EMSAS Manual

Enhanced Missouri Student Achievement Study (EMSAS)
August 2011

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

Missouri Department of Higher Education

205 Jefferson

Jefferson City, MO 65109-5717

www.dhe.mo.gov

(573)-751-2361

#

# Data Resources

* [EMSAS Webpage](http://dhe.mo.gov/dataemsas.html)
* [Summary of 2010 EMSAS Manual Changes](http://www.dhe.mo.gov/files/research/emsas/EMSAS%202010%20List%20of%20Revisions.docx)
* [Archived EMSAS Manuals, Layouts and Support Files](http://www.dhe.mo.gov/dataarchive.html#emsas)
* [ACT-SAT Concordance Table](http://www.dhe.mo.gov/files/research/emsas/ACT_SAT_Concordance.xls)
* [Classification of Instructional Programs (CIP 2010)](http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55)
* [EMSAS file record layouts](http://www.dhe.mo.gov/files/research/emsas/EMSAS_Layout_2010.xlsx)
* [FICE and IPEDS UnitID crosswalk](http://www.dhe.mo.gov/files/research/emsas/FICE_IPEDS.xls)
* [Geographic Origin (GEODOMI) Codes](http://www.dhe.mo.gov/files/research/emsas/GEODOMI.xls)
* [Missouri ACT High School Codes](http://www.actstudent.org/regist/lookuphs.html)

# Contact Information

For assistance or more information please contact:

Damon Ferlazzo Timothy Wittmann Eric Chambers

573.751.1793 573.522.2385 573.751.4799

Damon.Ferlazzo@dhe.mo.gov Timothy.Wittmann@dhe.mo.gov Eric.Chambers@dhe.mo.gov

Missouri Department of Higher Education (MDHE)

205 Jefferson

Jefferson City, MO 65109

 573.751.2361

[www.dhe.mo.gov](http://www.dhe.mo.gov)

# 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://www.dhe.mo.gov/hsgradreport.shtml) and the [Statistical Summary of Missouri Higher Education](http://www.dhe.mo.gov/research.shtml).

Over the past two decades, EMSAS has undergone many improvements in regard to 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 state and institutional levels. It is in this role that we expect the EMSAS will keep providing 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 Collection Included Terms*

Current **Fall Enrollment** Current Census Date Fall Enrollment (e.g. Fall 2011)

Previous Year **Completions** Summer, Fall, Spring / Winter (e.g. Summer 2010, Fall 2010, and Spring / Winter 2011)

Previous Year **Term Registration** Summer, Fall, Spring / Winter (e.g. Summer 2010, Fall 2010, and Spring / Winter 2011)

EMSAS files are to be submitted annually by all public institutions and campuses in Missouri. Specific reporting deadlines will be provided by MDHE staff in an annual “Class A” data request letter, to be provided to institutions by June 1 each year in accordance with 6 CSR 10-4.021. In general, however, completions and term registration files are to be provided by mid-September each year, and fall enrollment files are to be provided by mid-October. All files will be reported to the MDHE via SecureFTP, audited, and approved by MDHE staff upon receipt.

Data files may be submitted in one of two formats. Files should be submitted either in flat file or comma-separated values (\*.csv) format. Links are provided above to record layouts which should be used by institutions for either format.

Flat file layouts will include a description of each element to be included in the record, its length, and its range (the text columns it should occupy in each line). Some padding may be required in each record, and optional elements, if unreported, should be included as blank space at the prescribed range. Optional elements will be noted in the file layouts.

CSV layouts will include headers for each element in the order in which they should be provided in each student record. Lengths are maximum values for each element; elements need not be padded to their maximum length, although optional elements, if unreported, should be included as empty columns in the prescribed order. Optional elements will be noted in the file layouts.

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).

# Changes in the EMSAS Manual for 2011

### CAMPUSID

For all collection periods, institutions are instructed to use a unique identifier for this field. Institutions without a local ID for students should use Social Security Number. Institutions should no longer use a student’s last name in this field.

### CLEVEL

For all the fall and term collections, a new code of 21 should be used for students who are pursuing a second bachelor’s degree.

### GEODOMI & LOCDOMI

For the fall collection period, institutions are instructed to no longer use LOCDOMI as it has been replaced with GEODOMI. Institutions may find a list of GEODOMI codes in on the resources page.

### RACE & RACEA-RACEH

To comply with federal reporting requirements for all collection periods, institutions are instructed to no longer use RACE as it has been replaced with binary Y/N variables for RACEA – RACEH.

### PROGONE & PROGTWO

For the fall collection period, institutions are instructed to use 2010 CIP codes for these fields. CIP 2000 codes should only be used for the term and completion collection periods where an institution has not converted their 2000 codes to 2010 codes.

### TRANSCHIPEDS & TRANSSCH

Institutions should report institution of transfer in TRANSSCH or TRANSCHIPEDS. Institutions are encouraged but not required to discontinue the use of TRANSSCH in favor of TRANSCHIPEDS.

### HSCRANK & HSPRNK

If so desired, institutions may choose to leave HSPRNK blank and rely upon DHE to calculate HSPRNK using the following formula: HSPRNK= (HSCSIZE-HSCRANK+0.5), for students with a HSCRANK of 1 HSPRNK=100.

Flat File Record Layouts

## Completions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Descriptor Short | Field Name | Field Length | Range | Field Status | Field Location |
| File Type | FILETYPE | 2 | 1-2 | Current | ERC |
| FICE College Code | FICECODE | 6 | 3-8 | Current | ERC |
| Academic Term | ACTERM | 2 | 9-10 | Current | ERC |
| Calendar Year | CALYEAR | 4 | 11-14 | Current | ERC |
| SSN or Student ID | SOCSEC1 | 9 | 15-23 | Current | ERC |
| SSN or Student ID Status | SSTAT1 | 1 | 24 | Current | ERC |
| SSN or Student ID | SOCSEC2 | 9 | 25-33 | Current | ERC |
| SSN or Student ID Status | SSTAT2 | 1 | 34 | Current | ERC |
| Campus I.D. | CAMPUSID | 10 | 35-44 | Current | ERC |
| Gender | GENDER | 1 | 45 | Current | ERC |
| Race / Ethnicity | RACE | 2 | 46-47 | Current/Deprecated | ERC |
| Highest Degree Held | HIDEGREE | 2 | 48-49 | Current | ERC |
| Degree Level Conferred | DEGREEC | 2 | 50-51 | Current | C |
| First Major CIP Code | PROGONE | 6 | 52-57 | Current (optional 2010) | ERC |
| First Option Code | PGONEOP | 4 | 58-61 | Deprecated | ERC |
| Second Major CIP Code | PROGTWO | 6 | 62-67 | Current (optional 2010) | ERC |
| Second Option Code | PGTWOOP | 4 | 68-71 | Deprecated | ERC |
| Last Name | LASTNAME | 30 | 72-101 | Current | ERC |
| First Name | FIRSTNAM | 30 | 102-131 | Current | ERC |
| Middle Initial | MIDDLE | 1 | 132 | Current | ERC |
| Suffix | SUFFIX | 5 | 133-137 | Current | ERC |
| Date of Birth | DOBIRTH | 8 | 138-145 | Current | ERC |
| MOSIS ID | MOSIS | 10 | 146-155 | Current | ERC |
| Hispanic | RACEA | 1 | 156 | Current | ERC |
| NR Alien | RACEB | 1 | 157 | Current | ERC |
| AIAN | RACEC | 1 | 158 | Current | ERC |
| Asian | RACED | 1 | 159 | Current | ERC |
| Black | RACEE | 1 | 160 | Current | ERC |
| Pacific Islander | RACEF | 1 | 161 | Current | ERC |
| White | RACEG | 1 | 162 | Current | ERC |
| Other Race | RACEH | 1 | 163 | Current | ERC |
| Manual Year | MANUALYEAR | 4 | 164-167 | Current | ERC |

