EMSAS Manual

Non Credit and Supplemental Data File

Enhanced Missouri Student Achievement Study (EMSAS)
October 2018

<http://dhe.mo.gov/data/emsas/>

Missouri Department of Higher Education

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# Data Resources

* [EMSAS Webpage](https://dhe.mo.gov/data/emsas/)
* [Classification of Instructional Programs (CIP 2010)](http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55)
* Code Table for [**GEODOMI**](http://dhe.mo.gov/documents/DetailedGeoDomi.xlsx)

# Contact Information

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# Preface

Since the fall of 1987, the Missouri Department of Higher Education has annually collected student unit-record information from public institutions across the state. Now known collectively as the Enhanced Missouri Student Achievement Study (EMSAS), these collections have proven invaluable in the ongoing analysis and evaluation of postsecondary education in Missouri.

The MDHE requests this information pursuant to its authority under Sections 173.005 and 173.020, RSMo, and 6 CSR 10-4.021, as well as in compliance with the provisions of the federal Family Educational Rights and Privacy Act (FERPA). Access to identifiable student records contained in the data is protected in accordance with FERPA. Aggregate (non-identifiable) summary information derived from these data enable the MDHE to appropriately meet its statutory and other evaluation and reporting requirements, including the annual publication of the [High School Graduates Performance Report](http://dhe.mo.gov/data/hsgradreport.php) and the [Statistical Summary of Missouri Higher Education](http://dhe.mo.gov/data/statsum/).

Over nearly three decades, EMSAS has undergone many improvements in data quality as well as administrative efficiency. To a large extent, these improvements embody the collective efforts of institutional data coordinators and MDHE staff. Because of these improvements, EMSAS is playing an increasingly important role in assisting strategic planning and policy implementation at both the state and institutional levels. It is in this role that we expect the EMSAS will continue to provide reliable, timely, and responsive information to help strengthen Missouri higher education to the benefit of students, families, policymakers, and institutions.

# Data Reporting and Review

EMSAS CollectionIncluded Terms

Non Credit and Supplemental Data file Submitted quarterly with the following timeline:

 (April, July, October and January)

The EMSAS Non Credit and Supplemental Data files are to be submitted by all public institutions and campuses in Missouri for non-credit programs listed in the state’s Eligible Training Provider System (ETPS). Specific reporting deadlines will be provided by MDHE staff in an annual “Class A” data request letter, to be provided to institutions each year in accordance with 6 CSR 10-4.021. All files will be reported to the MDHE via State Report Manager- <http://dhe.mo.gov/data/srm> , error checked, certified, and approved by MDHE staff upon receipt.

Files should be submitted as comma-separated values (\*.csv) format.

Where appropriate, data should be exported in a format which preserves leading and trailing zeroes (institutional FICE code, social security number / student campus ID, and CIP code are examples of data elements in which this may be important).

#  Students Reported

Institutions should submit the EMSAS Non Credit Supplemental Data file on a quarterly basis. File submission is due in the month following the end of each quarter. The reporting time periods are as follows:

January 1 through March 30 REPTQTR = APR

April 1 through June 30 REPTQTR=JUL

July 1 through September 30 REPTQTR=OCT

October 1 through December 31 REPTQTR=JAN

Each file should contain a record for each new and continuing student enrolled in an ETPS-listed Noncredit program during the quarter being reported. Continuing students who did not exit their program by the last day of the previous quarter should be included in the current quarter’s submission. If a student completed/exited a program and enrolled in a new program, they should be reported twice: with their exit status in the completed program and in their new program of study in the quarter that they enroll.

