits).</p> <p><u>SOC Code</u> - Provide the 2-digit SOC codes (the first 2 digits) for all employees reported in the annual instructor file.</p> <p><u>SOC Detail</u> - Provide the 4-digit SOC codes (the last 4 digits) for all employees reported in the annual instructor file.</p> <p>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 27-0000 Arts, Design, Entertainment, Sports, and Media Occupations 25-1000 Postsecondary Teachers 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 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</p> <p>Since IPEDS will require the reporting of the 2010 SOC Codes in the human resources report beginning with the 2012-2013 reporting year, ADHE will add the SOC code to the annual instructor report. For information on SOC Codes, please see http://www.bls.gov/soc/#materials. Regular faculty should be reported with a SOC code in the 25-1000 range of codes. Non-faculty personnel that teach should use a different SOC Code.</p> <p>For more information on SOC Codes, please see Appendix I-B.</p>

Section G: Other Reports

PUBLIC	INDEP	ITEM
		<p><u>Roger Phillips Transfer Report</u></p> <p>The submission of the Roger Phillips Transfer Report is not required in AY2013 (2012-2013) as all transfer degree plans have not yet been approved.</p>

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

IPEDS Completions and Related Reports

Changes for Academic Year 2013 (2012-2013)

Beginning with the 2013 Academic Year (2012-2013) all institutions will upload their own completions (graduate) data directly to IPEDS, i.e., ADHE will cease the middle-man activity. This relates to the graduate file that you submit to ADHE in July 2012 and you will upload to IPEDS by October 2012.

In the past, ADHE received the annual graduate file and processed it and submitted the completions to IPEDS on behalf of the institutions. This resulted in a checking/double-checking and sign-off process that was tedious and burdensome to all parties involved. Therefore, this process will cease and beginning with the IPEDS submission due in October 2012 all institutions will upload their own completions report 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. <i>In order to be considered a completer, the degree/award must actually be conferred.</i> "	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: <i>"...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."</i> 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.

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

Changes to the 2012-13 IPEDS Data Collection and Changes to Occupational Categories for the 2012-13 Human Resources Data Collection

This document was revised on 2/15/12, to reflect OMB approval of the new occupational categories for HR reporting.

This document contains:

- Changes to the IPEDS data collection that **have been approved** by the Office of Management and Budget (OMB) for implementation in 2012-13. The preview year for these approved changes is 2011-12, and survey screens and instructions are available through the Survey Materials link on the Data Provider Center page (<https://surveys.nces.ed.gov/IPEDS/VisIndex.aspx>)
- Changes to the occupational categories used on the Human Resources (HR) survey component that **have been approved** by OMB for implementation in 2012-13.

Institutions should prepare to report in 2012-13 using the new categories. **Each job at the institution will need to be categorized according to the 2010 SOC in order to report HR data in 2012-13. An HR/SOC Resources website will be available on the IPEDS website later this spring. In the meantime, more information on the 2010 SOC can be found at (<http://www.bls.gov/soc/>)**

Origins of Changes:

The changes to the data collection are suggestions from the IPEDS Technical Review Panel (TRP). Meetings of the IPEDS TRP are convened by RTI International, the contractor for the IPEDS web-based data collection system; subject areas for the meetings are determined by legislation, emerging areas of concern in postsecondary education, and an ongoing goal of decreasing reporting burden while retaining the federal data necessary for use by policy makers and education analysts. Detailed summaries of each meeting are posted (https://edsurveys.rti.org/IPEDS_TRP/Default.aspx) and comments on panel suggestions are solicited. Three meetings of the TRP resulted in changes for 2012-13.

The new occupational categories come from a new requirement to align IPEDS HR reporting with the 2010 Standard Occupational Classification (SOC) codes.

Origins of Changes to the 2012-13 IPEDS Data Collection		
Origin	Summary	Survey Components Affected
Distance Education TRP (Held in April 2008)	The IPEDS Technical Review Panel met to discuss evolving delivery modes for postsecondary education and increased availability of "distance education" courses and programs. Topics ranged from the definition of distance education to the challenges that institutions would face in providing distance education data. The panel discussed how the reporting of distance education data might be incorporated into the existing IPEDS reporting structure in order to collect data that would help NCES better describe postsecondary education in the nation, part of NCES' mission; allow institutions to compare their distance education activities to those of their peers; and provide valuable consumer information on College Navigator to students and parents.	Institutional Characteristics Completions Fall Enrollment
Completions TRP (Held in December 2009)	A common question NCES receives from policymakers asks for the number of postsecondary graduates in a given year who would likely be entering the workforce. Because IPEDS currently collects data on the number of completions (certificates and degrees awarded) rather than completers (graduates), it cannot accurately answer this question. Graduates may receive, for example, two degrees in a given year or a degree and certificate, and then they would be reported twice, over counting the number of persons completing programs and feasibly entering the workforce. The TRP met to discuss whether and how data on completers could be collected through the IPEDS Completions survey.	Completions
Human Resources TRP (Held in June 2010)	The TRP examined the reporting burden for degree-granting institutions completing the Human Resources component and discussed strategies for simplifying the collection forms and eliminating potentially duplicative or unnecessary data in order to reduce institutional burden and improve the usefulness and quality of the data being reported.	Human Resources

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

Origin	Summary	Survey Components Affected
2010 SOC	A new version of the Standard Occupational Classification (SOC) was released in 2010. The SOC is used by federal statistical agencies to classify workers and jobs into occupational categories for the purpose of collecting, calculating, analyzing, or disseminating data. IPEDS Human Resources reporting is required to align with the 2010 SOC. This alignment introduces new occupational categories that will replace the primary functions/ occupational activities currently used for HR reporting.	Human Resources

Changes to IPEDS Data Collection 2012-13	
Change	Source
Institutional Characteristics (All institutions) 2012-13	
Add an item to collect whether distance education opportunities are offered and at what student level (undergraduate, graduate). The current IC question C2 will be modified to exclude the distance education reporting option, and a new question will be added.	Distance Ed TRP
Completions (All institutions) 2012-13	
Add an item to collect the total number of <i>students</i> who earned degrees or certificates, by race/ethnicity and gender.	Completions TRP
Add items to collect the numbers of <i>students</i> who earned degrees or certificates, separately by (1) gender; (2) race/ethnicity, and (3) age*, for the following 6 award categories (collapsed from the 11 IPEDS categories): <ul style="list-style-type: none"> • Less than 1-year certificates • At least 1 but less than 4-year certificates • Associate's degrees • Bachelor's degrees • Postbaccalaureate and Post-Master's certificates • Master's degrees • Doctor's degrees * Age categories are: under 18; 18-24; 25-39; 40 and above; and age unknown.	Completions TRP
Add an item so that institutions can indicate, by CIP code and award level, if the program is available to be completed completely through distance education.	Distance Ed TRP
12-month Enrollment (4-yr institutions) 2012-13	
Eliminate collection of doctor's-professional practice instructional activity, now included with graduate activity.	NCES initiated
Add an item collect full-time equivalent enrollment for doctor's-professional practice students. These 2 changes will address the problem created in the calculation of FTE enrollment caused by the recent introduction of new postbaccalaureate degree classifications.	NCES initiated

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

Human Resources (all institutions) 2012-13	
Add a new Part to the survey to collect data on the number of students enrolled in any distance education and the number of students enrolled exclusively in distance education. Data will be broken out by student level (undergraduate, graduate) and student location (in same state as institution, in U.S. but not in same state, outside U.S.).	Distance Ed TRP
Human Resources 2012-13	
<p>The changes for the Human Resources survey component fall into two categories:</p> <ul style="list-style-type: none"> • New occupational categories for all institutions due to the required alignment of the HR component with the 2010 Standard Occupational Classification (SOC). These new occupational categories will replace the primary function/occupational activity categories currently used for HR reporting. These changes have been approved by the Office for Management and Budget (OMB) for implementation in the 2012-13 IPEDS data collection. Institutions should begin to prepare to report using the new categories. Each job at the institution will need to be categorized according to the 2010 SOC in order to report HR data in 2012-13. • Changes for degree-granting institutions that have been approved by the Office for Management and Budget (OMB) for implementation in the 2012-13 IPEDS data collection. These were changes that were suggested by the IPEDS Technical Review Panel (TRP) and adopted. 	
Human Resources (all institutions) 2012-13	
<p>Adopt new occupational categories to replace the current primary function/occupational activity categories.</p> <p>The alignment with the 2010 Standard Occupational Categories (SOC) requires the adoption of new occupational categories for reporting on the HR survey component. However, the currently used categories Primarily Instruction, Instruction Combined with Research and/or Public Service, Primarily Research, and Primarily Public Service will continue to be used, and will not change. The professional/non-professional terminology will no longer be used. NCES has received approval from OMB to use the following categories:</p> <ul style="list-style-type: none"> • Management Occupations • Business and Financial Operations Occupations • Computer, Engineering, and Science Occupations • Community Service, Legal, Arts, and Media Occupations • Primarily Instruction • Instruction combined with Research and/or Public Service • Primarily Research • Primarily Public Service • Graduate Assistants – Teaching • Graduate Assistants – Research • Graduate Assistants - Other • Library and Non-postsecondary Teaching Occupations <ul style="list-style-type: none"> ○ Archivists, Curators, and Museum Technicians ○ Librarians ○ Library Technicians ○ Non-postsecondary Teaching Occupations • Healthcare Practitioners and Technical Occupations • Service Occupations • Sales and Related Occupations • Office and Administrative Support Occupations • Natural Resources, Construction, and Maintenance Occupations • Production, Transportation, and Material Moving Occupations 	2010 SOC
Add a screening question to determine if an institution has graduate assistants.	HR TRP
<p>Revise the Primarily Instruction occupational category so that data in the EAP section (Part A) are reported for three subcategories:</p> <ul style="list-style-type: none"> - Exclusively credit - Exclusively not-for-credit - Combination credit/not-for-credit 	HR TRP

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

Human Resources (all institutions) 2012-13	
<p>Make the following revisions to the <i>Salaries</i> section (Part E):</p> <ul style="list-style-type: none"> • Eliminate the contract length differentiation from the survey screens. • Add an additional column to the survey screen after the salary outlays column to collect the number of months covered by those salary outlays. (This number will be used to calculate a weighted monthly average salary.) <p>Note: To assist data reporters in determining the number of hours covered, a worksheet will be provided in the data collection system that collects counts of staff on 9-month contracts, 10-month contracts, 11-month contracts, and 12-month contracts, by gender and academic rank. For each gender and academic rank category, the system would then calculate: (1) the total number of staff reported (i.e., the sum of the values entered for each contract length), and (2) the total number of months covered (i.e., the sum of the staff reported for each contract length multiplied by the number of months in the contract).</p>	HR TRP
<p>Add an additional screen to the Salaries section (Part E), to be displayed immediately after the salary outlays screen for full-time instructional staff, to collect salary outlays for full-time non-instructional staff by occupational category. These totals will not be disaggregated by race/ethnicity or gender.</p> <p>Note: The alignment with the 2010 Standard Occupational Categories (SOC) requires the adoption of new occupational categories for reporting on the HR survey component. If approved, the new occupational categories for which salary outlays will be collected will be:</p> <ul style="list-style-type: none"> • Management Occupations • Business and Financial Operations Occupations • Computer, Engineering, and Science Occupations • Community Service, Legal, Arts, and Media Occupations • Primarily Research • Primarily Public Service • Library and Non-postsecondary Teaching Occupations • Healthcare Practitioners and Technical Occupations • Service Occupations • Sales and Related Occupations • Office and Administrative Support Occupations • Natural Resources, Construction, and Maintenance Occupations • Production, Transportation, and Material Moving Occupations 	2010 SOC
Human Resources (degree-granting institutions with 15+ FT staff) 2012-13	
<p>To streamline data collection across component sections:</p> <ul style="list-style-type: none"> • Eliminate full-time non-instructional research and public service staff from Part G reporting in the <i>Fall Staff</i> section, better aligning this section with the Salaries section, which collects data exclusively on instructional staff. • Add items to Part I of the <i>Fall Staff</i> section (the headcount of full-time non-instructional staff) to include the research and public service categories that were eliminated from reporting in Part G. 	HR TRP
Add a screening question to determine if the institution has a tenure system.	HR TRP
<p>Add the following non-tenure track contract faculty categories to the <i>Fall Staff</i> section (Part G):</p> <ul style="list-style-type: none"> • Multi-year contract • Annual contract • Less than annual contract <p style="text-align: right;">Without faculty status</p>	HR TRP

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

IPEDS Documentation on SOC Codes

The IPEDS HR survey component uses the Standard Occupational Classification (SOC) system to assist institutions in classifying employees for IPEDS reporting purposes. The SOC is a system used by Federal statistical agencies to classify workers and jobs into occupational categories for the purpose of collecting, calculating, analyzing, or disseminating data. In 2010, an updated version of the SOC system (<http://www.bls.gov/soc/>) was released. Consequently, the IPEDS HR survey must be revised to incorporate the 2010 SOC information.

The current HR instructions map approximately 140 of the 821 SOC occupational categories to the following eleven primary functions/occupational activities in the IPEDS HR survey:

- Primarily instruction
- Primarily research
- Graduate assistants
- Other professional (support/service)
- Clerical and secretarial
- Service/Maintenance

Although there were no major changes to the 2010 SOC, the primary functions/occupational activities in the IPEDS HR survey must be redefined to align with an approved aggregation scheme created from the 23 major groups in the 2010 SOC. (In April 2011, the SOC Policy Committee approved the aggregation scheme proposed for IPEDS HR reporting, shown in the table below.) Additionally, NCES must give guidance concerning reporting all SOC occupational categories, not just the subset that is more commonly found on campuses.

There will be a loss of trend data with the adoption of the new categories. Currently, the Other professional, Technical and paraprofessional, and Service/Maintenance categories span SOC major categories, splitting them by skill level, and assigning the more skilled occupations to the Other professional category, and the less skilled occupations to the Technical and paraprofessional and Service/Maintenance categories. This is no longer permitted. HR aggregations must now be based on the SOC major categories, which are discipline focused instead of being based on skill levels.

The IPEDS Occupational Categories that will be implemented in 2012-13 Human Resources reporting are shown below. The first column shows the occupational categories that will be reported in IPEDS starting in 2012-13, incorporating the 2010 SOC. The second column shows the SOC major and minor groups that make up the IPEDS categories.

New occupational categories **for all institutions** due to the required alignment of the HR component with the 2010 Standard Occupational Classification (SOC). These new occupational categories will replace the primary function/occupational activity categories currently used for HR reporting. These changes have been approved by the Office for Management and Budget (OMB) for implementation in the 2012-13 IPEDS data collection. Institutions should begin to prepare to report using the new categories. **Each job at the institution will need to be categorized according to the 2010 SOC in order to report HR data in 2012-13.**

Adopt new occupational categories to replace the current primary function/occupational activity categories.

The alignment with the 2010 Standard Occupational Categories (SOC) requires the adoption of new occupational categories for reporting on the HR survey component. However, the currently used categories **Primarily Instruction, Instruction Combined with Research and/or Public Service, Primarily Research, and Primarily Public Service** will continue to be used, and will not change. The professional/non-professional terminology will no longer be used.

NCES has received approval from OMB to use the following categories:

- Management Occupations
- Business and Financial Operations Occupations
- Computer, Engineering, and Science Occupations
- Community Service, Legal, Arts, and Media Occupations
- **Primarily Instruction**
- **Instruction combined with Research and/or Public Service**
- **Primarily Research**
- **Primarily Public Service**
- Graduate Assistants – Teaching
- Graduate Assistants – Research
- Graduate Assistants - Other
- Library and Non-postsecondary Teaching Occupations
- Archivists, Curators, and Museum Technicians
- Librarians
- Library Technicians
- Non-postsecondary Teaching Occupations
- Healthcare Practitioners and Technical Occupations
- Service Occupations
- Sales and Related Occupations
- Office and Administrative Support Occupations
- Natural Resources, Construction, and Maintenance Occupations
- Production, Transportation, and Material Moving Occupations

Revisions

SISDB Proposed Changes for AY2013 (2012-13)

IPEDS Occupational Categories for Implementation in 2012-13

IPEDS Category	SOC Major/Minor Group Elements and Detailed Occupations
Management Occupations	11-0000 Management Occupations
Business and Financial Operations Occupations	13-0000 Business and Financial Operations Occupations
Computer, Engineering, and Science Occupations	15-0000 Computer and Mathematical Occupations 17-0000 Architecture and Engineering Occupations 19-0000 Life, Physical, and Social Science Occupations
Community Service, Legal, Arts, and Media Occupations	21-0000 Community and Social Service Occupations 23-0000 Legal Occupations 27-0000 Arts, Design, Entertainment, Sports, and Media Occupations
Primarily Instruction	25-1000 POSTSECONDARY TEACHERS
Instruction combined with research and/or public service (I/R/PS)	
Primarily Research	
Primarily Public Service	
Graduate assistants - teaching	25-1191 GRADUATE TEACHING ASSISTANTS
Graduate assistants - research(I/R/PS)	
Graduate assistants - other	
Archivists, Curators, and Museum Technicians	25-4010 Archivists, Curators, and Museum Technicians
Librarians	25-4020 Librarians
Library Technicians	25-4030 Library Technicians
Non-postsecondary Teachers	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
Healthcare Practitioners and Technical Occupations	29-0000 Healthcare Practitioners and Technical Occupations
Service 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
Sales and Related Occupations	41-0000 Sales and Related Occupations
Office and Administrative Support Occupations	43-0000 Office and Administrative Support Occupations
Natural Resources, Construction, and Maintenance Occupations	45-0000 Farming, Fishing, and Forestry Occupations 47-0000 Construction and Extraction Occupations 49-0000 Installation, Maintenance, and Repair Occupations
Production, Transportation, and Material Moving Occupations	51-0000 Production Occupations 53-0000 Transportation and Material Moving Occupations
Not applicable in IPEDS because IPEDS collects data on civilian staff only	55-0000 Military Specific Occupations

Preparing Files for Submission to ADHE

Preparing Files for Submission to ADHE

The following steps are suggested for preparing files for submission to ADHE via the Student Information System (SIS). The process is divided into three steps—data extraction, data validation and error correction, and data submission—that are summarized in the following sections. In each part, a process is described at a general level, due to the diversity of student information systems, followed by some suggested tools and procedures.

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. Some institutions may have a data extraction program, which performs the extraction process. If your institution does not have a program, you will have to extract and format the data manually using a record export utility (e.g., AmCyber's Multi-Edit, Microsoft Access). NOTE: ADHE does not require or recommend the use of Microsoft Access or AmCyber's Multi-Edit. These are the packages used at ADHE for similar purposes and are supplied as examples only. Other comparable software packages are on the market and your institution should decide what software is best for your institution.

Software such as Microsoft Access will allow you to manipulate data into valid SIS fields and values. An example of this is the gender field in the student file. Your institution may use 'M' and 'F' for valid gender values. SIS requires '1' and '2'. Microsoft Access allows you to easily convert these values. After all fields have been edited for the correct values, the data must be formatted as per the SIS Manual. An export template can be created in Access and used to format the data. The File Layout pages will guide you. Watch for filler fields. These fields must contain spaces and are in place for future growth of the file. Also, numeric fields such as credit hours and enrollments must be right aligned.

Whether you have an extraction program or complete the process manually, it is a good idea to look at the final product in a text editor. Looking at the file will alert you to several types of problems, wrong columns, columns not filled in, blank lines in the submission, multiple header/trailer records, etc.

Data Validation and Error Correction

Download the SIS validation executable as a binary file. Log in to an FTP session and move to the appropriate sub folder. When using the ftp service at the command prompt, enter binary and press enter. This sets up the file transfer for binary transfer. (Most of the more modern ftp can automatically detect binary or ascii.) After doing this, file transfer can proceed. Remember that the download of the SIS validation executable from the FTP server is only for Access 2000. After the file transfer is completed, type ASCII and press enter to reset the default download back to ASCII so that you are ready for data file transfer.

Error Clarification

The importance of running the data through the SIS validation software BEFORE submission to ADHE cannot be overstated. Running the validation program loads the data into your Access database. *If you do not run the validation program, your Access database will not have that term's data.* *If you will be replacing the machine you are running the validation software, it is imperative that you preserve the Sisdb.mdb Access database; at present ADHE cannot reconstruct the database for you.* Running data through the validation also produces an error listing in Crystal Reports, a report generating software provided in the validation program. The error listing report can also be viewed later in Access by selecting the reports tab. Print out the error report for your review. Data errors usually result from one of three scenarios: 1) incorrect coding, 2) problems resulting from data entry or extraction, or 3) inconsistency of data across fields and/or files.

Incorrect Coding

The SIS Reference Manual identifies all valid codes that may be used for each record's field. For example, if you enter a code of 7 for a field where the valid options are 1, 2, or 3, an error will result. This type of problem results either from an erroneous data entry or when the data are extracted and/or converted from the institutional files. Generally speaking, a large number of errors in the same field often indicates a data extraction or conversion problem, whereas a small number of errors in the same field is likely due to data entry inaccuracies. Consult your institution's data processing staff or the software vendor for assistance with these types of problems; ADHE is unable to help with these errors.

Problems Resulting from Data Entry or Extraction

You may find it helpful to write some basic queries or reports in Access to help you analyze the data. This will give you information on where errors exist. Do the results make sense to you? For example, you work at a coeducational institution but all of your students are reported as male. You have assigned a code that is valid for that field, but there is a problem either when the data are entered or when the data are extracted and/or converted from the institutional files. Again, contact the data processing staff or the software vendor for assistance; ADHE is unable to help with this type of error.

Remember: You know your institution and what its general demographics are. Review the summaries carefully, compare them with last year's data. Look for unusually large changes in the totals and subtotals. A significant increase or decrease from the prior year's numbers, more often than not, is indicative of errors in your data file(s).

Preparing Files for Submission to ADHE

Inconsistency Across Fields and/or Files

Lack of data consistency results when data in a given field does not match with that reported in another field in the same file or one of the other fields to which it is related. For example, the validation software counts each registration associated with a course and cross-checks the total it calculates from the Registration File with the total enrollment reported in Course File. If the two results are different, an error is generated.

Correcting data errors and miscodings can be done in a number of ways. If the error results from incorrect data in your institution's student information system, you always should correct it there and then extract the data again as described in part 1A above. If the error is not a miscoding in the institutional files, then it can be corrected using an editor (e.g., AmCyber's MultiEdit). This method enables you to correct data that is already in ADHE's SIS format, and the extraction process does not have to be repeated. Use this approach **ONLY** if the errors are not in your institution's system, since any extractions made at a later date will reappear in your ADHE data. *Always go back and fix the problem at its source*; shortcutting the process only results in more problems in the long run.

After correcting all errors reported on the error list, and after identifying and correcting errors found in your queries and reports, run the data through the validation program again. Be advised that this step may have to be repeated multiple times as you progress through the file preparation process in making error corrections. Save your work after you complete each cycle of corrections, but if you save multiple versions of the file, be sure to begin with the most recent version of the file. Once the validation report indicates "No Errors Recorded" and you feel comfortable with the results of the queries and reports, you are ready to submit the files to ADHE.

Finally, remember that ultimate responsibility for the validity and integrity of the data files rests with the institutional staff. The accuracy of ADHE's statewide database is no greater than the combined accuracy of the files coming from all of the institutions.

File Name Conventions

When the data are ready to submit, save a final version on your campus before sending it to ADHE. **You should save and archive all 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. This seems like a small thing, but when dealing with the number of files ADHE does, it becomes a real issue. 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.

If your connection to the Internet is slow, or your submission is large you can zip the submission file. See Section A for the file naming conventions for zip files.

A. 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

B. File Submission Type (File Extension)

The file extension is a 3-letter abbreviation for the type of data being submitted per the following table. All institutions submitting files for validation through the Arkansas Higher Education Student Information System will use the ADHE web page set up for this purpose.

No files will be accepted via the former FTP transfer system due to potential security failures.

NOTE:

ANNUAL files (annual instructor, graduate, athlete, end of term, etc.) should be submitted as *FOUR (4)* separate files and *NOT* merged into regular term data submissions.

File Name Conventions

Term files - use the calendar year and (on-schedule) term *of the data*.

Annual files - use the academic year *of the data*.

Academic year is similar to fiscal year (July 1 – June 30).

C. Filename Examples for Academic Year 2012/2013:	
YY = 2-digit <i>calendar</i> year of data T = on-schedule term of data YR = 2-digit <i>academic</i> year of data	
Term Files	<School Abbr>YYT.<Extension>
Summer II 2012 Regular Term File	<School Abbr>120.DAT
Fall 2012 Regular Term File	<School Abbr>121.DAT
Spring 2013 Regular Term File	<School Abbr>132.DAT
Summer I 2013 Regular Term File	<School Abbr>133.DAT
Summer II 2012 End of Term	<School Abbr>120.EOT
Fall 2012 End of Term	<School Abbr>121.EOT
Spring 2013 End of Term	<School Abbr>132.EOT
Summer I 2013 End of Term	<School Abbr>133.EOT
Summer II 2012 Private/Student End of Term*	<School Abbr>120.PEOT
Fall 2012 Private/Student End of Term*	<School Abbr>121.PEOT
Spring 2013 Private/Student End of Term*	<School Abbr>132.PEOT
Summer I 2013 Private/Student End of Term*	<School Abbr>133.PEOT
Workforce files report data for the <i>previous</i> term	<School Abbr>YYT.WRK
Summer II 2012 Work Force	<School Abbr>120.WRK
Fall 2012 Work Force	<School Abbr>121.WRK
Spring 2013 Work Force	<School Abbr>132.WRK
Summer I 2013 Work Force	<School Abbr>133.WRK
Annual Files	<School Abbr>YR.<Extension>
Annual Instructor	<School Abbr>12.ANN
Athlete	<School Abbr>12.ATH
Financial Aid	<School Abbr>12.FAID
Graduated Student (All students graduating between 1 July 2012 and 30 June 2013)	<School Abbr>13.GRD
Perkins Annual File	<School Abbr>13.PRK
As Needed	
Identification Number Change File	<School Abbr>.SSN2

* Private/Student End-of-Term files are required by the private/independent institutions including BSN and JSN.

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 3 – Athlete 4 – Instructor 5 – Credit Course 6 – Registration 7 – Annual Instructor 9 – End of Term C – ID Change N – Workforce F – Financial Aid P – Private EOT V – Perkins Vocational
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 3 – Athlete 4 – Instructor 5 – Credit Course 6 – Registration 7 – Annual Instructor 9 – End of Term C – ID Change N – Workforce F – Financial Aid P – Private EOT V – Perkins Vocational

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.

Column 1: *ALL* trailer records should begin with 99 regardless of the data type.

Column 3: Type of data. In the case of the Workforce File it would be N.

As a further note, term files (such as fall) will have *several* header and trailer records.

Examples:

The trailer for the student file would be: 991

The trailer for the registration trailer would look like: 996

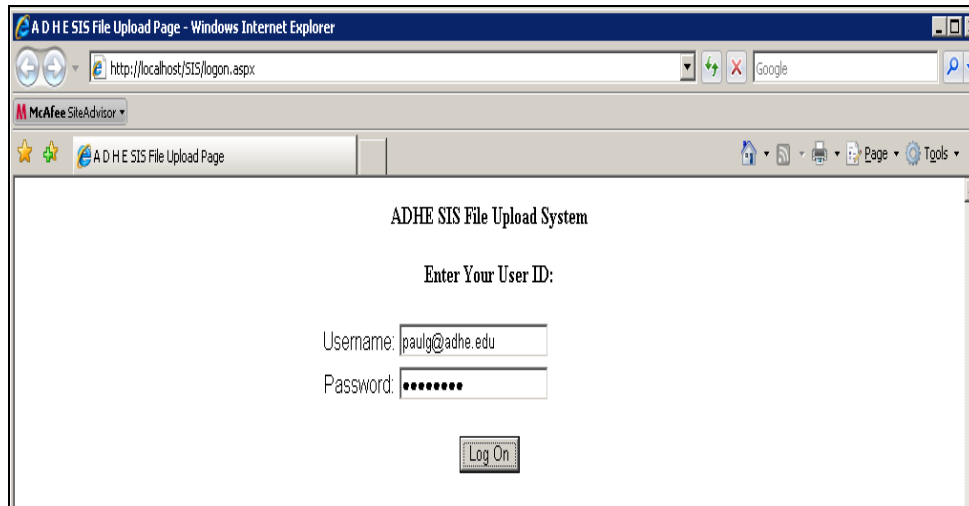
Accessing The Upload System

Log On

The only software requirement for accessing the upload system is a current web browser.

The url for accessing the entry page is: SIS.ADHE.EDU

The first page the user will encounter is the logon page.



The Log On Page, Figure 1

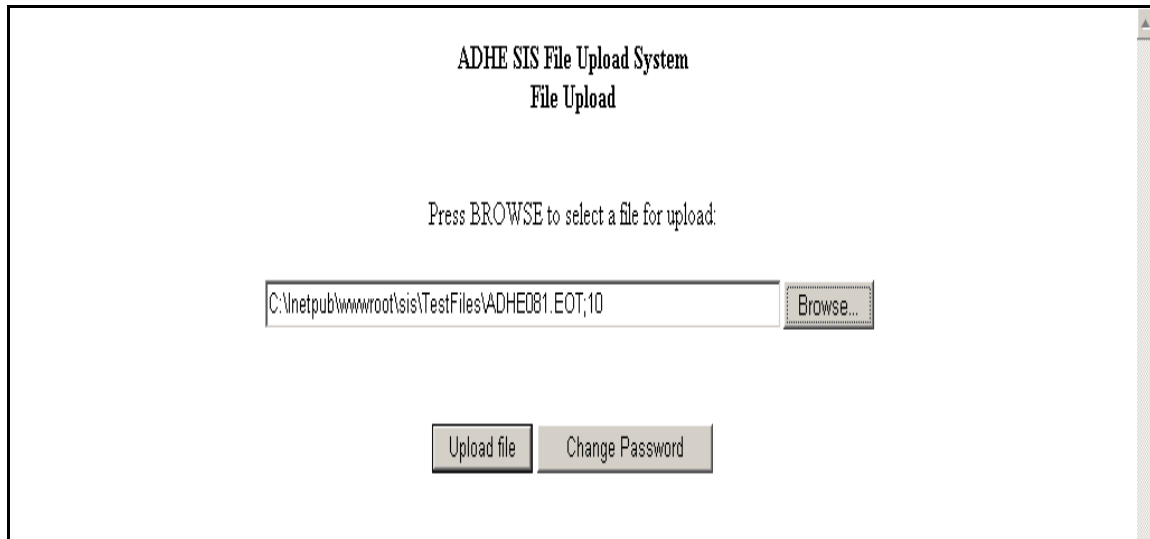
The log on page has two edit boxes for entering the user name and password. The user name is the e-mail address of the person or persons authorized by the institution to upload student information files. The initial user password will be assigned by ADHE. Each submitting institution is responsible for informing ADHE of any personnel changes for persons authorized to access the page for file uploading. The institution has the responsibility of informing ADHE that individuals need to be removed from access to the upload web page. Institutions are responsible for the security of their respective passwords.

After user name and password have been entered, click on the Log On button. If the user name and password are correct, the page will be automatically transferred to a secure sockets layer (SSL) security protocol. This is a further security measure to ensure that data being submitted is secure from capture by none authorized sources.

If the log in is successful , a new page for file upload will be opened. If the log in fails, the user is informed of this fact. Log on failures may be caused by typographical errors, the deletion of the user as an authorized user or system failures. Contact ADHE if you are experiencing problems in logging into the web site.

File Upload Procedure

File Upload Procedure



The screenshot shows a web browser window titled "ADHE SIS File Upload System" with a subtitle "File Upload". The main text says "Press BROWSE to select a file for upload:". Below this is a text input field containing the path "C:\netpub\wwwroot\sis\TestFiles\ADHE081.EOT;10" and a "Browse..." button. At the bottom, there are two buttons: "Upload file" and "Change Password".

File Upload Page, Figure 2

The file upload page is used to actually transfer the file from your computer or network to ADHE. There are two ways this can be done via the page.

If you know the path where the file is located on your computer or the network from which you are uploading the file, the full path and name may be typed into the text box.

For example, if the file was located on your local hard drive in a folder named ADHE Files, the full path and file would be entered in the edit box: C:\ADHEFile\file name

The browse button may be clicked and a file dialog box will open. The file can be located using this control and when it is located, click on the file and the path should appear in the edit box.

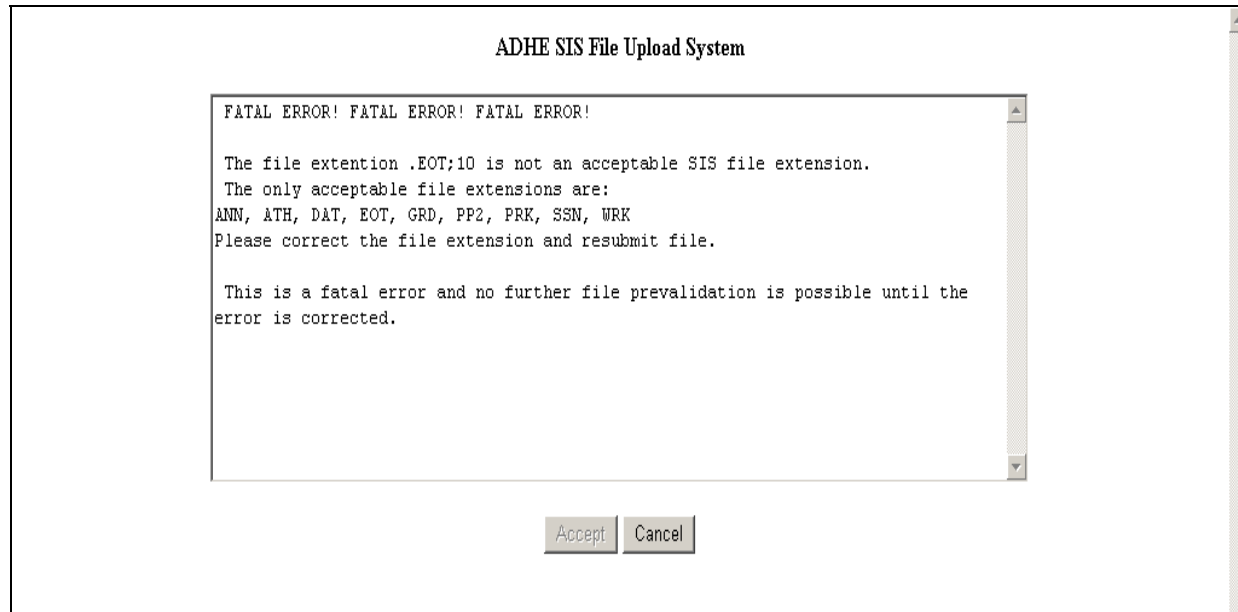
Move to the upload button and click on the upload button.

Zipped files may also be submitted. The standard zip compression methods should be used and the zip file name should be in the form <school abbreviation>.zip. The program behind the web page will decompress and remove the compressed file. There is no further action required on the part of the user.

If an unzipping error occurs, the user will be notified and the currently loaded zip file will be deleted automatically from the web page storage area. If the file is successfully decompressed or unzipped, the user will be taken to the next page automatically.

File Upload Procedure

Upload Warnings and Error Messages



Incorrect File Extension Error Page, Figure 3

After the file has been uploaded, the first pre-validation which occurs is a check of the file extension. If the file does not have an acceptable extension, the user is notified of this fact and must click the cancel button. File extensions such as .EOT.TXT, .DAT; 10, .ATH.2 or any other file extension outside the acceptable ADHE authorized file extensions will not be permitted. The file name must be corrected and uploaded again.

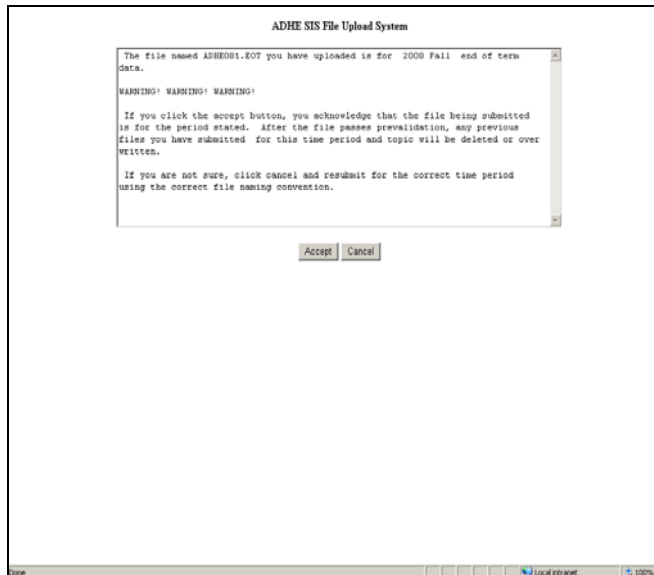
If the file extension is correct, the user is presented with a page informing the user of the period of time covered by the file and the type of file being submitted. If the file meets the correct file naming criteria but is designated for a term or year other than that intended by the user and the file passes all pre-validation, the file will be treated as a correctly named file and will over write previous data submitted.

If the user is not sure the file name is correct, the cancel button may be clicked to return the user to the upload page. The file currently on the web storage area will be deleted. The user may resubmit a corrected file name at this time.

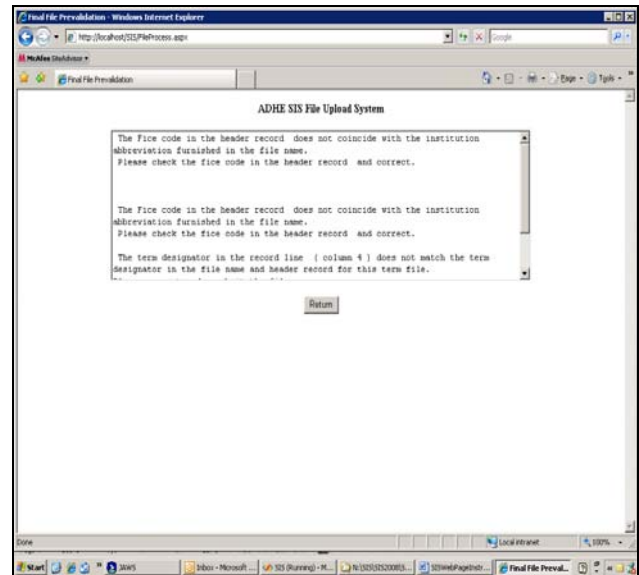
If the user feels confident the file name is for the period described on the page, the accept button should be clicked.

File Upload Procedure

Upload Warnings and Error Messages



File Warning Page, Figure 4.



File Error Page, Figure 5.

File Error Messages

A variety of characteristics are checked within the first 2 lines of the file. If all tests are passed successfully, the user is informed of this fact and an e-mail message is simultaneously sent to the submitting institution to all addressees of record in the ADHE SIS database.

The uploaded file is next transferred automatically to the appropriate ADHE storage area for the file. The file will then be validated through the SIS validation process.

If errors are encountered, the user will be provided a screen showing the errors and a simultaneous e-mail error message will be generated.

Important Note!

Only one file may be uploaded at a time. After either a final notification of a successful pre-validation test or the presence of errors is presented to the user, the return button should be clicked if further uploads are to be performed. The return button returns the user to the upload page for another file upload. If no further file uploads are to be performed, the browser may be closed at this point.

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
Error Listing --- fall 2007
Submission Validated and Loaded
<Institution name goes here>
13:9 April 9, 2008

Submission Report Summaries

Total Records Submitted: 5865
Total Records Inserted: 5857
Total Header Trailers: 8
Total Warnings: 0
Total Errors: 61
Total Student Records: 1558
Total Credit Course Records: 293
Total Registration Records: 3899
Total End of Term Records: 0
Total Graduate Records: 24
Total Athlete Records: 0
Total Annual Instructor Records: 0

For a detailed listing go to <https://Sis.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://sis.adhe.edu> .

The log in page for the SIS upload page should appear. Enter the same user name and password that is used to upload a SIS file submission.

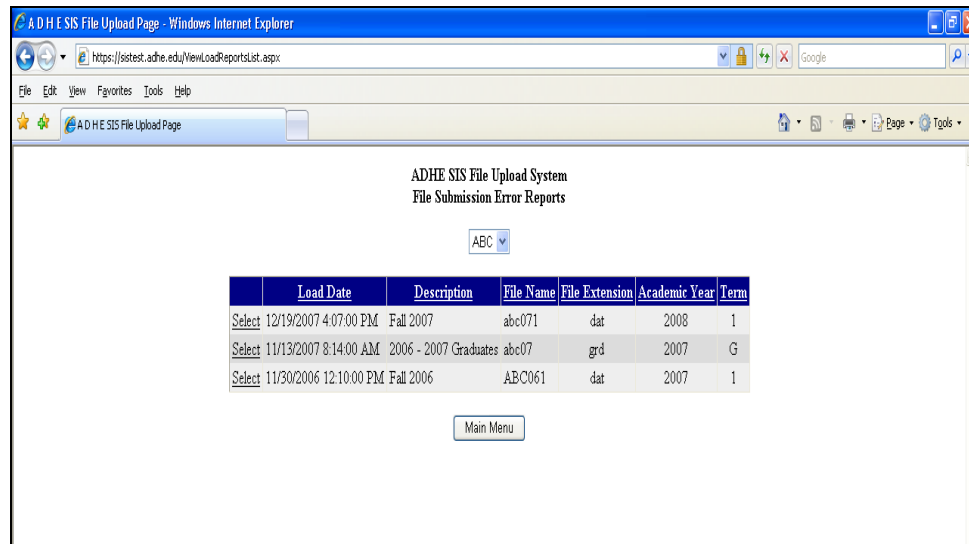
If the log in is successful, the file upload page should appear. To view the file /files error report, click on the "View File Error Reports" button.

Viewing and Printing File Error Submission Reports

File Selection Display Page

After the view error report button is clicked, a new page is presented. 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.

In order to select the output of a particular report, the select link is clicked and the error report for that specific file is displayed. Each time a new select is clicked, a new file error report is displayed for the file selected. Files displayed are the most recently validated file submitted. Any number of files can be displayed one at a time by clicking select on the grid.



	Load Date	Description	File Name	File Extension	Academic Year	Term
Select	12/19/2007 4:07:00 PM	Fall 2007	abc071	dat	2008	1
Select	11/13/2007 8:14:00 AM	2006 - 2007 Graduates	abc07	grd	2007	G
Select	11/30/2006 12:10:00 PM	Fall 2006	ABC061	dat	2007	1

Screen shot of File Selection display Page

Printing the Report

There are 2 basic methods for printing the display to a file.

Right click on the display page and select print in the drop down menu. The entire page with grid and error display will be sent to the printer which is the default printer connected to the computer on which you are displaying the report.

If only the actual content of the error report are desired for printing, begin selecting by holding down the left mouse button and rolling the mouse to the last location which is to be printed.

After highlighting the material to be printed, right-click in the selected material area and click print in the drop down menu. In the dialog box which appears, choose selection to print only the selected material you wish printed and next click print. Continue this process for each file desired to be printed. When you are finished viewing or printing error reports, click the main menu button to return to the main upload page.

Off-Schedule Reporting

If a class starts later than the 11 day of classes, 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. For example, 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.

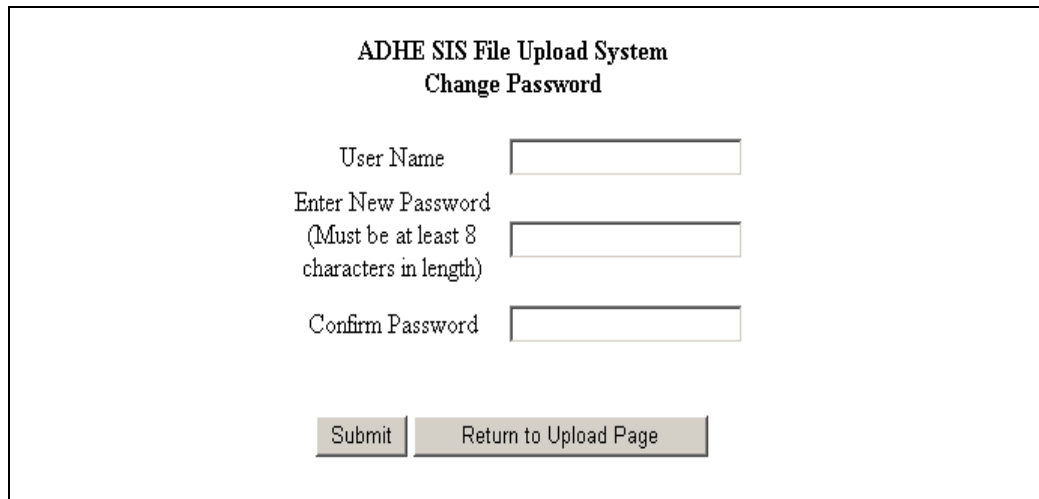
As a second example, a student registers only for fall courses beginning on October 10. All associated records for him/her (student, course, registration, and instructor) are coded as 5, and he/she would not have any on-schedule records.

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

Changing Passwords

Changing Passwords



The screenshot shows a web form titled "ADHE SIS File Upload System" with a subtitle "Change Password". The form contains three input fields: "User Name", "Enter New Password (Must be at least 8 characters in length)", and "Confirm Password". Below the input fields are two buttons: "Submit" and "Return to Upload Page".

ADHE SIS File Upload System	
Change Password	
User Name	<input type="text"/>
Enter New Password (Must be at least 8 characters in length)	<input type="password"/>
Confirm Password	<input type="password"/>
<input type="button" value="Submit"/>	<input type="button" value="Return to Upload Page"/>

Changing Passwords, Figure 6.

Once a user has logged in to the system, the user may change their password. There is a change password button on the file upload page. By clicking the change password button, the user is relocated to the change password page. The user name is automatically transferred to the change password page along with the old password. The user does not need to enter either.

Two edit boxes are presented to the user. The new password is entered into each of the two edit boxes. The new password will not be visible. Passwords must be at least 8 characters in length and may be any alpha-numeric character as well as punctuation symbols.

Do not use common names, birth dates or other personal information which could be guessed by someone else. Use good password security. Be sure to write your new password down and keep it in a secure location. ADHE cannot give you the forgotten password since the passwords are hashed for security purposes. If the password is lost or forgotten, the user will have to contact ADHE to receive a temporary password to reenter the system.

After the new password has been entered in both edit boxes, click the submit button to initiate the new password. If the password is less than 8 characters in length or the two new password entries do not match, the user is informed of this fact and the new password must be reentered.

If the password is successfully entered into the system, the user will be informed. Click the return button to return to the file upload page or exit the web site by closing the browser.

ID Change for Student or Instructor

NEW File Layout

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 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.

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 for the student or instructor's date. If the 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 for the year. Ex: MMDDYYYY where: MM = month (01-12) DD = day (01-31) YYYY = year (0000 – 9999) If birth date is unknown, enter eight zeros.
Change of Record Type	31	1	Enter the type of identification number type to be changed. 1 = Student Record 4 = Instructor Record Notes: 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	Academic year to be changed

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

*International students with student visas may not have valid SSNs.

Also, 5 U.S.C. §552a allows students to withhold their SSN.