## Fall Enrollment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Descriptor Short | Field Name | Field Length | Range | Field Status | Field Location |
| File Type | FILETYPE | 2 | 1-2 | Current | ERC |
| FICE College Code | FICECODE | 6 | 3-8 | Current | ERC |
| Academic Term | ACTERM | 2 | 9-10 | Current | ERC |
| Calendar Year | CALYEAR | 4 | 11-14 | Current | ERC |
| SSN or Student ID | SOCSEC1 | 9 | 15-23 | Current | ERC |
| SSN or Student ID Status | SSTAT1 | 1 | 24 | Current | ERC |
| SSN or Student ID | SOCSEC2 | 9 | 25-33 | Current | ERC |
| SSN or Student ID Status | SSTAT2 | 1 | 34 | Current | ERC |
| Campus I.D. | CAMPUSID | 10 | 35-44 | Current | ERC |
| Gender | GENDER | 1 | 45 | Current | ERC |
| Race / Ethnicity | RACE | 2 | 46-47 | Current/Deprecated | ERC |
| Date of Birth | DOBIRTH | 8 | 48-55 | Current | ERC |
| Geographic Origin | LOCDOMI | 3 | 56-58 | Deprecated | ER |
| Class Level | CLEVEL | 2 | 59-60 | Current | ER |
| Enrollment Status | STUSTAT | 1 | 61 | Current | ER |
| Highest Degree Held | HIDEGREE | 2 | 62-63 | Current | ERC |
| Degree Level Sought | DEGREEST | 2 | 64-65 | Current | ER |
| First Major CIP Code | PROGONE | 6 | 66-71 | Current (optional 2010) | ERC |
| First Option Code | PGONEOP | 4 | 72-75 | Deprecated | ERC |
| Second Major CIP Code | PROGTWO | 6 | 76-81 | Current (optional 2010) | ERC |
| Second Option Code | PGTWOOP | 4 | 82-85 | Deprecated | ERC |
| Degree-Seeking Status | DSSTATUS | 1 | 86 | Current | ER |
| Total Term Hours | TOTRMHRE/R | 3 | 87-89 | Current | ER |
| Full-time / Part-time Override | FTPTOVR | 1 | 90 | Current | ER |
| FT/PT Override Reason | REASOVR | 1 | 91 | Deprecated | ER |
| Full-Time Equivalent Enrollment | FTEE/R | 3 | 92-94 | Current | ER |
| Audited Credit Hours | AUDTRME/R | 3 | 95-97 | Current | ER |
| Cumulative Credit | CUMCREDE/R | 4 | 98-101 | Current | ER |
| Transfer Institution | TRANSSCH | 6 | 102-107 | Current | ER |
| Initial Transfer Hours | CRTRAN1E/R | 4 | 108-111 | Current | ER |
| Cumulative Transfer Hours | CRTRAN2E/R | 4 | 112-115 | Current | ER |
| MHEC Participant | MHECPRO | 1 | 116 | Current | ER |
| Remedial Math | REMATHE/R | 3 | 117-119 | Current | ER |
| Remedial English | REENGLE/R | 3 | 120-122 | Current | ER |
| Remedial Reading | REREADE/R | 3 | 123-125 | Current | ER |
| Non-College Hours | NONCOLE/R | 3 | 126-128 | Current | ER |
| HS Student | HSSTUDNT | 1 | 129 | Current | ER |
| High School Code | HSCODE | 6 | 130-135 | Current | E |
| Year of High School Graduation | HSGRDYR | 6 | 136-141 | Current | E |
| High School Class Size | HSCSIZE | 4 | 142-145 | Current | E |
| High School Class Rank | HSCRANK | 4 | 146-149 | Current | E |
| HS Percentile Rank | HSPRNK | 4 | 150-153 | Current | E |
| High School Core | CORE | 1 | 154 | Deprecated | E |
| HS English Courses | HSENGCRS | 2 | 155-156 | Current | E |
| HS Math Course | HSMATCRS | 2 | 157-158 | Current | E |
| HS Social Studies Course | HSSSTCRS | 2 | 159-160 | Current | E |
| HS Science Course | HSSCICRS | 2 | 161-162 | Current | E |
| HS Visual/PA Courses | HSVPARCRS | 2 | 163-164 | Current | E |
| HS Electives | CORELEC | 2 | 165-166 | Current | E |
| ACT English | ACTENG | 2 | 167-168 | Current | E |
| ACT Math | ACTMAT | 2 | 169-170 | Current | E |
| ACT Reading | ACTRED | 2 | 171-172 | Current | E |
| ACT Science | ACTSCR | 2 | 173-174 | Current | E |
| ACT Composite | ACTCOM | 2 | 175-176 | Current | E |
| Equated ACT Composite Score | EACTCOM | 1 | 177 | Current | E |
| SAT Verbal | SATVER | 3 | 178-180 | Current | E |
| SAT Math | SATMAT | 3 | 181-183 | Current | E |
| ASSET Writing Skills | ASSETWS | 2 | 184-185 | Deprecated | E |
| ASSET Reading Skills | ASSETRS | 2 | 186-187 | Deprecated | E |
| ASSET Numerical Skills | ASSETNS | 2 | 188-189 | Deprecated | E |
| ASSET Study Skills | ASSETSS | 2 | 190-191 | Deprecated | E |
| ASSET Elementary Algebra | ASSETEA | 2 | 192-193 | Deprecated | E |
| ASSET Intermediate Algebra | ASSETIA | 2 | 194-195 | Deprecated | E |
| ASSET College Algebra | ASSETCA | 2 | 196-197 | Deprecated | E |
| ASSET Geometry | ASSETGM | 2 | 198-199 | Deprecated | E |
| Ability to Benefit Test | ABTEST | 2 | 200-201 | Deprecated | E |
| Ability to Benefit Test Score | ABSCORE | 3 | 202-204 | Deprecated | E |
| Athlete | ATHLETE | 1 | 205 | Deprecated | ER |
| Sport | SPORT | 2 | 206-207 | Deprecated | ER |
| Legal Residence | LEGRES | 1 | 208 | Current | E |
| Course Location | LOCCDF | 1 | 209 | Current | E |
| HS Foreign Language | FLELECT | 2 | 210-211 | Current | E |
| Last Name | LASTNAME | 30 | 212-241 | Current | ERC |
| First Name | FIRSTNAM | 30 | 242-271 | Current | ERC |
| Middle Initial | MIDDLE | 1 | 272 | Current | ERC |
| Suffix | SUFFIX | 5 | 273-277 | Current | ERC |
| MOSIS ID | MOSIS | 10 | 278-287 | Current | ERC |
| Hispanic | RACEA | 1 | 288 | Current | ERC |
| NR Alien | RACEB | 1 | 289 | Current | ERC |
| AIAN | RACEC | 1 | 290 | Current | ERC |
| Asian | RACED | 1 | 291 | Current | ERC |
| Black | RACEE | 1 | 292 | Current | ERC |
| Pacific Islander | RACEF | 1 | 293 | Current | ERC |
| White | RACEG | 1 | 294 | Current | ERC |
| Other Race | RACEH | 1 | 295 | Current | ERC |
| Other Remedial Hours | REOTHRE/R | 3 | 296-298 | Current  | ER |
| Prep Math | PREPMATHE/R | 3 | 299-301 | Current  | ER |
| Prep English | PREPENGLE/R | 3 | 302-304 | Current  | ER |
| Prep Reading | PREPREADE/R | 3 | 305-307 | Current | ER |
| Manual Year | MANUALYEAR | 4 | 308-311 | Current | ERC |
| Geographic Origin | GEODOMI | 5 | 312-316 | Current | ER |
| Transfer Institution (IPEDSID) | TRANSCHIPEDS | 6 | 317-322 | Current | ER |
| Distance Learning | DISTANCE | 3 | 323-325 | Current | ER |

##

## Term Registration

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Descriptor Short | Field Name | Field Length | Range | Field Status | Field Location |
| File Type | FILETYPE | 2 | 1-2 | Current | ERC |
| FICE College Code | FICECODE | 6 | 3-8 | Current | ERC |
| Academic Term | ACTERM | 2 | 9-10 | Current | ERC |
| Calendar Year | CALYEAR | 4 | 11-14 | Current | ERC |
| SSN or Student ID | SOCSEC1 | 9 | 15-23 | Current | ERC |
| SSN or Student ID Status | SSTAT1 | 1 | 24 | Current | ERC |
| SSN or Student ID | SOCSEC2 | 9 | 25-33 | Current | ERC |
| SSN or Student ID Status | SSTAT2 | 1 | 34 | Current | ERC |
| Campus I.D. | CAMPUSID | 10 | 35-44 | Current | ERC |
| Gender | GENDER | 1 | 45 | Current | ERC |
| Race / Ethnicity | RACE | 2 | 46-47 | Current/Deprecated | ERC |
| Date of Birth | DOBIRTH | 8 | 48-55 | Current | ERC |
| Geographic Origin | LOCDOMI | 3 | 56-58 | Deprecated | ER |
| Class Level | CLEVEL | 2 | 59-60 | Current | ER |
| Enrollment Status | STUSTAT | 1 | 61 | Current | ER |
| Highest Degree Held | HIDEGREE | 2 | 62-63 | Current | ERC |
| Degree Level Sought | DEGREEST | 2 | 64-65 | Current | ER |
| First Major CIP Code | PROGONE | 6 | 66-71 | Current (optional 2010) | ERC |
| First Option Code | PGONEOP | 4 | 72-75 | Deprecated | ERC |
| Second Major CIP Code | PROGTWO | 6 | 76-81 | Current (optional 2010) | ERC |
| Second Option Code | PGTWOOP | 4 | 82-85 | Deprecated | ERC |
| Degree-Seeking Status | DSSTATUS | 1 | 86 | Current | ER |
| Total Term Hours | TOTRMHRE/R | 3 | 87-89 | Current | ER |
| Full-time / Part-time Override | FTPTOVR | 1 | 90 | Current | ER |
| FT/PT Override Reason | REASOVR | 1 | 91 | Deprecated | ER |
| Full-Time Equivalent Enrollment | FTEE/R | 3 | 92-94 | Current | ER |
| Audited Credit Hours | AUDTRME/R | 3 | 95-97 | Current | ER |
| Total Graded Credit Hours | GRDTRM | 3 | 98-100 | Current | R |
| Cumulative Credit | CUMCREDE/R | 4 | 101-104 | Current | ER |
| Transfer Institution | TRANSSCH | 6 | 105-110 | Current | ER |
| Initial Transfer Hours | CRTRAN1E/R | 4 | 111-114 | Current | ER |
| Cumulative Transfer Hours | CRTRAN2E/R | 4 | 115-118 | Current | ER |
| MHEC Participant | MHECPRO | 1 | 119 | Current | ER |
| Remedial Math | REMATHE/R | 3 | 120-122 | Current | ER |
| Remedial English | REENGLE/R | 3 | 123-125 | Current | ER |
| Remedial Reading | REREADE/R | 3 | 126-128 | Current | ER |
| Non-College Hours | NONCOLE/R | 3 | 129-131 | Current | ER |
| HS Student | HSSTUDNT | 1 | 132 | Current | ER |
| Total Term Quality Points | TOTRMQPT | 4 | 133-136 | Current | R |
| Term Grade Point Average | TRMGPA | 3 | 137-139 | Current | R |
| Cumulative GPA | CUMGPA | 3 | 140-142 | Current | R |
| Withdraw | WITHDRAW | 2 | 143-144 | Current | R |
| Athlete | ATHLETE | 1 | 145 | Deprecated | ER |
| Sport | SPORT | 2 | 146-147 | Deprecated | ER |
| Last Name | LASTNAME | 30 | 148-177 | Current | ERC |
| First Name | FIRSTNAM | 30 | 178-207 | Current | ERC |
| Middle Initial | MIDDLE | 1 | 208 | Current | ERC |
| Suffix | SUFFIX | 5 | 209-213 | Current | ERC |
| MOSIS ID | MOSIS | 10 | 214-223 | Current | ERC |
| Hispanic | RACEA | 1 | 224 | Current | ERC |
| NR Alien | RACEB | 1 | 225 | Current | ERC |
| AIAN | RACEC | 1 | 226 | Current | ERC |
| Asian | RACED | 1 | 227 | Current | ERC |
| Black | RACEE | 1 | 228 | Current | ERC |
| Pacific Islander | RACEF | 1 | 229 | Current | ERC |
| White | RACEG | 1 | 230 | Current | ERC |
| Other Race | RACEH | 1 | 231 | Current | ERC |
| Other Remedial Hours | REOTHRE/R | 3 | 232-234 | Current  | ER |
| Prep Math | PREPMATHE/R | 3 | 235-237 | Current | ER |
| Prep English | PREPENGLE/R | 3 | 238-240 | Current | ER |
| Prep Reading | PREPREADE/R | 3 | 241-243 | Current | ER |
| Manual Year | MANUALYEAR | 4 | 244-247 | Current | ERC |
| Geographic Origin | GEODOMI | 5 | 248-252 | Current | ER |
| Transfer Institution (IPEDSID) | TRANSCHIPEDS | 6 | 253-258 | Current | ER |
| Distance Learning | DISTANCE | 3 | 259-261 | Current | ER |

 **Field Name:** **ABSCORE**

 Descriptor Long: Ability to Benefit Test Score

 Field Position: E: 202-204

 Field Length: 3

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in fixed width file or CSV submissions to

 maintain file structure

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED999

 CodesetFormat: ###

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 999 Variable is deprecated please use "999"

 **Field Name:** **ABTEST**

 Descriptor Long: Ability to Benefit Test

 Field Position: E: 200-201

 Field Length: 2

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in fixed width file or CSV submissions to

 maintain file structure

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ACTCOM**

 Descriptor Long: American College Testing (ACT) Composite Score

 Field Position: E: 175-176

 Field Length: 2

 Field Status: Current

 Definition: Composite score an entering student received on the American College

 Testing (ACT) college entrance examination submitted for admissions

 consideration or attained by the student as a result of an on-campus

 administration of the ACT after the student has already enrolled.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the composite score value the student

 received on the ACT college admissions test. ACT/SAT Concordance

 information is available in the hyperlink resources field.

