EMSAS Manual

Enhanced Missouri Student Achievement Study (EMSAS)   
August 2013

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

Missouri Department of Higher Education

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# Data Resources

* [EMSAS Webpage](http://www.dhe.mo.gov/data/emsas/index.php)
* [ACT-SAT Concordance Table](http://www.act.org/aap/concordance/)
* [Classification of Instructional Programs (CIP 2010)](http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55)
* [FICE and IPEDS UnitID crosswalk](http://www.dhe.mo.gov/data/emsas/meta/FICE_IPEDS.xls)
* [Geographic Origin (GEODOMI) Codes](http://www.dhe.mo.gov/data/emsas/meta/DetailedGeoDomi.xlsx)
* [ACT High School Codes](http://www.actstudent.org/regist/lookuphs.html)

# Contact Information

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# Preface

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

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

Over the three 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 2013)

Previous Year **Completions** Summer, Fall, Spring / Winter (e.g. Summer 2012, Fall 2012, and Spring / Winter 2013)

Previous Year **Term Registration** Summer, Fall, Spring / Winter (e.g. Summer 2012, Fall 2012, and Spring / Winter 2013)

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 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 State Report Manager- <http://dhe.mo.gov/data/srm> , error checked, certified, and approved by MDHE staff upon receipt.

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

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

# Record Layouts / Templates

Fall Enrollment: <http://dhe.mo.gov/data/emsas/emsasfall2011headings.csv>

End-of-Term Registration: <http://dhe.mo.gov/data/emsas/termheaders.csv>

Completions: <http://dhe.mo.gov/data/emsas/emsascompletions2011headings.csv>

# File Specifications

Fall Enrollment: <http://dhe.mo.gov/data/emsas/meta/FileSpec_201209EMSASFallEnrollment.html>

End-of-Term Registration: <http://dhe.mo.gov/data/emsas/meta/FileSpec_201209EMSASTermRegistration.html>

Completions: <http://dhe.mo.gov/data/emsas/meta/FileSpec_201209EMSASDegreeCompletion.html>

# Business Rules

Fall Enrollment: <http://dhe.mo.gov/data/emsas/meta/FileSpecRules_201209EMSASFallEnrollment.html>

End-of-Term Registration: <http://dhe.mo.gov/data/emsas/meta/FileSpecRules_201209EMSASTermRegistration.html>

Completions: <http://dhe.mo.gov/data/emsas/meta/FileSpecRules_201209EMSASDegreeCompletion.html>