# Record Layouts / Templates

<https://dhe.mo.gov/data/emsas/meta/2018/NonCreditRecordLayout0904.xlsx>

# File Specifications

<https://dhe.mo.gov/data/emsas/meta/2018/NonCreditfilespecs_0914.xlsx>

# Business Rules

<https://dhe.mo.gov/data/emsas/meta/2018/NonCreditBusinessRules0904.xlsx>

# Table of Data Elements

| **Descriptor Short** | **Field Name** | **Field Length** |
| --- | --- | --- |
| Student ID assigned by institution | [CAMPUSID](#CAMPUSID) | 10 |
| Credential End Date | [CREDENDDATE](#CREDENDDATE) | 8 |
| Credential Start Date | [CREDSTARTDATE](#CREDSTARTDATE) | 8 |
| Credential Title | [CREDTITLE](#CREDTITLE) | 150 |
| Credit Type (Credit Hours or Clock Hours) | [CREDTYPE](#CREDTYPE) | 1 |
| Credit Hours Equivalent for Prior Learning | [CRPRIORLEARN](#CRPRIORLEARN) | 4 |
| Degree Level Conferred | [DEGREEC](#DEGREEC) | 2 |
| Degree Level Sought | [DEGREEST](#DEGREEST) | 2 |
| Campus or Site ID | [DHE\_SITE\_ID](#DHE_SITE_ID) | 10 |
| Date of Birth | [DOBIRTH](#DOBIRTH) | 8 |
| Student's First Name | [FIRSTNAME](#FIRSTNAME) | 30 |
| Full-Time, Part-Time or NonCredit Enrollment Status | [FULLPART](#FULLPART) | 1 |
| Gender | [GENDER](#GENDER) | 1 |
| Geographic Origin (Domicile) | [GEODOMI](#GEODOMI) | 5 |
| Highest Degree Held | [HIDEGREE](#HIDEGREE) | 2 |
| Student's Street Address at Enrollment | [IND\_ADDRESS](#IND_ADDRESS) | 45 |
| Student's City of Residence at Enrollment | [IND\_CITY](#IND_CITY) | 20 |
| Student's State at Enrollment | [IND\_STATE](#IND_STATE) | 2 |
| Student's ZIP Code at Enrollment | [IND\_ZIPCODE](#IND_ZIPCODE) | 5 |
| IPEDS ID | [IPEDS\_ID](#IPEDS_ID) | 6 |
| Student's Last Name | [LASTNAME](#LASTNAME) | 30 |
| Middle Initial | [MIDDLE](#MIDDLE) | 1 |
| MTS Institution Site ID assigned by ETPS | [MTS\_ID](#MTS_ID) | 10 |
| Number of Awards for NonCredit Prior Learning | [NCRPRIORLEARN](#NCRPRIORLEARN) | 4 |
| Online Program | [ONLINE](#ONLINE) | 1 |
| PELL Grant Recipient | [PELL](#PELL) | 1 |
| Program Exit Date  | [PROGEXITDATE](#PROGEXITDATE) | 8 |
| Program Exit Status  | [PROGEXITSTAT](#PROGEXITSTAT) | 1 |
| First Major CIP Code | [PROGONE](#PROGONE) | 6 |
| Program Start Date | [PROGSTARTDATE](#PROGSTARTDATE) | 8 |
| Program Title | [PROGTITLE](#PROGTITLE) | 150 |
| Program Type (Credit or NonCredit) | [PROGTYPE](#PROGTYPE) | 1 |
| Hispanic/Latino Race/Ethnicity | [RACEA](#RACEA) | 1 |
| Non-Resident Alien | [RACEB](#RACEB) | 1 |
| American Indian / Alaska Native Race/Ethnicity | [RACEC](#RACEC) | 1 |
| Asian | [RACED](#RACED) | 1 |
| Black/African American | [RACEE](#RACEE) | 1 |
| Native Hawaiian/Other Pacific Islander | [RACEF](#RACEF) | 1 |
| White/Caucasian | [RACEG](#RACEG) | 1 |
| Other / Unknown | [RACEH](#RACEH) | 1 |
| Month at Quarter end for Reporting | [REPTQTR](#REPTQTR) | 3 |
| Calendar Year | [REPTYEAR](#REPTYEAR) | 4 |
| SSN | [SOCSEC1](#SOCSEC1) | 9 |
| Enrollment Status | [STUSTAT](#STUSTAT) | 1 |
| TAACCCT Recipient | [TAACCCT](#TAACCCT) | 1 |
| Total Term Enrolled Degree Credit Hours | [TOTRMHRE](#TOTRMHRE) | 5 |
| IPEDS ID of Last Institution Attended by a Transfer Student  | [TRANSCHIPEDS](#TRANSCHIPEDS) | 6 |
| Program specific ID assigned by ETPS | [TRN\_PROV\_PROG\_APP\_ID](#TRN_PROV_PROG_APP_ID) | 10 |
| Unique ID assigned to each stackable or subprogram | [TRN\_PROV\_PROG\_APP\_ID\_SUB](#TRN_PROV_PROG_APP_ID_SUB) | 10 |
| Veteran Status | [VETERAN](#VETERAN) | 1 |

**Field Name:** **CAMPUSID**

 Descriptor Long: Student ID assigned by institution

 Field Length: 10

 Field Status: Current

 Definition: A Campus student identification number or ten characters of a student's last name

 Comments: This data element should be left-justified. If a campus assigns student identification numbers other than the social security number for student identification, record 10 characters of that number in this field. If, however, a campus uses the social security number as the student identifier, record up to 10 capital letters of the student's last name in this field.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

**Field Name:** **CREDENDDATE**

 Descriptor Long: Credential End Date

 Field Length: 8

 Field Status: Current

 Definition: Enter actual end date for subprogram/credential.