 Hyperlink Resources: <http://www.dhe.mo.gov/files/ACT_SAT_Concordance.xls>

 Manual Year: 2011

 Codeset Name: ACT

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 to 36 Acceptable Values (include leading 0s)

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

 **Field Name:** **ACTENG**

 Descriptor Long: American College Testing (ACT) English Subscale Score

 Field Position: E: 167-168

 Field Length: 2

 Field Status: Current

 Definition: Score an entering student received on the English Subscale portion of the

 American College Testing (ACT) college entrance examination submitted for

 admissions consideration or attained by the student as a result of an on-

 campus administration of the ACT after the student has already enrolled.

 All subscale scores should be reported from the same test administration

 as the ACT Composite score reported in the ACTCOM column.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the English subscale

 score the student received on the ACT college admissions test.

 ACT/SAT Concordance information is available in the hyperlink resources

 Hyperlink Resources: <http://www.dhe.mo.gov/files/ACT_SAT_Concordance.xls>

 Manual Year: 2011

 Codeset Name: ACT

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 to 36 Acceptable Values (include leading 0s)

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

 **Field Name:** **ACTERM**

 Descriptor Long: Academic Term

 Field Position: E: 9-10, R: 9-10; C: 9-10

 Field Length: 2

 Field Status: Current

 Definition: Academic term refers to the reporting period of students attendance,

 typically the semester

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: ACTERM

 CodesetFormat: ##

 CodesetComments: Code 20 is limited to the Fall Enrollment File, which contains a snap-shot of

 students enrolled at an institution as fall census date, typically the 20th

 day of classes. Summer is treated as a leading term.

 Codes 11, 21, 31, and 41 are used in the Term Registration File, which

 contains data on students enrolled as of the date grades are run at the

 institution in each term, as well as to the Completions File recording the

 students’ conferred awards in the summer, following fall, or spring

 CodesetExample:

 **Value** **Description**

 11 Summer (End-of-term)

 20 Fall (Census date)

 21 Fall (End-of-term)

 31 Winter (End-of-term, UM only, equivalent to Spring)

 41 Spring (End-of-term)

 **Field Name:** **ACTMAT**

 Descriptor Long: American College Testing (ACT) Mathematics Subscale Score

 Field Position: E: 169-170

 Field Length: 2

 Field Status: Current

 Definition: Score an entering student received on the Mathematics Subscale portion of

 the American College Testing (ACT) college entrance examination submitted

 for admissions consideration or attained by the student as a result of an

 on-campus administration of the ACT after the student has already

 enrolled. All subscale scores should be reported from the same test

 administration as the ACT Composite score reported in the ACTCOM column.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the Mathematics

 subscale score the student received on the ACT college admissions test.

 ACT/SAT Concordance information is available in the hyperlink resources

 Hyperlink Resources: <http://www.dhe.mo.gov/files/ACT_SAT_Concordance.xls>

 Manual Year: 2011

 Codeset Name: ACT

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 to 36 Acceptable Values (include leading 0s)

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

 **Field Name:** **ACTRED**

 Descriptor Long: American College Testing (ACT) Reading Subscale Score

 Field Position: E: 171-172

 Field Length: 2

 Field Status: Current

 Definition: Score an entering student received on the Mathematics Subscale portion of

 the American College Testing (ACT) college entrance examination submitted

 for admissions consideration or attained by the student as a result of an

 on-campus administration of the ACT after the student has already

 enrolled. All subscale scores should be reported from the same test

 administration as the ACT Composite score reported in the ACTCOM column.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the Mathematics

 subscale score the student received on the ACT college admissions test.

 ACT/SAT Concordance information is available in the hyperlink resources

 Hyperlink Resources: <http://www.dhe.mo.gov/files/ACT_SAT_Concordance.xls>

 Manual Year: 2011

 Codeset Name: ACT

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 to 36 Acceptable Values (include leading 0s)

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

 **Field Name:** **ACTSCR**

 Descriptor Long: American College Testing (ACT) Science Subscale Score

 Field Position: E: 173-174

 Field Length: 2

 Field Status: Current

 Definition: Score an entering student received on the Mathematics Subscale portion of

 the American College Testing (ACT) college entrance examination submitted

 for admissions consideration or attained by the student as a result of an

 on-campus administration of the ACT after the student has already

 enrolled. All subscale scores should be reported from the same test

 administration as the ACT Composite score reported in the ACTCOM column.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the Mathematics

 subscale score the student received on the ACT college admissions test.

 ACT/SAT Concordance information is available in the hyperlink resources

 Hyperlink Resources: <http://www.dhe.mo.gov/files/ACT_SAT_Concordance.xls>

 Manual Year: 2011

 Codeset Name: ACT

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 to 36 Acceptable Values (include leading 0s)

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

 **Field Name:** **ASSETCA**

 Descriptor Long: ASSET College Algebra Score

 Field Position: E: 196-197

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET College

 Algebra placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET College Algebra test.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ASSETEA**

 Descriptor Long: ASSET Elementary Algebra Score

 Field Position: E: 192-193

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET

 Elementary Algebra placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Elementary Algebra test.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ASSETGM**

 Descriptor Long: ASSET Geometry Score

 Field Position: E: 198-199

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET

 Geometry placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Geometry test.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ASSETIA**

 Descriptor Long: ASSET Intermediate Algebra Score

 Field Position: E: 194-195

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET

 Intermediate Algebra placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Intermediate Algebra test.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ASSETNS**

 Descriptor Long: ASSET Numerical Skills Score

 Field Position: E: 188-189

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET

 Numerical Skills placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Numerical Skills test.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ASSETRS**

 Descriptor Long: ASSET Reading Skills Score

 Field Position: E: 186-187

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET

 Reading Skills placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Reading Skills test.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ASSETSS**

 Descriptor Long: ASSET Study Skills Score

 Field Position: E: 190-191

 Field Length: 2

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in fixed width file or CSV submissions to

 maintain file structure

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ASSETWS**

 Descriptor Long: ASSET Writing Skills Score

 Field Position: E: 184-185

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET Writing

 Skills placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Writing Skills test.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ATHLETE**

 Descriptor Long: Athlete Flag

 Field Position: E: 205

 Field Length: 1

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in fixed width file or CSV submissions to

 maintain file structure

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED9

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9 Variable is deprecated please use "9"

 **Field Name:** **AUDTRME/R**

 Descriptor Long: Total Audited Credit Hours

 Field Position: E: 95-97; R: 95-97

 Field Length: 3

 Field Status: Current

 Definition: The total number of audited hours reported in this field are those credit

 hours associated with courses a student is registered in but for which the

 student will not be receiving semester credits.

 Students included in the Fall Enrollment or Term Registration Files who are

 only recorded as enrolled / registered in audited credit hours (doctoral-

 level students excluded) will be considered as exclusive auditors.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **CALYEAR**

 Descriptor Long: Calendar Year

 Field Position: E: 11-14; R: 11-14; C: 11-14

 Field Length: 4

 Field Status: Current

 Definition: The Calendar year for the census (Fall Enrollment), end-of-term (Term

 Registration), or commencement data (Completions) being reported for the

 accompanying record.

 Comments: The year reported is the four digits of the calendar year for which the

 reported data apply. For example, a fall 1993 enrollment record is coded

 "1993', a degree conferred record for a degree conferred upon a student

 during the August 1993 graduation ceremony would also be coded "1993', a

 degree conferred during the spring 1994 graduation ceremony would be

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: YEAR

 CodesetFormat: ####

 CodesetComments: Four digit value for year (YYYY)

 CodesetExample:

 **Value** **Description**

 YYYY YYYY (e.g. 2010)

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

 Descriptor Long: Student Campus I.D.

 Field Position: E: 35-44; R: 35-44; C: 35-44

 Field Length: 10

 Field Status: Current - Updated 2011

 Definition: A Campus student identification number or Social Secuirty Number.

 Beginning in the fall 2011, completions 2010-2011 and term 2010-2011

 institutions should no longer use a student's lastname in this field.

 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: 2011

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **CLEVEL**

 Descriptor Long: Student Class Level

 Field Position: E: 59-60; R: 59-60

 Field Length: 2

 Field Status: Current - Updated 2011

 Definition: The level of a student's progress toward a degree or certificate in terms of a

 traditional class designation

 Comments: If the class level for a newly enrolled or transfer student is not known, then

 the appropriate Unclassified code is to be used. If the level of a newly

 enrolled, continuing, or transfer student is known, then the exact class level

 code is to be reported in this field.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CLEVEL

 CodesetFormat: ##

 CodesetComments: If class level for newly enrolled or transfer student is not known, then the

 appropriate "Unclassified" code is to be used.