Provide a Social Security Number in the format: XXXYYZZZZ

The rules for valid SSNs are available on the SSA website: <http://ssa.gov> by searching for 'invalid number'.

According to SSA, these rules constitute **INVALID** numbers:

SSNs with the first three digits of:

- 000
- 666
- 900 series

Additionally, prior to June 25, 2011, SSA never assigned an SSN with the first three digits of:

- 000
- 666
- Above 772 in the 700 series
- 800 series
- 900 series

SSA has never assigned an SSN with the second two digits of 00 or the last four digits of 0000.

For more information on invalid SSNs, please see:

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/randomizationfags.html>

Social Security Number Randomization: <http://ssa.gov/employer/randomizationfags.html>

ID Change for Student or Instructor

OLD File Layout

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. This file can ONLY be run by Paul Nations or Robert Crockett. Direct all email to them, with copies to the other members.

Field Name	Field #	Length	Field 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
New Identification Number	13	9	Enter the corrected or current social security number or college identification number reported in previous submissions.
Date of Birth	22	8	Enter the date of birth for the student or instructor's date. If the 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 for the year. Ex: MMDDYYYY where: <div>MM = month (1 - 12)</div> <div>DD = day (1 - 31)</div> <div>YYYY = year (0000 - 9999)</div> If birth date is unknown, enter eight zeros.
Change Record Type	30	1	Enter the type of identification number type to be changed. 1 = Student Record 4 = Instructor Record <u>Notes:</u> <ul style="list-style-type: none">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.

The file naming convention is: <School Abbr>.SSN

Adjustment to Cohort

According to the NCES IPEDS Graduation Rate Survey, exclusions to the cohort may be made for students who left your institution, have neither graduated nor transferred to another institution, and meet the definitions in Change Record Type, Field 13.

Students who return and complete their degree/certificate within 150% of the normal required time may be re-added to the original cohort.

See Section II, Part C of <http://nces.ed.gov/ipeds/form1999/grs-1s.pdf>

The file naming convention is: <School Abbr>.ADJ

Field Name	Field Number	Length	Field Description
Record Type	1	2	Enter 02 for detail record.
Data Type	3	1	Enter R for removing student from <u>or</u> restoring to the cohort table.
Identification Number	4	9	Enter the social security number or college identification number reported in previous submissions.
Change Record Type	13	1	<p>Enter the documented reason for change.</p> <p>1 = The student is deceased or is totally and permanently disabled and thus unable to return to school.</p> <p>2 = The student left school to serve in the armed forces, (DO NOT include students already in the military who transfer to another duty station.)</p> <p>3 = The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.</p> <p>4 = The student left school to serve on an official church mission.</p> <p>9 = Restore student to cohort</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> Student changes will be applied to all instances of the original number at the reporting institution in the: Fall Cohort Table and Athlete Cohort Table.

T E R M
F I L E S

S T U D E N T

Student Record Layout

HEADER RECORD: (ONCE PER FILE)

Field Name	db 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 (OPTIONAL)	college id	5	10	
SISDB Student ID	ssn id	15	9	
Filler		24	6	Pad with spaces
Student Name	student name	30	30	(Last, First M.I.
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 - 14
Transfer FICE Code	transfer fice	84	6	
Student Level	student level	90	2	00 - 11, 13
Degree Intent	degree intent	92	1	2, 3, 4, 6, 7, 8, 9, D
Attendance Status	attend status	93	1	0 - 1
Credit Hours, On Campus In-District	on cr hours	94	2	01 - 99
Credit Hours, Non-traditional Site	off cr hours	96	2	01 - 99
Reason for Enrollment	enroll reason	98	2	01 - 06, 08, 98, 99
High School GPA	high school gpa	100	4	9999
Filler		104	2	Pad with 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, 7, 9
Entrance Exam Score	ent exam score	125	4	
Math Test Type	test type math	129	1	0 - 5, 7, 9
Math Score	test math	130	3	
Math Placement Status	math placement stat	133	1	1 - 3, 8, 9
English Test Type	test type english	134	1	0 - 5, 7, 9
English Score	test english	135	3	

Student Record Layout

Field Name	db Name	Field #	Length	Valid Choices
English Placement Status	english_placement_stat	138	1	1 - 3, 8, 9
Reading Test Type	test_type_reading	139	1	0 - 5, 7, 9
Reading Score	test_reading	140	3	
Reading Placement Status	reading_placement_sta	143	1	1 - 3, 8, 9
ACT Science Reasoning Score	test_science	144	2	01 - 36, 99
Filler		146	4	
Career Pathways	career_path	150	1	1, 2, 0
Filler		151	3	Pad with 3 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, if applicable	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 File 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. The mark (grade) of AU is included in the end of term file in the event the student's enrollment status is changed to audit during the term. (Agenda Item 17; April 28, 2006)

Due to the Lottery Act, test score data will also be required every semester for all undergraduate students that receive state assistance and authorize the release of their information on the RIA form (release of information authorization), also called the consent form.

While test scores are needed for these three groups of students, placement statuses are only required for first-time entering students.

NOTE: Regarding the Lottery Act student test scores, a good rule of thumb would be – when in doubt provide the test score.

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	<p>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.</p> <p>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</p> <p>NOTE: Report the term when the credit hours were generated and not the term when the hours were submitted.</p>

Student File Definitions

Name #		Length	Field Description
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. 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. ADHE will not validate or use this information in any way. This field is added as a convenience for institutions choosing to use it.
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. If the student does not provide a valid social security number, see Note C. below. a. If a new (changed) ID is being reported for this student, use the process described under "ID Change" in this manual to update it. b. See the reference called "ID Change for Student or Instructor Record Layout" for valid SSN's. c. See the reference called "Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Student ID)" for working with Alternate SISDB Student ID.
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: Brown, William J. Jr.
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 outlined in Appendix H.
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. 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 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. Note: Geographic origin may differ from the state of current legal residence. Refer to the definitions of current legal residence (Appendix H) and geographic origin in the Glossary (Appendix G).

Student File Definitions

Name #		Length	Field Description
Tuition Status res_tuition_status	67	1	<p>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)</p> <p>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.</p>
Border County Waiver tuition_waiver	68	1	<p>Report if this student receives a tuition waiver due to residency in one of the out-of-state border counties identified in Appendix B.</p> <p>1 = Student does not receive border county waiver 2 = Student receives border county waiver</p>
Gender gender	69	1	<p>Enter the gender of student.</p> <p>1 = Male 2 = Female</p>
Non-resident Alien or Unknown non_resident_alien	70	2	<p>Enter the appropriate code to indicate the student's race/ethnicity or foreign residency classification.</p> <p>06= Non-Resident Alien 09 = Unknown or Refused to answer (for citizens or resident aliens) 00 = Not Applicable</p> <p>NOTE: No more than 5% of an institution's students may be assigned to code 09. Designations are used for cohort reporting purposes only. Refer to the Glossary (Appendix G) for definitions. 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.</p> <p>The student should be coded as 09 above, if (in the race/ethnic fields) a student has: •no ones [all 2s (No)] <u>or</u> •all zeros (Refused to Report) <u>or</u> •any combination thereof</p>

Student File Definitions

Name #		Length	Field Description
Date of Birth date_of_birth	74	8	<p>If the birth date is known, enter the student's Month/ Day/ Year of birth. Use:</p> <ul style="list-style-type: none"> the first two positions to designate the 2-digit month, the second two positions for the 2-digit day, and the last four positions for the 4-digit year. <p>If the birth date is not known, enter eight zeros in this field. (No spaces!)</p> <p>Format: MMDDYYYY</p> <p>where: MM = month (01 - 12) DD = day (01 - 31) YYYY = year (0000 - 9999)</p> <p>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.</p>
Enrollment Status enroll_status	82	2	<p>Enter the student's current status at your institution. See Glossary (Appendix G) for definitions of enrollment status.</p> <p>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 = Graduate transfer 12 = Readmitted graduate student 13 = High school student 14 = Undergraduate transfer TRANSIENT student</p> <p>NOTE:</p> <ol style="list-style-type: none"> IPEDS Defines a First-Time Entering Student as a First-time student (undergraduate) – A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and 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 <u>only once</u> and should not be confused with entering undergraduate transfer student. Transfer students must be coded 03 or 11 and have a transfer institutional FICE code reported in field 84. A transfer institutional FICE code also must be reported for students classified as 04 or 05. Community and technical colleges must use codes 01, 02, 03, 06, 08, 09, 10, 13, or 14. Students currently enrolled in high school must be coded as 13 here and code 13 in the student_level field. Students coded as 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 and a reason for enrollment of 02. High school GPA's or placement test scores are not required for these students and no more than five (5) percent of your students can use this code. If your institution cannot recognize or track such transient students, you may continue to code these students as 03.

Student File Definitions

Name #		Length	Field Description
Transfer Institution FICE Code transfer_fice	84	6	<p>Enter the FICE code from the student's transfer institution. See Definition of transfer student under enrollment status in the Glossary (Appendix G). Leave six blank spaces if student is not reported as a transfer in field 82. If the student is a transfer, but the FICE code is unknown, enter 999999. (See Appendix C for state code list).</p> <p>Ex:</p> <ul style="list-style-type: none"> - In state: (See Appendix A for Institutional FICE Code) - Out of state: State Code + 9999 ex: Alabama = 019999 <p>NOTE: If enrollment status (field 82) is coded as 03, 04, 05 or 11, a FICE code for the transfer institution must be reported. 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.</p>
Transfer Institution FICE Code transfer_fice	84	6	<p>Enter the FICE code from the student's transfer institution. See Definition of transfer student under enrollment status in the Glossary (Appendix G). Leave six blank spaces if student is not reported as a transfer in field 82. If the student is a transfer, but the FICE code is unknown, enter 999999. (See Appendix C for state code list).</p> <p>If in state: (See Appendix A for Institutional FICE Code)</p> <p>If out of state: State Code + 9999 ex: Alabama = 019999</p> <p>NOTE: If enrollment status (field 82) is coded as 03, 04, 05 or 11, a FICE code for the transfer institution must be reported. 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.</p>

Student File Definitions

Name #		Length	Field Description
Student Level student_level	90	2	<p>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 Glossary (Appendix G) for definitions of student level.</p> <p>00 = Unclassified undergraduate (see note 4) 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</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. If a student is taking undergraduate coursework and can be classified as a freshman (01), sophomore (02), junior (03), senior (04), high school (13) student level, assign the student to the option most appropriate. 2. 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. 3. 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). 4. These students are counted as undergraduates per instructions from NCES. 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. 5. Students with a baccalaureate degree enrolled in graduate coursework but not admitted into a graduate degree program should be reported as code 11.

Student File Definitions

Name #		Length	Field Description
Degree Intent degree_intent	92	1	<p>Enter the code corresponding to the student's degree intent.</p> <p>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)</p> <p>NOTE: A high school student must be reported as non-degree-seeking until the college or the university matriculates the student.</p>
Attendance Status attend_status	93	1	<p>Enter the student's status according to the credit hours reported for this student in this submission.</p> <p>0 = Full-time 1 = Part-Time</p> <p>For FALL or SPRING: Full-time: Undergraduate is >= 12 hr; Graduate >=9 hr Part-time: Undergraduate is < 12 hr; Graduate < 9 hr</p> <p>For SUMMER I or SUMMER II: Full-time Undergraduate is >= 6 hr; Graduate >= 5 hr Part-time Undergraduate is < 6 hr; Graduate < 5hr</p> <p>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.</p>
On-Campus / In-District Credit Hours on_cr_hours	94	2	<p>Enter the number of total credit hours in which the student is enrolled either on-campus and/or within the district for your institution.</p> <p>00 = not enrolled on-campus or in-district ## = number of on-campus or in-district credit hours</p>
Non-Traditional Credit Hours off_cr_hours	96	2	<p>Enter the number of total credit hours in which the student is enrolled off-campus, out-of-district for your institution, or via distance learning.</p> <p>00 = not enrolled in non-traditional sites or formats ## = number of non-traditional credit hours</p>
Reason for Enrollment enroll_reason	98	2	<p>Enter the primary reason for the student attending the institution this term.</p> <p>01 = Complete coursework toward degree or certificate completion at home institution 02 = Complete coursework toward degree or certificate completion at another institution 03 = Obtain or improve job skills 04 = Acquire or maintain licensure 05 = Improve self/Personal enrichment (non-job-related skills) 06 = Complete coursework for concurrent or dual enrollment 08 = Explore educational opportunities 98 = Other 99 = Unknown</p>

Student File Definitions

Name #		Length	Field Description
High School GPA high_school_gpa	100	4	<p>Enter the high school GPA for students under 26 years of age (age 25 or younger) who are first-time, full-time, degree or technical certificate seeking entering freshmen who completed high school, on a 4.0 scale within the last five years (AP courses may exceed 4.0). This is needed to facilitate expansion of the Student Success Report that is prepared annually by ACT as feedback to the high schools and institutions to more fully address college success factors related to college preparation.</p> <p><u>GPA Syntax</u> – please drop the decimal point and use all 4 spaces.</p> <p>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.</p> <p>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. 3. If the student is not in this cohort and you have GPA's, enter the GPA. 4. If the student is not in this cohort and you do not have GPA's, enter zeros. 5. Enter zeros for all other (non-first time) students.</p>
<p>If student is NOT non-resident alien, unknown, or refused to report (field 70 = 00), more than one race (fields 106, 107, 109, 110, 111) may apply.</p>			
Asian [Race] asian	106	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Black [Race] black	107	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Hispanic [Ethnicity] hispanic	108	1	If Hispanic is chosen, one or more race <u>MUST</u> also be chosen 1 = Yes 2 = No 0 = Refused to report or not applicable
American Indian [Race] amerind	109	1	1 = Yes 2 = No 0 = Refused to report or not applicable
White [Race] white	110	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Native Hawaiian [Race] Hawaiian	111	1	1 = Yes 2 = No 0 = Refused to report or not applicable

Student File Definitions

Name #		Length	Field Description
High School Code hs_code	112	6	<p>Enter the code representing the high school where the student received his/her high school diploma. See Appendix D for the list of high school codes from the College Entrance Examination Board.</p> <p>Use the StateCode+9999 when the high school is out of state. See Appendix C for the list of State Codes.</p> <p>Examples: 041695 (AR State Code + Monticello High School) 049999 (AR High School unknown or GED) 269999 (MO State Code + 9999) 969999 (home-schooled student)</p>
High School Graduation Year hs_grad_year	118	4	<p>Enter the year the student graduated from high school or received a GED. YYYY = year of graduation (0000 - 9999)</p> <p>If the student:</p> <ul style="list-style-type: none"> - is currently in high school, enter the anticipated year of graduation. - is first-time entering AND a high school graduate, enter year of high school graduation - is first-time entering AND high school code = 049999 or 999999 AND high school completion status = 2 or 3, enter 8888 - is NOT first-time entering and graduation year is not available, enter 9999. <p>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.</p> <p>A warning is generated when the student's graduation year is greater than 65 years prior to or four years beyond the current year.</p>
High School Completion Status diploma_ged	123	1	<p>Enter high school completion status for ALL undergraduate students.</p> <ul style="list-style-type: none"> 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) 3 = Student does not have diploma or GED (student is <u>not</u> in high school) 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 an undergraduate <p><u>Notes:</u> If you do not know where the Diploma/GED is from, you can place XX9999 in the hs_code field where XX is the 2-digit state code (Appendix C.)</p>

Student File Definitions

New Freshmen Assessment Policy

The new Freshman Assessment Policy was approved by AHECB resolution in April 2012.

The data collection for this group of students will take effect in **Academic Year 2013-2014**.

This will require 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.

Due to the Lottery Act, test score data will also be required every semester for all undergraduate students receiving state assistance (as defined by the Lottery Act) in which the student has authorized the release of their information on the RIA form (release of information authorization), also called the consent form. (You should have this information on file for all students that entered your institution as a first-time entering freshman. You may or may not have it for transfer students.)

NOTES:

- (a) Regarding the Lottery Act student test scores, a good rule of thumb would be – when in doubt provide the test score.
- (b) Placement Status is only required for first-time entering students.

Test types and test scores (ACT, etc.) must be provided for the following types of students:

- (1) first-time entering freshmen with degree intent of 2, 4, or 6
 - (2) high school students
 - (3) state-assisted students that consented to the release of information
- (Note that the Clarifying Memo of July 2, 2010 exempts transfer students.)

For concurrent students (enroll status = 13 and course level = 7 or 8):

Enrolled in:	Required Scores:	Optional Scores:
Math (CIP 27)	Math	English/Reading
English (CIP 23)	English	Math/Reading
Other general education courses (not CIP 23 or CIP 27)	Reading	Math/English

Cutoff Scores Per AHECB Policy:

Test	SISDB Code	Valid Scores	Math	English	Reading
ACT	0	1-36	>= 19	>= 19	>= 19
SAT	1	Individual test: 200-800 Composite: 400-1600	>= 460	>= 470	>= 470
Asset	2	Math: 23-55 Writing: 23-54 Reading: 23-53	>= 39	>= 45	>= 43
Compass	3	1-99	>= 41	>= 75	>= 82
Explore	4	1-25	>= 15	>= 14	>= 14
Plan	5	1-32	>= 17	>= 16	>= 15

Name #		Length	Field Description
Entrance Exam Type ent_exam_type	124	1	Enter the code corresponding to the test type used to place the student in math, English, or reading. 0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS 7 = Test not required 9 = Does not apply (the student is not one of the students referenced above) NOTE: If code 9 is entered here, fields test type math, test type English, and test type reading 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.

Student File Definitions

Please use the following definitions for fields 129-143.

Test Used for Placement	<p>Enter the code corresponding to the test type used to place the student s in math, English, or reading.</p> <p>0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS 4 = EXPLORE (high school students only) 5 = PLAN (high school students only) 7 = Test not required 9 = Does not apply (student was not referenced in previous section)</p> <p>NOTES:</p> <ol style="list-style-type: none"> This field is required for: <ol style="list-style-type: none"> first-time entering freshmen with degree intent of 2, 4, or 6 high school students state-assisted students that consented to the release of information (Note that the Clarifying Memo of July 2, 2010 exempts transfer students.) If the student is coded as first-time entering undergraduate for enroll status and degree intent indicates either associate or baccalaureate degree seeking, then code 0, 1, 2, 3, 4, or 5 must be reported in this field. If test option 0, 1, 2, 3, 4, or 5 is reported, a score must be reported in the score field (test_math or test_English, or test_reading). If student has not been tested and is placed in remediation, enter 2 for ASSET and enter 999 for the score. If code 7 is reported, degree intent must be 3, 7, or 8 for first-time entering students only. Test scores are to be reported for those students who change from seeking a certificate-level award to an associate degree, those whose degree intent changes from non-degree to degree-seeking and non-degree-seeking students who enroll in mathematics or English composition. <p>(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].")</p>
Placement Status	<p>Enter the code corresponding to the student's placement status regardless of whether or not the student was enrolled during the reporting term.</p> <p>1 = College-level placement (ACT, SAT, ASSET, COMPASS) 2 = College-level placement (additional local test used) 3 = Placement in remedial course 8 = First-time freshman not in associate or baccalaureate program, but in a 2-yr or technical certificate program 9 = Is not required (the student is not one of the students referenced on previous page)</p> <p>NOTES:</p> <ol style="list-style-type: none"> Placement status information is only required for first-time entering students. Code 2 is used only when student is placed in college-level coursework after completing the ACT, SAT, ASSET, COMPASS, EXPLORE, or PLAN to determine if AHECB remediation standards are met and then a local exam is administered for placement purposes. If code 8 is entered, the degree intent field must be 3, 7 or 8. Code 9 may be used for state-assisted students that consented to the release of information provided they are not first-time entering or high school students. See Appendix F for additional information on freshman assessment and placement.

Student File 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 math placement test (field 129). If the student was assessed using the ASSET or COMPASS, the intermediate algebra test score is used for placement purposes. If the student took any other parts of the ASSET or COMPASS for math, enter 999 in the field. If a score of 999 is entered, a value of 3 must be entered for the math placement status field.
Math Placement Status math_placement_stat	133	1	Enter the code corresponding to the student's math placement status regardless of whether or not the student was enrolled in math during the reporting term. Refer to definition.
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. For those students with an SAT test in the test_type_English field (including those with a TSWE score), the verbal score should be entered here. For those students with an ASSET score in the test_type_English field, the Language Usage score should be used. If a score of 999 is entered, a value of 3 must be entered for the English placement status field.
English Placement Status english_placement_stat	138	1	Enter the code corresponding to the student's English placement status regardless of whether or not the student was enrolled in English during the reporting term. Refer to definition.
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 from the test type indicated for the Reading Placement Test field (test_type_reading). For those students with an SAT score shown in the reading placement test field, the same verbal score reported in the English score field should be used. For those students with an ASSET score in reading placement test field, the Reading Skills score should be used. If a student's reading score is 999, a value of 3 must be entered for the reading placement status field.
Reading Placement Status reading_placement_stat	143	1	Enter the code corresponding to the student's reading placement status regardless of whether or not the student was enrolled in reading during the reporting term. Refer to definition.

Student File 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". If an ACT composite score is reported (field 125) and the student is a first-time entering freshman, a valid score must be entered. NOTE: 1. This field is required for first-time entering undergraduates. 2. If student is coded as first-time entering undergraduate for enrollment status (field 82) and degree intent (field 92) indicates either associate or baccalaureate degree seeking, a score must be reported in field 144 if the test score is an ACT.
- - FIELDS 150 – 152 APPLIES TO <u>ALL</u> STUDENTS – NOT JUST FIRST-TIME ENTERING. - -			
Name #		Length	Field Description
Career Pathways career_path	150	1	Criteria determined by your campus pathways point of contact: An adult caretaker, parent or relative of a child under the age of 19 who is deemed financially needy because they are/have: - A former or current recipient of TEA cash assistance; or A current recipient of Food Stamps, ARKids or Medicaid; or Earnings are at the 200% of the FPL or less. - Designate whether this student is a Career Pathways student. 1 = Yes 2 = No 0 = NA
FILLER	151	3	Pad with spaces. REPLACES: (field length, field name) 1, Pell Recipient 1, BIA Recipient 1, Lottery Release of Information Authorization
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	Enter a 1 (Yes) for the student if the student is majoring in an education field (defined as CIP 13) <u>OR</u> is in a major or minor that is part of a teacher preparation program (but is not in CIP 13). This is very similar to the graduate file, fields EE_CIP_CODE and EE_CIP_DETAIL, and is designed to identify such students before graduation. 1 = Yes 2 = No
GED Test Score, if applicable ged_test_score	163	4	Please provide 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. Integers only.

C R E D I T
C O U R S E

Credit Course Record 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
Technical Institute Funding (applies only to ATU, UAM, & ASUJ)	tech_inst_funding	11	1	O = Ozark; C = Crossett M = McGehee; T = Marked Tree
Course Title	course_name	12	30	
Course Number	course_number	42	10	Include Dept Abbrev
Course Section Number	course_section	52	3	
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
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	See Page xx for valid ssn's
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
Filler		91	2	Pad with 2 spaces
Department Code	dept_code	93	4	
Receiving Course Location	recv_locn	97	2	0X, 00 - 12, 77, 98, 99
In- or Out-of-District Status	in_district	99	1	1 - 3
Non-traditional Site	location	100	30	
County Code	county_code	130	3	000 - 075
Full Tuition Rate	full_tuition	133	1	0, 1, or 2
ACTS Course Number	acts_course_number	134	9	
College Instructor ID (Optional)	college_id	143	10	

TRAILER RECORD: (ONCE PER FILE)

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

Credit Course File 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. Faculty teaching concurrent courses at an institution of higher education will hold the same credentials as do all other adjunct faculty at the institution (master's degree plus 18 hours in the area of study). See Board Policy 5.16.3, revised June 23, 1999)

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	<p>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.</p> <p>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</p> <p>NOTE: Report the term when the credit hours were generated and not the term when the hours were submitted.</p>
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.

Credit Course File Definitions

Name #		Length	Field Description
Technical Institute Funding tech_inst_funding	11	1	For ASUJ, ATU, and UAM only. Identify courses that should be excluded from the funding formula. Technical, occupational, or vocational courses offered by what were the technical institutes at Ozark, Crossett, and McGehee should be excluded from the funding formula in order to avoid double funding. All other schools, please leave this field blank O=Ozark C=Crossett M=McGehee T=Marked Tree
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
Course Section course_section	52	3	Enter the section number for the course.

Credit Course File Definitions

Remedial Course Subject	CIP Code Required
Math Only	32.0104
English Only	32.0108
Reading Only	32.0108
Math and English	Use the CIP Code that reflects the majority of the course content, but only 32.0104 or 32.0108
Math and Reading	Use the CIP Code that reflects the majority of the course content, but only 32.0104 or 32.0108
English and Reading	32.0108
Math, English, and Reading	32.0108, unless math is the majority of the course content, then use 32.0104

Name #		Length	Field Description
Course CIP Code, Program-Level cip_2010_code	55	2	<p>Enter the program-level CIP code (first 2 digits) for this course. See the NCES publication Classification of Instructional Programs, 2010 Edition.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. The CIP code must match the course curriculum but may or may not be the same as the academic program offering the course. <u>Example A:</u> A business program class (e.g., BUS496) should be assigned a 52 CIP code. <u>Example B:</u> An English course delivered by a general education program has a 23, not a 24, CIP code. 2. Remedial courses: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • courses that serve as an orientation to your college or university • basic skills courses.
Course CIP Detail-Level cip_2010_detail	57	4	<p>Enter the detail-level CIP code (last 4 digits) for this course. See the Classification of Instructional Programs 2010 edition. ALL SHOULD NOT BE ZEROS.</p> <p>32.0104 – Remedial Math (use for all course level 0 math courses) 32.0108 – Remedial English or Remedial Reading (use for all course level 0 English or reading courses)</p>

Credit Course File Definitions

Name #		Length	Field Description
Course Type course_type	61	1	<p>Enter the type of course according to whether it meets as an organized or individualized format (see definitions below).</p> <p style="text-align: center;">1 = Organized course 2 = Individualized course</p> <p>Note: An organized course is provided principally by regularly scheduled classes in classrooms or other instructional facilities at stated times (e.g., lecture, seminar).</p> <p>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.</p>
Course Method delv_method	62	2	<p>Report the type of delivery method that best characterizes this course. Use the term that reflects your institution's description of the method.</p> <p>01 = Lecture 02 = Lecture/Laboratory (lecture course which includes a lab component as part of the same course registration); see Note 4. 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 of 16 = Studio Course 17 = Dissertation/Thesis Research 18 = Activity Course (e.g., physical education) 19 = Seminar 20 = Telecommunications 21 = Correspondence 98 = Other 99 = Unknown</p> <p>Note: 1. Use code 20 in this field only if the course is offered via telecommunications. 2. 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. 3. If a code other than 20 is reported, enter 00 in field 64. 4. 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.</p>

Credit Course File Definitions

Technology Type Description	Web Based WB	Site-to-Site SS	Other OT
00 = Not applicable--course method is not telecommunications			
10 = One Way Real-Time immediate Technology			X
11 = Broadcast Television			X
12 = Cable Television			X
13 = Radio			X
19 = Other			X
20 = Two Way Real-Time immediate Technology		X	
21 = Videoconferencing, including freeze frame, compressed, and full-motion video systems	X		
22 = CuSeeMe compressed digital video over the web		X	
23 = Interactive satellite uplink/downlink			X
24 = Conference calls/audio teleconferencing			X
25 = Audiographic conferencing			X
26 = One-to-one telephone			X
27 = Real-time e-mail chat			X
39 = Other			X
40 = One Way Asynchronous delayed Technology			X
41 = HTML web sites	X		
42 = Web sites without web boards	X		
43 = Video and audio tapes via mail			X
44 = CD-ROMs			X
49 = Other			X
50 = Two Way Asynchronous delayed Technology		X	
51 = One-to-one e-mail			X
52 = Electronic group discussion/computer mediated communication, including ListServ / bulletin and web boards	X		
98 = Other			X

Name #		Length	Field Description
Technology Type technology	64	2	<p>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 to deliver the course content.</p> <p>00 = Not Applicable, course method is not telecommunications WB = Web-Based SS = Site-to-Site OT = Other</p> <p>NOTE: Use codes WB, SS, or OT only if delv_method field is coded as 20.</p> <p>SREB Definition: <u>Web-Based (WB)</u> – courses delivered over the Internet (Web delivery); <u>Site-to-Site (SS)</u> – courses delivered through special facilities for site-to-site two-way audio-video (compressed video); and <u>Other (OT)</u> – courses delivered via satellite, cable TV, broadcast TV/radio, closed-circuit, video tape, CD ROMS, DVDs, e-mail, etc.</p> <p>The previous codes used in the SISDB would cross-walk to the new codes as follows.</p>
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 File Definitions

Name #		Length	Field Description
Course Level course_level	68	1	<p>Enter the level of this course. See course level definitions in the Glossary (Appendix G).</p> <p>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 merged with high school advanced placement class) 8 = Merged 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</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. Any remedial-level English, mathematics, or reading course must be coded as 0. Enter a CIP code / CIP detail in the cip_2010_code and cip_2010_detail fields of 32.0104 for math or 32.0108 for English or reading courses. 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 File Definitions

Name #		Length	Field Description
Remedial Course Level remedial_level	69	1	<p>If Course-level (field 68) = 0, you must enter the level of course remediation.</p> <p>1 = Lowest Level Remedial (1 per subject) 2 = Medium Level Remedial 3 = Highest Level Remedial (1 per subject)</p> <p>If there is only 1 remedial course in the subject area, use code 3.</p> <p>If there are only 2 remedial courses in the subject area, the lowest should be 1 and the highest 3.</p> <p>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.</p>
ACTS acts_course	70	1	<p>Is this course part of the Arkansas Course Transfer System?</p> <p>1 = Yes 2 = No</p>
SISDB Instructor ID ssn_id	71	9	<p>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. If a new ID for the instructor is being reported, use the process described in the ID change section at the front of this manual to update. See Page xx for valid ssn's.</p> <p>Enter the instructor's current social security number (if they provide it). This entry must match the SSN_ID used in the instructor file. If the instructor does not provide a valid social security number, see note c below.</p> <p>a. If a new (changed) ID is being reported for this instructor, use the process described under "ID Change" in this manual to update it. b. See the reference called "ID Change for Student or Instructor Record Layout" for valid SSN's. c. See the reference called "Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Instructor ID)" for working with Alternate SISDB Instructor ID.</p> <p>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.</p>

Credit Course File Definitions

Name #		Length	Field Description
<p>Linked Course Indicator</p> <p>link_indicator</p>	80	1	<p>Enter the linked course indicator for this course record. See examples at the end of this section for reporting linked courses.</p> <p>0 = Not a linked course 1 = Primary course record 2 = Linked (secondary) course record</p> <p>Note:</p> <ol style="list-style-type: none"> If code 0 is used, the course has no multiple dimensions to report and only one record is created for this course. 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.) <u>multiple prefixes</u> 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); see example 1; <u>multi-level</u> (i.e., are offered simultaneously for undergraduate and graduate credit); see example 2; <u>multi-locational</u> (e.g., taught in a campus classroom and transmitted simultaneously to another site); see example 3; <u>multi-sectional</u> (e.g., a remedial course of multiple sections offered simultaneously by same instructor); see example 4); <u>multiple instructors</u> (e.g., course is team taught by two or more faculty); see example 5; or <u>multi-credit</u> (e.g., a course where students earn varying amounts of credit hours); see example 6. 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). 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. A primary record must be read before a secondary record, although the two records do not have to be adjacent. Secondary records can be linked to only one primary record; secondary records cannot be linked to other secondary records. 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. 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.
<p>Linked Unique Course Sequence Number</p> <p>link_sequence</p>	81	6	<p>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.</p>
<p>Course Enrollment enrollment</p>	87	4	<p>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).</p>

Credit Course File Definitions

Name #		Length	Field Description
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 Campus*	Off 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	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	
*On/Off – denotes whether this receiving course location is on-campus or off-campus.				

Receiving Course Location recv_locn	97	2	<p>Enter the location where this course is received (i.e. location of students). Notes:</p> <ol style="list-style-type: none"> (1) If the course is delivered at non-traditional sites and/or via distance learning (codes 01-12, 77, or 98), 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.
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Credit Course File Definitions

Name #		Length	Field Description												
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>Enter:</th></tr><tr><td>00 (On-campus),</td><td>blank spaces</td></tr><tr><td>0X, 01-02, 04-10, or 98 (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> <p>Do NOT enter room numbers or building names.</p> <p>If the specific site is unavailable, then enter the city and state where the course is held. ex: Little Rock Air Force Base</p>	If Receiving Location (Field 97) =	Enter:	00 (On-campus),	blank spaces	0X, 01-02, 04-10, or 98 (Non-traditional site or via distance learning)	name of specific site	03 (AR public high school)	see Appendix D	11 or 12 (Secondary Area Center)	See Appendix E	77 (Student’s home)	“Student’s Home”
If Receiving Location (Field 97) =	Enter:														
00 (On-campus),	blank spaces														
0X, 01-02, 04-10, or 98 (Non-traditional site or via distance learning)	name of specific site														
03 (AR public high school)	see Appendix D														
11 or 12 (Secondary Area Center)	See Appendix E														
77 (Student’s home)	“Student’s Home”														
County Code county_code	130	3	Complete this data element for courses IF <u>ALL</u> of these conditions are met: - Field 61 (Course Type) = 1, Organized <i>AND</i> - Field 62 (Course Method) is NOT = 20, telecommunications <i>AND</i> - Field 97 (Receiving Course Location) is NOT = 00, on campus 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												
Full Tuition Rate full_tuition	133	1	Enter the code indicating whether or not students enrolled in an off-campus course (Receiving Course Location not = 00) are charged less than the “Full Tuition Rate” charged to on-campus students. 0 = Not applicable (e.g., not an off-campus course) 1 = Yes, the “Full Tuition Rate” (or more) paid by on-campus students charged to all students enrolled in this off-campus course. 2 = No, one or more students enrolled in this off-course course are charged less than the on-campus, full tuition rate.												
ACTS Course Number acts_course_number	134	9	Enter the ACT course index. See Appendix J or this link: http://www.adhe.edu/SiteCollectionDocuments/ResearchAndPlanningDivision/Research_and_Planning_General/AppendixJ1_Act-CourseIndex.xls ACTS course index must EXACTLY match those in Appendix J.												
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. 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. ADHE will not validate or use this information in any way. This field is added as a convenience for institutions choosing to use it.												

Course Linking

Example 1. Course Offered with Geography and History

Note: This **multi-prefix** course requires two course records: a primary record identifying the part of the course designated for geography and a secondary or linked record identifying the history segment.

		Course: International Studies	
		Primary Course Record	Secondary / Linked Course Record
Starting Position	Field Name	Geography	History
1	Header	2	2
3	Record Type	5	5
4	Course Term	1	1
5	Unique Course Sequence #	111130	111131
		Enter a unique sequence # for both records.	
11	Filler		
12	Course Title	International Studies	International Studies
42	Course Number	GEOG3200	HIST3200
52	Course Section	4	4
55	2-Digit CIP	45	45
57	CIP Detail	0701	0801
61	Course Type	1	1
62	Course Method	1	1
64	Technology Type	0	0
66	Course Credit Hours	3	3
68	Course Level	1	1
69	Filler		
71	Instructor ID Number	929292929	929292929
80	Linked Course Indicator	1	2
81	Linked Unique Course Sequence #	[leave blank spaces]	111130
		Enter the unique course sequence # of the linked primary record.	
87	Class Enrollment	15	10
		Enter the enrollment associated with each prefix.	
91	Remedial Course	0	0
92	Filler		
93	Department Code	1410	1500
		Enter the code of the department receiving the SSCH.	
97	Receiving Course Location	0	0
99	In- Out-of-District Status	0	0
100	Off-Campus Site	[leave blank spaces]	[leave blank spaces]

Course Linking

Example 2. Course Offered for Undergraduate and Graduate Credit

Note: the course designated for undergraduate credit and a secondary or linked record identifying the graduate segment.

		Course: Financial Problems in Business	
		Primary	Secondary /
		Course Record	Linked
			Course Record
Starting		Undergraduate	Graduate
Position	Field Name		
1	Header	2	2
3	Record Type	5	5
4	Course Term	1	1
5	Unique Course Sequence #	111140	111141
		Enter a unique sequence #	
11	Filler		
12	Course Title	Financial Problems in Business	Financial Problems in Business
42	Course Number	BUS4300	BUS5300
52	Course Section	1	1
55	2-Digit CIP	52	52
57	CIP Detail	0101	0101
61	Course Type	1	1
62	Course Method	1	1
64	Technology Type	0	0
66	Course Credit Hours	3	3
68	Course Level	2	3
69	Filler		
71	Instructor ID Number	929292929	929292929
80	Linked Course Indicator	1	2
81	Linked Unique Course Sequence #	[leave blank spaces]	111140
		Enter the unique course sequence # of the linked primary	
87	Class Enrollment	18	8
		Enter the enrollment associated with each	
91	Filler	0	0
93	Department Code	1170	1170
97	Receiving Course Location	0	0
99	In- Out-of-District Status	0	0
100	Off-Campus Site	[leave blank spaces]	[leave blank spaces]

Course Linking

Example 3. Course Offered On-Campus and Transmitted Simultaneously by Interactive Satellite to a Business Site

Note: This **multi-locational course** requires two course records: a primary record identifying the part of the course designated for on-campus and a secondary or linked record identifying the

Course: General Psychology

		Primary Course Record	Secondary / Linked Course Record
Starting Position	Field Name	On-Campus	Telecommunication
1	Header	2	2
3	Record Type	5	5
4	Course Term	1	1
5	Unique Course Sequence #	111150	111151
		Enter a unique sequence # for both records.	
11	Filler		
12	Course Title	General Psychology	General Psychology
42	Course Number	PSYC1300	PSYC1300
52	Course Section	1	1
55	2-Digit CIP	42	42
57	CIP Detail	0101	0101
61	Course Type	1	1
62	Course Method	1	20
64	Technology Type	0	23
66	Course Credit Hours	3	3
68	Course Level	1	1
69	Filler		
71	Instructor ID Number	429292929	429292929
80	Linked Course Indicator	1	2
81	Linked Unique Course Sequence #	[leave blank spaces]	111150
		Enter the unique course sequence # of the linked primary	
87	Class Enrollment	16	11
		Enter the enrollment associated with each	
91	Filler		
93	Department Code	2080	2080
97	Receiving Course Location	0	4
99	In- Out-of-District Status	0	0
100	Off-Campus Site	[leave blank spaces]	Alltel

Course Linking

Example 4. Three Sections of a Course Offered Simultaneously by the Same Instructor

Note: This **multi-sectional** course requires three course records: a primary record identifying one of the sections of the course and two secondary or linked records identifying the other two course

		Course: Fundamentals of English		
		Primary	Secondary /	Secondary /
		Course Record	Linked	Linked
			Course Record	Course Record
Starting Position	Field Name	Section 1	Section 2	Section 3
1 Header		2	2	2
3 Record Type		5	5	5
4 Course Term		1	1	1
5 Unique Course Sequence #		111150	111151	111152
		Enter a unique course sequence # for all three records.		
11 Filler				
12 Course Title		Fundamentals of English	Fundamentals of English	Fundamentals of English
42 Course Number		ENGL0100	ENGL0100	ENGL0100
52 Course Section		1	2	3
55 2-Digit CIP		32	32	32
57 CIP Detail		0101	0101	0101
61 Course Type		1	1	1
62 Course Method		1	1	1
64 Technology Type		0	0	0
66 Course Credit Hours		3	3	3
68 Course Level		1	1	1
69 Filler				
71 Instructor ID Number		930303030	930303030	930303030
80 Linked Course Indicator		1	2	2
81 Unique Course Sequence #		[leave blank spaces]	111150	111150
		Enter the unique course sequence # of the linked primary record.		
87 Class Enrollment		16	11	14
		Enter the enrollment associated with each section.		
91 Filler				
93 Department Code		1310	1310	1310
97 Receiving Course Location		0	0	0
99 In- Out-of-District Status		0	0	0
100 Off-Campus Site		[leave blank spaces]	[leave blank spaces]	[leave blank spaces]

Course Linking

Example 5. Course Taught by Two Teachers Splitting Responsibilities 75% to 25%

Note: This **multi-instructor** course requires two course records: a primary record identifying the part of the course designated for the instructor teaching 75% of the course, and a secondary or linked record identifying the instructor teaching 25% of the course.

Course: General Biology

		Primary Course Record	Secondary / Linked Course Record
Starting Position	Field Name	Instructor Teaching 75% of Course	Instructor Teaching 25% of Course
1	Header	2	2
3	Record Type	5	5
4	Course Term	1	1
5	Unique Course Sequence #	111160	111161
		Enter a unique course sequence # for both	
11	Filler		
12	Course Title	General Biology	General Biology
42	Course Number	BIOL1400	BIOL1400
52	Course Section	4	4
55	2-Digit CIP	26	26
57	CIP Detail	0101	0101
61	Course Type	1	1
62	Course Method	1	1
64	Technology Type	0	0
66	Course Credit Hours	4	4
68	Course Level	1	1
69	Filler		
71	Instructor ID Number	929292929	930303030
80	Linked Course Indicator	1	2
81	Linked Unique Course Sequence #	[leave blank spaces]	111160
		Enter the unique course sequence # of the linked primary record.	
87	Class Enrollment	45	15
		Divide the enrollment and registration records between both	
91	Filler		
93	Department Code	2500	2500
97	Receiving Course Location	0	0
99	In- Out-of-District Status	0	0
100	Off-Campus Site	[leave blank spaces]	[leave blank spaces]

Course Linking

Example 6. Course Where Students Can Earn Three, Four, or Five Credit Hours

Note: This **multi-credit course** requires three course records: a primary record identifying the part of the course awarding three credit hours and two secondary or linked records identifying the other two credit hour amounts.

Course: Independent Study

Starting Position	Field Name	Primary	Secondary	Secondary
		Course Record	/ Linked	/ Linked
		Part Awarding	Part Awarding	Part Awarding
		3 Cr Hrs	4 Cr Hrs	5 Cr Hrs
1	Header	2	2	2
3	Record Type	5	5	5
4	Course Term	1	1	1
5	Unique Course Sequence #	111160	111161	111162
		Enter a unique course sequence # for all three records.		
11	Filler			
12	Course Title	Independent Study	Independent Study	Independent Study
42	Course Number	BUS5100V	BUS5100V	BUS5100V
52	Course Section	1	1	1
55	2-Digit CIP	52	52	52
57	CIP Detail	0101	0101	0101
61	Course Type	2	2	2
62	Course Method	8	8	8
64	Technology Type	0	0	0
66	Course Credit Hours	3	4	5
68	Course Level	3	3	3
69	Filler			
71	Instructor ID Number	930303030	930303030	930303030
80	Linked Course Indicator	1	2	2
81	Linked Unique Course Sequence #	[leave blank spaces]	111160	111160
		Enter a unique course seq. # of the linked primary record.		
87	Class Enrollment	5	2	1
		Enter the enrollment associated with each amount of credit.		
91	Filler			
93	Department Code	1670	1670	1670
97	Receiving Course Location	0	0	0
99	In- Out-of-District Status	0	0	0
100	Off-Campus Site	[leave blank spaces]	[leave blank spaces]	[leave blank spaces]

R E G I S T R A T I O N

A N D

E N D O F T E R M

Registration Record Layout and End of Term Record Layout

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 or 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	9	Pad with spaces
Course Number	course_number	33	10	Include Dept Abbrev
Course Section	course_section	43	3	
Course Sequence Number	sequence	46	6	
Filler		52	1	Pad with space

**The following fields should be completed only with the End of Term File,
submitted at the end of EACH term.**

Grade	grade	53	2	See table in file definition
Post Math Test Type	post_test_type_math	55	1	0 - 3, M, T
Post Math Score	post_test_math	56	3	000 - 999
Post English Test Type	post_test_type_englis	59	1	0 - 3, C, E, T
Post English Score	post_test_english	60	3	000 - 999
Post Reading Test Type	post_test_type_readin	63	1	0 - 3, N, T
Post Reading Score	post_test_reading	64	3	000 - 999
Filler		67	20	Pad with spaces
Lottery Release of Information Authorization	lottery_ria	87	1	1-5
Undergraduate Term, Attempted Credit Hours	att_crhr_term_ug	88	3	000 - 999
Undergraduate Term, Earned Credit Hours	earn_crhr_term_ug	91	3	000 - 999
Undergraduate Term, GPA	gpa_term_ug	94	4	0000 - 4000
Undergraduate Cumulative, Attempted Credit Hours	att_crhr_cumu_ug	98	3	000 - 999
Undergraduate Cumulative, Earned Credit Hours	earn_crhr_cumu_ug	101	3	000 - 999
Undergraduate Cumulative, GPA	gpa_cumu_ug	104	4	0000 - 4000
Graduate Term, Attempted Credit Hours	att_crhr_term_gr	108	3	000 - 999
Graduate Term, Earned Credit Hours	earn_crhr_term_gr	111	3	000 - 999
Graduate Term, GPA	gpa_term_gr	114	4	0000 - 4000
Graduate Cumulative, Attempted Credit Hours	att_crhr_cumu_gr	118	3	000 - 999
Graduate Cumulative, Earned Credit Hours	earn_crhr_cumu_gr	121	3	000 - 999
Graduate Cumulative, GPA	gpa_cumu_gr	124	4	0000 - 4000

TRAILER RECORD: (ONCE PER FILE)

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

FILENAME FOR END OF TERM FILE:

School Abbreviation + YY + Term Code .EOT
YY = two-digit actual year that the term occurred

Registration File 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. 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.

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. <div style="display: flex; justify-content: space-between;"> <div> 0=Summer 2 1=Fall 2=Spring 3=Summer 1 </div> <div> 4=Summer 2 Off-Schedule 5=Fall Off-Schedule 6=Spring Off-Schedule 7=Summer 1 Off-Schedule </div> </div>
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. 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. ADHE will not validate or use this information in any way. This field is added as a convenience for institutions choosing to use it.
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. If the student does not provide a valid social security number, see note c below. If a new (changed) number is being reported for this student, use the process described under "ID Change" in this manual to update it. See the reference called "ID Change for Student or Instructor Record Layout" for valid SSN's. See the reference called "Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Student Number)" for working with Alternate SISDB Student Numbers.
Filler	24	9	Pad field with 9 spaces.
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.
Course Section course_section	43	3	Enter the course section number as defined and identified in the Credit Course File. The section 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.
Filler	52	1	If this is a registration record, leave this field blank. If this is End of Term record, pad with one space

End of Term File Definitions

The **End of Term File** is a resubmission of the Registration File with the addition of field 53, which identifies the grade of all students reported in the census date submission. 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 AND END-OF-TERM IN THE ON-SCHEDULE TERM *FOLLOWING* THAT IN WHICH ENROLLMENT WAS REPORTED.

EXAMPLE:

TERM	REPORT ENROLLMENT IN:	REPORT EOT IN:
Summer II	Summer II	Summer II
Summer II Off-Schedule	Fall	Fall
Fall Fall		Fall
Fall Off-Schedule	Spring	Spring
Spring Spring		Spring
Spring Off-Schedule	Summer I	Summer I
Summer I	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 File Definitions

Post-Test Scores

- **IF** your institution has submitted a Student Success Plan to ADHE's Academic Affairs
- **AND** been approved per the new Freshman Assessment and Placement Program, the fields of post_test_type_math, post_test_math, post_test_type_english, post_test_english, post_test_type_reading, and post_test_reading will no longer be required.