 Comments: OPTIONAL. YYYYMMDD format. Cannot be greater than date entered for PROGEXITDATE.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 YYYYMMDD

**Field Name:** **CREDSTARTDATE**

 Descriptor Long: Credential Start Date

 Field Length: 8

 Field Status: Current

 Definition: Enter actual start date for subprogram/credential.

 Comments: OPTIONAL. YYYYMMDD format. Cannot be later than last day of current quarter being reported and cannot be less than date entered for PROGSTARTDATE.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 YYYYMMDD

**Field Name:** **CREDTITLE**

 Descriptor Long: Credential Title

 Field Length: 150

 Field Status: Current

 Definition: The Credential Title is the title assigned by the institution

 Comments: OPTIONAL. Text format

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **CREDTYPE**

 Descriptor Long: Credit Type (Credit Hours or Clock Hours)

 Field Length: 1

 Field Status: Current

 Definition: Does the program consist of credit hours or clock hours?

 Comments:

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 Credit Hours

 2 Clock Hours

**Field Name:** **CRPRIORLEARN**

 Descriptor Long: Credit Hours Equivalent for Prior Learning

 Field Length: 4

 Field Status: Current

 Definition: Enter number of credit hours awarded for prior coursework or work experience

 Comments: OPTIONAL. Report in whole numbers (no decimals).

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **DEGREEC**

 Descriptor Long: Degree Level Conferred

 Field Length: 2

 Field Status: Current

 Definition: The degree conferred to a student or the status of the student’s progress toward that degree.

 Comments: The Degree Level Conferred must be one of the codes listed in the DEGREEC table (see values below). Use code ‘00’ if the student is still enrolled.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 00 Incomplete/In Progress

 11 Certificate/Award/Diploma four months or less

 20 Certificate/Award/Diploma at least one semester but less than one year

 21 Certificate/Award/Diploma of at least one year but less than two years

 22 2 year Certificate

 24 Certificate/Award/Diploma more than two but less than four years

 31 Associate of Arts

 32 Associate of Science

 33 Associate of Applied Science

 34 Associate of Arts in Teaching

 23 Associate Degree (Other)

 25 Bachelor’s Degree

 41 Postbaccalaureate Certificate

 42 Master’s Degree

 43 Education Specialist

 44 Post Master’s Certificate

 45 Doctoral Degree

 60 First Professional Degree

 75 Some College, but No Award

 87 High School Diploma or equivalent

 97 Less than High School

**Field Name:** **DEGREEST**

 Descriptor Long: Degree Level Sought

 Field Length: 2

 Field Status: Current

 Definition: The highest degree level a student is currently working toward and intending to complete.

 Comments: Students should be coded according to the highest degree level the student is currently working toward. Use code ‘98’ if student is Non-degree Seeking, or Degree Level Sought is Unknown to the institution.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name: DEGREE

 CodesetFormat: ## or CC

 CodesetComments: Used for DEGREEC, DEGREEST, and HIDEGREE. 70= Formal Award;

98=Unknown or Non-degree seeking, valid only for DEGREEST and HIDEGREE; 99=No college level degree held, valid only for HIDEGREE

 CodesetExample:

 **Value** **Description**

 70 OTHER FORMAL AWARD: Recognition in writing by an institution to the student for the completion of a program of courses that has been approved by the institution's governing board which cannot be classified by one of the following certificates, diplomas, or degrees.

 11 CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE SEMESTER: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers a time span of one semester or less.

 20 CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE YEAR: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span less than one academic year. Requires completion of an organized program of study at the postsecondary level in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.

 21 CERTIFICATE/AWARD/DIPLOMA OF AT LEAST 1 BUT LESS THAN 2 YEARS: An award for the successful completion of a course of study or program at the postsecondary level, requiring at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

 22 TWO-YEAR CERTIFICATE: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers 2 full-time equivalent academic years, or completion of 60 credit hours or 1,800 contact hours.