 CodesetExample:

 **Value** **Description**

 11 Freshman (Undergraduate), typically less than 30 semester hours (900 contact

 13 Sophmore (Undergraduate), typically 30 - 59 credit hours

 14 Junior (Undergraduate), typically 60 - 89 credit hours

 15 Senior (Undergraduate), typically 90 or more credit hours

 18 Unclassified undergraduate whose class level is unknown

 17 First Professional Student (law, medicine, veterinary medicine, dentistry,

 optometry, etc.) Equivalent to IPEDS Doctoral- Professional practice

 20 Unclassified first professional student. Equivalent to IPEDS Doctoral- Professional

 practice

 19 Unclassified graduate for whom it is not known if the student is at the specialist,

 master's, or doctoral level

 16 Postbaccalaureate student not pursuing professional or graduate degrees

 21 Student pursuing second baccalaureate degree

 26 Specialist degree-level graduate student

 36 Master's degree-level graduate student

 46 Doctoral (PhD, EdD) degree-level graduate student; equivalent to IPEDS Doctoral

 Research/Scholarship

 **Field Name:** **CORE**

 Descriptor Long: Completed CBHE High School Curriculum Core

 Field Position: E: 154

 Field Length: 1

 Field Status: Deprecated

 Definition: Dichotomous flag to indicate if a student has completed the Coordinating

 Board for Higher Education-recommended high school core curriculum

 Comments: This field is required for all first-time undergraduates.

 For the high school graduating classes of 2008 and 2009, the CBHE

 Recommended High School Core Curriculum is available in the Hyperlink

 Resources field.

 For the high school graduating classes of 2010 and beyond, the CBHE

 Recommended High School Core Curriculum is available in the hyperlink

 resources field.

 Hyperlink Resources:

[http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;](http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;http://www.dhe.mo.gov/corecurriculum.shtml)

 Manual Year: 2011

 Codeset Name: DEPRECATED9

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9 Variable is deprecated please use "9"

 **Field Name:** **CORELEC**

 Descriptor Long: Number of High School Core Electives in Other Disciplines

 Field Position: E: 165-166

 Field Length: 2

 Field Status: Current

 Definition: Total number of courses, or units, of foreign language study, computer

 science with a prerequisite of algebra I, state or international history, or

 signing for the hearing impaired, that the student took which apply to the

 CBHE-recommended high school curriculum for admission to a Missouri

 public four-year college or university.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

 **Field Name:** **CRTRAN1E/R**

 Descriptor Long: Initial Credit Hours a Receiving Institution Accepts in Transfer For A First-

 Field Position: E: 108-111; R: 111-114

 Field Length: 4

 Field Status: Current

 Definition: Number of initial credit hours a first-time transfer or first-time student

 receives in transfer from institutions previously attended.

 Comments: This field is limited to the number of transfer credits the student was

 awarded the first time the student transfers to an institution. Once this

 field is completed, the value reported should not change.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CRTRAN

 CodesetFormat: ###v#

 CodesetComments: Four digit value of hours with implied decimal included (##v#). Include

 leading 0s

 CodesetExample: 30 credit hours=0300

 **Value** **Description**

 0000 No Transfer Credits Recorded/Accepted

 0005 to highest Acceptable Values for Credit Transfer

 **Field Name:** **CRTRAN2E/R**

 Descriptor Long: Total Transfer Credit Hours Accumulated

 Field Position: E: 112-115; R: 115-118

 Field Length: 4

 Field Status: Current

 Definition: Total number of transferred credit hours a student has received, at any

 time, from an institution other than the institution in which the student is

 currently enrolled.

 Comments: If a student is a new transfer in the fall and the institution accepts 36

 credits in transfer, both the CRTRAN1R and CRTRAN2R fields would contain

 the value '360'. Should the student attend another institution the following

 summer and receives 12 hours of credit that is transferred to the

 institution, the student record for CRTRAN1R would remain unchanged with

 a value of '360', however, the additional 12 hours would be added to

 CRTRAN2R reflecting that the student now has a total of 48 hours, '480',

 transfer credit hours.

 Report only those hours consistent with or applied to the level/degree

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CRTRAN

 CodesetFormat: ###v#

 CodesetComments: Four digit value of hours with implied decimal included (##v#). Include

 leading 0s

 CodesetExample: 30 credit hours=0300

 **Value** **Description**

 0000 No Transfer Credits Recorded/Accepted

 0005 to highest Acceptable Values for Credit Transfer

 **Field Name:** **CUMCREDE/R**

 Descriptor Long: Cumulative Credit Hours

 Field Position: E: 98-101; R: 101-104

 Field Length: 4

 Field Status: Current

 Definition: Cumulative credit hours a student has earned for all the courses taken

 during the student's collegiate career as recorded by the institution where

 student is currently enrolled. Field should include all credit transcripted by

 the institution, including transfer credit, dual credit, audited credit, and

 non-college level credit

 Comments: Report only those hours consistent with or applied to the level/degree

 reported in CLEVEL/DEGREEST

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR4

 CodesetFormat: ###v#

 CodesetComments: Four digit value of hours with implied decimal included (##v#). Include

 leading 0s

 CodesetExample: 30 credit hours=0300

 **Value** **Description**

 0000 to highest Accepted Values (include leading/trailing 0s)

 **Field Name:** **CUMGPA**

 Descriptor Long: Cumulative Grade Point Average (GPA)

 Field Position: R: 140-142

 Field Length: 3

 Field Status: Current

 Definition: Cumulative college grade point average a student has earned for all the

 courses taken during the student's collegiate career as transcripted by the

 institution where the student is currently enrolled.

 Comments: Report only those GPA points consistent with or applied to the level/degree

 reported in CLEVEL/DEGREEST

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: GPA

 CodesetFormat: #v##

 CodesetComments: Three digit value with implied decimal to hundereths place (#v##)

 CodesetExample: GPA of 3.0=300

 **Value** **Description**

 000 Grade point average actually zero (use 999 for Not Applicable or not available yet)

 001 to highest Acceptable Values (include trailing 0s)

 999 No GPA, not applicable (pass/fail/audit coursework only or not currently available

 (e.g. incomplete)

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

 Descriptor Long: Degree Level Conferred

 Field Position: C: 50-51

 Field Length: 2

 Field Status: Current

 Definition: The level of the degree conferred to a student upon the copletion of a

 degree or other formal award program of study.

 Comments: Records should report up to two majors per student, provided all awards

 are conferred at the same degree level, and at the conclusion of the same

 calendar year and term. Awards at more than one degree level, or in more

 than one term in the same reporting year, should be reported in separate

 records.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEGREE

 CodesetFormat: ## or CC

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

 98=Unknown, valid only for DEGREEST and HIDEGREE; 99=No college level

 degree held, valid only for HIDEGREE

 CodesetExample:

 **Value** **Description**

 70 CAN THIS BE CHANGED TO NUMERIC (70)? 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

 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

 the 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

 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

 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. Equivalent to IPEDS "Doctor's Degree-

 98 Unknown, Institutions is unaware of the highest degree sought by student (valid

 only with DEGREEST and HIDEGREE)

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

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

 Descriptor Long: Degree Level Sought

 Field Position: E: 64-65; R: 64-65

 Field Length: 2

 Field Status: Current

 Definition: The highest degree level a student is currently working toward, and is

 intending to complete.

 Comments: Students should be coded according to the highest degree level the student

 is currently working toward; e.g. student's enrolled in concurrent

 baccalaureate and master's programs should be coded at the master's level

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEGREE

 CodesetFormat: ## or CC

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

 98=Unknown, valid only for DEGREEST and HIDEGREE; 99=No college level

 degree held, valid only for HIDEGREE

 CodesetExample:

 **Value** **Description**

 70 CAN THIS BE CHANGED TO NUMERIC (70)? 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

 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

 the 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

 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

 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. Equivalent to IPEDS "Doctor's Degree-

 98 Unknown, Institutions is unaware of the highest degree sought by student (valid

 only with DEGREEST and HIDEGREE)

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

 **Field Name:** **DISTANCE**

 Descriptor Long: Distance Learning Credit Hours

 Field Position: E: 323-325; R: 258-260

 Field Length: 3

 Field Status: Current

 Definition: Number of credit hours enrolled in predominantly distance learning

 courses.

 Coursework should be classified as distance learning if the predominance of

 the instruction takes place through a non-face-to-face modality in which

 the instructor and students are separated by time, location, or both.

 Education or training courses are delivered to remote locations via

 synchronous or asynchronous means of instruction, including written

 correspondence, text, graphics, audio- and videotape, CD-ROM, online

 learning, audio- and videoconferencing, interactive TV, and FAX.

 Predominance should exceed 50% of the time a traditional course would

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

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

 Descriptor Long: Date of Birth

 Field Position: E: 48-55; R: 48-55; C: 138-145

 Field Length: 8

 Field Status: Current

 Definition: Student's date of birth

 Comments: If the student's date of birth is not known, then zero fill this field. 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'.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DOBIRTH

 CodesetFormat: ########

 CodesetComments: Eight-digit value for date YYYYMMDD

 CodesetExample: October 11, 1986 = 19861011

 **Value** **Description**

 19000101 to Acceptable Values (YYYYMMDD)

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

 **Field Name:** **DSSTATUS**

 Descriptor Long: Degree-Seeking Status

 Field Position: E: 86; R: 86

 Field Length: 1

 Field Status: Current

 Definition: Status of a student enrolled in courses for credit who is recognized by the

 institution as seeking, or not seeking, a formal award at the reporting

 institution. At the undergraduate level, this is intended to include those

 enrolled in vocational/occupational programs.

 Comments: This field identifies whether a student is seeking a certificate, diploma,

 degree, or other formal award at the reporting institution. Students seeking

 a degree or other formal award are those enrolled in courses for credit and

 who are recognized by the reporting institution as seeking a degree or other

 formal award.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DSSTATUS

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

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

 1 Degree-Seeking

 2 Non-Degree-Seeking

 **Field Name:** **EACTCOM**

 Descriptor Long: Equacted ACT Composite Score

 Field Position: E: 177

 Field Length: 1

 Field Status: Current

 Definition: Identifies students for whom the ACT Composite Score reorted in the

 ACTCOM field has been equated based on SAT Math (SATMAT) and SAT Verbal

 (SATVER) scores.

