

**Florida  
College System**

**Chapter 3**

**Student Data Base  
(SDB)  
2011-12**



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**Section 3.1 -  
Documents and Procedures**



## Student Data Base Data Submission Dates 2011-12 Reporting Year

### **I. SUMMER END-OF-TERM (1E) AND FALL BEGINNING-OF-TERM (2B) DATA**

August 22, 2011	Submission Period Start Date. Colleges begin submitting Summer End-of-Term and Fall Beginning-of-Term data.
September 12, 2011	Due Date – colleges must load data by this date.
September 13, 2011	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
*September 14, 2011	At 5:00 p.m. EST. Last day for colleges to submit corrections for generation of the FTE Estimates.
*September 15, 2011	For colleges whose Summer, Fall End-of-Term and Winter/Spring Beginning-of-Term data are loaded (no prior loads will be used), CCTCMIS will create the college's 2011-12 FTE Estimates. Estimates will be provided to the college for review and adjustments. .
*September 29, 2011	At 5:00 p.m. EST. All Colleges 2011-12 FTE Estimates adjustments and justifications will be due to CCTCMIS.
September 26, 2011	End of Submission Period. Summer End-of-Term and Fall Beginning-of-Term data must be loaded by this date. Database is closed out for the term.
September 27, 2011	Certification Forms are due to CCTCMIS no later than this date.  If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
September 28, 2011	If Certification Forms have not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

## Student Data Base Data Submission Dates 2011-12 Reporting Year

### II. FALL END-OF-TERM (2E) AND WINTER / SPRING BEGINNING-OF-TERM (3B) DATA

December 26, 2011	Optional Submission Period Start Date – CCTCMIS Discretion. Colleges may begin submitting Fall End-of-Term and Winter/Spring Beginning-of-Term data if CCTCMIS has provided notification to that effect.
January 2, 2012	Official Submission Period Start Date. Colleges may begin submitting Fall End-of-Term and Winter/Spring Beginning-of-Term data.
January 30, 2012	Due Date – colleges must load data by this date.
January 31, 2012	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
*February 1, 2012	At 5:00 p.m. EST. Last day for colleges to submit corrections for generation of the FTE Estimates.
*February 2, 2012	For colleges whose Summer, Fall End-of-Term and Winter/Spring Beginning-of-Term data are loaded (no prior loads will be used), CCTCMIS will create the college's 2011-12 FTE Estimates. Estimates will be provided to the college for review and adjustments.
*February 16, 2012	At 5:00 p.m. EST. All Colleges 2011-12 FTE Estimates adjustments and justifications will be due to CCTCMIS.
February 27, 2012	End of Submission Period. Fall End-of-Term and Winter/Spring Beginning-of-Term data must be loaded by this date. Database is closed out for the term.
February 28, 2012	Certification Forms are due to CCTCMIS no later than this date.  If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
February 29, 2012	If Certification Forms have not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

**\* Dates are approximate until the Enrollment Estimating Conference is scheduled.**

## Student Data Base Data Submission Dates 2011-12 Reporting Year

### III. WINTER / SPRING END-OF-TERM (3E) DATA

April 09, 2012	Optional Submission Period Start Date - CCTCMIS Discretion. Colleges may begin submitting Winter/Spring End-of-Term data if CCTCMIS has provided notification to that effect.
April 23, 2012	Official Submission Period Start Date. Colleges begin submitting Winter/Spring End-of-Term data.
May 14, 2012	Due Date - colleges must load data by this date.
May 15, 2012	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
June 11, 2012	End of Submission Period. Winter/Spring End-of-Term data must be loaded by this date. Database is closed out for the term.
June 12, 2012	Term Close. Certification Form is due to CCTCMIS no later than this date.  If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
June 13, 2012	If Certification Forms has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
June 14, 2012 through June 25, 2012	Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.
June 26, 2012	Annual Close. No resubmission of data or a supplemental file will be accepted.

## Student Data Base Data Submission Dates 2011-12 Reporting Year

### **IV. ANNUAL FINANCIAL AID AND INDUSTRY CERTIFICATION (4E) DATA**

October 1, 2012	Submission Period Start Date. Colleges begin submitting Annual Financial Aid Data.
October 15, 2012	Due Date - colleges must load data by this date.
October 16, 2012	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
October 29, 2012	End of Submission Period. Annual Financial Aid data must be loaded by this date. Database is closed out for the year.
October 30, 2012	Certification Form is due to CCTCMIS no later than this date.  If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
October 31, 2012	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
November 1, 2012 through November 12, 2012	Data Verification Period. If errors are found resubmission of data will be allowed only with a request signed by the College President.
November 13, 2012	Annual Close. No resubmission of data or a supplemental file will be accepted.



Florida College System  
Student Data Base  
Reporting Year

**Student Data Base (1E, 2B, 2E, 3B, 3E) Verification Reports List**

The following PDF reports are generated for every data submission and are available on a one day turnaround basis. They may be downloaded from Northwest Regional Data Center (NWRDC) from **Library name: CC##.STU.STTyyyy**.

Report Description	FNAM	Report Description	FNAM	FNAM
<b>*AA1A (AA1A)</b>	AA1AREPT	<b>SSH/CHE</b>	<b>BASE</b>	<b>FUNDED</b>
<b>*AA1B (AA1B)</b>		by ICS	FTCOLSB	FTCOLSF
Pre-program Admittance	AA1BPARA	by ICS by	FTCATSB	FTCATSF
Enrollment		Waiver/Exemption Category		
Awaiting to Limited Access	AA1BPARB	by ICS by Age Groups	FTAGESB	FTAGESF
Program				
<b>*AA1C (AA1C)</b>		by ICS by Residence	FTRESSB	FTRESSF
Special Category Enrollments	AA1CPARA	by ICS by Verified Disabled	FTVDSSB	FTVDSSF
Special Needs Enrollments	AA1CPARB	by ICS by IT/Nursing	FTCRSSB	FTCRSSF
Apprenticeship	AA1CPARC	by ICS by High School	FTHSGSB	FTHSGSF
		Graduation Year		
<b>*Completions (C2)</b>		by ICS by Florida Public	FTFHSSB	FTFHSSF
		High School Graduation		
Detail Report	C2REPT	Year		
		by ICS by Non-Florida	FTNFHSB	FTNFHSF
		Public High School		
		Graduation Year		
Summary Report	C2SUM	by ICS by Site	FTSITSB	FTSITSF
<b>Course Number Match</b>	CRSEMTCH	by ICS for Upper Division	FTUSLSB	FTUSLSF
		Students Taking Lower		
		Division Courses		
<b>*EA3(EA3)</b>	EA3REPT	<b>FTE</b>	<b>BASE</b>	<b>FUNDED</b>
<b>Entry Level Test Summary</b>	ALLTREPT	by ICS	FTCOLFB	FTCOLFF
<b>Exceptions</b>	EXCPLST	by ICS by	FTCATFB	FTCATFF
		Waiver/Exemption Category		
<b>Fall Enrollment (EF2)</b>		by ICS by Age Groups	FTAGEFB	FTAGEFF
Detail	EF2REPT	by ICS by Residence	FTRESFB	FTRESFF
Summary	EF2SUM	by ICS by Verified Disabled	FTVDSFB	FTVDSFF
<b>*Financial Aid Summary</b>	FAIDSUM1	by ICS by IT/Nursing	FTCRSFB	FTCRSFF
<b>Headcount</b>				
<b>Frequency Zero</b>	FRQZRO	by ICS by High School	FTHSGFB	FTHSGFF
		Graduation Year		
<b>*OA2</b>	OA2REPT	by ICS by Florida Public	FTFHSFB	FTFHSFF
		High School Graduation		
		Year		
<b>Occupationally Specific</b>		by ICS by Non-Florida	FTNFHFB	FTNFHFF
<b>Program Enrollments (EP)</b>		Public High School		
		Graduation Year		
Detail	EPREPT	by ICS by Site	FTSITFB	FTSITFF
Summary	EPSUM	by ICS for Upper Division	FTUSLFB	FTUSLFF
		Students Taking Lower		
		Division Courses		
<b>PSAV Readiness for College</b>	PSAVRDYR	by Program Area	FTECOLB	FTECOLF
<b>*Perkins</b>	PERKINS	by Waiver/Exemption	FTECATB	FTECATF
		Category		
<b>Readiness for College</b>	READYRPT	by Age Groups	FTEAGEB	FTEAGEF

Florida College System  
Student Data Base  
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<b>Residence (R2)</b>		by Residence	FTERESB	FTERESF
Detail	R2REPT	by Verified Disabled	FTEVDSB	FTEVDSF
Summary	R2SUM	by IT/Nursing	FTECRSB	FTECRSF
<b>*Career and Technical Education</b>		by High School Graduation Year	FTEHSGB	FTEHSGF
Program Completers	WFCMPRPT	by High School Graduation Year	FTEHSGB	FTEHSGF
Occupational Completion Points (OCP)	WFOCPRPT	by Florida Public High School Graduation Year	FTEFHSB	FTEFHSF
Full Program Completions – No OCP	WFNOCPRP	by Non-Florida Public High School Graduation Year	FTENFHB	FTENFHF
Apprenticeship Literacy Completion Points	WFAPPRPT WFLCPRPT	by Site Upper Division Students Taking Lower Division Courses	FTESITB FTEUSLB	FTESITF FTEUSLF
<b>Adult Goal Comparative Frequencies Report</b>	AGOAL COMPFREQ	<b>Adult Cap Unduplicated Headcount in Funded FTE Courses by College</b>	ADLTCAP HCtFcc	t=term cc=college
<b>*Hours Attempted Report</b>	HRATTREP	<b>Unduplicated Headcount in Funded FTE Courses by Dual Enrolled</b>	HDtFcc	t=term cc=college
<b>*Hours Earned Report</b>	HREARREP	<b>Unduplicated Headcount in Funded FTE Courses by Disability</b>	HVtFcc	t=term cc=college
		<b>Unduplicated Headcount in Funded FTE Courses by FTE Categories</b>	HWtFcc	t=term cc=college
<b>PSAV Readiness for College File</b>	PSAVRDYF	<b>Full Program Completions – No OCP File</b>	WFNOCPFL	
<b>*Perkins File Readiness for College File</b>	PERKINSF READYFIL	<b>Apprenticeship File Literacy Completion Points File</b>	WFAPPFIL WFLCPFIL	
<b>Program Completers File Occupational Completion Points File</b>	WFCMPFIL WFOCPFIL	<b>Adult Cap File</b>	ADCAPREC	

\* Only generated at the End-of-Term

**Annual Financial Aid and Industry Certification (4E) Verification Reports List**

The following reports are generated for every data submission and are available on a one day turnaround basis. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

<b>Report Description</b>	<b>File Name</b>	<b>FNAM</b>
<b>Exceptions (EXCP)</b>	CCxx.STU.EXCPLST.Ttyyyy	EXCPLST
<b>Financial Aid Summary Reports</b>	CCxx.STU.FAIDSUM1.Ttyyyy	FAIDSUM1
	CCxx.STU.FAIDSUM2.Ttyyyy	FAIDSUM2
<b>Financial Aid Student Record Match</b>	CCxx.STU.FAIDMTCH.Ttyyyy	FAIDMTCH
<b>Financial Aid Counts</b>	CCxx.STU.FAIDCNTS.Ttyyyy	FAIDCNTS
<b>Financial Aid Athlete Counts</b>	CCxx.STU.FAATHCNT.Ttyyyy	FAATHCNT
<b>Financial Aid Athlete Report</b>	CCxx.STU.FAATHVRP.Ttyyyy	FAATHVRP
<b>Industry Certification Counts</b>	CCxx.STU.INCERCNTS.Ttyyyy	INCERCNTS

## Sample Instructions to Retrieve Student Reports

### WS-FTP

	<u>TEXT file</u>		<u>PDF File</u>
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	<i>Your NWRDC Userid</i>	User_ID:	<i>Your NWRDC Userid</i>
Password:	<i>Your NWRDC Password</i>	Password:	<i>Your NWRDC Password</i>
Account:	<i>NWRDC IP Address</i>	Account:	<i>NWRDC IP Address</i>
Remote Host:	'CCcc.STU.fnam.Tttyyyy'	Remote Host:	'CCcc.STU.Sdttyyyy(fnam)'
Local PC:	<i>Your local Directory</i>	Local PC:	<i>Your local Directory</i>
Transfer Mode:	ASCII	Transfer Mode:	Binary

#### **\*Notes:**

1. Single Quotes are required for the NWRDC "Remote Host" parameter.
2. The entire directory of PDF files can be downloaded together.

### DOS/VSE/POWER

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.STU.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

### RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.STU.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

Where:

- cc = your college number (1-28)
- nn = your printer node
- rr = your printer remote
- ppppp = your password
- ll = sysout lines in thousands
- tt = term(i.e., 3E)
- yyyy = year (i.e., 2007)
- fnam = For the Verification reports use the FNAM parameter listed on the Student Data Base Certification forms.

**Note:** You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.

## Procedures and Definitions

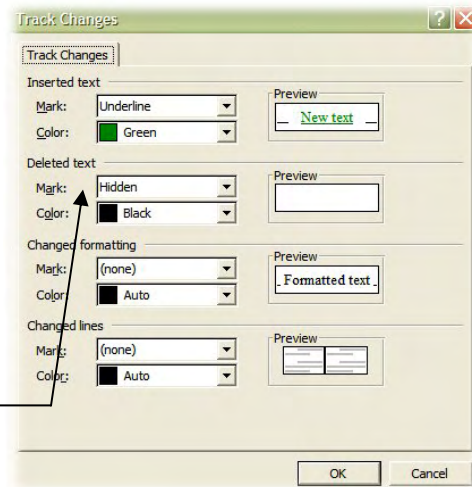
The Student Data Base Data Element Dictionary is not intended as a complete user manual. Instead, it defines the data elements and table values collected from the colleges during the submission year. Changes from the MIS Advisory Task Force (MISATFOR) meetings and due to legislation are made annually, and the complete publication is presented during the Community College and Technical Center MIS Annual Reports Workshop, which is usually scheduled in July.

### **Changes to Version 23.0**

Beginning in the 2005-06 Reporting Year, substantive changes will be indicated by utilizing Microsoft Word's 'track changes' feature.

For notebook printing purposes, all deleted text is hidden. New and/or edited text is green and underlined. (*See figure shown to the right.*)

Deletions cannot be seen in the PDF file. However, to view the deleted text, open the Word file on the Annual Reports Workshop CD and change Hidden to Strikethrough.



(Note: Instructions are for Word 2000.)

### **Purpose**

The 1987 Legislature, through Special Appropriation 369A, directed the Division of Florida Colleges and the Florida colleges to develop and implement a statewide comprehensive management information system linking all levels of the state education system. The intent is to establish a comprehensive data base of information which will co-reside with the Division of Public Schools Information Data Base and the State University System Data Base to provide integrated information at the state level for educational decision-making.

The SDB was designed in accordance with the General Education Provisions Act 20 USC 1221(e-1) Proviso Language.

### **Security and Privacy**

The Community College and Technical Centers MIS staff is taking full advantage of the security capabilities provided by Northwest Regional Data Center (NWRDC) and use all of DB2's (the data base software used to store student information) extensive security features. The latter includes facilities for restricting the types of data access granted to a user (select access, update access, add access and delete access). Access can also be limited to specified data elements within a table, or can be denied entirely. Within the CCTCMIS staff, access to the data is restricted to properly authorized individuals according to data center ID and password.

To ensure that data can be accessed only by a particular college and the CCTCMIS staff, the System manages data file security according to the NWRDC logon IDs that have been assigned to the colleges. Only college X will be able to transmit files that the System will recognize as valid college X files. And only college X will be able to access the edit report files the System creates for college X. As long as college X maintains the secrecy of its logon IDs password, the privacy of its data will be assured.

The System manages basic data security in a similar manner. Each DCC record type contains a field used to identify the college submitting the individual record. The System will not accept any record where the value in this field is not the same as the number of the college that has submitted the file containing the record. Thus, any record identified as coming from college Y that is found in a file created by college X will be rejected and written to the error report file during edit processing. The same restriction applies across-the-board to batch updates: only college X can see or change the data of college X.

The file submission process requires the use of the FIRN network for the transmission of data files to the Northwest Florida Regional Data Center (NWRDC).

### **Submission Process**

College data are edited by programs that check for 5 possible problems:

1. Valid fields - any invalid value causes the rejection of the record.

Records with any of the three following problems (numbers 2-4) will be edited to expedite the error correction process. The error in the Student-ID field will be listed on the detail edit error report as will all edit errors.

2. Duplicate Records - records containing duplicate unique keys causes the rejection of all duplicated records.

The following two cases (numbers 3 and 4) apply to record types 2 through 7 that are rejected because of problems with their corresponding demographic record.

3. Missing Demographic - any record for which there is no corresponding demographic record is rejected.
4. Duplicate Demographic - any record for which its corresponding Demographic record has duplicates is rejected.

NOTE: Exclusively Non-Credit Non-Funded student records containing an 'N' in the institutional class level field will not be subsequently loaded to the data base and are not returned in the error record or valids file.

5. Rejected Demographic - any record that had its corresponding demographic record rejected because of an edit error is likewise rejected.

In general, editing occurs during the day the data arrive at NWRDC, and the error reports and file of error records will be available during the day. The following are the dataset names of the edit reports and file of records with errors generated by the editing process:

CCxx.STU.ERRLIST.Ttyyyy  
CCxx.STU.ERRSUM.Ttyyyy  
CCxx.STU.ERRREC.Ttyyyy

where xx = college number,  
tt = term, and  
yyyy = the reporting year (i.e. 2006)

If the college has a clean edit process (no critical errors), the verification reports will be available the following morning.

**Note:**

If a field is not required, then the edit criteria do not apply (i.e., a field in the beginning-of-term file).

**Term Submission**

**Record Types**

The SDB has eight (8) record types:

Student Demographic – Record Type One,  
Entry Level/Exit Test – Record Type Two,  
Acceleration – Record Type Three,  
Program – Record Type Four,  
Completion- Record Type Five,  
Course – Record Type Six,  
Economically Disadvantaged – Record Type Seven, Financial Aid – Record  
Type Eight, and  
Industry Certification – Record Type Nine.

The SDB is reported by term (six separate files) in four submission windows:

<b>Submission</b>	<b>Term Number</b>	<b>Term Description</b>	<b>File Name (where xx = College Number)</b>
I.	1E 2B	Summer End-of-Term Fall Beginning-of-Term	CCxx.STU.STUDENT.T1E2006 CCxx.STU.STUDENT.T2B2006
II.	2E 3B	Fall End-of-Term Winter/Spring Beginning-of-Term	CCxx.STU.STUDENT.T2E2006 CCxx.STU.STUDENT.T3B2006
III.	3E	Winter/Spring End-of-Term	CCxx.STU.STUDENT.T3E2006
IV.	4E	Annual Financial Aid and Industry	CCxx.STU.STUDENT.T4E2006

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## Certification

### **Data Base Criteria**

Include all college students who were enrolled in the term or who had either a completion or acceleration record for the term. Do not include students who were exclusively Recreation and Leisure students.

A student must have only one Demographic Record for each term enrolled, but may have multiple records for any other record type, depending on their enrollment situation.

A Demographic Record Type One is required for each student. The other record types are not required unless they are pertinent for a given student. For example, if the student has no financial aid (Record Type Seven), that record should not be submitted. If the student only took one Entry Level subtest such as math, then only report one record for the subtest taken. This also applies to the acceleration Tests (Record Type Three).

One Data Element requires the reporting of aggregate data for a term: Acceleration Record (Type Three), Acceleration - Hours. If, for example, the student has more than one test in a given portion or subtest, add the hours and report the total.

The file submission requires Record Type One with Record Type Three, OR Record Type One with Record Type Five OR Record Type One with Record Type Six OR Record Type One with Record Type Eight. The Industry Certification (Record Type Nine) does not require to have a Record Type One. The other record types are not required unless they are pertinent for a given student. For example, if the student has no financial aid (Record Type Seven), that record should not be submitted. If the student only took one Entry Level subtest such as math, then only report one record for the subtest taken. This also applies to the Acceleration Tests (Record Type Three). Two Record Types require the reporting of aggregate data for a term: Record Type Three (Acceleration) and Record Type Eight (Financial Aid). If, for example, the student has several loans of a given type, add the separate loan amounts and report the total.

After a given data file runs without generating any critical errors, or a Force Load is processed, all verification reports are generated automatically. When the data in the End-of-Term file is process without error, it supersedes the beginning-of-term file for a college. This occurs for the Fall and Winter/Spring terms. The process occurs automatically when the end-of-term file runs without generating any critical errors.

### **Record Type Descriptions**

#### **Demographic (Record Type 1)**

This record contains personal information about each student. Each student will have only one demographic record for each term in the reporting year.

Students who are exclusively Recreation and Leisure students should not be reported. If they are reported, Institutional Class Level of Student (DE 1012) equal to 'N' for Exclusively Non-credit, Non Funded, the edit program will not process them. However, students who take one or more



Recreation and Leisure course(s) as part of a degree or vocational program, can be reported (although, these courses are not required and are not processed).

Disabled Classification (DE 1002) is linked with the Verified Disabled Classification indicator (DE 1035) reported them accordingly.

Athletically Related Aid Indicator (DE 1042) should be reported with the Annual Financial Aid – Record Type 8 submission (4E). For the regular SDB submissions, colleges should code value ‘9’ (Not applicable).

To help colleges code the High School Code (DE 1007), State Code at Time of Admission (DE 1018), Nation of Citizenship (DE 1033), and Transfer Institution (DE 1034), CCTCMIS staff creates files containing the valid codes to use for each data element before the Submission Period Start Date.

The Career Pathways Flag (DE 1043), formally named Tech Prep Flag, is used to report the Career Pathway students. A Career Pathway student is always a Career Pathway student. A Career Pathway program is a program that can begin in high school and continue at the post secondary level in a like program. To see examples of career pathways, this link provides sample programs of study by career clusters and pathways:

[http://www.fldoe.org/workforce/dwdgrants/2007/perkins\\_programstudy\\_samples.asp](http://www.fldoe.org/workforce/dwdgrants/2007/perkins_programstudy_samples.asp)

For the National Reporting System (NRS) on Adult Education, the federal grants are awarded on a geographic basis. To reconcile federal grant fund allocations with performance on a county level, colleges need to report the actual residence of the adult student. In order to accomplish this requirement with the least amount of impact, starting on 2009-10 year submission, colleges must send the United State Postal Service ZIP code at the end of the Demographic (see Machine Record Format - Record Type 1 for details). This zip code should be the zip code of the student’s current residence, colleges are encourage to send the ‘zip + 4’.

In the 2011-12 submission year, due to the changes necessary to implement the Office of Management and Budget’s (OMB) 1997 Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity, the Data Element Ethnic Origin (DE 1003) was deleted from the Student Record-Type One format. CCTCMIS staff will keep the Ethnic Origin on the Student Database and use it for the IPEDS reporting conversion.

### **Entry Level\Exit Testing (Record Type 2)**

This record contains information about the student's entry level/exit test(s). Report only the entry level test used for placement purposes. For example, report the algebra score that determined the student should take remedial math courses, NOT the arithmetic score that helped the college determine at which LEVEL of remedial math the student should begin.