 24 CERTIFICATE/AWARD/DIPLOMA OF MORE THAN 2 BUT LESS THAN 4 YEARS: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span greater than two but less than four academic years. Requires completion of an organized program of study at the postsecondary level in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

 31 ASSOCIATE of ARTS: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least 2 but less than 4 academic years of college work.

 32 ASSOCIATE of SCIENCE: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least 2 but less than 4 years of college work.

 33 ASSOCIATE OF APPLIED SCIENCE: The degree granted upon completion of a program less than baccalaureate level, requiring at least 2 but less than 4 years of college work.

 34 ASSOCIATE OF ARTS IN TEACHING (NEW 2010): The degree granted upon completion of an educational program less than baccalaureate level, requiring at least two but less than four academic years of college work.

 23 ASSOCIATE DEGREE (other): The degree granted upon completion of an educational program less than baccalaureate level, requiring at least two but less than four academic years of college work. This degree consists of all associate degrees with exception of the AA, AS, AAS and AAT degrees.

 25 BACHELOR'S DEGREE: Any earned academic degree carrying the title of bachelor. An award that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a cooperative or work-study plan or program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows the student to combine actual work experience with college studies. Also includes bachelor's degrees in which the normal 4 years of work is completed.

 41 POSTBACCALAUREATE CERTIFICATE: An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master’s degree.

 42 MASTER'S DEGREE: An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but no more than 2 academic years of work beyond the bachelor's degree. Any earned academic degree carrying the title of master. In liberal arts and sciences, the degree is customarily granted upon successful completion of one or two academic years of work beyond the bachelor's level. In professional fields, it is an advanced professional degree carrying the master's designation earned after the first professional degree (e.g., LLM, Master in Surgery, MS, Master of Science, MSW, Master of Social Work).

 43 EDUCATION SPECIALIST: A certificate requiring completion of an organized program of not less than 30 semester hours beyond the master's degree and enables persons to become certified as school counselors, school principals, school superintendents, and other specialty areas related to employment in elementary or secondary education.

 44 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.

 45 DOCTORAL DEGREE: An earned academic degree carrying the title of doctor, e.g., PhD and EdD. Not to be included are first professional degrees such as MD or DDS. Equivalent to IPEDS "Doctor's Degree: Research/Scholarship".

 60 FIRST PROFESSIONAL DEGREE: A student enrolled in a graduate-level first professional degree program. 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 should be classified as a lower division student and not as a first professional student.

 98 Unknown or Non-degree Seeking. Institution is unaware of the highest degree sought by student or student is not pursuing a degree (valid only with DEGREEST and HIDEGREE).

**Field Name:** **DHE\_SITE\_ID**

 Descriptor Long: Campus or Site ID

 Field Length: 11

 Field Status: Current

 Definition: Site ID of classes and training in DHE program inventory

 Comments:

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **DOBIRTH**

 Field Position: Date of Birth

 Field Length: 8

 Field Status: Current

 Definition: An 8-digit indicator of the student's date of birth

 Comments: If the student's date of birth is not known, then code as '99999999'. If the date of birth is known, the field should be filled with the first four digits indicating the year of birth, followed by two digits for the numeric abbreviation of the month of birth, followed by the final two digits indicating the day of birth (YYYYMMDD). For example, a date of birth of October 11, 1986 should be coded '19861011'. If SSN is unknown, Date of Birth must be a valid date. Students with ages below 15 or over 100 will trigger an edit error.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name: DOBIRTH

 CodesetFormat: ########

 CodesetComments: Eight-digit value for date YYYYMMDD

 CodesetExample: October 11, 1986 = 19861011

 **Value**  **Description**

 99999999 Unknown, Institution does not have information to populate this field

**Field Name:** **FIRSTNAME**

 Descriptor Long: Student's First Name

 Field Length: 30

 Field Status: Current

 Definition: Student's first name

 Comments: May include punctuation (e.g. hyphen)

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

**Field Name:** **FULLPART**

 Descriptor Long: Full-Time, Part-Time or Noncredit Enrollment Status

 Field Length: 1

 Field Status: Current

 Definition: Code specifying Full-time, Part-time or Noncredit enrollment status.