If you do not 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 topic, 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.

Supplemental Post-Test Cutoff Scores					
Test SISDB	Code	Math	English	Reading	Range
Compass E-Write ¹ C		NA	6	NA	2-8
Compass E-Write ² E		NA	8	NA	2-12
MyMathTest ³ M		70	NA	NA	1-100
Nelson-Denny ⁴ N		NA	NA	13	0-26
TABE ⁵ T		12.9	12.8 11.	1	0-12.9
¹ Use minimum score of 6 on the 2-8 scale					
² Use minimum score of 7-8 on the 2-12 scale					
³ 70 on the pre-algebra section of MyMathTest is equivalent to an ACT 19.					
⁴ Nelson-Denny score of not less than 13.0 (use combined minimum score of 26 on vocabulary & comprehension exams)					
⁵ Test of Adult Basic Education					

Name #		Length	Field Description
Post-Math Test Type	55	1	<p>This field is No longer required IF your institution has submitted a Student Success Plan to ADHE's Academic Affairs AND been approved per the new Freshman Assessment and Placement Program.</p> <p>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.</p> <p>0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS M = MyMathTest T = TABE</p> <p>NOTE: This field is required for all students enrolled in developmental math courses defined as course level 0 (remedial) and remedial course level 3 (highest) and earning a passing or satisfactory grade.</p>

End of Term File Definitions

Name #		Length	Field Description
Post-Math Score	56	3	<p>This field is No longer required IF your institution has submitted a Student Success Plan to ADHE's Academic Affairs AND been approved per the new Freshman Assessment and Placement Program.</p> <p>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.)</p>
Post-English Test Type	59	1	<p>This field is No longer required IF your institution has submitted a Student Success Plan to ADHE's Academic Affairs AND been approved per the new Freshman Assessment and Placement Program.</p> <p>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.</p> <p>0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS C = Compass E-Write (2-8 scale) E = Compass E-Write (2-12 scale) T = TABE</p> <p>NOTE: This field is required for all students enrolled in developmental English courses defined as course level 0 (remedial) and remedial course level 3 (highest) and earning a passing or satisfactory grade.</p>
Post-English Score	60	3	<p>This field is No longer required IF your institution has submitted a Student Success Plan to ADHE's Academic Affairs AND been approved per the new Freshman Assessment and Placement Program.</p> <p>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.)</p>
Post-Reading Test Type	63	1	<p>This field is No longer required IF your institution has submitted a Student Success Plan to ADHE's Academic Affairs AND been approved per the new Freshman Assessment and Placement Program.</p> <p>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.</p> <p>0 = ACT 1 = SAT 2 = ASSET 3 = COMPASS N = Nelson-Denny T = TABE</p> <p>NOTE: This field is required for all students enrolled in developmental reading courses defined as course level 0 (remedial) and remedial course level 3 (highest) and earning a passing or satisfactory grade.</p>

End of Term File Definitions

Name #		Length	Field Description
Post-Reading Score	64	3	<p>This field is No longer required IF your institution has submitted a Student Success Plan to ADHE's Academic Affairs AND been approved per the new Freshman Assessment and Placement Program.</p> <p>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.)</p>
Lottery Release of Information Authorization (lottery_ria)	87	1	<p>Did the student complete the Release of Information Authorization (RIA) form authorizing the release of their data to the Bureau of Legislative Research for lottery research purposes? The Lottery Act requires that any student receiving any state-supported student financial assistance must complete the Release of Information Authorization (RIA) form. This must be completed by the student or the student's parents (if the student is under age 18).</p> <p>Please enter one of the following codes:</p> <ul style="list-style-type: none"> 1 = Student is a State Assistance Recipient and authorizes the release of information 2 = Student is a State Assistance Recipient and does not authorize the release of information 3 = Student is not a State Assistance Recipient and is not required to complete the "RIA" form 4 = Student is a High School Student enrolled in "concurrent" courses only and is not required to complete the "RIA" form 5 = Student attends a private/independent institution (including BSN or JSN) in which this information will be collected by ADHE (this code is to be used by BSN, JSN, or the private institutions only). <p>NOTE:</p> <ul style="list-style-type: none"> 1. High School Students that are dually enrolled (not 100% concurrent) must be coded as 1-3, not code 4. 2. Any institution that uses Code 5 above should receive a list of "consenting students" from ADHE's Financial Aid Office. After you have received this list, you must change code 5 to code 1 based on the list of students provided. 3. All public institutions including CRTI and NTI must complete the Release of Information Authorization (consent) form locally. 4. ADHE will submit the year-end report to BLR. Data will be provided to BLR only on those students answering as code 1 above (see for Note 2). <p>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:</p> <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> (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.

End of Term File Definitions

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

SSN_ID	Attempted CrHrs Term	Earned CrHrs Term	GPA Term	Attempted CrHrs Cumulative	Earned CrHrs Cumulative	GPA Cumulative
11111111 17		17	3500	47	44	2795
22222222 15		15	2750	45	45	2800
33333333 15		12	2125	45	36	2075
44444444 9		6	1750	9	6	1750
55555555 3		3	4000	12	12	3750
Attn: Many fields are left out of this example.						

Remedial hours do not have to be excluded, but they may be if your institution excludes them 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 (UNDERGRADUATE OR GRADUATE) CANNOT EXCEED ATTEMPTED CREDIT HOURS.

NOTES:

- 1) For credit hours, please right-justify the number of credit hours. Leading zeros are not required but are allowed if that helps you to right-justify the data.
- 2) For GPA, 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.

Name #		Length	Field Description
Undergraduate Term, Attempted Credit Hours (att_crhr_term_ug)	88	3	Enter the total credit hours attempted by the student for the completed term as an undergraduate student.
Undergraduate Term, Earned Credit Hours (earn_crhr_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, Attempted Credit Hours (att_crhr_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, Earned Credit Hours (earn_crhr_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, Attempted Credit Hours (att_crhr_term_gr)	108	3	Enter the total credit hours attempted by the student for the completed term as a graduate student.
Graduate Term, Earned Credit Hours (earn_crhr_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, Attempted Credit Hours (att_crhr_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, Earned Credit Hours (earn_crhr_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.

T E R M

I N S T R U C T O R

Term Instructor Record 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	See Page xx for valid ssn's.
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

Field Name	db Name	Field #	Length	Valid Choices
Academic Position Source	include_pos_report	52	1	0, 1
Maximum (LIM) Salary max_salar	y_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	00 - 08, 17 - 19
Terminal Degree	terminal_degree	65	1	1, 2, 9
Date of Birth	date_of_birth	66	8	MMDDYYYY
EEOC Category	eeoc_cat	74	1	1 - 7
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	6	N A
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
Research/Scholarly Assignment	pct_research	92	3	000 - 100
Public Service Assignment	pct_publsvc	95	3	000 - 100
Acad./Student Support Assignment	pct_acadstudspprt	98	3	000 - 100
Institutional Support Assignment	pct_instspprt	101	3	000 - 100
Prof. Development Assignment	pct_profdevlp	104	3	000 - 100
Other Assignment	pct_other	107	3	000 - 100
Filler	degree_cip	110	2	pad with 2 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	(Optional)

TRAILER RECORD: (ONCE PER FILE)

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

Term Instructor File 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	<p>Enter the term for this instructor’s on-schedule course record.</p> <p>If an instructor is teaching off-schedule hours, create a second record for this instructor and report the off-schedule hours there.</p> <table><tr><td>0 = Summer 2</td><td>4 = Summer 2 Off-Schedule</td></tr><tr><td>1 = Fall</td><td>5 = Fall Off-Schedule</td></tr><tr><td>2 = Spring</td><td>6 = Spring Off-Schedule</td></tr><tr><td>3 = Summer 1</td><td>7 = Summer 1 Off-Schedule</td></tr></table>	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
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										

Term Instructor File Definitions

Name #		Length	Field Description
SISDB Instructor ID (ssn_id)	5	9	<p>Enter the instructor's current social security number (if they provide it). This entry must match the SSN_ID used in the instructor file. If the instructor does not provide a valid social security number, see note c below.</p> <p>a. If a new (changed) number is being reported for this instructor, use the process described under "ID Change" in this manual to update it.</p> <p>b. See the reference called "ID Change for Student or Instructor Record Layout" for valid SSN's.</p> <p>c. See the reference called "Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Instructor ID)" for working with Alternate SISDB Instructor ID.</p> <p>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.</p>
Instructor Name (name)	14	30	<p>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.).</p> <p>Example: Smith, Mary G.</p>
Contract Term (contract_term)	44	1	<p>Enter the length of contract for this instructor's employment as it applies to the term being reported.</p> <p>1 = 9/10 month 2 = 11/12 month 3 = One semester 4 = Summer term(s)</p>
Contract Salary (contract_salary)	45	7	<p>Enter the salary recorded on the <u>employee's contract</u> for the current reporting year. If this employee is a spring or summer appointment only, enter the salary for that term. If the instructor is not paid from institutional funds, enter 0000000 for the contract salary. <u>Do NOT include salary paid for overload or other duties outside of the contractual agreement.</u></p> <p>Example: \$35,000 = 0035000</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. If the employee has a 9 / 10 month contract, enter the same contract salary for the fall and spring. 2. If the instructor has a separate contract for Summer 1 and/or 2, report the amount paid for each summer term. The same amount may be reported for summer 1 and 2 when a single contract is issued for both terms. 3. If the employee is on an 11-month or 12-month contract, the same salary figure should be entered for all terms. For example, if an employee were paid \$45,000 per year, then \$45,000 would be reported for summer 2, fall, spring, and summer 1.

Term Instructor File Definitions

<u>The following fields should be submitted for the Fall and Spring terms</u>			
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 the employee. 1 = Male 2 = Female
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 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 File Definitions

Name #		Length	Field Description
Highest Degree Level (highest_degree)	63	2	<p>Enter the highest degree level attained by this individual if they are coded as 01-05, 08 on Academic Rank (field 75).</p> <p>If Academic Rank (Field 75) = 01 – 05, 08, this field <u>is</u> required.</p> <p>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</p> <p>If not teaching staff, (Academic Rank, Field 75 = 06, 07, 09, 99), leave blank.</p>
Terminal Degree (terminal_degree)	65	1	<p>This pertains to teaching staff, academic rank, field 75 = 01 – 05, 08.</p> <p>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)</p>
Date of Birth (date_of_birth)	66	8	<p>Enter the employee's date of birth. If unknown, enter 00000000. 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.</p> <p>MMDDYYYY where: MM = month (01 – 12); DD = day (01 – 31); YYYY = year (0000 – 9999)</p> <p>If not teaching staff, (Academic Rank, Field 75 = 06, 07, 09, 99), enter eight 9's</p>
EEOC Category (eeoc_cat)	74	1	<p>Enter the Equal Employment Opportunity Commission classification in which this position is most appropriately categorized. See definition for the EEOC Categories in the Glossary (Appendix G).</p> <p>Exempt: 1 = Executive/administrative/managerial professional 2 = Instruction/research professional 3 = Specialist/support professional</p> <p>Nonexempt: 4 = Technical employee 5 = Office/clerical employee 6 = Crafts/trade employee 7 = Service employee</p> <p>NOTE: For SIS reporting, chairs of academic departments should be included in category 2.</p>

Term Instructor File Definitions

Name #		Length	Field Description
Academic Rank (acad_rank)	75	2	<p>Enter the current academic rank of the instructor. In addition, for codes 01 – 05 and 08 below, you must also complete Highest Degree Level field (highest_degree).</p> <p>01 = Professor 02 = Associate Professor 03 = Assistant Professor 04 = Instructor 05 = Lecturer 06 = Graduate Assistant (includes Teaching Assistant/Associate and Research Assistant/Associate) 07 = RESERVED, do <u>NOT</u> use 08 = No Rank (see note 1 below) 09 = Undesignated (see note 2 below) 99 = Not Applicable (see note 3 below)</p> <p>NOTES:</p> <ol style="list-style-type: none"> 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 File Definitions

Name #		Length	Field Description
Faculty Category (tenure_status)	77	1	<p>Enter the faculty category of this instructor. Code librarians according to the appropriate category for your institution. If the librarian does not teach, assign a CIP code of 99.9999 in field 78 to exclude him/her from Delaware Study calculations.</p> <p>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</p> <p>NOTES:</p> <ol style="list-style-type: none"> 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 <i>recurring</i> 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 <i>non-recurring</i> appointment, although the same individual might receive a temporary appointment for several successive terms. The key consideration is that funding is <i>temporary</i>, 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.

Term Instructor File Definitions

Name #		Length	Field Description
Instructor Primary CIP Code (cip_2010_code)	78	6	<p>Enter the six-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.</p> <p>NOTE:</p> <ol style="list-style-type: none"> 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. If a CIP code cannot be reported at the six-digit level, enter the general CIP code, typically XX.0101. If the disciplinary area provides no 'general' option, report the two-digit CIP code and add four zeroes (e.g., Engineering-Related Technologies would be 15.0000). 3. When (credit_hours = 0), enter 99.9999. 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. 4. When credit_hours >0, enter the cip code that best matches the course being taught
Percent of Time Employed by Institution (proportion_emp)	84	3	<p>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).</p> <p>Examples: 100% = 100 50% = 050</p> <p>NOTE: See examples for calculating time at the end of this section, parts I and III.</p>
Course Credit Hours (credit_hours)	87	2	<p>Enter the <u>total number</u> of course credit hours <u>taught</u> by the instructor.</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. The following guide should be used in converting contact hours to course credit hours: <ul style="list-style-type: none"> 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.

Term Instructor File Definitions

Name #		Length	Field Description
Instructional Assignment (pct_instruction)	89	3	<p>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.</p> <p>Examples: 1.00 FTE = 100 0.20 FTE = 020</p> <p>NOTE:</p> <ol style="list-style-type: none"> 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 here but rather in one of the other categories. 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. The sum of fields 89 through 107 should equal 100% if instructor is reported as 100% in field 84. 5. See examples for calculating time at the end of this section, Parts II and III.
Research / Scholarly Activity Assignment (pct_research)	92	3	<p>Enter the percentage of effort assigned to research and/or scholarly activity 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).</p> <p>Examples: 0.25 FTE = 025 0.50 FTE = 050</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Research activities are those performed by individuals that are organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted within the institution. 2. The sum of fields 89 through 107 should equal 100%. 3. See examples for calculating time at the end of this section, Parts II and III.
Public Service Assignment (pct_publsvc)	95	3	<p>Enter the percentage of effort assigned to public service 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).</p> <p>Examples: 0.75 FTE = 075 0.25 FTE = 025</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Public service activities are those performed by individuals relating to programs, which make resources and capabilities of an institution available to a community with a need or a problem in need of a solution. This category includes services of the faculty and staff made available outside the context of the institution's required instruction and research activities. 2. The sum of fields 89 through 107 should equal 100%. 3. See examples for calculating time at the end of this section, Parts II and III.

Term Instructor File Definitions

Name #		Length	Field Description
Academic / Student Support Assignment (pct_Acadstudspprt)	98	9	<p>Enter the percentage of effort assigned to academic and/or student support 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).</p> <p>Examples 0.25 FTE = 025 0.50 FTE = 050</p> <p>NOTE:</p> <ol style="list-style-type: none"> Academic support activities are those performed by individuals that carry out direct support of one or more of the three primary programs (instruction, research, public service). The activities in this category include: <ol style="list-style-type: none"> Activities related to the preservation, maintenance, and display of information and educational materials (e.g., library services and museums) Activities that contribute to the way in which instruction is delivered or research is conducted (e.g., educational media services, academic computing support) Activities directly related to the administration of academic programs Activities related to the professional development of academic personnel. Student support services are those activities that contribute to the emotional and physical well being of students, as well as to their intellectual, cultural, and social development outside the context of the institution's formal instruction program. Be sure to report only those individuals in student affairs who teach and/or are paid from an academic position. Activities in this category include student affairs personnel in admissions and records, athletics and recreation, career services and cooperative education, counseling and testing centers, day care centers, disabled student services, financial aid, health centers, multicultural services, residence life, and student organizations. ADHE recognizes that organizational structures vary across campuses, with no commonly accepted classification as to what constitutes an academic vs. a student support function. Since academic and student support activities are reported here in the same field, however, this should not pose a reporting problem. The sum of field 89 through 107 should equal 100%. See examples for calculating time at the end of this section, Parts II and III.

Term Instructor File Definitions

Name #		Length	Field Description
Institutional Support Assignment (pct_instspprt)	101	3	<p>Enter the percentage of effort assigned to institutional support 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).</p> <p>Example: 0.50 FTE = 050</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Institutional support activities are those performed by individuals that provide for both the day-to-day functioning and the long-range viability and effectiveness of the institution. Typically, central administrators, deans, and academic department chairs are included here. 2. The sum of fields 89 through 107 should equal 100%. 3. See examples for calculating time at the end of this section, Parts II and III.
Professional Development Assignment (pct_profdevlp)	104	3	<p>Enter the percentage of effort assigned to professional development 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).</p> <p>Example: 1.00 FTE = 100</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Professional development activities are those performed by individuals that are related to individual and organizational enrichment (e.g., sabbatical, conferences, short courses, and additional degree-related coursework). 2. The sum of fields 89 through 107 should equal 100%. 3. See examples for calculating time at the end of this section, Parts II and III.
Other Assignment (pct_other)	107	3	<p>Enter the percentage of effort assigned to other activities not included in any of the preceding assignment fields as a proportion of your institution's full-time workload for this term. This number cannot exceed 100, which is one full-time equivalent (FTE).</p> <p>Example: 0.25 FTE = 025</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Any assigned activities performed outside those described in fields 89 through 104 should be documented here. 2. The sum of fields 89 through 107 should equal 100%. <p>See examples for calculating time at the end of this section, Parts II and III.</p>

Term Instructor File Definitions

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

IF INSTRUCTOR IS NOT NON-RESIDENT ALIEN, UNKNOWN, OR REFUSED TO REPORT (FIELD 61 = 00), MORE THAN ONE RACE (FIELDS 114, 115, 117, 118, 119) MAY APPLY.

IF HISPANIC ETHNICITY IS CHOSEN, ONE OR MORE RACE MUST ALSO BE CHOSEN.

Name #		Length	Field Description
Asian [Race]	114	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Black [Race]	115	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Hispanic [Ethnicity]	116	1	1 = Yes 2 = No 0 = Refused to report or not applicable
American Indian [Race]	117	1	1 = Yes 2 = No 0 = Refused to report or not applicable
White [Race]	118	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Native Hawaiian [Race]	119	1	1 = Yes 2 = No 0 = Refused to report or not applicable
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. 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. ADHE will not validate or use this information in any way. This field is added as a convenience for institutions choosing to use it.

Term Instructor File 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:
 $3 \text{ credit hours} \div 15 = 20\%$
2. Instructor X's percent of time for the 0 credit hour lab courses:
 $4 \text{ contact hours} = 1 \text{ credit hour} \div 15 = 7\%$
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:
 $6 \text{ credit hours} \div 15 = 40\%$
- 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:
 $6 \text{ credit hours} \div 12 = 50\%$
- 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 = $6 \text{ credit hours} \div 15 = 40\%$
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 = $3 \text{ credit hours} \div 12 = 25\%$
Instructional Assignment = 025

W O R K F O R C E

E D U C A T I O N

Workforce Education/Training Record 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
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	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, 10-13, 20-25, 41, 42, 44, 50, 52
Course Credit Hours	cr_hrs	42	2	00 - 99
SISDB Instructor ID	ssn_id	44	9	See Page xx for valid ssn's.
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 (Optional)	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 actual year that the term occurred

Workforce Education/Training File Definitions

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 the fall of the previous year is due in the spring of the next 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 and not when the file is submitted.

Calculations Using Non-Credit Workforce/Training Data

The primary non-credit workforce/training data that are incorporated into the funding formula for each two-year institution is the **total number of contact hours**. **Total contact hours** are calculated using two data elements from the Workforce/Training Data files. The data elements that are used in this calculation are **CEU** and **enrollment** for each non-credit course.

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:

$$\text{Contact Hours} = \text{Enrollment} \times \text{CEU} \times 10$$

Examples:

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

The **total number of contact hours** generated by these three courses is: 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	1	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 also reported in the Credit Course File <u>and</u> also offered as non-credit-hour courses should have the same Course Sequence Number if possible.
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 <i>Classification of Instructional Programs, 2010 Edition</i> .

Workforce Education/Training File Definitions

Name	#	Length	Description
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
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: 1. 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.

Current Code/Description	Web Based (WB)	Site-to-Site (SS)	Other (OT)
00 = Not applicable--course method is not telecommunications			
10 = One Way Real-Time (immediate) Technology			X
11 = Broadcast Television			X
12 = Cable Television			X
13 = Radio			X
19 = Other			X
20 = Two Way Real-Time (immediate) Technology		X	
21 = Videoconferencing (including freeze frame, compressed, and full-motion video systems)	X		
22 = CuSeeMe (compressed digital video over the web)		X	
23 = Interactive satellite (uplink/downlink)			X
24 = Conference calls/audio teleconferencing			X
25 = Audiographic conferencing			X
26 = One-to-one telephone			X
27 = Real-time e-mail chat			X
39 = Other			X
40 = One Way Asynchronous (delayed) Technology			X
41 = HTML web sites	X		
42 = Web sites without web boards	X		
43 = Video and audio tapes (via mail)			X
44 = CD-ROMs			X
49 = Other			X
50 = Two Way Asynchronous (delayed) Technology		X	
51 = One-to-one e-mail			X
52 = Electronic group discussion/computer mediated communication which includes ListServ / bulletin and web boards	X		
98 = Other			X
99 = Unknown			X

Workforce Education/Training File Definitions

Name	#	Length	Description
Technology Type tech_type	40	2	<p>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 to deliver the course content.</p> <p>00 = Not Applicable, course method is not telecommunications WB = Web-Based SS = Site-to-Site OT = Other</p> <p>NOTE: Use codes WB, SS, or OT only if delv_method field is coded as 20.</p> <p>SREB Definition: <u>Web-Based (WB)</u> – courses delivered over the Internet (Web delivery); <u>Site-to-Site (SS)</u> – courses delivered through special facilities for site-to-site two-way audio-video (compressed video); and <u>Other (OT)</u> – 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.</p>
Course Credit Hours cr_hrs	42	2	<p>Enter 0 if the course is non-credit; otherwise enter the credit-hour value of the course.</p> <p>NOTE: Workforce courses cannot show both credit hours and CEUs for the exact same course. One of these fields must be zero (0) and the other greater than zero (0). If you have any such course(s), simply split the course into separate sections and report as two separate records. Please ensure that the sequence number is unique. This will follow a similar pattern to the split courses in the course file.</p>
SISDB Instructor ID ssn_id	44 9		<p>Enter the instructor's current social security number (if they provide it). This entry must match the SSN_ID used in the instructor file. If the instructor does not provide a valid social security number, see note c below.</p> <p>a. If a new (changed) number is being reported for this instructor, use the process described under "ID Change" in this manual to update it. b. See the reference called "ID Change for Student or Instructor Record Layout" for valid SSN's. c. See the reference called "Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Instructor ID)" for working with Alternate SISDB Instructor ID.</p> <p>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.</p>
Workforce Students Completing Course enrollment	53	3	<p>Enter the number of workforce students completing the course, whether the course is a credit-hour course or a non-credit hour course. This will either be the same as or less than the enrollment reported for the course in the Credit Course File.</p>

Workforce Education/Training File Definitions

Name	#	Length	Description
CEU ceu	56	5	<p>Enter the total number of Instruction Hours awarded for <u>NON-CREDIT</u> courses rounded to the tenths position. The decimal is implied; therefore, do NOT enter the decimal in this field.</p> <p>Definition: One CEU = Ten (10) contact hours of participation in organized education/training experience under responsible, qualified direction and instruction. (one contact hour = 60 minutes of instruction) Every 1-credit-hour college course = 15 contact hrs., unless more hours are required. So, a 3-credit-hour course = 45 contact hours or 4.5 CEUs (report as 00045).</p> <p>NOTE: Workforce courses cannot show both credit hours and CEUs for the exact same course. One of these fields must be zero (0) and the other greater than zero (0). If you have any such course(s), simply split the course into separate sections and report as two separate records. Please ensure that the sequence number is unique. This will follow a similar pattern to the split courses in the course file.</p>
Filler	61	5	Pad field with 5 spaces.
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 File Definitions

Receiving Course Location				
Co de	Name	On Campus*	Off 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	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	
*On/Off – denotes whether this receiving course location is on-campus or off-campus.				

Name	#	Length	Description
Receiving Course Location recv_locn	70	2	<p>Enter the location where this course is received (i.e. location of students).</p> <p>Notes:</p> <p>(1) If the course is delivered at non-traditional sites and/or via distance learning (codes 01-12, 77, or 98), complete field 100 (non-traditional site/location).</p> <p>(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.</p> <p>(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.</p> <p>(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.</p>

Workforce Education/Training File Definitions

Name	#	Length	Description
County Code county_code	72	3	Complete this data element for courses only if <i>ALL</i> of the following apply: <ul style="list-style-type: none"> - Receiving Course Location is greater than 00 - Course Type = 1 - The Course Method is NOT = 20. Enter the 3-digit County Code (Arkansas counties only, range = 001 through 075, see Appendix B) identifying the county where an off-campus course meets.
Non-traditional Site non_trad_site	75 30		<p>If Receiving Location (Field 70) = 00, On-campus Then Non-traditional Site (Field 75) =Blank spaces</p> <p>If Receiving Location (Field 70) = 01-02, 04-10, or 98, offered at a non-traditional site Then Non-traditional Site (Field 75) = Name of specific site</p> <p>If Receiving Location (Field 70) = 03, at an Arkansas public high school Then Non-traditional Site (Field 75) = High school code</p> <p>If Receiving Location (Field 70)= 77, Student's home Then Non-traditional Site (Field 75) = "Student's Home"</p> <p>If Receiving Location (Field 70) = 11 or 12, Secondary Area Center Then Non-traditional Site (Field 75) = Secondary Area Center See Appendix E.</p> <p>If Course Method (Field 38) = 20, Telecommunications Then Non-traditional Site (Field 75) = Name of specific site</p> <p>Ex: Name of the specific site: ASU-Beebe, Springdale High School, Little Rock Air Force Base, Baptist School of Nursing, International Paper, Baldor Electric, etc.</p> <p>DO NOT ENTER ROOM NUMBERS OR BUILDING NAMES.</p> <p>If the specific site is unavailable, enter the city and state where the course is held.</p>
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. 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. ADHE will not validate or use this information in any way. This field is added as a convenience for institutions choosing to use it.

Workforce Education/Training

Revision to AHEIS Manual: June 16, 2008

Arkansas Association of Two-Year Colleges
Workforce Education, Training, and Service Policy and Procedures
Approved by Presidents/Chancellors June 11, 2003
Revision to AHEIS Manual: June 16, 2008

Workforce Defined

Workforce Education/Training is defined as any postsecondary (primarily non-credit) education or training activity (seminar, workshop, course, customized training, etc.) that is specifically used for developing/enhancing the skills of existing employees or members of any business or industry, and any training provided to individuals, whether employed or unemployed, that 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.

Workforce Instructional Types

- Non-Credit (Continuing Education Unit – CEU) – Described under the section Guiding Principles for Non-Credit Workforce Training in which CEU's may be awarded.
- Credit courses – Description and identification of credit courses for general reporting are listed under the section Guiding Principles for Identification of Workforce Credit Courses.

Guiding Principles for Non-Credit (CEU) Workforce Training

Workforce activity is recorded by using the following method:

Individual Continuing Education Units (CEU's)

An individual Continuing Education Unit (CEU) may be awarded to students completing a learning activity that meets the established criteria for a CEU and is recorded as such.

An electronic transcript (or permanent) is maintained for all students completing a CEU course resulting in a CEU award.

CEU's may be awarded for any activity meeting the criteria.

Workforce CEU's are identified by the prefix of WFE. These are FOR CREDIT awards meeting CEU criteria.

Workforce Education courses must meet Individual CEU criteria and be recorded as such to be reported for inclusion in State formula funding.

The instructor of a Workforce Course Education class that is included in the ADHE count must be an approved faculty member of the college (permanent, adjunct, volunteer, or consultant) and under the control and direction of the appropriate instructional dean and workforce director.

When an institution works with an industry through an agreement to certify or validate CEU's for a company's own in-house training/workforce activity, the CEU's for this activity shall not be included in the ADHE count and shall not be assigned a "WFE" prefix.

"Non-Credit Distance Education (ITV, On-Line, Video Tapes, etc.) are considered workforce classes if they meet the criteria for CEU's.

Clarification regarding instructor – Distance classes must be instructor led, i.e. they must meet the same instructor requirements as with an on-campus class and the instructor must interact with the students in a distance teaching-learning methodology. (A self-paced non-instructor involved course should not be included in this area. Do not include Ed2Go classes as the instructors are not under college control or supervision.

On-line or video course contact hours shall be as defined in the learning outcomes (syllabus) required in the development of a CEU course. If the instructor uses a commercially prepared course, the product-recommended hours may be included in the syllabus as the contact hours necessary for completion. If a student takes more hours than designated in the syllabus as required for completion of the course – only count the hours as designated required in the Syllabus. If a student takes less time than the hours designated as required for completion – only count the hours as designated required in the syllabus. In all complete cases the number of hours will be the same and will be those as identified in the syllabus or learning outcomes as required for completion of the class.

Workforce Education/Training

Revision to AHEIS Manual: June 16, 2008

CEU Criteria For Workforce

CRITERIA FOR AWARDING A WORKFORCE CEU WERE ESTABLISHED TO:

- Provide a standard unit of measure,
- Quantify Workforce education and training activities, and
- Serve the diversity of providers, activities, and purposes in Workforce education.
- CEU criteria represent national quality training standards for Arkansas to follow

DEFINITION:

- One CEU = Ten (10) contact hours of participation in organized education/training experience under responsible, qualified direction and instruction. (1 contact hour = 60 minutes)
- Short courses of 1 contact hour or more may be counted for reporting (0.1 CEU)

TEN CRITERIA FOR AWARDING THE CEU FOR WORKFORCE:

ORGANIZATION: The institution must have an identifiable workforce education or training unit or group with assigned responsibility for administering workforce education and/or training events.

RESPONSIBILITY AND CONTROL: The institution, through its training unit, ensures that criteria are followed.

SYSTEM FOR AWARDING THE CEU: The institution has a system in place to identify learners who meet requirements for satisfactory completion. The provider maintains a complete, permanent record of each learner's participation, and can provide a copy of that record upon request.

LEARNING ENVIRONMENTAL AND SUPPORT SYSTEMS: A learning environment and support services, appropriate to the Workforce education or training goals and learning outcomes, are provided.

NEEDS IDENTIFICATION: Each learning event is planned in response to the identified needs of a target audience.

LEARNING OUTCOMES: The institution has clear and concise written statements of intended learning outcomes (e.g., behavioral or performance objectives) based on identified needs for each Workforce education and training event.

PLANNING AND INSTRUCTIONAL PERSONNEL: Qualified personnel are involved in planning and conducting each learning event.

CONTENT AND INSTRUCTIONAL METHODS: Content and instructional methods are appropriate for the learning outcomes of each event.

ASSESSMENT OF LEARNING OUTCOMES: Procedures established during event planning are used to assess student achievement of the learning outcomes.

POST-EVENT EVALUATION: Each learning event is evaluated by the students and the training unit.

Reference for quoted information (criteria for awarding CEU's) is from the IACET website (<http://www.iacet.org>) and with terminology changes to reflect workforce only.

Workforce Education/Training

Revision to AHEIS Manual: June 16, 2008

Guiding Principles for Identification of Workforce Credit Courses

There are instances where credit courses are offered as workforce training. Those courses are reported as a part of the college's regular semester credit report. **They are not duplicated for the purpose of funding decisions.**

To provide a comprehensive report to the state and community as to the effectiveness of the colleges in responding to and developing the state's workforce, each college is to identify a section number that will only be used for workforce **credit classes** – WF# (two alphas and one numeral) is suggested if your system allows for three places (note: because of the differences in institution computer systems and the existing institution data coding systems, it is anticipated that a section number used across all colleges would present difficulty for some – thus the above is suggested – but each institution should identify a consistent section code for Workforce credit classes.

In the report of credit data each semester the workforce section number should be identified.

Each College Workforce Director in conjunction with the institutional IR person will submit to the AATYC Workforce Coordinator an annual (Summer II – summer 1 or July 1 – June 30) report by semester in July of unduplicated headcount credit workforce activity.

Since the counts from Workforce Education and Training data collection directly relate to the AATYC "2006 Mini-Model Funding Formula" for the reimbursement of previously non-State-funded expenses, data integrity is important and accuracy is needed to avoid any appearance of "double-dipping". Thus, do not count any For-Credit (or Non-Credit) courses that are "**regular**" offerings of college Technical/Technology Divisions or Academies, where the college already receives direct State funding subsidy support. Only off-schedule, customized, special section, and/or free For-Credit courses supervised and delivered via your training department should be counted in the WFE & T reports, and these are only to offer "recognition" to the college for extra community businesses and organizations outreach training support services upon-demand.

It is perfectly ok to report training counts where Companies/Clients receive direct State expense reimbursement grants themselves, like from the AEDC Existing Workforce Training Program (EWTP), the AWIB Incumbent Worker Training Program (IWTP), or other sources not sent directly to the college to pay for the training course expenses. Also, secondary Tech Prep instruction is not eligible for counting for possible formula reimbursement, while Apprenticeship program activities are ok to count. It may also be noted that when a for-credit course exceeds 15 clock hours of instruction per credit hour, as often happens in Apprenticeship or special lab classes, then it is ok to count and report the total number of clock hours delivered versus being limited to just 15 hours per one credit hour.

It is not necessary to calculate CEUs for workforce **credit** courses.

Workforce Education/Training

Revision to AHEIS Manual: June 16, 2008

Recording, Reporting, and Validating CEU Workforce Activity

A permanent course file shall be maintained on each course, documenting that the Ten CEU Criteria (page 71) were met. The file contents are to include a syllabus that addresses learning outcomes, action or content, and instructional method, as well as instructor and course evaluations. Also to be included are:

- Instructor vita
- Course planning document that addresses organization needs, identification and location of instruction and its environment for supporting learning
- Party (ies) responsible for developing number of hours and number of CEU's
- Course/program evaluation results (by instructor and/or client)
- Registration information
- Class roster
- Contract signed by business/industry representative, if applicable

An institutional listing of all courses shall be maintained by the training unit, and shall include:

- Course number
- Course title
- Course description
- CEU's (if awarded or not)
- Appropriate CIP

For Workforce courses to be included in formula funding, the course information must be a part of the College's computerized registration record. If an institution does not have student information software that will handle CEU's, the institution must implement a paper system of registration and record keeping that will allow the college to build an EXCEL document that can be converted into a text file in the ADHE-required reporting format for transmittal.

NOTE:

The word "course" as used in this text may be interpreted to mean an activity, workshop, seminar, etc., which is organized, meets the CEU criteria, and is for the purpose of learning.

The institution must maintain an electronic transcript of the student's work, if a CEU is awarded. Reporting shall be calculated and transmitted to ADHE by term with due dates the same as the other term files.

Validation shall include addition of CEU-type registration to state audit system as with credit registration.

Workforce Education and Training Reporting Requirements

See the ADHE Reporting Manual for further clarification and documentation.

The Workforce Education and Training Course File includes courses for which academic credit is generally NOT granted. This file is specifically intended to collect data about non-credit business and industry training courses. Directions are provided for identifying qualifying credit hour courses. Those courses are submitted through credit reporting but identified as listed in this report. This identification allows credit workforce effort to be identified as workforce initiatives for general reporting but maintains the integrity of identification of non-credit courses for funding purposes.

Specific directions follow for:

Non-Credit (Continuing Education Unit – CEU) – directions are listed under the section Guiding Principles for Non-Credit Workforce Training in which CEU's may be awarded.

Credit courses – directions for identification of credit courses for general reporting are listed under the section Guiding Principles for Identification of Workforce Credit courses.

This file is optional for four-year institutions to report.

The Workforce Education and Training Course File is a TERM FILE submission, due on the same dates as the other term files. All submissions are to be of completed courses, thus it is anticipated that the majority of submissions for a semester will be included on the 11 day report of the semester following course completion.

A N N U A L F I L E S

F I N A N C I A L

A I D

F I L E S

Financial Aid Record 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	See page xx for Valid SSNs
Fund Code	fund_code	24	8	
Fund Amount	fund_amount	32	5	00000 - 99999
Amount Reduced by Stacking	reduced_stacking	37	5	00000 - 99999
Amount Reduced by Other	reduced_other	42	5	00000 - 99999

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>< YY>.FAID

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

Financial Aid File 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.

All private institutions participating in the AHEIS/SISDB system shall submit financial aid data on all students that (1) receive state-assistance and (2) authorized the release of information via the Lottery RIA form.

Time Period Covered – the period covered by these reports will be for one complete 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 by public institutions: (1) a local fund to fund code cross-walk file (FAID_CROSS_WALK); and (2) a financial aid data file (FAID_DATA).

Financial Aid Crosswalk File and Fields (FAID_CROSS_WALK)

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.

The cross-walk report includes these fields:

1. FUND_CODE – this is the generic fund code field listed in the FUND CODE table below.
2. LOCAL_FUND_CODE – this is 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.
3. LOCAL_FUND_NAME – this is the official name of the local institution financial aid fund. NOTE: Private institutions may use any name desired to protect the identity of donors.

NOTE: Since Private Institutions may use the ADHE generic fund codes, the submission of the FAID Crosswalk file is optional.

The Financial Aid Cross-Walk File will be submitted annually, ~~due on July 1 of each year, with the first report being due on July 1, 2011.~~

The Financial Aid Cross-Walk File will be submitted to ADHE as an Excel or Excel-compatible file. Name the file as School Abbreviation – underscore – FAIDCROSSWALK – underscore – 4 digit academic year covered. For example, if Pulaski Technical College submitted their first cross-walk file, it would be called PTC_ FAIDCROSSWALK_2011.xls.

SAMPLE CROSS-WALK FILE		
Fund_Code	Local_Fund_Code	Local_Fund_Name
INGRSC1	ABC	ABC Company Scholarship Fund
INGRSC1	XYZ	XYZ Corporate Scholarship
INGRSC1	JDOE	John Doe Memorial Scholarship

Financial Aid Data File and Fields (FAID_DATA)

The Financial Aid Data File will be submitted annually, ~~due on September 30 of each year with the first report being due September 30, 2011.~~ 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.

Financial Aid File Definitions

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. ADHE will not validate or use this information in any way. This field is added as a convenience for institutions choosing to use it.
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. If the student does not provide a valid social security number, see note c below. a. If a new (changed) number is being reported for this student, use the process described under "ID Change" in this manual to update it. b. See the reference called "ID Change for Student or Instructor Record Layout" for valid SSN's. c. See the reference called "Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Student Number)" for working with Alternate SISDB Student Numbers.
Fund Code (fund_code)	24	8	See the complete listing of authorized fund codes in the FUND CODE table.
Fund Amount (fund_amount)	32	5	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. The maximum fund amount for any one fund code (with the exception of EFC or COA) is \$40,000.
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).
Reduced Amount by Other (reduced_other)	42	5	Enter the amount (if any) that was reduced due to reasons other than the state stacking requirement. This should be reported as a positive amount. If there was no reduced amount, enter zero (0).

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

The COA and EFC are required to be submitted for each student reported. If a student does not have an EFC amount, include the complete EFC record but leave the FUND_AMOUNT empty (BLANK).

Financial Aid File Definitions

The financial aid data report will be submitted annually, ~~due on September 30 of each year with the first report being due September 30, 2011.~~

Sample Datafile For FAID Table

SAMPLE STUDENT 1				
SSN_ID	FUND CODE	FUND AMOUNT	REDUCED_AMOUNT STACKING	REDUCED_AMOUNT OTHER
123456789	COA	2500	0	0
123456789	EFC	1250	0	0
123456789	USPELL	500	0	0
123456789	ARGS	750	0	0

SAMPLE STUDENT 2				
SSN_ID	FUND CODE	FUND AMOUNT	REDUCED_AMOUNT STACKING	REDUCED_AMOUNT OTHER
987654321	COA	2100	0	0
987654321	EFC	575	0	0
987654321	ARMTS	250	0	0
987654321	INGRSC3	500	0	0
987654321	INOTHE1	500	0	0
987654321	PRWORK5	175	0	0
987654321	PRLOAN1	100	0	0

SAMPLE STUDENT 3				
SSN_ID	FUND CODE	FUND AMOUNT	REDUCED_AMOUNT STACKING	REDUCED_AMOUNT OTHER
555555555	COA	5000	0	0
555555555	EFC		0	0
555555555	USPELL	2000	0	0
555555555	ARACS	2000	200	0
555555555	INWORK1	800	0	0
555555555	INOTHER5	200	0	0

In Sample Student 3 above, the student had no EFC, so BLANK was used (not a zero). 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.

Financial Aid File Definitions

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
 - a. US – Federal – federal categories specified by ADHE
 - b. AR – State – state fund categories specified by ADHE
 - c. IN – Institutional – generated by using IN and appending the fund type and fund reason below
 - d. PR – Private – generated by using PR and appending the fund type and fund reason below
2. fund_type
 - a. GRSC – Grant or Scholarship
 - b. LOAN – Loan
 - c. WORK – Work Study Assistance
 - d. TWOS – Tuition Waiver (Out-of-State)
 - e. TWBC – Tuition Waiver (Border County)
 - f. 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
3. fund_reason
 - a. 1 – Need Based Assistance
 - b. 2 – Performance or Merit Based Assistance
 - c. 3 – Combination of Need and Performance Based Assistance
 - d. 4 – Restricted to Applicants from Special Populations
 - e. 5 – Discretionary or Other Assistance

The COA and EFC are required to be submitted for each student reported. If a student does not have an EFC amount, include the complete EFC record but leave the FUND_AMOUNT empty (BLANK).

NOTE:

Public institutions may use all four categories of codes – federal, state, institutional, and private.

Private institutions may use only three categories of codes – federal, state, and private.

Private institutions should not use the institutional category.

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 Loans - 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

Financial Aid File Definitions

#	##	State Financial Assistance	Fund Source	Fund Type	Fund Reason	FUND CODE	Length
20	1	Academic Challenge Scholarship	AR	ACS		ARACS	5
21	2	Geographical Critical Needs Scholarship	AR	GCN		ARGCN	5
22	3	Governor's Scholarship	AR	GS		ARGS	4
23	4	Guard Tuition Incentive Program	AR	GTIP		ARGTIP	6
24	5	Higher Education Opportunities Grant	AR	HEOG		ARHEOG	6
25	6	Law Enforcement Officer's Dependents Scholarship	AR	LEO		ARLEO	5
26	7	Military Dependents Scholarship	AR	MDS		ARMDS	5
27	8	Minority Masters Fellows Program	AR	MMF		ARMMF	5
28	9	Minority Teachers Scholarship Program	AR	MTS		ARMTS	5
29	10	Nurse Educator Loan	AR	NEL		ARNEL	5
30	11	Second Effort Scholarship	AR	SES		ARSES	5
31	12	State Teachers Resource	AR	STAR		ARSTAR	6
32	13	Student Undergraduate Research Fellowship	AR	SURF		ARSURF	6
33	14	Teacher Opportunity Program	AR	TOP		ARTOP	5
34	15	Washington Center Scholarship	AR	WCS		ARWCS	5
35	16	Workforce Improvement Grant	AR	WIG		ARWIG	5
36	17	State Other (not included in above categories)	AR	OTHE	1	AROTHE1	7
37	18	State Other (not included in above categories)	AR	OTHE	2	AROTHE2	7
38	19	State Other (not included in above categories)	AR	OTHE	3	AROTHE3	7
39	20	State Other (not included in above categories)	AR	OTHE	4	AROTHE4	7
40	21	State Other (not included in above categories)	AR	OTHE	5	AROTHE5	7

#	##	Institutional Financial Assistance	Fund Source	Fund Type	Fund Reason	FUND CODE	Length
41	1	Institutional Grant/Scholarship	IN	GRSC	1	INGRSC1	7
42	2	Institutional Grant/Scholarship	IN	GRSC	2	INGRSC2	7
43	3	Institutional Grant/Scholarship	IN	GRSC	3	INGRSC3	7
44	4	Institutional Grant/Scholarship	IN	GRSC	4	INGRSC4	7
45	5	Institutional Grant/Scholarship	IN	GRSC	5	INGRSC5	7
46	6	Institutional Loan	IN	LOAN	1	INLOAN1	7
47	7	Institutional Loan	IN	LOAN	2	INLOAN2	7
48	8	Institutional Loan	IN	LOAN	3	INLOAN3	7
49	9	Institutional Loan	IN	LOAN	4	INLOAN4	7
50	10	Institutional Loan	IN	LOAN	5	INLOAN5	7
51	11	Institutional Work Study	IN	WORK	1	INWORK1	7
52	12	Institutional Work Study	IN	WORK	2	INWORK2	7
53	13	Institutional Work Study	IN	WORK	3	INWORK3	7
54	14	Institutional Work Study	IN	WORK	4	INWORK4	7
55	15	Institutional Work Study	IN	WORK	5	INWORK5	7
56	16	Institutional Tuition Waiver, Out-of-State	IN	TWOS	1	INTWOS1	7
57	17	Institutional Tuition Waiver, Out-of-State	IN	TWOS	2	INTWOS2	7
58	18	Institutional Tuition Waiver, Out-of-State	IN	TWOS	3	INTWOS3	7
59	19	Institutional Tuition Waiver, Out-of-State	IN	TWOS	4	INTWOS4	7
60	20	Institutional Tuition Waiver, Out-of-State	IN	TWOS	5	INTWOS5	7
61	21	Institutional Tuition Waiver, Border County	IN	TWBC	1	INTWBC1	7
62	22	Institutional Tuition Waiver, Border County	IN	TWBC	2	INTWBC2	7
63	23	Institutional Tuition Waiver, Border County	IN	TWBC	3	INTWBC3	7
64	24	Institutional Tuition Waiver, Border County	IN	TWBC	4	INTWBC4	7
65	25	Institutional Tuition Waiver, Border County	IN	TWBC	5	INTWBC5	7
66	26	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	1	INOTHE1	7
67	27	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	2	INOTHE2	7
68	28	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	3	INOTHE3	7

Financial Aid File Definitions

#	##	Institutional Financial Assistance	Fund Source	Fun Type	Fund Reason	FUND CODE	Length
69	29	Institutional Other, Other Publicly Funded TW/TD/TR, etc.	IN	OTHE	4	INOTHE4	7
70	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
71	1	Private Grant/Scholarship	PR	GRSC	1	PRGRSC1	7
72	2	Private Grant/Scholarship	PR	GRSC	2	PRGRSC2	7
73	3	Private Grant/Scholarship	PR	GRSC	3	PRGRSC3	7
74	4	Private Grant/Scholarship	PR	GRSC	4	PRGRSC4	7
75	5	Private Grant/Scholarship	PR	GRSC	5	PRGRSC5	7
76	6	Private Loan	PR	LOAN	1	PRLOAN1	7
77	7	Private Loan	PR	LOAN	2	PRLOAN2	7
78	8	Private Loan	PR	LOAN	3	PRLOAN3	7
79	9	Private Loan	PR	LOAN	4	PRLOAN4	7
80	10	Private Loan	PR	LOAN	5	PRLOAN5	7
81	11	Private Work Study	PR	WORK	1	PRWORK1	7
82	12	Private Work Study	PR	WORK	2	PRWORK2	7
83	13	Private Work Study	PR	WORK	3	PRWORK3	7
84	14	Private Work Study	PR	WORK	4	PRWORK4	7
85	15	Private Work Study	PR	WORK	5	PRWORK5	7
86	16	Private Tuition Waiver, Out-of-State	PR	TWOS	1	PRTWOS1	7
87	17	Private Tuition Waiver, Out-of-State	PR	TWOS	2	PRTWOS2	7
88	18	Private Tuition Waiver, Out-of-State	PR	TWOS	3	PRTWOS3	7
89	19	Private Tuition Waiver, Out-of-State	PR	TWOS	4	PRTWOS4	7
90	20	Private Tuition Waiver, Out-of-State	PR	TWOS	5	PRTWOS5	7
91	21	Private Tuition Waiver, Border County	PR	TWBC	1	PRTWBC1	7
92	22	Private Tuition Waiver, Border County	PR	TWBC	2	PRTWBC2	7
93	23	Private Tuition Waiver, Border County	PR	TWBC	3	PRTWBC3	7
94	24	Private Tuition Waiver, Border County	PR	TWBC	4	PRTWBC4	7
95	25	Private Tuition Waiver, Border County	PR	TWBC	5	PRTWBC5	7
96	26	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	1	PROTHE1	7
97	27	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	2	PROTHE2	7
98	28	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	3	PROTHE3	7
99	29	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	4	PROTHE4	7
100	30	Private Other, Other Publicly Funded TW/TD/TR, etc.	PR	OTHE	5	PROTHE5	7

G R A D U A T E D
S T U D E N T

Graduated Student Record 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		1	2	02
Data Type		3	1	2
College Student ID (Optional)	college_id	4	10	
SISDB Student ID	ssn_id	14	9	See Page xx for valid ssn's.
Filler		23	7	Pad with 7 spaces
Initial Enrollment Status	init_enroll_status	30	1	1, 2, 3, 9
Initial Term Attendance Status	init_attend_status	31	1	0, 1
Institutional Admission, Month and Year	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	cr_hr_completed	41	3	000 - 999
Graduation, Month and Year	graduation_date	44	6	MMYYYY
Degree Type	degree_level	50	2	00 - 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
Triple-Major Degree Code	degree_3	66	4	0000 - 9999
Equivalent Education Specialization CIP Code	ee_cip_code	70	2	13 or 2 blank spaces
Equivalent 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><YY>.GRD YY is the two-digit academic year of the data.