### **\*Acceleration (Record Type 3)**

This record contains information about the student's acceleration examination or method. Report the acceleration information for a student in the term the reporting institution accepts the acceleration credit.

*\*This record type is not required for Beginning-of-Term. Report all acceleration credit previously accepted by the reporting institution in the student’s first term enrolled. After*

*the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.*

**Program (Record Type 4)**

This record contains information about the Program(s) of Study in which the student is enrolled at the college.

To help colleges code the Program of Study – CIP (DE 2002), CCTCMIS staff creates, every term submission, two files: one with the valid CIP number (10 digits) and a second file with the combination of the six digit CIP code and the college number for the valid Baccalaureate programs.

The Program of Study – Award (DE 2001) should be the student's award intention at the moment of registration. The Program of Study – Level (DE 2005) is the program of study level determined by the college following the student course work.

Locally Inactive Program Flag (DE 2009) is a code to flag the inactive programs at your institution (college is not accepting enrollments), but the programs are not inactive at a state level.

**\*Completion (Record Type 5)**

This record contains information about the degree, certificate or diploma awarded to the student who completed a program during the reporting term. A student may have multiple completion records. Completion duplications are not allowed between terms and years. A duplicate completion is one reported for the same student using the same CIP code (10 digit completion code) during the current and previous year submissions.

For the OCP process, the Apprenticeship OCP should have a 'P' in the Completion Degree Awarded (DE 2103) to ease the OCP recognition process.

To help colleges code the Completion Degree Awarded (DE 2103), CCTCMIS staff creates, every term submission, a file with the different valid degree combination.

Locally Inactive Completion Program Flag (DE 2107) is a code to flag the inactive completion programs at your institution (college is not accepting enrollments), but the programs are not inactive at a state level.

*\*This information is not required for Beginning-of-Term.*

**Course (Record Type 6)**

This record contains the information about the courses in which the student is enrolled during the reporting term. A student may have multiple course records.

Course-Information Classification Structure (DE 3001) is a five digit code used to identify the course subject matter content. Colleges should be very careful coding this data element. For example: The ICS code '15001' identifies the EPI courses, and the FTE process uses the ICS code '15001' to select the courses for the EPI program area.

FTE Flag (DE 3018) is a flag use to identify the courses exempted from the Funded FTE. College should use value 'Z' if the course is not exempted. The Funded FTE process selects only the courses with a value 'Z'.

Career and Technical Education Instruction: For a public educational institution that has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding. **(F.S. 1011.80(5)(d))**

Community College Program Fund: When a public educational institution has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding. **(F.S. 1011.84(1)(f))**

Except for Continuing Workforce Education (CWE), courses fully funded by an external agency for direct instructional costs cannot be reported. Although CWE is fully funded, CWE courses will continue to be reported until the Enrollment Estimating Conference decides it is no longer needed. CCTCMIS will exclude CWE from calculations of Funded FTE.

Recreation and Leisure courses cannot be reported.

### **Course Withdrawal**

Based on information on Student Withdrawal from an institution for Treatment of Financial Aid funds. The information is from Code of Federal Regulation 668.22, the Information for Financial Aid Professionals (IFAP) Student Financial Aid Handbook, and U.S. DOE staff.

To be used by the Office of the Auditor General for sampling Federal Title IV financial aid data.

Colleges are not required to take attendance by an outside entity (such as the accrediting agency or a state agency).

Withdrawal happens after the student has begun attendance in the course and before the end of the course.

Courses “dropped” by a student during the Drop/Add period, courses for students reported as a “No Show” during the no show reporting period, courses deleted for non-payment, or courses that were cancelled are not reported on the Student Data Base. These courses are not “Official” or “Un-official” withdrawals.

### **Official Withdrawal**

College has an established, documented, published policy for withdrawal for both student initiated and administrative withdrawals.

### **Student Initiated Withdrawal**

Student provides official notification (either written or orally) to the appropriate office that he/she intends to withdraw. Official notification may be given by an individual acting on the student’s behalf if the notification meets college policy requirements. Intent to withdraw means that the student indicates he or she has either ceased to attend the course and does not plan to resume academic attendance, or believes at the time he or she provides notification that he or she will cease to attend the course.

### **Administrative Withdrawal**

The college may expel, suspend or cancel a student’s registration in a course based on the college’s withdrawal policy. The college may “officially” withdraw a student for non-attendance or other reasons, if the college has a documented uniform policy to do so.

### **Un-Official Withdrawal**

Any other withdrawal where there is no college policy or the policy was not followed.

*\*The Course Grade (Data Element 3007) is only required for End-of-Term data submissions.*

### **\*Economically Disadvantaged (Record Type 7)**

This record will contain need-based financial aid information. It is designed to collect data to identify Economically Disadvantaged students for Career and Technical Education, Performance Based Program Budgeting, and Perkins reporting.

A student may have more than one financial aid record per term. A record will be reported for each Award Type (Data Element 3102) the student receives.

Data will be reported for students who were awarded need-based financial aid, whether or not the student received the aid. Data reported will be for aid types: Pell, SEOG, State Grant, NDSL, Federal Insured Loan, State Insured Loan, and Federal Programs College Work/Study.

Need Based: The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

*\*This information is not required for Beginning-of-Term.*

### **Financial Aid (Record Type 8)**

This record will contain financial aid information. A student may have more than one financial aid record per term. A record will be reported for each Award Type (Data Element 3208) the student receives.

### **Industry Certification (Record Type 9)**

This record will contain industry certification information. A student may have more than one industry certification record per term. A record will be reported for each Program Industry Certification Number (Data Element 3302) the student receives.

### **Certificate of Professional Preparation**

This is a certificate only for baccalaureate degree holders. The State Board of education Rule 6A-14.0030, F.A.C., Instruction and Awards in Community Colleges, authorizes colleges to provide instruction and to confer degrees, certificates, and diplomas. Section (7) of the rule outlines requirements for a Certificate of Professional Preparation:

- Provides college level professional instruction of between 9 and 30 credit hours of courses and course equivalent modules.

- Prepares baccalaureate-degree holders for licensure, certification, credentialing, examinations, or other demonstrations of competency necessary for entry into professional occupations.
- Student earn competency-based postsecondary institutional credit, not intended for transfer outside of The Florida College System. However, if the college is authorized to award a baccalaureate degree in the subject area of the Certificate of Professional Preparation, then the college may award upper division credit in lieu of institutional credit.
- The Program requires approval by the Department of Education.

By State Board rule, these programs require Department of Education approval. Therefore, the Division of Florida Colleges has developed a procedure and an application form, including reporting requirements.

## **Baccalaureate Programs**

### **“2+2” System**

Students will be reported in the Admissions and Student Data Bases based on the “2+2” System. The “2+2” System separates students into Lower Division and Upper Division students. Students are reported as AA, AS, etc. for freshmen and sophomores (lower division) and baccalaureate for juniors and seniors (upper division).

The basis for reporting students as “2+2” is from Florida Statute 2008-1004.73 which stated:

(2)(b) St. Petersburg College shall maintain the mission and policies of a Florida community college, including the open-door admissions policy and the authority to offer all programs consistent with a community college.

(3)(a) St. Petersburg College shall maintain separate records for students who are enrolled in courses classified in the upper division and lower division of a baccalaureate according to the statewide course numbering system. A student shall be reported as a community college student for enrollment in a lower-division course and as a baccalaureate degree program student for enrollment in an upper-division course.

F.S. 2008-1007.33, which authorized other colleges to offer baccalaureate programs, did not specify the separation of lower and upper division students. After F.S. 1004.73 was enacted, Division of Community College (DCC) staff met with staff from the Governor’s Office, House, and Senate to discuss how the baccalaureate data would be reported. The consensus of the Governor’s Office, House, and Senate staff was all the colleges offering baccalaureate degrees would be treated the same and that the intent of the legislation was to report data based on the “2+2” system, where the baccalaureate data would only be upper division. The Legislature intends to fund the lower-division college credit courses and programs as a community college. The Legislature intends to fund the upper-division courses and programs as a baccalaureate degree institution. While F.S. 1004.73 has been repealed, it is still the intent of the Legislature and the Division of Florida Colleges to keep the “2+2” system.

DCC staff worked with St. Petersburg College, Miami Dade College, and Chipola College to implement the reporting in the Community College and Technical Center Management Information Systems (CCTCMIS) Data Bases. These colleges agreed with the process of reporting data as a "2+2" system. Implementing the data reporting was discussed and approved by MISATFOR.

All applicants for a Baccalaureate Program must be reported in the Admissions Data Base. All students admitted into a Baccalaureate Program and enrolled in courses must be reported in the Student Data Base.

All reporting of Baccalaureate data will be done through and by the CCTCMIS.

### **Data Base Requirements**

- Students must be Juniors or Seniors. Institutional Class Level (DE 1012) must be Junior (Table Value = 3) or Senior (TV = 4)
- Students must have an AA degree, an articulated AS degree, or 60+ hours toward a degree.
- The Program of Study – Award Type (DE 2001) must be Baccalaureate Degree (TV = C) or Upper Level Non-Degree Seeker (TV = H). The Program of Study – Level (DE 2005) must be Baccalaureate Degree (TV = C), Upper Level Non-Degree Seeker (TV = H), or BS/BA Education – Transitional (TV = E).
- The Completion Degree Granted (DE 2013) must be Baccalaureate (TV = C).
- Program of Study CIP (DE 2002) and Completion CIP (DE 2101) will be assigned in collaboration between the college and the Division of Florida Colleges. Pat Frohe is responsible for Baccalaureate Program CIPs. Once the CIP has been assigned, the CIP will be added to the CCTCMIS Baccalaureate CIP table and used in edits of the data elements.
- The ICS (DE 3001) for all Upper Division courses must be Advanced and Professional (TV = 1.1####). By law and rule, vocational courses only apply to 2 year degrees and the community colleges offering bachelors are under the "2+2" system. Also, the universities only offer A&P courses. Therefore, it was decided by the Division of Florida Colleges, CCTCMIS, and the community colleges that all upper division courses are A&P. Colleges may work through the Division of Florida Colleges (Pat Frohe) to coordinate with other colleges to assign ICS codes.
- Enrollment in Adult General Education (ICS = 1.3####) courses by Baccalaureate Program students cannot be reported.
- The Course Level (4<sup>th</sup> character) in the Course Identifier (DE 2008) must be 3 or 4.

### **State Reporting**

Some standard state reports will combine Lower and Upper Division data. These reports include Annual Unduplicated Headcount and Course Number Match. Some standard state reports will separate Lower and Upper Division data. These reports include the AA1A, Completions (C2), FETPIP, and FTE reports. FTE Estimates and Projections will only include Lower Division data. Some state standard reports exclude Upper Division data. These reports include Workforce, PBPB, and Strategic Imperatives.

## **Federal Reporting**

Some federal standard data submissions exclude Upper Division data. These include Perkins and NRS.

For IPEDS reporting, colleges with baccalaureate programs will be reported as 4 year institutions. IPEDS reporting will include Upper Division data. All changes to data except Institutional Characteristics will be provided by CCTCMIS to IPEDS with review by the colleges.

- Institutional Characteristics: The College will enter baccalaureate degrees under degrees offered by the college, either the first reporting year the program is offered or the reporting year of the first Fall the program is offered.
- Enrollment Survey: Upper Division data will be reported with the Lower Division data.
- Selected Fields of Study: Required every other year, in even numbered years, enrollment by selected programs is collected for the 4 year institutions. CCTCMIS reports every year, starting the first year baccalaureate degrees are reported on the Institutional Characteristics.
- Graduation Rate Survey: For institutions reporting baccalaureate degrees on the Institutional Characteristics, the six year follow-up is used instead of the 3 year follow-up for 2 year institutions.

## **Annual Financial Aid Submission - Record Type 8**

### **Purpose**

The SDB Financial Aid Annual submission is designed to collect data compatible with the State University System and the Office of Student Financial Aid. The data will be used to report on Financial Aid at the Community Colleges and for inclusion in the Education Data Warehouse.

### **Record Types**

The SDB Financial Aid Annual submission has two (2) record types:

Demographic (Record Type 1) and  
Financial Aid (Record Type 8)

The data will be reported for the academic year (Fall, Winter/Spring, Summer), by term. The data will be submitted once at the end of the academic year.

### **Due Dates**

The Financial Aid data will be submitted after the end of the summer term.

### **Database Criteria**

Data will be reported for students who were paid financial aid (dispersed). Students who were awarded financial aid, but did not receive the aid will not be reported.



Data will be reported in the term in which the aid was dispersed, even if the aid was for course(s) taken in previous terms.

The reporting year will be the Academic year - Fall, Winter/Spring and Summer term.

The data will be submitted once a year.

Financial Aid reported will be the aid generally processed by the colleges through their financial aid systems. Data will not include Veterans Benefits, Federal Vocational Rehabilitation, State Vocational Rehabilitation, State Fee Waivers, Institutional short term loans, nor Institutional student employment. Financial Aid provided through community college foundations is considered private aid, and will not be reported.

### **Record Type Descriptions**

#### **DEMOGRAPHIC (Record Type 1)**

This record will contain personal information about each student that received financial aid. Each student will have one demographic record for each term the student received financial aid in the academic year. Only selected demographic data elements will be required (see pp.25-26).

#### **FINANCIAL AID (Record Type 8)**

This record will contain financial aid information. A student may have more than one financial aid record per term. A record will be reported for each Award Type (Data Element 3208) the student receives.

Matching Grants - When a grant requires matching funds, the source for the aid, including the matching money from the institution, will be reported as the agency that authorized the aid. For example, the First Generation Matching Grant is authorized by the State. All the aid dispersed will be reported in DE 3207 – Source of Financial Aid Funds, as Table Value S – State.

#### **Industry Certification Submission - Record Type 9**

##### **Purpose**

The SDB Industry Certification Annual submission is designed to collect data compatible with the Work Force Development Information System (WDIS) system following a recommendation from the High Education Coordinating Council (HECC). The data will be used to report on Industry Certification information at the Community Colleges and for inclusion in the Education Data Warehouse.

##### **Record Types**

The SDB Industry Certification Annual submission has one (1) record type:

Industry Certification (Record Type 9)

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The data will be reported for the reporting year (Summer, Fall, Winter/Spring), by term. The data will be submitted once at the end of the reporting year.

**Due Dates**

The Industry Certification data will be submitted with the Financial Aid data.

**Database Criteria**

Data will be reported for students who received industry certifications.

Data will be reported in the term in which the industry certification was received.

The data will be submitted once a year.

**Record Type Descriptions**

**INDUSTRY CERTIFICATION (Record Type 9)**

This record will contain industry certification information. A student may have more than one industry certification record per term. A record will be reported for each Program Industry Certification Number (Data Element 3302) the student receives.



## **Section 3.2 - Data Element Dictionary**



## **TABLES OF STUDENT DATA BASE ELEMENTS BY RECORD TYPE**

Lists of data base elements by name in alphabetical order, and by data element number are included on the next following pages.

Also there is a list of data base elements required for End-of-Term data submissions, a list of the data elements required for the Beginning-of-Term data submissions, and a list of the data base elements required for the Financial Aid Annual submission and Industry Certification.

The relationship between the data element and the record type is seen in the data element numbering. However, the generic key fields such as the Student ID Number (DE 1021) are included on multiple record types. Tables which show data base elements by record type have the key fields listed at the beginning of each table. In addition, unique keys for each record type are designated by an asterisk '\*' along the left side of the table.

<b>Student Data Base – Data Element ALPHABETICAL Listing</b>	
<b>DATA ELEMENT</b>	<b>NUMBER</b>
Acceleration - Hour Type	1201
Acceleration - Hours	1202
Acceleration - Subtest	1203
Acceleration - Type	1204
Adult Educational Course Enrollment – Date	3023
Adult Educational Course Exit – Date	3024
Adult Educational Course Post Test – Status	3025
Adult Educational Functioning Level, Initial	3022
Adult Entry Level/Exit Form	1107
Adult Entry/Exit Test Level of Difficulty	1108
Adult Entry/Exit Test - Date	1109
Adult Literacy Completion Point Indicator	2105
Adult Student Goal 1	1044
Adult Student Goal 2	1045
Adult Student Goal 3	1046
Advanced Technical Certificate Completion Hours	2106
Athletically Related Aid Indicator	1042
Career Pathways Flag	1043
Citizenship	1001
College Preparatory Completion Indicator	1106
Completion - CIP	2101
Completion Date	2102
Completion Degree Granted	2103
Completion Multiple Major Indicator	2108
Course - ICS	3001
Course Cooperative Education Flag	3003
Course Dual Enrollment Category	3004
Course Dual Enrollment/Co-Enrollment Flag	3005
Course Fee Kind	3006
Course Grade Awarded	3007
Course Identifier	3008

**Student Data Base – Data Element ALPHABETICAL Listing**

<b>DATA ELEMENT</b>	<b>NUMBER</b>
Course Identifier Section	3009
Course Instructor Flag	3015
Course Lifelong Learning Flag	3010
Course Registration Period	3014
Course Section Hour Type	3011
Course Section Hours	3012
Course Section Location	3013
Disabled Classification	1002
Entry Level/Exit Test - Date	1105
Entry Level/Exit Test - Score	1101
Entry Level/Exit Test - Site	1102
Entry Level/Exit Test - Subtest	1103
Entry Level/Exit Test - Type	1104
Ethnicity - Hispanic/Latino	1041
Expected Family Contribution	3204
Fee Classification Residency	1004
Financial Aid Academic Year	3202
Financial Aid Award Condition ID	3206
Financial Aid Award Type	3102
Financial Aid Award Type	3208
Financial Aid Need	3205
Financial Aid Paid Amount	3209
Financial Aid Term Identifier	3201
First-Time Student Flag	1005
FTE Flag	3018
Gender	1006
Gold Standard Industry Certification Code	1205
High School Code	1007
High School Graduation Code	1008
High School Graduation Date	1009
Incarceration Status	1011

**Student Data Base – Data Element ALPHABETICAL Listing**

<b>DATA ELEMENT</b>	<b>NUMBER</b>
Industry Certification Outcome	3304
Institutional Class Level of Student	1012
Limited English Proficiency	1013
Locally Inactive Completion Program Flag	2107
Locally Inactive Program Flag	2009
Name - First	1014
Name - Last	1015
Name - Middle Initial	1016
Nation of Citizenship	1033
Occupational Completion Point Indicator	2104
Program Industry Certification Number	3302
Program Industry Certification Date	3303
Program Industry CIP	3301
Program of Study - Award Type	2001
Program of Study - CIP	2002
Program of Study - Hour Type	2003
Program of Study - Hours	2004
Program of Study - Level	2005
Program of Study - Title	2006
Race - American Indian/Alaskan Native	1039
Race - Asian	1038
Race Black or African American	1037
Race - Native Hawaiian/Pacific Islander	1040
Race - White	1036
Reporting Institution	1017
Source of Financial Aid Funds	3207
State Approved Teacher Preparation Program - DOE Code	2010
State Approved Teacher Preparation Program Completion - DOE Code	2110
State Code at Time of Admission	1018
Student Birth Date	1019
Student Current Dependency Status	3203



<b>Student Data Base – Data Element ALPHABETICAL Listing</b>	
<b>DATA ELEMENT</b>	<b>NUMBER</b>
Student Identification Number	1021
Term Clock Hours Earned	1024
Term Course Load - Credit Hours	1023
Term Credit Hours Earned	1025
Term Identifier	1028
Term Institutional Grade Points	1026
Term Institutional Hours for GPA	1027
Term Part-Time/Full-Time	1029
Total Clock Hours Earned Toward Award	2007
Total Credit Hours Earned Toward Award	2008
Total Institutional Grade Points	1030
Total Institutional Hours for GPA	1031
Transfer Institution	1034
Transfer Student Flag	1032
Verified Disabled Classification Indicator	1035

<b>Student Data Base – Data Element NUMERICAL Listing</b>	
<b>NUMBER</b>	<b>DATA ELEMENT</b>
1001	Citizenship
1002	Disabled Classification
	Ethnic Origin
1004	Fee Classification Residency
1005	First-Time Student Flag
1006	Gender
1007	High School Code
1008	High School Graduation Code
1009	High School Graduation Date
1011	Incarceration Status
1012	Institutional Class Level of Student
1013	Limited English Proficiency
1014	Name - First
1015	Name - Last
1016	Name - Middle Initial
1017	Reporting Institution
1018	State Code at Time of Admission
1019	Student Birth Date
1021	Student Identification Number
1026	Term Institutional Grade Points
1027	Term Institutional Hours for GPA
1028	Term Identifier
1029	Term Part-Time/Full-Time
1030	Total Institutional Grade Points

**Student Data Base – Data Element NUMERICAL Listing**  
**NUMBER DATA ELEMENT**

1031	Total Institutional Hours for GPA
1032	Transfer Student Flag
1033	Nation of Citizenship
1034	Transfer Institution
1035	Verified Disabled Classification Indicator
1036	Race - White
1037	Race Black or African American
1038	Race - Asian
1039	Race - American Indian/Alaskan Native
1040	Race - Native Hawaiian/Pacific Islander
1041	Ethnicity - Hispanic/Latino
1042	Athletically Related Aid Indicator
1043	Career Pathways Flag
1044	Adult Student Goal 1
1045	Adult Student Goal 2
1046	Adult Student Goal 3
1101	Entry Level/Exit Test - Score
1102	Entry Level/Exit Test - Site
1103	Entry Level/Exit Test - Subtest
1104	Entry Level/Exit Test - Type
1105	Entry Level/Exit Test - Date
1106	College Preparatory Completion Indicator
1107	Adult Entry Level/Exit Form
1108	Adult Entry/Exit Test Level of Difficulty
1109	Adult Entry/Exit Test - Date
1201	Acceleration - Hour Type
1202	Acceleration - Hours
1203	Acceleration - Subtest
1204	Acceleration - Type
1205	Gold Standard Industry Certification Code
2001	Program of Study - Award Type

**Student Data Base – Data Element NUMERICAL Listing**  
**NUMBER DATA ELEMENT**

2002	Program of Study - CIP
2003	Program of Study - Hour Type
2004	Program of Study Hours
2005	Program of Study - Level
2006	Program of Study - Title
2007	Total Clock Hours Earned Toward Award
2008	Total Credit Hours Earned Toward Award
2009	Locally Inactive Program Flag
2010	State Approved Teacher Preparation Program - DOE Code
2101	Completion - CIP
2102	Completion Date
2103	Completion Degree Granted
2104	Occupational Completion Point Indicator
2105	Adult Literacy Completion Point Indicator
2106	Advanced Technical Certificate Completion Hours
2107	Locally Inactive Completion Program Flag
2108	Completion Multiple Major Indicator
2110	State Approved Teacher Preparation Program Completion – DOE Code
3001	Course – ICS
3003	Course Cooperative Education Flag
3004	Course Dual Enrollment Category
3005	Course Dual Enrollment/Co-Enrollment Flag
3006	Course Fee Kind
3007	Course Grade Awarded
3008	Course Identifier
3009	Course Identifier Section
3010	Course Lifelong Learning Flag
3011	Course Section Hour Type
3012	Course Section Hours
3013	Course Section Location
3014	Course Registration Period