 Comments: Use ‘7’ for Noncredit students.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 Full-time

 2 Part-time

 3 Unknown

 7 Noncredit

**Field Name:** **GENDER**

 Descriptor Long: Gender

 Field Length: 1

 Field Status: Current

 Definition: Gender of the student

 Comments:

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 M Male

 F Female

 U Unknown

**Field Name:** **GEODOMI**

 Descriptor Long: Geographic Origin (Domicile)

 Field Length: 5

 Field Status: Current

 Definition: The geographic origin of a student at the time of initial admission to the

 institution as a first-time student or first-time transfer student.

 Comments: This code should not change for undergraduate students; however, out-of-state undergraduate completers at Missouri institutions who re-enroll as graduate or first-professional students may be coded as Missouri students, provided all requirements of CBHE policy on student residency have been met. Institutions may exercise discretion in determining geographic origin at admission by defined criteria, e.g. residency for tuition purposes.

 Hyperlink Resources: <http://dhe.mo.gov/documents/DetailedGeoDomi.xlsx>

 Manual Year: 2018

 Codeset Name: GEODOMI

 CodesetFormat: #####

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 29001 to 29229 Valid Missouri county codes (use 29000 for Missouri unknown county)

 01000 to 56000 Valid US state codes

 60000 to 78000 US Territories

 00004 to 00894 Foreign Countries

 99999 Unknown Foreign Countries

 99999 Unknown, Institution does not have information to populate this field

**Field Name:** **HIDEGREE**

 Descriptor Long: Highest Degree Held

 Field Length: 2

 Field Status: Current

 Definition: The highest degree a student has been awarded by either the reporting

 institution or another institution.

 Comments: Use ‘98’ if unknown.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name: DEGREE

 CodesetFormat: ## or CC

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 70 OTHER FORMAL AWARD: Recognition in writing by an institution to the student for the completion of a program of courses that has been approved by the institution's governing board which cannot be classified by one of the following certificates, diplomas, or degrees.

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 24 CERTIFICATE/AWARD/DIPLOMA OF MORE THAN 2 BUT LESS THAN 4 YEARS: An award for the successful completion of a course of study or program offered by a postsecondary education institution that covers any time span greater than two but less than four academic years. Requires completion of an organized program of study at the postsecondary level in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

 31 ASSOCIATE of ARTS: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least 2 but less than 4 academic years of college work.

 32 ASSOCIATE of SCIENCE: The degree granted upon completion of an educational program less than baccalaureate level, requiring at least 2 but less than 4 years of college work.

 33 ASSOCIATE OF APPLIED SCIENCE: The degree granted upon completion of a program less than baccalaureate level, requiring at least 2 but less than 4 years of college work.

 34 ASSOCIATE OF ARTS IN TEACHING (NEW 2010): The degree granted upon completion of an educational program less than baccalaureate level, requiring at least two but less than four academic years of college work.

 23 ASSOCIATE DEGREE (other): The degree granted upon completion of an educational program less than baccalaureate level, requiring at least two but less than four academic years of college work. This degree consists of all associate degrees with exception of the AA, AS, AAS and AAT degrees.

 25 BACHELOR'S DEGREE: Any earned academic degree carrying the title of bachelor. An award that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a cooperative or work-study plan or program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows the student to combine actual work experience with college studies. Also includes bachelor's degrees in which the normal 4 years of work is completed

 41 POSTBACCALAUREATE CERTIFICATE: An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master’s degree.

 42 MASTER'S DEGREE: An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but no more than 2 academic years of work beyond the bachelor's degree. Any earned academic degree carrying the title of master. In liberal arts and sciences, the degree is customarily granted upon successful completion of one or two academic years of work beyond the bachelor's level. In professional fields, it is an advanced professional degree carrying the master's designation earned after the first professional degree (e.g., LLM, Master in Surgery, MS, Master of Science, MSW, Master of Social Work).

 43 EDUCATION SPECIALIST: A certificate requiring completion of an organized program of not less than 30 semester hours beyond the master's degree and enables persons to become certified as school counselors, school principals, school superintendents, and other specialty areas related to employment in elementary or secondary education.

 44 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.

 45 DOCTORAL DEGREE: An earned academic degree carrying the title of doctor, e.g., PhD and EdD. Not to be included are first professional degrees such as MD or DDS. Equivalent to IPEDS "Doctor's Degree: Research/Scholarship"

 60 FIRST PROFESSIONAL DEGREE: A student enrolled in a graduate-level first professional degree program. 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 should be classified as a lower division student and not as a first professional student.