Graduated Student File 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.

The validation program will generate a warning for students included in the Graduated Student File who were not enrolled during the academic year of the graduation but for whom a degree/certificate completion is reported. The institution must matriculate a student before any **Technical Certificate or higher credential** can be reported for that student. This file should be the basis for your institution's IPEDS Completions Survey submitted to NCES.

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 September, 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.

ADHE will no longer upload the IPEDS completions report for the institutions.

For additional information related to the IPEDS Completion Report and related issues, please see Appendix I-A.

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. ADHE will not validate or use this information in any way. This field is added as a convenience for institutions choosing to use it.
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. If the student does not provide a valid social security number, see note c below. <ul style="list-style-type: none"> a. If a new (changed) number is being reported for this student, use the process described under "ID Change" in this manual to update it. b. See the reference called "ID Change for Student or Instructor Record Layout" for valid SSN's. c. See the reference called "Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Student Number)" for working with Alternate SISDB Student Numbers.
Initial Enrollment Status (init_enroll_status)	30	1	Enter the description of the location of where the student began coursework for this degree. <ul style="list-style-type: none"> 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

Graduated Student File Definitions

Name #		Length	Description
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
Institutional Admission MONTH AND YEAR (init_admit_date)	32 6		<p>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.</p> <p>A student must be matriculated (officially admitted) by the institution before any Technical Certificate or higher credential can be reported for that student. For any high school student that has earned the Certificate of Proficiency, please use the date of the first term enrolled as a high school student.</p> <p style="text-align: center;">MMYYYY – where MM = Month (01 - 12) and YYYY = Year (0000 - 9999)</p> <p>NOTES:</p> <ol style="list-style-type: none"> Admission date is the beginning date of the term for which the student is formally admitted for study to the institution as a first-time entering student. Whether a letter of admission is mailed in March for student A, May for student B, or July for student C is irrelevant if all of these students enter in the same fall cohort (which would be reported as 082008 for an August 2008 admission date). This entry is the base date for calculating a student's time-to-degree and begins when a student initially enrolls. <ol style="list-style-type: none"> 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. For all graduate students and above, enter the date they first enrolled into any program in the degree level 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. For example, if a student entered into a master's history program and later changed to a master's humanities program, enter the original date for the master's history program. For graduate students, this should always be when they entered into the particular degree level, not the particular program. 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 such lower credential. For example, if a student graduated with a bachelor's degree in May 2005 and re-enrolled in August 2005 to obtain a Certificate of Proficiency, please use the August 2005 for the Institutional Admission Date.

Graduated Student File Definitions

Name #		Length	Description																
Gender (gender)	38	1	Enter the student gender. 1 = Male 2 = Female																
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 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 Glossary (Appendix G) for definitions. If Not Applicable (Code 00), refer to fields 76-81 to report graduate’s specific race/ethnicity.																
Credit Hours Completed (cr_hr_completed)	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. NOTES: 1. Regarding the degree level completed, include all hours per the following: <table><tr><td>Category</td><td>Degree Levels</td></tr><tr><td>Bachelor's and Lower</td><td>01, 02, 03, 04, 05</td></tr><tr><td>Post-Bacc. Cert</td><td>06</td></tr><tr><td>Masters</td><td>07</td></tr><tr><td>Post Cert./Degrees</td><td>08 (old 11, 12)</td></tr><tr><td>Doctor's – Res/Schol</td><td>17 (old 09)</td></tr><tr><td>Doctor's - Prof</td><td>18 (old 10)</td></tr><tr><td>Doctor's - Other</td><td>19 (not used)</td></tr></table> 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. 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.	Category	Degree Levels	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)
Category	Degree Levels																		
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)																		
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)																

Graduated Student File Definitions

Name #		Length	Description
Degree Type (degree_level)	50	2	<p>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.</p> <p>00 = Diploma (for JSN and BSN use only) 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</p>
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	<p>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.</p> <p>NOTE:</p> <p>1. MULTIPLE CREDENTIALS: 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:</p> <ul style="list-style-type: none"> 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). <p>2. DOUBLE OR TRIPLE MAJORS: 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.</p>
Double-Major Degree Code (degree_2)	62	4	<p>Enter the degree code of the double-major if applicable. Leave four blank spaces if no double major is reported.</p> <p>NOTE: Do NOT report the same degree code entered in fields 58 (First Degree Code) and/or 66 (Triple-Major Degree Code).</p>

Graduated Student File Definitions

Name #		Length	Description
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. NOTE: <i>Do NOT report the same degree code entered in fields 58 (First Degree Code) and/or 62 (Double-Major Degree Code).</i>
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
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 K). NOTE: 1. Do NOT report a code here if field 70 was left blank. 2. Two-year institutions must leave this field blank.

IF GRADUATE IS NOT NON-RESIDENT ALIEN OR UNKNOWN (FIELD 39 = 00),
MORE THAN ONE RACE CODE IN FIELDS 76, 77, 79, 80, 81 MAY APPLY.

IF HISPANIC IS CHOSEN, ONE OR MORE [RACE] MUST ALSO BE CHOSEN

Name #		Length	Field Description
Asian [Race] (asian)	76	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Black [Race] (black)	77	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Hispanic [Ethnicity] (hispanic)	78	1	1 = Yes 2 = No 0 = Refused to report or not applicable
American Indian [Race] (amerind)	79	1	1 = Yes 2 = No 0 = Refused to report or not applicable
White [Race] (white)	80	1	1 = Yes 2 = No 0 = Refused to report or not applicable
Native Hawaiian [Race] (hawaiian)	81	1	1 = Yes 2 = No 0 = Refused to report or not applicable

Name #		Length	Field Description
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.

A N N U A L
I N S T R U C T O R

Annual Instructor Record 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		4	10	
SISDB Instructor ID	ssn_id	14	9	See Page xx for valid ssn's.
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><YY>.ANN YY is the two-digit academic year of the data.

Annual Instructor File Definitions

The Annual Instructor File is collected each year and includes all 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 personnel reported in the term instructor submissions who did not teach 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. 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. ADHE will not validate or use this information in any way. This field is added as a convenience for institutions choosing to use it.
SISDB Instructor ID (ssn_id)	14	9	<p>Enter the instructor's current social security number (if they provide it). This entry must match the SSN_ID used in the instructor file. If the instructor does not provide a valid social security number, see note c below.</p> <p>a. If a new (changed) number is being reported for this instructor, use the process described under "ID Change" in this manual to update it.</p> <p>b. See the reference called "ID Change for Student or Instructor Record Layout" for valid SSN's.</p> <p>c. See the reference called "Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Instructor ID)" for working with Alternate SISDB Instructor ID.</p> <p>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.</p>
Position Title Code (title_code)	23	2	<p>Enter the title code associated with the position number from which the individual is paid.</p> <p>31 = Full Time Faculty – includes any and all faculty if they are considered full time</p> <p>32 = Part Time/Adjunct Faculty – all part time faculty and adjuncts except as noted below</p> <p>33 = Staff/Administrator – all other staff and administrators, full time and part time, that teach</p> <p>34 = Graduate Assistants – all Graduate Assistants, Teaching Assistants, Research Assistants, etc.</p> <p>35 = Non-Institutional Employees/High School Instructors – high school teachers or persons not otherwise employed by the institution or persons donating time. Ex: ROTC</p> <p>36 = Other – any other person that does not fit into the above categories</p>

Annual Instructor File Definitions

Beginning with the 2012-2013 reporting year, IPEDS will require the reporting of the 2010 SOC Codes in the human resources data collection.

ADHE will also add the SOC code and SOC detail to the annual instructor file.

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

Regular faculty should be reported with a SOC code in the 25-1000 range of codes.

Non-faculty personnel that teach should use a different SOC Code.

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
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations
25-1000	Postsecondary Teachers
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
25-4010	Archivists, Curators, and Museum Technicians
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. (Not required until October 2013)
SOC Detail	27	4	Provide the 4-digit SOC codes (the last 4 digits) for all employees reported in the annual instructor file. (Not required until October 2013)

Annual Instructor File Definitions

Name #		Length	Field Description
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.
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.
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 File Definitions

Name #		Length	Field Description
Percent of Salary Allocated for Instruction (sal_instruction)	71	3	<p>Provide the percent of the instructor's total annual salary chargeable to the budget function of instruction associated directly with credit courses.</p> <p>Note:</p> <ol style="list-style-type: none"> 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 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 front 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	<p>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.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Duties charged to the departmental budget include chairperson, committee assignments, or department research and public service. 2. Do not include separately budgeted institutional administration duties.
Percent of Salary Allocated for Institutional Administration (sal_instu_admin)	77	3	<p>Provide the percent of the instructor's total annual salary chargeable to the budget function of institutional support for administration.</p> <p>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.</p>
Percent of Salary Allocated for Research / Scholarship (sal_res_scholar)	80	3	<p>Provide the percent of the instructor's annual salary chargeable to the budget function of research/scholarship</p> <p>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.</p>
Percent of Salary Allocated for Public Service (sal_public_serv)	83	3	<p>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.</p>
Percent of Salary Allocated for Other Areas (sal_other)	86	3	<p>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.</p>

Annual Instructor File Definitions

Name #		Length	Field Description
Fringe Benefits (fringe_benefits)	89	6	<p>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.</p> <p>Example: \$9,395 = 009385</p>
Instructor Primary Role (primary_role)	95	1	<p>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.</p> <p>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)</p> <p>Note: Only institutions with individuals employed by AES, AS, or CJI may use codes 2, 3, or 4.</p>

Annual Instructor File 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.

I N T E R -
C O L L E G I A T E
A T H L E T I C

Intercollegiate Athletics Record 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 (optional)	college_id	4	10	
SISDB Student ID	ssn_id	14	9	See Instructions for for valid ssn's.
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>< YY>.ATH YY is the two-digit academic year of the data.

Intercollegiate Athletics File Definitions

The Intercollegiate Athletic File includes all students listed on any intercollegiate athletic roster during the previous academic year. All student-athletes in this file also must have been reported in the Student File for at least one term of the same 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. 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. ADHE will not validate or use this information in any way. This field is added as a convenience for institutions choosing to use it.
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. If the student does not provide a valid social security number, see note c below. a. If a new (changed) number is being reported for this student, use the process described under "ID Change" in this manual to update it. b. See the reference called "ID Change for Student or Instructor Record Layout" for valid SSN's. c. See the reference called "Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Student Number)" for working with Alternate SISDB Student Numbers.
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

ANNUAL

FILE

Perkins Annual Assessment, Record 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
Record Type		3	1	V
College ID (optional)	college_id	4	10	
SISDB Student ID	ssn_id	14	9	
Disabled	disabled	23	1	1, 2
Ecomonically 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
CTE Assessment Taken	asmt_taken	28	1	1, 2
CTE Assessment Passed	asmt_passed	29	1	1, 2

TRAILER RECORD: (ONCE PER FILE)

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

FILENAME: School Abbreviation + YY .PRK YY is the two-digit academic year of the data.

Perkins Annual Assessment, File Definitions

The Perkins program desires that a new file be submitted to document Perkins students taking assessment test and the results thereof. This will be an annual file that will begin to be submitted in the summer of 2012. The due date for the first Perkins annual file is **August 15, 2012**.

Purpose of the File – The Perkins annual file provides supplemental information required for federal program reporting that is not found in other AHEIS files.

Content of the File – The Perkins annual file reports two different sets of student information: special population information for all CTE (career and technical) students and results of CTE assessments. The special population fields contain all CTE students. The CTE assessment fields contain only students who attempted to complete a CTE assessment.

Who To Include – The Perkins annual files includes all students who have declared intent to complete a CTE program as their first and/or second degree major code. CTE programs include CP, TC, AAS, AAT, AD, AND, APS, ASN, ASNT, and all AS except those in General Studies, General Education, Liberal Arts, or Liberal Studies.

Special Populations – All CTE students who meet special population descriptions must be reported.

- Special population information has been previously reported in the student term file. It is being moved to this Perkins annual file since the information is used only for Perkins purposes and can be reported annually rather than at the beginning of each term. This give institutions longer than the 11th day reporting deadline to identify these students and provide more complete information.
- Institutions will need to 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 the special population category.

CTE Assessments – 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.

- A list of eligible assessments is found in the Perkins Accountability Portal and can be accessed by the local Perkins Coordinator. All CTE assessment results are to be reported in the Perkins annual file; if there are assessments that are reported but are not on the eligible list, this will be reconciled during Perkins compliance reviews with the local coordinator.
- Students reported in the CTE Assessments fields may be currently enrolled or have already exited. If they are currently enrolled, there may or may not be "special pops" information to report. If they have exited, the school may or may not have "special pops" information to report. For those who have exited, the Perkins accountability vendor will be instructed to associate with special population information from previous year files.
- If a student takes more than one assessment, report the most recent one passed.

Name #		Length	Description
Record Header	1	2	Enter 02 for detail record
Record Type	3	1	Enter V for Perkins record
College ID college_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. ADHE will not validate or use this information in any way. This field is added as a convenience for institutions choosing to use it.

Perkins Annual Assessment, File Definitions

Name #		Length	Description
SISDB Student ID ssn_id	14 9		<p>Enter the student's current social security number (if they provide it). This entry must match the SSN_ID used in the registration file. If the student does not provide a valid social security number, see note c below.</p> <p>a. If a new (changed) number is being reported for this student, use the process described under "ID Change" in this manual to update it.</p> <p>b. See the reference called "ID Change for Student or Instructor Record Layout" for valid SSN's.</p> <p>c. See the reference called "Substitute, Alternate, or Locally Generated SSN_ID Structure (SISDB Student Number)" for working with Alternate SISDB Student Numbers.</p>
Disabled disabled	23	1	<p>Does this Perkins student meet any of the following criteria?</p> <p>a. Have a physical or mental impairment that substantially limits one or more of the major life activities of that individual.</p> <p>b. Have a record of impairment described above.</p> <p>c. Be regarded as having an impairment described above.</p> <p>1=Yes 2 = No</p>
Economically Disadvantaged econ_disadv	24	1	<p>Does this Perkins student meet ANY of these criteria?</p> <p>a. Receive Pell grant or BIA assistance or a comparable program of need-based financial aid assistance.</p> <p>b. Participate in a Workforce Invest Act (WIA) program or service that requires participants to meet the Federal income eligibility guidelines of WIA.</p> <p>c. Receive benefits under the Food Stamp Act of 1977.</p> <p>1=Yes 2 = No</p>
Single Parent ngl_parent	25	1	<p>Does this Perkins student meet any of these criteria?</p> <p>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.</p> <p>b. Are/were pregnant at any time during the reporting period.</p> <p>1=Yes 2 = No</p>
Displaced Homemaker displ_homemkr	26	1	<p>Does this Perkins student meet AT LEAST ONE of these criteria?</p> <p>a. Has worked primarily without remuneration to care for a home and family and for that reason have diminished marketable skills.</p> <p>b. Has been dependent on the income of another family member but are no longer supported by that income.</p> <p>c. Is unemployed or underemployed and experiencing difficulty or upgrading employment.</p> <p>1=Yes 2 = No</p>
Limited English limited_english	27	1	<p>Does this Perkins student meet criterion a AND at least one of criterion b or c?</p> <p>a. Have limited ability in speaking, reading, writing, or understanding the English language.</p> <p>b. Have a native language other than English.</p> <p>c. Live in a family or community environment in which English is not the predominant language.</p> <p>1=Yes 2 = No</p>
CTE Assessment Taken asmt_taken	28	1	<p>Did the student attempt to pass an assessment for certification, licensure, proficiency, or other workforce related reason during the Perkins program year (July 1 – June 30)?</p> <p>1=Yes 2 = No</p>
CTE Assessment Passes asmt_passed	29	1	<p>Did the student pass an assessment for certification, licensure, proficiency, or other workforce related reason during the Perkins program year (July 1 – June 30)?</p> <p>1=Yes 2 = No</p>

A P P E N D I C E S

Appendix A. FICE Codes

ARKANSAS HIGHER EDUCATION FEDERAL INTERAGENCY COMMISSION ON EDUCATION (FICE) CODES AND INSTITUTIONAL ABBREVIATIONS (Codes effective in SIS beginning July 1, 2003)

PUBLIC FOUR-YEAR UNIVERSITIES		<u>FICE Code</u>	<u>IPEDS Code</u>
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	901090	420538
ASUN	Arkansas State University - Newport	011949	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
MSCC	Mid-South Community College	023482	107318
NAC	North Arkansas College	012261	107460
NPCC	National Park Community College	012105	106980
NWACC	Northwest Arkansas Community College	030633	367459
OZC	Ozarka College	020870	107549
PCCUA	Phillips Community College /UA	001104	107619
PTC	Pulaski Technical College	020753	107664
RMCC	Rich Mountain Community College	021111	107743
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

Appendix A. FICE Codes

ARKANSAS HIGHER EDUCATION FEDERAL INTERAGENCY COMMISSION ON EDUCATION (FICE) CODES AND INSTITUTIONAL ABBREVIATIONS (Codes effective in SIS beginning July 1, 2003)

INDEPENDENT UNIVERSITIES AND COLLEGES		<u>FICE Code</u>	<u>IPEDS Code</u>
ABC	Arkansas Baptist College	001087	106306
CBC	Central Baptist College	001093	106713
CRC	Crowley`s Ridge College	001095	106810
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
UO	University of the Ozarks	001094	107558
WBC	Williams Baptist College	001106	107877

VOCATIONAL INSTITUTIONS

ASUTC	Arkansas State University Technical Center	007043	
ATUO	Arkansas Tech University - Ozark Campus	005249	
BSN	Baptist School of Nursing	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	

Appendix B. Counties

Arkansas Department of Higher Education County/Parish Codes for Arkansas and Bordering States

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

Appendix C. State Codes

ARKANSAS DEPARTMENT OF HIGHER EDUCATION Codes Used in SIS Validation Software

<u>Code</u>	<u>State</u>	<u>Code</u>	<u>State</u>
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

City	High School Name	Code
	AR High School Not Available or GED	049999
Alexander	Alexander High School	040001
Alma	Alma High School	040000
Alpena	Alpena High School	040010
Altheimer	Altheimer-Sherrill High School	040012
Altus	Altus Denning High School	040025
Amity	Centerpoint High School	040030
Amity	Ouachita Hills Academy	040032
Arkadelphia	Arkadelphia High School	040035
Arkadelphia	Old Lighthouse Christian School	040039
Arkadelphia	Wonderland College Prep School	040043
Arkansas City	Arkansas City High School	040050
Armored	Armored High School	040055
Ash Flat	Ash Flat High School	040070
Ashdown	Ashdown High School	040060
Ashdown	Little River Trng School	040065
Ashdown	New Faith Tabernacle	040061
Atkins	Atkins High School	040075
Augusta	Augusta High School	040090
Bald Knob	Bald Knob High School	040095
Bald Knob	Covenant Christian Academy	040097
Banks	Banks High School	040100
Barling	International Academy Chrstn Educ	040103
Barton	Barton High School	040105
Batesville	Batesville High School	040115
Batesville	Landmark Baptist Academy	040117
Batesville	North Arkansas Christian School	040118
Batesville	Southside High School - Batesville	040120
Bauxite	Bauxite High School	040125
Bay	Bay High School	040130
Bay	Faith Christian Academy	040131
Bearden	Bearden High School	040135
Bearden	Ouachita Co Trng School	040140
Bee Branch	South Side School - Bee Branch	040150
Beebe	Beebe High School	040145
Beebe	Lighthouse Christian Academy	040146
Beebe	Victory Christian Academy	040148
Beedeville	Beedeville High School	040155
Benton	Benton Christian Academy	040172
Benton	Benton High School	040170
Benton	Calvary Christian Academy	040173
Benton	Harmony Grove High School-Saline County	040165
Benton	Victory Baptist Academy	040166
Bentonville	Ambassadors For Christ Academy	040176
Bentonville	Bentonville Christian Academy	040174
Bentonville	Bentonville High School	040175
Bentonville	Endtime Harvest Church School	040179
Bergman	Bergman High School	040180
Bergman	Ozark Baptist Christian Academy	041028
Berryville	Berryville High School	040185
Berryville	Living Faith Christian Academy	040187
Big Flat	Tri-County High School	040195

City	High School Name	Code
Bigelow	Bigelow High School	040190
Biggers	Biggers-Reyno High School	040200
Bismarck	Bismarck High School	040210
Black Oak	Caraway Christian School	040376
Black Rock	Black Rock High School	040215
Blevins	Blevins Jr-Sr High School	040225
Blytheville	Ahdc/Youthbuild Of Ms County	040242
Blytheville	Blytheville High School	040240
Blytheville	Pathway Christian Academy	040243
Blytheville	R B Harrison H S	040235
Booneville	Booneville Christian Center Academy	040261
Booneville	Booneville High School	040260
Booneville	Logan County Christian Academy	040262
Bradford	Bradford High School	040265
Bradford	Trinity Christian School	040266
Bradley	Bradley High School	040268
Bradley	Bumpham High School	040270
Branch	County Line High School	040280
Briggsville	Fourche Valley High School	040285
Brinkley	Brinkley Academy	040289
Brinkley	Brinkley High School	040290
Brockwell	Izard County Consolidated School	042540
Brookland	Brookland High School	040300
Bryant	Bryant High School	040310
Bryant	Family Church Academy	040257
Bryant	First Church Academy	040314
Bryant	Saline Christian Academy	040315
Cabot	Academic Center Of Excellence-Charter	040329
Cabot	Cabot Christian Academy	040319
Cabot	Cabot High School	040320
Caddo Gap	Caddo Gap H S	040330
Cale	Cale High School	040335
Calico Rock	Calico Rock High School	040340
Camden	Camden Christian Academy	040344
Camden	Camden Fairview High School	040350
Camden	Camden High School	040345
Camden	Elliott Christian Academy	040347
Camden	Harmony Grove High School-Ouachita County	040355
Camden	Lincoln High School	040360
Camden	Victory Christian School	040371
Caraway	Caraway High School	040375
Carlisle	Carlisle High School	040380
Carthage	Carthage High School	040390
Casa	Perry-Casa High School	040395
Cave City	Cave City High School	040405
Cedarville	Cedarville High School	040410
Center Ridge	Nemo Vista High School	040415
Centerton	Lakeside Christian Academy	040412
Centerton	Life Way Christian School	040414
Charleston	Charleston High School	040420
Charlotte	Cord Charlotte High School	040425

Appendix D.

Arkansas High School Codes

City	High School Name	Code
Cherry Valley	Cross County High School	040435
Chidester	Chidester High School	040445
Clarendon	Clarendon High School	040455
Clarksville	Clarksville High School	040460
Clarksville	New Life Christian Center	041826
Clinton	Alread School	040465
Clinton	Clinton High School	040470
Coal Hill	Westside High School-Coal Hill	040475
Concord	Concord High School	040485
Conway	Conway Christian School	040491
Conway	Conway High School East	040492
Conway	Conway High School West	040490
Conway	Eastside Christian Academy	040493
Conway	Saint Joseph School	040500
Corning	Corning High School	040505
Cotter	Cotter High School	040510
Cotton Plant	Cotton Plant High School	040515
Cove	Midway Christian Academy	040523
Cove	Van Cove High School	040525
Crawfordsville	Crawfordsville High School	040535
Crawfordville	Crawfordsville H S	040530
Crossett	Abiding Faith Christian School	040538
Crossett	Calvary Baptist Christian School	040539
Crossett	Crossett High School	040540
Cushman	Cushman High School	040555
Danville	Danville High School	040565
Dardanelle	Dardanelle High School	040575
De Queen	DeQueen High School	040605
De Valls Bluff	DeValls Bluff High School	040630
De Witt	DeWitt High School	040635
Decatur	Decatur High School	040580
Deer	Deer High School	040585
Delaplaine	Delaplaine High School	040590
Delight	Delight High School	040595
Dell	Dell High School	040600
Dell	Mississippi County Chrstrn Academy	041477
Dermott	Bellaire Academy	040613
Dermott	Dermott Christian School	040614
Dermott	Dermott High School	040615
Dermott	M Booker Meml School	040617
Des Arc	Des Arc High School	040620
Desha	Desha High School	040625
Dierks	Dierks High School	040640
Doddridge	Bright Star High School	040282
Donaldson	Ouachita High School	040645
Dover	Dover Public School	040650
Dumas	Dumas Adult Education Center	040656
Dumas	Dumas High School	040660
Dumas	Reed High School	040655
Earle	Earle Baptist Christian School	040674
Earle	Earle High School	040675
El Dorado	El Dorado High School	040690

City	High School Name	Code
El Dorado	First Assembly Christian Academy	040691
El Dorado	Grace Bible Christian School	040692
El Dorado	Maranatha Baptist Christian School	040694
El Dorado	Murmil Christian School	040693
El Dorado	New Life Academy	040696
El Dorado	Parkers Chapel High School	040695
El Dorado	Union School	040697
El Dorado	West Side Christian School	040698
Elaine	Elaine High School	040685
Elkins	Elkins High School	040705
Elm Springs	Elm Springs Christian School	040709
Emerson	Emerson High School	040710
Emerson	Mc Mittress High School	040715
Emmet	Emmet High School	040720
England	England Academy Inc	040728
England	England Community Christian Academy	040731
England	England High School	040730
Enola	Enola Public School	040735
Eudora	Eudora High School	040745
Eudora	G C Johns High School	040740
Eudora	Ross Van Ness High School	040747
Eureka Springs	Clear Spring School	040749
Eureka Springs	Eureka Springs High School	040750
Evening Shade	Evening Shade High School	040755
Everton	Bruno-Pyatt School	040305
Farmington	Farmington High School	040760
Fayetteville	Fayetteville Christian Academy	040769
Fayetteville	Fayetteville Christian Schools	040765
Fayetteville	Fayetteville High School East	040770
Fayetteville	Haas Hall Academy-Charter School	042762
Fayetteville	West Campus Technical Center	040772
Ferndale	West Little Rock Christian Academy	041448
Fifty-Six	Fifty-Six School	040774
Flippin	Flippin High School	040775
Floral	Floral High School	040780
Fordyce	Dallas Co H S	040785
Fordyce	Fordyce High School	040790
Foreman	Foreman High School	040795
Foreman	Prince Of Peace Academy	040796
Forrest City	Calvary Christian High School	040804
Forrest City	Forrest City High School	040805
Forrest City	Lincoln Senior High School	040810
Forrest City	N B Forrest Academy	040812
Fort Smith	Faith Academy	040816
Fort Smith	Trinity Junior High School	040824
Fouke	Fairland Christian Academy	040839
Fouke	Fouke High School	040840
Fountain Hill	Fountain Hill High School	040845
Fox	Rural Special High School	042190
Ft Smith	First Church Of God Academy	040813
Ft Smith	Fort Smith Christian School	040814
Ft Smith	Good Shepherd Academy	040815

Appendix D. Arkansas High School Codes

City	High School Name	Code
Ft Smith	Lighthouse Baptist Academy	040830
Ft Smith	Lindenwood Academy	040832
Ft Smith	Metro Christian School	040833
Ft Smith	Northside Christian Academy	040834
Ft Smith	Northside High School	040835
Ft Smith	River Valley Christian School	040820
Ft Smith	Southside High School - Ft Smith	040837
Gassville	Grace Baptist Church School	041739
Gentry	Faith Christian School	040884
Gentry	Gentry High School	040875
Gentry	Ozark Adventist Academy	040880
Gillett	Gillett High School	040885
Gillham	Gillham High School	040890
Glenwood	Glenwood High School	040900
Goshen	Goshen Christian School	040901
Gosnell	Gosnell High School	040230
Gould	Gould High School	040910
Gould	Grace Christian Academy	040911
Gould	Southeast Academy	040912
Grady	Grady High School	040920
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 Lrng	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	Grace Christian School	041024
Harrison	Harrison High School	041025
Harrison	Hillcrest Christian School	041026
Hartford	Hartford High School	041030
Hartman	Hartman High School	041035
Hatfield	Hatfield School	041040
Hattieville	Wonderview High School	041045
Havana	Havana High School	040160

City	High School Name	Code
Havana	Western Yell County High School	041050
Hazen	Hazen High School	041055
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 & Sciences	041148
Hot Springs	Baptist Temple Academy	041146
Hot Springs	Beacon Light Baptist Academy	041152
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 Christian 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

Appendix D.

Arkansas High School Codes

City	High School Name	Code
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-Newton County	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
Lead Hill	Lead Hill High School	041375
Leola	Leola High School	041380
Lepanto	East Poinsett County High School	041385
Leslie	Leslie High Schoo	041390
Lewisville	Garland High School	040860
Lewisville	Lafayette High School	042326
Lewisville	Lewisville High School	041395
Lincoln	Lincoln Acad Ctr Of Excellence	041401
Lincoln	Lincoln High School	041405
Lincoln	Maranatha Christian School	041407
Little Rock	Alternative Agencies	991001
Little Rock	Arkansas Baptist High School	041414
Little Rock	Arkansas School For The Blind	041415
Little Rock	Arkansas School For The Deaf	041416
Little Rock	Ash School	041411
Little Rock	Capital City Christian Academy	041419
Little Rock	Catholic High School	041420
Little Rock	Central Baptist Academy	041421
Little Rock	Chenal Valley Christian Academy	041428
Little Rock	Cloverdale Christian Academy	041418
Little Rock	Covenant Keepers Charter	041454
Little Rock	Episcopal Collegiate School	041417
Little Rock	eStem High Public Charter School	041412
Little Rock	Fairview Baptist School	041427
Little Rock	Faith Christian High School	041431
Little Rock	Felder Alternative Academy	041452

City	High School Name	Code
Little Rock	First Gospel Academy	041426
Little Rock	Hall High School	041423
Little Rock	Heritage Christian Schools	041424
Little Rock	Horace Mann High School	041425
Little Rock	J A Fair High School	041429
Little Rock	Joe T. Robinson High School	041430
Little Rock	John T Goad Christian School	041439
Little Rock	Lisa Academy High School	041486
Little Rock	Little Rock Academy	041489
Little Rock	Little Rock Adventist Academy	041413
Little Rock	Little Rock Central High School	041422
Little Rock	Little Rock Christian Academy	041453
Little Rock	Little Rock Christian School	041484
Little Rock	LRSD Accelerated Learning Ctr	041432
Little Rock	Lutheran High School	041434
Little Rock	Mc McClellan Magnet High School	041485
Little Rock	Metro Voc Tec Ed Ctr	041435
Little Rock	Mount St Mary Academy	041440
Little Rock	P A V A Academy	041437
Little Rock	Parkview Magnet High School	041443
Little Rock	Pulaski Academy	041444
Little Rock	Southwest Christian Academy	041441
Little Rock	Southwest Holiness Academy	041445
Little Rock	Spurgn Mem Chrstn School	041446
Little Rock	The Academy	041410
Little Rock	Victory Christian Schools	041447
Little Rock	W D Mohammad High School	041450
Little Rock	Wilbur D Mills Univ Studies Hs	042390
Little Rock	Word Of Outreach Chrstn Academy	041449
Lockesburg	Lockesburg High School	041455
Lonoke	G W Carver High School	041465
Lonoke	Lonoke High School	041470
Lowell	North West Academy	042166
Luxora	Luxora Baptist Academy	041473
Luxora	Luxora High School	041475
Lynn	Lynn High School	041480
Mabelvale	Faith Baptist Academy	041488
Magazine	J D Leftwich High School	041490
Magnolia	Columbia Christian School	041497
Magnolia	Magnolia High School	041500
Magnolia	Walker High School	041505
Malvern	Glen Rose High School	041510
Malvern	Magnet Cove School	041520
Malvern	Malvern High School	041527
Mammoth Spring	Mammoth Spring High School	041530
Manila	Manila High School	041535
Manila	South Mississippi County High School	042630
Mansfield	Mansfield High School	041540
Marianna	Friendship Christian Academy	041546
Marianna	Lee Academy	041548
Marianna	Lee High School	041550

Appendix D. Arkansas High School Codes

City	High School Name	Code
Marion	J S Phelix High School	041555
Marion	Marion High School	041560
Marked Tree	Marked Tree High School	041570
Marmaduke	Marmaduke High School	041575
Marshall	Marshall High School	041580
Marvell	Apostolic Life Ctr Chrstn Academy	041581
Marvell	Marvell Academy	041583
Marvell	Marvell High School	041585
Marvell	Tate High School	041590
Maumelle	Academics Plus Charter School	041528
Maumelle	Maumelle Christian School	041592
Mayflower	Mayflower High School	041595
Maynard	Maynard High School	041600
Mc Crory	Mc Crory High School	041610
Mc Gehee	McGehee High School	041620
Mc Neil	Mc Neil High School	041635
Mc Neil	Southside High School - Mc Neil	041630
Mc Rae	Mc Rae High School	041640
Melbourne	Melbourne High School	041645
Mena	Acorn High School	041650
Mena	Lakeview Christian School	041654
Mena	Mena High School	041655
Menifee	East Side High School	041660
Mineral Springs	Mineral Springs High School	041670
Monette	Buffalo Island Central High School	041680
Monticello	Arkansas Early College H S	041681
Monticello	Drew Central High School	041685
Monticello	Drew High School	041690
Monticello	Monticello High School	041695
Monticello	Wilmar High School	042660
Montrose	Montrose Academy	041700
Morrilton	Cornerstone Christian Academy	042062
Morrilton	Morrilton High School	041710
Morrilton	Morrilton Intermediate High School	041711
Morrilton	Riverview Christian School	041715
Morrilton	Sacred Heart High School	041720
Morrow	Morrow Valley Christian Academy	041723
Moscow	Samuel Vaster High School	041730
Mount Judea	Mount Judea High School	041770
Mountain Home	Emmanuel Christian School	041743
Mountain Home	Mountain Home High Career Academics	041740
Mountain Home	North Central Christian School	041741
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 Ida	Mount Ida High School	041765
Mt Pleasant	Izard County Christian School	041773
Mt Pleasant	Mount Pleasant High School	041775

City	High School Name	Code
Mt Vernon	Mount Vernon-Enola High School	041780
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	Abundant Life Schools	041857
North Little Rock	Argenta Academy	041451
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	Maumelle High School	041861
North Little Rock	New Life Christian Academy	041862
North Little Rock	NLR Hs-East Camp	041867
North Little Rock	NLR Jr. Hs East Campus (Gr 09-10)	041967
North Little Rock	Nor Hs-West Campus (Gr 06-12)	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	Academic Center of Excellence	040329
Osceola	Osceola (OCABS) Comm Arts-Business	041919

Appendix D.

Arkansas High School Codes

City	High School Name	Code
	Charter School	
Osceola	Osceola High School	041910
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 Public 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	Full Gospel Academy	042124

City	High School Name	Code
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	Benton County Christian School	042162
Rogers	Benton County School of Arts	042169
Rogers	Benton County School of Arts High	044070
Rogers	Bible Living School	042163
Rogers	Bible Missionary Academy	042164
Rogers	Northwest Arkansas Academy of Fine Arts	044170
Rogers	Providence Classical Christian School	041472
Rogers	Rogers Heritage High School	042168
Rogers	Rogers High School	042165
Rogers	Rogers High School Sophomore Campus	040503
Rohwer	Delta High School	042170
Rose Bud	Rose Bud High School	042180
Rose Bud	Triple S Christian School	042181
Rosston	Maumelle High School	042185
Rosston	Nevada High School	042183
Russellville	Russellville High School	042195
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 Freshman Academy	042265
Sheridan	Sheridan High School	042265
Sherwood	Lisa Academy North High School	042268
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 High School	042313
Springdale	Springdale Alt Lrn Environment	042316
Springdale	Springdale Christian Academy	042314
Springdale	Springdale High School	042315

Appendix D. Arkansas High School Codes

City	High School Name	Code
St Joe	St. Joe High School	042205
St Paul	St. Paul High School	042210
St. Charles	Saint Charles High School	042200
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 High School	042348
Strawberry	Strawberry High School (closed)	042348
Strong	Gardner High School	042355
Strong	Strong High School	042360
Stuttgart	Evangelical Methodist School	042361
Stuttgart	Grand Prairie Christian Academy	042362
Stuttgart	Stuttgart High School	042365
Subiaco	Subiaco Academy	042375
Sulphur Rock	Sulphur Rock High School	042380
Swifton	Swifton High School	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 Classical Christian School	042405
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

City	High School Name	Code
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-PhillipsCounty	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
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
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. Freshman Assessment

REVISION OF FRESHMAN ASSESSMENT AND PLACEMENT PROGRAM

Act 1052 of 1987 mandated a program of student assessment and placement at Arkansas state institutions of higher education beginning with the fall semester of 1988. The mandate for that program was renewed under the provisions of Act 1011 of 1991.

The placement score of a 19 on the ACT sections of reading, math and English composition have been aligned with concordant scores on the Scholastic Aptitude Test (SAT) and two other exams published by American College Testing, Assessment of Skills for Entry and Transfer (ASSET) and Computerized Adaptive Placement and Support System (COMPASS). The last time the concordant scores had been set was in October 1995. Since then ACT has revised the concordances of scores for the ACT and the sections of the COMPASS and ASSET exams.

This agenda item proposes to update the policy in order that the placement scores on the ASSET and COMPASS exams are aligned to the placement score of 19 on the respective ACT sections. There are no changes proposed for the placement scores on the ACT sections of reading, math, or English Composition.

On April 19, 2002, the Higher Education Coordinating Board approved the following resolution (Agenda Item No. 22):

RESOLVED, That the Arkansas Higher Education Coordinating Board adopts the revisions to the policy in this agenda item for the Freshman Assessment and placement Program beginning with the fall semester 2002.

FURTHER RESOLVED, That the Coordinating Board instructs the Director of the Arkansas Department of Higher Education to notify the presidents and chancellors of all Arkansas public institutions of higher education of this approval.

FRESHMAN ASSESSMENT AND PLACEMENT PROGRAM AT STATE COLLEGES AND UNIVERSITIES IN ARKANSAS

The full text of Section 23 of Act 1101 of 1991 (A.C.A. 6-61-110) follows:

All first-time entering freshmen at all state-supported colleges and universities in Arkansas who are admitted to enroll in all associate or bachelor's degree programs shall be tested by the admitting institution for purposes of placement in either college-level credit courses in English and mathematics or remedial courses in English composition, reading, and mathematics. Remedial courses shall not provide credit toward a degree. The State Board of Higher Education shall determine the tests to be used, the testing procedures and exemptions, and minimum scores below which students at all institutions must take remedial courses. The State Board of Higher Education shall base these decisions on consultation with representatives of the institutions of higher education, analysis of the placement procedures presently used by institutions in Arkansas, statewide placement testing programs in other states, and pilot projects involving testing of entering freshmen at selected institutions in Arkansas.

The mathematics, English composition, and reading placement standards contained in this document implement section 23 of Act 1101 of 1991. These standards apply to all first-time-entering undergraduate students, as defined in the Arkansas Higher Education Information System Manual, who enroll in associate or baccalaureate degree programs at state colleges and universities.

MATH

No math course less sophisticated than college algebra may be applied toward a baccalaureate degree from a public university in Arkansas. Students scoring 19 or above on the mathematics section of the Enhanced ACT*, 460 or above on the quantitative portion of recentered SAT**, 39 or above on the ASSET***, Intermediate Algebra, or 41 percent or above on the COMPASS**** algebra test may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics program or programs, demonstrating achievement at least as sophisticated as intermediate algebra, in order to be placed in college-level mathematics courses.

Appendix F. Freshman Assessment

ENGLISH COMPOSITION

Students scoring 19 or above on the English section of the Enhanced ACT, 470 or above on verbal SAT, 45 or above on the ASSET Writing Skills test, or 75 percent or above on the COMPASS. Writing test may enroll in college-level English courses. Students not meeting the standard shall successfully complete a developmental program or programs in English composition before being awarded credit for freshman English. Freshman English may be taken concurrent with or subsequent to any required developmental composition program

READING

Students scoring 19 or above on the Reading Section of the Enhanced ACT, 470 or above on the verbal section of the recentered SAT, 43 or above on the ASSET Reading skills test or 82 percent or above on COMPASS Reading Skills will be considered to have met minimal reading skill requirements. Students not meeting the standard shall enroll in a developmental program in reading during their first or second semester in college and each subsequent semester, if necessary, until the program is successfully completed

Note: The above designated scores are statewide minimum scores. The board and administration of any campus may elect to set higher minimum scores.

- * American College Testing Program's Enhanced ACT Assessment Test
- ** College Board's Recentered Scholastic Aptitude Test
- *** American College Testing Program's Assessment of Skills for Successful Entry and Transfer
- **** American College Testing Program's COMPASS Placement and Diagnostic Tests.

Adopted:	Agenda Item No. 9	October 13, 1989
Revised:	Agenda Item No. 27	October 20, 1995
Revised:	Agenda Item No. 22	April 19, 2002

Test Type	Test	Math	English	Reading
0	ACT	> 18	> 18	> 18
1	SAT	> 459	> 469	> 469
2	ASSET	> 38	> 44	> 42
3	COMPASS	> 40	> 74	> 81

Appendix F. Conditional Admission

Conditional Admission for High School Graduates (Revised)

Act 1290 of 1997 (A.C.A. §6-60-208), as amended by Act 520 of 1999, requires the Arkansas Higher Education Coordinating Board to develop procedures for implementing certain admission requirements as defined in the act. The proposed policy was developed in consultation with a committee of college and university personnel including registrars, admission officers, academic and student services administrators, and high school counselors. The proposed policy has also been reviewed by all chief academic officers.

Act 1290 requires students who are public high school graduates and did not complete the core curriculum to be admitted conditionally to state-supported colleges and universities. The act further requires that these students successfully complete 12 hours from a designated list of courses. Successful completion is defined as achieving a minimum of a 2.0 grade point average. The required courses are to be designated by each institution, usually drawn from the college's general education requirements and, when applicable, technical education requirements.

The proposed policy defines the action required by each institution to comply with the act. Institutions must submit a plan by October 1, 1998, for review and approval of the Coordinating Board. The act, as amended, is effective for students graduating after May 1, 2002.

The present policy will be amended through this agenda item. The revised policy was presented for Board consideration during a public hearing at the July 24, 1998, AHECB meeting. Legal notice of this hearing was published in the *Arkansas Democrat-Gazette* more than thirty days prior to July 24.

The following resolution was approved by the Board on July 24, 1998.
(Agenda Item No. 53):

RESOLVED, That the Arkansas Higher Education Coordinating Board approves the policy regarding conditional admission requirements for high school graduates who did not complete the core curriculum, effective fall semester 1997.

FURTHER RESOLVED, That the Coordinating Board instructs the Director of the Arkansas Department of Higher Education to notify the president and chancellor of each state-supported college and university of this policy.

I. General Information and Definitions

Act 1290 of 1997(A.C.A. §6-60-208), as amended by Act 520 of 1999, requires students graduating from high school in 2002 and after **to have completed the core curriculum for unconditional admission to public colleges and universities**. The following definitions and regulations apply to the implementation of this act. Nothing in the act or these procedures prevents an institution from setting higher admission standards for first-time full- and part-time enrolling students.

All students graduating after May 1, 2002, from Arkansas public high schools, out-of-state high schools, home schooling, private high schools and GED recipients **shall be evaluated for the purpose of being granted conditional or unconditional admission status**.

A student admitted conditionally is a student admitted to an institution with certain requirements, conditions, or restrictions placed on initial and/or future enrollment status.

A student admitted unconditionally is a student admitted to the institution without requirements, conditions, or restrictions placed on initial enrollment status.

For students seeking unconditional admission to a public **four-year** college or university, a student must have completed the core requirements *and* have a cumulative grade point average of 2.0 on a 4.0 scale.

For students seeking unconditional admission to a public **two-year** college, students must have completed the core requirements; there is no grade point average requirement.

In computing an enrolling student's high school grade point average, the grade point average as computed by the high school (converted to a four-point scale) shall be used.

Exempt from these requirements:

- Students enrolling in Certificate of Proficiency programs *or* noncredit courses
- Students who are **not seeking a degree** *or other award above the Certificate of Proficiency* **and** are enrolled part-time

Appendix F. Conditional Admission

These requirements apply to all other award-seeking students and to students who must follow course placement guidelines as required by Act 1290 of 1997.

II. Procedures

Each institution shall develop a plan for the implementation of this act using the following guidelines. Each plan must be approved by the Arkansas Higher Education Coordinating Board. Implementation of the approved plan is a condition for receiving state funds.