<b>NUMBER</b>	<b>Student Data Base – Data Element NUMERICAL Listing DATA ELEMENT</b>
3015	Course Instructor Flag
3018	FTE Flag
3022	Adult Educational Functioning Level, Initial
3023	Adult Educational Course Enrollment – Date
3024	Adult Educational Course Exit – Date
3025	Adult Educational Course Post-Status
3102	Financial Aid Award Type
3201	Financial Aid Term Identifier
3202	Financial Aid Academic Year
3203	Student Current Dependency Status
3204	Expected Family Contribution
3205	Financial Aid Need
3206	Financial Aid Award Condition I.D.
3207	Source of Financial Aid Funds
3208	Financial Aid Award Type
3209	Financial Aid Paid Amount
3301	Program Industry CIP
3302	Program Industry Certification Number
3303	Program Industry Certification Date
3304	Industry Certification Outcome

**Table of Student Data Base Data Elements by Record Type  
(END-OF-TERM FILE SUBMISSION)**

**Key Elements that Pertain to All Record formats:**

1017 - Reporting Institution  
1021 - Student Identification Number  
1028 - Term Identifier  
N/A - Record Type

**Student Demographic - Record Type One includes the following elements:**

1001 - Citizenship  
1002 - Disabled Classification  
1004 - Fee Classification Residency  
1005 - First-Time Student Flag  
1006 - Gender  
1007 - High School Code  
1008 - High School Graduation Code  
1009 - High School Graduation Date  
1011 - Incarceration Status  
1012 - Institutional Class Level of Student  
1013 - Limited English Proficiency  
1014 - Name - First  
1015 - Name - Last  
1016 - Name - Middle Initial  
1018 - State Code at Time of Admission  
1019 - Student Birth Date  
1026 - Term Institutional Grade Points  
1027 - Term Institutional Hours for GPA  
1029 - Term Part-Time/Full-Time  
1030 - Total Institutional Grade Points  
1031 - Total Institutional Hours for GPA  
1032 - Transfer Student Flag  
1033 - Nation of Citizenship  
1034 - Transfer Institution  
1035 - Verified Disabled Classification Indicator  
1036 - Race - White  
1037 - Race - Black/African American  
1038 - Race - Asian  
1039 - Race - American Indian/Alaskan Native

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1040 - Race - Native Hawaiian/Pacific Islander  
1041 - Ethnicity - Hispanic/Latino  
1042 - Athletically Related Aid Indicator  
1043 - Career Pathways  
1044 - Adult Student Goal 1  
1045 - Adult Student Goal 2  
1046 - Adult Student Goal 3  
- ZIP Code

**Entry Level/Exit Test - Record Type Two** includes the following elements:

1101 - Entry Level/Exit Test - Score  
1102 - Entry Level/Exit Test - Site  
\* 1103 - Entry Level/Exit Test - Subtest  
\* 1104 - Entry Level/Exit Test - Type  
1105 - Entry Level /Exit Test - Date  
1106 - College Preparatory Completion Indicator  
1107- Adult Entry Level/Exit Form  
1108- Adult Entry/Exit Test Level of Difficulty  
1109- Adult Entry/Exit Test - Date

**Acceleration - Record Type Three** includes the following elements:

1201 - Acceleration - Hour Type  
1202 - Acceleration - Hours  
\* 1203 - Acceleration - Subtest  
\* 1204 - Acceleration – Type  
1205 – Gold Standard Industry Certification Code

**Program - Record Type Four** includes the following elements:

2001 - Program of Study - Award Type  
\* 2002 - Program of Study - CIP  
2003 - Program of Study - Hour Type  
2004 - Program of Study - Hours  
2005 - Program of Study - Level  
2006 - Program of Study - Title  
2007 - Total Clock Hours Earned Toward Award  
2008 - Total Credit Hours Earned Toward Award  
2009 - Locally Inactive Program Flag  
2010 - State Approved Teacher Preparation Program - DOE Code

**Completion - Record Type Five** includes the following elements:

\* 2101 - Completion - CIP  
2102 - Completion Date  
2103 - Completion Degree Granted  
\* 2104 - Occupational Completion Point Indicator  
\* 2105 - Adult Literacy Completion Point Indicator  
2106 - Advanced Technical Certificate Completion Hours

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2107 - Locally Inactive Completion Program Flag  
2108 - Completion Multiple Major Indicator  
2110 - State Approved Teacher Preparation Program Completion - DOE Code

**Course - Record Type Six** includes the following elements:

3001 - Course-Information Classification Structure  
3003 - Course Cooperative Education Flag  
3004 - Course Dual Enrollment Category  
3005 - Course Dual Enrollment Flag  
3006 - Course Fee Kind  
3007 - Course Grade Awarded  
\* 3008 - Course Identifier  
\* 3009 - Course Identifier Section  
3010 - Course Lifelong Learning Flag  
3011 - Course Section Hour Type  
3012 - Course Section Hours  
3013 - Course Section Location - Campus  
3014 - Course Registration Period  
3015 - Course Instructor Flag  
3018 - FTE Flag  
3022 - Adult Educational Functioning Level, Initial

**Economically Disadvantaged - Record Type Seven** includes the following elements:

\* 3102 - Financial Aid Award Type



**Table of Student Data Base Data Elements by Record Type  
(BEGINNING-OF-TERM FILE SUBMISSION)**

**Key Elements that Pertain to All Record formats:**

- 1017 - Reporting Institution
- \* 1021 - Student Identification Number
- 1028 - Term Identifier
- N/A - Record Type

**Student Demographic - Record Type One includes the following elements:**

- 1001 - Citizenship
- 1002 - Disabled Classification
- 1004 - Fee Classification Residency
- 1005 - First-time Student Flag
- 1006 - Gender
- 1007 - High School Code
- 1008 - High School Graduation Code
- 1009 - High School Graduation Date
- 1011 - Incarceration Status
- 1012 - Institutional Class Level of Student
- 1014 - Name, First
- 1015 - Name, Last
- 1016 - Name, Middle Initial
- 1018 - State Code at Time of Admission
- 1019 - Student Birth Date
- 1029 - Term Part-Time/Full-Time
- 1032 - Transfer Student Flag
- 1033 - Nation of Citizenship
- 1034 - Transfer Institution
- 1035 - Verified Disabled Classification Indicator
- 1036 - Race - White
- 1037 - Race - Black/African American
- 1038 - Race - Asian
- 1039 - Race - American Indian/Alaskan Native
- 1040 - Race - Native Hawaiian/Pacific Islander
- 1041 - Ethnicity - Hispanic/Latino
- 1042 - Athletically Related Aid Indicator
- 1043 - Career Pathways Flag
- 1044 - Adult Student Goal 1
- 1045 - Adult Student Goal 2
- 1046 - Adult Student Goal 3
- ZIP Code

**Entry Level/Exit Test - Record Type Two** includes the following elements:

- 1101 - Entry Level/Exit Test - Score
- 1102 - Entry Level/Exit Test - Site
- \* 1103 - Entry Level/Exit Test - Subtest
- 1104 - Entry Level/Exit Test - Type
- 1105 - Entry Level/Exit Test - Date
- 1106 - College Preparatory Completion Indicator
- 1107- Adult Entry Level/Exit Form
- 1108- Adult Entry/Exit Test Level of Difficulty
- 1109- Adult Entry/Exit Test - Date

**Acceleration - Record Type Three** includes the following elements:

(None required in Beginning-of-Term File Submission)

**Program - Record Type Four** includes the following elements:

- \* 2001 - Program of Study - Award Type
- 2002 - Program of Study - CIP
- 2003 - Program of Study - Hour Type
- 2004 - Program of Study - Hours
- 2005 - Program of Study - Level
- 2006 - Program of Study - Title
- 2009 - Locally Inactive Program Flag
- 2010 - State Approved Teacher Preparation Program - DOE Code

**Completion - Record Type Five** includes the following elements:

(None required in Beginning-of-Term File Submission unless student is not taking a course but is receiving a degree or certificate)

**Course - Record Type Six** includes the following elements:

- 3001 - Course-Information Classification Structure
- 3004 - Course Dual Enrollment Category
- 3005 - Course Dual Enrollment Flag
- 3006 - Course Fee Kind
- 3007 - Course Grade Awarded
- \* 3008 - Course Identifier
- \* 3009 - Course Identifier Section
- 3010 - Course Lifelong Learning Flag
- 3011 - Course Section Hour Type
- 3012 - Course Section Hours
- 3013 - Course Section Location - Campus
- 3014 - Course Registration Period
- 3018 - FTE Flag
- 3022 - Adult Educational Functioning Level, Initial

**Economically Disadvantaged - Record Type Seven** includes the following elements:

(None required in Beginning-of-Term File Submission)

**Table of Student Data Base Data Elements by Record Type  
(ANNUAL FINANCIAL AID AND INDUSTRY CERTIFICATION SUBMISSION)**

**Key Elements that Pertain to All Record formats:**

- @ 1017 - Reporting Institution
- @ 1021 - Student Identification Number
- @ 1028 - Term Identifier
- @ N/A - Record Type

**Student Demographic - Record Type One includes the following elements:**

- 1001 - Citizenship
- 1002 - Disabled Classification
- 1004 - Fee Classification Residency
- 1005 - First-time Student Flag
- @ 1006 - Gender
- 1007 - High School Code
- 1008 - High School Graduation Code
- 1009 - High School Graduation Date
- 1011 - Incarceration Status
- 1012 - Institutional Class Level of Student
- 1013 - Limited English Proficiency
- @ 1014 - Name, First
- @ 1015 - Name, Last
- @ 1016 - Name, Middle Initial
- 1018 - State Code at Time of Admission
- @ 1019 - Student Birth Date
- 1026 - Term Institutional Grade Points
- 1027 - Term Institutional Hours for GPA
- 1029 - Term Part-Time/Full-Time
- 1030 - Total Institutional Grade Points
- 1031 - Total Institutional Hours for GPA
- 1032 - Transfer Student Flag
- 1033 - Nation of Citizenship
- 1034 - Transfer Institution
- 1035 - Verified Disabled Classification Indicator
- @ 1036 - Race - White
- @ 1037 - Race - Black/African American
- @ 1038 - Race - Asian
- @ 1039 - Race - American Indian/Alaskan Native
- @ 1040 - Race - Native Hawaiian/Pacific Islander
- @ 1041 - Ethnicity - Hispanic/Latino
- @ 1042 - Athletically Related Aid Indicator

1043 - Career Pathways Flag  
1044 - Adult Student Goal 1  
1045 - Adult Student Goal 2  
1046 - Adult Student Goal 3  
ZIP Code

@ Required for Financial Aid Submission

**Financial Aid - Record Type Eight** includes the following elements:

- \* 3201 - Financial Aid Term Identifier
- \* 3202 - Financial Aid Academic Year
- 3203 - Student Current Dependency Status
- 3204 - Expected Family Contribution
- 3205 - Financial Aid Need
- 3206 - Financial Aid Award Condition I.D.
- \* 3207 - Source of Financial Aid Funds
- \* 3208 - Financial Aid Award Type
- 3209 - Financial Aid Paid Amount

**Industry Certification - Record Type Nine** includes the following elements:

- \* 3301 - Program Industry CIP
- \* 3302 - Program Industry Certification Number
- 3303 - Program Industry Certification Date
- 3304 - Industry Certification Outcome

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***Description of Data Element:***

**Number:** 1001

**Name:** Citizenship

**Data Element is Used in the Following Reports:**

- Exceptions Report
- IPEDS Reports (EF2, R2, EP, C2)
- AA-1A Report
- AA-1B Reports
- AA-1C Reports

**Description:**

Record Type One - A code to indicate the status of the student's being a citizen of the United States.

**TABLE VALUES:**

A Non-resident alien  
C Citizen of the United States  
P Permanent Resident Alien  
X Unknown or not reported

**Edit:**

1. Missing or Invalid Critical

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***Description of Data Element:***

**Number:** 1002

**Name:** Disabled Classification

**Data Element is Used in the Following Reports:**

- |  |   |
|--|---|
| <input type="checkbox"/> Exceptions Report | <input type="checkbox"/> PBPB Report                        |
| <input type="checkbox"/> AA-1B Reports     | <input type="checkbox"/> Perkins Performance                |
| <input type="checkbox"/> FTE Reports       | <input type="checkbox"/> Report of Students with Documented |
| <input type="checkbox"/> AA-1C Reports     | Disabilities  |
| <input type="checkbox"/> AA-1A Report      |   |

**Description:**

Record Type One - A code indicating whether the student is classified as disabled.

Disabled is defined as any type of physical or mental impairment that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working. Primary disability is determined by the disability which has the highest cost for the institution to accommodate.

**TABLE VALUES:**

- A Autism Spectrum Disorder. Disorders characterized by an uneven developmental profile and a pattern of qualitative impairments in social interaction, communication, and the presence of restricted repetitive, and/or stereotyped patterns of behavior, interests, or activities. These characteristics may manifest in a variety of combinations and range from mild to severe.
- B Traumatic Brain Injury. An injury to the brain, not of a degenerative or congenital nature but caused by an external force, that may produce a diminished or altered state of consciousness, which results in impairment of cognitive ability and/or physical functioning.
- H Hearing impairment. A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, and 4000 Hz, ANSI, unaided in the better ear. Examples include but are not limited to the following: conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low hearing loss or deafness, acoustic trauma hearing loss, or deafness.
- L Specific Learning Disabilities. A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological process. Such disorders do not include learning problems which are due primarily to visual, hearing, or motor handicap, to mental retardation, to emotional disturbance, or to an environmental deprivation.

- M Emotional or Behavioral Disability. Any mental or psychological disorder including but not limited to organic brain syndrome, emotional or mental illness, or attention deficit disorders.
- O Other health impairment. (Student has a specific disability which is not listed in the others specific categories).
- P Physical impairment. (Musculoskeletal and connective tissue disorders, neuromuscular disorders). Physically disabling conditions which may require an adaptation to one's school environment or curriculum. Examples include but are not limited to the following: cerebral palsy, absence of some body member, clubfoot, nerve damage to the hand and arm, cardiovascular aneurysm (CVA), or head injury, and spinal cord injury.
- S Speech Impairment. Disorders of language, articulation, fluency, or voice which interfere with communication, pre-academic or academic learning, vocational training, or social adjustment. Examples include but are not limited to the following: Cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy, and aphasia.
- V Visual impairment. Disorders in the structure and function of the eye as manifested by at least one of the following: 1) visual acuity of 20/70 or less in the better eye after the best possible correction, 2) a peripheral field so constricted that it affects one's ability to function in an educational setting, 3) a progressive loss of vision which may affect one's ability to function in an educational setting. Examples include but are not limited to the following: cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.
- Z Not applicable or not reported.

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. | EQ Z and Course Fee Kind (DE 3006) EQ D                            | Informational |
| 3. | EQ Z and Verified Disabled Classification Indicator (DE 1035) NE N | Critical      |
| 4. | NE Z and Verified Disabled Classification Indicator (DE 1035) EQ N | Critical      |

### *Description of Data Element:*

**Number:**

**Name:** Ethnic Origin

**Data Element is Used in the Following Reports:**

- |   |  |
|---|--|
| <input type="checkbox"/> AA-1A Report                 | <input type="checkbox"/> Accountability Outcome Measure Report |
| <input type="checkbox"/> IPEDS Reports (EF2,R2,EP,C2) | <input type="checkbox"/> Perkins Performance                   |
| <input type="checkbox"/> AA-1B Reports                | <input type="checkbox"/> Exceptions Report                     |
| <input type="checkbox"/> PBPB Reports                 | <input type="checkbox"/> NRS                                   |
| <input type="checkbox"/> AA-1C Reports                |  |
| <input type="checkbox"/> Readiness for College Report |  |

**Description:**

Record Type One - Ethnic origin of the student, generated from DE 1036 to 1041 based on IPEDS reporting specifications.

**TABLE VALUES:**

- A Asian (not of Hispanic origin): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- B Black (not of Hispanic origin): A person having origins in any of the black racial groups of Africa.
- H Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term 'Spanish origin' can be used in addition to 'Hispanic or Latino'.
- I American Indian or Alaskan Native (not of Hispanic origin): A person having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.
- M Multi-Racial (not of Hispanic origin): A combination of two or more races.
- P Native Hawaiian or Other Pacific Islander (not of Hispanic origin): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- W White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- X Ethnic origin was not reported by the student.



**Edit:**

- 1.
2. Same Last Name (DE 1015), First Name (DE 1014), Middle Initial (DE 1016), Student Birth Date (DE 1019), Gender (DE 1006), and Ethnic Origin **Critical**

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***Description of Data Element:***

**Number:** 1004

**Name:** Fee Classification Residency

**Data Element is Used in the Following Reports:**

- Exceptions Report
- FTE Reports

**Description:**

Record Type One - The student's domicile, within or without the state of Florida, identified for the purpose of assessing fees at the institution. For the purpose of assessing registration fees, a student shall be classified as Florida resident or non-resident as of the first day of classes.

**TABLE VALUES:**

F	Florida resident
N	Non-Florida resident
D	Non-Florida resident paying differential out-of-state fee (F.S. 1009.22)
X	Unknown or not reported

**NOTES:**

1. For students enrolled in non-credit courses, code this data element with data that is available for the student.
2. Dual Enrolled students are not required to report residency. DCC has set policy that Residency for Dual Enrollment students be reported as 'X'. If a student completes high school and continues enrollment as a regularly admitted student in the same term, report the residency as determined through documentation verification at the time of post-high school enrollment.
3. Beginning July 1, 2011, colleges must report the residency for Adult students.

**Edit:**

1.	Missing or Invalid	Critical
2.	F and First-time Student Flag (DE 1005) EQ 'Y' and State Code at Time of Admission (DE 1018) NE 12	Informational
3.	X and any Course-ICS (DE 3001) begins with 1.1 or EQ 1.21.01-1.27.01, 1.21.02-1.27.02, 13101, 13103, 13201, 13202, 13203, 13204, 13102, 13104, or 15001 and Course Dual Enrollment (DE 3005) = N or Z	Critical
4.	F, N, D and Course-ICS (DE 3001) begins with 1.1 or EQ 1.21.01-1.27.01 or EQ 1.21.02-1.27.02 and all Course Dual Enrollment (DE 3005) = H, P, or S	Critical
5.	D and Reporting Institution (DE 1017) NE 1472, 1484, 1501, 1508, 1510, 1513, 1533	Critical

6. F, N, D and Course-ICS (DE 3001) EQ 13202 and Course Dual Enrollment/Co-Enrollment (DE 3005) = E Informational

---

***Description of Data Element:***

**Number:** 1005

**Name:** First-time Student Flag

**Data Element is Used in the Following Reports:**

- |  |  |
|--|--|
| <input type="checkbox"/> Exceptions Report                     | <input type="checkbox"/> ELT Reports               |
| <input type="checkbox"/> IPEDS Reports (EF2,R2)                | <input type="checkbox"/> Equity Report             |
| <input type="checkbox"/> Accountability Outcome Measure Report | <input type="checkbox"/> FETPIP File (Enrollments) |

**Description:**

Record Type One – A code to show if the student is first-time-in-college or first-time dual enrolled/early admitted.

**First-Time-in-College (FTIC) Student**

A certificate or degree seeking student who enters a postsecondary institution for the first time after high school graduation regardless of the number of credits earned through any acceleration mechanism (i.e., Dual Enrollment/Early Admission, AP, AICE, IB or CLEP).

Colleges may not know from a student's transcript if the student was a prior Dual Enrollment or Early Admission student. As a result, the FTIC definition will be used by Community College and Technical Center MIS (CCTCMIS) to generate state and federal reports.

Colleges will report as FTIC Dual Enrollment or Early Admission, a student who is enrolled as a Dual Enrolled or Early Admission student for the first time. FTIC Dual Enrollment or Early Admission students must be enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, or Postsecondary Adult Vocational.

Colleges will report as FTIC, a student who is attending a postsecondary institution for the first time. FTIC students must be enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory, or Apprenticeship. EXCLUDES students exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute. A student that attends another postsecondary institution and earns no credit or no credit is transferred is a Transfer student, not a FTIC.

All state and federal reports generated by CCTCMIS will report FTIC as those students who enter a postsecondary institution for the first time after high school. FTIC Dual Enrollment and Early Admission students are excluded. CCTCMIS will use historical Student Data Base data to determine prior Dual Enrollment or Early Admission students who are entering a postsecondary institution for the first time after high school graduation and include these students as FTIC.

**TABLE VALUES:**

- D First-Time-in-College Dual Enrollment or Early Admission Student – A student can only be reported with a D once and will not be coded with a Y in later terms.
- N The student is not First-Time-in-College or First-Time-in-College Dual Enrollment or Early Admission Student – Student is enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational, College Preparatory, Vocational Preparatory, or Apprenticeship.
- Y First-Time-in-College Student – A student can only be reported with a Y once.
- Z Not Applicable – Student is exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

**Edit:**

1.	Missing or Invalid	Critical
2.	Y and Transfer Student Flag (DE 1032) EQ F or Y	Critical
3.	Y and Institutional Class Level of Student (DE 1012) EQ 2, 3, 4	Critical
4.	Y and Fee Classification Residency (DE 1004) EQ F and State Code at Time of Admission (DE 1018) NE 12	Informational
5.	Y and Student Date of Entry (DE 1020) Year NE a Reporting Year	Informational
6.	Y and Institutional Class Level of Student (DE 1012) EQ 1 and no matching Entry Level/Exit Test Record	Informational
7.	D and no Course Dual/Co-Enrollment Flag (DE 3005) EQ H, P or S	Critical
8.	D and Course Dual/Co-Enrollment Flag (DE 3005) EQ H, S, or P and Institutional Class Level of Student (DE 1012) EQ 2, 3, 4	Critical
9.	NE N or Z and Program of Study, CIP (DE 2002) is an Adult Program (see Appendix A) and (High School Graduation Code (DE 1008) EQ X or no Program Record with Program of Study – Level (DE 2005) NE 9, B, G, Z)	Informational
10.	EQ Y and High School Graduation Code (DE 1008) EQ A,B,C,D, or O and High School Graduation Date (DE 1009) EQ 999999	Critical
11.	NE Z and Program of Study - Level (DE 2005) EQ F	Informational
12.	Y and State Code at Time of Admission (DE 1018) EQ XX	Informational
13.	Y and Nation of Citizenship (DE 1033) EQ U5	Informational

---

***Description of Data Element:***

**Number:** 1006

**Name:** Gender

**Data Element is Used in the Following Reports:**

- |  |  |
|--|--|
| <input type="checkbox"/> Exceptions Report                     | <input type="checkbox"/> AA-1A Report        |
| <input type="checkbox"/> IPEDS Reports (EF2,R2,EP,C2)          | <input type="checkbox"/> AA-1B Reports       |
| <input type="checkbox"/> Readiness for College Report          | <input type="checkbox"/> AA-1C Reports       |
| <input type="checkbox"/> Accountability Outcome Measure Report | <input type="checkbox"/> Perkins Performance |
|  | <input type="checkbox"/> NRS                 |

**Description:**

Record Type One - The gender of the student, as reported by the student.