 98 Unknown, N/A, Institutions is unaware of the highest degree held by student (valid only with DEGREEST and HIDEGREE).

 99 No College-level degree held (valid only with HIDEGREE).

**Field Name:** **IND\_ADDRESS**

 Descriptor Long: Student's Street Address at Enrollment

 Field Length: 45

 Field Status: Current

 Definition: Student’s Street Address at enrollment

 Comments: OPTIONAL. Example, 123 Main Street

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **IND\_CITY**

 Descriptor Long: Student's City of Residence at Enrollment

 Field Length: 20

 Field Status: Current

 Definition: Student City of residence at enrollment

 Comments: OPTIONAL. Example, Jefferson City

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **IND\_STATE**

 Descriptor Long: Student's State at Enrollment

 Field Length: 2

 Field Status: Current

 Definition: Enter 2-digit code representing the student's State at enrollment. Use valid State Abbreviation.

 Comments: Example, ‘MO’ for Missouri students, ‘IL’ for Illinois

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **IND\_ZIPCODE**

 Descriptor Long: Student's ZIP Code at Enrollment

 Field Length: 5

 Field Status: Current

 Definition: Enter 5-digit code representing the student's ZIP Code at enrollment. Use valid U.S. postal codes.

 Comments: Example, 65101. Enter ‘99999’ if unknown.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99999 Unknown zip code

**Field Name:** **IPEDS\_ID**

 Descriptor Long: IPEDS ID

 Field Length: 6

 Field Status: Current

 Definition: Identifier assigned by USDE to institution for reporting of IPEDS data

 Comments:

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **LASTNAME**

 Descriptor Long: Student's Last Name

 Field Length: 30

 Field Status: Current

 Definition: Student’s last name

 Comments: May include punctuation (e.g. hyphen)

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

**Field Name:** **MIDDLE**

 Descriptor Long: Middle Initial

 Field Length: 1

 Field Status: Current

 Definition: Student’s middle initial

 Comments: OPTIONAL. First letter of student’s middle name.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

**Field Name:** **MTS\_ID**

 Descriptor Long: MTS Institution Site ID assigned by ETPS

 Field Length: 10

 Field Status: Current

 Definition: MTS Institution Site ID or the unique number assigned in ETPS.

 Comments: Required field if program enrolled in ETPS.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **NCRPRIORLEARN**

 Descriptor Long: Number of Awards for Noncredit Prior Learning

 Field Length: 4

 Field Status: Current

 Definition: Enter number of awards for prior coursework or work experience

 Comments: OPTIONAL.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **ONLINE**

 Descriptor Long: Online Program

 Field Length: 1

 Field Status: Current

 Definition: Modality of program either online, in class, or combination (hybrid).

 Comments:

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 0 No, coursework not online

 1 Yes, coursework is online

 2 Hybrid, both in class and online

**Field Name:** **PELL**

 Descriptor Long: PELL Grant Recipient

 Field Length: 1

 Field Status: Current

 Definition: Student’s PELL Grant status

 Comments: Code as ‘7’ for Noncredit student

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 0 Unknown

 1 Not Eligible

 2 Eligible not Awarded

 3 Awarded

 7 Noncredit student.

**Field Name:** **PROGEXITDATE**

 Descriptor Long: Program Exit Date

 Field Length: 8

 Field Status: Current

 Definition: Date student exited/completed the program

 Comments: YYYYMMDD. Exit/completion date cannot be later than current quarter end date nor earlier than first day of current quarter being reported. Code as ‘00000000’ if student is still enrolled.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 YYYYMMDD

 00000000 Student still enrolled

**Field Name:** **PROGEXITSTAT**

 Descriptor Long: Program Exit Status

 Field Length: 1

 Field Status: Current

 Definition: Student’s exit status

 Comments: If PROGEXITDATE = ‘00000000’ then PROGEXITSTAT must be ‘6’. If PROGEXITDATE is provided, then PROGEXITSTAT must be in (1,2,3,4,5 or 7).