| **Descriptor Short** | **Field Name** | **Field Length** | **Location** |
| --- | --- | --- | --- |
| Ability to Benefit Test | [ABTEST](#ABTEST) | 2 | E |
| Ability to Benefit Test Score | [ABSCORE](#ABSCORE) | 3 | E |
| ACT Composite | [ACTCOM](#ACTCOM) | 2 | E |
| ACT English | [ACTENG](#ACTENG) | 2 | E |
| Academic Term | [ACTERM](#ACTERM) | 2 | ERC |
| ACT Math | [ACTMAT](#ACTMAT) | 2 | E |
| ACT Reading | [ACTRED](#ACTRED) | 2 | E |
| ACT Science | [ACTSCR](#ACTSCR) | 2 | E |
| ASSET College Algebra | [ASSETCA](#ASSETCA) | 2 | E |
| ASSET Elementary Algebra | [ASSETEA](#ASSETEA) | 2 | E |
| ASSET Geometry | [ASSETGM](#ASSETGM) | 2 | E |
| ASSET Intermediate Algebra | [ASSETIA](#ASSETIA) | 2 | E |
| ASSET Numerical Skills | [ASSETNS](#ASSETNS) | 2 | E |
| ASSET Reading Skills | [ASSETRS](#ASSETRS) | 2 | E |
| ASSET Study Skills | [ASSETSS](#ASSETSS) | 2 | E |
| ASSET Writing Skills | [ASSETWS](#ASSETWS) | 2 | E |
| Athlete | [ATHLETE](#ATHLETE) | 1 | ER |
| Audited Credit Hours | [AUDTRME/R](#AUDTRM) | 3 | ER |
| Calendar Year | [CALYEAR](#CALYEAR) | 4 | ERC |
| Campus I.D. | [CAMPUSID](#CAMPUSID) | 10 | ERC |
| Class Level | [CLEVEL](#CLEVEL) | 2 | ER |
| High School Core | [CORE](#CORE) | 1 | E |
| HS Electives | [CORELEC](#CORELEC) | 2 | E |
| Initial Transfer Hours | [CRTRAN1E/R](#CRTRAN1E) | 4 | ER |
| Cumulative Transfer Hours | [CRTRAN2E/R](#CRTRAN2E) | 4 | ER |
| Cumulative Credit | [CUMCREDE/R](#CUMCREDE) | 4 | ER |
| Cumulative GPA | [CUMGPA](#CUMGPA) | 3 | R |
| Degree Level Conferred | [DEGREEC](#DEGREEC) | 2 | C |
| Degree Level Sought | [DEGREEST](#DEGREEST) | 2 | ER |
| Distance Learning Hours | DISTANCE | 3 | ER |
| Date of Birth | [DOBIRTH](#DOBIRTH) | 8 | ERC |
| Degree-Seeking Status | [DSSTATUS](#DSSTATUS) | 1 | ERC |
| Equated ACT Composite Score | [EACTCOM](#EACTCOM) | 1 | E |
| FICE College Code | [FICECODE](#FICECODE) | 6 | ERC |
| File Type | [FILETYPE](#FILETYPE) | 2 | ERC |
| First Name | [FIRSTNAM](#FIRSTNAM) | 30 | ERC |
| High School Foreign Language | [FLELECT](#FLELECT) | 2 | E |
| Full-Time Equivalent Enrollment | [FTEE/R](#FTEE) | 3 | ER |
| Full-time / Part-time Override | [FTPTOVR](#FTPTOVR) | 1 | ER |
| Gender | [GENDER](#GENDER) | 1 | ERC |
| Geographic Origin | [GEODOMI](#GEODOMI) | 5 | ER |
| Total Graded Credit Hours | [GRDTRMR](#GRDTRMR) | 3 | R |
| Highest Degree Held | [HIDEGREE](#HIDEGREE) | 2 | ERC |
| High School Code | [HSCODE](#HSCODE) | 6 | ERC |
| High School Class Rank | [HSCRANK](#HSCRANK) | 4 | E |
| High School Class Size | [HSCSIZE](#HSCSIZE) | 4 | E |
| High School English Courses | [HSENGCRS](#HSENGCRS) | 2 | E |
| Year of High School Graduation | [HSGRDYR](#HSGRDYR) | 6 | E |
| HS Math Course | [HSMATCRS](#HSMATCRS) | 2 | E |
| High School Percentile Rank | [HSPRNK](#HSPRNK) | 4 | E |
| High School Science Courses | [HSSCICRS](#HSSCICRS) | 2 | E |
| High School Social Studies Courses | [HSSSTCRS](#HSSSTCRS) | 2 | E |
| High School Student Flag | [HSSTUDNT](#HSSTUDNT) | 1 | ER |
| High School Visual/PA Courses | [HSVPARCRS](#HSVPARCRS) | 2 | E |
| Last Name | [LASTNAME](#LASTNAME) | 30 | ERC |
| Legal Residence | [LEGRES](#LEGRES) | 1 | E |
| Course Location | [LOCCDF](#LOCCDF) | 1 | E |
| Geographic Origin | [LOCDOMI](#LOCDOMI) | 3 | ER |
| Manual Year | MANUALYEAR | 4 | ERC |
| MHEC Participant | [MHECPRO](#MHECPRO) | 1 | ER |
| Middle Initial | [MIDDLE](#MIDDLE) | 1 | ERC |
| MOSIS ID | [MOSIS](#MOSIS) | 10 | ERC |
| Non-College Hours | [NONCOLE](#NONCOLE)/R | 3 | ER |
| Prep Math | [PREPMATHE/R](#PREPMATHE) | 3 | ER |
| Prep English | [PREPENGLE/R](#PREPENGLE) | 3 | ER |
| Prep Reading | [PREPREADE/R](#PREPREADE) | 3 | ER |
| First Option Code | [PGONEOP](#PGONEOP) | 4 | ERC |
| Second Option Code | [PGTWOOP](#PROGTWO) | 4 | ERC |
| First Major CIP Code | [PROGONE](#PGONEOP) | 6 | ERC |
| Second Major CIP Code | [PROGTWO](#PROGTWO) | 6 | ERC |
| Race / Ethnicity | [RACE](#RACE) | 2 | ERC |
| Hispanic | [RACEA](#RACEA) | 1 | ERC |
| NR Alien | [RACEB](#RACEB) | 1 | ERC |
| AIAN | [RACEC](#RACEC) | 1 | ERC |
| Asian | [RACED](#RACED) | 1 | ERC |
| Black | [RACEE](#RACEE) | 1 | ERC |
| Pacific Islander | [RACEF](#RACEF) | 1 | ERC |
| White | [RACEG](#RACEG) | 1 | ERC |
| Other Race | [RACEH](#RACEH) | 1 | ERC |
| FT/PT Override Reason | [REASOVR](#REASOVR) | 1 | ER |
| Remedial English | [REENGLE/R](#REENGLE) | 3 | ER |
| Remedial Math | [REMATHE/R](#REMATHE) | 3 | ER |
| Other Remedial Hours | [REOTHRE/R](#REOTHRE) | 3 | ER |
| Remedial Reading | [REREADE](#REREADE)/R | 3 | ER |
| SAT Math | [SATMAT](#SATMAT) | 3 | E |
| SAT Critical Reading (Formerly Verbal) | [SATCR](#SATCR) | 3 | E |
| SSN or Student ID 1 | [SOCSEC1](#SOCSEC1) | 9 | ERC |
| SSN or Student ID 2 | [SOCSEC2](#SOCSEC2) | 9 | ERC |
| Sport | [SPORT](#SPORT) | 2 | ER |
| SSN or Student ID Status | [SSTAT1](#SSTAT1) | 1 | ERC |
| SSN or Student ID Status | [SSTAT2](#SSTAT2) | 1 | ERC |
| Enrollment Status | [STUSTAT](#STUSTAT) | 1 | ER |
| Suffix | [SUFFIX](#SUFFIX) | 5 | ERC |
| Total Term Hours | [TOTRMHRE/R](#TOTRMHRE) | 3 | ER |
| Total Term Quality Points | [TOTRMQPT](#TOTRMQPT) | 4 | R |
| Transfer Institution (IPEDSID) | [TRANSCHIPEDS](#TRANSCHIPEDS) | 6 | ER |
| Transfer Institution | [TRANSSCH](#TRANSSCH) | 6 | ER |
| Term Grade Point Average | [TRMGPA](#TRMGPA) | 3 | R |
| Withdraw | [WITHDRAW](#WITHDRAW) | 2 | R |