**TABLE VALUES:**

F Female  
M Male  
X Not reported

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | Same Last Name (DE 1015), First Name (DE 1014), Middle Initial (DE 1016), Student Birth Date (DE 1019), Gender, and Ethnic Origin (DE 1003) | Critical |

---

***Description of Data Element:***

**Number:** 1007

**Name:** High School Code

**Data Element is Used in the Following Reports:**

- |  |   |
|--|---|
| <input type="checkbox"/> Readiness for College Report          | <input type="checkbox"/> FETPIP File (Enrollments)      |
| <input type="checkbox"/> Exceptions Report                     | <input type="checkbox"/> MOA (Method of Administration) |
| <input type="checkbox"/> Accountability Outcome Measure Report | Report  |

**Description:**

Record Type One - A code by which the high school, if in Florida, can be identified (for those students who at their first entry to the institution were graduates from a high school). Valid codes should be found in the "Division of Public Schools Master School ID File."

**TABLE VALUES:**

000000	Student graduated from a non-Florida high school.
999999	Student graduated from a Florida high school not listed on the Division of Public School Master School Identification File. The colleges should match all high school numbers against this file provided by the Community College and Technical Center MIS staff (See Note). If the high school does not appear on this file, the college should use this table value.
XXXXXX	Unknown or non-credit student.
ZZZZZZ	Not Applicable, attended a Home School, obtained a GED, or student did not graduate from high school.

**NOTES:**

1. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the high school number is a valid Florida high school. The file that can be retrieved by the colleges is named:

DCC.COLLEGE.PSMSID.YTT2012

The file will be an historical file from the Division of Public Schools. This file is frozen and the colleges will only be required to retrieve the file at the beginning of each reporting year.

---

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | ZZZZZZ and High School Graduation Code (DE 1008) EQ A, D, or O           | Critical |
| 3. | XXXXXX and High School Graduation Code (DE 1008) NE X                    | Critical |
| 4. | NE XXXXXX, ZZZZZZ, 000000, or 999999, Missing from Master School ID File | Critical |
| 5. | ZZZZZZ and High School Graduation Code (DE 1008) NE B, C, or X           | Critical |



---

***Description of Data Element:***

**Number:** 1008

**Name:** High School Graduation Code

**Data Element is Used in the Following Reports:**

- Exceptions Report
- IPEDS Reports (R2)
- Readiness for College Report
- FEPIP File (Enrollments)

**Description:**

Record Type One - A code to indicate the student's high school graduation status.

**TABLE VALUES:**

- A Standard high school diploma was awarded (includes College Prep. 18 hour option and Career Prep. 18 hour option)
- B High school GED was attained
- C Home Education Program Affidavit
- D Certificate of Completion – Met all requirements except for FCAT
- O Other Diploma or Certificate of Completion (includes Standard high school certificate of completion, special high school diploma or certificate of completion, etc.)
- X Unknown, not reported, or not applicable (i.e. student is still in secondary school, dropout)

A Standard high school diploma - College Prep. 18 hour option is awarded to a student who graduated from school and met all of the requirements to receive a standard diploma based on the 18-credit college preparatory graduation option (F.S. 1003.429(1)(b)). FASTER code = W6A.

A Standard high school diploma - Career Prep. 18 hour option is awarded to a student who graduated from school and met all of the requirements to receive a standard diploma based on the 18-credit career preparatory graduation option (F.S. 1003.429(1)(c)). FASTER code = W6B.

A Standard high school certificate of completion is awarded to a student if the student completes a minimum number of credits and other requirements (outlined in F.S. 1003.43) but who is unable to meet one or both of the following: passing score on the high school competency test, or successfully completing the required courses for graduation (F.S. 1003.43).

A Certificate of Completion - Met all requirements except for FCAT is awarded to a student who met all of the requirements to receive a standard diploma except passing the graduation test, and received a certificate of completion, and is eligible to take the College Placement Test, and be admitted to remedial or credit courses at a state community college as appropriate (F.S. 1003.433(2)(b)). FASTER code = W8A.

A Special high school diploma is awarded to a student who is classified as an exceptional student. The student is not required to complete the requirements for a Standard high school diploma but is required to fulfill all requirements outlined by the district school board and the special state minimum graduation requirements (F.S. 1003.438).

A Special high school certificate of completion is awarded to a student described in the Special high school diploma definition but who is not able to fulfill the special state minimum requirements (F.S. 1003.438).

**NOTES:**

1. A Standard high school diploma is awarded to a student who meets the general requirements for high school graduation (outlined in F.S. 1003.43) and earned a passing score on the high school competency test (defined in F.S. 1008.22).

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. | A, D, or O and High School Code (DE 1007) EQ ZZZZZZ  | Critical      |
| 3. | NE B, C, or X and High School Code (DE 1007) EQ ZZZZZZ   | Critical      |
| 4. | X and High School Graduation Date (DE 1009) is a valid date  | Critical      |
| 5. | A, B, C, D, or O and High School Graduation Date (DE1009) EQ 999999 and First Time Student Flag (DE 1005) EQ Y   | Critical      |
| 6. | EQ X, or no Program Record with Program of Study - Level (DE 2005) NE 9, B, G, or Z and First Time Student Flag (DE 1005) NE N or Z and Program of Study, CIP (DE 2002) is an Adult Program (See Appendix A) | Informational |

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***Description of Data Element:***

**Number:** 1009

**Name:** High School Graduation Date

**Data Element is Used in the Following Reports:**

- |   |  |
|---|--|
| <input type="checkbox"/> IPEDS Reports (R2)           | <input type="checkbox"/> FETPIP File (Enrollments)             |
| <input type="checkbox"/> Exceptions Report            | <input type="checkbox"/> Accountability Outcome Measure Report |
| <input type="checkbox"/> Readiness for College Report |  |

**Description:**

Record Type One - The date the diploma or certificate certifying the successful completion of a prescribed secondary school program of study or the attainment of satisfactory scores on the tests of General Education Development (GED) was issued.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (18-20), and YY is a numeric year.

Code 999999 for unknown or not applicable.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Non-numeric  | Critical |
| 2. | Invalid range month   | Critical |
| 3. | Invalid range century   | Critical |
| 4. | Valid date and High School Graduation Code (DE 1008) EQ X   | Critical |
| 5. | LT Student Birth Date (DE 1019) year  | Critical |
| 6. | 999999 and High School Graduation Code (DE 1008) EQ A, B, C, D, or O and First Time Student Flag (DE 1005) EQ Y | Critical |

---

***Description of Data Element:***

**Number:** 1011

**Name:** Incarceration Status

**Data Element is Used in the Following Reports:**

- Exceptions Report
- FTE Reports

**Description:**

Record Type One - Indicate, using the codes below, whether or not the student being reported meets any of the following categories.

**TABLE VALUES:**

- C The student is an inmate in a city/municipal institution.
- D The student is an inmate in a county institution.
- E The student is an inmate in a federal institution.
- S The student is an inmate in a state institution.
- Z None of the above categories apply to the student.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | Z and Course Fee Kind (DE 3006) EQ C  | Critical |
| 3. | C, D, E, or S and Course Fee Kind (DE 3006) EQ D, H, R, or V  | Critical |
| 4. | C or D and Course-ICS (DE 3001) EQ 13201, 13202, 13203, 13204, and Course Fee Kind (DE 3006) NE N   | Critical |
| 5. | S or E and Course-ICS (DE 3001) begins with 1.1 or EQ 12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001, and Course Fee Kind (DE 3006) NE F, G, N, S, T, or U  | Critical |
| 6. | S or E and Course-ICS (DE 3001) EQ 12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203, 12303, 12403, 12503, 12603, 12703, 13102, 13104, 13201, 13202, 13203, 13204, 13300, 12997, 12998 and Course Fee Kind (DE 3006) NE C | Critical |
| 7. | NE Z and Course Fee Kind (DE 3006) EQ D, H, R, or V   | Critical |

***Description of Data Element:***

**Number:** 1012

**Name:** Institutional Class Level of Student

**Data Element is Used in the Following Reports:**

- |  |  |
|--|--|
| <input type="checkbox"/> Exceptions Report         | <input type="checkbox"/> Accountability Outcome Measure Report |
| <input type="checkbox"/> Equity Report             | <input type="checkbox"/> EWC Enrollment Report                 |
| <input type="checkbox"/> IPEDS Reports (EF2,R2)    |  |
| <input type="checkbox"/> FETPIP File (Enrollments) |  |

**Description:**

Record Type One - The categorization of the student's progress, as defined by the institution at the beginning of the semester, toward a degree/certificate program as anticipated when all transcript evaluations and transfer hours are posted.

**TABLE VALUES:**

- 1 Freshman (student has completed less than thirty semester credits)
- 2 Sophomore
- 3 Junior
- 4 Senior
- 6 Unclassified (Non-Degree Seeking/certificate college credit student)
- N Exclusively Non-credit, Non funded (these students are not to be reported)
- Z Not Applicable [(Non-credit college student, -- such as students enrolled in Continuing Workforce Education or Lifelong Learning Course) or (completers not enrolled for the term submitted)]

**Edit:**

- |   |               |
|---|---------------|
| 1. Missing or Invalid   | Critical      |
| 2. 2, 3, or 4 and First-time Student Flag (DE 1005) EQ Y  | Critical      |
| 3. 1 and First-time Student Flag (DE 1005) EQ Y and no matching Entry Level/Exit Test Record                        | Informational |
| 4. 2, 3, or 4 and First-time Student Flag (DE 1005) EQ D and Course Dual/Co-Enrollment Flag (DE 3005) EQ H, S, or P | Critical      |
| 5. 1, 2, 3, 4, 6, or Z and Course-ICS (DE 3001) begins with 1.4   | Informational |
| 6. 3 or 4 and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)         | Critical      |
| 7. 3 or 4 or 6 and Program of Study - Award Type (DE 2001) NE I, H, or C  | Critical      |
| 8. 3 or 4 and Course-ICS (DE 3001) in 13101, 13103, 13102, 13104, 13201, 13202, 13203, 13204                        | Critical      |
| 9. NE Z and Program of Study - Level (DE 2005) EQ F   | Informational |

---

***Description of Data Element:***

**Number:** 1013

**Name:** Limited English Proficiency

**Data Element is Used in the Following Reports:**

- Exceptions Report
- AA-1A Report
- PBPB Reports
- AA-1B Reports
- AA-1C Reports
- Perkins Performance

**Description:**

Record Type One - A code to indicate the status of the student who has been identified as a student with Limited English Proficiency. A Limited English Proficiency student is one who:

- Was born in the U.S. and whose native language is other than English; or
- Was born in the U.S., but comes from a home in which a language other than English is most relied upon for communication; or
- Is an American Indian or Alaskan Native and comes from a home in which a language other than English has had a significant impact on his or her level of English Language Proficiency; or
- Was not born in U.S. and whose native language is other than English; and

Who as a result of the above, had sufficient difficulty speaking, reading, writing, or understanding the English language to deny him or her the opportunity to learn successfully in college classrooms in which the language of instruction is English.

**TABLE VALUES:**

- N Student is of Limited English Proficiency, but is not in the four categories listed above  
Y Student is of Limited English Proficiency.  
Z Not Applicable (Student is not LEP)

**NOTES:**

1. Once a student is flagged as a Limited English Proficiency (LEP - Data Element 1013 = Y) the student will always be flagged as a LEP throughout their enrollment at the reporting institution.

**Edit:**

1. Missing or Invalid Critical

---

***Description of Data Element:***

**Number:** 1014

**Name:** Name - First

**Data Element is Used in the Following Reports:**

- Readiness for College Report
- Perkins Funding

**Description:**

Record Type One - First name, as reported by the student.

If a student has only one name, place a **hyphen ('-')** in the first position of the **Name - First field** and use Name - Last field to report the name.

**NOTES:**

1. The following hexadecimal codes are converted to blank/space:  
  
00 - 0F, 10 - 1F, 20 - 2F, 30 - 3F, 40 - 49, 50 -59, 62 - 69, 70 - 78,  
128, 138, 144, 154, AA, BA, CA, CB, CD, CF, DA - DF, E1,  
EA, EB, ED - EF, FB - FE
2. Lower-case letters are converted to upper-case letters.

**Edit:**

- |  |          |
|--|----------|
| 1. Missing   | Critical |
| 2. Same Last Name (DE 1015), First Name, Middle Initial (DE 1016), Student Birth Date (DE 1019), Gender (DE 1006), and Ethnic Origin (DE 1003) | Critical |

---

***Description of Data Element:***

**Number:** 1015

**Name:** Name - Last

**Data Element is Used in the Following Reports:**

- Readiness for College Report
- Perkins Funding

**Description:**

Record Type One - Last name or surname, as reported by the student.

If a student has only one name, place a **hyphen ('-')** in the first position of the **Name - First field** and use Name - Last field to report the name.

**NOTES:**

1. The following hexadecimal codes are converted to blank/space:  
  
00 - 0F, 10 - 1F, 20 - 2F, 30 - 3F, 40 - 49, 50 -59, 62 - 69, 70 - 78,  
128, 138, 144, 154, AA, BA, CA, CB, CD, CF, DA - DF, E1,  
EA, EB, ED - EF, FB - FE
2. Lower-case letters are converted to upper-case letters.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing   | Critical |
| 2. | Same Last Name, First Name (DE 1014), Middle Initial (DE 1016), Student Birth Date (DE 1019), Gender (DE 1006), and Ethnic Origin (DE 1003) | Critical |



---

***Description of Data Element:***

**Number:** 1016

**Name:** Name - Middle Initial

**Data Element is Used in the Following Reports:**

- Readiness for College Report
- Perkins Funding

**Description:**

Record Type One - First character of the student's middle name, as reported by the student.

**NOTES:**

1. The following hexadecimal codes are converted to blank/space:  
  
00 - 0F, 10 - 1F, 20 - 2F, 30 - 3F, 40 - 49, 50 -59, 62 - 69, 70 - 78,  
128, 138, 144, 154, AA, BA, CA, CB, CD, CF, DA - DF, E1, EA,  
EB, ED - EF, FB - FE
2. Lower-case letters are converted to upper-case letters.

**Edit:**

1. Same Last Name (DE 1015), First Name (DE 1015), Middle Initial, Student Birth Date (DE 1019), Gender (DE 1006), and Ethnic Origin (DE 1003) Critical

***Description of Data Element:***

**Number:** 1017

**Name:** Reporting Institution

**Data Element is Used in the Following Reports:**

- |  |  |
|--|--|
| <input type="checkbox"/> Exceptions Report               | <input type="checkbox"/> OA-2 Report                           |
| <input type="checkbox"/> Readiness for College Report    | <input type="checkbox"/> NRS                                   |
| <input type="checkbox"/> IPEDS Reports (EF2, R2, EP, C2) | <input type="checkbox"/> FTE Reports                           |
| <input type="checkbox"/> Perkins Funding                 | <input type="checkbox"/> Accountability Outcome Measure Report |
| <input type="checkbox"/> Perkins Performance             | <input type="checkbox"/> Course Number Match Report            |
| <input type="checkbox"/> Entry Level Testing Reports     | <input type="checkbox"/> PBPB Reports                          |

**Description:**

Record Type One - The college reporting this information. This number should be right justified, filled with leading zeros.

**TABLE VALUES:**

0001470	Brevard	0001493	Indian River	0001514	Polk
0001500	Broward	0001501	Lake City	0001523	St. Johns River
0001471	Central Florida	0001502	Lake-Sumter	0001528	St. Petersburg
0001472	Chipola	0001504	Manatee	0001519	Santa Fe
0001475	Daytona	0001506	Miami Dade	0001520	Seminole
0001477	Edison	0001508	North Florida	0001522	South Florida
0001484	Fla CC at Jax	0001510	Northwest Fla	0001533	Tallahassee
0001485	Florida Keys	0001512	Palm Beach	0006750	Valencia
0001490	Gulf Coast	0010652	Pasco-Hernando		
0007870	Hillsborough	0001513	Pensacola		

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | Not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528) and Institutional Class Level Student (DE 1012) EQ 3 or 4   | Critical |
| 3. | Not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528) and Course ICS (DE 3001) EQ 11101 thru 11849 and Course Identifier (DE 3008) fourth digit EQ 3 or 4 | Critical |

***Description of Data Element:***

**Number:** 1018

**Name:** State Code at Time of Admission

**Data Element is Used in the Following Reports:**

- ❑ IPEDS Reports (R2)

**Description:**

Record Type One - The Federal Information Processing Standards (FIPS) code for the state in which the student resides at the first time of admission to the institution. This element is only valid for first-time students.

**TABLE VALUES:**

01-Alabama	20-Kansas	37-North Carolina	56-Wyoming
02-Alaska	21-Kentucky	38-North Dakota	57-State Unknown
04-Arizona	22-Louisiana	39-Ohio	60-American Samoa
05-Arkansas	23-Maine	40-Oklahoma	64-Federated States of Micronesia
06-California	24-Maryland	41-Oregon	66-Guam
08-Colorado	25-Massachusetts	42-Pennsylvania	68-Marshall Islands
09-Connecticut	26-Michigan	44-Rhode Island	69-North Marianas
10-Delaware	27-Minnesota	45-South Carolina	70-Palao
11-District of Columbia	28-Mississippi	46-Sourth Dakota	72-Puerto Rico
12-Florida	29-Missouri	47-Tennessee	78-Virgin Islands
13-Georgia	30-Montana	48-Texas	90-Foreign Countries
15-Hawaii	31-Nebraska	49-Utah	XX-Unknown or Student not FTIC
16-Idaho	32-Nevada	50-Vermont	
17-Illinois	33-New Hampshire	51-Virginia	
18-Indiana	34-New Jersey	53-Washington	
19-Iowa	35-New Mexico	54-West Virginia	
	36-New York	55-Wisconsin	

**NOTES:**

1. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the State Code number is a valid FIPS State Code. The file to be retrieved by the colleges is named:

DCC.COLLEGE.STATE.YTT2012

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. | NE 12 and Fee Classification Residency (DE 1004) EQ F and First-time Student Flag (DE 1005) EQ Y | Informational |
| 3. | XX and First-Time Student Flag (DE 1005) EQ Y or Transfer Student Flag (DE 1032) EQ F            | Informational |

---

***Description of Data Element:***

**Number:** 1019

**Name:** Student Birth Date

**Data Element is Used in the Following Reports:**

- IPEDS Reports (EF2)
- SUS Community Colleges Follow-up Study
- SUS Community Colleges Longitudinal Study
- NRS

**Description:**

Record Type One - Legal date of birth of the student.

The format for coding this element is MMDDCCYY where MM is a valid month (01-12), DD is a valid day (01-31), CC is a valid century (18 - 20), and YY is a numeric year.

Code all nines (99999999) for unknown.

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Non-numeric   | Critical      |
| 2. | Invalid range month  | Critical      |
| 3. | Invalid range day  | Critical      |
| 4. | Invalid range century  | Critical      |
| 5. | GT or EQ Student Date of Entry (DE 1020)   | Critical      |
| 6. | Age GT 80 or LT 13   | Informational |
| 7. | Year GT High School Graduation Date (DE 1009)  | Critical      |
| 8. | GT Entry Level/Exit Test Date (DE 1105)  | Critical      |
| 9. | Same Last Name (DE 1015), First Name, Middle Initial (DE 1016), Student Birth Date, Gender (DE 1006) and Ethnic Origin (DE 1003) | Critical      |

***Description of Data Element:***

**Number:** 1021

**Name:** Student Identification Number

**Data Element is Used in the Following Reports:**

- |  |  |
|--|--|
| <input type="checkbox"/> Readiness for College Report          | <input type="checkbox"/> PBPB Reports        |
| <input type="checkbox"/> F Perkins Funding                     | <input type="checkbox"/> Perkins Performance |
| <input type="checkbox"/> Accountability Outcome Measure Report | <input type="checkbox"/> NRS                 |

**Description:**

Record Type One - A number assigned to a student for identification purposes. If the Social Security Number is available, it should be used as the identification number. If the Social Security Number is not available, this element may reflect a unique derived number assigned for the purposes of student identification, within the college. If the number used is not a Social Security Number, the Student Identification Number must begin with an alphabetic character.

This field should be left justified, filled with trailing spaces.

**Edit:**

- |   |          |
|---|----------|
| 1. Missing or containing embedded blanks                      | Critical |
| 2. All zeros  | Critical |
| 3. Duplicate ID within college                                | Critical |
| 4. 1st nine positions are numeric and 10th position non-blank | Critical |
| 5.  |          |

---

***Description of Data Element:***

**Number:** 1026

**Name:** Term Institutional Grade Points

**Data Element is Used in the Following Reports:**

- N/A

**Description:**

Record Type One - Term Institutional Grade Points Equivalents (Quality) generated in the current degree level, at the reporting institution, based on a 4.0 scale. Term Institutional Grade Points will consist only of the reporting term data for the student. Non-instructional credit awarded (i.e. CLEP, etc.) and college preparatory credit awarded will not be included in the Term Institutional Grade Points.

Code all nines (9999) if this field is not applicable.

**EXAMPLE:**

If a student makes a grade of 'A' in a 3-hour course, then Term Institutional Grade Points are calculated as follows:

$$3(\text{Hours}) * 4(\text{Scale}) = 12(\text{Term Institutional Grade Points}).$$

This data element is the sum of all such points for an individual student for the term.

**NOTES:**

1. Nulls are loaded for Beginning-of-Term data submissions.

**Edit:**

- |    |                        |               |
|----|------------------------|---------------|
| 1. | Missing or Non-numeric | Critical      |
| 2. | NE 9999, GT 100.0      | Informational |

---

***Description of Data Element:***

**Number:** 1027

**Name:** Term Institutional Hours for GPA

**Data Element is Used in the Following Reports:**

- N/A

**Description:**

Record Type One - Term credit hours attempted in the current degree level, which are used for calculation of the grade point average (GPA). The Term Institutional Hours for GPA will consist only of the reporting term data. Non-instructional credit hours (i.e. CLEP, etc.) and college preparatory credit hours will not be included in the Term Institutional Hours for GPA.

Code all nines (999) if this field is not applicable.

**NOTES:**

1. Nulls are loaded for Beginning-of-Term data submissions.

**Edit:**

- |    |   |               |
|----|---|---------------|
| 1. | Missing or Non-numeric  | Critical      |
| 2. | NE 999, GT 20.0   | Informational |
| 3. | GT zero and Total Institutional Hours for GPA (DE 1031) EQ zero | Informational |

---

***Description of Data Element:***

**Number:** 1028

**Name:** Term Identifier

**Data Element is Used in the Following Reports:**

- Exceptions Report
- Readiness for College Report
- IPEDS Reports (EF2,R2,EP,C2)
- Perkins Funding
- Perkins Performance
- Entry Level/Exit Test Reports
- OA-2 Report
- NRS
- FTE Reports
- Accountability Outcome Measure
- Course Number Match Report

**Description:**

Record Type One - Code indicating the academic term within the fiscal year.

**TABLE VALUES:**

1YY	Summer Term
2YY	Fall Term
3YY	Spring Term

Where YY is the last two digits of the calendar year of the term being reported.

**Edit:**

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|



---

***Description of Data Element:***

**Number:** 1029

**Name:** Term Part-Time/Full-Time

**Data Element is Used in the Following Reports:**

- Exceptions Report
- IPEDS Report (EF2)
- Accountability Outcome Measure

**Description:**

Record Type One - Code indicating if the student is a full-time or part-time student. A full-time student is a student enrolled for twelve or more semester credits or twenty-four or more contact hours per week.