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 Completed, achieved recognized third-party credential (Example: student completes a welding course and achieves AWS certification)

 2 Completed, did not achieve recognized third-party credential (Example: student completes a welding course but does not receive AWS certification)

 3 Completed, recognized third-party credential unknown (Example: student completes welding course but school does not know if student completes the corresponding AWS certification)

 4 Completed, recognized third-party credential not applicable (Example: course does not have a corresponding certification)

 5 Withdrawn/Did not complete

 6 Still enrolled

 7 Failed Course

**Field Name:** **PROGONE**

 Descriptor Long: First Major CIP Code

 Field Length: 6

 Field Status: Current

 Definition: The six-digit CIP code assigned to the declared first major or program of

study in which the student is pursuing or has completed.

 Comments: Further information on 2010 Classification of Instructional Programs (CIP) codes may be found in the Hyperlink resources.

 Hyperlink Resources: <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

 Manual Year: 2018

 Codeset Name: CIPPROG

 CodesetFormat: ######

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Valid CIP Codes Valid CIP Codes

 900000 Undeclared Major

**Field Name:** **PROGSTARTDATE**

 Descriptor Long: Program Start Date

 Field Length: 8

 Field Status: Current

 Definition: Date student began program

 Comments: YYYYMMDD. Cannot be later than last day of current quarter being reported.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 YYYYMMDD

**Field Name:** **PROGTITLE**

 Descriptor Long: Program Title

 Field Length: 150

 Field Status: Current

 Definition: The title assigned to the program by the institution in a text format.

 Comments: Allows free text if desired.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **PROGTYPE**

 Descriptor Long: Program Type (Credit or Noncredit)

 Field Length: 1

 Field Status: Current

 Definition: Type of coursework student is enrolled in

 Comments: Credit or Noncredit

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 Credit

 2 Noncredit

**Field Name:** **RACEA**

 Descriptor Long: Hispanic/Latino Race/Ethnicity

 Field Length: 1

 Field Status: Current

 Definition: A Student identifies as Hispanic race/ethnicity.

 Comments: This field is required.

At least one of the RACEA-RACEH fields must be coded as a ‘Y’.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2018

 Codeset Name: RACEX

 CodesetFormat:

 CodesetComments: C

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

**Field Name:** **RACEB**

 Descriptor Long: Non-Resident Alien

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as a Non-resident Alien race/ethnicity

 Comments: This field is required.

At least one of the RACEA-RACEH fields must be coded as a ‘Y’.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2018

 Codeset Name: RACEX

 CodesetFormat:

 CodesetComments: C

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

**Field Name:** **RACEC**

 Descriptor Long: American Indian / Alaska Native Race/Ethnicity

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as American Indian or Alaska Native race/ethnicity

 Comments: This field is required.

At least one of the RACEA-RACEH fields must be coded as a ‘Y’.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2018

 Codeset Name: RACEX

 CodesetFormat:

 CodesetComments: C

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

**Field Name:** **RACED**

 Descriptor Long: Asian

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Asian race/ethnicity

 Comments: This field is required.

 At least one of the RACEA-RACEH fields must be coded as a ‘Y’.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2018

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

**Field Name:** **RACEE**

 Descriptor Long: Black/African American

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Black/African American race/ethnicity

 Comments: This field is required.

 At least one of the RACEA-RACEH fields must be coded as a ‘Y’.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2018

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

**Field Name:** **RACEF**

 Descriptor Long: Native Hawaiian/Other Pacific Islander

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Native Hawaiian/Other Pacific Islander race/ethnicity

 Comments: This field is required.

 At least one of the RACEA-RACEH fields must be coded as a ‘Y’.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2018

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

**Field Name:** **RACEG**

 Descriptor Long: White/Caucasian

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as White/Caucasian race/ethnicity

 Comments: This field is required.

 At least one of the RACEA-RACEH fields must be coded as a ‘Y’.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2018

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

**Field Name:** **RACEH**

 Descriptor Long: Other / Unknown

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Other race/ethnicity or is Unknown race/ethnicity

 Comments: This field is required.

 At least one of the RACEA-RACEH fields must be coded as a ‘Y’.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2018

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

**Field Name:** **REPTQTR**

 Descriptor Long: Month Quarterly Reporting is due

 Field Length: 3

 Field Status: Current

 Definition: Month that each quarterly report is due.