 Comments: ACT/SAT Concordance information is available in the hyperlink resources

 Hyperlink Resources: <http://www.dhe.mo.gov/files/ACT_SAT_Concordance.xls>

 Manual Year: 2011

 Codeset Name: EACTCOM

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 0 Not Applicable

 1 Any ACT scores reported for this student are based on ACT testing.

 2 ACT Composite Score (ACTCOM) equated based on SAT testing.

 **Field Name:** **FICECODE**

 Descriptor Long: FICE College Code

 Field Position: E: 3-8; R: 3-8; C: 3-8

 Field Length: 6

 Field Status: Current

 Definition: FICE code formerly used to identify American colleges and universities.

 Comments: List of all FICE codes, where available, for all Missouri institutions available

 in Hyperlinke Resources

 Hyperlink Resources: <http://www.dhe.mo.gov/files/FICE_IPEDS.xls>

 Manual Year: 2011

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **FILETYPE**

 Descriptor Long: File Type

 Field Position: E: 1-2; R: 1-2; C : 1-2;

 Field Length: 2

 Field Status: Current

 Definition: Indicates which record is being reported

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: FILETYPE

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 Fall Enrollment

 03 Term Registration

 05 Degree Completion

 **Field Name:** **FIRSTNAM**

 Descriptor Long: First Name

 Field Position: E: 242-271; R: 178-207; C: 102-131

 Field Length: 30

 Field Status: Current

 Definition: Student's first name

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

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **FLELECT**

 Descriptor Long: Number of Foreign Language Courses

 Field Position: E: 210-211

 Field Length: 2

 Field Status: Current

 Definition: The number of courses, or units, of foreign language study, that the student

 took which apply to the CBHE-recommended high school curriculum for

 admission to a Missouri public four-year college or university.

 Comments: This field is required for all first-time undergraduates. High school foreign

 language courses applicable to the CBHE recommended high school

 electives include course such as: (1) Chinese, (2) French, (3) German, (4)

 Greek, (5) Hebrew, (6) Italian, (7) Japanese, (8) Latin, (9) Russian, and (10)

 Spanish. Any language spoken by citizens of a non-English-speaking country

 applies to the foreign language elective.

 Record in this field the number of units of foreign language, defined as one

 full year of study, that are applicable to the CBHE-recommended high school

 core curriculum electives. For example, a student taking two (2) years of

 high school German would have a '20' recorded in this field. A student taking

 three and one-half years of Russian and one year of Spanish would have '45'

 (4.5 years) recorded in this field. Includes an implied decimal (9v9).

 The high school foreign language courses applicable to the Coordinating

 Board's recommended high school electives typically include such courses

 as: (1) Chinese, (2) French, (3) German, (4) Greek, (5) Hebrew, (6) Italian, (7)

 Japanese, (8) Latin, (9) Russian, and (10) Spanish. Any language spoken by

 citizens of a non-English-speaking country applies to the foreign language

 elective.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

 **Field Name:** **FTEE/R**

 Descriptor Long: Full-Time Equivalent Enrollment

 Field Position: E: 92-94; R: 92-94

 Field Length: 3

 Field Status: Current

 Definition: This field may be used to assign a full-time equivalent enrollment value to

 first-professional students (but not undergraduate or graduate students),

 for whom full-time enrollment status may vary by program.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: FTE

 CodesetFormat: #v##

 CodesetComments: Implied decimal between first and second digits. This field for first-

 professional students only

 Value 999 should be used for all non-first-professionals level students, and

 first-professional students with no adjustment required. Current MDHE

 methodology treats all First professional students as 1 FTE except law

 students which uses the following formula: (TOTRMHRE+AUDTRME)/15.

 CodesetExample: Full-time 1.0 = 100; Half-time .5 = 050

 **Value** **Description**

 000 to highest Acceptable values (First Professional Only)

 999 Not Applicable

 **Field Name:** **FTPTOVR**

 Descriptor Long: Full-time / Part-time Override

 Field Position: E: 90; R: 90

 Field Length: 1

 Field Status: Current

 Definition: This field may be used to over-ride the calculated full-time/ part-time

 enrollment status of first-professional and graduate level students (but not

 undergraduate students), for whom full-time enrollment status may vary by

 program

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: FTPTOVR

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 0 Not Applicable, FTPTOVR should not be used to determine student's full-/part-time

 enrollment status

 1 Student should be coded/reported as part-time

 2 Student should be coded/reported as full-time

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

 Descriptor Long: Gender

 Field Position: E: 45; R: 45; C: 45

 Field Length: 1

 Field Status: Current

 Definition: Gender of the student

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: Gender

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 F Female

 M Male

 U Unknown

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

 Descriptor Long: Geographic Origin (Domicile)

 Field Position: E: 312-316; R: 247-251

 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 (see Hyperlink Resources).

 Hyperlink Resources: [http://www.dhe.mo.gov/files/LOCDOMI.xls;](http://www.dhe.mo.gov/files/LOCDOMI.xls%3B%20%20%20http%3A//www.dhe.mo.gov/studentresidencyrequirements.shtml)

 Manual Year: 2011

 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 (or state and county) codes (use 29000 for Missouri unknown county)

 60000 to 78000 US Territories

 00004 to 00894 Foreign Countries

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

 **Field Name:** **GRDTRMR**

 Descriptor Long: Total Graded Credit Hours

 Field Position: R: 98-100

 Field Length: 3

 Field Status: Current

 Definition: Total number of graded credit hours a student has earned during the term

 being reported.

 Comments: Graded credit hours is defined as hours for which a student is expected to

 receive a letter grade, e.g. A, B, C, D, F. Excluded from the graded term credit

 hours are those credit hours associated with courses for which a student is

 expected to receive a grade of Pass/Fail or Satisfactory/Unsatisfactory

 completion or those credit hours associated with the courses the student is

 auditing. Thus, in most cases, the total term credit hours (TOTRMHRR) and

 graded credit hours (GRDTRMR) will be the same. However, in some

 instances, the total graded credit hours may be less given the fact that

 many students take courses Pass/Fail or for some other recognition of

 course completion other than a letter grade.

 Depending on how an institution treats remedial mathematics, remedial

 English, remedial reading, non-college-level and dual enrollment credits,

 these too might be included in this total graded credit hour field. Thus, this

 field should include the numerical value of the total graded credits the

 institution has recorded on its files for the student during the term being

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

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

 Descriptor Long: Highest Degree Held

 Field Position: E: 62-63; R: 62-63; C: 48-49

 Field Length: 2

 Field Status: Current

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

 institution or another institution.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEGREE

 CodesetFormat: ## or CC

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

 98=Unknown, valid only for DEGREEST and HIDEGREE; 99=No college level

 degree held, valid only for HIDEGREE

 CodesetExample:

 **Value** **Description**

 70 CAN THIS BE CHANGED TO NUMERIC (70)? 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

 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

 the 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

 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

 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. Equivalent to IPEDS "Doctor's Degree-

 98 Unknown, Institutions is unaware of the highest degree sought by student (valid

 only with DEGREEST and HIDEGREE)

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

 **Field Name:** **HSCODE**

 Descriptor Long: High School Code

 Field Position: E: 130-135

 Field Length: 6

 Field Status: Current

 Definition: A 6-digit number that identifies the high school that awards the high school

 diploma to a student.

 Comments: See the link in Hyperlink Resources for Missouri High School codes. This field

 is required for all first-time undergraduates. The American College Testing

 (ACT) codes are used for Missouri public and private high schools.

 Hyperlink Resources: <http://www.actstudent.org/regist/lookuphs.html>

 Manual Year: 2011

 Codeset Name: HSCODE

 CodesetFormat: ######

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Valid ACT Codes Valid ACT Codes

 999995 A student graduating from an unaccredited high school

 999996 A student who completed secondary education through home schooling

 999997 A student admitted on the basis of a passing Ability to Benefit Test

 999998 A student admitted on the basis of a passing General Equivalency Diploma (GED)

 examination score

 999999 Not a high school graduate, does not have a passing GED examination score, an ABT

 score, or not home schooled.

 999994 Unknown

 **Field Name:** **HSCRANK**

 Descriptor Long: High School Class Rank

 Field Position: E: 146-149

 Field Length: 4

 Field Status: Current

 Definition: The ranked position of the student among his or her high school graduating

 class. This field is required for all first-time undergraduates.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: HSSIZE

 CodesetFormat: ####

 CodesetComments:

 CodesetExample: Student Body Size or Rank 350 = 0350

 **Value** **Description**

 0000 Unknown, Institution does not have information to populate this field

 0001 to highest Acceptable Values (include leading 0s)

 **Field Name:** **HSCSIZE**

 Descriptor Long: High School Class Size

 Field Position: E: 142-245

 Field Length: 4

 Field Status: Current

 Definition: The number of students in the reported student's high school graduating

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: HSSIZE

 CodesetFormat: ####

 CodesetComments:

 CodesetExample: Student Body Size or Rank 350 = 0350

 **Value** **Description**

 0000 Unknown, Institution does not have information to populate this field

 0001 to highest Acceptable Values (include leading 0s)

 **Field Name:** **HSENGCRS**

 Descriptor Long: Number of High School English Courses

 Field Position: E: 155-156

 Field Length: 2

 Field Status: Current

 Definition: The total number of high school English courses or units the student took

 which apply to the CBHE-recommended high school curriculum for

 admission to a Missouri public four-year college or university. One unit

 equals a year-long course.

 Comments: This field is required for all first-time undergraduates.

 For the high school graduating classes of 2008 and 2009, the CBHE

 Recommended High School Core Curriculum is available in the Hyperlink

 Resources field.

 For the high school graduating classes of 2010 and beyond, the CBHE

 Recommended High School Core Curriculum is available in the hyperlink

 resources field.

 Hyperlink Resources:

[http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;](http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;http://www.dhe.mo.gov/corecurriculum.shtml)

 Manual Year: 2011

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

 **Field Name:** **HSGRDYR**

 Descriptor Long: Year of High School Graduation - yyyymmdd

 Field Position: E: 136-141

 Field Length: 6

 Field Status: Current

 Definition: “The calendar year and month in which the student completed (or is

 expected to complete for high school students) their secondary education,

 high school graduation, General Equivalency Diploma (GED) or Ability to

 Comments: This field is required for all first-time undergraduates.

 For the high school graduating classes of 2008 and 2009, the CBHE

 Recommended High School Core Curriculum is available in the Hyperlink

 Resources field.