**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 flat file or CSV submissions to maintain file

structure

Hyperlink Resources:

Manual Year: 2012

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 flat file or CSV submissions to maintain file

structure

Hyperlink Resources:

Manual Year: 2012

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/research/emsas/ACT_SAT_Concordance.xls>

Manual Year: 2012

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/research/emsas/ACT_SAT_Concordance.xls>

Manual Year: 2012

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: 2012

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/research/emsas/ACT_SAT_Concordance.xls>

Manual Year: 2012

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/research/emsas/ACT_SAT_Concordance.xls>

Manual Year: 2012

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/research/emsas/ACT_SAT_Concordance.xls>

Manual Year: 2012

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: 2012

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: 2012

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: 2012

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: 2012

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: 2012

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: 2012

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 flat file or CSV submissions to maintain file

structure

Hyperlink Resources:

Manual Year: 2012

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: 2012

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; R: 145

Field Length: 1

Field Status: Deprecated

Definition:

Comments: Column(s) should be included in flat file or CSV submissions to maintain file

structure

Hyperlink Resources:

Manual Year: 2012

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: These hours should be excluded from TOTRMHR

Hyperlink Resources:

Manual Year: 2012

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: 2012

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. or Last Name

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

Field Length: 10

Field Status: Current

Definition: Campus student identification number or ten character of a student's last

name

Comments: This data element should be left-justified. If a campus assigns student

identification numbers other than the social security number for student

identification, record 10 characters of that number in this field. If, however,

a campus uses the social security number as the student identifier, record

up to 10 capital letters of the student's last name in this field.