 Comments: APR, JUL, OCT, JAN values

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 APR First Quarter (students enrolled Jan 1 through March 30)

 JUL Second Quarter (students enrolled Apr 1 through June 30)

 OCT Third Quarter (students enrolled July 1 through Sept 30)

 JAN Fourth Quarter (students enrolled Oct 1 through Dec 31)

**Field Name:** **REPTYEAR**

 Descriptor Long: Calendar Year

 Field Length: 4

 Field Status: Current

 Definition: Calendar Year of reporting

 Comments: Example, 2015

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **SOCSEC1**

 Descriptor Long: SSN

 Field Length: 9

 Field Status: Current

 Definition: A student's social security number

 Comments: If the student has not provided the institution with a social security number, or does not have a social security number (e.g., a nonresident alien), field should be coded '999999999'.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 999999999 Unknown SSN

**Field Name:** **STUSTAT**

 Descriptor Long: Enrollment Status

 Field Length: 1

 Field Status: Current

 Definition: The enrollment status of a student with respect to the student level at census date in the term or semester reported.

 Comments: First-time students include those undergraduates who have never attended any college or those who enrolled for the first time in a graduate program. Students who entered college or enrolled in a graduate program for the first time in the prior summer term may be re-coded as first-time students in the fall term. Also included as first-time students are those who entered with advanced standing (college credits earned before graduation from high school.) Continuing students are continuing their studies at the reporting institution. Those who were classified as first-time students in the fall, for example, are to be classified as continuing students in the following spring semester. Students coded as transfers or readmitted in the previous semester would also be coded as continuing students for the subsequent registration period. Transfer students are those undergraduates or graduates who were enrolled in a different college or university during a prior semester or academic term and the term being reported is the first registration of the student at the reporting institution. The first time a student enrolls as a transfer student, the student's enrollment status should be coded '2' for transfer student. In subsequent semesters, the student's enrollment status should be coded '3' for continuing student. A readmitted student is a student who either dropped out or stopped out of the reporting institution for any reason and who completed an application to the institution for readmission. For Noncredit students enter ‘7’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name: STUSTAT

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 First-time student

 2 Transfer student (First semester at the institution only)

 3 Continuing student

 4 Readmitted student

 0 Unknown (Includes students currently in high school)

 7 Noncredit student

**Field Name:** **TAACCCT**

 Descriptor Long: TAACCCT Recipient

 Field Length: 1

 Field Status: Current

 Definition: Is this student a TAACCCT recipient

 Comments: OPTIONAL.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 0 No, student not a TAACCCT recipient

 1 Yes, student is a TAACCCT recipient

**Field Name:** **TOTRMHRE**

 Descriptor Long: Total Term Enrolled Degree Credit Hours

 Field Length: 5

 Field Status: Current

 Definition: This field should include the numerical value of the total hours (either credit or clock) creditable toward a formal award which the institution has recorded on its files for the student during the quarter being reported. Include two implied decimals (9999v9).

 Comments: This field cannot be left blank and its value should not be ‘0’. Example: 12.5 clock hours are reported as 125. 12 credit hours are reported as 120.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9999v9 Credit hour equivalent or clock hours

**Field Name:** **TRANSCHIPEDS**

 Descriptor Long: IPEDS ID of Last Institution Attended by a Transfer Student

 Field Length: 6

 Field Status: Current

 Definition: Federal IPEDS UnitID for the most recent institution from which the student transferred.

 Comments: OPTIONAL. Data element applies to all transfer students, including both new, continuing students and Noncredit students. Use ‘000000’ if not a transfer student and ‘999999’ if transfer student, but unknown transfer institution.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name: TRANSCHIPEDS

 CodesetFormat: ######

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 000000 Not Applicable

 000001 to 999997 Acceptable Values (see Crosswalk)

 999998 Institution from Foreign Country with no IPEDS code

 999999 Unknown IPEDS Code

**Field Name:** **TRN\_PROV\_PROG\_APP\_ID**

 Descriptor Long: Program specific ID assigned by ETPS

 Field Length: 10

 Field Status: Current

 Definition: Unique ID assigned by ETPS for the program when applying for program approval.

 Comments:

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **TRN\_PROV\_PROG\_APP\_ID\_SUB**

 Descriptor Long: Unique ID assigned to each stackable or subprogram

 Field Length: 10

 Field Status: Current

 Definition: OPTIONAL. Unique ID assigned through ETPS to each of the stackable subprograms (credential) in the Stackable Inventory

 Comments:

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **VETERAN**

 Descriptor Long: Veteran Status

 Field Length: 1

 Field Status: Current

 Definition: Student’s Veteran Status

 Comments: OPTIONAL.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 0 Non Veteran or Military

 1 Veteran

 2 Active Duty

 3 Military Spouse/other dependents

 9 Unknown.