 For the high school graduating classes of 2010 and beyond, the CBHE

 Recommended High School Core Curriculum is available in the hyperlink

 resources field.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: HSGRDYR

 CodesetFormat: ######

 CodesetComments: Six-digit value for year and month (YYYYMM)

 CodesetExample: Passed GED June 2007 = 200706

 **Value** **Description**

 000000 Unknown

 YYYYMM YYYYMM (e.g. 200706 = June 2007)

 **Field Name:** **HSMATCRS**

 Descriptor Long: Number of High School Math Courses

 Field Position: E: 157-158

 Field Length: 2

 Field Status: Current

 Definition: The total number of courses, or units, of high school mathematics that the

 student took which apply to the CBHE-recommended high school curriculum

 for admission to a Missouri public four-year college or university.

 Comments: This field is required for all first-time undergraduates.

 For the high school graduating classes of 2008 and 2009, the CBHE

 Recommended High School Core Curriculum is available in the Hyperlink

 Resources field.

 For the high school graduating classes of 2010 and beyond, the CBHE

 Recommended High School Core Curriculum is available in the hyperlink

 resources field.

 Hyperlink Resources:

[http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;](http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;http://www.dhe.mo.gov/corecurriculum.shtml)

 Manual Year: 2011

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

 **Field Name:** **HSPRNK**

 Descriptor Long: High School Percentile Rank

 Field Position: E: 150-153

 Field Length: 4

 Field Status: Current

 Definition: The percentile rank associated with a student's rank within the student's

 high school graduating class. (Class Size – Class Rank + .5)/Class Size, round

 Comments: Required for all first-time undergraduates and for transfer students with 23

 or fewer credit hours accepted in transfer by the institution to which a

 student has transferred.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: HSPRNK

 CodesetFormat: ###v#

 CodesetComments: Four digit value with implied decimal included (##v#). Include leading 0s

 CodesetExample: HS percentile rank 86.5 = 0865

 **Value** **Description**

 0000 to 1000 Acceptable Values (include leading 0s)

 9999 Unknown, Institution does not have information to populate this field

 **Field Name:** **HSSCICRS**

 Descriptor Long: Number of High School Science Courses

 Field Position: E: 161-162

 Field Length: 2

 Field Status: Current

 Definition: The total number of courses, or units, of high school science that the

 student took which apply to the CBHE-recommended high school curriculum

 for admission to a Missouri public four-year college or university.

 Comments: This field is required for all first-time undergraduates.

 For the high school graduating classes of 2008 and 2009, the CBHE

 Recommended High School Core Curriculum is available in the Hyperlink

 Resources field.

 For the high school graduating classes of 2010 and beyond, the CBHE

 Recommended High School Core Curriculum is available in the hyperlink

 resources field.

 Hyperlink Resources:

[http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;](http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;http://www.dhe.mo.gov/corecurriculum.shtml)

 Manual Year: 2011

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

 **Field Name:** **HSSSTCRS**

 Descriptor Long: Number of High School Social Studies Courses

 Field Position: E: 159-160

 Field Length: 2

 Field Status: Current

 Definition: The total number of courses, or units, of high school social studies that the

 student took which apply to the CBHE-recommended high school curriculum

 for admission to a Missouri public four-year college or university.

 Comments: This field is required for all first-time undergraduates.

 For the high school graduating classes of 2008 and 2009, the CBHE

 Recommended High School Core Curriculum is available in the Hyperlink

 Resources field.

 For the high school graduating classes of 2010 and beyond, the CBHE

 Recommended High School Core Curriculum is available in the hyperlink

 resources field.

 Hyperlink Resources:

[http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;](http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;http://www.dhe.mo.gov/corecurriculum.shtml)

 Manual Year: 2011

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

 **Field Name:** **HSSTUDNT**

 Descriptor Long: High School Student

 Field Position: E: 129; R: 132

 Field Length: 1

 Field Status: Current

 Definition: Identifies students who are still enrolled in high school and have not

 received, at the time of reporting, a high school diploma and are enrolled in

 college-level classes at the reporting institution.

 Comments: This field includes students enrolled in dual enrollment and dual credit

 courses either offered on-campus or in the high school as well as high

 school students enrolled in on-campus courses for other reasons.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: HSSTUDNT

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, the student being reported is enrolled in high school and has not received a

 high school diploma.

 N No, The student being reported is not enrolled in high school at the time of

 **Field Name:** **HSVPARCRS**

 Descriptor Long: Number of High School Visual/Performing Arts Courses

 Field Position: E: 163-164

 Field Length: 2

 Field Status: Current

 Definition: The total number of courses, or units, of high school visual and performing

 arts that the student took which apply to the CBHE-recommended high

 school curriculum for admission to a Missouri public four-year college or

 Comments: This field is required for all first-time undergraduates.

 For the high school graduating classes of 2008 and 2009, the CBHE

 Recommended High School Core Curriculum is available in the Hyperlink

 Resources field.

 For the high school graduating classes of 2010 and beyond, the CBHE

 Recommended High School Core Curriculum is available in the hyperlink

 resources field.

 Hyperlink Resources: [http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;](http://www.dhe.mo.gov/mdhe/boardbook2content.jsp?id=313;http://www.dhe.mo.gov/corecurriculum.shtml)

 Manual Year: 2011

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

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

 Descriptor Long: Student's Last Name

 Field Position: E: 212-241; R: 148-177; C: 72-101

 Field Length: 30

 Field Status: Current

 Definition: Student's last name

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

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **LEGRES**

 Descriptor Long: Legal Residence

 Field Position: E: 208

 Field Length: 1

 Field Status: Current

 Definition: Student's present legal residence as determined in accordance with the

 Residency Policy of the Coordinating Board and used as the basis for

 institutional fee assessment policies.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: LEGRES

 CodesetFormat: #

 CodesetComments: The coding scheme contains two categories for four-year institutions and

 three categories for two-year institutions. For four-year institutions, this

 data element should be coded as either in-state or out-of-state; for two-

 year institutions, three categories apply: (1) in-district, (2) in-state but out-

 of-district, and (3) out-of-state.

 CodesetExample:

 **Value** **Description**

 1 4Y: In-State; 2Y: In-District

 2 2Y: In-state, Out-of-District (2Y only)

 3 Out-of-state (4Y and 2Y)

 **Field Name:** **LOCCDF**

 Descriptor Long: Course Location

 Field Position: E: 209

 Field Length: 1

 Field Status: Current

 Definition: Classification of a student as on- or off-campus, or in- or out-of-district,

 based on the location where the majority of his/her credit hours are taken.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: LOCCDF

 CodesetFormat: #

 CodesetComments: 4 year institutions: students classified as taking courses primarily on- or off-

 campus

 2-year institutions: students classified as taking courses primarily in- or out-

 of-district

 Distance Learning: Reserved for students who take majority of credit hours

 through on-line courses. Students who enroll/register in exactly 50 percent

 of credit hours on-campus or in-district should be coded as ‘1’.

 CodesetExample:

 **Value** **Description**

 1 4Y: On-campus; 2Y: In-District

 3 4Y: Off-campus; 2Y: Out-of-District

 5 Distance learning (for students who take the majority of their credit hours through

 on-line courses)

 **Field Name:** **LOCDOMI**

 Descriptor Long: Geographic Origin (Domicile)

 Field Position: E: 56-58; R: 56-58

 Field Length: 3

 Field Status: Deprecated

 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:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED999

 CodesetFormat: ###

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 999 Variable is deprecated please use "999"

 **Field Name:** **MANUALYEAR**

 Descriptor Long: Year of the Relevant Manual used to complete EMSAS

 Field Position: E: 308-311; R: 243-246; C: 164-167

 Field Length: 4

 Field Status: Current

 Definition: The publication year of the manual definitions and file layout used to

 complete the EMSAS file

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: YEAR

 CodesetFormat: ####

 CodesetComments: Four digit value for year (YYYY)

 CodesetExample:

 **Value** **Description**

 YYYY YYYY (e.g. 2010)

 **Field Name:** **MHECPRO**

 Descriptor Long: Midwest Higher Education Commission (MHEC) Student Exchange Program

 Field Position: E: 116; R: 119

 Field Length: 1

 Field Status: Current

 Definition: Identifies students from other states who are attending a Missouri college

 or university through the Midwest Higher Education Commission Student

 Exchange Program.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: MHECPRO

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 Student is NOT a participant in MHEC Exchange program

 1 Student is NOT a participant in the Midwest Higher Education Exchange Program

 2 Student IS a participant in the Midwest Higher Education Exchange Program

 2 Student IS a participant in MHEC Exchange program

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

 0 Unknown (Includes students currently in high school)

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

 Descriptor Long: Middle Initial

 Field Position: E: 272; R: 208; C: 132

 Field Length: 1

 Field Status: Current

 Definition: Student's middle initial

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **MOSIS**

 Descriptor Long: MOSIS ID

 Field Position: E: 278-287; R: 214-223; C: 146-155

 Field Length: 10

 Field Status: Current

 Definition: Unique student identifier assigned to all students in Missouri public schools

 by the Missouri Department of Elementary and Secondary Education (DESE).

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **NONCOLE/R**

 Descriptor Long: Other Non-College-Level Credit Hours

 Field Position: E: 126-128; R: 129-131

 Field Length: 3

 Field Status: Current

 Definition: The number of credit hours enrolled for (Fall Enrollment file), or attempted

 (TERM Registration file) in non-college-level courses. These courses may or

 may not be transcripted (e.g. speed reading, certain vocational/technical,

 or recreational courses).

 Developmental (RE\* fields) and audited (AUDTRME/R) credit hours should

 not be reported here.

 Comments: Some developmental education credit hours other than math, English, and

 reading previously reported in NONCOLE/R may be reported in the new 2010

 REOTH\* field

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **PGONEOP**

 Descriptor Long: First Option Code

 Field Position: E: 72-75; R: 72-75; C: 58-61

 Field Length: 4

 Field Status: Deprecated

 Definition: The numerical code assigned to an option code within the student's

 declared first major program of study (PROGONE).

 Comments: Column(s) should be included in fixed width file or CSV submissions to

 maintain file structure.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED9999

 CodesetFormat: ####

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9999 Variable is deprecated please use "9999"

 **Field Name:** **PGTWOOP**

 Descriptor Long: Second Option Code

 Field Position: E: 82-85; R: 82-85; C: 68-71

 Field Length: 4

 Field Status: Deprecated

 Definition: The numerical code assigned to an option code within the student's

 declared first major program of study (PROGTWO).