Hyperlink Resources:

Manual Year: 2012

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

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

traditional class designation. For the Fall Enrollment file this should be the

student’s status at the beginning of term; for the Term Registration file it is

the status at end-of-term.

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: 2012

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 Sophomore (Undergraduate), typically 30 - 59 credit hours for 4Y and 30 or more for

2Y institutions

14 Junior (Undergraduate), typically 60 - 89 credit hours for 4Y institutions

15 Senior (Undergraduate), typically 90 or more credit hours for 4Y institutions

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

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

21 Student is pursuing subsequent bachelor's degree

**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 2010 and beyond, the CBHE

Recommended High School Core Curriculum is available in the hyperlink

resources field.

Hyperlink Resources: <http://www.dhe.mo.gov/policies/hs-core.php>

Manual Year: 2012

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: 2012

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: 2012

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: 2012

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 and dual credit, while excluding

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: 2012

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: 2012

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: 2012

Codeset Name: DEGREE

CodesetFormat: ## or CC

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

98=Unknown, N/A, valid only for DEGREEST and HIDEGREE; 99=No college

level degree held, valid only for HIDEGREE

CodesetExample:

**Value** **Description**

70 OTHER FORMAL AWARD: Recognition in writing by an institution to the student for

the completion of a program of courses that has been approved by the institution's

governing board which cannot be classified by one of the following certificates,

diplomas, or degrees.

11 CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE SEMESTER: An award for the successful

completion of a course of study or program offered by a postsecondary education

institution that covers a time span of one semester or less.

20 CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE YEAR: An award for the successful

completion of a course of study or program offered by a postsecondary education

institution that covers any time span less than one academic year. Requires

completion of an organized program of study at the postsecondary level in less than

1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a

student enrolled full-time.

21 CERTIFICATE/AWARD/DIPLOMA OF AT LEAST 1 BUT LESS THAN 2 YEARS: An award for the

successful completion of a course of study or program at the postsecondary level,

requiring at least 1 but less than 2 full-time equivalent academic years, or designed

for completion in at least 30 but less than 60 credit hours, or in at least 900 but

less than 1,800 contact hours.

22 TWO-YEAR CERTIFICATE: An award for the successful completion of a course of study

or program offered by a postsecondary education institution that covers 2 full-time

equivalent academic years, or completion of 60 credit hours or 1,800 contact hours.

24 CERTIFICATE/AWARD/DIPLOMA OF MORE THAN 2 BUT LESS THAN 4 YEARS: An award for

the successful completion of a course of study or program offered by a

postsecondary education institution that covers any time span greater than two

but less than four academic years. Requires completion of an organized program of

study at the postsecondary level in at least 2 but less than 4 full-time equivalent

academic years, or designed for completion in at least 60 but less than 120 credit

hours, or in at least 1,800 but less than 3,600 contact hours.

31 ASSOCIATE of ARTS: The degree granted upon completion of an educational program

less than baccalaureate level, requiring at least 2 but less than 4 academic years of

college work.

32 ASSOCIATE of SCIENCE: The degree granted upon completion of an educational

program less than baccalaureate level, requiring at least 2 but less than 4 years of

college work.

33 ASSOCIATE OF APPLIED SCIENCE: The degree granted upon completion of a program

less than baccalaureate level, requiring at least 2 but less than 4 years of college

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, N/A, 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. students enrolled in concurrent

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

Hyperlink Resources:

Manual Year: 2012

Codeset Name: DEGREE

CodesetFormat: ## or CC

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

98=Unknown, N/A, valid only for DEGREEST and HIDEGREE; 99=No college

level degree held, valid only for HIDEGREE

CodesetExample:

**Value** **Description**

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the completion of a program of courses that has been approved by the institution's

governing board which cannot be classified by one of the following certificates,

diplomas, or degrees.

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institution that covers a time span of one semester or less.

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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

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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.

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equivalent academic years, or completion of 60 credit hours or 1,800 contact hours.

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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.

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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

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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.

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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).