**TABLE VALUES:**

- F Full-Time student. Use for Fall and Spring terms only.
- P Part-Time student. Use for Fall and Spring terms only.
- S Summer term. Use for all enrolled students in Summer term.
- Z Use when reporting an Acceleration or a Completion Record only for the student. Student is not enrolled for this term.

**Edit:**

- 1. Missing or Invalid Critical
- 2. Z and valid Course Section (DE 3009) Informational

---

***Description of Data Element:***

**Number:** 1030

**Name:** Total Institutional Grade Points

**Data Element is Used in the Following Reports:**

- Accountability Outcome Measure Report
- Perkins Performance

**Description:**

Record Type One - Total Institutional Grade Points Equivalent (Quality) generated in the current degree level, at the reporting institution, based on a 4.0 scale. Total Institutional Grade Points will consist of the reporting term data as well as historical term data for the student. Non-instructional credit awarded (i.e. CLEP, etc.) and college preparatory credit awarded will not be included in the Total Institutional Grade Points.

Code all nines (99999) if this field is not applicable.

**EXAMPLE:**

If a student makes a grade of 'A' in a 3-hour course, then Quality Points are calculated as follows:

$$3(\text{Hours}) * 4(\text{Scale}) = 12(\text{Total Institutional Grade Points}).$$

This data element is the sum of all such points earned by the individual student prior to and including the current reporting term for the current degree level.

**NOTES:**

1. Nulls are loaded for Beginning-of-Term data submissions.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Non-numeric                                    | Critical |
| 2. | GT 0 and Total Institutional Hours for GPA (DE 1031) EQ 0 | Critical |

---

***Description of Data Element:***

**Number:** 1031

**Name:** Total Institutional Hours for GPA

**Data Element is Used in the Following Reports:**

- Accountability Outcome Measure Report
- Perkins Performance

**Description:**

Record Type One - Total credit hours attempted in the current degree level at the reporting institution, which are used for calculation of the grade point average (GPA). The Total Institutional Hours for GPA will consist of the reporting term data as well as historical term data for the student. Non-instructional credit hours (i.e. CLEP, etc.) and college preparatory credit hours will not be included in the Total Institutional Hours for GPA.

Code all nines (9999) if this field is not applicable.

**NOTES:**

1. Nulls are loaded for Beginning-of-Term data submissions.

**Edit:**

- |    |                   |               |
|----|-------------------|---------------|
| 1. | Non-numeric       | Critical      |
| 2. | NE 9999, GT 175.0 | Informational |

---

***Description of Data Element:***

**Number:** 1032

**Name:** Transfer Student Flag

**Data Element is Used in the Following Reports:**

- Exceptions Report
- Readiness for College
- FETPIP File (Enrollments)
- Accountability Outcome Measure Report

**Description:**

Record Type One - A code to show that the student is or is not a transfer student. A transfer student is a student who has previously attended another postsecondary institution, including non-regionally accredited postsecondary institutions, whether or not any credit is earned or accepted. The First-Time Transfer Student is a transfer student that is in their first term of enrollment at your institution. Once the First-Time Transfer Student is coded "F" in the first term of enrollment, the student will be coded "Y" each subsequent term enrolled. Transfer students are enrolled in at least one course in one of the following instructional areas: Advanced and Professional, Postsecondary Vocational, Postsecondary Adult Vocational (if certificates are awarded), College Preparatory, Vocational Preparatory, or Apprenticeship. EXCLUDES students exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

**TABLE VALUES:**

F	First-Time Transfer Student (first term of enrollment at your institution)
N	No
Y	Yes (every term after the first term the student transfers)
Z	Not applicable - Student is exclusively enrolled in GED, Adult Basic, Adult Secondary, Continuing Workforce Education, Lifelong Learning, or Educator Preparation Institute.

**NOTES:**

1. Once a student is flagged as a transfer student (Data Element 1032 = "Y") the student will always be flagged as a transfer throughout their enrollment at the reporting institution. If the student transfers to yet another institution, then the student will be coded as "F" the first term of enrollment then "Y" every other term after.

**Edit:**

1.	Missing or Invalid	Critical
2.	F or Y and First-time Student Flag (DE 1005) EQ Y	Critical
3.	Z and Program of Study, Level (DE 2005) EQ 0, 1, 2, 3, 8, A, D, C, H, P, or T	Informational

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4.	Z and Completion Degree Granted (DE 2103) EQ 1, 2, 3, 4, 5, 7, A, C, or P	Informational
5.	F or Y and Transfer Institution (DE 1034) EQ 9999999	Informational
6.	F and previous End-of-Term Transfer Student Flag EQ F or Y	Critical
7.	F and Nation of Citizenship (DE 1033) EQ U5	Informational
8.	F and State Code at Time of Admission (DE 1018) EQ XX	Informational

---

***Description of Data Element:***

**Number:** 1033

**Name:** Nation of Citizenship

**Data Element is Used in the Following Reports:**

- ❑ Exceptions Report

**Description:**

Record Type One - The U.S. Federal Processing Standards code for the country (Nation Code) of Citizenship of the Student at the time of admission to the institution.

**TABLE VALUES:**

AF	Afghanistan	BC	Botswana
AL	Albania	BV	Bouvet Island
AG	Algeria	BR	Brazil
AQ	American Samoa	IO	British Indian Ocean Territory
AN	Andorra	VI	British Virgin Islands
AO	Angola	BX	Brunei Darussalam
AV	Anguilla	BU	Bulgaria
AY	Antarctica	UV	Burkina Faso
AC	Antigua & Barbuda	BM	Burma
AR	Argentina	BY	Burundi
AM	Armenia	CB	Cambodia (Kampuchea, Democratic)
AA	Aruba	CM	Cameroon
AT	Ashmore and Cartier Islands	CA	Canada
AS	Australia	PQ	Canal Zone
AU	Austria	EQ	Canton and Enderbury
AJ	Azerbaijan	CV	Cape Verde
BF	Bahamas	CJ	Cayman Islands
BA	Bahrain	CT	Central African Republic
FQ	Baker Island	CL	Central and Southern Line Islands
BG	Bangladesh	CD	Chad
BB	Barbados	CI	Chile
BS	Bassas da India	CH	China
BO	Belarus (Byelowssian SSR)	KT	Christmas Island
BE	Belgium	IP	Clipperton Island
BH	Belize	CK	Cocos (Keeling) Islands
BN	Benin	CO	Colombia
BD	Bermuda	CN	Comoros
BT	Bhutan	CF	Congo
BL	Bolivia	CG	Congo, The Democratic Republic of
BK	Bosnia and Herzegovina	CW	Cook Islands

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CR	Coral Sea Islands	GV	Guinea
CS	Costa Rica	PU	Guinea-Bissau
HR	Croatia	GY	Guyana
CU	Cuba	HA	Haiti
CY	Cyprus	HM	Heard Island and McDonald Islands
EZ	Czech Republic	HO	Honduras
CZ	Czechoslovakia	HK	Hong Kong
VN	Democratic Republic of Viet-Nam	HQ	Howland Island
DA	Denmark	HU	Hungary
DJ	Djibouti	IC	Iceland
DO	Dominica	IN	India
DR	Dominican Republic	ID	Indonesia
EC	Ecuador	IR	Iran, Islamic Republic
EG	Egypt	IZ	Iraq
ES	El Salvador	IY	Iraq-Saudi Arabia Neutral Zone
EK	Equatorial Guinea	EI	Ireland
ER	Eritrea	IM	Isle of Man
EN	Estonia	IS	Israel
ET	Ethiopia	IW	Israel-Jordan Demilitarized Zone
EU	Europa Island	IU	Israel-Siria Demilitarized Zone
FK	Falkland Islands (Malvinas)	IT	Italy
FO	Faroe Islands	IV	Ivory Coast (CoteD'Ivoire)
GE	Federal Republic of Germany	JM	Jamaica
FJ	Fiji	JN	Jan Mayen
FI	Finland	JA	Japan
FR	France	DQ	Jarvis Island
FG	French Guiana	JE	Jersey
FP	French Polynesia	JQ	Johnston Atoll
FS	French Southern Territories	JO	Jordan
FT	French Territory AFARS and ISSAS	JU	Juan de Nova Island
GB	Gabon	KZ	Kazakhstan
GA	Gambia	KE	Kenya
GZ	Gaza Strip	KQ	Kingman Reef
GG	Georgia	KR	Kiribati
GM	Germany, Federal Republic	KV	Kosovo
BZ	Germany, Berlin	KN	Korea, Democratic People's Republic
GH	Ghana	KS	Korea, Republic of
GI	Gibraltar	KU	Kuwait
GN	Gilbert and Ellice Islands	KG	Kyrgyzstan
GS	Gilbert Islands	LA	Lao People's Democratic Republic
GO	Glorioso Islands	LG	Latvia
GR	Greece	LE	Lebanon
GL	Greenland	LT	Lesotho
GJ	Grenada	LI	Liberia
GP	Guadeloupe	LY	Libyan Arab Jamahiriya
GQ	Guam	LS	Liechtenstein
GT	Guatemala	LH	Lithuania
GK	Guernsey	LU	Luxembourg

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MC	Macau	PA	Paraguay
MK	Macedonia, The Former Yugoslav Republic	PE	Peru
MA	Madagascar	RP	Philippines
MI	Malawi	PC	Pitcairn
MY	Malaysia	PL	Poland
MV	Maldives	PO	Portugal
ML	Mali	PT	Portuguese Timor
MT	Malta	RQ	Puerto Rico
RM	Marshall Islands	QA	Qatar
MB	Martinique	VS	Republic of Viet-Nam
MR	Mauritania	RE	Reunion
MP	Mauritius	RO	Romania
MF	Mayotte	RI	Serbia
MX	Mexico	SR	Serbia (Prior 2001)
FM	Micronesia	RS	Russian Federation
MQ	Midway Islands	RW	Rwanda
MD	Moldova, Republic of	WS	Samoa
MN	Monaco	SM	San Marino
MG	Mongolia	TP	Sao Tome and Principe
MJ	Montenegro	SA	Saudi Arabia
MW	Montenegro (Prior 2001)	SG	Senegal
MH	Montserrat	YI	Serbia and Montenegro
MO	Morocco	SE	Seychelles
MZ	Mozambique	SL	Sierra Leone
WA	Namibia	SK	Sikkim
NR	Nauru	SN	Singapore
BQ	Navassa Island	BP	Solomon Islands
NP	Nepal	LO	Slovakia
NL	Netherlands	SI	Slovenia
NT	Netherlands Antilles	SO	Somalia
U2	Neutral Zone	SF	South Africa
NC	New Caledonia	SX	South Georgia and the South Sandwich Islands
NZ	New Zealand	RH	Southern Rhodesia
NU	Nicaragua	YQ	Southern Ryukyu Islands
NG	Niger	SP	Spain
NI	Nigeria	ME	Spanish North Africa
NE	Niue	SS	Spanish Sahara
NF	Norfolk Island	PG	Spratly Islands
CQ	Northern Mariana Islands	CE	Sri Lanka
NO	Norway	SH	St. Helena
MU	Oman	SC	St. Kitts and Nevis
PK	Pakistan	ST	Saint Lucia
PS	Palau	RN	Saint Martin
LQ	Palmyra Atoll	SB	St. Pierre & Miquelon
PM	Panama	VC	St. Vincent & The Grenadines
PP	Papua New Guinea	SU	Sudan
PF	Paracel Islands	NS	Suriname

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SV	Svalbard	UP	Ukraine
JS	Svalbard & Jan Mayen Islands	UR	Union of Soviet Socialist Republics (No Longer Exists)
SQ	Swan Islands		
WZ	Swaziland	AE	United Arab Emirates
SW	Sweden	UK	United Kingdom - Great Britain
SZ	Switzerland	US	United States of America
SY	Syrian Arab Republic	IQ	United States Misc Pacific Islands
TW	Taiwan, Province of China	U5	Unknown or Unspecified
TI	Tajikistan or Tadzhikstan	UY	Uruguay
TZ	Tanzania, United Republic	UZ	Uzbekistan
TH	Thailand	NH	Vanuatu
TT	Timor-Leste	VT	Vatican City State-Holy See
TO	Togo	VE	Venezuela
TL	Tokelau	VM	Viet Nam
TN	Tonga	WQ	Wake Atoll
TD	Trinidad and Tobago	WF	Wallis & Futuna Islands
TE	Tromelin Island	WE	West Bank
TQ	Trust Territory of the Pacific Islands	WI	Western Sahara
TS	Tunisia	YE	Yeman (Sanaa)
TU	Turkey	YM	Yemen
TX	Turkmenistan	YS	Yemen (Aden)
TK	Turks and Caicos Islands	YO	Yugoslavia (No Longer Exists)
TV	Tuvalu	ZA	Zambia
VQ	U.S. Virgin Islands	ZI	Zimbabwe
UG	Uganda		

**NOTES:**

- The Community College and Technical Center MIS staff will provide a file for colleges to determine if the Nation of Citizenship code is a valid code. The file that can be retrieved by the colleges is named:

DCC.COLLEGE.NATION.YTT2012

**Edit:**

- |    |   |               |
|----|---|---------------|
| 1. | Missing or Invalid  | Critical      |
| 2. | U5 and First-Time Student Flag (DE 1005) EQ Y or Transfer Student Flag (DE 1032) EQ F | Informational |

***Description of Data Element:***

**Number:** 1034

**Name:** Transfer Institution

**Data Element is Used in the Following Reports:**

- ❑ Exception Report

**Description:**

Record Type One - The last Postsecondary Institution a student transferred from. This number should be right justified, filled with leading zeros.

**TABLE VALUES:**

**Florida Community Colleges**

0001470 Brevard	0001493 Indian River	0001514 Polk
0001500 Broward	0001501 Lake City	0001523 St. Johns River
0001471 Central Florida	0001502 Lake-Sumter	0001528 St. Petersburg
0001472 Chipola	0001504 Manatee	0001519 Santa Fe
0001475 Daytona Beach	0001506 Miami Dade	0001520 Seminole
0001477 Edison	0001508 North Florida	0001522 South Florida
0001484 Fla CC at Jax	0001510 Northwest Fla	0001533 Tallahassee
0001485 Florida Keys	0001512 Palm Beach	0006750 Valencia
0001490 Gulf Coast	0010652 Pasco-Hernando	
0007870 Hillsborough	0001513 Pensacola	

**Florida Universities**

0001480 Florida A&M University	0032553 Florida Gulf Coast University
0001481 Florida Atlantic University	0039574 New College of Florida
0009635 Florida International University	0000000 Unknown
0001489 Florida State University	4444444 Other Florida Education Institutions
0003954 University of Central Florida	6666666 Other Florida Post-Secondary Institutions
0001535 University of Florida	8888888 Other Non-Florida Post-Secondary Institutions
0009841 University of North Florida	9999999 Not Applicable
0001537 University of South Florida	
0003955 University of West Florida	

**Vocational/Technical Centers**

0010411	W. Travis Loften Ed Center	0360544	Business & Industry Services
0030481	Tom P. Haney Area Vo-Tec-Center	0360581	Lee County High Tech Center-North
0040171	Bradford-Union Area Vo-Tech Center	0370361	Lively Technical Center
0061051	Sheridan Vo-Tech Center	0410211	Manatee Area Vo-Tech Center
0061291	Wm. T. McFatter Vo-Tech	0460602	Crestview Voc-Tech Center
0062221	Atlantic Vo-Tech Center	0460701	Okaloosa Applied Tech Center
0060212	Adult & Vocational Off Campus	0469016	Exceptional Student Education
0080161	Charlotte County Vo-Tech Center	0481131	O-Tec Mid-Florida Tech
0090131	Withlatchoochee Tech Institute	0481581	O-Tec Orlando Tech
0090321	Citrus County Renaissance Center	0485783	O-Tec Westside Tech
0110281	Lorenzo Walker Institute of Technology	0485852	O-Tec Winter Park Tech
0137801	George T. Baker Aviation	0490861	Osceola Tech Ed Center
0138005	Lindsey Hopkins Tech Ed Center	0501461	North Technical Ed Center
0138901	Miami Lakes Technical Ed Center	0501571	South Technical Ed Center
0138911	Robert Morgan Vo-Tech Institute	0501591	West Technical Ed Center
0138981	South Dade Skill Center	0510081	Moore-Mickens Ed Center
0138991	Miami Skill Center	0510991	F.K. Marchman Tech Ed Center
0137253	Miami Agricultural School	0523371	Seminole Vocational Ed Center
0170861	George Stone Area Vo-Tech Center	0523801	Ptech-St. Petersburg
0200245	Gadsden Technical Institute	0524541	Ptech - Clearwater
0290362	Henry W. Brewster Tech Center	0531591	Maynard Traviss Tech Center
0291421	Erwin Technical Center	0531691	Ridge Technical Center
0292381	Learey Technical Center	0550231	St. Augustine Tech Center
0294221	Tampa Bay Area Vo-Tech Center	0570321	Locklin Tech Center
0350531	Lake County Area Vo-Tech Center	0580391	Sarasota County Tech Institute
0359006	Non School Vocational Ed	0610012	Suwannee-Hamilton Area Vo Tech
0360541	Lee County High Tech Center-Central	0620131	Taylor County Technical Institute
0360543	Trade Extension	0642774	Hillcrest Vocational Center
		0660301	Walton County Vocational School
		0670141	Washington-Holmes Tech Center

**NOTES:**

1. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the Transfer Institution code is a valid code. The file that can be retrieved by the colleges is named:

DCC.COLLEGE.XFERINST.YTT2012

**Edit:**

- |    |   |               |
|----|---|---------------|
| 1. | Missing or Invalid                                    | Critical      |
| 2. | 9999999 and Transfer Student Flag (DE 1032) EQ F or Y | Informational |

---

***Description of Data Element:***

**Number:** 1035

**Name:** Verified Disabled Classification Indicator

**Data Element is Used in the Following Reports:**

- Report of Students with Documented Disabilities
- Budget Process for Students with Disabilities
- PBPB Reports

**Description:**

This data element is to report students with verified disabilities. The Office for Services for Students with Disabilities (or other appropriate offices) will provide verification of the reported Disabled Classification in Data Element 1002 according to the process set up by the local institution and consistent with the standards in law.

**TABLE VALUES:**

- D Student has a verified disability and receives services from the institution  
N Student does not have a documented disability or Not Applicable  
Y Student has a verified disability, but does not receive services from the institution

**NOTES:**

1. The table values in this data element represent the verification of a documented disability outlined in the Florida College System recommendations from the Task Force to Review the Needs of Students with Disabilities.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid                                | Critical |
| 2. | D or Y and Disabled Classification (DE 1002) EQ Z | Critical |
| 3. | N and Disabled Classification (DE 1002) NE Z      | Critical |



---

***Description of Data Element:***

**Number:** 1037

**Name:** Race - Black or African American

**Data Element is Used in the Following Reports:**

- Exceptions Report
- Readiness for College Report
- IPEDS Reports
- Accountability
- AA-1A, AA-1B, AA-1C
- Performance Based Program Budgeting
- NRS
- Perkins

**Description:**

Record Type One - A code to indicate if the student has origins in any of the black racial groups of Africa.

**TABLE VALUES:**

- Y Yes  
N No  
X Unknown, race was not reported by the student

**NOTES:**

1. This race code may be coded yes even if others are also yes.

**Edit:**

1. Missing or Invalid Critical
2. 'X' and (DE 1036) thru (DE 1040) not equal 'X' Critical

---

***Description of Data Element:***

**Number:** 1038

**Name:** Race - Asian

**Data Element is Used in the Following Reports:**

- Exceptions Report
- Readiness for College Report
- IPEDS Reports
- Accountability
- AA-1A, AA-1B, AA-1C
- Performance Based Program Budgeting
- NRS
- Perkins

**Description:**

Record Type One - A code to indicate if the student has origins of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand, and Vietnam.

**TABLE VALUES:**

- Y Yes
- N No
- X Unknown, race was not reported by the student

**NOTES:**

1. This race code may be coded yes even if others are also yes.

**Edit:**

1. Missing or Invalid Critical
2. 'X' and (DE 1036) thru (DE 1040) not equal 'X' Critical

---

***Description of Data Element:***

**Number:** 1039

**Name:** Race - American Indian/Alaskan Native

**Data Element is Used in the Following Reports:**

- Exceptions Report
- Readiness for College Report
- IPEDS Reports
- Accountability
- AA-1A, AA-1B, AA-1C
- Performance Based Program Budgeting
- NRS
- Perkins

**Description:**

Record Type One - A code to indicate if the student has origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**TABLE VALUES:**

- Y Yes
- N No
- X Unknown, race was not reported by the student

**NOTES:**

1. This race code may be coded yes even if others are also yes.

**Edit:**

1. Missing or Invalid Critical
2. 'X' and (DE 1036) thru (DE 1040) not equal 'X' Critical



---

***Description of Data Element:***

**Number:** 1040

**Name:** Race - Native Hawaiian/Pacific Islander

**Data Element is Used in the Following Reports:**

- Exceptions Report
- Readiness for College Report
- IPEDS Reports
- Accountability
- AA-1A, AA-1B, AA-1C
- Performance Based Program Budgeting
- NRS
- Perkins

**Description:**

Record Type One - A code to indicate if the student has origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

**TABLE VALUES:**

- Y Yes  
N No  
X Unknown, race was not reported by the student

**NOTES:**

1. This race code may be coded yes even if others are also yes.

**Edit:**

1. Missing or Invalid Critical
2. 'X' and (DE 1036) thru (DE 1039) not equal 'X' Critical

---

***Description of Data Element:***

**Number:** 1041

**Name:** Ethnicity - Hispanic/Latino

**Data Element is Used in the Following Reports:**

- Exceptions Report
- Readiness for College Report
- IPEDS Reports
- Accountability
- AA-1A, AA-1B, AA-1C
- Performance Based Program Budgeting
- NRS
- Perkins

**Description:**

Record Type One - A code to indicate if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**TABLE VALUES:**

Y Yes  
N No  
X Unknown, ethnicity was not reported by the student

**Edit:**

1. Missing or Invalid Critical

---

***Description of Data Element:***

**Number:** 1042

**Name:** Athletically Related Aid Indicator

**Data Element is Used in the Following Reports:**

- ❑ IPEDS GRS

**Description:**

Record Type One - A code to report the sport for which a scholarship, grant, or other form of financial assistance, (even to include items such as the '40 FTE Waiver') is offered by the institution where the terms require the student to participate in a program of intercollegiate athletics in order to be eligible to receive such assistance.

**TABLE VALUES:**

- 2 Basketball
- 3 Baseball
- 4 Cross Country and track combined
- 5 All other sports combined (see note 2)
  
- 9 Not applicable

**NOTES:**

1. Report this information only with the Annual Financial Aid - Record Type 8 submission. If the financial assistance is from the '40 FTE waiver', send only the Demographic record - Record Type 1. Code '9' for Summer (1E/2B), Fall (2E/3B) and Winter (3E) Term submissions.
2. If a student receives Athletically Related Aid for more than one sport, report the student one-time using the table value hierarchy. Code women's softball as '5 All other sports combined'.
3. For submissions other than the Annual Financial Aid – Record Type 8 submission. Code '9' for Summer (1E/2B), Fall (2E/3B) and Winter (3E) term submissions.