1. Each institution will designate an office of responsibility for implementation and define the method of informing incoming students of their admission status.
2. Core academic courses, as required in Section 1 (c)(1)(A) and (B) of Act 1290 (see below) will be designated by each institution. Such courses will be regular, non-remedial credit courses as listed in the college catalog. These courses will be listed in the institution's implementation plan. The implementation plan will also include a listing of appropriate technical courses as required in Section 1 (c) (1)(B).

Section 1 (c)

(1) At a minimum, these **conditional admissions standards** shall require the following:

- (A) For a student seeking an associate of arts degree or a baccalaureate degree and who failed to successfully complete the core curriculum, completion of twelve (12) hours of core academic courses, and any necessary remedial courses with a cumulative grade point average of 2.0.
 - (B) For a student seeking a **diploma, technical certificate** or an **associate of applied science** degree and who failed to successfully complete the core curriculum, completion of six (6) hours of core academics courses and six (6) hours of technical courses required for the diploma, technical certificate or an associate of applied science degree and any necessary remedial courses with a cumulative grade point average of 2.0." (Act 1290 of 1997)
3. Students must successfully complete (defined as a 2.0 GPA) the required hours of core academic subjects and technical courses (as defined in number 2 above) and any remedial courses within the first 30 semester hours, excluding developmental courses. The institution must develop, define, and implement enrollment consequences (i.e., suspension, expulsion, limited course enrollment, etc.) for students who do not successfully complete (2.0 GPA) the required core academic subjects, technical, or remedial courses within the first 30 semester hours, excluding developmental courses.
- The institution's regular definition of cumulative grade point average will be used in defining the attainment of a 2.0 grade point average.
4. Transcripts of **out-of-state** high school students will be evaluated for meeting the core curriculum. Students not meeting either the core curriculum requirement and relevant grade point average requirement will be admitted conditionally.
 5. Students who receive a **GED** or are graduates of **home schooling** or **private high schools** after May 1, 2002, must make a composite score of 19 on the American College Test (ACT) or the equivalent score on the SAT, ASSET, or COMPASS in order to be unconditionally admitted.

If the GED student tests at the college level in Math and English, they may also be unconditionally admitted. As with all other students, these students must meet the admission requirements of the college or university where they seek to enroll.

Each college and university will submit a plan for the implementation of the guidelines. Plans must be submitted by October 1, 1998.

Approved: Agenda Item No. 28
October 20, 1995

Amended: Agenda Item No. 53
July 24, 1998

Appendix F. Conditional Admission

Core Curriculum Requirements For Unconditional Admission

English	Four units with emphasis on writing skills, not to include courses in oral communications, journalism, drama or debate.
Natural Science	Three units, with laboratories, chosen from Physical Science, Biology, Chemistry, or Physics. Only one unit may come from a Life Science.
Mathematics	Four units, including Algebra I and II, Geometry, and an advanced math course. It is strongly recommended that students take a math course during their senior year. (Three units of math will be required for graduating seniors in 2002 and 2003. Four units will be required starting with the graduating class of 2004).
Social Studies	Three units, including one of American History (does not include Contemporary American History), one of World History (not to include World Cultures, World Geography, or Global Studies), and at least one-half unit of Civics or American Government (not to include courses in practical arts).

Note: These requirements differ slightly from the core curriculum requirements for the Arkansas Challenge Scholarship.

Appendix G. Glossary

Definitions for Arkansas Higher Education Information System (AHEIS)

Audit: not enrolled in any credit-bearing courses. If the student has a combination of credit and audit coursework, include a record for the student (with hours based on the credit-bearing registrations) and report only the for-credit registrations in the Course and Registration Files.

Census date: the end of the eleventh day of classes in a regular term and the end of the fifth day during each summer term.

Concurrent credit course: a course for which both high school and college/university credit is awarded to a high school student.

Contact hour: A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

Course levels: the level of instructional offering, based on expected level of student comprehension rather than student level of those enrolled in the course. Course levels should be classified according to the following categories:

- **Remedial:** all instructional offerings below college level provided for students with deficiencies in specific subject areas. (English, mathematics and reading)
- **Lower or Upper:** student semester credit hours should be reported at the appropriate level of the class taken. Students who possess baccalaureate degrees and who are taking classes at the undergraduate level to develop another specialty, to update old knowledge or for other purposes shall be reported as undergraduate hours at the appropriate level of the classes taken.
- **Master's:** all hours taken by students formally recognized by the institution as working toward a master's degree and which are applicable to the coursework plans of the student's degree program will be regarded as master's level hours. In addition, all hours taken by unclassified students who are taking graduate classes but who are not formally recognized by the institution as working toward a master's, specialist, or doctoral degree shall be regarded as master's level hours.
- **Specialist:** all hours taken by students formally recognized by the institution as working toward a specialist degree and which are applicable to the coursework plan of the student's degree program shall be regarded as specialist level hours.
- **Doctoral:** all hours taken by students formally recognized by the institution as working toward a doctoral degree and which are applicable to the coursework plan of the student's degree program will be regarded as doctoral level hours.
- **First Professional:** all hours taken by students formally recognized by the institution as working toward a first professional degree and which are applicable to the coursework plan of the student's degree program will be regarded as first professional level hours.
- **Concurrent General Education Course:** an endorsed undergraduate general education course listed in ACTS for high school students for which students receive both high school and college credit.
- **Merged Concurrent/AP Course:** an endorsed undergraduate general education course listed in ACTS taught at a high school for high school students that have been carefully constructed to meet AP requirements and college requirements. Students receive both high school and college credit. See Act 936 of 2007 and AHECB Concurrent Enrollment Policy (Policy 5-16) approved April 27, 2007.
- **Concurrent Career-Technical Education (CTE) course:** an undergraduate career, technical, or vocational course intended for high school students for which students receive both high school and college credit.
- **Non-Remedial, non-college level courses:** credit courses that do not count toward any credential (certificate or degree) and are not truly a remedial or developmental education course in the subjects of math, English, or reading.

Credit: Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

Appendix G. Glossary

Credit course: courses for which, upon successful completion, students are given credit that can be applied to meet the requirements for a degree, certificate, or similar academic award at the granting institution. Additionally, courses that can be transferred to meet requirements for a degree or certificate at another Arkansas institution and developmental courses for which credit equivalency is granted may also apply.

Credit hour: A unit of measure representing an hour (50 minutes) of (classroom) instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

Current legal residence: a student's current legal residence in accordance with the Residency Policy of the Arkansas Higher Education Coordinating Board and used as the basis for institutional fee assessment policies (see current policy in Appendix G). Current legal residence may differ from geographic origin.

- **In-district** (state community colleges only): a student who had legal residence, at the time of admission, within the district of the institution he or she attends.
- **In-state:** a student who attends a postsecondary education institution in the state in which he or she had legal residence at the time of original admission. If the institution also tabulates in-district student data, care should be exercised to avoid double counting; in such a case, this category means out-of-district but in-state.
- **Out-of-district:** a student who had legal residence, at the time of admission, outside the district of the institution he or she attends but within the state.
- **Out-of-state:** a student who attends a postsecondary education institution outside of the state in which he or she had legal residence at the time of original admission.

Degree/Diploma/Certificate: an award or title conferred upon an individual for the completion of a program or courses of study. Additionally, an honorary degree/diploma/certificate may be awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors. The following mutually exclusive categories are used:

- **Certificate of proficiency or diploma (less than one year):** an award for completion of a program designed for less than one year (7-18 semester credit hours). It is awarded to students demonstrating mastery of skills and knowledge against specified performance standards in a specific area or discipline and not normally part of programs leading to a technical certificate or associate degree.
- **Technical certificate or diploma (at least one, but less than two, years):** an award for completion of a program designed for at least one, but less than two, full academic years (24- 42 semester credit hours). It recognizes completion of competency in an occupational field and may be part of an A.A.S. curriculum or a stand-alone program.
- **Associate degree (two years or more):** a degree granted upon completion of a program that requires at least two, but fewer than four, academic years of postsecondary education. It includes a level of general education necessary for growth as a lifelong learner and is comprised of 60-72 semester credit hours. There are four types of associate degrees:
 - **Associate of Arts (A.A.):** degree awarded for completion of collegiate level coursework, which is transferable toward a baccalaureate degree. The range of hours is 60 to 64 semester credit hours.
 - **Associate of Science (A.S.):** degree awarded for completion of collegiate level coursework with an occupational objective of which the majority of occupational courses and all general education courses are transferable toward a baccalaureate degree. The range of hours is 60 to 72 semester credit hours.
 - **Associate of Applied Science (A.A.S.):** degree awarded for completion of collegiate level coursework that is primarily designed for direct employment. A minimum of 50% of all semester hours is in the technical area, and the occupational field may be specified in the title of the degree (e.g., Associate of Applied Science in Electronics Technology). The range of hours is 60 to 72 semester credit hours.
 - **Associate of General Studies (A.G.S.):** degree awarded for completion of collegiate level work of transfer and/or occupational courses. The degree is intended as a flexible program option for students whose needs cannot be met by other programs. Individual courses may fulfill requirements for transfer toward a baccalaureate degree, direct employment, or educational enrichment. The range of hours is 60 to 64 semester credit hours.

Appendix G. Glossary

- **Advanced certificate:** an award for completion of a program of advanced technical courses in a technical specialty. It requires an associate degree or higher, and/or national certification in the technical specialty, and/or other specifically defined postsecondary education requirements. The range of hours is 24 to 42 semester hours.
- **Baccalaureate (bachelor's) degree:** a degree granted upon completion of a program that requires four to five years of full-time college work and carries the title of bachelor.
- **Post-baccalaureate certificate:** requires completion of a program of study requiring 12-18 credit hours beyond the bachelor's degree but does not meet the requirements of a master's degree.
- **Master's degree:** a degree, which requires at least one, but no more than two, full-time equivalent years of study beyond the bachelor's degree. (Master's – minimum 30 semester credit hours; Graduate certificate – 12-18 semester credit hours)
- **Post-master's certificate:** An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.
- **Specialist degree/certificate:** a degree or certificate carrying the title of specialist, which requires completion of a program or study beyond the master's degree but does not meet the academic requirements of a doctor's degree. Also called a post-master's certificate. (Specialist – minimum 30 graduate credit hours)
- **First-professional degree:** An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields:
 - Chiropractic (D.C. or D.C.M.)
 - Dentistry (D.D.S. or D.M.D.)
 - Law (L.L.B., J.D.)
 - Medicine (M.D.)
 - Optometry (O.D.)
 - Osteopathic Medicine (D.O.)
 - Pharmacy (Pharm.D.)
 - Podiatry (D.P.M., D.P., or Pod.D.)
 - Theology (M.Div., M.H.L., B.D., or Ordination)
 - Veterinary Medicine (D.V.M.)
- **First-professional certificate (post-degree):** An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.
- **Doctor's degree - research/scholarship:** A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution.
- **Doctor's degree - professional practice:** A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.
- **Doctor's degree – other:** A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.

Distance learning: An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means.

Appendix G. Glossary

Dually enrolled student: a student enrolled in two or more colleges or universities in a single term; also applies to a high school student who also is enrolled in a college or university where the student is awarded only post-secondary academic credit.

Enrollment: a student counted on a headcount basis as registered on the final census date for the reporting term (e.g., fall/winter/spring).

Enrollment status: a student's current attendance status in a postsecondary education institution. The following mutually exclusive categories are used:

- **First-time entering undergraduate student: IPEDS Definition:** A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school). A student will be reported in this category only once. This term should not be confused with entering undergraduate transfer student.

High school students should be reported as first-time entering only after the student has received a high school diploma or its equivalency and been matriculated by the institution. Those students who have not received a diploma or its equivalency should be reported as such in the enrollment status and student level fields. Upon graduation from high school, if a student enrolls in summer courses at an institution, and transfers to another institution for the fall term of the same calendar year in which the student graduated from high school, the student should be reported as first-time entering at the institution where (s)he enrolls in the fall term. If the student enrolls in summer at one institution and remains at that institution in the fall, (s)he is reported as first-time entering in the fall term.

- **Other first year student:** student who entered college prior to the fall reporting period and who is not classified as a sophomore or as a first-time entering undergraduate student.
- **First-time entering undergraduate transfer student:** an undergraduate student entering the institution for the first time with academic credit attempted or earned at another institution (whether or not the credit is accepted by the institution to which the student transfers). For reporting purposes, this category includes students enrolled in the fall term, who first enrolled as transfer students in the prior summer term.
- **First-time entering graduate student:** a student who has been awarded an earned baccalaureate or first professional degree and who is entering any institution classified as a graduate level student for the first time. "Graduate student" includes students enrolled at any level of graduate study--master's specialist, or doctoral (see student level). For reporting purposes, this category includes students enrolled in the fall term who enrolled as graduate students for the first time in the prior summer term. The student may have been enrolled previously as an undergraduate or first professional student at the reporting institution.
- **First-time entering first professional student:** a student entering any institution classified for the first time as a first professional student (see student level). The student may have been enrolled as an undergraduate or graduate student at the reporting institution. For reporting purposes, this category includes students enrolled in the fall term who enrolled as first professional students for the first time in the prior summer term.
- **Continuing student:** a student previously enrolled at the same general student level (i.e., undergraduate, first professional, graduate) during the previous regular academic term at the reporting institution. Disregard summer session and other special sessions not considered to be part of the academic year.
- **Readmitted student:** a student previously enrolled at the same general student level at the institution but not enrolled during the regular academic term immediately preceding the current term. Disregard summer session and other special sessions not considered to be part of the academic year.
- **High School Student:** A high school student who has not received a high school diploma or its equivalent but is enrolled in college-level courses.
- **First-time entering undergraduate transfer TRANSIENT student:** a student who transfers to your institution for the first-time and specifically states that they are not seeking a credential from your institution and is enrolling at your institution for the purpose of transferring the earned credit hours back to the institution in which they are regularly enrolled. These students have not submitted a transcript for evaluation purposes and are typically for students enrolled in summer courses.

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Equal Employment Opportunity Commission (EEOC) classification: classification of employees based on the nature of the primary work assignment and compensation received. Within the Arkansas Student Information System, the seven EEOC categories have been grouped according to the Fair Labor Standards Act differentiation between exempt vs. non-exempt status:

Exempt (employee not subject to provision of Fair Labor Standards Act, as amended: "any employee employed in a bona fide executive, administrative, or professional capacity . . ." Exempt employees are not eligible for overtime payment.)

- **Executive/Administrative/Managerial Professional:** Individual employed for the primary purposes of managing the institution or a customarily recognized department or subdivision thereof. This category includes individuals whose assignment requires: a) reporting either to the chief executive officer or the governing board; b) administration of a group of programs or a major operational unit; c) administration of an operational unit or program, or shares responsibility for a major unit with an administrator at a higher level; or d) administrative support above the clerical level to a manager at a higher level, engages directly in specific administrative activities within a unit, or has first line supervisory responsibilities. It is assumed that individuals in this category customarily and regularly exercise discretion and independent judgment and direct the work of others. Inclusion in this category requires the individual to have supervisory responsibilities. Examples include presidents, chancellors, provosts, vice chancellors, controllers, deans, directors, assistants to the president, associate or assistant deans, associate or assistant directors, and coordinators. Report chairs of academic departments in the Arkansas SIS as instruction/research professionals (category 2).
- **Instruction/Research Professional:** Individual employed for the primary purposes of performing instruction, research, and community or public service activities. In most institutions, these employees are "the faculty," but may also include certain exempt administrative staff, librarians, research staff, etc. as well as graduate students with titles such as teaching assistant/associate. For the Arkansas SIS, department chairs should be reported in this group, since their classification and assignments are still primarily instruction, research, or service. Even though a president, vice president, dean, etc. may hold an academic rank, these individuals should not be included in this category unless they normally spend 50% or more of their time in instruction and research activities.
- **Specialist/Support Professional:** Exempt employee employed for the primary purposes of performing (typically) academic support, student service, and institutional support activities. This category excludes individuals who have executive or managerial (supervisory) responsibilities in these areas (e.g., librarians, accountants, systems analysts and computer programmers, student personnel workers, counselors, tutors, advisors, recruiters, purchasing agents, staff architects and engineers, institutional researchers, athletics staff, etc.).

Non-exempt (employee subject to provision of Fair Labor Standards Act, as amended. Exempt employees must be provided additional compensation (given overtime pay) when the number of hours worked exceeds the limits established by the Act.)

- **Technical Employee:** Individual employed for the primary purpose of performing technical activities (i.e., activities pertaining to the mechanical or industrial arts or the applied sciences). This category includes individuals with specialized knowledge and skills such as electrical and mechanical technicians, computer operators, engineering technologists, radiologic and other medical field technicians, etc. Category includes only nonexempt employees.
- **Office/Clerical Employee:** Individual employed for the primary purpose of performing clerical activities. As defined in the *Standard Occupational Classification Manual*, clerical employees "prepare, transcribe, transfer, systemize, and preserve written communications, collect accounts, gather and distribute information, operate office machines and electronic data processing equipment . . . operate telephone switchboards, distribute mail," and so forth. This category includes only nonexempt employees, such as secretaries, typists, bookkeepers, and file clerks.
- **Crafts/Trades Employee:** Individual employed for the primary purpose of performing manually skilled activities in a craft or trade. This category includes employees such as carpenters, plumbers, auto mechanics, painters, electricians, etc. at all levels (apprentice, journeyman, and master). Category includes only nonexempt employees.
- **Service Employee:** Individual employed for the primary purpose of performing service (often noncertified or noncredentialed) activities. This category includes employees such as custodians, groundskeepers, security guards, food service workers, etc. Category includes only nonexempt employees.

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FICE Code: a 6-digit identification code originally created by the Federal Interagency Committee on Education (FICE). The code was used to identify all schools doing business with the Office of Education during the early sixties; it is now used in IPEDS to identify institutions that are accredited at the college level by an agency recognized by the Secretary, U.S. Department of Education. These are the traditional institutions of higher education, formerly surveyed under the Higher Education General Information Surveys (HEGIS), plus any schools that are newly accredited institutions of higher education. IPEDS uses FICE codes to track these institutions in order to maintain historical trends that began in the mid-sixties.

Full-time equivalent (FTE): A statistic derived from the student credit hour production of an institution. The number of undergraduate FTE students for an academic term is obtained by dividing the total number of undergraduate student semester credit hours by 15. Graduate FTE students are calculated by dividing the total number of graduate student credit hours for the term by 12. When computing an annual FTE, the student credit hours for all terms is summed and then divided by 30 for undergraduate courses or 24 for graduate hours.

Geographic origin: the state or country of a student at the time of original admission to the institution. This may differ from current legal residence.

Integrated Postsecondary Education (IPEDS): series of surveys collected for the National Center for Education Statistics.

Non-credit courses: courses, seminars, workshops and other instructional activities or experiences offered by a higher education institution which may not be applied to meet requirements of the institution's formal degree/diploma/certificate programs. This type of coursework should not be confused with zero credit academic coursework (e.g., labs associated with science lecture courses).

On-campus: refers to courses taking place in the facilities or on the grounds of an institution, excluding community colleges, or to students or faculty engaged in such activities. Community college courses offered inside the legal taxing district of the community college are considered on-campus.

Course /ethnicity

Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens.

Individuals are asked to first designate ethnicity as:

- Hispanic or Latino or
- Not Hispanic or Latino

Second, individuals are asked to indicate all races that apply among the following:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Hispanic or Latino

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

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Race/ethnicity unknown

The category used to report students or employees whose race/ethnicity is not known.

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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Non-Resident Alien and Race/Ethnicity Fields – Clarifying information only is being provided on how ADHE calculates race/ethnicity to help with this problem. *[Problem: The Student File codes for race/ethnicity (and the related Non-Resident Alien code) are difficult to reconcile with our data system. It's as if they have "too many moving parts," for despite repeated efforts to correct our multiple entries, we still did not achieve an accurate profile of our student population in your summary.]*

The below are our queries for counting races. These queries use SQL. If your institution uses SQL, then this will help you in determining the correct race/ethnicity counts. The same queries will work for the instructor file provided you change the reference from the student_table to the instructor_table.

NOTE: Please correct all students falling in the "second unknown" explanation below – they should be converted to "unknown" (the first unknown).

Non-Resident Alien SELECT COUNT(DISTINCT(s.ssn_id)) AS nra FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '06'	Unknown SELECT COUNT(DISTINCT(s.ssn_id)) AS uk FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '9'
Asian Only SELECT COUNT(DISTINCT(s.ssn_id)) AS asian FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.asian = '1' AND s.black IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.amerind IN ('0', '2') AND s.white IN ('0', '2') AND s.hawaiian IN ('0', '2')	Black Only SELECT COUNT(DISTINCT(s.ssn_id)) AS black FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.black = '1' AND s.asian IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.amerind IN ('0', '2') AND s.white IN ('0', '2') AND s.hawaiian IN ('0', '2')
Hispanic Any SELECT COUNT(DISTINCT(s.ssn_id)) AS hispanic FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.hispanic = '1' NOTE: This looks for <u>any</u> Hispanic student. This is the only "any" in the group, per IPEDS.	American Indian/Alaskan Only SELECT COUNT(DISTINCT(s.ssn_id)) AS amerind FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.amerind = '1' AND s.asian IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.black IN ('0', '2') AND s.white IN ('0', '2') AND s.hawaiian IN ('0', '2')
White Only SELECT COUNT(DISTINCT(s.ssn_id)) AS white FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.white = '1' AND s.asian IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.black IN ('0', '2') AND s.amerind IN ('0', '2') AND s.hawaiian IN ('0', '2')	Hawaiian Only SELECT COUNT(DISTINCT(s.ssn_id)) AS hawaiian FROM student_table s JOIN fice_table f ON s.fice_code = f.fice_code WHERE s.fice_code = 'XXXXXX' AND s.academic_year = '2010' AND s.non_resident_alien = '0' AND s.hawaiian = '1' AND s.asian IN ('0', '2') AND s.hispanic IN ('0', '2') AND s.black IN ('0', '2') AND s.amerind IN ('0', '2') AND s.white IN ('0', '2')

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<p>Second Unknown</p> <pre>SELECT g.non_resident_alien, g.hispanic, g.asian, g.amerind, g.black, g.white, g.hawaiian FROM sisdb.dbo.graduated_student_table g WHERE g.academic_year = '2010' AND g.non_resident_alien = '0' AND g.hispanic IN ('0', '2') AND g.asian IN ('0', '2') AND g.amerind IN ('0', '2') AND g.black IN ('0', '2') AND g.white IN ('0', '2') AND g.hawaiian IN ('0', '2') ORDER BY g.non_resident_alien, g.hispanic, g.asian, g.amerind, g.black, g.white, g.hawaiian</pre> <p>NOTE: The result of the above should be a listing of students with only 0's and 2's in the race fields. These are the second unknown race/ethnicity. The non_resident_alien field should be changed from 0 to 9 for all such students to eliminate all of the "second unknowns."</p>	<p>Two or More Races</p> <p>We do not have a query for this. What we do is prepare a query that concatenates (strings together) all of the race fields except for Hispanic (including a filter for g.non_resident_alien = '0'). You can then use a counting function to count the number of 1's in the resulting string. Then any counts >= 2 would be "two or more races."</p> <p>We use the PHP function of substr_count to count the 1's along with an "if statement" to count the number >= 2.</p> <p>Another way to do this is to count the total number of students and then to subtract all of the other possibilities.</p> <p>For example: $\\$two_or_more = \\$total - (\\$nra + \\$unknown + \\$asian + \\$black + \\$hispanic + \\$amerind + \\$white + \\$hawaiian);$</p> <p>NOTE: Be sure to eliminate all of the "second unknowns" before using either of these methods.</p>
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Regular academic term: refers to the calendar periods established by an institution for the conduct of educational activities and corresponds to the basic periods of the institution's predominant calendar system.

State-supported student financial assistance per act 605/6

Acts 605/606:

(a)(1)(A) A student receiving any state-supported student financial assistance for which an institution of higher education is required to provide information under this section shall complete and **sign a consent form** authorizing the release of the student's individual personal information to the Bureau of Legislative Research and authorizing:

- (i) The institution of higher education to provide the bureau with academic progress information for the scholarship recipient; and
 - (ii) The department to release the student's individual personal information to the bureau.
- (2)(A) The student may opt out of the release of information.

Student count: a measure of student enrollment. The following two types of statistics are used:

- **Headcount:** an unduplicated tally of students by a characteristic, such as full-time/part-time, geographic origin, or age.
- **Full-time equivalent (FTE):** a measure calculated by dividing the total number of credit hours generated at a given enrollment level by the applicable student load.

Student level: refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma/certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

- **First-year student (Freshman):** A student who has completed less than the equivalent of 1 full year of undergraduate work, that is, less than 30 semester hours (in a 120-hour degree program).
- **Second-year student (Sophomore):** A student who has completed the equivalent of 1 year of full-time undergraduate work, that is, at least 30 semester hours but less than 60 semester hours (in a 120-hour program).
- **Third-year student (Junior):** A student who has completed the equivalent of 2 years of full-time undergraduate work, that is, at least 60 semester hours but less 90 semester hours (in a 120-hour program).

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- **Fourth year student (Senior):** An undergraduate student who has completed the equivalent of 3 years of full-time undergraduate work, that is, at least 90 semester hours (in a 120-hour program).
- **Master's:** a student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and 1) is enrolled in a master's degree program, or 2) is enrolled in a doctoral program but has earned less than 30 semester credit hours in graduate course work.
- **Specialist:** a student who has received an earned master's degree and is enrolled in a specialist degree program.
- **Doctoral:** a student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and is enrolled in a doctoral degree program.
- **First professional:** a student who is enrolled in a first professional degree program (law, medicine, pharmacy). A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division student. Students enrolled in the Pharm.D. program at UAMS should be reported as first professional students.
- **Unclassified undergraduate:** a student who cannot be classified into one of the lower or upper division categories (i.e., freshman, sophomore, junior, senior) but he or she is enrolled in undergraduate coursework.
- **Unclassified post-baccalaureate:** a student who cannot be classified in one of the undergraduate categories (i.e., freshman, sophomore, junior, senior) because he or she has an earned baccalaureate degree but now is pursuing additional undergraduate coursework.
- **Unclassified graduate:** a student who has completed a baccalaureate degree and is enrolled in graduate coursework but cannot be classified in one of the graduate categories (i.e., master's, specialist, doctoral) because he or she has not been admitted into a graduate degree program.
- **High School Student:** A high school student who has not received a high school diploma or its equivalent but is enrolled in college-level courses.

Student load: the number of program, course-of-study, and/or activity units (e.g., courses, credits, imputed credits, contact hours, semester credits, semester credit equivalents, etc.) for which a student is enrolled at a particular point in time.

- **Full-time:** a student who is enrolled for twelve or more credit hours in a semester or quarter, or a graduate student enrolled for nine or more credit hours in a semester or quarter. A semester credit hour is equivalent to 750 clock minutes of instruction; a quarter credit hour equates to 500 clock minutes. The hours of instruction must be spread over no more than sixteen weeks.
- **Part-time:** a student who is enrolled for fewer than twelve credit hours in a semester or quarter, or a graduate student enrolled for eight or fewer credit hours in a semester or quarter. A semester credit hour is equivalent to 750 clock minutes of instruction; a quarter credit hour equates to 500 clock minutes. The hours of instruction must be spread over no more than sixteen weeks.

Technology Types: 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 to deliver the course content.

- **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.

UNITID code: Unique identification number assigned to postsecondary education institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

Appendix H. Residency

ADHE Residency Classification for Tuition Purposes for Public Colleges and Universities

1. A student should be classified as an instate resident for tuition purposes only if his or her legal residence is located in Arkansas. This means that Arkansas is the legal place of residence of the student for all purposes and that the student demonstrates by good faith acts the intent to make Arkansas his or her permanent home. Legal residence in Arkansas is required for at least six continuous months prior to the classification decision in order to be classified as a resident for tuition purposes. Mere physical presence in Arkansas is not sufficient to establish residency or demonstrate future intent.
2. In those situations where the student's residency status is dependent on the place of residence of the parent(s), the definition in (1) should govern the determination of parental residency. For parents, neither mere physical presence in Arkansas with children nor mere ownership of property in Arkansas is sufficient to establish residency but should be taken into consideration along with other relevant factors.
3. The legal residence of a minor student (as defined in 5 below) is the same as that of the parent(s)
 - the parent to whom custody has been awarded by judicial decree
 - the parent with whom the minor resides if there has been a separation without a judicial decree
 - the legal adoptive parent
 - the natural guardian with whom the minor resides. Act 692 of 1997 (A.C.A. 6-60-210) provides, in part, that for the purpose of admission and enrollment in a public institution of higher education any minor child (defined as "a child under twenty-one (21) years of age") of a legal resident of Arkansas shall be considered a legal resident of Arkansas.
4. Appointment of a guardian by a state other than Arkansas will establish the legal residence of a minor student as that of the out-of-state guardian. Establishment of guardianship or adoption to evade tuition or fees will not be recognized.
5. Act 892 of 1975 states that all persons eighteen (18) years of age and above shall be considered to have reached the age of majority. Until the age eighteen (18) is reached, they are considered to be minors. "Any law of the State of Arkansas which presently requires a person to be of a minimum age of twenty-one (21) years to enjoy any privilege or right... shall be deemed to require that person to be of a minimum age of eighteen (18) years."
6. Minors who have been emancipated by the laws of their legal state of residence, or who have reached the legal age of majority, have the power to acquire a different legal place of residence, but the previously established legal residence continues in force until a new legal residence is clearly established. Marriage constitutes emancipation for all minors.
7. To acquire a legal residence in Arkansas, an individual must have established a legal home of permanent character, resided in Arkansas for six continuous months and have no present intention of changing residence to a location outside Arkansas.
8. Determination of legal residence for tuition purposes shall be based on review by institutional officials of all relevant circumstances, which together may reasonably demonstrate legal residence and state of mind regarding residency intent.
9. Students who are otherwise not residents of Arkansas may not establish legal residence in Arkansas by the mere fact of receiving mail at an Arkansas address or postal box.
10. Members of the armed forces who are stationed in Arkansas pursuant to military orders, along with their unemancipated dependents, are entitled to classification as in-state residents for tuition purposes.

It is the responsibility of each student, at the time of registration, to seek the proper residency classification for tuition purposes. Any residency classification which is made by the institution may be appealed to the Registrar or other designated officer. This individual shall conduct hearings, receive evidence and take other appropriate steps to render a decision and provide notice of that decision to the student. Each student who raises the question of his or her residency status shall be provided written notice of the appeals process.

A student whose geographic origin is outside the state of Arkansas has the burden of establishing proof that he or she should be classified a resident of Arkansas for tuition purposes. Evidence must be provided in writing and verified under oath by the student. Anyone who knowingly gives erroneous information in order to evade payment of out-of-state tuition or fees shall be subject to dismissal by the college or university. Initial classification as an out-of-state student shall not limit the right of any student to be reclassified later as a resident of Arkansas for tuition purposes, provided that the student can establish proof of legal residence in Arkansas.

Appendix I. IPEDS

Overview of NCES' Integrated Postsecondary Education Data System (IPEDS)

Introduction

NCES has established the Integrated Postsecondary Education Data System (IPEDS) as its core postsecondary education data collection program. It is a single, comprehensive system that encompasses all identified institutions whose primary purpose is to provide postsecondary education. In 1992, Congress required all institutions participating in Title IV programs to complete the IPEDS surveys. In the Higher Education Reauthorization Act of 1998, Congress underscored the importance of submitting IPEDS data in a timely manner by giving the Department of Education specific authority to fine institutions that did not submit their IPEDS surveys in a timely manner.

IPEDS consists of institutional-level data that can be used to describe trends in higher education at the institutional, state and/or national levels. For example, researchers can use IPEDS to analyze information on: 1) enrollments of students, undergraduate, first-time freshmen, graduate and first-professional students by race/ethnicity and sex; 2) institutional revenue and expenditure patterns by source of income and type of expense; 3) salaries of full-time faculty by academic rank and tenure; 4) completions (awards) by type of program, level of award, race/ethnicity, and sex; 5) characteristics of postsecondary institutions, including tuition, room and board charges, calendar systems, etc.; 6) status of postsecondary vocational education programs; 7) characteristics of faculty/staff; and 8) other issues of interest.

IPEDS Design and Structure

Postsecondary education is defined within IPEDS as the provision of formal instructional programs, the curriculum of which is designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This includes academic, vocational, and continuing professional education programs, and excludes a vocational and adult basic education programs.

The following types of institutions are included within IPEDS: baccalaureate or higher degree granting institutions, 2-year award institutions, and less-than-2-year institutions (i.e., institutions whose awards usually result in terminal occupational awards or are creditable toward a formal 2-year or higher award). Each of these three categories is further disaggregated by control (public,

private nonprofit, private for-profit) resulting in nine institutional categories or sectors.

Specialized, but compatible, reporting formats have been developed for these nine sectors of postsecondary education providers. In general, reports developed for postsecondary institutions granting baccalaureate and higher degrees are the most extensive; forms for 2-year and less-than-2-year award-granting sectors request less data. This design feature accommodates the varied operating characteristics, program offerings, and reporting capabilities that differentiate postsecondary institutional sectors while yielding comparable statistics for all sectors. Data are collected from approximately 10,000 postsecondary institutions. IPEDS has been designed to produce national-, state-, and institutional-level data for most postsecondary institutions. However, prior to 1993, only national-level estimates from a sample of institutions are available for private, less-than-2-year institutions.

Through 1999-2000, IPEDS was comprised of a series of paper questionnaires:

Institutional Characteristics
Fall Enrollment
Fall Enrollment in Occupationally Specific Programs (alternating years)
Completions
Salaries, Tenure, and Fringe Benefits of Full-time Instructional Faculty
Finance
College and University Libraries (alternating years)
Fall Staff
Graduation Rate
Institutional Price and Student Financial Aid (1999 only; web-based)

Current IPEDS Structure

Beginning in 2000 - 2001, NCES moved all IPEDS data collection to be web-based.

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The following changes have been requested from the Office of Management and Budget (OMB), to be effective with the 2007-08 IPEDS data collection. Most of these changes, if approved, will be optional for 2007-08 IPEDS, and mandatory for 2008-09 IPEDS; see specific items for exceptions.

IPEDS will continue to collect race/ethnicity data using the current aggregate categories during the 2007-08 collections.

Institutional Identification (annual update in Fall collection)

Collect website addresses for admissions and financial aid offices, instead of phone numbers.

Institutional Characteristics (Fall collection)

Part B. Estimated Fall Enrollment:

Add item to collect an estimate of the number of full-time and part-time students enrolled exclusively in online or distance education, by level.

Part C. Admissions Requirements and Services:

Eliminate the option to choose SAT/ACT test score reporting year; institutions will report test score information for the current academic year only. (Please NOTE: This reporting change, if approved by OMB, will be mandatory in 2007-08.)

Add the following question: Does your institution have an online application? If yes, provide URL. This link will be added to COOL.

Add the following question: Does your institution have its transfer of credit policy posted online? If yes, provide URL. This link will be added to COOL,

Add New Accountability Part:

Does your institution use the National Survey of Student Engagement (NSSE), Community College Survey of Student Engagement (CCSSE), Collegiate Learning Assessment (CLA), National Measure of Academic Proficiency and Progress (MAPP), or Other assessment tools (please specify)? Yes/No for each. If yes, and if your institution makes the results available on your website, provide URL/s. These links will be added to COOL.

Does your institution have a Fact Book online? If yes, provide URL. This link will be added to COOL.

Does your institution post information on its website regarding assessment and/or student outcomes? If yes, provide URL. This link will be added to COOL.

Item in matrix format to collect information on accountability measures used by the institution, and scores. The matrix will have 3 columns: a column in which to write in the name of the accountability measures used by the institution, a column for the institution's score on that item, and a column for the data year for the score. Note: Once an institution adds a measure, the name of that measure will be added to a list which other institutions will be able to choose from, rather than having to write it in again.

Completions (Fall collection) - No changes.

NEW Fall collection Component - 12-month Enrollment (E12)

From the Enrollment component: Part E, 12-month Unduplicated Count, and Part F, Instructional Activity:

Remove these sections from the Enrollment component collected in Winter and Spring, and create a new component to collect these data in the Fall. No changes will be made to the data collected, only to the collection in which they appear. (Please NOTE: This reporting change, if approved by OMB, will be mandatory in 2007-08.)

Human Resources (Winter collection) - No changes.

Fall Enrollment (Winter and Spring collections)

Part A. Fall Enrollment by Race/ethnicity and Gender:

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For 4-year institutions only, add the collection of undergraduate enrollment in Science and Mathematics Access to Retain Talent (SMART) Grant fields of study by race/ethnicity and gender, every other year, in odd years (alternating with the collection of enrollment by CIP-specific programs, currently done in even years).

Part E. 12-month Unduplicated Count, and Part F, Instructional Activity:

Remove these sections from the Enrollment survey collected in Winter and Spring, and create a new component to collect these data in the Fall. No changes will be made to the data collected, only to the collection in which they appear. (Please NOTE: This reporting change, if approved by OMB, will be mandatory in 2007-08.)

Part G. Retention Rates (will become Part E):

Rather than collect only the rates for full-time and part-time students, collect the numerator and denominator and have the system calculate the rates; also add an item to collect the numerator and denominator to calculate first-year retention rates for Pell Grant recipients.

Finance (Winter and Spring collections)

For degree-granting institutions only, but excluding graduate-only institutions, add a field to collect undergraduate instructional expenses per undergraduate FTE.

Student Financial Aid (Spring collection)

Collect more detailed student financial aid data. Currently, the number of full-time, first-time, degree/certificate-seeking undergraduate students receiving aid (fall or full-year cohort) and the average amount of aid received are collected for 4 aid categories: Federal grants, State grants, Institutional grants, and Loans. These categories will be expanded to the following list, and the number of full-time, first-time degree/certificate-seeking undergraduate students receiving aid (fall or full-year cohort) and the average amount of aid received will be collected for each:

- Pell grants
- Academic Competitiveness grants
- Other federal grants
- State grants
- Institutional grants
- Federal loans - subsidized (Perkins, FFEL, direct)
- Federal loans - unsubsidized
- Other loans

Please note: The number of full-time, first-time degree/certificate-seeking undergraduates who received any financial aid during the full academic year will continue to be collected.

Collect additional information on aid recipients: 9-cell grid to collect numbers of students by dependency status (dependent, independent with dependents, independent without dependents) crossed by living arrangement (living on campus, living off campus without family, living off campus with family). For public institutions, this will be collected by in-district, in-state, and out-of-state status. This information will be posted on COOL.

Graduation Rates (Spring collection)

Eliminate Sections V and VI that collect data on students receiving athletically-related student aid. Institutions will no longer be required to report these data to IPEDS, but WILL still be required to disclose these data, as specified in the Student Assistance General Provision Regulations (34 CFR 668) implementing the Student Right-to-Know Act. Add an item for institutions to report the URL used for disclosure.

For institutions that report transfers out, add an item that asks how transfers are verified: National Clearinghouse, State student unit record system, Other (please specify).

Registration: All institutions will be required to register for the **2008-09** data collection cycle.

August 1, 2008 IDs and passwords for the upcoming collection cycle will be distributed to all institutions. 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.

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August 1, 2008 Registration opens

August 29, 2008 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.

Fall Collection includes Institutional Characteristics and Completions.

September 3, 2008 Fall Collection Opens

October 15, 2008 Collection Closes for Institutions

Winter Collection includes the combined Human Resources component (Employees by Assigned Position, Salaries, and Fall Staff), Enrollment, and Finance. Institutions will be able to lock both the Enrollment and Finance components in the winter or the spring.

December 3, 2008 Winter Collection Opens

January 21, 2009 Collection Closes for Institutions

Spring Collection includes Enrollment and Finance (for those institutions that did not **lock** in the winter), Student Financial Aid, and Graduation Rates

March 4, 2009 Spring Collection Opens

April 15, 2009 Collection Closes for Institutions

Compliance Notice: Mandatory Reporting Requirements for Institutions with Program Participation Agreements. Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325) requires that "institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary".

Thus, reporting to IPEDS is Mandatory for institutions that participate in or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094(a)(17)).

The following changes are being requested from the Office of Management and Budget (OMB), to be effective beginning with the 2008-09 IPEDS data collection. Unless otherwise indicated, following IPEDS policy, the changes or additions would be optional in the first year (2008-09) and mandatory in subsequent years; see specific items for exceptions.

(1) Collect more detailed student financial aid data

(IPEDS component affected: Student Financial Aid)

Institutions now report all federal student grants provided to full-time, first-time students to IPEDS rather than distinguishing between Pell grants and other grants. It is important for the Office of Postsecondary Education (OPE) to be able to differentiate how students at different institutions are using particular federal grant programs. Likewise, all loans are now reported together in IPEDS, regardless of source. Given the substantial expansion of private loans, OPE requests more categories of loans to those awarded by the federal government from those from outside sources. These changes to how student financial aid data are collected in IPEDS also address recommendations made by the Secretary's Commission on the Future of Higher Education to improve financial transparency by institutions and provide more information on college costs to consumers. The data will be displayed on College Navigator to help accomplish this goal. The proposed changes in categories are detailed on the following page:

Data collected for full-time, first-time cohort
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Current SFA Categories	Proposed SFA Categories	Number of recipients	Amount Received
Any aid	Any aid	X	
	Any grant	X	X
	Any loan	X	X
Federal grants	Pell grants Other federal grants	X	X
State/local grants	State/local grants	X	X
Institutional grants	Institutional grants	X	X
Loans	Federal loans Other loans	X	X

(2) Eliminate first-professional degree category

(IPEDS components affected: Institutional Characteristics, Completions, 12-Month Enrollment, and Fall Enrollment)

NCES has received with increasing frequency questions from the higher education community about the first-professional degree classification. Specifically, concerns were raised that due to changes in graduate education, the category of a first-professional degree has become outmoded. In addition, it has become increasingly important to be able to distinguish research-focused doctoral degrees from professionally focused doctoral degrees, such as a Doctor of Physical Education or a Doctor of Fine Arts.

Based on the suggestions from the IPEDS Technical Review Panel and comments from additional members of the higher education community, the revised categories for degrees are outlined in the table below:

Current Award Categories (Baccalaureate and above)	New Award Categories (Baccalaureate and above)
Bachelor's degree	Bachelor's degree
Postbaccalaureate certificate	Postbaccalaureate certificate
Master's degree	Master's degree
Post-master's certificate First-professional certificate (Post-degree)	Post-master's certificate (Combines current post-master's and first-professional certificates into one category.)
Doctor's degree	Doctor's degree – research/scholarship Doctor's degree – professional practice Doctor's degree – other
First-professional degree	Eliminated

The new degree categories will be defined as follows:

Doctor's degree - research/scholarship - A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution.

Doctor's degree - professional practice - A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

Doctor's degree - other - A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.

Master's degree - An award that requires the successful completion of a program of study of generally one or two full-time equivalent academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work.

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Four components of the IPEDS collection will be affected by these changes: Institutional Characteristics, Completions, 12-Month Enrollment and the Fall Enrollment components. NCES will implement the new definitions and categories for reporting Institutional Characteristics and Fall Enrollment information with the 2008-09 data collection year. As with all changes to IPEDS, the first collection year would be optional, and the second year use of the new definition would be mandatory. For Completions and 12-Month Enrollment data, implementation of the new categories would begin in the 2009-10 data collection year (reporting on awards granted between July 1, 2008 and June 30, 2009) as optional, becoming mandatory the following year. For any data collections prior to the implementation date, institutions should continue to report data on first-professional degree programs under the existing definition.

(3) Revise IPEDS Finance

(IPEDS components affected: Finance)

Note: Changes to the IPEDS Finance forms will be optional for two data collection years (2008-09 and 2009-10 and mandatory in subsequent years. However, institutions are encouraged to make the change to the new forms as soon as possible.

On January 17-18, 2007, RTI International, the contractor for the IPEDS web-based data collection system, convened a meeting of the IPEDS Technical Review Panel (TRP) in Washington, DC, to discuss future enhancements to IPEDS finance forms to increase commonality and comparability of the data collected. The panel members included 46 individuals representing institutions, national associations, state governments, the federal government, and others.

The TRP members reviewed the IPEDS Finance component forms and reviewed all of the data elements currently being collected. The participants agreed that in order to increase the comparability across the IPEDS finance forms, it would be necessary to modify the forms and redefine some of the data elements being collected. The resulting data would have greater usefulness and would improve financial transparency of the institutional finance data being reported.

Based on the panel members' suggestions, NCES proposes the following changes to IPEDS Finance forms:

IPEDS Finance form for institutions that use FASB:

Add the following categories to Part A – Statement of Financial Position:

Assets:

Property, Plant, and Equipment

Accumulated Depreciation

Intangible assets, net of accumulated amortization

Debt related to Property, Plant, and Equipment

Change the categories of net assets on Part A to the following:

Unrestricted net assets

Temporarily restricted net assets

Permanently restricted net assets

Add the following categories to the Property, Plant and Equipment section (page 2) of Part A:

Construction in progress

Other

Accumulated depreciation

Delete "Property obtained under capital leases (if not included in equipment)" and clarify in the instructions to include property obtained under capital leases in the categories that best describe the property, such as equipment, buildings, etc.

Add a caveats box on Part B.

Pre-populate net assets at the beginning of the year (line 5 of Part B) with previous year's collection of net assets at end of year. However, the keyholder would have the ability to overwrite it.

Change the title of Part C from "Student Grants" to "Scholarships and Fellowships" in order to be consistent with the form for GASB institutions.

Change the format of Part D (Revenues) so that they are reported in 3 columns:

Unrestricted

Temporarily restricted

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Permanently restricted

However, sales and services of auxiliary enterprises and hospitals will be reported

only in unrestricted revenues.

Add a revenue line for "net assets released from restriction" that can allow both positive and negative amounts.

Separate "Private gifts, grants, and contracts" to allow gifts to be reported separately from private grants and contracts.

Add an instruction to the screen clarifying that the endowment assets of foundations and affiliated entities should be included in reporting of Part H – Details of Endowment Assets.

IPEDS Finance form for institutions that use GASB:

Change line 2 of Part A – Statement of Net Assets to read "Capital Assets, net of depreciation" and delete the line for accumulated depreciation.

Change the second page of Part A as follows:

Change title to "Part A – Capital Assets"

Report only ending balance (discontinue beginning balance, additions, and retirements)

Combine "Equipment" and "art and library collections"

Delete "Property obtained under capital leases (if not included in equipment)" and clarify instructions to include property obtained under capital leases in the categories that best describe the property, such as equipment, buildings, etc.

Add a line for Other capital assets

Add a line for "intangible assets, net of accumulated amortization" after the line for accumulated depreciation

On Part B, report local operating grants and contracts separately from private operating grants and contracts

Add a line for sales and services of educational activities

Change Part C (Expenses and Other Deductions) to resemble the form for FASB institutions, adding columns for operation and maintenance of plant and interest, and removing the functional classification of depreciation. Operation and maintenance (O&M) of plant as a function will be used to allocate O&M to natural classes as it is in the form for FASB institutions. In addition, removing the functional classification of depreciation will require public institutions to allocate depreciation to appropriate functional categories – as independent institutions do.

Parts F and G, used for reporting component units using FASB and GASB standards, will be discontinued.