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of not less than 30 semester hours beyond the master's degree and enables

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superintendents, and other specialty areas related to employment in elementary

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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, N/A, 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: 259-261

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: 2012

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: 2012

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: 2012

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.act.org/aap/concordance/>

Manual Year: 2012

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/data/emsas/meta/FICE_IPEDS.xls>

Manual Year: 2012

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: 2012

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: 2012

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: 2012

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: 2012

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: 2012

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: 2012

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: 248-252

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/research/emsas/GEODOMI.xls;](http://www.dhe.mo.gov/files/research/emsas/GEODOMI.xls;%20%20%20http:/www.dhe.mo.gov/studentresidencyrequirements.html)

Manual Year: 2012

Codeset Name: GEODOMI

CodesetFormat: #####

CodesetComments:

CodesetExample:

**Value** **Description**

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

01000 to 56000 Valid US state codes (use 29000 for Missouri unknown county)

60000 to 78000 US Territories

00004 to 00894 Foreign Countries

99999 Unknown Foreign Countries

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

**Field Name:** **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: 2012

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: 2012

Codeset Name: DEGREE

CodesetFormat: ## or CC

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

98=Unknown, N/A, valid only for DEGREEST and HIDEGREE; 99=No college

level degree held, valid only for HIDEGREE

CodesetExample:

**Value** **Description**

70 OTHER FORMAL AWARD: Recognition in writing by an institution to the student for

the completion of a program of courses that has been approved by the institution's

governing board which cannot be classified by one of the following certificates,

diplomas, or degrees.

11 CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE SEMESTER: An award for the successful

completion of a course of study or program offered by a postsecondary education

institution that covers a time span of one semester or less.

20 CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE YEAR: An award for the successful

completion of a course of study or program offered by a postsecondary education

institution that covers any time span less than one academic year. Requires

completion of an organized program of study at the postsecondary level in less than

1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a

student enrolled full-time.

21 CERTIFICATE/AWARD/DIPLOMA OF AT LEAST 1 BUT LESS THAN 2 YEARS: An award for the

successful completion of a course of study or program at the postsecondary level,

requiring at least 1 but less than 2 full-time equivalent academic years, or designed

for completion in at least 30 but less than 60 credit hours, or in at least 900 but

less than 1,800 contact hours.

22 TWO-YEAR CERTIFICATE: An award for the successful completion of a course of study

or program offered by a postsecondary education institution that covers 2 full-time

equivalent academic years, or completion of 60 credit hours or 1,800 contact hours.

24 CERTIFICATE/AWARD/DIPLOMA OF MORE THAN 2 BUT LESS THAN 4 YEARS: An award for

the successful completion of a course of study or program offered by a

postsecondary education institution that covers any time span greater than two

but less than four academic years. Requires completion of an organized program of

study at the postsecondary level in at least 2 but less than 4 full-time equivalent

academic years, or designed for completion in at least 60 but less than 120 credit

hours, or in at least 1,800 but less than 3,600 contact hours.

31 ASSOCIATE of ARTS: The degree granted upon completion of an educational program

less than baccalaureate level, requiring at least 2 but less than 4 academic years of

college work.

32 ASSOCIATE of SCIENCE: The degree granted upon completion of an educational

program less than baccalaureate level, requiring at least 2 but less than 4 years of

college work.

33 ASSOCIATE OF APPLIED SCIENCE: The degree granted upon completion of a program

less than baccalaureate level, requiring at least 2 but less than 4 years of college

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, N/A, 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 assigned by ACT that identifies the high school that awards

the high school diploma to a student.

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

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

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

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

Manual Year: 2012

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: 2012

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: 2012

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/policies/hs-core.php>

Manual Year: 2012

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: 2012

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/policies/hs-core.php>

Manual Year: 2012

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: 2012

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/policies/hs-core.php>

Manual Year: 2012

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/policies/hs-core.php>

Manual Year: 2012

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: 2012

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/policies/hs-core.php>

Manual Year: 2012

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: 2012

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: 2012

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: 2012

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: 2012

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: 244-247; 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: 2012

Hyperlink Resources:

Manual Year: 2012

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: 2012

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: 2012

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: Optional

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

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

Comments: Institutions which collect this information for other purpose besides EMSAS

may report this field.

Hyperlink Resources:

Manual Year: 2012

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: 2012

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 flat file or CSV submissions to maintain file

structure.

Hyperlink Resources:

Manual Year: 2012

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 flat file or CSV submissions to maintain file

structure.

Hyperlink Resources:

Manual Year: 2012

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\*

field. These hours should be included in totrmhr.