**Edit:**

- 1. Missing or not numeric Critical
- 2. '9' and no Financial Aid -Record 8 (only applies for the Annual Financial Aid – Record Type 8 submission) Critical
- 3. 3 and Gender (DE 1006) = 'F' Critical

---

***Description of Data Element:***

**Number:** 1043

**Name:** Career Pathways Flag

**Data Element is Used in the Following Reports:**

- Exceptions Report
- Perkins Performance Report
- Federal Reporting

**Description:**

Record Type One - A code to show that the student is or is not a Career Pathways student.

**TABLE VALUES:**

Y     Yes  
N     No

**NOTES:**

A Career Pathway program is a program that can begin in high school and continue at the postsecondary level in a like program. To see examples of career pathways, this link provides sample programs of study by career clusters and pathways:

[http://www.fldoe.org/workforce/dwdgrants/2007/perkins\\_programstudy\\_samples.asp](http://www.fldoe.org/workforce/dwdgrants/2007/perkins_programstudy_samples.asp)

**Edit:**

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

---

***Description of Data Element:***

**Number:** 1044

**Name:** Adult Student Goal 1

**Data Element is Used in the Following Reports:**

- Exceptions Report
- National Reporting System (NRS)

**Description:**

Record Type One - A code to indicate the short-term goal for the adult student that describes their desired result.

**TABLE VALUES:**

A	Employment – Obtain a Job
C	Retain Employment Retain Current Job
D	Pass GED Achieve a GED Certificate
E	Obtain High School Diploma Earn Secondary School Diploma
F	Advance to Postsecondary Level Enter Postsecondary Education or Job Training
J	Citizenship
X	Default Goal only (see note)
Z	Not Applicable

**NOTE: DEFAULT EDUCATIONAL ATTAINMENT GOALS WILL BE SET FOR NRS BASED ON THE FOLLOWING:**

1532010200	Adult Basic Education (ABE) IMPROVE BASIC SKILLS (formerly goal “I”)
1532010202	General Education-Promotion IMPROVE BASIC SKILLS (formerly goal “I”)
1532010201	General Education Development IMPROVE BASIC SKILLS (formerly goal “I”)
1532010206	Pre-General Education Dev. IMPROVE BASIC SKILLS (formerly goal “I”)
1532010300	Adult English for Speakers of Other Languages (ESOL) LEARN ENGLISH (formerly goal “G”)
1532010301	ELCATE LEARN ENGLISH (formerly goal “G”)

**Edit:**

1.	Missing or Invalid	Critical
2.	NE Z and EQ Table value from DE 1045 or DE 1046	Critical

### *Description of Data Element:*

**Number:** 1045

**Name:** Adult Student Goal 2

#### **Data Element is Used in the Following Reports:**

- Exceptions Report
- National Reporting System (NRS)

#### **Description:**

Record Type One - A code to indicate the short-term goal for the adult student that describes their desired result.

#### **TABLE VALUES:**

A	Employment – Obtain a Job
C	Retain Employment Retain Current Job
D	Pass GED Achieve a GED Certificate
E	Obtain High School Diploma Earn Secondary School Diploma
F	Advance to Postsecondary Level Enter Postsecondary Education or Job Training
J	Citizenship
X	Default Goal only (see note)
Z	Not Applicable

#### **NOTE: DEFAULT EDUCATIONAL ATTAINMENT GOALS WILL BE SET FOR NRS BASED ON THE FOLLOWING:**

1532010200	Adult Basic Education (ABE) IMPROVE BASIC SKILLS (formerly goal “I”)
1532010202	General Education-Promotion IMPROVE BASIC SKILLS (formerly goal “I”)
1532010201	General Education Development IMPROVE BASIC SKILLS (formerly goal “I”)
1532010206	Pre-General Education Dev. IMPROVE BASIC SKILLS (formerly goal “I”)
1532010300	Adult English for Speakers of Other Languages (ESOL) LEARN ENGLISH (formerly goal “G”)
1532010301	ELCATE LEARN ENGLISH (formerly goal “G”)

#### **Edit:**

1.	Missing or Invalid	Critical
2.	NE Z and EQ Table value from DE 1044 or DE 1046	Critical

### *Description of Data Element:*

**Number:** 1046

**Name:** Adult Student Goal 3

#### **Data Element is Used in the Following Reports:**

- Exceptions Report
- National Reporting System (NRS)

#### **Description:**

Record Type One - A code to indicate the short-term goal for the adult student that describes their desired result.

#### **TABLE VALUES:**

A	Employment – Obtain a Job
C	Retain Employment Retain Current Job
D	Pass GED Achieve a GED Certificate
E	Obtain High School Diploma Earn Secondary School Diploma
F	Advance to Postsecondary Level Enter Postsecondary Education or Job Training
J	Citizenship
X	Default Goal only (see note)
Z	Not Applicable

#### **NOTE: DEFAULT EDUCATIONAL ATTAINMENT GOALS WILL BE SET FOR NRS BASED ON THE FOLLOWING:**

1532010200	Adult Basic Education (ABE) IMPROVE BASIC SKILLS (formerly goal "I")
1532010202	General Education-Promotion IMPROVE BASIC SKILLS (formerly goal "I")
1532010201	General Education Development IMPROVE BASIC SKILLS (formerly goal "I")
1532010206	Pre-General Education Dev. IMPROVE BASIC SKILLS (formerly goal "I")
1532010300	Adult English for Speakers of Other Languages (ESOL) LEARN ENGLISH (formerly goal "G")
1532010301	ELCATE LEARN ENGLISH (formerly goal "G")

#### **Edit:**

1.	Missing or Invalid	Critical
2.	NE Z and EQ Table value from DE 1044 or DE 1045	Critical

---

***Description of Data Element:***

**Number:** 1101

**Name:** Entry Level/Exit Test - Score

**Data Element is Used in the Following Reports:**

- Entry Level/Exit Test Reports
- Readiness for College Report
- Accountability Reports
- Adult Ed Reporting (NRS)

**Description:**

Record Type Two - Numeric score assigned to the student based on their performance on the associated examination. Use this element in conjunction with Entry Level/Exit Test-Site (DE 1102), Entry Level/Exit Test-Subtest (DE 1103), Entry Level/Exit Test-Type (DE 1104), College Prep Completion Indicator (DE 1106). Report only those test scores used for placement purposes. Test scores should be reported as follows:

ACT	All scores are standard
ASSET	All scores are raw
CPT	All scores are scaled
ENHANCED ACT	All scores are standard
ENHANCED ASSET	All scores are scaled
ESL	Only report failures. Report as zeros.
FCAT	Only report passes. All scores are standard.
MAPS	All scores are scaled
NEW MAPS	All scores are scaled
PERT	
PSAT	Reading, Writing, and Math scores are standard
SAT	Reading and Math scores are standard. Writing score is scaled
SATI	Reading, Writing, and Math scores are standard
TABE	Report Failures as zeros. Report passes as 99.
TABE - Adult	Reading, Language, and Math scores are scaled
CASAS	Reading and Listening for ESOL students; Reading and Math for ABE students; scores are scaled
BEST Literacy	Reading and Writing Skills, scores are scaled
BEST-Plus	Oral Proficiency (listening and speaking skills), scores are scaled
TABE CLAS-E	Reading, Listening for ESOL students, scores are scaled
Wonderlic GAIN	Language (English) and Math scores are scaled

**TABLE VALUES:**

Score Ranges:



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CPT Reading	1 - 120
CPT Writing	1 - 120
CPT Math (algebra)	15 - 120
PERT Reading	50 – 150
PERT Writing	50 – 150
PERT Math (algebra)	50 – 150
SATI Reading	200 - 800
SATI Writing	200 - 800
SATI Math	200 - 800
ACT or Enhanced ACT Reading	1 - 36
ACT or Enhanced ACT Writing	1 - 36
ACT or Enhanced ACT Math	1 - 36
FCAT Reading	355 - 500
FCAT Writing	355 - 500
FCAT Math	375 - 500
ASSET Reading	0 - 55
ASSET Writing	0 - 64
ASSET Math	0 - 55
Enhanced ASSET Reading	23 - 54
Enhanced ASSET Writing	23 - 54
Enhanced ASSET Math	23 - 55
MAPS Reading	1 - 25
MAPS Writing	20 - 80
MAPS Math	201 - 225
NEW MAPS Reading	101 - 125
NEW MAPS Writing	301 - 625
NEW MAPS Math	601 - 625
SAT Reading	199 - 800
SAT Writing	19 - 80
SAT Math	199 - 800
PSAT Reading	20 - 80
PSAT Writing	20 - 80
PSAT Math	20 - 80
TABE 9-10 Reading	175 - 812
TABE 9-10 Math	217 - 775
TABE 9-10 Language	172 - 826

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CASAS Reading	0 - 265
CASAS Math	0 - 268
CASAS Listening	0 - 249
BEST Plus Listening	088 - 999
BEST Literacy Reading	0 - 78
BEST Literacy Writing	0 - 78
TABE CLASE-E Reading	250 - 680
TABE-CLASE-E Listening	230 - 710
Wonderlic GAIN Math	200 - 999
Wonderlic GAIN Language (English)	200 - 999

**NOTES:**

1. Report Algebra scores for the CPT or PERT Mathematics subtest. Code all nines (9999) if entry level/exit test was not taken.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Non-numeric  | Critical |
| 2. | Range (According to Entry Level/Exit Test-Subtest (DE 1103) and Entry Level/Exit Test-Type (DE 1104))   | Critical |
| 3. | 9999 and CP Completion Ind (DE 1106) EQ X and ((Entry Level/Exit Test-Site (DE 1102) NE X or Entry Level/Exit Test-Subtest (DE 1103) NE X or Entry Level/Exit Test-Type (DE 1104) NE X)     | Critical |
| 4. | 9999 and CP Completion Ind (DE 1106) EQ H and ((Entry Level/Exit Test-Site (DE 1102) NE X or Entry Level/Exit Test-Subtest (DE 1103) NE M,R,W or Entry Level/Exit Test-Type (DE 1104) NE X) |          |

---

***Description of Data Element:***

**Number:** 1102

**Name:** Entry Level/Exit Test - Site

**Data Element is Used in the Following Reports:**

- Exceptions Report
- Entry Level/Exit Test Reports
- Adult Ed Reporting (NRS)

**Description:**

Record Type Two - Code to indicate where the associated examination was taken. Use this element in conjunction with Entry Level/Exit Test-Score (DE 1101), Entry Level/Exit Test-Subtest (DE 1103), and Entry Level/Exit Test-Type (DE 1104).

**TABLE VALUES:**

L Local (Taken at the reporting college)  
N Not local (Taken elsewhere)  
X No entry level/exit test was taken

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | X and CP Completion Ind (DE 1106) EQ X and (Entry Level/Exit Test-Subtest (DE 1103) NE X or Entry Level/Exit Test-Type (DE 1104) NE X or Entry Level/Exit Test-Score (DE 1101) NE 9999) | Critical |
| 3. | X and CP Completion Ind (DE 1106) EQ X and (Entry Level/Exit Test-Subtest (DE 1103) NE X or Entry Level/Exit Test-Type (DE 1104) NE X or Entry Level/Exit Test-Score (DE 1101) NE 9999) |          |

***Description of Data Element:***

**Number:** 1103

**Name:** Entry Level/Exit Test - Subtest

**Data Element is Used in the Following Reports:**

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Exceptions Report                     | Adult Ed Reporting (NRS) |
| <input type="checkbox"/> Entry Level/Exit Test Reports         |                          |
| <input type="checkbox"/> Readiness for College Report          |                          |
| <input type="checkbox"/> Accountability Outcome Measure Report |                          |

**Description:**

Record Type Two - Code indicating the portion/subtest of the associated examination. Use this element in conjunction with Entry Level/Exit Test-Score (DE 1101), Entry Level/Exit Test-Site (DE 1102), and Entry Level/Exit Test-Type (DE 1104).

**TABLE VALUES:**

- |   |                                    |
|---|------------------------------------|
| M | Mathematics or Algebra             |
| N | Language (TABE and Wonderlic GAIN) |
| O | ESL                                |
| R | Reading                            |
| S | Listening                          |
| W | Writing                            |
| X | No entry level/exit test was taken |

**NOTES:**

- The CPT Mathematics or Algebra Subtest must be Algebra.

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. | X and CP Completion Ind (DE 1106) EQ X and (Entry Level/Exit Test-Site (DE 1102) NQ X or Entry Level/Exit Test-Type (DE 1104) NE X or Entry Level/Exit Test-Score (DE 1101) NE 9999)     | Critical      |
| 3. | M,R,W and CP Completion Ind (DE 1106) EQ X and (Entry Level/Exit Test-Site (DE 1102) NQ X or Entry Level/Exit Test-Type (DE 1104) NE X or Entry Level/Exit Test-Score (DE 1101) NE 9999) | Critical      |
| 4. | O and Entry Level/Exit Test-Type (DE 1104) NE L  | Critical      |
| 5. | X or O and College Prep Completion Indicator (DE 1106) EQ Y, N, O  | Critical      |
| 6. | (( W and Entry Level/Exit Test-Type (DE 1104) EQ H ) and not ( R and Entry Level/Exit Test-Type (DE 1104) EQ H)) and vice versa  | Informational |
| 7. | N and Entry Level/Exit Test – Type (DE 1104) NE J, W   | Critical      |
| 8. | M and Entry Level/Exit Test –Type (DE 1104 EQ K, N, Q, L or W  | Critical      |

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- |     |   |          |
|-----|---|----------|
| 9.  | R and Entry Level/Exit Test – Type (DE 1104) EQ N, L            | Critical |
| 10. | S and Entry Level/Exit Test – Type (DE 1104) NE N, Q or R       | Critical |
| 11. | W and Entry Level/Exit Test – Type (DE 1104) EQ J, L, N, Q or R | Critical |

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***Description of Data Element:***

**Number:** 1104

**Name:** Entry Level/Exit Test - Type

**Data Element is Used in the Following Reports:**

- Exceptions Report
- Entry Level/Exit Test Reports
- Readiness for College Report
- Accountability Outcome Measure Report
- Adult Ed Reporting (NRS)

**Description:**

Record Type Two - Code indicating the examination. Use this element in conjunction with Entry Level/Exit Test-Score (DE 1101), Entry Level/Exit Test-Site (DE 1102), and Entry Level/Exit Test-Subtest (DE 1103).

**TABLE VALUES:**

A	ACT, American College Testing Program	M	MAPS College Entrance Examination Board
B	PERT – Postsecondary Education Readiness Test	N	BEST-Plus
C	CPT, Computerized Placement Test	P	PSAT, Preliminary Scholastic Aptitude Test
D	FCAT – Pilot (note 2)	Q	TABE CLASE-E – (for ESOL)
E	Enhanced ACT	R	CASAS
F	Enhanced ASSET	S	SAT, Scholastic Aptitude Test
G	New MAPS	T	ASSET, American College Testing Program
H	SATI	V	TABE
J	TABE-Adult Only	W	Wonderlic GAIN
K	BEST-Literacy	X	No entry level/exit test was taken
L	ESL		

**NOTES:**

- Code SAT scores with 'S' until April 1, 1995. After this date use table value 'H' for SATI scores.
- FCAT for placement is a pilot project. Only the colleges participating in the pilot can submit FCAT. A student must pass the FCAT subtest to exempt from the CPT. Therefore, only passing subtest scores can be reported. FCAT only has 2 subtests, so report the Reading score for both Reading and Writing subtests.
- PERT begins Fall 2011-12.
- Students who took the Entry Level Test at a High School under SB1908: For the student who failed a sub-test and did not complete the College Preparatory Course in High School or for the student who passed the sub-test, report the sub-test data as usual. If the student failed the sub-test and completed the College Preparatory Course in High School, report the completion on the College Preparatory Completion Indicator (DE 1106). As the college may not know what test

was taken before the HS course was taken, report the Type as X, the Sub-Test as M, R, or W, the Site as X, the Score as 9999, and the Date as 999999.

**Edit:**

1.	Missing or Invalid	Critical
2.	X and CP Completion Ind (DE 1106) EQ X and (Entry Level/Exit Test-Site (DE 1102) NQ X or Entry Level/Exit Test-Subtest (DE 1103) NE X or Entry Level/Exit Test-Score (DE 1101) NE 9999)	Critical
3.	X and CP Completion Ind (DE 1106) EQ H and (Entry Level/Exit Test-Site (DE 1102) NQ X or Entry Level/Exit Test-Subtest (DE 1103) NE M,R,W or Entry Level/Exit Test-Score (DE 1101) NE 9999)	Critical
4.	V and Program of Study, Level (DE 2005) NE 2 or P	Informational
5.	L and Entry level/Exit Test-Subtest (DE 1103) NE O	Critical
6.	L or V or J or K or N or Q or R or W and College Prep Completion Indicator (DE 1106) NE Q	Critical
7.	((H and Entry Level/Exit Test-Subtest (DE 1103) = R) and not (H and Entry Level/Exit Test-Subtest (DE 1103) = W)) and vice versa	Informational
8.	S and Entry Level/Exit Test-Date (DE 1105) GT 9504	Informational
9.	Not X and No Course Record	Informational
10.	A, B, C, D, E, F, G, H, M, P, S, or T and Entry Level/Exit Test-Subtest (DE 1103) NE M, R or W	Critical
11.	((D and Entry Level/Exit Test-Subtest (DE 1103) = R) and not (D and Entry Level/Exit Test-Subtest (DE 1103) = W)) and vice versa	Critical
12.	D and Entry Level/Exit Test-Date (DE 1105) LT 012005	Critical
13.	D and First-Time Student Flag (DE 1005) NE D,Y	Critical
14.	D and Reporting Institution (DE 1017) NE 0001475, 0001484, 0001490, 0001493, 0001500, 0001506, 0001508, 0001512, 0006750	Critical
15.	P and Reporting Institution (DE 1017) NE 0007870	Critical
16.	P and First-Time Student Flag (DE 1005) NE D	Critical
17.	K and Entry Level/Exit Test – Subtest (DE 1103) NE R, W	Critical
18.	N and Entry Level/Exit Test – Subtest (DE 1103) NE S	Critical
19.	Q and Entry Level/Exit Test –Subtest (DE 1103) NE R, S	Critical
20.	R and Entry Level/Exit Test – Subtest (DE 1103) NE R, M, S	Critical
21.	J and Entry Level/Exit Test – Subtest (DE 1103) NE R, M, N	Critical
22.	W and Entry Level/Exit Test – Subtest (DE 1103) NE M, N	Critical

---

***Description of Data Element:***

**Number:** 1105

**Name:** Entry Level/Exit Test - Date

**Data Element is Used in the Following Reports:**

- Entry Level/Exit Test Reports
- Accountability Outcome Measure Report

**Description:**

Record Type Two - The month and year the entry level/exit test was taken.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (19 or 20), and YY is a numeric year.

Code 999999 for unknown, not applicable or Adult records.

**Edit:**

- |    |   |               |
|----|---|---------------|
| 1. | Missing or Non-numeric                                  | Critical      |
| 2. | Invalid range month                                     | Critical      |
| 3. | Invalid range century                                   | Critical      |
| 4. | Valid date GT current date                              | Critical      |
| 5. | GT 9504 and Entry Level/Exit Test-Type (DE 1104) EQ S   | Informational |
| 6. | LT Student Birth Date (DE 1019)                         | Critical      |
| 7. | LT 012005 and Entry Level/Exit Test-Type (DE 1104) EQ D | Critical      |



---

***Description of Data Element:***

**Number:** 1106

**Name:** College Preparatory Completion Indicator

**Data Element is Used in the Following Reports:**

- Accountability Outcome Measure Report

**Description:**

Record Type Two - A code to indicate if a student has completed the highest level college preparatory course in the Entry Level/Exit Test-Subtest (DE 1103).

**TABLE VALUES:**

<b>H</b>	<b>Student completed a College Preparatory Course in High School (Successful Exit).</b>
<b>N</b>	Student did not complete the highest level college preparatory course
	<b>-or-</b>
	Student tested into College Preparatory but has not enrolled in a College Preparatory Course.
<b>O</b>	Student enrolled in a College Preparatory Course but exited the College Preparatory course hierarchy by some other method and did not complete the highest level College Preparatory Course (Successful Exit).
<b>Q</b>	Student who has an Entry Level/Exit Test Type (Data Element 1104) of "L" (ESL) or "V" (TABE) or "J" (TABE-Adult Only) or "K" (Best Literacy) or "N" (BEST-Plus) or "Q" (TABE CLASE E) or "R" (CASAS) or "W" (Wonderlic GAIN).
<b>Y</b>	Student completed the highest level college preparatory course.
<b>X</b>	Not applicable (Student is not required to take an entry level test).
<b>Z</b>	Student took an entry level test but did not test into college preparatory.

**NOTES:**

1. Code this data element for each College Preparatory Skill Area-Reading, Writing and Math.

**Edit:**

1.	Missing or numeric	Critical
2.	Y, N, or O and Entry Level/Exit Test-Subtest (DE 1103) EQ X or O	Critical
3.	Q and Entry Level/Exit Test-Type (DE 1104) NE L or V or J or K or N or Q or R or W	Critical
4.	X and (Entry Level/Exit Test-Site (DE 1102) NQ X or Entry Level/Exit Test-Subtest (DE 1103) NE X or Entry Level/Exit Test-Type (DE 1104) NE X or Entry Level/Exit Test-Score (DE 1101) NE 9999)	Critical
5.	H and (Entry Level/Exit Test-Site (DE 1102) NQ X or Entry Level/Exit	Critical

---

**PHYSICAL DESCRIPTION:** PIC X(05)

**CREATE/CHANGE DATE:** 01/08/2010

Test-Subtest (DE 1103) NE M,R,W or Entry Level/Exit Test-Type (DE 1104) NE X or Entry Level/Exit Test-Score (DE 1101) NE 9999)

---

***Description of Data Element:***

**Number:** 1107

**Name:** Adult Entry Level/Exit Form

**Data Element is Used in the Following Reports:**

- ❑ Adult Ed Reporting (NRS)

**Description:**

Record Type Two – An indicator to show which form of the test was given to the student.