Add an instruction to the screen clarifying that the endowment assets of foundations and affiliated entities should be included in reporting of Part H – Details of Endowment Assets.

IPEDS Finance form for for-profit institutions:

No changes at this time

(4) Change race/ethnicity

(IPEDS components affected: Completions, 12-Month Enrollment, Fall Enrollment, Human Resources, and Graduation Rates)

On October 19, 2007, the U.S. Department of Education posted to the Federal Register the "Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education." (See the Federal Register, Volume 72, Number 202, pp. 59266-59279: <http://a257.g.akamaitech.net/7/257/2422/01jan20071800/edocket.access.gpo.gov/2007/pdf/E7-20613.pdf>).

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The proposed changes are necessary for the Department to implement the Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting and Presenting Federal Data on Race and Ethnicity. IPEDS will adopt new aggregate categories for reporting R/E data in accordance with the final guidance.

The guidance issued by the Department covers two separate issues: (1) the collection of R/E data by institutions and (2) the reporting of aggregate data to the Department. For collecting R/E data, institutions must use a two-question format, and the Department encourages institutions to re-survey students and staff (the two-question format is as follows: The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White). For further details on the guidance for collecting data, please see the full Federal Register notice.

For reporting aggregate data to the Department, the guidance identifies nine categories that will be used for IPEDS. ED's final guidance requires separating the category "Asian or Pacific Islander" into two separate categories, one for "Asian" and one for "Native Hawaiian or Other Pacific Islander." Additionally, a category will be provided for reporting two or more races. This results in seven categories for reporting aggregate racial/ethnic data: Hispanics of any race, American Indian or Alaska Native, Asian, Black not-Hispanic, Native Hawaiian or Other Pacific Islander, White not-Hispanic, and two or more races. ED's final guidance also allows IPEDS to continue to use the two categories for reporting non-resident aliens and for reporting counts when race/ethnicity is unknown, for the reasons given below.

Non-resident aliens – IPEDS has traditionally collected data on non-resident aliens separately from U.S. citizens and resident aliens (no race data will be available for non-resident aliens); and Race/ethnicity unknown – this category has been used in IPEDS since 1990 to provide a mechanism for reporting U.S. citizens and resident aliens who do not designate a racial/ethnic category.

The current and new race/ethnicity categories for reporting data to IPEDS are outlined on the following page:

Current IPEDS Reporting Categories	New IPEDS Reporting Categories
Non-resident alien	Nonresident aliens
Race and ethnicity unknown	Race and ethnicity unknown
Black, non-Hispanic	Hispanics of any race
American Indian/Alaska Native	For non-Hispanics only:
Asian/Pacific Islander	American Indian or Alaska Native
Hispanic,	Asian
White, non-Hispanic	Black or African American
	Native Hawaiian or Other Pacific Islander
	White
	Two or more races

Educational institutions will be required to implement this guidance in order to report data for the 2010–2011 school year. Under the guidance, although not required to do so, educational institutions already collecting individual-level data in the manner specified by the notice are encouraged to immediately begin reporting aggregate data to the Department. However, because the 2007-08 IPEDS data collection year is already underway, the new R/E reporting categories will not be available for reporting in IPEDS until the 2008-09 collection year, which begins in Fall 2008.

The IPEDS Technical Review Panel (TRP) discussed the implementation of changes to race/ethnicity reporting in IPEDS in November 2006 after the Department issued preliminary guidance on August 6, 2006. Based on suggestions from that meeting of the TRP, changes to reporting race/ethnicity in IPEDS will be fully implemented as outlined below.

2008-09 and 2009-10 Collection Years

Optional years for all components: Reporting using new race/ethnic categories will be voluntary: All five relevant IPEDS components (Fall Enrollment, Human Resources, Completions, 12-Month Enrollment, and Graduation Rates) will allow a combination of current and new race/ethnic submissions, and therefore IPEDS components would have five current race/ethnic categories plus seven new race/ethnic categories plus two remaining categories ("Race and

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Ethnicity Unknown” and “Non-resident alien”) — a combined “5+7+2 format”. Although the desire is that institutions will be able to collect and report the new race/ethnic data at this time, institutions would have the option to submit data using any of the following approaches:

Exclusively use seven new race/ethnic categories for everyone at the institution

Exclusively current five race/ethnic categories for everyone at the institution

Use “mixed reporting” - current categories for some individuals and new categories for others. The anticipation is that few institutions would select this option since it will be the most complex.

2010-11 Collection Year

Mandatory year for Fall Enrollment and Human Resources: Reporting using new race/ethnicity categories will be required.

Optional year for Completions, 12-Month Enrollment, and Graduation Rates: Reporting using the new categories will remain optional; data in these components will be collected using the 5+7+2 format.

2011-12 and Beyond Collection Years

Mandatory years for all IPEDS components: Institutions will be required to report using only the new race/ethnicity categories.

In the years with components that have optional reporting, institutions can report one way for one IPEDS component and another for other IPEDS components. The expectation is that most will report using new race/ethnic categories for Completions, 12-Month Enrollment, and Graduation Rates the year after they report using new race/ethnic categories for Fall Enrollment and Human Resources. The following table summarizes the proposed reporting timeline.

Proposed Timeline for Reporting Race/Ethnicity Data to IPEDS

IPEDS Collection Year	Fall Enrollment and Human Resources	Completions, 12-Month Enrollment, and Graduation Rates
2008-09 and 2009-10	mixed format (5+7+2)	mixed format (5+7+2)
2010-11	new format (7+2) only	mixed format (5+7+2)
2011-12 and beyond	new format (7+2) only	new format (7+2) only
“5” includes: Black, non-Hispanic; American Indian/Alaska Native; Asian/Pacific Islander; Hispanic; White, non-Hispanic		
“7” includes: Hispanics of any race; For non-Hispanics only: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Two or more races		
“2” includes: Race and Ethnicity Unknown and Nonresident Alien		

Proposed Changes to IPEDS 2009-10 and beyond

The following changes are being requested from the Office of Management and Budget (OMB), to be effective beginning with the 2009-10 IPEDS data collection. There are two types of changes:

Changes to comply with requirements in the Higher Education Opportunity Act (HEOA) of 2008 (PL 110-315), and

Changes to simplify IPEDS reporting and reduce reporting burden for nondegree-granting institutions

Please see the February 24 Federal Register posting (Volume 74, Number 35, Page 8239) regarding a 60-day comment period on these changes at: <http://edocket.access.gpo.gov/2009/pdf/E9-3924.pdf> (42 KB).

(1) Changes to comply with requirements in HEOA

a) Collect data to calculate various net prices of attendance and multi-year tuition rates

HEOA requires the U.S. Department of Education to add to the College Navigator website:

three years of average institutional net price of attendance for first-time, full-time aided students;

the institutional net price of attendance for Title IV aid recipients by income category; and,

a multi-year tuition calculator.

Not all of the data needed to meet these requirements are currently collected in IPEDS. If approved, the following data items will be collected beginning in the 2009-10 data collection. These changes were developed based on input

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from the IPEDS Technical Review Panel and comments received from the community over a 30-day comment period:

Changes to Institutional Characteristics Survey

Institutions will continue to report price of attendance for full-time, first-time undergraduate students as currently reported to IPEDS **except**:

Tuition and required fees will be reported separately. This will be used in the multi-year tuition calculator.

Four years of data rather than three will be reported, to align the price of attendance data with the SFA data, which lags one year. This will be used to calculate net price of attendance. For example, in Fall 2009, IC will collect price of attendance data for the following academic years:

2009-10

2008-09 (preloaded from prior year)

2007-08 (preloaded from prior year)

2006-07 (**new** – preloaded from prior year)

For the most recent year of tuition data and required fees data, institutions will report if the amounts reported are guaranteed under a tuition guarantee plan. This will be used in the multi-year tuition calculator.

Changes to the Student Financial Aid (SFA) Survey

A number of additions will need to be made to the IPEDS SFA forms in order to collect the data necessary to calculate net prices of attendance required by HEOA. The changes are based on suggestions from an IPEDS Technical Review Panel that met to discuss how best to meet the HEOA requirements. These changes are summarized below.

Additions to 2009-10 SFA Forms to Calculate and Report Three Years of Average Institutional Net Price of Attendance			
	2008-09	2007-08	2006-07
Number of full-time, first-time degree/certificate-seeking undergraduates receiving grant aid from federal, state, and institutional sources. (Carried forward from screen #3 – number of students receiving any grant aid)	Carried forward	Preloaded from prior year, updatable	Report this value
Of these, what are their living arrangements?			
On-campus	Report this value	Report this value	Report this value
Off-campus with family	Report this value	Report this value	Report this value
Off-campus not with family	Report this value	Report this value	Report this value
Unknown	Calculated value	Calculated value	Calculated value
Total grant aid received by all full-time, first-time degree/certificate-seeking undergraduates from federal, state, and institutional sources. (Calculated and carried forward from screen #3 – number of students receiving any grant aid multiplied by average amount of grant aid received)	Calculated value, carried forward	Preloaded from prior year, updatable	Report this value
Additions to 2009-10 SFA Forms to Calculate and Report Average Institutional Net Price of Attendance by Income Categories			
	This column available in	This column available	This column available

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	Spring 2010		beginning in Spring 2011		beginning in Spring 2012	
	2008-09		Prior year data, collected in future years, preloaded		Prior year data, collected in future years, preloaded	
Income Level	Number of students receiving aid	Total grant aid received by these students	Number of students receiving aid	Total grant aid received by these students	Number of students receiving aid	Total grant aid received by these students
\$0-30,000	Report this value	Report this value	Preloaded, updatable	Preloaded, updatable	Preloaded, updatable	Preloaded, updatable
\$30,001-48,000	Report this value	Report this value	Preloaded, updatable	Preloaded, updatable	Preloaded, updatable	Preloaded, updatable
\$48,001-75,000	Report this value	Report this value	Preloaded, updatable	Preloaded, updatable	Preloaded, updatable	Preloaded, updatable
\$75,001-110,000	Report this value	Report this value	Preloaded, updatable	Preloaded, updatable	Preloaded, updatable	Preloaded, updatable
\$110,001 and more	Report this value	Report this value	Preloaded, updatable	Preloaded, updatable	Preloaded, updatable	Preloaded, updatable
NOTE: In Spring 2010, data for 2008-09 will be reported. In Spring 2011, data for 2009-10 will be reported, and data for 2008-09 will be preloaded. In Spring 2012, data for 2010-11 will be reported, and data for 2008-09 and 2009-10 will be preloaded. Institutions will be able to revise the preloaded data.						

b) Revise collection of data for calculating student-to-faculty ratios

Changes were made to the Fall Enrollment survey in 2008-09 to meet the HEOA requirement to display institutions' student-to-faculty ratios on the College Navigator website by August 2009. During the collection of these data in 2008-09, the IPEDS Help Desk received comments from many institutional representatives suggesting ways to improve the methodology for calculating this measure. In addition, due to the timing of the two surveys that collect data needed to calculate the ratio, Human Resources and Fall Enrollment, some institutions were forced to revise, re-edit, and relock their Fall Enrollment survey after they had already completed and "locked" their data.

In response to this feedback, the following changes will be made to the methodology used in 2009-10:

A single line item asking for the institution's student-to-faculty ratio will comprise Part F, with an accompanying worksheet to assist in calculating the ratio.

Instead of reporting each of the components necessary to calculate the ratio, or having those components pre-populated from the Human Resources survey and prior sections of the Fall Enrollment survey as was done in the 2008-09 collection, institutions will now be asked to provide only their student-to-faculty ratio. A worksheet will be available to provide guidance on how to calculate the ratio. This will resolve issues involved with the "locking order" of the Human Resources and Enrollment components.

The worksheet provided will allow institutions to subtract instructional staff teaching exclusively non-credit courses from their full- and part-time numbers of instructional staff. For institutions that have a large amount of non-credit activity (most often public two-year institutions), this will better align the student data with the instructional staff data being used in the ratio, thus improving data quality.

The worksheet provided will allow institutions to add administrators and other professionals on campus who teach courses but who are not reported to IPEDS as instructors (since it is not their "primary function") to the instructional staff number used in their ratio. For many institutions, administrators and other professionals on staff teach courses throughout the year, and allowing those instructors to be included in the instructional staff number would improve data quality.

c) Incorporate Spring Supplement 2009 items into IPEDS beginning in 2009-10

Beginning in 2009-10, the items that were included in the one-time Spring Supplement 2009 (SS09) survey will be collected in IPEDS as indicated below:

New Location of SS09 Items Starting 2009-10	
Spring Supplement 2009 Item	New location in IPEDS components
A) Please indicate the percent of all undergraduates enrolled in Fall 20XX who are formally registered with the	Institutional Characteristics form beginning in 2009-10

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office of disability services (or the equivalent office) at your institution as students with disabilities: 3 percent or less If more than 3 percent: _____%	
B)(i) For 4-year institutions , for the 20XX cohort of bachelor's degree-seeking, full-time, first-time undergraduate students: Number of students in the cohort who completed their program within 200% of normal time (8 yrs)	A new survey component will be permanently added to the spring collection called Graduation Rates 200 (GR200) ; it will be separate from the regular GRS component so not to confuse the two different cohorts that are being reported on.
B)(ii) For less than 4-year institutions , for the 20XX cohort of full-time, first-time undergraduate students: a. Number of students in the cohort who completed their program within 100% of normal time	Beginning in 2009-10, GRS forms for less than 4-year institutions will be aligned with the 4-year GRS forms to include reporting on the GRS for 100 percent of normal time in addition to 150 of normal time.
b. Number of students in the cohort who completed their program within 200% of normal time	A new survey component will be permanently added to the spring collection called Graduation Rates 200 (GR200) ; it will be separate from the regular GRS component so not to confuse the two different cohorts that are being reported on. For 2009-10, this form will also collect the number of students who completed within 100% of normal time to make up for the one-year gap of adding the 100% data to the regular GRS form for <4-year institutions.

(2) Changes to Reduce Reporting Burden for Nondegree-granting Institutions

The following changes will be effective with the 2009-10 IPEDS data collection, if approved. This list is based on suggestions from the IPEDS Technical Review Panel and comments from members of the higher education community, and will improve data quality and comparability, and decrease institutional reporting burden.

Changes to IPEDS Forms for Nondegree-Granting Institutions		
Survey Form		Changes
Institutional Characteristics	Part D – Student Charges	For Academic reporters, eliminate Student Charges and Room and Board, leaving only Student Charges Questions and Price of Attendance
	Part E – Additional Information	Eliminate Athletic Association
Human Resources	Parts A,B,C – Employees by Assigned Position	Consolidate the following categories—primarily instruction, instruction/research/public service, primarily research, and primarily public service—into one category: "Staff whose primary responsibility is instruction, research, and/or public service."
	All Parts	Combine the EAP and Fall Staff sections into one section: for odd-numbered years, require the reporting of data by race/ethnicity and gender, and for even-numbered years, make the reporting of race/ethnicity and gender optional.
Fall Enrollment	Part A – Enrollment by Race/Ethnicity and Gender	Eliminate column 2 (transfers-in) and column 5 (non-degree/certificate seeking)
Finance (FASB, for-profit)	Part A – Balance Sheet Information	Eliminate
	Part B – Summary of Changes in Equity	Eliminate Note that Total revenues (Line 01) will be collected in Part D, Line 09; and Total expenses (Line 02) will be collected in Part E, Line 07.
	Part D – Revenues	Eliminate Line 07 – Sales and services of auxiliary activities

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Changes to IPEDS Forms for Nondegree-Granting Institutions		
Survey Form		Changes
	and Investment Return	
	Part E – Expenses by Function	Eliminate Line 04 – Auxiliary enterprises
Finance (FASB, Not-for-Profit)	Screening questions	Eliminate the endowment assets screening question (SQ3) Eliminate the intercollegiate athletic expenses screening question (SQ4)
	Part A – Statement of Financial Position, Pages 1 and 2	Eliminate
	Part B – Summary of Changes in Net Assets	Eliminate Note that Total revenues and investment return (Line 01) will be collected in Part D (Line 16), and Total expenses (Line 02) will be collected in Part E, Line 13.
	Part D – Revenues and Investment Return	Eliminate Line 12, Sales and services of auxiliary activities Eliminate Line 13, Hospital revenue Eliminate Line 14, Independent operations
	Part E – Expenses by Functional and Natural Classification	Eliminate Line 07, Auxiliary enterprises Eliminate Line 09, Hospital services Eliminate Line 10, Independent operations
	Part H – Value of Endowment Asset	Eliminate
Finance (GASB, Public)	Screening questions	Eliminate the reporting models for special-purpose governments screening question (SQ3) Eliminate the intercollegiate athletic expenses screening question (SQ4) Eliminate the endowment assets screening question (SQ5) Eliminate the screening question on the number of component units using GASB and FASB standards (SQ6)
	Part A – Statement of Net Assets	Eliminate
	Part B – Revenues and Other Additions	Eliminate Line 05, Sales and services of educational activities Eliminate Line 06, Sales and services of hospitals Eliminate Line 07, Independent operations Eliminate Line 20, Capital appropriations Eliminate Line 21, Capital grants & gifts Eliminate Line 22, Additions to permanent endowments
	Part C – Expenses and Other Deductions	Continue to collect operating and nonoperating expenses by function, but eliminate the following: Line 11, Auxiliary enterprises Line 12, Hospital services Line 13, Independent operations Line 16, Interest
	Part D – Summary of Changes in Net Assets	Eliminate Note: Line 01 (Total revenues and other additions) is already collected in Part B (Line 25), and Line 02 (Total expenses and deductions) is already

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Changes to IPEDS Forms for Nondegree-Granting Institutions		
Survey Form		Changes
		collected in Part C (Line 19).
	Part F – Component Unit That Uses FASB Standards	Eliminate
	Part G – Component Unit That Uses GASB Standards	Eliminate
	Part H – Details of Endowment Assets	Eliminate

Note: The average institutional net price of attendance also forms the basis for three of six "College Affordability and Transparency Lists" related to institutional prices in HEOA. Under HEOA there are several proposed transparency lists that will compare net price in nine institutional categories. For example, the 5 percent of institutions with the highest net price in the most recent academic year and the highest percentage increase over a three-year period, and the 10 percent of institutions with the lowest net price in each institutional category will be listed on College Navigator. (Sec. 132(c)(1))

IPEDS Collection Schedule 2009-10			
Collection:	Fall 2009	Winter 09-10	Spring 2010
Opens:	September 2	December 2	March 3
KH Closing Date:	October 14	January 20	April 14
Surveys:	IC Completions E12	HR EF* Finance* SFA* GRS* GR200*	EF Finance SFA GRS GR200

Notes:

* denotes that the survey is optional during the Winter Collection, but required during the Spring. Winter surveys (except for HR) will remain open during the period between the Winter and Spring collections. Note that SFA, GRS, and GR200 will be offered during Winter, which has not historically been the case. GR200 is the second question from the current SS09 survey. Registration will open August 5, 2009.

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Changes to IPEDS Data Collection, 2010-11

Institutional Characteristics

IC Header

Several items will be moved from the Institutional Characteristics component to a separate component called IC Header. IC Header will be available for institutions to complete starting with the opening of the Registration period, 8/4/10, through the end of the Fall collection. The IC Header must be completed and locked before the Fall surveys can be started.

The following items comprise IC Header:

- A1 - Educational Offerings
- B1 - Institutional Control
- B2 - Award Levels Offered
- B3 - Calendar System
- B4 - Enrollment Levels Offered (excluding Estimated Fall Enrollment)
- B5 - Graduation Rate Cohort

These items determine applicability and version for the remaining IPEDS survey components, and it is helpful to have that information in the data collection system as early as possible.

Selected Professional Tuitions

The screen that collected selected professional tuitions was inadvertently omitted from the IC component for 2009-10, but will be reinstated for 2010-11. In-state and out-of-state tuition and fees will be collected for the following professional programs:

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

Fall Enrollment

In Part A, Fall Enrollment by Race/Ethnicity and Gender, for public 2-year and less than 2-year nondegree-granting institutions only, the column for non-certificate-seeking students will be reinstated. This is necessary in order to distinguish between certificate-seeking students and the large numbers of dual enrolled students (non-certificate-seeking students) reported by these sectors.

Reminders:

- Use of the new CIP 2010 will be mandatory for all IPEDS reporting in 2010-11 as follows:
- Completions, awarded between July 1, 2009 and June 30, 2010
- 2010 Fall Enrollment for Selected Fields of Study (4-yr institutions only)
- 2010 Price of Attendance by Program (for program reporters only)

Additional information can be found at the CIP user site.

Reporting using the new race and ethnicity categories will be mandatory in 2010-11 for the following components:

- Fall Enrollment
- Human Resources (the Fall Staff section collecting race and ethnicity is optional in 2010-11)

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Old and mixed categories may be used for one additional year of reporting for Completions, 12-month Enrollment, and Graduation Rates.

Additional information can be found at the race/ethnicity information center and here, see (4) Change race/ethnicity

Use of the new post baccalaureate degree categories will be mandatory in 2010-11.

This means that the First-professional Degree and Certificate categories will disappear completely from IPEDS reporting. This affects the following components, for 4-year institutions only:

- Institutional Characteristics
- Completions
- 12-month Enrollment
- Fall Enrollment

Additional information can be found here, see (2) Eliminate first-professional degree category.

Use of the aligned Finance forms for GASB and FASB reporters will be mandatory in 2010-11 for reporting on the 2010 fiscal year. Additional information can be found here, see (3) Revise IPEDS Finance.

Schedule of IPEDS Data Collection, 2010-11

REGISTRATION: All institutions will be required to register for the 2010-11 data collection cycle.

August 4, 2010

IDs and passwords for the upcoming collection cycle will be distributed to all institutions. 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.

August 4, 2010

Registration opens. Includes:

Registration
Institution Identification
IC Header

IC Header questions are the following questions from the Institutional Characteristics (IC) component:

A1 Educational Offerings;
B1 Institutional Control;
B2 Award Levels Offered;
B3 Calendar System;
B4 Enrollment Levels Offered (excluding Estimated Fall Enrollment); and
B5 Graduation Rate Cohort question.

These items determine applicability and version for the remaining IPEDS survey components, and it is helpful to have that information in the data collection system as early as possible.

Institutions will have the opportunity to complete the Institution Identification page and the IC Header questions before the Fall data collection starts. Institutions are encouraged BUT NOT REQUIRED to complete these during the Registration period.

Institution Identification must be completed and IC Header must be locked before the Fall surveys can be started. The IC Header is available until the end of the Fall collection. Institution Identification is available through Spring.

August 25, 2010

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.

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2010-11 IPEDS Collection Schedule

	Fall	Winter	Spring
Collection Opens	September 8	December 8	December 8
Collection Closes for Keyholders	October 20	January 26	April 13
Collection Closes for Coordinators	November 3	February 9	April 27
Components included	Institutional Characteristics, Completions, and 12-month Enrollment	Human Resources	Fall Enrollment, Finance, Student Financial Aid, Graduation Rates, and 200% Graduation Rates

Deadline Extensions: There are no deadline extensions available for the IPEDS surveys.

Compliance Notice: Mandatory Reporting Requirements for Institutions with Program Participation Agreements.

Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325) requires that "institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary". Thus, reporting to IPEDS is mandatory for institutions that participate in or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094, Section 487(a)(17)).

IPEDS Prior Year (2009-10) Revision System

Keyholders and coordinators can revise data submitted the previous year to IPEDS using the Prior Year Revision System.

Please note: The availability of the Prior Year Revision System **does not** imply that institutions are no longer required to report data according to the current data collection schedule. It is **NOT** an extension of the due date and the Office of Federal Student Aid will continue to take appropriate action against schools that do not meet their IPEDS reporting requirements.

Opens: September 8, 2010
 Closes for keyholders: April 13, 2011
 Closes for coordinators: April 27, 2011
 Components Included: All IPEDS Components

IPEDS Custom Comparison Group Upload

Keyholders may upload custom comparison groups for use in the **2011** IPEDS Data Feedback Report between September 8, 2010 and July 15, 2011.

Proposed 2011-12 IPEDS Data Collection Calendar

NCES has submitted a request for clearance to the Office for Management and Budget for the 2011-12 IPEDS Data Collection that includes moving the Student Financial Aid survey component to the Winter collection, and extending that collection by 2 weeks. If approved, this will be the 2011-12 IPEDS Data Collection Calendar:

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2011-12	Registration	Fall 6 weeks	Winter 9 weeks	Spring 18 weeks
Collection Opens	August 3	September 7	December 7	December 7
Collection Closes for Keyholders		October 19	February 8	April 11
Collection Closes for Coordinators		November 2	February 22	April 25
Components included	Registration; Institution ID; IC-Header	Institutional Characteristics; Completions; 12-month Enrollment	Human Resources; Student Financial Aid	Fall Enrollment; Graduation Rates; 200% Graduation Rates; Finance

All institutions will be required to register for the 2011-12 data collection cycle.

UserIDs and passwords for 2011-12 will be distributed to all institutions on August 4. 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 Institution Identification and IC Header during the Registration period.

Institution Identification must be completed and IC Header must be locked before the Fall surveys can be started. IC Header is available until the end of the Fall collection. Institution Identification is available through Spring.

On August 24, 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.

Deadline Extensions: There are no deadline extensions available for the IPEDS survey components.

Compliance Notice: Mandatory Reporting Requirements for Institutions with Program Participation Agreements.

Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325) requires that "institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary". Thus, reporting to IPEDS is mandatory for institutions that participate in or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094, Section 487(a)(17)).

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Proposed Changes to 2011-12 IPEDS Data Collection

Pending approval from the Office of Management and Budget

This document outlines the proposed changes to the IPEDS data collection for 2011-12. These changes are pending approval from the Office of Management and Budget. However, institutions should begin to prepare to report them so to be ready if they are approved. Most of the proposed changes are suggestions from the IPEDS Technical Review Panel (TRP). Meetings of the IPEDS TRP are convened by RTI International, the contractor for the IPEDS web-based data collection system; subject areas for the meetings are determined by legislation, emerging areas of concern in postsecondary education, and an ongoing goal of decreasing reporting burden while retaining the federal data necessary for use by policy makers and education analysts. Detailed summaries of each meeting are posted (https://edsurveys.rti.org/IPEDS_TRP/TRP.aspx) and comments on panel suggestions are solicited. Four meetings of the TRP resulted in changes included in this clearance package, as summarized in the table below.

IPEDS TRP Meetings Relevant to Proposed Changes		
Topic (Date)	Summary	Survey Components Affected
Distance Education (April 2008)	The IPEDS TRP met to discuss evolving delivery modes for postsecondary education and increased availability of "distance education" course and programs. Topics ranged from the definition of distance education to the challenges that institutions would face in providing distance education data. The panel discussed how the reporting of distance education data might be incorporated into the existing IPEDS reporting structure in order to collect data that would help NCES better describe postsecondary education in the nation, part of NCES' mission; allow institutions to compare their distance education activities to those of their peers; and provide valuable consumer information on College Navigator to students and parents.	Institutional Characteristics; Completions; Fall Enrollment
Completions (December 2009)	A common question NCES receives from policymakers asks for the number of postsecondary graduates in a given year who would likely be entering the workforce. Because IPEDS currently collects data on the number of completions (certificates and degrees awarded) rather than completers (graduates), it cannot accurately answer this question. Graduates may receive, for example, two degrees in a given year or a degree and certificate, and then they would be reported twice, over counting the number of persons completing programs and feasibly entering the workforce. The TRP met to discuss whether and how data on completers could be collected through the IPEDS Completions survey.	Completions
Human Resources (June 2010)	The TRP examined the reporting burden for degree-granting institutions completing the Human Resources component and discussed strategies for simplifying the collection forms and eliminating potentially duplicative or unnecessary data in order to reduce institutional burden and improve the usefulness and quality of the data being reported.	Human Resources
Net Price, Student Financial Aid, and Program Reporting Issues (September 2010)	The IPEDS TRP met to discuss improving the IPEDS data items that were added to meet Higher Education Opportunity Act (HEOA) requirement for reporting net price, particularly for those institutions that currently report pricing data to IPEDS by program, rather than by academic year. The TRP discussed ways of improving the SFA component, through which most of the net price data are collected, by further clarifying definitions and reporting elements and better aligning the SFA component for program reporters with the data reported by these institutions in other IPEDS components.	Institutional Characteristics (and Pricing); Student Financial Aid; 12-month Enrollment

Below are the proposed changes organized by survey component. Please note that these changes, if approved by OMB, will be implemented for 2011-12, with no optional reporting.

NCES has also proposed changes to IPEDS that would not take effect until the 2012-13 data collection. These changes are under review and will be posted when the 2011-12 data collection opens. 2011-12 will serve as a "preview year" for those changes, and details about how they will appear on survey screens in 2012-13 will also be made available.

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2011-12 Proposed Changes to IPEDS Data Collection	
Change	Source
Institutional Characteristics (all institutions)	
Add an item to collect information on whether institutions are completely online.	Distance Education TRP
Add an item to collect the institution's URL for the Net Price Calculator, to be posted to College Navigator. Note: Institutions must post a Net Price Calculator on their website by 10/29/2011, as required by the HEOA.	Legislation (HEOA)
Revise IPEDS definition of distance education, to align with that specified in HEOA, which specifically distinguishes distance education from correspondence education. Current IPEDS definition: An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means. Proposed IPEDS definition: Education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Note: This definition will apply across IPEDS components wherever distance education is referenced.	Distance Education TRP
Clarify IPEDS instructions to specify that requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education. Technologies used for instruction may include the following: Internet; one-way and two-way transmissions through open broadcasts, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devices; audio conferencing; and video cassette, DVDs, and CD-ROMs, if the cassette, DVDs, and CD-ROMs are used in a course in conjunction with the technologies listed above. Note: These clarifications will apply across IPEDS components wherever data on distance education are collected.	Distance Education TRP
Institutional Characteristics (program reporters)	
Add items to collect prorated academic year price for largest program (in addition to the currently collected program price). Note: Institutions already must calculate this number for purposes of awarding Pell grants.	Net Price/SFA TRP and Legislation (HEOA)
Completions (all institutions)	
Clarify instructions to specify that only credit awards are to be reported.	Completions TRP
12-month Enrollment (all institutions)	
Eliminate the choice of reporting periods, so that all institutions report for the July 1–June 30 period.	Net Price/SFA TRP

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Human Resources (degree-granting institutions with 15+ FT staff)	
Eliminate the nine salary class interval screens from the Fall Staff section of the component. This includes all of Part H and all but the last screen in Part I (the headcount of full-time non-IRPS staff by primary function, race/ethnicity and gender, which is not captured anywhere else in the component).	Human Resources TRP
Eliminate the two fringe benefits screens (Part F) from the Salaries section.	Human Resources TRP
Human Resources (degree-granting institutions with <15 FT staff)	
Eliminate the two fringe benefits screens (Part F) from the Salaries section of the component.	Human Resources TRP
Eliminate the collection of data by faculty status from the EAP and Salaries sections (Parts A, B, and D), since degree-granting institutions with <15 full-time staff report most of their staff in the "Not on tenure track/no tenure system" category or in the "Without faculty status" category.	Human Resources TRP
Combine the EAP and Fall Staff sections into a single section since both sections collect data on the number of full-time and part-time staff. In odd-numbered years, the reporting of data by race/ethnicity and gender will be required, and in even-numbered years, the reporting of race/ethnicity and gender will be optional.	Human Resources TRP
Graduation Rates and 200% Graduation Rates (all institutions)	
Return a past IPEDS data collection item to capture the number of students who are still enrolled at the time of the graduate rate calculations, to get a better idea of how many students are still on a path toward a degree or certificate program (rather than have dropped out).	NPEC Graduation Rates Working Group
Student Financial Aid (all institutions)	
Move SFA from the Spring collection to the Winter collection to improve calculation of the Net Price data displayed on College Navigator, per HEOA. Average institutional net prices are calculated on SFA, using data submitted on SFA and IC. Currently, no revisions to IC pricing data can be accepted during most of the time when SFA is open. NCES would like to be able to accept IC pricing data revisions once institutions see the net price calculations on the SFA worksheets; this will be possible if SFA is a Winter survey.	NCES initiated and Collection Calendar TRP (Nov 2007)
Extend Winter collection by two weeks. In November 2007, the IPEDS TRP suggested that SFA be collected in a "late winter" collection that would run from approximately 11/15 through 2/1 for keyholders. Extending the Winter collection by two weeks would come close to the end date suggested by the TRP.	
Add an additional column to Part E to collect the number of students in Group 4 (see Figure 1 for a description of the SFA groups) receiving any Title IV grant aid, by income categories.	Net Price/SFA TRP
Clarify SFA instructions so that institutions are directed to report "aid awarded," rather than "aid received" or "aid awarded and accepted," as the instructions currently read.	Net Price/SFA TRP

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Student Financial Aid (program reporters)	
Change the 12-month full aid year reporting period and cohort definition period to July 1–June 30. This is the 12-month period that the institutionally-defined academic year must fall within.	Net Price/SFA TRP and Legislation (HEOA)
Collect data for Groups 1 and 2 (see Figure 1 below) for an academic year, as defined by the institution, rather than a 12-month period.	Net Price/SFA TRP and Legislation (HEOA)
Modify Group 3 and 4 sections to collect data for an academic year, for ONLY students in the institution’s largest program. The institution will determine its own definition of academic year, so long as it falls within the 12-month reporting period. Please note that since HEOA requires three years’ worth of data on net price, if an institution’s largest program changes, the institution will need to report three years’ worth of data for the new largest program.	Net Price/SFA TRP and Legislation (HEOA)
Figure 1. SFA Student Reporting Groups	
<p>Group 1. All undergraduate students</p> <p>Group 2. Of the students in Group 1, those who are full-time, first-time degree/certificate-seeking students</p> <p>Group 3. Of the students in Group 2, those who received grant or scholarship aid from the federal government, state/local government, or the institution</p> <p>Group 4. Of the students in Group 2, those who received Title IV federal student aid</p>	<p>The diagram illustrates the relationship between the four student reporting groups. Group 1 is the largest circle, representing all undergraduates. Within Group 1 is Group 2, representing all full-time, first-time degree/certificate-seeking students. Within Group 2 are two overlapping circles: Group 3 (grant or scholarship aid from federal, state/local, or institutional sources) and Group 4 (Title IV federal student aid). Group 4 is entirely contained within Group 3, indicating that all students receiving Title IV aid also receive some form of grant or scholarship aid.</p>

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Changes to the IPEDS 2012-2013 data collection:

- Changes to the IPEDS data collection that **have been approved** by the Office of Management and Budget (OMB) for implementation in 2012-13. The preview year for these approved changes is 2011-12, and survey screens and instructions are available through the Survey Materials link on the Data Provider Center page (<https://surveys.nces.ed.gov/IPEDS/VisIndex.aspx>)
- Changes to the occupational categories used on the Human Resources (HR) survey component that **have been approved** by OMB for implementation in 2012-13.

Institutions should prepare to report in 2012-13 using the new categories. **Each job at the institution will need to be categorized according to the 2010 SOC in order to report HR data in 2012-13. An HR/SOC Resources website will be available on the IPEDS website later this spring. In the meantime, more information on the 2010 SOC can be found at (<http://www.bls.gov/soc/>)**

Origins of Changes:

The changes to the data collection are suggestions from the IPEDS Technical Review Panel (TRP). Meetings of the IPEDS TRP are convened by RTI International, the contractor for the IPEDS web-based data collection system; subject areas for the meetings are determined by legislation, emerging areas of concern in postsecondary education, and an ongoing goal of decreasing reporting burden while retaining the federal data necessary for use by policy makers and education analysts. Detailed summaries of each meeting are posted (https://edsurveys.rti.org/IPEDS_TRP/Default.aspx) and comments on panel suggestions are solicited. Three meetings of the TRP resulted in changes for 2012-13.

The new occupational categories come from a new requirement to align IPEDS HR reporting with the 2010 Standard Occupational Classification (SOC) codes.

Origins of Changes to the 2012-13 IPEDS Data Collection		
Origin	Summary	Survey Components Affected
Distance Education TRP (Held in April 2008)	The IPEDS Technical Review Panel met to discuss evolving delivery modes for postsecondary education and increased availability of "distance education" courses and programs. Topics ranged from the definition of distance education to the challenges that institutions would face in providing distance education data. The panel discussed how the reporting of distance education data might be incorporated into the existing IPEDS reporting structure in order to collect data that would help NCES better describe postsecondary education in the nation, part of NCES' mission; allow institutions to compare their distance education activities to those of their peers; and provide valuable consumer information on College Navigator to students and parents.	Institutional Characteristics Completions Fall Enrollment
Completions TRP (Held in December 2009)	A common question NCES receives from policymakers asks for the number of postsecondary graduates in a given year who would likely be entering the workforce. Because IPEDS currently collects data on the number of completions (certificates and degrees awarded) rather than completers (graduates), it cannot accurately answer this question. Graduates may receive, for example, two degrees in a given year or a degree and certificate, and then they would be reported twice, over counting the number of persons completing programs and feasibly entering the workforce. The TRP met to discuss whether and how data on completers could be collected through the IPEDS Completions survey.	Completions
Human Resources TRP (Held in June 2010)	The TRP examined the reporting burden for degree-granting institutions completing the Human Resources component and discussed strategies for simplifying the collection forms and eliminating potentially duplicative or unnecessary data in order to reduce institutional burden and improve the usefulness and quality of the data being reported.	Human Resources
2010 SOC	A new version of the Standard Occupational Classification (SOC) was released in 2010. The SOC is used by federal statistical agencies to classify workers and jobs into occupational categories for the purpose of collecting, calculating, analyzing, or disseminating data. IPEDS Human Resources reporting is required to align with the 2010 SOC. This alignment introduces new occupational categories that will replace the primary functions/ occupational activities currently used for HR reporting.	Human Resources

Appendix I. IPEDS

Changes to IPEDS Data Collection 2012-13	
Change	Source
Institutional Characteristics (All institutions) 2012-13	
Add an item to collect whether distance education opportunities are offered and at what student level (undergraduate, graduate). The current IC question C2 will be modified to exclude the distance education reporting option, and a new question will be added.	Distance Ed TRP
Completions (All institutions) 2012-13	
Add an item to collect the total number of <i>students</i> who earned degrees or certificates, by race/ethnicity and gender.	Completions TRP
Add items to collect the numbers of <i>students</i> who earned degrees or certificates, separately by (1) gender; (2) race/ethnicity, and (3) age*, for the following 6 award categories (collapsed from the 11 IPEDS categories): <ul style="list-style-type: none"> • Less than 1-year certificates • At least 1 but less than 4-year certificates • Associate's degrees • Bachelor's degrees • Postbaccalaureate and Post-Master's certificates • Master's degrees • Doctor's degrees * Age categories are: under 18; 18-24; 25-39; 40 and above; and age unknown.	Completions TRP
Add an item so that institutions can indicate, by CIP code and award level, if the program is available to be completed completely through distance education.	Distance Ed TRP
12-month Enrollment (4-yr institutions) 2012-13	
Eliminate collection of doctor's-professional practice instructional activity, now included with graduate activity.	NCES initiated
Add an item collect full-time equivalent enrollment for doctor's-professional practice students. These 2 changes will address the problem created in the calculation of FTE enrollment caused by the recent introduction of new postbaccalaureate degree classifications.	NCES initiated
Fall Enrollment (all institutions) 2012-13	
Add a new Part to the survey to collect data on the number of students enrolled in any distance education and the number of students enrolled exclusively in distance education. Data will be broken out by student level (undergraduate, graduate) and student location (in same state as institution, in U.S. but not in same state, outside U.S.).	Distance Ed TRP
HUMAN RESOURCES 2012-13	
The changes for the Human Resources survey component fall into two categories: <ul style="list-style-type: none"> • New occupational categories for all institutions due to the required alignment of the HR component with the 2010 Standard Occupational Classification (SOC). These new occupational categories will replace the primary function/occupational activity categories currently used for HR reporting. These changes have been approved by the Office for Management and Budget (OMB) for implementation in the 2012-13 IPEDS data collection. Institutions should begin to prepare to report using the new categories. Each job at the institution will need to be categorized according to the 2010 SOC in order to report HR data in 2012-13. • Changes for degree-granting institutions that have been approved by the Office for Management and Budget (OMB) for implementation in the 2012-13 IPEDS data collection. These were changes that were suggested by the IPEDS Technical Review Panel (TRP) and adopted. 	
Human Resources (all institutions) 2012-13	
Adopt new occupational categories to replace the current primary function/occupational activity categories. The alignment with the 2010 Standard Occupational Categories (SOC) requires the adoption of new occupational categories for reporting on the HR survey component. However, the currently used categories Primarily Instruction, Instruction Combined with Research and/or Public Service, Primarily Research, and Primarily Public Service will continue to be used, and will not change. The professional/non-professional terminology will no longer be used. NCES has received approval from OMB to use the following categories: <ul style="list-style-type: none"> • Management Occupations • Business and Financial Operations Occupations • Computer, Engineering, and Science Occupations • Community Service, Legal, Arts, and Media Occupations • Primarily Instruction • Instruction combined with Research and/or Public Service 	2010 SOC

Appendix I. IPEDS

<ul style="list-style-type: none"> • Primarily Research • Primarily Public Service • Graduate Assistants – Teaching • Graduate Assistants – Research • Graduate Assistants – Other • Library and Non-postsecondary Teaching Occupations <ul style="list-style-type: none"> ○ Archivists, Curators, and Museum Technicians ○ Librarians ○ Library Technicians ○ Non-postsecondary Teaching Occupations • Healthcare Practitioners and Technical Occupations • Service Occupations • Sales and Related Occupations • Office and Administrative Support Occupations • Natural Resources, Construction, and Maintenance Occupations • Production, Transportation, and Material Moving Occupations 	
Human Resources (all degree-granting institutions) 2012-13	
Add a screening question to determine if an institution has graduate assistants.	HR TRP
<p>Revise the Primarily Instruction occupational category so that data in the EAP section (Part A) are reported for three subcategories:</p> <ul style="list-style-type: none"> • Primarily Instruction <ul style="list-style-type: none"> ○ Exclusively credit ○ Exclusively not-for-credit ○ Combination credit/not-for-credit 	HR TRP
<p>Make the following revisions to the <i>Salaries</i> section (Part E):</p> <ul style="list-style-type: none"> • Eliminate the contract length differentiation from the survey screens. • Add an additional column to the survey screen after the salary outlays column to collect the number of months covered by those salary outlays. (This number will be used to calculate a weighted monthly average salary.) <p>Note: To assist data reporters in determining the number of hours covered, a worksheet will be provided in the data collection system that collects counts of staff on 9-month contracts, 10-month contracts, 11-month contracts, and 12-month contracts, by gender and academic rank. For each gender and academic rank category, the system would then calculate: (1) the total number of staff reported (i.e., the sum of the values entered for each contract length), and (2) the total number of months covered (i.e., the sum of the staff reported for each contract length multiplied by the number of months in the contract).</p>	HR TRP
<p>Add an additional screen to the Salaries section (Part E), to be displayed immediately after the salary outlays screen for full-time instructional staff, to collect salary outlays for full-time non-instructional staff by occupational category. These totals will not be disaggregated by race/ethnicity or gender.</p> <p>Note: The alignment with the 2010 Standard Occupational Categories (SOC) requires the adoption of new occupational categories for reporting on the HR survey component. If approved, the new occupational categories for which salary outlays will be collected will be:</p> <ul style="list-style-type: none"> • Management Occupations • Business and Financial Operations Occupations • Computer, Engineering, and Science Occupations • Community Service, Legal, Arts, and Media Occupations • Primarily Research • Primarily Public Service • Library and Non-postsecondary Teaching Occupations • Healthcare Practitioners and Technical Occupations • Service Occupations • Sales and Related Occupations • Office and Administrative Support Occupations • Natural Resources, Construction, and Maintenance Occupations • Production, Transportation, and Material Moving Occupations 	2010 SOC

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Human Resources (degree-granting institutions with 15+ FT staff) 2012-13	
To streamline data collection across component sections: <ul style="list-style-type: none"> Eliminate full-time non-instructional research and public service staff from Part G reporting in the <i>Fall Staff</i> section, better aligning this section with the Salaries section, which collects data exclusively on instructional staff. Add items to Part I of the <i>Fall Staff</i> section (the headcount of full-time non-instructional staff) to include the research and public service categories that were eliminated from reporting in Part G. 	HR TRP
Add a screening question to determine if the institution has a tenure system.	HR TRP
Add the following non-tenure track contract faculty categories to the <i>Fall Staff</i> section (Part G): <ul style="list-style-type: none"> Multi-year contract Annual contract Less than annual contract Without faculty status 	HR TRP

The IPEDS HR survey component uses the Standard Occupational Classification (SOC) system to assist institutions in classifying employees for IPEDS reporting purposes. The SOC is a system used by Federal statistical agencies to classify workers and jobs into occupational categories for the purpose of collecting, calculating, analyzing, or disseminating data. In 2010, an updated version of the SOC system (<http://www.bls.gov/soc/>) was released. Consequently, the IPEDS HR survey must be revised to incorporate the 2010 SOC information.

The current HR instructions map approximately 140 of the 821 SOC occupational categories to the following eleven primary functions/occupational activities in the IPEDS HR survey:

- Primarily instruction
- Primarily research
- Graduate assistants
- Other professional (support/service)
- Clerical and secretarial
- Service/Maintenance

Although there were no major changes to the 2010 SOC, the primary functions/occupational activities in the IPEDS HR survey must be redefined to align with an approved aggregation scheme created from the 23 major groups in the 2010 SOC. (In April 2011, the SOC Policy Committee approved the aggregation scheme proposed for IPEDS HR reporting, shown in the table below.) Additionally, NCES must give guidance concerning reporting all SOC occupational categories, not just the subset that is more commonly found on campuses.

There will be a loss of trend data with the adoption of the new categories. Currently, the Other professional, Technical and paraprofessional, and Service/Maintenance categories span SOC major categories, splitting them by skill level, and assigning the more skilled occupations to the Other professional category, and the less skilled occupations to the Technical and paraprofessional and Service/Maintenance categories. This is no longer permitted. HR aggregations must now be based on the SOC major categories, which are discipline focused instead of being based on skill levels.

The IPEDS Occupational Categories that will be implemented in 2012-13 Human Resources reporting are shown below. The first column shows the occupational categories that will be reported in IPEDS starting in 2012-13, incorporating the 2010 SOC. The second column shows the SOC major and minor groups that make up the IPEDS categories.

New occupational categories **for all institutions** due to the required alignment of the HR component with the 2010 Standard Occupational Classification (SOC). These new occupational categories will replace the primary function/occupational activity categories currently used for HR reporting. These changes have been approved by the Office for Management and Budget (OMB) for implementation in the 2012-13 IPEDS data collection. Institutions should begin to prepare to report using the new categories. **Each job at the institution will need to be categorized according to the 2010 SOC in order to report HR data in 2012-13.**

Adopt new occupational categories to replace the current primary function/occupational activity categories.

The alignment with the 2010 Standard Occupational Categories (SOC) requires the adoption of new occupational categories for reporting on the HR survey component. However, the currently used categories **Primarily Instruction, Instruction Combined with Research and/or Public Service, Primarily Research, and Primarily Public Service** will continue to be used, and will not change. The professional/non-professional terminology will no longer be used.