 Comments: Column(s) should be included in fixed width file or CSV submissions to

 maintain file structure.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED9999

 CodesetFormat: ####

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9999 Variable is deprecated please use "9999"

 **Field Name:** **PREPENGLE/R**

 Descriptor Long: Non-developmental English credit hours not meeting General Education

 Field Position: E: 302-304; R: 238-240

 Field Length: 3

 Field Status: Current

 Definition: Report the total number of credit hours enrolled for (Fall Enrollment file), or

 attempted (Term Registration file) in English courses not considered

 developmental but which do not meet the general education requirements

 for the AA/BA/42-hour-transfer-block.

 Exclude coursework designed for:

 1. specific programs (e.g. math for health sciences, provided students are

 enrolled in relevant program)

 2. non-native English speakers (e.g. English as a Second Language, TOEFL

 preparation, etc.)

 Comments: If your institution does not include a course like “Intermediate Algebra,”

 which does not meet the general education requirements for an AA/BA, in

 its developmental sequence, these credits should be counted in the PREP\*

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **PREPMATHE/R**

 Descriptor Long: Non-developmental Math credit hours not meeting General Education

 Field Position: E: 299-301; R: 235-237

 Field Length: 3

 Field Status: Current

 Definition: Report the total number of credit hours enrolled for (Fall Enrollment file), or

 attempted (Term Registration file) in mathematics courses not considered

 developmental but which do not meet the general education requirements

 for the AA/BA/42-hour-transfer-block.

 Exclude coursework designed for:

 1. specific programs (e.g. math for health sciences, provided students are

 enrolled in relevant program)

 2. non-native English speakers (e.g. English as a Second Language, TOEFL

 preparation, etc.)

 Comments: If your institution does not include a course like “Intermediate Algebra,”

 which does not meet the general education requirements for an AA/BA, in

 its developmental sequence, these credits should be counted in the PREP\*

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **PREPREADE/R**

 Descriptor Long: Non-developmental Reading credit hours not meeting General Education

 Field Position: E: 305-307; R: 241-242

 Field Length: 3

 Field Status: Current

 Definition: Report the total number of credit hours enrolled for (Fall Enrollment file), or

 attempted (Term Registration file) in Reading courses not considered

 developmental but which do not meet the general education requirements

 for the AA/BA/42-hour-transfer-block.

 Exclude coursework designed for:

 1. specific programs (e.g. math for health sciences, provided students are

 enrolled in relevant program)

 2. non-native English speakers (e.g. English as a Second Language, TOEFL

 preparation, etc.)

 Comments: If your institution does not include a course like “Intermediate Algebra,”

 which does not meet the general education requirements for an AA/BA, in

 its developmental sequence, these credits should be counted in the PREP\*

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

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

 Descriptor Long: First Major CIP Code

 Field Position: E: 66-71; R: 66-71; C: 52-57

 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 (E, R), or has completed (C), a degree.

 For fall 2010 forward, institutions should use 2010 CIP Codes. For the term

 and completions collections 2000 CIPs may be used, 2010 CIP codes are

 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: 2011

 Codeset Name: CIPPROG

 CodesetFormat: ######

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Valid CIP Codes Valid CIP Codes

 900000 Undeclared Major

 **Field Name:** **PROGTWO**

 Descriptor Long: Second Major CIP Code

 Field Position: E: 76-81; R: 76-81; C: 62-67

 Field Length: 6

 Field Status: Current

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

 study in which the student is pursuing (E, R), or has completed (C), a degree.

 For fall 2010 forward, institutions should use 2010 CIP Codes. For the term

 and completions collections 2000 CIPs may be used, 2010 CIP codes are

 optional.

 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: 2011

 Codeset Name: CIPPROG

 CodesetFormat: ######

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Valid CIP Codes Valid CIP Codes

 900000 Undeclared Major

 **Field Name:** **RACE**

 Descriptor Long: Race / Ethnicity

 Field Position: E: 46-47; R: 46-47; C: 46-47

 Field Length: 2

 Field Status: Deprecated

 Definition: Race is depericated. Please use the binary race variables (RACEA-H).

 Institutions should code this field as 99. Column(s) should be included in

 fixed width file or CSV submissions to maintain file structure.

 Comments: This field is deprecated beginning with Fall 2010 data collection for Fall

 Enrollment (2010) and in Fall 2011 for Term Registration (2010-11) and

 Completions (2010-11) . A new imputed race variable will be created

 (RACEIMP) integrating the RACE and RACEA-RACEH (2010 on). Institutions

 were allowed to choose between Race and RACEA-RACEH in Fall 2008, 2009

 and for Term/Completions in Fall 2010 collection cycles. RACEA-RACEH

 required for all files beginning Fall 2011.

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

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <http://nces.ed.gov/ipeds/reic/resource.asp>

 Manual Year: 2011

 Codeset Name: RACE

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99

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

 Descriptor Long: Hispanic / Latino

 Field Position: E: 288; R: 224; C: 156

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Hispanic race/ethnicity

 Comments: This field is optional for Fall Enrollment in Fall 2008 and Fall 2009 and

 required beginning Fall 2010. It is optional for Term Registration and

 Completion files in Fall 2008, Fall 2009, and Fall 2010, and required

 beginning Fall 2010.

 A new imputed race variable will be created (RACEIMP) integrating the RACE

 and RACEA-RACEH (2010 on). Institutions were allowed to choose between

 Race and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall

 2010 collection cycles. RACEA-RACEH required for all files beginning Fall

 2011.

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

 Hyperlink Resources: <http://nces.ed.gov/ipeds/reic/resource.asp>

 Manual Year: 2011

 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:** **RACEB**

 Descriptor Long: Non-Resident Alien

 Field Position: E: 289; R: 225; C: 157

 Field Length: 1

 Field Status: Current

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

 Comments: This field is optional for Fall Enrollment in Fall 2008 and Fall 2009 and

 required beginning Fall 2010. It is optional for Term Registration and

 Completion files in Fall 2008, Fall 2009, and Fall 2010, and required

 beginning Fall 2010.

 A new imputed race variable will be created (RACEIMP) integrating the RACE

 and RACEA-RACEH (2010 on). Institutions were allowed to choose between

 Race and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall

 2010 collection cycles. RACEA-RACEH required for all files beginning Fall

 2011.

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

 Hyperlink Resources: <http://nces.ed.gov/ipeds/reic/resource.asp>

 Manual Year: 2011

 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:** **RACEC**

 Descriptor Long: American Indian / Alaska Native

 Field Position: E: 290; R: 226; C: 158

 Field Length: 1

 Field Status: Current

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

 Comments: This field is optional for Fall Enrollment in Fall 2008 and Fall 2009 and

 required beginning Fall 2010. It is optional for Term Registration and

 Completion files in Fall 2008, Fall 2009, and Fall 2010, and required

 beginning Fall 2010.

 A new imputed race variable will be created (RACEIMP) integrating the RACE

 and RACEA-RACEH (2010 on). Institutions were allowed to choose between

 Race and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall

 2010 collection cycles. RACEA-RACEH required for all files beginning Fall

 2011.

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

 Hyperlink Resources: <http://nces.ed.gov/ipeds/reic/resource.asp>

 Manual Year: 2011

 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:** **RACED**

 Descriptor Long: Asian

 Field Position: E: 291; R: 227; C: 159

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Asian race/ethnicity

 Comments: This field is optional for Fall Enrollment in Fall 2008 and Fall 2009 and

 required beginning Fall 2010. It is optional for Term Registration and

 Completion files in Fall 2008, Fall 2009, and Fall 2010, and required

 beginning Fall 2010.

 A new imputed race variable will be created (RACEIMP) integrating the RACE

 and RACEA-RACEH (2010 on). Institutions were allowed to choose between

 Race and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall

 2010 collection cycles. RACEA-RACEH required for all files beginning Fall

 2011.

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

 Hyperlink Resources: <http://nces.ed.gov/ipeds/reic/resource.asp>

 Manual Year: 2011

 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 Position: E: 295; R: 228; C: 160

 Field Length: 1

 Field Status: Current

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

 Comments: This field is optional for Fall Enrollment in Fall 2008 and Fall 2009 and

 required beginning Fall 2010. It is optional for Term Registration and

 Completion files in Fall 2008, Fall 2009, and Fall 2010, and required

 beginning Fall 2010.

 A new imputed race variable will be created (RACEIMP) integrating the RACE

 and RACEA-RACEH (2010 on). Institutions were allowed to choose between

 Race and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall

 2010 collection cycles. RACEA-RACEH required for all files beginning Fall

 2011.

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

 Hyperlink Resources: <http://nces.ed.gov/ipeds/reic/resource.asp>

 Manual Year: 2011

 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 Hawaian / Other Pacific Islander

 Field Position: E: 293; R: 229; C: 161

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Native Hawaiaan or other Pacific Islander

 Comments: This field is optional for Fall Enrollment in Fall 2008 and Fall 2009 and

 required beginning Fall 2010. It is optional for Term Registration and

 Completion files in Fall 2008, Fall 2009, and Fall 2010, and required

 beginning Fall 2010.

 A new imputed race variable will be created (RACEIMP) integrating the RACE

 and RACEA-RACEH (2010 on). Institutions were allowed to choose between

 Race and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall

 2010 collection cycles. RACEA-RACEH required for all files beginning Fall

 2011.

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

 Hyperlink Resources: <http://nces.ed.gov/ipeds/reic/resource.asp>

 Manual Year: 2011

 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 Position: E: 294; R: 230; C: 162

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as White or Caucasian race/ethnicity

 Comments: This field is optional for Fall Enrollment in Fall 2008 and Fall 2009 and

 required beginning Fall 2010. It is optional for Term Registration and

 Completion files in Fall 2008, Fall 2009, and Fall 2010, and required

 beginning Fall 2010.

 A new imputed race variable will be created (RACEIMP) integrating the RACE

 and RACEA-RACEH (2010 on). Institutions were allowed to choose between

 Race and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall

 2010 collection cycles. RACEA-RACEH required for all files beginning Fall

 2011.