Hyperlink Resources:

Manual Year: 2012

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\*

field. These hours should be included in totrmhr.

Hyperlink Resources:

Manual Year: 2012

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: 241-243

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\*

field. These hours should be included in totrmhr.

Hyperlink Resources:

Manual Year: 2012

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 (optional 2010)

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 ©, a degree

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: 2012

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 (optional 2010)

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 ©, a degree

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: 2012

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: The race/ethnicity of the student. Column(s) should be included in flat file

or CSV submissions to maintain file structure.

Comments: This field was 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: 2012

Codeset Name: RACE

CodesetFormat: ##

CodesetComments:

CodesetExample:

**Value** **Description**

10 Black / African American

20 American Indian / Alaska Native

30 White / Caucasian

40 Hispanic / Latino

50 Asian/Pacific Islander

60 Non-Resident Alien

70 Other Race

90 Unknown Race

99 When Deprecated

**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 required.

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: 2012

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 required.

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: 2012

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 required.

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.

This field is required.

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.

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: 2012

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 required.

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

Manual Year: 2012

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 required.

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: 2012

Codeset Name: RACEX

CodesetFormat: C

CodesetComments:

CodesetExample:

**Value** **Description**

Y Yes, student identifies with this race/ethnicity

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

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

Descriptor Long: Native Hawaiian / Other Pacific Islander

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

Field Length: 1

Field Status: Current

Definition: Student identifies as Native Hawaiian or other Pacific Islander

Comments: This field is required.

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

Manual Year: 2012

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 required.

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: 2012

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 required.

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: 2012

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 flat file or CSV submissions to maintain file

structure.

Hyperlink Resources:

Manual Year: 2012

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. These hours should be included in

totrmhr.

Hyperlink Resources:

Manual Year: 2012

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 (C) during the term being reported

Comments: ESL coursework should not be included. These hours should be included in

totrmhr.

Hyperlink Resources:

Manual Year: 2012

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. These hours should be included in

totrmhr.

Hyperlink Resources:

Manual Year: 2012

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. These hours should be included in

totrmhr.

Hyperlink Resources:

Manual Year: 2012

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.act.org/aap/concordance/>

Manual Year: 2012

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.act.org/aap/concordance/>

Manual Year: 2012

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: 2012

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: 2012

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 flat file or CSV submissions to maintain file

structure.

Hyperlink Resources:

Manual Year: 2012

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: 2012

Codeset Name: SSTAT1

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: 2012

Codeset Name: SSTAT2

CodesetFormat: #

CodesetComments:

CodesetExample:

**Value** **Description**

1 The Second Most Recent Social Security Number (SOCSEC2) is zero-filled. No other

SOCSEC1 previously supplied

2 The Second Most Recent Social Security Number (SOCSEC2) is a number previously

used as the Most Recent Social Security Number (SOCSEC1).

**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: 2012

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: 2012

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: 2012

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: 2012

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 by a Transfer Student (IPEDS UNIT ID)

Field Position: E: 317-322; R:253-258

Field Length: 6

Field Status: Optional

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/research/emsas/FICE\_IPEDS.xls](http://www.dhe.mo.gov/files/FICE_IPEDS.xls)

Manual Year: 2012

Codeset Name: TRANSCHIPEDS

CodesetFormat: ######

CodesetComments:

CodesetExample:

**Value** **Description**

000000 Not Applicable

000001 to 999997 Acceptable Values (see Crosswalk)

999998 Institution from Foreign Country with no IPEDS code

999999 Unknown IPEDS Code

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

Descriptor Long: Last Institution Attended by a Transfer Student

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

Field Length: 6

Field Status: Optional

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

the student transferred.

Comments: This field is deprecated.

Hyperlink Resources:

Manual Year: 2012

Codeset Name: TRANSSCH

CodesetFormat: ######

CodesetComments:

CodesetExample:

**Value** **Description**

000000 Not Applicable

000001 to 999997 Acceptable Values (see Crosswalk)

999998 Institution from Foreign Country with no FICE/IPEDS code

999999 Unknown FICE/IPEDS Code

**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: 2012

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: 2012

Codeset Name: WITHDRAW

CodesetFormat: CC

CodesetComments:

CodesetExample:

**Value** **Description**

WD Withdrew from classes

NA Not Applicable