Table Values

9 = TABE-Adult only form 9  
10 = TABE-Adult only form 10

A = TABE CLAS E (Reading, Listening) [Test version 1]  
B = TABE CLAS E (Reading, Listening) [Test version 2]

11 = BEST Literacy (Test version 1)  
22 = BEST Literacy (Test version 2)

CASAS:

27R = CASAS Beginning Literacy Reading Level A  
28R = CASAS Beginning Literacy Reading Level A  
11R = CASAS Employability Competency System Series Level A Reading  
12R = CASAS Employability Competency System Series Level A Reading  
13R = CASAS Employability Competency System Series Level B Reading  
14R = CASAS Employability Competency System Series Level B Reading  
114R = CASAS Employability Competency System Series Level B Reading  
15R = CASAS Employability Competency System Series Level C Reading  
16R = CASAS Employability Competency System Series Level C Reading  
116R = CASAS Employability Competency System Series Level C Reading  
17R = CASAS Employability Competency System Series Level D Reading  
18R = CASAS Employability Competency System Series Level D Reading  
51L = CASAS Life Skills Series Level A Listening  
52L = CASAS Life Skills Series Level A Listening  
53L = CASAS Life Skills Series Level B Listening  
54L = CASAS Life Skills Series Level B Listening  
55L = CASAS Life Skills Series Level C Listening  
56L = CASAS Life Skills Series Level C Listening  
31M = CASAS Life Skills Series Level A Mathematics

32M = CASAS Life Skills Series Level A Mathematics  
33M = CASAS Life Skills Series Level B Mathematics  
34M = CASAS Life Skills Series Level B Mathematics  
35M = CASAS Life Skills Series Level C Mathematics  
36M = CASAS Life Skills Series Level C Mathematics  
37M = CASAS Life Skills Series Level D Mathematics  
38M = CASAS Life Skills Series Level D Mathematics  
31R = CASAS Life Skills Series Level A Reading  
32R = CASAS Life Skills Series Level A Reading  
33R = CASAS Life Skills Series Level B Reading  
34R = CASAS Life Skills Series Level B Reading  
35R = CASAS Life Skills Series Level C Reading  
36R = CASAS Life Skills Series Level C Reading  
37R = CASAS Life Skills Series Level D Reading  
38R = CASAS Life Skills Series Level D Reading  
81L = CASAS Life and Work Skills Series Level A Listening  
82L = CASAS Life and Work Skills Series Level A Listening  
83L = CASAS Life and Work Skills Series Level B Listening  
84L = CASAS Life and Work Skills Series Level B Listening  
85L = CASAS Life and Work Skills Series Level C Listening  
86L = CASAS Life and Work Skills Series Level C Listening  
81R = CASAS Life and Work Skills Series Level A Reading  
82R = CASAS Life and Work Skills Series Level A Reading  
81RX = CASAS Life and Work Skills Series Level A Reading  
82RX = CASAS Life and Work Skills Series Level A Reading  
83R = CASAS Life and Work Skills Series Level B Reading  
84R = CASAS Life and Work Skills Series Level B Reading  
85R = CASAS Life and Work Skills Series Level C Reading  
86R = CASAS Life and Work Skills Series Level C Reading  
185R = CASAS Life and Work Skills Series Level C Reading  
186R = CASAS Life and Work Skills Series Level C Reading  
187R = CASAS Life and Work Skills Series Level D Reading  
188R = CASAS Life and Work Skills Series Level D Reading

WA=Wonderlic GAIN Form A

WB=Wonderlic GAIN Form B

NA = BEST Plus

ZZZZZ = Not Adult Test

**Edit:**

1	Missing or Invalid	Critical
2	Adult Entry/Exit Test Form does not match Entry/Exit Test - Type (DE 1104)	Critical

---

***Description of Data Element:***

**Number:** 1108

**Name:** Adult Entry/Exit Test Level of Difficulty

**Data Element is Used in the Following Reports:**

- ❑ Adult Ed Reporting (NRS)

**Description:**

Record Type Two – An indicator to show the level of difficulty of the test given to the student.

Table Values for All tests:

0 = Literacy  
1 = Easy  
2 = Medium  
3 = Difficult  
4 = Advanced  
X = Not Applicable (BEST Plus and Wonderlic GAIN)  
Z = Not an Adult test

Test Conversion Examples:

TABE-Adult ONLY  
L = 0 Literacy  
E = 1 Easy  
M = 2 Medium  
D = 3 Difficult  
A = 4 Advanced

TABE CLAS E ONLY  
1 = Easy  
2 = Medium  
3 = Difficult  
4 = Advanced

BEST-Literacy ONLY  
B = 1 Easy  
C = 2 Medium  
D = 3 Difficult

CASAS ONLY (Reading for ESOL or ABE)

A = 1 Easy  
B = 2 Medium  
C = 3 Difficult  
D = 4 Advanced

**Edit:**

1 Missing or Invalid

Critical

---

**PHYSICAL DESCRIPTION:** PIC X

Section 3.2 – Data Element Dictionary  
Version 23.0

**CREATE/CHANGE DATE:** 01/08/2010

---

***Description of Data Element:***

**Number:** 1109

**Name:** Adult Entry/Exit Test - Date

**Data Element is Used in the Following Reports:**

- ❑ Adult Ed Reporting (NRS)

**Description:**

Record Type Two - The month, day and year the ADULT entry/exit test was taken.

The format for coding this element is MMDDCCYY where MM is a valid month (01-12), DD is a valid day of the month (1-31) CC is a valid century (19 or 20), and YY is a numeric year.

Code 99999999 for not applicable.

**Edit:**

1	Missing or Non-numeric	Critical
2	Invalid range day	Critical
3	Invalid range month	Critical
4	Invalid range century	Critical
5	Test date GT current date	Critical
6	LT Student Birth Date (DE 1019)	Critical
7	99999999 and Entry/Exit Test – Type (DE 1104) EQ K, N, Q, R, J or W	Critical

---

***Description of Data Element:***

**Number:** 1201

**Name:** Acceleration - Hour Type

**Data Element is Used in the Following Reports:**

- Exceptions Report
- OA-2 Report

**Description:**

Record Type Three - A code to indicate the type of hours awarded in Acceleration - Hours (DE 1202).

**TABLE VALUES:**

C Instruction clock hours  
S Student semester hours  
Z Not applicable

**NOTES:**

1. Record type not required for Beginning-of-Term data submissions.
2. Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid                              | Critical |
| 2. | C or S and Acceleration, Hours (DE 1202) EQ 0   | Critical |
| 3. | C or S and Acceleration, Subtest (DE 1203) EQ X | Critical |
| 4. | Z and Acceleration, Hours (DE 1202) GT 0        | Critical |

---

***Description of Data Element:***

**Number:** 1202

**Name:** Acceleration - Hours

**Data Element is Used in the Following Reports:**

- ❑ OA-2 Report

**Description:**

Record Type Three - Number of credits or clock hours for demonstrating proficiency with the associated acceleration examination or method.

**NOTES:**

1. Record type not required for Beginning-of-Term data submissions.
2. Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Non-numeric                            | Critical |
| 2. | 0 and Acceleration, Hour Type (DE 1201) EQ C or S | Critical |
| 3. | GT 0 and Acceleration, Hour Type (DE 1201) EQ Z   | Critical |



---

***Description of Data Element:***

**Number:** 1203

**Name:** Acceleration - Subtest

**Data Element is Used in the Following Reports:**

- Exceptions Report
- OA-2 Report

**Description:**

Record Type Three - Code indicating the portion/subtest, of the associated examination, in which acceleration credit was earned.

**TABLE VALUES:**

E	English
H	Humanities
M	Mathematics
N	Natural Science
O	Other
S	Social Science
X	No Acceleration exam was taken

**NOTES:**

1. If more than one test in each category, then add all hours together and report total hours in Acceleration - Hours (DE 1202).
2. Record type not required for Beginning-of-Term data submissions.
3. Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid                           | Critical |
| 2. | X and Acceleration, Hour Type (DE 1201) NE Z | Critical |
| 3. | X and Acceleration, Type (DE 1204) NE X      | Critical |

---

***Description of Data Element:***

**Number:** 1204

**Name:** Acceleration - Type

**Data Element is Used in the Following Reports:**

- Exceptions Report
- OA-2 Report

**Description:**

Record Type Three - Code indicating the examination or method with which acceleration credit was earned.

**TABLE VALUES:**

A	CLEP
B	CEEB - Advanced Placement
C	International Baccalaureate Program
D	Institutional Exam
E	Other Exam
F	Experiential Learning
G	Other Method
H	ACT-PEP
I	DANTE
J	AICE - Advanced International Certificate of Education Program
K	Gold Standard Career Pathways Industry Certification (see DE 1205 for definition)
X	No acceleration placement credit earned

**NOTES:**

1. Record type not required for Beginning-of-Term data submissions.
2. Report all acceleration credit previously accepted by the reporting institution in the student's first term enrolled. After the student's first term enrolled, report the acceleration credit in the term the reporting institution accepts the acceleration credit.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid                         | Critical |
| 2. | X and Acceleration, Subtest (DE 1203) NE X | Critical |
| 3. | K and Acceleration, Subtest (DE 1203) NE O | Critical |

---

***Description of Data Element:***

**Number:** 1205

**Name:** Gold Standard Industry Certification Code

**Data Element is Used in the Following Reports:**

- ❑ Exceptions Report

**Description:**

Record Type Three - A code to indicate the type of Industry Certification which the student has been granted credit toward an AS/AAS degree. The State Board of Education has approved the listed Statewide Career and Technical Education Articulation Agreements which are based on industry certification. This supports the Department's Next Generation Areas of Focus effort Number 3 —“to expand opportunities for postsecondary degrees and certificates.” These agreements are intended to be a minimum guarantee of articulated credit and do not preclude institutions from granting additional credit based on local agreements.

**TABLE VALUES:**

*ZZZZZZZZ* – Not Applicable. No credit was granted to the student for Industry Certification.

Valid Codes are listed in DCC.COLLEGE.INDCERT.TYYyyyy, where yyyy is the year.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | Not <i>ZZZZZZZZ</i> and Acceleration – Type (DE 1204) NE K  | Critical |
| 3. | <i>ZZZZZZZZ</i> and Acceleration – Type (DE 1204) EQ K  | Critical |
| 4. | NE <i>ZZZZZZZZ</i> and [Acceleration - Hour Type (DE 1201) NE S or Acceleration – Hours (DE 1202) EQ 0] | Critical |

---

***Description of Data Element:***

**Number:** 2001

**Name:** Program of Study - Award Type

**Data Element is Used in the Following Reports:**

- Exceptions Report
- FETPIP Files (Enrollments, Leavers)
- IPEDS Reports (C2, EF2, R2)
- Readiness for College Report
- AA-1 Series Reports
- Accountability Outcome Measure Report
- Perkins Report

**Description:**

Record Type Four - Code indicating the degree or other formal award being sought, as declared by the student at the institution. Unlike Program of Study, Level (DE 2005), this element is designed to capture the student's award intention. All students should be coded as such, regardless of their Program of Study Level (DE 2005).

**TABLE VALUES:**

1	Associate in Arts (AA) Degree	(Rule 6A-14.030(1), Florida Administrative Code)
2	Associate in Science (AS) Degree	(Rule 6A-14.030(2), FAC.)
3	Associate in Science (AS) Certificate	(Rule 6A-14.030(2), FAC.) (Postsecondary Vocational Certificate (PSVC))
4	Vocational Certificate	(Rule 6A-14.030(3), FAC.) (Postsecondary Adult Vocational Certificate (PSAVC))
5	Adult High School Diploma	(Rule 6A-14.030(5), FAC.)
6	Degree Seeking - Undecided	
9	No Formal Award (Credit, Non-degree seeker)	
A	Associate in Applied Science (AAS) Degree	
B	Adult General (except Adult High School Diploma and GED)	
C	Baccalaureate	
D	Applied Technology Diploma (ATD)	
F	Educator Preparation Institute (EPI) Certificate	
G	GED	
H	Upper Division Non-Degree seeker	
I	Certificate of Professional Preparation	
P	Apprenticeship Program	
T	Advanced Technical Certificate (ATC)	
Z	Not Applicable (i.e. Continuing Education Enrollments)	

**NOTES:**

1. Use for active and inactive programs.
2. Degree Seeking - Undecided: Persons who intend to achieve a degree but have not decided on the program area of the degree.

**Edit:**

- |  |          |
|--|----------|
| 1. Missing or Invalid  | Critical |
| 2. C, H, and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528) | Critical |
| 3. I, H, C, and Institutional Class Level of student (DE 1012) NE 3, 4, or 6                               | Critical |
| 4. F and Program of Study - Level (DE 2005) NE F   | Critical |
| 5. F and Program of Study - CIP (DE 2002) NE 5551399990  | Critical |
| 6. H and Program of Study - Level (DE 2005) NE 'H'   | Critical |
| 7. H and Program of Study - CIP (DE 2002) NE 9999999999  | Critical |
| 8. C and Program of Study - Level (DE 2005) NE C, E  | Critical |
| 9. C and Program of Study - CIP (DE 2002) EQ 9999999999  | Critical |
| 10. I and Program of Study – CIP (DE 2002) is not a valid Certificate of Professional Preparation CIP code | Critical |
| 11. I and Program of Study – Level (DE 2005) NE I  | Critical |

---

***Description of Data Element:***

**Number:** 2002

**Name:** Program of Study - CIP

**Data Element is Used in the Following Reports:**

- |  |  |
|--|--|
| <input type="checkbox"/> IPEDS Reports (EF2,EP,C2)             | <input type="checkbox"/> AA-1B Reports       |
| <input type="checkbox"/> Perkins Funding                       | <input type="checkbox"/> AA-1C Reports       |
| <input type="checkbox"/> AA-1A Report                          | <input type="checkbox"/> Perkins Performance |
| <input type="checkbox"/> Accountability Outcome Measure Report | <input type="checkbox"/> NRS                 |

**Description:**

Record Type Four - A code identifying the classification associated with the College's declared program of study (Data Element 2005). The Program of Study - CIP is a ten character code composed of a two or three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one or two digit unique identifier. Code all nines (999999999) if the student is not enrolled in a program. If a student is enrolled in one or more inactive program(s) in one term, then code this data element with one of the following: 8888888881, 8888888882, 8888888883, 8888888884, 8888888885, 8888888886, 8888888887, 8888888888, 8888888889.

**NOTES:**

1. If the student is awaiting entry into a Limited Access Program, code the student under the specific CIP (Needed for the AA-1B).
2. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named:  
DCC.COLLEGE.CIP.YTT2012

**For Educator Preparation Institute (EPI) Certificate Programs**

For Students enrolled in an Educator Preparation Institute Certificate program, code '5551399990'.

**For Certificate of Professional Preparation Programs**

For Students enrolled in a Certificate of Professional Preparation program, the CIP cluster is '555' and the CIP Unique Identifier is '0'. The CIP will be assigned by the Division of Florida Colleges, and added to the file with valid CIP codes.

For Associate in Arts (AA) Degree Programs and Baccalaureate Degree Programs									
Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES:**

CLUSTER VALUES: (Decimal point is implied.)

- |                                      |   |
|--------------------------------------|---|
| 1.10 - Baccalaureate                 | 1.16 - Mathematics and Computer Science |
| 1.11 - Natural and Physical Sciences | 1.17 - Social Sciences                  |
| 1.12 - Fine and Applied Arts         | 1.18 - Other Degree Programs            |
| 1.13 - Letters and Foreign Languages | 1.19 - General Degree Transfer          |
| 1.14 - Education                     |   |
| 1.15 - Business and Management       |   |

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

For AA Degree Programs, code the Classification of Instructional Program (CIP) as 24.0101.

For Baccalaureate Programs, code the CIP which has been agreed upon between the Division of Florida Colleges and the college. The “Unique Identifier” is used to reflect the “track”. The Community College and Technical Centers MIS staff will provide a file for the colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named: DCC.COLLEGE.BACCIP.YTT2012

For Upper Division Non-Degree Seeking students, code '9999999999'.

**UNIQUE IDENTIFIER:**

0 thru 9 - Differentiates between two CIP codes which are otherwise the same.

For Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs, Apprenticeship Programs, or Adult General Education									
Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES:**

CLUSTER VALUES:

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| 01 - Agriculture                  | 07 - Public Service                   |
| 02 - Marketing                    | 08 - Apprenticeship                   |
| 03 - Health Occupations           | 09 - Preparation for Homemaking       |
| 04 - Family and Consumer Sciences | 10 - Diversified Cooperative Training |
| 05 - Business                     | 15 - Adult General Education          |
| 06 - Industrial                   |                                       |

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

Use appropriate CIP code from file provided by CCTCMIS (See Note 2).

**UNIQUE IDENTIFIER:**

00 thru 99 - Differentiates between two CIP codes which are otherwise the same.

**NOTES:**

3. The combination of the Cluster '15' and the CIP starting with '320' or '330' are used to identify the Adult General Education Programs.

<b>Associate in Science (AS) Degree Programs with Articulated General Education (Beginning Fall 2000-2001)</b>									
Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES:**

**CLUSTER VALUES:**

- |                                   |                     |
|-----------------------------------|---------------------|
| 11 - Agriculture                  | 15 - Business       |
| 12 - Marketing                    | 16 - Industrial     |
| 13 - Health Occupations           | 17 - Public Service |
| 14 - Family and Consumer Sciences |                     |

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

Use appropriate CIP code from file provided by CCTCMIS (See Note 2).

**UNIQUE IDENTIFIER:**

00 thru 99 - Differentiates between two CIP codes which are otherwise the same.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing   | Critical |
| 2. | Program of Study, Hour Type (DE 2003) EQ Z and (Program of Study - CIP NE 9999999999)         | Critical |
| 3. | Program of Study, Hours (DE 2004) EQ zero or 99999 and (Program of Study - CIP NE 9999999999) | Critical |
| 4. | 9999999999 and Program of Study, Level (DE 2005) NE 4, 5, 6, or Z                             | Critical |
| 5. | AA Degree Program CIP and Program of Study, Title (DE 2006) is blank                          | Critical |
| 6. | Combination of CIP and Program of Study, Hour Type (DE 2003) and                              | Critical |



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	Program of Study, Level (DE 2005) do not match CIP, Hour Type, Level values from the CIP and Level tables	
7.	Valid CIP for Adult Programs and First-Time Student (DE 1005) NE N or Z and ((High School Graduation Code (DE 1008) EQ X or Z) or (No Program Record with Program of Study - Level (DE 2005) NE 9, B, G, Z))	Informational
8.	8888888888 and Locally Inactive Program Flag (DE 2009) EQ Y	Critical
9.	CIP award category from the CIP Leveling List is equal to BAC (Baccalaureate Degree) and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)	Critical
10.	Baccalaureate Degree Program CIP and Program of Study, Title (DE 2006) is blank	Critical
11.	Baccalaureate CIP (Cluster = 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017) in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)	Critical
12.	5551399990 and Program of Study - Award Type (DE 2001) NE F	Critical
13.	5551399990 and Program of Study - Level (DE 2005) NE F	Critical
14.	NE 9999999999 and Program of Study - Award Type (DE 2001) EQ H and Program of Study, Level (DE 2005) EQ H	Critical
15.	Valid Certificate of Professional Preparation CIP code and Program of Study – Award Type (DE 2001) NE I	Critical
16.	Valid Certificate of Professional Preparation CIP code and Program of Study – Level (DE 2005) NE I	Critical

---

***Description of Data Element:***

**Number:** 2003

**Name:** Program of Study - Hour Type

**Data Element is Used in the Following Reports:**

- Exceptions Report
- IPEDS (C2)
- AA-1A Report

**Description:**

Record Type Four - A one-character field describing the type of hours reported in Program of Study - Hours (DE 2004) as either student semester hours or instructional clock hours.

**TABLE VALUES:**

C Instructional clock hours  
S Student semester hours  
Z Not applicable

**NOTES:**

1. Use Instructional clock hours 'C' when Program of Study - CIP (DE 2002) is equal to a valid CIP for Adult High School, ABE, or GED

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Invalid  | Critical |
| 2. | Program of Study, Hour Type (DE 2003) EQ Z and (Program of Study - CIP (DE 2002) NE 9999999999  | Critical |
| 3. | Combination of Hour Type and Program of Study, CIP (DE 2002) and the Program of Study Level (DE 2005) do not match CIP, Hour Type, and Level values from the CIP and Level tables | Critical |
| 4. | C and Total Clock Hours Earned Toward Award (DE 2007) EQ 99999  | Critical |
| 5. | S and Total Credit Hours Earned Toward Award (DE 2008) EQ 99999   | Critical |

***Description of Data Element:***

**Number:** 2004

**Name:** Program of Study - Hours

**Data Element is Used in the Following Reports:**

- IPEDS Reports (C2)
- AA-1A Report

**Description:**

Record Type Four - A field describing the number of hours needed to complete the program of study. Code all nines (99999) if not applicable.

NOTE: Use Program length from the CIP table when using a valid CIP for Adult High School, ABE, or GED.

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Non-numeric   | Critical      |
| 2. | Program of Study, Hours (DE 2004) EQ zero or 99999 and (Program of Study - CIP NE 9999999999)  | Critical      |
| 3. | Not EQ standard program hour length and Program of Study, Level (DE 2005) EQ 0, 1, 2, 8, A, D, P, T  | Informational |
| 4. | Not EQ standard program hour length and Program of study CIP EQ Adult High School, ABE, or GED   | Informational |
| 5. | Not EQ standard program hour length and Program of Study, Level (DE 2005) EQ C, E and Reporting institution ( DE 1017) not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528) | Critical      |
| 6. | Not EQ standard program hour length and Program of Study, Level (DE 2005) EQ I   | Critical      |
| 7. | Less than 60 hours and Program of Study, Level (2005) EQ 0, 1 or A   | Critical      |

---

***Description of Data Element:***

**Number:** 2005

**Name:** Program of Study - Level

**Data Element is Used in the Following Reports:**

- IPEDS Reports (EF2, EP)
- EWC Enrollment Report
- AA-1A Report
- AA-1B Reports
- Perkins Performance
- Accountability Outcome Measure Report
- NRS
- Readiness for College Report

**Description:**

Record Type Four - Code determined by the institution to describe the student's program of study level.

**TABLE VALUES:**

0	Associate in Arts (AA) Degree	(Rule 6A-14.030(1), FAC.)
1	Associate in Science (AS) Degree	(Rule 6A-14.030(2), FAC.)
2	Vocational Certificate (Postsecondary Adult Vocational Certificate (PSAVC))	(Rule 6A-14.030(3), FAC.)
3	Awaiting Limited Access Program	
4	General Freshman	
5	Employment Related (Career Exploration or Job Upgrade)	
6	Other Personal Objectives	
7	Linkage	
8	Associate in Science Certificate (Postsecondary Vocational Certificate (PSVC))	(Rule 6A-14.030(2), FAC.)
9	Adult High School Diploma	(Rule 6A-14.030(5), FAC.)
A	Associate in Applied Science (AAS) Degree	
B	Adult General (Except Adult High School Diploma and GED)	
C	Baccalaureate Degree	
D	Applied Technology Diploma (ATD)	
E	BS/BA Education – Transitional	
F	Educator Preparation Institute (EPI) Certificate	
G	GED	
H	Upper Level Non-Degree seeker	
I	Certificate of Professional Preparation	
P	Apprenticeship Program	
T	Advanced Technical Certificate (ATC)	
Z	Not Applicable	

**NOTES:**

1. **General Freshman:** Persons who intend to achieve a degree or certificate but have not met the criteria of a program enrollee (definition in the Florida Community Colleges Fact Book Glossary section).
2. **Employment Related:** Persons enrolled for credit or non-credit courses for career exploration or current job upgrading. These persons have no intention of completing a degree or certificate program.
3. **Other Personal Objectives:** Persons enrolled in credit or non-credit courses to satisfy their personal objectives. The enrollments would not be employment related. These persons have no intention of completing a degree or certificate program.
4. **Linkage:** A cooperative agreement among community colleges to allow students to enroll in specialized programs only offered at certain colleges. A student enrolls in one linkage college to complete the general education requirements and continues his/her education in a specialized program at another linkage college.
4. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the Level code is a valid code. The file that can be retrieved by the colleges is named:  

DCC.COLLEGE.LEVEL.YTT2012
6. **BS/BA/BAS Education – Transitional:** Students who already have an AA or Bachelor’s degree and are taking pre-requisite courses necessary for their Baccalaureate degree programs, but have not been admitted into the Baccalaureate degree program. These students are upper division students.