Appendix I. IPEDS

NCES has received approval from OMB to use the following categories:

- Management Occupations
- Business and Financial Operations Occupations
- Computer, Engineering, and Science Occupations
- Community Service, Legal, Arts, and Media Occupations
- **Primarily Instruction**
- **Instruction combined with Research and/or Public Service**
- **Primarily Research**
- **Primarily Public Service**
- Graduate Assistants – Teaching
- Graduate Assistants – Research
- Graduate Assistants – Other
- Library and Non-postsecondary Teaching Occupations
- Archivists, Curators, and Museum Technicians
- Librarians
- Library Technicians
- Non-postsecondary Teaching Occupations
- Healthcare Practitioners and Technical Occupations
- Service Occupations
- Sales and Related Occupations
- Office and Administrative Support Occupations
- Natural Resources, Construction, and Maintenance Occupations
- Production, Transportation, and Material Moving Occupations

Appendix I. IPEDS

IPEDS Occupational Categories for Implementation in 2012-13	
IPEDS Category	SOC Major/Minor Group Elements and Detailed Occupations
Management Occupations	11-0000 Management Occupations
Business and Financial Operations Occupations	13-0000 Business and Financial Operations Occupations
Computer, Engineering, and Science Occupations	15-0000 Computer and Mathematical Occupations 17-0000 Architecture and Engineering Occupations 19-0000 Life, Physical, and Social Science Occupations
Community Service, Legal, Arts, and Media Occupations	21-0000 Community and Social Service Occupations 23-0000 Legal Occupations 27-0000 Arts, Design, Entertainment, Sports, and Media Occupations
Primarily Instruction	25-1000 POSTSECONDARY TEACHERS
Instruction combined with research and/or public service (I/R/PS)	
Primarily Research	
Primarily Public Service	
Graduate assistants - teaching	25-1191 GRADUATE TEACHING ASSISTANTS
Graduate assistants - research(I/R/PS)	
Graduate assistants - other	
Archivists, Curators, and Museum Technicians	25-4010 Archivists, Curators, and Museum Technicians
Librarians	25-4020 Librarians
Library Technicians	25-4030 Library Technicians
Non-postsecondary Teachers	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 25-4010 Archivists, Curators, and Museum Technicians
Healthcare Practitioners and Technical Occupations	29-0000 Healthcare Practitioners and Technical Occupations
Service 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
Sales and Related Occupations	41-0000 Sales and Related Occupations
Office and Administrative Support Occupations	43-0000 Office and Administrative Support Occupations
Natural Resources, Construction, and Maintenance Occupations	45-0000 Farming, Fishing, and Forestry Occupations 47-0000 Construction and Extraction Occupations 49-0000 Installation, Maintenance, and Repair Occupations
Production, Transportation, and Material Moving Occupations	51-0000 Production Occupations 53-0000 Transportation and Material Moving Occupations
Not applicable in IPEDS because IPEDS collects data on civilian staff only	55-0000 Military Specific Occupations

Appendix I.2

IPEDS Completions and Related Reports

Change for Academic Year 2013 (2012-2013)

Beginning with the 2013 Academic Year (2012-2013) all institutions will upload their own completions (graduate) data directly to IPEDS, i.e., ADHE will cease the middle-man activity. This relates to the graduate file that you submit to ADHE in July 2012 and you will upload to IPEDS by October 2012.

In the past, ADHE received the annual graduate file and processed it and submitted the completions to IPEDS on behalf of the institutions. This resulted in a checking/double-checking and sign-off process that was tedious and burdensome to all parties involved. Therefore, this process will cease and beginning with the IPEDS submission due in October 2012 all institutions will upload their own completions report 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. <i>In order to be considered a completer, the degree/award must actually be conferred.</i> "	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: <i>"...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."</i> 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.

Appendix J. TRANSFER REPORT INSTRUCTIONS

Roger Phillips Transfer Act Report

A new report, called the Transfer Act Report, will be 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 January 2010 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	Same 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	Same 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	Same as used in AHEIS/SISDB.
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?
10	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

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.

¹ Please see the Approved Transfer Program List for AA and AS degrees at www.adhe.edu.

Appendix J. TRANSFER REPORT INSTRUCTIONS

- 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.

Appendix J. TRANSFER REPORT INSTRUCTIONS

ACTS Transfer Report

According to Act 672 of 2005, all public institutions of higher education and any participating private institutions of higher education 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.

NOTE: ACT 672 compliance is required for all public and private institutions that participate in the Arkansas Course Transfer System.

Therefore, the Act requires that all institutions of higher education (public and private including both 2-year and 4-year) must file an annual report to the Arkansas Department of Higher Education listing any and all students that did not receive transfer credit on an ACTS course.

No.	Field/Column	Description
1	Receiving Institution's FICE Code	Same 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	Same 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	Same as used in AHEIS/SISDB.
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 3-5 letter institution abbreviation used in Appendix A and the AY is the Academic Year – all as used in the AHEIS/SISDB manual. For example: 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.

Appendix J. 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. Time Frames and Due Dates for Reports: 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.
 - a. RPTA: The first RPTA report will be due in August 2011 and will cover the entire academic year of 2010-2011.
 - b. ACTS: The first ACTS report will cover the time period from January 2010 through June 2010 (term codes 2, 3, 6, and 7) and will be due in August 2010. All reports thereafter will be for the entire academic year.
2. Special Situations: When special circumstances arise that call for an interpretation of reporting practice please contact the Planning and Accountability 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) Special Situation – Transferring D Grades: 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) Special Situation – Junior Status and D Grades: 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) Special Situation – Student Course Elections: 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) Special Situation – Seeking Baccalaureate Degree: 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) Special Situation – Undeclared Majors: 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) Special Situation – Effective Date: 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 definitely apply to the reporting requirements.
 - (2) Special Situation – Applicable Institutions: 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) Special Situation – Applicable Grades: 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 not 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.

Appendix J. TRANSFER REPORT INSTRUCTIONS

- (4) Special Situation – Students Requesting Transfer Credit: 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.
-

FILE SUBMISSIONS NOTE:

All institutions **must** use the <https://ft.adhe.edu> secure website for submitting this file to ADHE. Files may **not** be uploaded to <http://sis.adhe.edu>.

If you do not yet have access to <https://ft.adhe.edu>, please contact Paul Nations at Paul.Nations@adhe.edu. (Only institutional research staff should have access to this site.)

When you have transferred the file, please notify Sharon Butler via email at Sharon.Butler@adhe.edu.

In addition, before submitting the file, IR staff should compare the report against the student file to ensure that the report is complete and correct.

Roger Phillips Transfer Act Report

Act 182 of 2009 (The Roger Phillips Transfer Policy Act)

Name this file: RPTA_CollegeAbbr_AYXXXX.xls, such as RPTA_XYZ_AY2010.xls

COLLEGE:

REPORT IS FOR ACADEMIC YEAR :

No.	1	2	3	4	5	6	7	8	9	10
	Receiving Institution FICE Code	Sending Institution FICE Code	Academic Year	Term (use term codes below)	Student SSN	Transfer Degree (AA, AAT, or AS Only)	Total Transfer Hours Accepted	Degree Code of Major at Receiving Institution	Total General Education Lower Division Credit Hours Added and Required by Receiving Institution	General Education Lower Division Credit Hours Added Reason (see below)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Codes for Term:
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

Codes for Transfer Degree:
AA = Associate of Arts
AS = Associate of Science
AAT = Associate of Arts in Teaching

Codes for Acceptable Transfer Credit Hours Reason:
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

Insert additional rows as needed.

ACTS Transfer Report

Act 672 of 2005
Name this file: ACTS_CollegeAbbr_AYXXXX.xls, such as ACTS_XYZ_AY2010.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.	1 Receiving Institution FICE Code	2 Sending Institution FICE Code	3 Academic Year	4 Term (use term codes below)	5 Student SSN	6 ACTS Course Not Accepted	7 Reason the ACTS Course was NOT Accepted
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Insert additional rows as needed.

Codes for Term:

- 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

Appendix J.

Arkansas Course Transfer System (ACTS), Course Index

Index #	Course Name	Index #	Course Name
ANTH1013	Introduction to Anthropology	GERM2013	German III
ANTH2013	Cultural Anthropology	GERM2023	German IV
ARTA1003	Art Appreciation	HEAL1003	Personal Health
ARTA2003	Art History Survey I	HIST1113	World Civilizations I
ARTA2103	Art History Survey II	HIST1123	World Civilizations II
BIOL1004	Biology for Non-Majors	HIST1213	Western Civilization I
BIOL1014	Biology for Majors	HIST1223	Western Civilization II
BIOL1024	Botany for Non-Majors	HIST2113	United States History I
BIOL1034	Botany for Majors	HIST2123	United States History II
BIOL1054	Zoology	MATH1003	College Math
BIOL2004	Introductory Microbiology	MATH1103	College Algebra
BIOL2404	Human Anatomy and Physiology I *	MATH1203	Plane Trigonometry
BIOL2414	Human Anatomy and Physiology II *	MATH1305	Pre-Calculus
CHEM1004	Chemistry I for General Education	MATH2103	Introduction to Statistics
CHEM1214	Chemistry I for Health Related Professions	MATH2203	Survey of Calculus
	Chemistry II for Health Related Professions	MATH2405	Calculus I
CHEM1224	Chemistry I for Science Majors	MATH2505	Calculus II
CHEM1414	Chemistry II for Science Majors	MATH2603	Calculus III
CPSI1003	Introduction to Computers	MUSC1003	Music Appreciation
CRJU1023	Introduction to Criminal Justice	PHIL1003	Introduction to Critical Thinking
DRAM1003	Theatre Appreciation	PHIL1103	Philosophy
ECON2103	Principles of Macroeconomics	PHSC1004	Physical Science
ECON2203	Principles of Microeconomics	PHSC1104	Earth Science
ENGL1013	Composition I	PHSC1204	Introduction to Astronomy
ENGL1023	Composition II	PHYS2014	Algebra/Trigonometry-Based Physics I
ENGL2013	Introduction to Creative Writing	PHYS2024	Algebra/Trigonometry-Based Physics II
ENGL2023	Introduction to Technical Writing	PHYS2034	Calculus-Based Physics I
ENGL2113	World Literature I	PHYS2044	Calculus-Based Physics II
ENGL2123	World Literature II	PLSC2003	American National Government
ENGL2213	Western Literature I	PLSC2103	State and Local Government
ENGL2223	Western Literature II	PSYC1103	General Psychology
ENGL2653	American Literature I	PSYC2103	Developmental Psychology
ENGL2663	American Literature II	SOCI1013	Introduction to Sociology
ENGL2673	British Literature I	SOCI2013	Social Problems
ENGL2683	British Literature II	SPAN1013	Spanish I
FREN1013	French I	SPAN1023	Spanish II
FREN1023	French II	SPAN2013	Spanish III
FREN2013	French III	SPAN2023	Spanish IV
FREN2023	French IV	SPCH1003	Introduction to Oral Communication
GEOG1103	Introduction to Geography	ACCT2003	Principles of Accounting I
GEOG1113	Human Geography	ACCT2013	Principles of Accounting II
GEOG2103	World Regional Geography	BLAW2003	Legal Environment of Business
GEOG2113	Cultural Geography	BUSI1013	Introduction to Business
GEOG2223	Physical Geography	BUSI1103	Keyboarding
GEOL1114	Physical Geology	BUSI2013	Business Communications
GEOL1124	Environmental Geology	BUSI2103	Business Statistics
GEOL1134	Historical Geology	MKTG2003	Principles of Marketing
GERM1013	German I		
GERM1023	German II		

NOTE: The last eight (business courses) are not true general education courses but do typically transfer

Appendix K.

Classification of Instructional Programs for Education (CIP Code 13)

CIP CODE	CIP TITLE
13.1300	EDUCATION
13.0100	Education, General
130101	Education, General
13.0200	Bilingual, Multilingual, and Multicultural Education
130201	Bilingual and Multilingual Education
130202	Multicultural Education
130203	Indian/Native American Education
130299	Bilingual, Multilingual, and Multicultural Education, Other
13.0300	Curriculum and Instruction
130301	Curriculum and Instruction
13.0400	Educational Administration and Supervision
130401	Educational Leadership and Administration, General
130402	Administration of Special Education
130403	Adult and Continuing Education Administration
130404	Educational, Instructional, and Curriculum Supervision
130406	Higher Education/Higher Education Administration
130407	Community College Education
130408	Elementary and Middle School Administration/Principalship
130409	Secondary School Administration/Principalship
130410	Urban Education and Leadership
130411	Superintendency and Educational System Administration
130499	Educational Administration and Supervision, Other
13.0500	Educational/Instructional Media Design
130501	Educational/Instructional Technology
13.0600	Educational Assessment, Evaluation, and Research
130601	Educational Evaluation and Research
130603	Educational Statistics and Research Methods
130604	Educational Assessment, Testing, and Measurement
130607	Learning Sciences
130699	Educational Assessment, Evaluation, and Research, Other
13.0700	International and Comparative Education
130701	International and Comparative Education
13.0900	Social and Philosophical Foundations of Education
130901	Social and Philosophical Foundations of Education
13.1000	Special Education and Teaching
131001	Special Education and Teaching, General
131003	Education/Teaching of Individuals with Hearing Impairments Including Deafness
131004	Education/Teaching of the Gifted and Talented
131005	Education/Teaching of Individuals with Emotional Disturbances
131006	Education/Teaching of Individuals with Mental Retardation
131007	Education/Teaching of Individuals with Multiple Disabilities
131008	Education/Teaching of Individuals with Orthopedic and Other Physical Health Impairments
131009	Education/Teaching of Individuals with Vision Impairments Including Blindness
131011	Education/Teaching of Individuals with Specific Learning Disabilities
131012	Education/Teaching of Individuals with Speech or Language Impairments
131013	Education/Teaching of Individuals with Autism
131014	Education/Teaching of Individuals Who are Developmentally Delayed
131015	Education/Teaching of Individuals in Early Childhood Special Education Programs
131016	Education/Teaching of Individuals with Traumatic Brain Injuries
131017	Education/Teaching of Individuals in Elementary Special Education Programs
131018	Education/Teaching of Individuals in Junior High/Middle School Special Education Programs
131019	Education/Teaching of Individuals in Secondary Special Education Programs
131099	Special Education and Teaching, Other
13.1100	Student Counseling and Personnel Services
131101	Counselor Education/School Counseling and Guidance Services
131102	College Student Counseling and Personnel Services
131199	Student Counseling and Personnel Services, Other

Appendix K.

Classification of Instructional Programs for Education (CIP Code 13)

CIP CODE	CIP TITLE
13.1200	Teacher Education and Professional Development, Specific Levels and Methods
131201	Adult and Continuing Education and Teaching
131202	Elementary Education and Teaching
131203	Junior High/Intermediate/Middle School Education and Teaching
131205	Secondary Education and Teaching
131206	Teacher Education, Multiple Levels
131207	Montessori Teacher Education
131208	Waldorf/Steiner Teacher Education
131209	Kindergarten/Preschool Education and Teaching
131210	Early Childhood Education and Teaching
131299	Teacher Education and Professional Development, Specific Levels and Methods, Other
13.1300	Teacher Education and Professional Development, Specific Subject Areas
131301	Agricultural Teacher Education
131302	Art Teacher Education
131303	Business Teacher Education
131304	Driver and Safety Teacher Education
131305	English/Language Arts Teacher Education
131306	Foreign Language Teacher Education
131307	Health Teacher Education
131308	Family and Consumer Sciences/Home Economics Teacher Education
131309	Technology Teacher Education/Industrial Arts Teacher Education
131310	Sales and Marketing Operations/Marketing and Distribution Teacher Education
131311	Mathematics Teacher Education
131312	Music Teacher Education
131314	Physical Education Teaching and Coaching
131315	Reading Teacher Education
131316	Science Teacher Education/General Science Teacher Education
131317	Social Science Teacher Education
131318	Social Studies Teacher Education
131319	Technical Teacher Education
131320	Trade and Industrial Teacher Education
131321	Computer Teacher Education
131322	Biology Teacher Education
131323	Chemistry Teacher Education
131324	Drama and Dance Teacher Education
131325	French Language Teacher Education
131326	German Language Teacher Education
131327	Health Occupations Teacher Education
131328	History Teacher Education
131329	Physics Teacher Education
131330	Spanish Language Teacher Education
131331	Speech Teacher Education
131332	Geography Teacher Education
131333	Latin Teacher Education
131334	School Librarian/School Library Media Specialist
131335	Psychology Teacher Education
131337	Earth Science Teacher Education
131338	Environmental Education
131399	Teacher Education and Professional Development, Specific Subject Areas, Other
13.1400	Teaching English or French as a Second or Foreign Language
131401	Teaching English as a Second or Foreign Language/ESL Language Instructor
131402	Teaching French as a Second or Foreign Language
131499	Teaching English or French as a Second or Foreign Language, Other
13.1500	Teaching Assistants/Aides
131501	Teacher Assistant/Aide
131502	Adult Literacy Tutor/Instructor
131599	Teaching Assistants/Aides, Other
13.9900	Education, Other
139999	Education, Other

Appendix L.

Selected Higher Education Acts of 2011

Act No.	Bill No.	Sponsor	Title
207	HB1302	Hyde	To amend the Arkansas Scholarship Lottery Act and laws related to the Arkansas Scholarship Lottery Act and to declare an emergency
208	SB384	Fletcher	To rename Ouachita Technical College to College of the Ouachitas
635	HB1875	J. Roebuck	To require institutions of higher education to make a good faith effort to obtain the student consent form and collect and report the data required under the Arkansas Scholarship Lottery Act
696	HB1454	J. Roebuck	To clarify what information specific Higher Education related reports should contain; to require some Higher Education related reports to be updated annually
742	HB1498	Lick	To provide for the electronic filing of reports to entities of the state by state agencies
743	HB1620	Cheatham	To establish Arkansas college and career readiness standards; to develop criteria to evaluate, support, promote, and fund Arkansas career and technical education programs
747	HB1772	J. Roebuck	To expand the Roger Phillips Transfer Policy; to strengthen the Course Transfer System and establish a statewide common course numbering system for postsecondary courses
879	HB1617	J. Roebuck	To increase public school student access to postsecondary preparatory programs and to declare an emergency
899	HB2032	J. Roebuck	To improve the teaching techniques of remedial education courses
1163	HB1017	Garner	Concerning websites to ascertain the expenditure data of state-supported institutions of higher education
1180	HB1947	Perry	To amend provisions of the Arkansas Scholarship Lottery Act concerning lottery proceeds, scholarship award amounts, and management of certain capital assets of the Arkansas Lottery Commission; to declare an emergency
1184	HB2050	J. Roebuck	Concerning admission standards for state-supported institutions of higher education; and for other purposes
1195	HB2142	Hyde	To provide for the research and analysis of postsecondary student data to inform the general assembly for its deliberations concerning scholarships for higher education; to declare an emergency
1203	SB766	Baker	To clarify funding formula calculations for state-supported institutions of higher education and to declare an emergency

Appendix M. Military Compensation



Arkansas Department of Higher Education

114 East Capital • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001
Mike Beebe Governor

Linda Beene
Director

MEMORANDUM

DATE: May 27, 2007

TO: Institutional Research Officers, Public Institutions

FROM: Ron Harrell

SUBJECT: Mandatory Report of Type and Amount of Compensatory Options Awarded to those Called to Military Service:

- 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 (report beginning Sept. 1, 2008)

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.

The Department is required to report to several legislative committees by October 1 of each year and each year thereafter. Accordingly, we call on each public institution to report the necessary information by September 1 of each year. We are asking the institutional research officer to coordinate this report for their campus.

In addition to reading Act 16 of 2007, please review the attached draft form that has been designed for this reporting requirement. Please share this information with others on your campus that are or will be involved in completing this report in an accurate and timely manner. In the event the necessary information is not currently collected on your campus, with this advance notice, there should be adequate time to establish a mechanism for collecting and reporting this information.

We plan to make the reporting form available to you as an electronic spreadsheet so that the data can be typed into the spreadsheet and the spreadsheet e-mailed to this office.

Thanks for all that you do!

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

[illegible]

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

[illegible]

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private College and Universities in Arkansas

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: Monday, March 2, 2009

RE: Annual Instructor File

A question recently came up about the Annual Instructor file submissions. This is being sent to clarify such issue.

On page 99 of the current (2008-2009) AHEIS SISDB manual, it states that you are to "...Exclude from this file any personnel reported in the term instructor submissions who did not teach during the reporting year."

Note that this is different from the term instructor file. In the term instructor file, you are to include non-teaching personnel that are paid out of an academic position for the fall term only. The rest of the year, this should include staff that teach only.

To summarize, the Annual Instructor file should not contain any non-teaching personnel.

Should you have any questions of concerns, please feel free to contact our office at any time,

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private College and Universities in Arkansas

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: Monday, March 2, 2009

RE: New Race Codes for Graduate File

In sending out the memo Friday about the New Race Codes, the question came up about which race codes should be used for the graduate file in July 2009. Since the graduate data is based on the 2008-2009 academic year which used the old race codes, many thought that the graduate file should use the old race codes. However, others think otherwise.

Therefore, we want to let you decide which way to report the upcoming graduate file due in July 2009. **Please keep in mind, whichever method is selected, all institutions, both public and private, must use the same methodology.**

Please complete the question below by marking an X below to indicate your response.

Question – I want to submit the graduate file in July 2009 using which race codes?	
<input type="checkbox"/>	I want to use the old race codes for the July 2009 graduate file submission
<input type="checkbox"/>	I want to use the new race codes for the July 2009 graduate file submission
Responding Institution:	

Please return this to our office (Sharon Butler or Rick Jenkins) as soon as possible. We need all responses by Wednesday, March 4.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private College and Universities in Arkansas

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: Thursday, March 05, 2009

RE: New Race Codes for Graduate File

Per the recent memo regarding the race codes for the Graduate File due in July 2009: based on popular consensus, we will use the **OLD RACE CODES** for the **GRADUATED STUDENT FILE** that is due in **July 2009**.

All institutions, both public and private, must use the old race/ethnic codes for the graduate report. Any institution using the new race/ethnic codes for this report will not be validated.

TALLY OF FINAL REPONSES	
Question – I want to submit the graduate file in July 2009 using which race codes?	
32	I want to use the old race codes for the July 2009 graduate file submission
2	I want to use the new race codes for the July 2009 graduate file submission

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private College and Universities in Arkansas

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: Thursday, March 05, 2009

RE: New Race Codes – Updated to Include Graduated Student File

As all of you are aware, we are to use new race/ethnic codes beginning with the new Academic Year. The purpose of this memo is to clarify what terms this affects.

Since the Summer I Off-Schedule term file is submitted with the Summer II On-Schedule term file, we desire that this file submission (for both on- and off-schedule terms) include the new race/ethnic codes.

<u>File Submission</u>	<u>Race/Ethnic Code Action</u>
Term File for Summer I and Spring Off-Schedule Terms 3 and 6	Use OLD Race/Ethnic Codes
Term File for Summer II and Summer I Off-Schedule Terms 0 and 7	Use NEW Race/Ethnic Codes
Term File for Fall On-Schedule and Summer II Off-Schedule Terms 1 and 4	Use NEW Race/Ethnic Codes
Graduated Student File for Academic Year 2008-2009 due in July 2009	Use OLD Race/Ethnic Codes

Should you have any questions of concerns, please feel free to contact our office at any time,

Sincerely,

Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol
Little Rock, AR 72201
(501) 371-2066 office
(501) 371-2002 fax
rickj@adhe.edu

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public College and Universities in Arkansas

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: Monday, March 16, 2009

RE: Transfer Policy Act

As many of you may know, HB 1357 has passed and become Act 182 of 2009. This is the Roger Phillips Transfer Policy Act. The act relates only to 4-year public colleges and universities.

This act requires acceptance of credit hours from certain associate degrees by all 4-year public colleges or universities. It also requires us to collect data for reporting. In our advisory team meeting last month, several people objected to the process that was proposed at that time. I want you all to know that we heard you – we have made numerous changes that should decrease the workload on all institutions.

Therefore, please see the attached:

1. Transfer Act Report – this is an explanation of how the report should be completed and
2. Transfer Act Report CollegeAbbr AY-Term.xls – this is the report form.

However, we do want to provide one more opportunity to review and comment.

Therefore, please review the attached documents and send us your written comments no later than April 1, 2009. Send your comments to Sharon Butler or myself.

Note that this report is required each semester for “4-year public” colleges and universities only.

Should you have any questions or concerns, please feel free to contact our office at any time.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Colleges and Universities in Arkansas

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: Wednesday, July 15, 2009

RE: IPEDS Required Changes for New 2010 CIP Codes and Degree Level

Two important changes were overlooked in the most recent version of the AHEIS/SISDB manual, those being: (1) new 2010 CIP Codes; and (2) IPEDS degree level changes.

New 2010 CIP Codes

The new 2010 CIP Codes are required to be used in the IPEDS graduate file submission beginning next year (meaning the graduates for AY 2009-2010). Therefore, we must begin the migrating of the old CIP Codes to the new CIP Codes as soon as possible.

Since this can be a lengthy and detailed process, please notify your academic office that they will be receiving information from Cynthia Moten, ADHE Associate Director for Academic Affairs, (cynthiam@adhe.edu, 501-371-2016) on when this process will begin and how to proceed. This will require a review of all CIP Codes and Degree Levels in the Program Inventory.

The 2010 CIP Codes website is <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>. You may download the new codes there or you may review the attached list of 2010 CIP Codes.

NOTE: For the Summer Graduate File report due in September 2009 – use the old 2000 CIP Codes for this report as this data will be overwritten by your July 2010 graduate data.

Appendix O. Clarifying Memos

Degree Level Changes

See Appendix I of the AHEIS/SISDB manual for details from IPEDS on these changes. Essentially, IPEDS is accomplishing the following:

1. Moved Post-First-Professional Certificate and Post-First-Professional Degree into Post-Masters Certificate;
2. Deleted Doctoral Degree;
3. Deleted First-Professional Degree;
4. Deleted Post-First Professional Degree;
5. Added Doctor's Degree – Research/Scholarship;
6. Added Doctor's Degree – Professional Practice; and
7. Added Doctor's Degree – Other.

The above will require changes in the

1. Graduate Table, Degree Level field (degree_level),
2. Course Table, Course Level field (course_level),
3. Student Table, Student Level field (student_level), and
4. Student Table, Enroll Status field (enroll_status).

Please see the attached document (called IPEDS_Degree_Level_Changes) for the specifics of these changes.

NOTE: Since these changes affect the student and course tables, we will need these changes to be effective for the Summer 2 2009 On-Schedule term (AY 2010, term 0). The degree level changes will only affect institutions that offer degrees or certificates above the Master's level¹. Therefore,

- For all institutions, we recommend that you hold off validating the Summer 2 file submission until August 1, and
- For those institutions offering programs above the Master's level, we would expect that their Summer 2 file be re-submitted once the 2010 CIP Codes and Degree Levels have been fully determined and approved by ADHE's Academic Affairs Division.

Please feel free to contact my office at any time should you have any questions.

¹ See Degree Level Code 08: Post-Master's Certificate, Specialist, Post-First-Professional Certificate, and Post-First-Professional Degree

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Colleges and Universities in Arkansas

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: Thursday, August 06, 2009

RE: IPEDS Reports to be submitted to ADHE
Supplemental Instructions

Supplemental Instructions

1. Since some of the above data may be personally identifiable, please use the FT.ADHE.EDU website to securely submit the electronic versions of the files. If you do not have a login, please contact Paul Graziani at paulg@adhe.edu.
2. We primarily need the Human Resources data to complete the report for the legislature. If you do not have the HR report in an electronic format to ftp, please complete the applicable portion of the attached spreadsheet and return to ADHE. This is simply a headcount of part-time and full-time employees by IPEDS categories. This information is needed ASAP.

We recently became aware of a legislative provision requiring all post-secondary institutions to submit their IPEDS report data to the Arkansas Department of Higher Education. This was tucked away in an appropriations act and was apparently overlooked by ADHE staff. See the provision below.

Act 1416, Section 32: All post-secondary institutions shall provide to the Arkansas Department of Higher Education a copy of the Integrated Post-Secondary Education Data System (IPEDS) data within three weeks following the IPEDS due date, which shall be subject to audit by the Arkansas Department of Higher Education.

Therefore, we need to request that you provide a digital copy of ALL of your IPEDS reports submitted during the Academic Year 2008-2009. Please submit these as soon as possible via FT.ADHE.EDU. If you do not have an electronic copy of the report, please contact Sharon Butler at 501-371-2069 for guidance.

Appendix O. Clarifying Memos

Please send these files as either a PDF or HTML file. Please use the following naming convention to name the file.

College Abbreviation + _ + Report Name + _ + Academic Year

For example: the University of Arkansas Fayetteville submitting the Human Resources report for the AY 2009-10 would be as follows.

UAF_HumanResources_AY2009-10

The Act states that the reports should be sent to ADHE within 3 weeks of submitting the reports to IPEDS. So we are all late for Academic Year 2008-2009, hence, the need to submit the past year's reports to ADHE as soon as possible.

For the upcoming Academic Year 2009-2010, please submit the reports per this schedule:

IPEDS Report	Open Date	Close Date	ADHE Due Date
Fall: (1) Institutional Characteristics, (2) Completions, and (3) 12-month Enrollment	September 2, 2009	October 14, 2009	November 4, 2009
Winter: (1) Human Resources	December 2, 2009	January 20, 2010	February 10, 2010
Spring: (1) Enrollment, (2) Finance, (3) Student Financial Aid, (4) Graduation Rates, and (5) 200% Graduation Rates	December 2, 2009	April 14, 2010	May 9, 2010

Please feel free to contact my office at any time should you have any questions.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Colleges and Universities in Arkansas

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: Thursday, August 06, 2009

RE: IPEDS Reports to be submitted to ADHE

We recently became aware of a legislative provision requiring all post-secondary institutions to submit their IPEDS report data to the Arkansas Department of Higher Education. This was tucked away in an appropriations act and was apparently overlooked by ADHE staff. See the provision below.

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Therefore, we need to request that you provide a digital copy of ALL of your IPEDS reports submitted during the Academic Year 2008-2009. Please submit these as soon as possible via email to Sharon Butler at sharonb@adhe.edu. If you do not have an electronic copy of the report, please contact Sharon Butler at 501-371-2069 for guidance.

Please send these files as either a PDF or HTML file. Please use the following naming convention to name the file.

College Abbreviation + _ + Report Name + _ + Academic Year

For example: the University of Arkansas Fayetteville submitting the Human Resources report for the AY 2009-10 would be as follows.

UAF_HumanResources_AY2009-10

The Act states that the reports should be sent to ADHE within 3 weeks of submitting the reports to IPEDS. So we are all late for Academic Year 2008-2009, hence, the need to submit the past year's reports to ADHE as soon as possible.

Appendix O. Clarifying Memos

For the upcoming Academic Year 2009-2010, please submit the reports per this schedule:

IPEDS Report	Open Date	Close Date	ADHE Due Date
Fall: (1) Institutional Characteristics, (2) Completions, and (3) 12-month Enrollment	September 2, 2009	October 14, 2009	November 4, 2009
Winter: (1) Human Resources	December 2, 2009	January 20, 2010	February 10, 2010
Spring: (1) Enrollment, (2) Finance, (3) Student Financial Aid, (4) Graduation Rates, and (5) 200% Graduation Rates	December 2, 2009	April 14, 2010	May 9, 2010

Please feel free to contact my office at any time should you have any questions.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Colleges and Universities in Arkansas

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: Thursday, August 06, 2009

RE: IPEDS Reports to be submitted to ADHE

We recently became aware of a legislative provision requiring all post-secondary institutions to submit their IPEDS report data to the Arkansas Department of Higher Education. This was tucked away in an appropriations act and was apparently overlooked by ADHE staff. See the provision below.

Act 1416, Section 32: All post-secondary institutions shall provide to the Arkansas Department of Higher Education a copy of the Integrated Post-Secondary Education Data System (IPEDS) data within three weeks following the IPEDS due date, which shall be subject to audit by the Arkansas Department of Higher Education.

Therefore, we need to request that you provide a digital copy of ALL of your IPEDS reports submitted during the Academic Year 2008-2009. Please submit these as soon as possible via email to Sharon Butler at sharonb@adhe.edu. If you do not have an electronic copy of the report, please contact Sharon Butler at 501-371-2069 for guidance.

Please send these files as either a PDF or HTML file. Please use the following naming convention to name the file.

College Abbreviation + _ + Report Name + _ + Academic Year

For example: the University of Arkansas Fayetteville submitting the Human Resources report for the AY 2009-10 would be as follows.

UAF_HumanResources_AY2009-10

The Act states that the reports should be sent to ADHE within 3 weeks of submitting the reports to IPEDS. So we are all late for Academic Year 2008-2009, hence, the need to submit the past year's reports to ADHE as soon as possible.

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(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: Thursday, August 06, 2009

RE: IPEDS Reports to be submitted to ADHE
Supplemental Instructions

Supplemental Instructions

1. Since some of the above data may be personally identifiable, please use the FT.ADHE.EDU website to securely submit the electronic versions of the files. If you do not have a login, please contact Paul Graziani at paulg@adhe.edu.
2. We primarily need the Human Resources data to complete the report for the legislature. If you do not have the HR report in an electronic format to ftp, please complete the applicable portion of the attached spreadsheet and return to ADHE. This is simply a headcount of part-time and full-time employees by IPEDS categories. This information is needed ASAP.

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Appendix O. Clarifying Memos

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Appendix O. Clarifying Memos

MEMORANDUM

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All Colleges and Universities in Arkansas

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: Wednesday, September 30, 2009

RE: Two Quick Surveys – LPN Programs and 75 Percent Completers

The Higher Education Subcommittee has asked us to provide information that we do not have. Therefore, we are requesting that you provide the information below.

DUE DATE: Please have both responses submitted to ADHE (email to both Rick Jenkins and Sharon Butler) by **Monday, November 2, 2009**.

QUICK SURVEY NO. 1: LPN Programs and Students – for any and all LPN (Licensed Practical Nursing) or PN (Practical Nursing) programs, please provide the following information in the below referenced table.

Academic Year/Term – we assume that all programs start with the Fall term. However, if your program has new students that begin in both the fall and spring terms, please list both cohorts and provide the corresponding numbers for both.

Newly Admitted Students – these are a cohort of students that were admitted to the LPN/PN program for the first time during the term specified. This would normally be considered a first-time entering student, but since most LPN programs require many prerequisite courses, this student is “first-time entering into the LPN program.”

Students Completing the Program – this is the number of students from the original cohort that completed the program and earned the credential (certificate or degree). This number cannot exceed the number of Newly Admitted Students.

Students that Pass State Licensure Exam – this is the number of students from the original cohort that passed the required state licensing exam. This number cannot exceed the number of Students Completing the Program.

Appendix O. Clarifying Memos

Institution:			
Academic Year/Term	Number of Newly Admitted Students	Number of Newly Admitted Students that Complete the Program	Number of Students that Pass State Licensure Exam
AY2005 (Fall 2004)			
AY2006 (Fall 2005)			
AY2007 (Fall 2006)			
AY2008 (Fall 2007)			
AY2009 (Fall 2008)			

QUICK SURVEY NO. 2: 75 Percent Completers – please provide the best estimate that you can of all students that have completed 75 percent of an Associate or Bachelor's degree but have not earned the credential and are no longer enrolled in your school.

For Associate degrees, please use 45 credit hours as the 75 percent threshold. Use 90 credit hours as the threshold for the Bachelor's degree.

Please do not consider students that have not been enrolled since AY 2000 (1999-2000).

The final result should simply be a whole number (integer). If your institution offers both Associate and Bachelor's degrees, then please provide two separate numbers.

Institution	Number of 75% Completers No Longer Enrolled – Associate Degree Programs	Number of 75% Completers No Longer Enrolled – Bachelor Degree Programs

ADDITIONAL CLARIFICATION

1st Clarifying Email of 9/30/2009

I want to quickly clarify 2 issues about these quick surveys:

1. I have assumed that all LPN programs are at the Associate degree level or lower. If you have an LPN program at the Bachelor's level, please let me know and we can adjust the time frame.
2. Quick Survey No. 2 does not relate to Quick Survey No. 1. Survey 2 is for ALL students, not just LPN students.

2nd Clarifying Email of 9/30/2009

Rick's comments are in ITALICS.

My overall guidance would be to include students that were (1) an associate seeker, (2) obtained 45 or more non-remedial hours, (3) never earned any associate degree from you, and (4) are no longer enrolled. If they earned a lower credential, I think they should be counted as a 75 percent completer. If they earned higher, they should not be counted as a 75 percent completer (this may never occur, but is possible). The same philosophy would apply to bachelor seekers.

In defining (1) associate seeker, I would attempt to identify their major for the last term enrolled. I don't think that it is correct to count a student that changed their mind.

Appendix O. Clarifying Memos

Rick,

I have a few questions regarding Quick Survey No. 2: 75 Percent Completers. I'm really not trying to be difficult. I just want to be as accurate as I can.

Do we need to exclude remedial hours? *DO NOT INCLUDE, they do not count toward the credential*

In trying to determine which students to count, I have a few hypothetical cases for which I would like clarification. For the following scenarios, assume that the students have 45 credit hours and are not enrolled this semester. Do we count them?

- 1 A student completes a certificate and starts working on an Associate's degree, but doesn't finish. *INCLUDE*
- 2 A student begins work on an Associate's degree changes majors to certificate-seeking and graduates with a certificate. *DO NOT INCLUDE*
- 3 A student begins work on an Associate's degree, never changes majors, but graduates with a certificate. *INCLUDE*
- 4 A student begins work on an Associate's degree changes majors to certificate-seeking and does not finish either. *DO NOT INCLUDE*
- 5 A student completes an Associate's degree, begins work on a 2nd Associates degree and doesn't finish. *DO NOT INCLUDE*

I guess what I'm trying to ask is do we include students that (a) start as associate-seeking, (b) end as associate-seeking, or (c) were at anytime associate-seeking. Second do any completions (certificate of proficiency, technical certificate, associate's degree) exclude a student from the count. *I prefer (b) end as associate-seeking. I would not count any credentials awarded other than associate or bachelors.*

Another concern mentioned to me was including students that did not graduate here but did transfer and complete elsewhere. I'm not sure if there is an easy way to account for this, so whoever is using the data needs to be aware. *I believe that the number of transfers would be substantial. We will include warnings about this in our report.*

Thank you for reading through this. I will appreciate your thoughts.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public Colleges and Universities in Arkansas

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: December 16, 2009

RE: High School Students Enrolled in College
Course Levels and Test Scores

Per the AIRO meeting on 12/15/2009 at Pulaski Technical College, this is a follow-up memo regarding the proper reporting of high school students enrolled in college and their corresponding test scores.

NOTE: The course level codes of 9 and A were added for AY2010. Course Level 9 is concurrent CTE (Career Technical Education) courses and Course Level A is Doctoral-Other.

When reporting high school students enrolled in college, please note the following regarding the course levels.

Course Level	Comment
0 – Remedial	High School Students are <u>not</u> allowed in this level.
1 – Lower Level (Freshman, Sophomore)	High School Students are allowed in this level. This is the dual enrollment student .
2 – Upper Level (Junior, Senior)	High School Students should rarely be enrolled at this course level. Any enrollment would indicate the exceptionally gifted student and would be considered as a dual enrollment student .
3 – Masters Level	High School Students are <u>not</u> allowed in this level.
4 – Post-Masters Certificate or Specialist or Post-First Professional Certificate/Degree	High School Students are <u>not</u> allowed in this level.
5 – Doctoral-Research/Scholarship	High School Students are <u>not</u> allowed in this level.
6 – Doctoral-Professional Practice	High School Students are <u>not</u> allowed in this level.
7 – Concurrent General Education	High School Students would be in this course level if the course is general education and not AP or CTE. These are concurrent “GENED” students .
8 – Concurrent/Merged AP (Advanced Placement)	High School Students would be in this course level if the course is designed to meet both AP and college requirements. These are concurrent “AP” students .
9 – Concurrent CTE (Career Technical Education)	High School Students would be in this course level if the course is <u>not</u> general education or AP. These are concurrent “CTE” students .
A – Doctoral-Other	High School Students are <u>not</u> allowed in this level.

Appendix O. Clarifying Memos

It is very important to distinguish between dual enrollment students and concurrent students.

- A dual enrollment student is a high school student that receives permission from the high school principal and then enrolls in a regularly scheduled college course open to any student meeting the course requirements, i.e., they enroll in a regular college course (course level 1 or 2).
- A concurrent student is a high school student enrolled in a concurrent course (course levels 7, 8 or 9). The determining factor for a concurrent student is that the student is enrolled in a concurrent course. Concurrent courses are restricted to high school students only.
- It is possible for a high school student to be both a dual enrolled student and a concurrent student.

All high school students enrolled in college, whether as a dual enrolled student or a concurrent student, must have an acceptable test score (ACT or equivalent) in order to enroll in the college course. The only exceptions are for students enrolled in:

- Course Level 1 or 2 where the course is not a math or English course; or
- Course Level 9 a concurrent CTE (Career Technical Education) course.

Therefore, acceptable test scores must be submitted for all students enrolled in:

- Course Level 1 (or 2) where the course is math or English;
- Course Level 7; and
- Course Level 8.

The test scores are required by AHECB's (1) Concurrent Enrollment Policy and (2) Freshman Assessment and Placement Policy.

Therefore, acceptable test scores are required as follows.

TEST SCORES REQUIRED FOR ALL HIGH SCHOOL STUDENTS ENROLLED IN SPECIFIED COURSE LEVELS	
Course Level and Course Subject	Acceptable Test Scores
<u>For All Math Courses:</u>	<u>Acceptable Math Test Scores:</u>
Course Level 1	ACT >= 19
Course Level 2 (rare)	SAT >= 460
Course Level 7	ASSET >= 39
Course Level 8	COMPASS >= 41
	EXPLORE >= 15
	PLAN >= 17
<u>For All English Courses:</u>	<u>Acceptable English Test Scores:</u>
Course Level 1	ACT >= 19
Course Level 2 (rare)	SAT >= 470
Course Level 7	ASSET >= 45
Course Level 8	COMPASS >= 75
	EXPLORE >= 14
	PLAN >= 16
<u>For All Non-Math or Non-English Courses:</u>	<u>Acceptable Reading Test Scores:</u>
Course Level 7	ACT >= 19
Course Level 8	SAT >= 470
	ASSET >= 43
	COMPASS >= 82
	EXPLORE >= 14
	PLAN >= 15

Appendix O. Clarifying Memos

Examples and Conclusions from 2009 Fall Data

The following are examples from data submitted to ADHE via the AHEIS/SISDB for the fall term, Academic Year 2010. The complete report is found in the attached file titled "HS_Student_by_Course_Level_2009Fall.xls."

Good Example 1: This college did a good job of reporting these course levels. Course Levels 7, 8 and 9 are used. There are a relatively low number of high school students reported in Course Level 1.

Total Unduplicated HS Students Enrolled in AY2010	HS Students Counts by Course Level							Concurrent
	Course Level 0	Course Level 1	Course Level 2	Course Level 7	Course Level 8	Course Level 9	Course Level Totals	
680	-	21	-	459	431	56	967	946

Bad Example 1: This is a bad example of reporting as all high school students are reported in Course Level 1 and the number is very high. Although this is possible, it is very unlikely. ADHE would expect that many of these should be reported in Course Levels 7-9 with a relatively small number reported in Course Level 1.

Total Unduplicated HS Students Enrolled in AY2010	HS Students Counts by Course Level							Concurrent
	Course Level 0	Course Level 1	Course Level 2	Course Level 7	Course Level 8	Course Level 9	Course Level Totals	
744	-	1,089	-	-	-	-	1,089	-

Why is Bad Example 1 considered bad?

1. Large number of high school students enrolled in Course Level 1. Course Level 1 should be relatively low as these are "Dual Enrollment Students."
2. No break-out for Course Levels 7-9. While this is possible, it is highly unlikely with such a large number of students.

Good Example 2: This is another good example of reporting course levels. Course Levels 7 and 9 are used and there are a relatively low number of high school students reported in Course Level 1.

Total Unduplicated HS Students Enrolled in AY2010	HS Students Counts by Course Level							Concurrent
	Course Level 0	Course Level 1	Course Level 2	Course Level 7	Course Level 8	Course Level 9	Course Level Totals	
596	-	16	-	341	-	379	736	720

Bad Example 2: This is a bad example as there are 148 students enrolled but only 5 students have good or acceptable test scores. Based on this information, only 5 students should be enrolled.

Total Unduplicated HS Students Enrolled in AY2010 in Math Course	Counts by Course Level 1		
	Test Type for Math	With a Good Test Score	With a Bad Test Score
148	Valid Tests =	5	0
	Test Not Required =		
	Does Not Apply =		

Appendix O. Clarifying Memos

<u>Good Example 3:</u> This is a good example of the reporting of test scores as all 125 students have good or acceptable test scores.			
Total Unduplicated HS Students	Counts by Course Level 7		
Enrolled in AY2010 in Math Course	Test Type for Math	With a Good Test Score	With a Bad Test Score
125	Valid Tests = 125	125	0
	Test Not Required = 0		
	Does Not Apply = 0		

To summarize:

1. Record the high school students enrolled in the appropriate course level (1, 7, 8, or 9 with 2 being possible but very rare).
2. All high school students in any math or English courses (course levels 1, 2, 7 and 8) must have good or acceptable math and/or English test scores submitted or the student should not be enrolled.
3. All high school students in any non-math or non-English general education course (course levels 7 and 8) must have good or acceptable reading test scores submitted or the student should not be enrolled.

All data submissions to ADHE under the AHEIS/SISDB must be in full compliance with this memorandum beginning with the Spring 2010 term report due in February 2010.

NOTE: Code Change in Student Table – A code change is being made in the Student File for Field 129 (Test Used for Math Placement), Field 134 (Test Used for English Placement), and Field 139 (Test Used for Reading Placement). The current code 9 is being changed as follows:

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MEMORANDUM

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<u>For All Non-Math or Non-English Courses:</u> Course Level 7 Course Level 8	<u>Acceptable Reading Test Scores:</u> ACT >= 19 SAT >= 470 ASSET >= 43 COMPASS >= 82 EXPLORE >= 14 PLAN >= 15

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Good Example 2: This is another good example of reporting course levels. Course Levels 7 and 9 are used and there are a relatively low number of high school students reported in Course Level 1.

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Total Unduplicated HS Students	Counts by Course Level 7		
Enrolled in AY2010 in Math Course	Test Type for Math	With a Good Test Score	With a Bad Test Score
125	Valid Tests = 125 Test Not Required = 0 Does Not Apply = 0	125	0

Bad Example 1: This is a bad example of reporting as all high school students are reported in Course Level 1 and the number is very high. Although this is possible, it is very unlikely. ADHE would expect that many of these should be reported in Course Levels 7-9 with a relatively small number reported in Course Level 1.