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

 Hyperlink Resources: <http://nces.ed.gov/ipeds/reic/resource.asp>

 Manual Year: 2011

 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 Position: E: 295; R: 231; C: 163

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Other race/ethnicity

 Comments: This field is optional for Fall Enrollment in Fall 2008 and Fall 2009 and

 required beginning Fall 2010. It is optional for Term Registration and

 Completion files in Fall 2008, Fall 2009, and Fall 2010, and required

 beginning Fall 2010.

 A new imputed race variable will be created (RACEIMP) integrating the RACE

 and RACEA-RACEH (2010 on). Institutions were allowed to choose between

 Race and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions in Fall

 2010 collection cycles. RACEA-RACEH required for all files beginning Fall

 2011.

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

 Hyperlink Resources: <http://nces.ed.gov/ipeds/reic/resource.asp>

 Manual Year: 2011

 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:** **REASOVR**

 Descriptor Long: Reason for FT / PT Override

 Field Position: E: 91; R: 91

 Field Length: 1

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in fixed width file or CSV submissions to

 maintain file structure.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED9

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9 Variable is deprecated please use "9"

 **Field Name:** **REENGLE/R**

 Descriptor Long: Remedial English Credit Hours

 Field Position: E: 120-122; R: 123-125

 Field Length: 3

 Field Status: Current

 Definition: Number of remedial/developmental English credit hours a student is

 enrolled (E) or attempted (C) during the term being reported

 Comments: ESL coursework should not be included

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **REMATHE/R**

 Descriptor Long: Remedial Math Credit Hours

 Field Position: E: 117-119; R: 120-122

 Field Length: 3

 Field Status: Current

 Definition: Number of remedial/developmental Math credit hours a student is enrolled

 (E) or attempted © during the term being reported

 Comments: ESL coursework should not be included

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **REOTHRE/R**

 Descriptor Long: Remedial credit hours in disciplines other than math, English, or reading

 Field Position: E: 296-298; R: 232-234

 Field Length: 3

 Field Status: Current

 Definition: Report the total number of credits enrolled for (Fall Enrollment File), or

 attempted (Term Registration file) in developmental courses not included in

 REMATHE/R, REENGLE/R, or REREADE/R

 Comments: ESL coursework should not be included

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **REREADE/R**

 Descriptor Long: Remedial Reading Credit Hours

 Field Position: E: 123-125; R: 126-128

 Field Length: 3

 Field Status: Current

 Definition: Number of remedial/developmental Reading credit hours a student is

 enrolled (E) or attempted © during the term being reported

 Comments: ESL coursework should not be included

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **SATCR**

 Descriptor Long: SAT Critical Reading (Verbal) Score

 Field Position: E: 178-180

 Field Length: 3

 Field Status: Current

 Definition: The score an entering student received on the verbal portion of the

 Scholastic Aptitude Test (SAT) submitted for admissions consideration.

 Comments: SAT subscale scores should be reported from the same test administration.

 Further ACT/SAT concordance information available in the Hyperlink

 Resources.

 Hyperlink Resources: <http://www.dhe.mo.gov/files/ACT_SAT_Concordance.xls>

 Manual Year: 2011

 Codeset Name: SAT

 CodesetFormat: ###

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 000 to 800 Acceptable Values

 999 Unknown, or Not Applicable

 **Field Name:** **SATMAT**

 Descriptor Long: SAT Math Score

 Field Position: E: 181-183

 Field Length: 3

 Field Status: Current

 Definition: The score an entering student received on the mathematics portion of the

 Scholastic Aptitude Test (SAT) submitted for admissions consideration.

 Comments: SAT subscale scores should be reported from the same test administration.

 Further ACT/SAT concordance information available in the Hyperlink

 Resources.

 Hyperlink Resources: <http://www.dhe.mo.gov/files/ACT_SAT_Concordance.xls>

 Manual Year: 2011

 Codeset Name: SAT

 CodesetFormat: ###

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 000 to 800 Acceptable Values

 999 Unknown, or Not Applicable

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

 Descriptor Long: SSN or Student ID

 Field Position: E: 15-23; R: 15-23; C: 15-23

 Field Length: 9

 Field Status: Current

 Definition: A student's social security number or student ID most recently provided to

 the institution.

 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), record an institutionally assigned student identification number in

 this field as well as in the CAMPUSID field. The Primary SSN or Student ID

 Status (SSTAT1) field should be set to '2'.

 If an incorrect social security number is originally reported and later the

 institution receives the student's true social security number, the incorrect

 social security number, originally reported as SOCSEC1 should be moved to

 the Second Most Recent Social Security Number (SOCSEC2) field and the true

 or correct social security number should be reported in the Most Recent

 Social Security Number (SOCSEC1) field on all subsequent records.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **SOCSEC2**

 Descriptor Long: SSN or Student ID

 Field Position: E: 25-33; R: 25-33; C: 25-33

 Field Length: 9

 Field Status: Current

 Definition: A student's previously provided social security number or student ID.

 Comments: Complete this field if the student's social security number has been

 changed during the student's enrollment at the institution submitting the

 report (e.g., the original social security number reported in the SOCSEC1

 field was assigned by the institution or was incorrect).

 If the institution has only used one unique student identifier for the student

 in the files submitted to the CBHE, then this field should be zero filled.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **SPORT**

 Descriptor Long: Sport

 Field Position: E: 206-207; R: 146-147

 Field Length: 2

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in fixed width file or CSV submissions to

 maintain file structure.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **SSTAT1**

 Descriptor Long: SSN or Student ID Status

 Field Position: E: 24; R: 24; C: 24

 Field Length: 1

 Field Status: Current

 Definition: Indicates whether the Most Recent Social Security Number (SOCSEC1) is

 assigned by the institution or is an actual social security number.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: SSTAT

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 Value is NOT assigned by the institution and is believed by the institution to be the

 student's actual social security number.

 2 Value IS assigned by the institution.

 **Field Name:** **SSTAT2**

 Descriptor Long: SSN or Student ID Status

 Field Position: E: 34; R: 34; C: 34

 Field Length: 1

 Field Status: Current

 Definition: Indicates whether the Second Most Recent Social Security Number

 (SOCSEC2) was a number originally assigned by the institution or was a

 social security number originally reported in error or incorrectly.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: SSTAT

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 Value is NOT assigned by the institution and is believed by the institution to be the

 student's actual social security number.

 2 Value IS assigned by the institution.

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

 Descriptor Long: Enrollment Status

 Field Position: E: 61; R: 61

 Field Length: 1

 Field Status: Current

 Definition: The enrollment status of a student with respect to the student level for the

 period reported.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: STUSTAT

 CodesetFormat: #

 CodesetComments: 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

 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)

 **Field Name:** **SUFFIX**

 Descriptor Long: Suffix

 Field Position: E: 273-277; R: 209-213; C: 133-137

 Field Length: 5

 Field Status: Current

 Definition: Student's suffix if applicable

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

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **TOTRMHRE/R**

 Descriptor Long: Total Term Enrolled/Earned Degree Credit Hours

 Field Position: E: 87-89; R: 87-89

 Field Length: 3

 Field Status: Current

 Definition: The total number of hours for credit by the student as of the institution's

 reporting census date for the reported academic term or semester (Fall

 Enrollment file) or earned by the student by the end of the term being

 reported (Term Registration file).

 Comments: Essentially, all credit hours, including those counted in RE\*, PREP\* and

 NONCOL\*, should be reported in TOTRMHRE/R. The only exclusion is audited

 credit hours reported in AUDTRME/R

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **TOTRMQPT**

 Descriptor Long: Total Term Quality Points

 Field Position: R: 133-136

 Field Length: 4

 Field Status: Current

 Definition: The total number of quality, or honor, points (based on a letter grade of a

 being equal to 4) a student is awarded for the grades received from the

 courses completed and graded during the term reported.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: TOTRMQPT

 CodesetFormat: ####

 CodesetComments:

 CodesetExample: 28.5 quality points = 2850

 **Value** **Description**

 0000 to highest Acceptable Values

 9999 Unknown

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

 Descriptor Long: Last Institution Attended bya Transfer Student (IPEDS UNIT ID)

 Field Position: E: 317-322; R:252-257

 Field Length: 6

 Field Status: Current

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

 transferred. Eventually this field will replace the TRANSSCH (FICE ID) field

 Comments: A crosswalk between FICE and UNITID available in Hyperlink Resources.

 Data element applies to all transfer students, including both new and

 continuing students.

 Hyperlink Resources: <http://www.dhe.mo.gov/files/FICE_IPEDS.xls>

 Manual Year: 2011

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **TRANSSCH**

 Descriptor Long: Last Institution Attended by a Transfer Student

 Field Position: E: 102-107; R: 105-110

 Field Length: 6

 Field Status: Current

 Definition: Federal FICE code or IPEDS UnitID for the most recent institution from which

 the student transferred.

 Comments: FICE codes may be searched via the online FAFSA application (Hyperlink

 Resources); Data element applies to all transfer students, including both

 new and continuing students.

 Hyperlink Resources: **[Error! Hyperlink reference not valid.](http://FICE codes may be searched via the online FAFSA application (Hyperlink Resources);   Data element applies to all transfer students, including both new and continuing students.)**

 Manual Year: 2011

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **TRMGPA**

 Descriptor Long: Term Grade Point Average

 Field Position: R: 137-139

 Field Length: 3

 Field Status: Current

 Definition: The college grade point average a student receives for the courses taken or

 completed and graded during the term being reported.

 Comments:

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: GPA

 CodesetFormat: #v##

 CodesetComments: Three digit value with implied decimal to hundereths place (#v##)

 CodesetExample: GPA of 3.0=300

 **Value** **Description**

 000 Grade point average actually zero (use 999 for Not Applicable or not available yet)

 001 to highest Acceptable Values (include trailing 0s)

 999 No GPA, not applicable (pass/fail/audit coursework only or not currently available

 (e.g. incomplete)

 **Field Name:** **WITHDRAW**

 Descriptor Long: Withdrawal Code

 Field Position: R: 143-144

 Field Length: 2

 Field Status: Current

 Definition: Student had formally withdrawn from school by the end of the term being

 reported and was no longer attending any classes at the end of the term.

 Comments: Indicates that a student has gone through institution's formal withdrawal

 procedures and has discontinued attending classes during the term being

 reported.

 Hyperlink Resources:

 Manual Year: 2011

 Codeset Name: WITHDRAW

 CodesetFormat: CC

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 WD Withdrew from classes

 NA Not Applicable