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Appendix O. Clarifying Memos

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148	Valid Tests = 0	5	0
	Test Not Required = 0		
	Does Not Apply = 148		

To summarize:

- 1. Record the high school students enrolled in the appropriate course level (1, 7, 8, or 9 with 2 being possible but very rare).**
- 2. All high school students in any math or English courses (course levels 1, 2, 7 and 8) must have good or acceptable math and/or English test scores submitted or the student should not be enrolled.**
- 3. All high school students in any non-math or non-English general education course (course levels 7 and 8) must have good or acceptable reading test scores submitted or the student should not be enrolled.**

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Appendix O. Clarifying Memos

From: Rick Jenkins
Sent: Tuesday, June 22, 2010 1:02 PM
To: All Institutions
Cc: Paul Nations; Sharon Butler; Cedric Konyale; Scott Zielstra
Subject: GED Test Scores

The question has come up about GED Test Scores and whether or not we should report the total score or the average score. **Please report the average score with NO decimal point.** If you only have the total score, then simply divide by 5 to get the average. Minimum passing scores are 450.

Note that the field – ged_test_score – is 4 characters and the data needs to be right justified in those 4 characters to avoid a validation error.

The following is from the Ark. Dept. of Career Education regarding GED scores.

<http://ace.arkansas.gov/ged/faq.htm>

How are the GED Tests scored?

Each GED Test is scored on a scale ranging from 200 to 800. To receive a GED credential (**Arkansas High School Diploma**) in Arkansas, a candidate must earn an average score across the five tests of at least 450, with no individual test score below 410. These score requirements ensure that GED candidates are able to read, compute, interpret information, and express themselves in writing at the same level as the top 60 percent of graduating high school seniors. In other words, four out of 10 graduating high school seniors could not pass the GED Tests the first time they take them.

Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol Ave
Little Rock, AR 72201
(501) 371-2066
rick.jenkins@adhe.edu

Please consider the environment before printing this e-mail!

Appendix O. Clarifying Memos

To: All Institutions
From: Rick Jenkins
Cc: Paul Nations; Sharon Butler; Cedric Konyaole; Scott Zielstra
Sent: Tuesday, June 23, 2010 9:30 AM
Subject: GED Test Scores - Clarification

As I mentioned yesterday, we need the **average** GED score for this field – ged_test_score. It should be a 3-digit number with a minimum of 450. Since there was a question about old GED scores having only 2-digits, I contacted the Ark. Dept. of Career Education for guidance. Their response is below. But to summarize, the solution is to simply add a zero to the end of the 2-digit score to make it comparable. See the ADCE response below.

Note that the field – ged_test_score – is 4 characters and the data needs to be right justified in those 4 characters to avoid a validation error.

Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol Ave
Little Rock, AR 72201
(501) 371-2066
rick.jenkins@adhe.edu

To: Rick Jenkins
From: Tamba Nicholson
Sent: Wednesday, June 23, 2010 8:49 AM
Subject: RE: GED Test Scores

The simple answer is to add a zero at the end of the 2-digit score to make it comparable to the current scores. Interpreting the scores gets more complicated with the fact that there were several series of tests prior to 2002. As an example, the differences in the test series do not fully allow a 50 earned in 1978 or 1988 to directly compare to a 500 earned today. This is because each new test series reflects more recent content standards, and sometimes the format of the test changed (e.g., the addition of the essay to the Language Arts, Writing Test). Also, percentile ranks and estimated national class ranks may change across test series.

Please let me know if you need additional information.

Tamba Nicholson
Arkansas GED Testing
Three Capitol Mall, Suite 209
Little Rock, AR 72201
501.682.1978 Phone
501.682.1982 Fax

Appendix O. Clarifying Memos

To: All Institutions
From: Rick Jenkins
Cc: Paul Nations; Sharon Butler; Cedric Konyale; Scott Zielstra
Sent: Tuesday, June 22, 2010 1:02 PM
Subject: GED Test Scores

The question has come up about GED Test Scores and whether or not we should report the total score or the average score. **Please report the average score with NO decimal point.** If you only have the total score, then simply divide by 5 to get the average. Minimum passing scores are 450.

Note that the field – ged_test_score – is 4 characters and the data needs to be right justified in those 4 characters to avoid a validation error.

The following is from the Ark. Dept. of Career Education regarding GED scores.

<http://ace.arkansas.gov/ged/faq.htm>

How are the GED Tests scored?

Each GED Test is scored on a scale ranging from 200 to 800. To receive a GED credential (**Arkansas High School Diploma**) in Arkansas, a candidate must earn an average score across the five tests of at least 450, with no individual test score below 410. These score requirements ensure that GED candidates are able to read, compute, interpret information, and express themselves in writing at the same level as the top 60 percent of graduating high school seniors. In other words, four out of 10 graduating high school seniors could not pass the GED Tests the first time they take them.

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Please consider the environment before printing this e-mail!

Appendix O. Clarifying Memos

To: All Private Institutions
From: Rick Jenkins
Cc: Paul Nations; Sharon Butler; Cedric Konyaole; Scott Zielstra
Sent: Tuesday, June 23, 2010 9:30 AM
Subject: Init Admit Date – Student File

Field 76 in the Student File is the Init_Admit_Date (Institutional Admission Date). This same field is also in the Graduate File. Therefore, since it is already in the Graduate File, we do not need it in the Student File. Therefore, please do not report this data in the Student File. This field is being changed to be a FILLER of 6 blank spaces. The other field numbers will remain the same. The online documents are in the process of being updated.

The Init_Admit_Date (Institutional Admission Date) will be collected in the Graduate File as usual.

Should you have questions, please feel free to contact Sharon Butler or myself at any time.

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Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Private Colleges and Universities including BSN, JSN, CRTI, and NTI

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: July 1, 2010

RE: High School Graduation Year – Student File

We have discovered an error in the SIS manual – High School Graduation Year (hs_grad_year) is missing from the Student File. Therefore, we must include this field. This is being added at the end of the Student File – Field 127 and it is 4 characters long. This new field does start with the Summer 2 Term File for Academic Year 2010-2011 (due in August).

We will update the online PRIVATE manual as soon as possible.

The specifications are as follows.

High School Graduation Year (hs_grad_year)	127	4	<p>Enter the year the student graduated from high school or received a GED. YYYY = year of graduation (0000 - 9999)</p> <p>If the student:</p> <ul style="list-style-type: none">- is currently in high school, enter the anticipated year of graduation.- is first-time entering AND a high school graduate, enter year of high school graduation- is first-time entering AND high school code = 049999 or 999999 AND high school completion status = 2 or 3, enter 8888- is NOT first-time entering and graduation year is not available, enter 9999. <p>NOTE:</p> <p>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.</p> <p>A warning is generated when the student's graduation year is greater than 65 years prior to or four years beyond the current year.</p>
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Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private Colleges and Universities including BSN, JSN, CRTI, and NTI

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: July 2, 2010

RE: Student File – Transfer Students
Financial Aid File – Reduced Amount Other
Lottery Plan – Resident State

Per our discussion in Fayetteville at the AIRO meeting, we have the following issues resolved.

Student File: Transfer Students – we will not require the following three (3) fields of information in the student file for transfer students. Collecting this information on transfer students is simply too burdensome since we can usually obtain it in the SISDB from the native institution.

1. High School GPA
2. GED Score
3. All ACT (or equivalent) Test Scores

Financial Aid Data File: Reduced Amount Other Field – The field called “Reduced Amount by Other” (reduced_other) does not have to be completed. Simply enter a zero (0) in this field. Do not leave it blank.

ADHE File to BLR – When ADHE submits the data file to the BLR, we will include the resident_state field along with the geo_state field.

Should you have questions, please feel free to contact me at any time.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private Colleges and Universities including BSN, JSN, CRTI, and NTI

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: July 8, 2010

RE: RIA List from ADHE's Financial Aid Office

As previously discussed, any student receiving state financial aid assistance through any program administered by ADHE will have an electronic RIA Form completed in the "YOUUniversal Application." ADHE's Financial Aid Office will provide all institutions (public, private, nursing schools, and technical institutes) with a complete list of students indicating their response to the Release of Information Authorization (RIA) Form. This list should be provided to your financial aid office by September 30 for the 2010 Fall Term.

This list should be used by the local Financial Aid Office and your Institutional Research staff in order to update the Lottery RIA field (lottery_ria) in the Student File required by the AHEIS/SISDB fall report. In the event of a conflict of responses (where the ADHE RIA form response does not correspond with the local RIA form response), we recommend that you use the RIA Form response with the latest date.

Should you have any questions, please feel free to contact me at any time.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private Colleges and Universities including BSN and JSN

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: July 21, 2010

RE: Student File – GED Test Score (ged_test_score)

Note the change that we are applying to the GED Test Score field.

GED Test Score, if applicable (ged_test_score)	163 4	Please provide 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. Use integers only in this field.
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NOTES:

- 1. If you cannot obtain the test score, please enter the code 9999 in this field.**
- 2. If the student does not have a GED, then leave this field blank.**

Should you have any questions, please feel free to contact me at any time.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private Colleges and Universities including BSN and JSN

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: August 6, 2010

RE: SIS Validation Errors, Exception Requests (ER), and Exception Requests Acknowledgements (ERA)

Beginning with the SISDB file submission for Academic Year 2011 (2010-11), Summer 2 Term, we are implementing a new process to document validation errors. This new process includes the following.

1. SIS Validation Errors – (no change) these are reported to the sending institution in the same manner as before via the SIS.ADHE.EDU server or via email.
2. No SIS Validation Errors – (no change) when the submitting institution receives a validation indicating no errors, they have completed the submission process.
3. SIS Validation Errors Remaining – (no change) the institution updates the SIS report to correct the identified errors remaining.
4. Exception Requests (ER) – when an institution has corrected as many errors as possible and still has remaining errors that they cannot correct, they may submit an Exception Request (ER). In this ER, the institution will explain the errors and the reason(s) why such errors cannot be corrected.
 - a. The ER will be submitted to ADHE **via the FT.ADHE.EDU server only**.
 - b. The institution submitting the ER shall notify ADHE staff via email or telephone that the ER has been submitted. Email notices should be sent to Rick Jenkins, Sharon Butler, Cedric Konyaole, and Scott Zielstra.
 - c. The Exception Request shall include all of the following:
 - (1) The ER will be provided in one of these formats – MS Word compatible document, text (.txt) file, or html file.
 - (2) The ER will include a header (in memorandum style) indicating to whom, from whom, date, subject, etc. Be sure to specify the SIS data submission type.
 - (3) The ER will contain a complete copy of the most recent SIS validation error report documenting the errors in question.
 - (4) Within the error report, the institution shall provide a written explanation for each error. Errors may be grouped provided the explanation pertains to all errors in the group. Identify clearly the errors pertaining to the explanation and provide a full and complete explanation as to why the error(s) cannot be corrected.
 - (5) The file shall be named COLLEGE_ABBR_ExceptionRequest_AcademicYear_Term. For example, UAF_ExceptionRequest_2011_0.doc is from the University of Arkansas Fayetteville for the Summer 2 term on Academic Year 2011 (2010-11).

Appendix O. Clarifying Memos

5. Exception Request Acknowledge (ERA) – upon receipt of the ER, ADHE staff will review the exception request and acknowledge its receipt.
 - a. If the acknowledgement (ERA) requires additional research, the sending institution should repeat step 3 above to correct the specified errors.
 - b. If the ERA does not require additional research, the sending institution has completed the data submission. However, the institution should consider implementing policy or process revisions to ensure such remaining errors are not present in future data submissions.

Note that Exception Requests are needed only if there are un-resolvable errors on your validation report. If you have no errors remaining, then such ERs are not required.

Please begin using the Exception Requests immediately, beginning with the Summer 2 report for Academic Year 2011 (2010-11).

Should you have any questions, please feel free to contact me at any time.

SAMPLE EXCEPTION REQUEST

TO: ADHE
FROM: John Doe, ABC University
DATE: August 6, 2010
RE: Exception Requests for Summer II, AY2011 (2010-2011)

ABC University requests an exception to the following errors.

Arkansas Department of Higher Education
Student Information System Data Validation
Error Listing: Summer II 2010
Submission Validated and Loaded
ABC University
16:19 August 5, 2010

HS COMP STATUS 1 OR 5 MUST HAVE GED TEST SCORE

Error Code: 20116301

3393 0 123456789 0000

Explanation – this student cannot obtain GED score as he is from Louisiana and Hurricane Katrina destroyed all GED test records.

Submission Report Summaries

Total Records Submitted:	26
Total Records Inserted:	18
Total Header Trailers	8
Total Warnings:	0
Total Errors:	1
Total Student Records:	7
Total Instructor Records:	1
Total Credit Course Records:	2
Total Registration Records:	8
Total End of Term Records:	0
Total Graduate Records:	0
Total Athlete Records:	0
Total Annual Instructor Records:	0
Total Perkins Records:	0

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private Colleges and Universities including BSN and JSN

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: October 8, 2010

RE: Attempted Credit Hours, Earned Credit Hours, and GPA – Term and Cumulative

It has come to our attention that the credit hours and GPA to be reported in the EOT (End-of-Term) files is confusing and that we need to provide additional guidance.

This relates to the registration end-of-term file for the public institutions and the student end-of-term file for the private institutions and specifically relates to these fields in those files – att_crhrs_term, earn_crhrs_term, gpa_term, att_crhrs_cumu, earn_crhrs_cumu, and gpa_cumu.

Attempted and Earned Credit Hours for both Term and Cumulative – include all hours for all courses in which the student was actually enrolled in as a course of study. This could be a physical or virtual presence (distance education) in the classroom. Do not include courses in which the student received credit but was not actually enrolled in. For example, credit from CLEP, challenge, placement or related exams should not be included. In addition, remedial or transfer hours should not be included. Hours should only be included for courses in which a grade point could be (or could have been) awarded. **The overall rule is that the attempted hours must meet or exceed (>=) the earned hours.**

Term GPA – the GPA calculated for the term should be based on the same courses included in the attempted and earned credit hours referenced above. This may require a special calculation.

Cumulative GPA – this GPA is to be the cumulative GPA for the student based on the local institution's calculation of overall GPA, but for hours relating to the local institution only. The hours and grade points included here are not based on the credit hour definition referenced above, but is based on the local institution's methodology of computing the overall cumulative students GPA (provided that the hours included relate to the local institution only).

NOTE: The credit hours referenced above will not show all placement, transfer, CLEP, challenge, and other related hours as may be shown on the student's transcript. However, ADHE should gain this total hours when the student graduates using the credit hours completed (cr_hr_completed) field in the graduate file.

As always, if you have any questions or need additional clarification, please feel free to contact us at any time.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private Colleges and Universities including BSN and JSN

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: October 11, 2010

RE: Lottery RIA Form and ADHE Financial Aid

Tara Smith, ADHE's Coordinator of Financial Aid, recently sent out lists of student responses to the Lottery RIA questions from our online YOUNiversal Application. This has caused substantial confusion with some of our institutions. Please accept this as clarification.

For Public Institutions

If you have a locally obtained Lottery RIA form on the student and it differs from the list that Tara Smith sent, you do not need to change your SIS Lottery RIA field. Report what the student elected on your local form. No change is required.

However, if you do not have a locally obtained Lottery RIA response on a student, you can use the list provided by Tara Smith to update your SIS report so that you do have a valid Lottery RIA response.

For Private Institutions

Private institutions do not have state assistance outside of ADHE's financial aid office therefore they did not need to complete the Lottery RIA form on campus. They should take the list from Tara Smith and update their SIS file before submitting it. This will ensure that all state assisted students have a correct Lottery RIA response.

As always, if you have any questions or need additional clarification, please feel free to contact us at any time.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public Colleges and Universities

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: October 11, 2010

RE: Instructor File – Terminal Degree (Field 65)

Please note that we are making this minor change to field 65 – Terminal Degree – in the instructor file.

Field Name	Field Number	Field Length	Field Description
Terminal Degree (terminal_degree)	65	1	<p>Is this the highest degree level in the field of study? (This is only required for teaching staff.)</p> <p>If Academic Rank (Field 75) = 01 – 05, 08, this field is required. 1 = Yes 2 = No</p> <p>If Academic Rank (Field 75) = 06, 07, 09, 99, <i>insert the number 9.</i> <i>9 = Not Applicable</i></p>

As always, if you have any questions or need additional clarification, please feel free to contact us at any time.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private Colleges and Universities including BSN and JSN

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: November 2, 2010

RE: Lottery RIA Form and ADHE Financial Aid – SUPERSEDING INSTRUCTIONS

Tara Smith, ADHE's Coordinator of Financial Aid, recently sent out lists of student responses to the Lottery RIA questions from our online YOUNiversal Application. ADHE sent out a memo dated Oct. 11 to clarify the use of such lists. However, this memo is an additional clarification and supersedes the memo dated Oct. 11.

It has come to our attention that updating your Lottery RIA field responses based on ADHE's Financial Aid list may lead to audit findings. Your auditor may question why you used such responses when a locally obtained questionnaire or survey was available. Therefore, ADHE is requesting that you do not update the Lottery RIA field based on the Financial Aid lists from ADHE. Instead, you are to use your locally obtained Lottery RIA response only.

For Public Institutions

Use your locally obtained Lottery RIA form data on the student. If it differs from the list that Tara Smith sent, do not update your SIS Lottery RIA field. Report what the student elected on your local form.

For Private Institutions

Private institutions do not have state assistance outside of ADHE's financial aid office (except for WIG assistance), therefore they do not complete the Lottery RIA form on campus. They should simply use code 5 per the SIS manual. However, private institutions must survey their WIG recipients or other state-assisted students¹ and report the responses as code 1 or 2.

For Everyone – if you have already submitted your 2010 Fall SIS datafile and it is complete, you do not have to make any change(s). If you desire to change it to correspond with the above, that is your option.

LOTTERY RIA FORM COLLECTION

Previously ADHE indicated that institutions were required to collect Lottery Release of Information Authorization (RIA) forms from students that were receiving any state-supported assistance on an annual basis. ADHE has reviewed the policy with regard to the annual collection of the consent form and has made the following adjustment:

¹ Other State-Assisted Students – this relates to any student receiving state assistance but is not included on list provided by ADHE's Financial Aid Office. The students on the ADHE list have been approved by ADHE. Other state-assisted students would be those that the institution approves and then notifies ADHE of such. This includes WIG and any other similar assistance that may be available in the future.

Appendix O. Clarifying Memos

Once a student completes the form, it may remain in effect until the student ceases enrollment (not including summer terms) at that institution. Institutions must provide the student the opportunity to change their release of information option at any time, and must inform the student, at the time they complete the form, of their right to make this change at any time in the future.

CORRESPONDING SISDB CHANGES

Due to the above, ADHE will no longer collect the Lottery RIA field data in the student file. Since a student may elect to change their Lottery RIA response multiple times during the semester, it will be more correct data if this information is reported at the end-of-term (the institution must report the student's most recent response for the term). Therefore, the SISDB is being altered to collect the Lottery RIA field as end-of-term data. For the public institutions, this is the Registration End-of-Term file and for the private institutions (including BSN and JSN), this is the Student End-of-Term file (or Private End-of-Term file.)

Effective date of SISDB change above – the above changes will begin with the end-of-term reports relating to the 2010 Fall Term which are due in February 2011. The data files already submitted for the 2010 Fall Term containing the Lottery RIA field do not have to be re-submitted to remove the Lottery RIA field.

As always, if you have any questions or need additional clarification, please feel free to contact us at any time.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private Colleges and Universities including BSN and JSN

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: November 5, 2010

RE: OCR Reports and the EEO-6 Form

ADHE has recently become aware that the IPEDS Staffing Report has become the official replacement of the traditional OCR EEO-6 report form.

Nearly every employer in the United States with 100 or more employees is required to file an Equal Employment Survey with the Commission. Private employers file an EEO-1, referral unions file an EEO-3, state and local governments file an EEO-4, elementary and secondary level school districts file an EEO-5, and ***institutions of higher education currently file an IPEDS report with the Department of Education, which serves as EEOC's EEO-6 report.*** Therefore a report describing the workforce of any large employer is available upon request. ¹

Therefore, ADHE will no longer require that Arkansas colleges and institutions submit the EEO-6 report to ADHE provided the institution submits a copy of the IPEDS Staffing Report (EEO-6 equivalent) to ADHE as is currently standard practice. Please be aware that this affects the EEO-6 report only.

This is effective immediately.

As always, if you have any questions or need additional clarification, please feel free to contact us at any time.

¹ From http://www.eeoc.gov/eeoc/litigation/manual/4-1-c_services_orip.html on 11/4/2010, *The U.S. Equal Employment Opportunity Commission*

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public and Private Colleges and Universities including BSN and JSN

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
Rick.Jenkins@adhe.edu

DATE: November 16, 2010

RE: SIS Improvements

ADHE requests that all suggestions or change requests to the SIS be submitted in writing to Rick Jenkins (rick.jenkins@adhe.edu) by **Friday January 7th**. The purpose of these suggestions is to tell us about your problems with the Summer II and Fall submissions and to recommend potential improvements.

ADHE will evaluate the feasibility of the suggestions/change requests with the intent of having a meeting with institutional IR staff in the February-March time frame. A draft document will then be distributed around April followed by the final document in the May or early June time frame.

As always, if you have any questions or need additional clarification, please feel free to contact us at any time.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public Colleges and Universities

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
Rick.Jenkins@adhe.edu

DATE: November 18, 2010

RE: Change in Post-Test Assessments Requirements

ADHE is sending out this memo to clarify a recent change in the reporting of Post-Test Assessments per Act 971 of 2009.

The current instructions in the SISDB manual for post-test assessments state the following:

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 student made a passing grade; and
4. The course is in the subject of Math, English, or Reading.

The post-test scores are to be tests administered at the end of the remedial course or shortly after the course was completed.

This is being changed to:

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); and
3. The course is in the subject of Math, English, or Reading.

The post-test scores are to be tests administered at the end of the remedial course or shortly after the course was completed.

The effect of this change is that the local institution will need to provide post-test assessment scores on all students that complete the course (successfully or unsuccessfully). This will allow ADHE to measure the progress of all students, not just the students passing the course.

Effective Date: this will be effective immediately and will be required beginning with the Fall End-of-Term file (due in February 2011).

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public Colleges and Universities including

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: November 2, 2010

RE: New Compass E-Write Code and Summary of Cutoff Scores

This memo relates to all public colleges and universities that use the **Compass E-Write** exam for post-test assessments to be reported in the End-of-Term report. We have a new code that you may use.

The Compass E-Write exam has 2 versions or scales: (1) a 2-8 scale; and (2) a 2-12 scale. Therefore, we need to identify which version or scale you used on the exam. Note that this relates only to the English subject matter for post-test assessments on the End-of-Term reports.

The new codes for the post-assessment test scores for English are now:

For all students enrolled in remedial English courses at remedial course level 3 in which the student completed the course (successfully or unsuccessfully), please enter the code corresponding to the test type used as an end-of-course assessment in English.

0 = ACT
1 = SAT
2 = ASSET
3 = COMPASS
C = Compass E-Write (2-8 scale)
E = Compass E-Write (2-12 scale)
T = TABE

Please use this new code, if applicable, for the current End-of-Term data submission.

For your information, we are providing the cutoff scores for all post-assessment scores. The TABE Math test cutoff score is subject to debate and, therefore, may change. If it does, we will notify you.

Appendix O. Clarifying Memos

Cutoff Scores Per AHECB Policy				
Test	SISDB Code	Math	English	Reading
ACT	0	>= 19	>= 19	>= 19
SAT	1	>= 460	>= 470	>= 470
Asset	2	>= 39	>= 45	>= 43
Compass	3	>= 41	>= 75	>= 82
Explore	4	>= 15	>= 14	>= 14
Plan	6	>= 17	>= 16	>= 15

Supplemental Post-Test Cutoff Scores					
Test	SISDB Code	Math	English	Reading	Range
Compass E-Write ¹	C	NA	6	NA	2-8
Compass E-Write ²	E	NA	8	NA	2-12
MyMathTest ³	M	70	NA	NA	1-100
Nelson-Denny ⁴	N	NA	NA	13	0-26
TABE	T	12.9	12.8	11.1	0-12.9
¹ Use minimum score of 6 on the 2-8 scale ² Use minimum score of 7-8 on the 2-12 scale ³ 70 on the pre-algebra section of MyMathTest is equivalent to an ACT 19. ⁴ Nelson-Denny score of not less than 13.0 (use combined minimum score of 26 on vocabulary & comprehension exams)					

Also, please remember that post-test scores are required for all students completing the course – both successfully and unsuccessfully. The following grades have been determined to indicate non-completion, i.e., a blank post-test score is acceptable for these grades - **I, AB, AC, AU, CA, VO, W, WF, and WP**. Any other grade without a post-test score will generate a validation error.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Colleges and Universities

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: June 17, 2011

RE: Responses to Issues/Questions at AIRO Meeting of 6/15/2011

This memo relates to issues and questions brought up during the AIRO meeting on June 15, 2011 at UALR.

No.	Comment/Issue	Explanation
1	All Relevant Files: SSNs and High School Students – the comment was that high schools do not provide SSNs for high school students (concurrent enrollment)	The provision of SSNs for the SSN_ID field in the SISDB is the college's responsibility. I recommend that the college require each student to complete a registration form containing a space to collect the SSN. Regardless, if a valid SSN is not obtained the institution may use the Alternate SISDB Student Number that contains the 2 letter prefix (1 letter for some institutions). If the institution receives the valid SSN at a later date, then the SSN Change file should be submitted to update all records with the correct SSN.
2	Student File: Enroll Status 14 for Transient Students – it was requested that the first-time provision be dropped	This request will be accommodated and the description will be updated to "undergraduate transfer TRANSIENT student," i.e., the first-time language is being deleted. However, please ensure that no transient students earn credentials.

Appendix O. Clarifying Memos

No.	Comment/Issue	Explanation
3	Student File: Donated Course – the question was what is a donated course since we are supposed to exclude this from the SIS reporting	<p>After contacting several people at ADHE, no one can be found to definitively explain “donated course.” However, my assumption is that it means the following:</p> <p>Donated courses are those that involve no expense and/or revenue to the institution or students involved. These tend to be community service or special interest courses and are often non-credit courses. For example, if a local horticulturist donated their time to instruct a gardening course in which no tuition or fees were charged.</p> <p>We will remove the reference to donated courses from the Student File “Who To Exclude” section.</p>
4	Student File: Race/Ethnicity Queries – the queries do not use the same codes	<p>The SIS database used by ADHE does not use the exact same codes as used in the manual, most notably the non_resident_alien field does not contain a leading zero in ADHE’s version. The queries were samples based on our system, therefore, institutions must customize these for their use. These should work nicely by adding the leading zero and dropping the reference to the fice_code.</p>
5	Student File: Freshman Admit Status (FAS) and FAS Disposition – have these requirements been repealed?	<p>Act 1290 of 1997 and the AHECB policy (Conditional Admission for High School Graduates) are still in effect and applicable to all public institutions. However, there is no legal mandate for ADHE to collect this data from the institutions. Therefore, ADHE will stop collecting this data but fully expects all public institutions to continue to classify high school graduates as conditionally admitted or unconditionally admitted in accordance with the Act and AHECB policy. Should the need arise for ADHE to report this information in the future we will conduct a survey of the institutions to gain this information.</p>

Appendix O. Clarifying Memos

No.	Comment/Issue	Explanation
6	Graduate File: Initial Admit Date and Concurrent Students – the question was what date should be inputted for high school students when they earn a CP since they have not been matriculated	<p>We will add part (d) to Note 2 as follows:</p> <p>(d) For high school students that earn a Certificate of Proficiency, please enter the date that the student was first enrolled at your institution as a high school student. If they are matriculated (officially admitted) at your institution after high school graduation and earn a credential at a later date, please use the official matriculation date.</p> <p><u>Special Information (not included in SIS Manual)</u> This topic brings up the issue about high school students earning awards higher than the Certificate of Proficiency. This issue has been brought to the attention of ADHE management and is under review. However, any change in policy will require AHECB action. Therefore, this issue will not be resolved very soon.</p>
7	General: Reports to BLR – the request was to drop the first number of errors item	We will drop the first number of errors information item from the list and only show the number of errors remaining from the last validation report.
8	General: Revision Dates – the request was to show date of revisions in the SISDB manual	We tried this last year with mixed results. However, after careful consideration, due to the time and complexity involved we have decided not to include revision dates at this time. However, we will continue to send out email notices about changes as we have in the past.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Colleges and Universities

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: June 21, 2011

RE: SSN Change Files

As you all know, we recently adopted a new SSN Change File Format. It was brought to our attention that this file format will not work for SSN changes on annual files. Therefore, we are making the use of the old SSN Change File Format and the new SSN Change File Format optional, depending on what you are trying to accomplish. Both file formats will be available.

Please use this guide to determine which to use.

Topic	Old SSN Change File Format	New SSN Change File Format
File Extension	.SSN	.SSN2
Contains Academic Year and Term	No	Yes
Recommend File Usage	May use on any file as this updates all files where the SSN is found.	Should be used where the old ID and the new ID exist in different terms. Annual records will be changed, but only for the academic year specified in the change record.
WARNING: What is Changed?	This changes every file in the SISDB that contains the SSN for all time periods – everything is updated.	This changes only term-based files in which the SSN, Academic Year, and Term is specified. This will also change annual records if the academic year is included.

ADHE will accept either file format – you decide which to use. But please be aware of the above topics.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public Colleges and Universities

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: July 22, 2011

RE: Remedial Levels in the Course File

Most of you have recently received recommendations from us regarding remedial levels for remedial courses. Keep in mind that those were recommendations. We do not know your courses as well as you do and you should do what you feel is best for your institution and your courses within the guidelines established by ADHE for the remedial level field.

We have recently added clarification in the SISDB manual relating to this that says:

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)

- If there is only 1 remedial course in the subject area, use code 3.
- If there are only 2 remedial courses in the subject area, the lowest should be 1 and the highest 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.

Another example: if you have 5 courses in remedial math, then one course should be remedial level 1, one course should be remedial level 3, and the remaining 3 courses should be remedial level 2.

The above is our general guidance. However, this does not take into account many special situations. You may have special situations that cause you to deviate from this general guidance. Some examples of such legitimate special situations include:

- 1 Co-Requisites – you may have two courses at the same remedial level as they are co-requisites requiring students to take both courses together at the same time.
- 2 Special Design – courses may be specially designed to be a specific remedial level. For example, English as a Second Language is not generally considered to be a remedial course (based on the new definition of remedial/course level 0). However, one institution designed their ESL courses specifically from their Basic English course – it was essentially converting that course to a different language. This would then be considered a remedial level 3 course.

Appendix O. Clarifying Memos

There may be other special situations that cause you to have more than one remedial level 1 or 3. Use your best judgment on these and if unsure, please contact us. Keep in mind that you can have as many remedial level 2's as you desire.

Definition of Remedial Level 3 – the remedial level 3 course is: (A) for math – the course when completed gets the student into College Algebra – this is typically Intermediate Algebra; (B) for English/reading - the course(s) when completed gets the student into English Composition – this is typically Basic Reading and Developmental Reading. This is based on the Freshman Admission policy. If your course does not prepare the remedial student for these courses, then it should not be remedial level 3.

New Definition of Course Level 0 – remember that course level 0 has been redefined. Any remedial-level English, mathematics, or reading course must be coded as 0. The key are the subjects of English, math, and reading. If the course is not in these subject areas, then it cannot be course level 0 – it should be X or 1.

New Definition of Course Level X – the manual states that *“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.”* The course may be a remedial course, but if it is not in the subject areas of math, English, or reading, then it cannot be course level 0 – it must be X. A remedial history course would be course level X. Several institutions offer college success courses – these would be course level X.

The purpose of course level X is to differentiate between “true” remedial courses as defined the AHECB Freshman Admission policy and other remedial courses that are not required to meet such policy.

NOTE: The field of remedial level may eventually be removed due to the advent of a Common Course Numbering System (CCNS). The CCNS is supposed to relate to all lower level general education transferrable courses as detailed in ACTS (Arkansas Course Transfer System). While there are no remedial courses included in ACTS, there have been several suggestions to include a core set of remedial courses in the CCNS. Doing so would enhance reporting on remedial courses and student academic performance.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All 4-Year Public Universities

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: August 26, 2011

RE: Roger Phillips Transfer Act Report

I was informed yesterday that ADHE did not get an agreement with the CAOs on the Associate of Arts and Associate of Science transfer curricula in time for the institutions to revise their degree plans to meet the requirements of Act 182. This means that no associate degree was approved for transfer, i.e., there is no data to submit on the Roger Phillips Transfer Act (RPTA) report.

Therefore, we are cancelling the Roger Phillips Transfer Act (RPTA) report for this reporting period – the report was due September 14, 2011 for transfer students in AY2011 (2010-2011).

The RPTA Transfer Report only affected 4-year public universities.

This does not affect the ACTS Transfer Report that is due September 14, 2011.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Arkansas Institutions of Higher Education

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rickj@adhe.edu

DATE: September 21, 2011

RE: Financial Aid Report
Amount Reduced by Other (reduced_other) Field (42)

It has been decided that we will not collect data for Field 42 (Amount Reduced by Other (reduced_other) in the new Financial Aid Report (.FAID). Simply input the number zero (0) in this field. In the next version of the SISDB manual, we will drop any reference to this field. This is effective immediately.

NOTE: This does not affect Amount Reduced by Stacking (reduced_stacking) Field (37).

If you have already submitted this file, it is your option to re-submit the report with the above change.

Should you have any questions, please feel free to contact me at any time.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Arkansas Institutions of Higher Education
(Public, Independent, and Nursing Schools)

FROM: Rick Jenkins
Associate Director, Planning and Accountability
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114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rick.jenkins@adhe.edu

DATE: September 29, 2011

RE: Financial Aid Report
Estimated Family Contribution (EFC)

At a meeting yesterday of the Performance Funding Workgroup it was determined that we need to make a small but significant change to the Financial Aid Report that relates only to EFC (Estimated Family Contribution). Please revise your EFC based on the following rules and rationale.

Due to our data system not allowing a blank or null numerical field in the EFC record combined with the fact that 0 (zero) is a valid EFC, it has been determined that for students that have no EFC data, no EFC RECORD should be submitted. In other words, 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).**
3. If the student has a valid EFC of greater than zero (0), report it as usual.
4. Blank (null) EFC's are not allowed.

If you have already submitted your financial aid report, we request that you make the changes noted above and re-submit the file as soon as possible.

If you have not yet submitted your financial aid report, we request that you make the changes noted above to your data and submit the file as soon as possible.

We sincerely apologize for the inconvenience we have caused. Should you have any questions, please feel free to contact me at any time.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
Arkansas Institutions of Higher Education (Public Institutions Only)

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rick.jenkins@adhe.edu

DATE: November 9, 2011

RE: OCR Report B3 – Financial Assistance to Students

After a discussion with our legal counsel, it has been decided that the OCR B3 Report – Financial Assistance to Students is no longer required. Because the new financial aid file contains all financial assistance to all students and it is being placed in the SISDB, ADHE staff now has the ability to run reports that are equivalent to the OCR B3 Report. Therefore, the institutions no longer need to complete this report and submit to ADHE.

To summarize:

- **The OCR B3 Report – Financial Assistance to Students is no longer required.**
 - If you have not submitted the B3 report to ADHE this year, do not trouble yourself.
 - If you have already submitted the report, we apologize for not being able to notify you of this development sooner.

Note that this development was due to an institution raising this question on Nov. 8, 2011 (this is evidence that we do listen). As always, if you have any recommendation(s) for improvement to the SISDB system, I encourage you to submit it to us at any time during the year. We will seriously consider all suggestions.

Note that the OCR EEO-6 Report was replaced last year by the IPEDS Human Resources Report. That leaves only 2 OCR reports remaining – Governing Boards (A5) and Applications, Acceptances and Enrollments (B1).

Thank you for all you do.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
Arkansas Institutions of Higher Education (Public Institutions Only)

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rick.jenkins@adhe.edu

DATE: November 9, 2011

RE: OCR Report B3 – Financial Assistance to Students
OCR Report B1 Supplement – County Origin of First-time Entering, In-state Students

After a discussion with our legal counsel, it has been decided that the OCR B3 Report – Financial Assistance to Students is no longer required. Because the new financial aid file contains all financial assistance to all students and it is being placed in the SISDB, ADHE staff now has the ability to run reports that are equivalent to the OCR B3 Report. In addition, the B1 Supplement can be produced with existing ADHE data, negating the need for you to submit it. Therefore, the institutions no longer need to complete these reports and submit to ADHE.

To summarize:

- **The OCR B3 Report – Financial Assistance to Students is no longer required.**
- **The OCR B1 Supplement – County Origin of First-Time Entering, In-State Students ONLY (this does not relate to regular B1: Applications, Acceptances, and Enrollments)**
 - If you have not submitted the B3 or B1 Supplement report to ADHE this year, do not trouble yourself (you may submit them if you desire).
 - If you have already submitted the reports, we apologize for not being able to notify you of this development sooner.

Note that these developments were due to institutions raising this question on Nov. 8 and Nov. 9, 2011. As always, if you have any recommendation(s) for improvement to the SISDB system, I encourage you to submit it to us at any time during the year. We will seriously consider all suggestions.

Note that the OCR EEO-6 Report was replaced last year by the IPEDS Human Resources Report. That leaves only 2 OCR reports remaining – Governing Boards (A5) and Applications, Acceptances and Enrollments (B1).

Thank you for all you do.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
Arkansas Institutions of Higher Education (Public 4-Year Universities Only)

FROM: Rick Jenkins
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Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rick.jenkins@adhe.edu

DATE: April 16, 2012

RE: Graduate File of the SISDB Database
Fields – EE_CIP_Code and EE_CIP_Detail

It has come to our attention that institutions are not reporting these two fields (EE_CIP_Code and EE_CIP_Detail, fields 70 and 72) correctly when they submit the graduate file to ADHE. The purpose of this memo is to call special attention to these fields to improve reporting to the SISDB.

These fields are designed to identify students that do not earn an education credential (CIP 13) but that have enough education hours to sit for the teacher certification exam. For example, UALR has a bachelor's degree in Physics that allows the student to select a minor. One of the available minors is education. If a student completes the Physics program with a minor in Education, the student could sit for the teacher certification exam. These fields are designed to track students earning degrees in which they could enter the teaching field.

ADHE cannot identify these programs. Therefore, we ask that you discuss this matter with your academic affairs staff in an attempt to identify these programs and graduates in the future.

This only relates to public 4-year universities.

And as always, please feel free to contact me at any time if you have questions.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public Institutions of Higher Education

FROM: Rick Jenkins
Associate Director, Planning and Accountability
Arkansas Department of Higher Education
114 East Capitol, Little Rock, AR 72201
(501) 371-2066 office, (501) 371-2002 fax
rick.jenkins@adhe.edu

DATE: June 22, 2012

RE: Course File - Receiving Course Location (recv_locn)

Please note that we are creating a new code for the receiving course location field in the course file. This new code should allow for more accurate reporting of course locations. This change will be effective July 1 with the new Academic Year 2013 (2012-2013).

The new code is **0X** (the number zero and the capital letter X). This new code 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.

Receiving Course Location				
Code	Name	On Campus*	Off 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	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	
*On/Off – denotes whether this receiving course location is on-campus or off-campus				

And as always, please feel free to contact me at any time if you have questions.

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Institutions of Higher Education

FROM: Rick Jenkins
Associate Director, Planning and Accountability
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114 East Capitol, Little Rock, AR 72201
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rick.jenkins@adhe.edu

DATE: June 28, 2012

RE: ACTS Course Index Numbers

As previously noted, the ACTS Course Index Numbers have been updated. The changes generally consist of (1) the removal of spaces, (2) BUS courses being changed to BUSI, (3) and ART courses being changed to ARTA. This ensures that all ACTS Course Index Numbers are 8 characters in length.

These changes are effective immediately. If you have any re-submitted data files for AY2012 (2011-2012) that generate an error due to these changes, please contact myself or Sharon Butler. Such errors will be waived for AY2012 files. However, all files for AY2013 (2012-2013) must use this new list of ACTS Course Index Numbers.

The new course index numbers are as follows. An excel file is also attached for your convenience.

And as always, please feel free to contact me at any time if you have questions.

ACCT2003	Principles of Accounting I	ECON2103	Principles of Macroeconomics
ACCT2013	Principles of Accounting II	ECON2203	Principles of Microeconomics
ANTH1013	Introduction to Anthropology	ENGL1013	Composition I
ANTH2013	Cultural Anthropology	ENGL1023	Composition II
ARTA1003	Art Appreciation	ENGL2013	Introduction to Creative Writing
ARTA2003	Art History Survey I	ENGL2023	Introduction to Technical Writing
ARTA2103	Art History Survey II	ENGL2113	World Literature I
BIOL1004	Biology for Non-Majors	ENGL2123	World Literature II
BIOL1014	Biology for Majors	ENGL2213	Western Literature I
BIOL1024	Botany for Non-Majors	ENGL2223	Western Literature II
BIOL1034	Botany for Majors	ENGL2653	American Literature I
BIOL1054	Zoology	ENGL2663	American Literature II
BIOL2004	Introductory Microbiology	ENGL2673	British Literature I
BIOL2404	Human Anatomy and Physiology I *	ENGL2683	British Literature II
BIOL2414	Human Anatomy and Physiology II *	FREN1013	French I
BLAW2003	Legal Environment of Business	FREN1023	French II
BUSI1013	Introduction to Business	FREN2013	French III
BUSI1103	Keyboarding	FREN2023	French IV
BUSI2013	Business Communications	GEOG1103	Introduction to Geography
BUSI2103	Business Statistics	GEOG1113	Human Geography
CHEM1004	Chemistry I for General Education	GEOG2103	World Regional Geography
CHEM1214	Chemistry I for Health Related Professions	GEOG2113	Cultural Geography
CHEM1224	Chemistry II for Health Related Professions	GEOG2223	Physical Geography
CHEM1414	Chemistry I for Science Majors	GEOL1114	Physical Geology
CHEM1424	Chemistry II for Science Majors	GEOL1124	Environmental Geology
CPSI1003	Introduction to Computers	GEOL1134	Historical Geology
CRJU1023	Introduction to Criminal Justice	GERM1013	German I
DRAM1003	Theatre Appreciation	GERM1023	German II
		GERM2013	German III
		GERM2023	German IV

Appendix O. Clarifying Memos

HEAL1003 Personal Health
HIST1113 World Civilizations I
HIST1123 World Civilizations II
HIST1213 Western Civilization I
HIST1223 Western Civilization II
HIST2113 United States History I
HIST2123 United States History II
MATH1003 College Math
MATH1103 College Algebra
MATH1203 Plane Trigonometry
MATH1305 Pre-Calculus
MATH2103 Introduction to Statistics
MATH2203 Survey of Calculus
MATH2405 Calculus I
MATH2505 Calculus II
MATH2603 Calculus III
MKTG2003 Principles of Marketing
MUSC1003 Music Appreciation
PHIL1003 Introduction to Critical Thinking
PHIL1103 Philosophy
PHSC1004 Physical Science
PHSC1104 Earth Science
PHSC1204 Introduction to Astronomy
PHYS2014 Algebra/Trigonometry-Based Physics I
PHYS2024 Algebra/Trigonometry-Based Physics II
PHYS2034 Calculus-Based Physics I
PHYS2044 Calculus-Based Physics II
PLSC2003 American National Government
PLSC2103 State and Local Government
PSYC1103 General Psychology
PSYC2103 Developmental Psychology
SOCI1013 Introduction to Sociology
SOCI2013 Social Problems
SPAN1013 Spanish I
SPAN1023 Spanish II
SPAN2013 Spanish III
SPAN2023 Spanish IV
SPCH1003 Introduction to Oral Communication

Appendix O. Clarifying Memos

MEMORANDUM

TO: Institutional Research Officers
All Public Institutions of Higher Education

FROM: Rick Jenkins
Associate Director, Planning and Accountability
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114 East Capitol, Little Rock, AR 72201
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DATE: July 20, 2012

RE: Course File - Receiving Course Location (recv_locn)
Workforce File - Receiving Course Location (recv_locn)
And all related fields

Please see the additional clarification after the Receiving Course Location table below.

Please note that we are creating a new code for the receiving course location field in the course file. This new code should allow for more accurate reporting of course locations. This change will be effective July 1 with the new Academic Year 2013 (2012-2013).

The new code is **0X** (the number zero and the capital letter X). This new code 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.

Receiving Course Location				
Code	Name	On Campus*	Off 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	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	

Appendix O. Clarifying Memos

*On/Off – denotes whether this receiving course location is on-campus or off-campus

NEW CLARIFICATION

Even though the new code of 0X is considered on-campus, we want you to treat it as off-campus in the way you identify the related fields.

The Course File

In the course file, we want you to complete the location field (non-traditional sites), the county_code field (county code), and the full_tuition (full tuition rate) fields.

For the location field (non-traditional sites):

If Receiving Location (Field 97) =	Enter:
00 (On-campus),	blank spaces
0X , 01-02, 04-10, or 98 (Non-traditional site or via distance learning)	name of specific site
03 (AR public high school)	see Appendix D
11 or 12 (Secondary Area Center)	See Appendix E
77 (Student's home)	"Student's Home"

For county code, insert the appropriate county code if the recv_locn is 0X.

For full tuition rate, you will need to answer 1 or 2 for Code 0X (recv_locn):

Enter the code indicating whether or not students enrolled in an off-campus course (Receiving Course Location not = 00) are charged less than the "Full Tuition Rate" charged to on-campus students.

0 = Not applicable (To use code 0, you must use code 00 for Receiving Course Location [recv_locn])

1 = Yes, the "Full Tuition Rate" (or more) paid by on-campus students charged to all students enrolled in this off-campus course.

2 = No, one or more students enrolled in this off-course course are charged less than the on-campus, full tuition rate.

In- or Out-of-District (in_district) is not be being changed.

The Workforce File

County Code – complete the county code if the recv_locn is 0X.

Non-Traditional Site (non_trad_site) – we are changing the second statement to the following.

If Receiving Location (Field 70) = 0X, 01-02, 04-10, or 98, offered at a non-traditional site,
Then Non-traditional Site (Field 75) = Name of specific site

We apologize for the confusion. But the intent of all of this is to fully identify the location of courses identified by RECV_LOCN Code 0X. If these additional fields were not completed, then proper identification of the location would be prevented. Remember that Code 0X is on-campus, but it is not your main campus.

And as always, please feel free to contact me at any time if you have questions.

APPENDIX P

Preliminary Fall Census Enrollment

Enter the preliminary headcount and SSCH for your institution as of the current year's fall census date (11th class day). Do not include enrollments in non-credit offerings.

Institution: _____

Name of Respondent: _____

Date and Time Submitted: _____

Preliminary Student Headcount (Calculated from the student file)

_____ High School Students

_____ Undergraduate Students
(not including High School Students)

_____ Graduate and First Professional Students

_____ Total Students

_____ List any Summer 2 Off-Schedule course/enrollments
you may want to note

Preliminary Fall Term Full-Time Equivalent Students (FTEs) (Calculated from the course file)

_____ High School Students

_____ Undergraduate Term FTE (SSCH divided by 15)
(not including High School Students)

_____ Graduate Term FTE (SSCH divided by 12)

_____ Total Term FTE

Please fax or email this page to ADHE Research and Planning at 501-371-2002.

ADHE Division of Research and Planning

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 universities	Act 182 of 2009 (Roger Phillips Transfer Act)	General compliance
ACTS Transfer Report	Y	Y	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