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. |  |               |
| 3. | Combination of Level, Program of Study, CIP (DE 2002) and Program of Study, Hour Type (DE 2003) do not match CIP, Hour Type and Level values from the CIP and Level tables                 | Critical      |
| 4. | NE 2 or P and Entry Level/Exit Test, Type (DE 1104) EQ V   | Informational |
| 5. | 0, 1, 2, 3, 8, A, C, D, E, P, or T and Transfer Student Flag (DE 1032) EQ Z  | Informational |
| 6. | 0, 1, 2, 8, A, D, P, or T and Program of Study, Hours (DE 2004) not equal the standard program hour length from the CIP table  |               |
| 7. | NE 9, B, G, or Z or First Time Student Flag (DE 1005) NE N or Z and Program of Study, CIP (DE 2002) is an Adult Program (see Appendix A) and High School Graduation Code (DE 1008) EQ X, Z | Informational |
| 8. | C, E and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)   | Critical      |
| 9. | C, E and Program of Study, Hours (DE 2004) not equal the standard program hour length from the CIP table   | Critical      |

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10.	F and Program of Study - Award Type (DE 2001) NE F	Critical
11.	F and Program of Study - CIP (DE 2002) NE 5551399990	Critical
12.	H and Program of Study - Award Type (DE 2001) NE H	Critical
13.	H and Program of Study - CIP (DE 2002) NE 9999999999	Critical
14.	C, E and Program of Study - Award Type (DE 2001) NE C	Critical
15.	C and Program of Study - CIP (DE 2002) EQ 9999999999	Critical
16.	F and First-Time Student Flag (DE 1005) NE Z	Informational
17.	I and Program of Study – CIP (DE 2002) is not a valid Certificate of Professional Preparation CIP code	Critical
18.	I and Program of Study – Award Type (DE 2001) NE I	Critical

---

***Description of Data Element:***

**Number:** 2006

**Name:** Program of Study - Title

**Data Element is Used in the Following Reports:**

- IPEDS Reports (EP, C2)
- AA-1A Report

**Description:**

Record Type Four - The name of the program of study as it appears in the Division of Community College Program Inventory.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing and Program of Study - CIP (DE 2002) is an Associate in Arts (A.A.) Degree Program CIP | Critical |
| 2. | Missing and Program of Study - CIP (DE 2002) is a Baccalaureate Degree Program CIP             | Critical |

---

***Description of Data Element:***

**Number:** 2007

**Name:** Total Clock Hours Earned Toward Award

**Data Element is Used in the Following Reports:**

- Ad Hoc Legislative Reports
- Exceptions Report

**Description:**

Record Type Four - A cumulative count of clock hours earned, prior to and after formal admission, which apply to the current award program CIP. This includes non-instructional clock hours (Experiential Learning, etc.) awarded.

Code all nines (999999) if not applicable.

**NOTES:**

1. Zeros are loaded for Beginning-of-Term data submissions.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Non-numeric                             | Critical |
| 2. | 999999 and Program of Study – Hours (DE 2003) EQ C | Critical |
| 3. | EQ ‘99998.9’                                       | Critical |



---

***Description of Data Element:***

**Number:** 2008

**Name:** Total Credit Hours Earned Toward Award

**Data Element is Used in the Following Reports:**

- |   |   |
|---|---|
| <input type="checkbox"/> Ad Hoc Legislative Reports | <input type="checkbox"/> AA1A Report    |
| <input type="checkbox"/> Perkins Report             | <input type="checkbox"/> AA1B Report    |
| <input type="checkbox"/> Perkins Performance        | <input type="checkbox"/> EDW Enrollment |
| <input type="checkbox"/> Exceptions Report          |   |

**Description:**

Record Type Four - A cumulative count of credit hours earned, prior to and after formal admission, which apply to the current award program CIP. This includes transfer credit hours and non-instructional credit hours (CLEP, etc.) awarded.

Code all nines (999999) if not applicable.

**NOTES:**

1. College Preparatory credit hours should be excluded.
2. Zeros are loaded for Beginning-of-Term data submissions.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Non-numeric                             | Critical |
| 2. | 999999 and Program of Study – Hours (DE 2003) EQ S | Critical |
| 3. | EQ ‘99998.9’                                       | Critical |

---

***Description of Data Element:***

**Number:** 2009

**Name:** Locally Inactive Program Flag

**Data Element is Used in the Following Reports:**

- Ad Hoc Legislative Reports
- Exceptions Report
- AA-A1 Report

**Description:**

Record Type Four - A code to indicate if the program represented by the Program of Study CIP (DE 2002) is a LOCALLY inactive program.

**TABLE VALUES:**

- Y This is a locally inactive program. (Do **NOT** use for statewide inactive programs).  
N This is not a locally inactive program.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid                                 | Critical |
| 2. | Y and Program of Study CIP (DE 2002) EQ 8888888888 | Critical |

---

***Description of Data Element:***

**Number:** 2010

**Name:** State Approved Teacher Preparation Program – DOE Code

**Data Element is Used in the Following Reports:**

- N/A

**Description:**

Record Type Four - Department of Education (DOE) classification of the State Approved Teacher Preparation Program. These codes are supplied by the Bureau of Educator Recruitment, Development, and Retention (ERDR).

Code 999 for Not applicable.

**NOTES:**

1. State Approved Teacher Preparation Programs are Baccalaureate or higher.
2. DOE codes must match by college with the list provided by ERDR.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing  | Critical |
| 2. | Does not match by college with ERDR list of codes.       | Critical |
| 3. | Not 999 and Program Level (DE 2005) NE 'C' or 'E' or 'F' | Critical |

---

***Description of Data Element:***

**Number:** 2101

**Name:** Completion - CIP

**Data Element is Used in the Following Reports:**

- IPEDS Reports (C2)
- AA-1A Report
- Accountability Outcome Measure Report
- Perkins Performance
- NRS

**Description:**

Record Type Five - A code identifying the classification associated with the program in which a completion occurred. Completion - CIP is a ten character code composed of a two or three digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a one or two digit unique identifier. Code all nines (999999999) if no completion was awarded. If a student completes one or more inactive program(s) in one term, then code this data element with one of the following: 8888888881, 8888888882, 8888888883, 8888888884, 8888888885, 8888888886, 8888888887, 8888888888, or 8888888889.

**NOTES:**

1. Record Type not required for Beginning-of-Term data submissions.
2. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named:  
DCC.COLLEGE.CIP.YTT2012

**For Educator Preparation Institute (EPI) Certificate Programs**

For students enrolled in an Educator Preparation Institute Certificate program, code '5551399990'.

**For Certificate of Professional Preparation Programs**

For Students enrolled in a Certificate of Professional Preparation program, the CIP cluster is '555' and the CIP Unique Identifier is '0'. The CIP will be assigned by the Division of Florida Colleges, and added to the file with valid CIP codes.

**For Associate in Arts (AA) Degree Programs and Baccalaureate Degree Programs:**

Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES:**

CLUSTER VALUES: (Decimal point is implied.)

- |                                      |   |
|--------------------------------------|---|
| 1.10 - Baccalaureate                 | 1.16 - Mathematics and Computer Science |
| 1.11 - Natural and Physical Sciences | 1.17 - Social Sciences                  |
| 1.12 - Fine and Applied Arts         | 1.18 - Other Degree Programs            |
| 1.13 - Letters and Foreign Languages | 1.19 - General Degree Transfer          |
| 1.14 - Education                     |   |
| 1.15 - Business and Management       |   |

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

For AA Degree Programs, code the Classification of Instructional Program (CIP) as 240101.

For Baccalaureate Programs, code the CIP which has been agreed upon between the Division of Florida Colleges and the college. The “Unique Identifier” is use to reflect the “track”. The Community College and Technical Centers MIS staff will provide a file for the colleges to determine if the CIP code is a valid code. The file that can be retrieved by the colleges is named: DCC.COLLEGE.BACCIP.YTT2012.

**UNIQUE IDENTIFIER:**

0 thru 9 - Differentiates between two CIP codes which are otherwise the same.

**For Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs, Apprenticeship Programs, or Adult General Education**

Cluster			Classification of Instructional Program						Unique Identifier
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES:**

CLUSTER VALUES:

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| 01 - Agriculture                  | 07 - Public Service                   |
| 02 - Marketing                    | 08 - Apprenticeship                   |
| 03 - Health Occupations           | 09 - Preparation for Homemaking       |
| 04 - Family and Consumer Sciences | 10 - Diversified Cooperative Training |
| 05 - Business                     | 15 - Adult General Education          |
| 06 - Industrial                   |                                       |

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

Use appropriate CIP code from file provided by CCTCMIS (see Note 4).

**UNIQUE IDENTIFIER:**

00 thru 99 - Differentiates between two CIP codes which are otherwise the same.

**NOTES:**

3. The combination of the Cluster '15' and the CIP starting with '320' or '330' are used to identify the Adult General Education Programs.

<b>Associate in Science (AS) Degree Programs with articulated General Education (Beginning Fall 2000-2001)</b>									
Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES:**

**CLUSTER VALUES:**

- |                                   |                     |
|-----------------------------------|---------------------|
| 11 - Agriculture                  | 15 - Business       |
| 12 - Marketing                    | 16 - Industrial     |
| 13 - Health Occupations           | 17 - Public Service |
| 14 - Family and Consumer Sciences |                     |

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

Use appropriate CIP code from file provided by CCTCMIS (see Note 4).

**UNIQUE IDENTIFIER:**

00 thru 99 - Differentiates between two CIP codes which are otherwise the same.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing   | Critical |
| 2. | 999999999 and Completion Degree Granted (DE 2103) EQ 1, 2, 3, 4, 5, 6, 7, 8, A, C, P  | Critical |
| 3. | Combination of Completion - CIP and Completion Degree Granted (DE 2103) do not match CIP and Degree values from CIP and Degree tables           | Critical |
| 4. | Combination of Completion - CIP and Occupational Completion Point (DE 2104) do not match CIP and OCP values from CIP table                      | Critical |
| 5. | Combination of Completion - CIP and Adult Literacy Completion Point Indicator (DE 2105) do not match CIP and LCP values from CIP and LCP Tables | Critical |

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6.	8888888888 and Locally Inactive Completion Program Flag (DE 2107) EQ Y	Critical
7.	CIP award category from the CIP Leveling List is equal to BAC (Baccalaureate) and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)	Critical
8.	Baccalaureate CIP (Cluster = 110) and CIP is not a valid CIP from the Baccalaureate CIP Table for the Reporting Institution (DE 1017) in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)	Critical
9.		
10.	5551399990 and Completion Degree Granted (DE 2103) NE F	Critical
11.	Duplicate Completion – CIP reported previous year and terms	Critical
12.	Valid Certificate of Professional Preparation CIP code and Completion Degree Granted (DE 2103) NE I	Critical
13.	Duplicate AA Classification of Instructional Program ('240101') and Same Student Identification Number (DE 1021)	Critical

---

***Description of Data Element:***

**Number:** 2102

**Name:** Completion Date

**Data Element is Used in the Following Reports:**

- IPEDS Reports (C2)

**Description:**

Record Type Five - The date the degree or certificate was awarded to the student or the end of the term.

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (20) and YY is a numeric year.

**NOTES:**

1. Record Type not required for Beginning-of-Term data submissions.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Non-numeric   | Critical |
| 2. | Invalid range month  | Critical |
| 3. | Invalid range century  | Critical |
| 4. | LT Student Date of Entry (DE 1020) (Adult Programs excluded)         | Critical |
| 5. | 999999 and Completion Degree Granted (DE 2103) not equal 9 or Z      | Critical |
| 6. | Valid Month LT 07 and valid year LT or EQ to previous reporting year | Critical |



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***Description of Data Element:***

**Number:** 2103

**Name:** Completion Degree Granted

**Data Element is Used in the Following Reports:**

- |   |  |
|---|--|
| <input type="checkbox"/> Exceptions Report  | <input type="checkbox"/> Perkins Performance                   |
| <input type="checkbox"/> IPEDS Reports (C2) | <input type="checkbox"/> Accountability Outcome Measure Report |
| <input type="checkbox"/> PBPB Reports       | <input type="checkbox"/> NRS                                   |
| <input type="checkbox"/> AA-1A Report       |  |

**Description:**

Record Type Five - The degree, certificate, or diploma awarded to the student this term.

**TABLE VALUES:**

- |   |   |
|---|---|
| 1 | Associate in Arts (AA) Degree (Rule 6A-14.030(1), FAC.)   |
| 2 | Associate in Science (AS) Degree (Rule 6A-14.030(2), FAC.)  |
| 3 | Associate in Science Certificate (Rule 6A-14.030(2), FAC.)<br>(Postsecondary Vocational Certificate (PSVC)) |
| 4 | Vocational Certificate (Rule 6A-14.030(3), FAC.)<br>(Postsecondary Adult Vocational Certificate)            |
| 5 | Advanced Technical Certificate (ATC)  |
| 6 | Adult High School Diploma (Rule 6A-14.030(5), FAC.)   |
| 7 | Applied Technology Diploma (ATD)  |
| 8 | Student attained a GED  |
| 9 | No formal award   |
| A | Associate in Applied Science (AAS) Degree   |
| C | Baccalaureate   |
| F | Educator Preparation Institute (EPI) Certificate (Note 2)   |
| I | Certificate of Professional Preparation   |
| P | Apprenticeship Program  |
| Z | Not applicable  |

**NOTES:**

1. Record Type not required for Beginning-of-Term data submissions.
2. An EPI completion (Table Value F) means a certificate of completion awarded by the college when a student has satisfactorily completed all required program components, passed the Professional Education portion of the Florida Teacher Certification Exam and the college has submitted the Florida Department of Education form CT133 to Teacher Certification.

- 
3. The Community College and Technical Center MIS staff will provide a file for colleges to determine if the Degree code is a valid code. The file that can be retrieved by the colleges is named:

DCC.COLLEGE.DEGREE.YTT2012

**Edit:**

- |     |   |               |
|-----|---|---------------|
| 1.  | Missing or Invalid  | Critical      |
| 2.  | Combination of Degree Granted and Completion, CIP (DE 2101) do not match CIP and Degree values from the CIP and Degree tables   | Critical      |
| 3.  | 1, 2, 3, 4, 5, 7, A, C, or P and Transfer Student Flag (DE 1032) EQ Z   | Informational |
| 4.  | 1-8, A, C and Occupational Completion Point Indicator (DE 2104) and/or Adult Literacy Completion Point Indicator (DE 2105) NE Z | Critical      |
| 5.  | 1-8, A, or P and Completion CIP (DE 2101) EQ 999999999  | Critical      |
| 6.  | 5 and ATC Completion Hours (DE 2106) LT 9 or GT 44  | Critical      |
| 7.  | 1-4, 6-9, A, C, P, or Z and ATC Completion Hours (DE 2106) GT zeroes  | Critical      |
| 8.  | Not 9 or Z and Completion Date (DE 2102) equal 999999   | Critical      |
| 9.  | C and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)                             | Critical      |
| 10. |   |               |
| 11. | F and Completion CIP (DE 2101) NE 5551399990  | Critical      |
| 12. | I and Valid Certificate of Professional Preparation CIP code  | Critical      |

---

***Description of Data Element:***

**Number:** 2104

**Name:** Occupational Completion Point Indicator

**Data Element is Used in the Following Reports:**

- Perkins Performance

**Description:**

Record Type Five - The field that indicates the Occupational Completion Point (Clock Hour Programs) that a student has completed in a particular program. This data element will be used for various performance and funding requirements.

**TABLE VALUES:**

Use valid Occupational Completion Point value from CIP file provided by CCTCMIS (see Completion-CIP Note 2). Otherwise use:

Z Not Applicable

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | Combination of Occupational Completion Point Indicator and Completion - CIP (DE 2101) do not match CIP and OCP values from the CIP table | Critical |

---

***Description of Data Element:***

**Number:** 2105

**Name:** Adult Literacy Completion Point Indicator

**Data Element is Used in the Following Reports:**

- Federal Reporting
- NRS

**Description:**

Record Type Five - The field that indicates the Adult Literacy Completion Point that a student has completed in a particular program.

Literacy Completion Point (LCP) means that attainment of academic or workforce readiness skills which qualify the participant for further basic education, vocational education or employment.

**TABLE VALUES:**

Valid Adult Literacy Completion Point value (See Appendix A)

Z Not Applicable

This field should be left justified, filled with a trailing blank.

**NOTES:**

1. The Hours listed in Appendix A for each LCP are the maximum hours allowed. The Community College and Technical Centers MIS staff will provide a file for the colleges to determine if the LCP code is a valid code. The file that can be retrieved by the colleges is named:  
DCC.COLLEGE.LCP.TYY2011

**Edit:**

- |    |   |               |
|----|---|---------------|
| 1. | Missing or Invalid  | Critical      |
| 2. | Combination of Adult Literacy Completion Point Indicator and Completion-CIP (DE 2101) do not match CIP and LCP values from the CIP and LCP tables | Critical      |
| 3. | LT Adult Educational Functioning Level, Initial (DE 3022)   | Informational |

---

***Description of Data Element:***

**Number:** 2106

**Name:** Advanced Technical Certificate Completion Hours

**Data Element is Used in the Following Reports:**

- PBPB

**Description:**

Record Type Five - A field describing the number of hours the student completed to reach an Advanced Technical Certificate.

Code all zeroes (00000) when Completion Degree Granted (DE 2103) is not equal to 5.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or non-numeric                                     | Critical |
| 2. | LT 9 or GT 44 and Completion Degree Granted (DE 2103) EQ 5 | Critical |
| 3. | GT 00000 and Completion Degree Granted (DE 2103) NE 5      | Critical |

---

***Description of Data Element:***

**Number:** 2107

**Name:** Locally Inactive Completion Program Flag

**Data Element is Used in the Following Reports:**

- Exceptions Report
- IPEDS (C2)
- AA-A1 Report

**Description:**

Record Type Five - A code to indicate if the program represented by the Completion CIP (DE 2101) is a **LOCALLY** inactive program.

**TABLE VALUES:**

Y This is a locally inactive program (Do **NOT** use for statewide inactive programs)  
N This is not a locally inactive program

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid                           | Critical |
| 2. | Y and Completion CIP (DE 2101) EQ 8888888888 | Critical |

---

***Description of Data Element:***

**Number:** 2108

**Name:** Completion Multiple Major Indicator

**Data Element is Used in the Following Reports:**

- Exceptions Report
- IPEDS Reports (C2)
- AA-1A Report
- Accountability Outcome Measure Report

**Description:**

Record Type Five - A code used to indicate whether or not a Baccalaureate degree has multiple majors.

**TABLE VALUES:**

Y Multiple Major (two or more Majors)  
N No Multiple Major (one Major)  
Z Not applicable

**NOTES:**

1. If the Baccalaureate degree has multiple majors, report all the completion CIP(s).

*Example:* If a student has a Baccalaureate degree with three majors, send three completion records with the CIP identifying the major.

2. Record Type not required for Beginning-of-Term data submissions.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | Y or N and Completion Degree Granted (DE 2103) NE C (Baccalaureate)                                      | Critical |
| 3. | Y or N and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528) | Critical |

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***Description of Data Element:***

**Number:** 2110

**Name:** State Approved Teacher Preparation  
Program Completion - DOE Code

**Data Element is Used in the Following Reports:**

- N/A

**Description:**

Record Type Five - Department of Education (DOE) classification of the State Approved Teacher Preparation Program. These codes are supplied by the Bureau of Educator Recruitment, Development, and Retention (ERDR).

Code 999 for Not applicable.

**NOTES:**

1. State Approved Teacher Preparation Programs are Baccalaureate or higher.
2. DOE codes must match by college with the list provided by ERDR.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing   | Critical |
| 2. | Does not match by college with ERDR list of codes             | Critical |
| 3. | Not 999 and Completion Degree Granted (DE 2103) NE 'C' or 'F' | Critical |



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***Description of Data Element:***

**Number:** 3001

**Name:** Course-Information Classification Structure

**Data Element is Used in the Following Reports:**

- IPEDS Reports (EF2,R2)
- PBPB Reports
- EA-3 Report
- FTE Reports
- Course Number Match Report
- Perkins Performance
- AA-1A Report
- Accountability Outcome Measure Report
- NRS
- AA-1C Reports

**Description:**

Record Type Six - A five-digit code used to classify the course's subject matter content.

Coding structure is as follows:

1. The first three digits of all numbers represent the Information Classification Structure (ICS) cluster.
2. The fourth & fifth digits of those courses in the Advanced and Professional program identify the category.
3. The fourth & fifth digits of those courses in Vocational Programs identify the separation between Postsecondary Vocational, Postsecondary Adult Vocational and Continuing Workforce Education.

**TABLE VALUES:**

**1.1 Advanced and Professional:**

1.11.01	Agriculture & Nat. Res.	1.16.17	Mathematics
1.11.02	Architecture & Environ.	1.17.03	Area Studies
1.11.04	Biological Science	1.17.20	Psychology
1.11.09	Engineering	1.17.22	Social Sciences
1.11.12	Health Professions	1.18.06	Communications
1.11.19	Physical Sciences	1.18.13	Home Economics
1.12.10	Fine and Applied Arts	1.18.14	Law
1.13.11	Foreign Languages	1.18.16	Library Science
1.13.15	Letters	1.18.18	Military Science
1.14.08	Education	1.18.21	Public Affairs
1.15.05	Business & Management	1.18.23	Theology
1.16.07	Computer & Infor. Science	1.18.49	Interdisciplinary

**1.2 Postsecondary Vocational:**

1.21.01	Agriculture	1.25.01	Business
1.22.01	Marketing	1.26.01	Industrial
1.23.01	Health Occupations	1.27.01	Public Service
1.24.01	Family and Consumer Sciences		

**1.2 Postsecondary Adult Vocational:**

1.21.02	Agriculture	1.25.02	Business
1.22.02	Marketing	1.26.02	Industrial
1.23.02	Health Occupations	1.27.02	Public Service
1.24.02	Family and Consumer Sciences		

**1.2 Continuing Workforce Education:**

1.21.03	Agriculture	1.25.03	Business
1.22.03	Marketing	1.26.03	Industrial
1.23.03	Health Occupations	1.27.03	Public Service
1.24.03	Family and Consumer Sciences		

**1.2 Apprenticeship:**

1.29.97	Class
1.29.98	On the Job Training (OJT)

**1.3 Adult General Education:**

1.31.01	College Prep.	1.32.02	Adult Secondary
1.31.02	Vocational Prep.	1.32.03	GED Prep.
1.31.03	EAP College Prep.	1.32.04	EAP Literacy
1.31.04	EAP Vocational Prep.	1.33.00	Lifelong Learning
1.32.01	Adult Basic		

**1.4 Community Instructional Service:**

1.41.00	Citizenship (before 7-1-87)	1.42.00	Recreational & Leisure
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**1.5 Educator Preparation Institute:**

1.50.01	Educator Preparation Institute
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**NOTES:**

1. EAP Reporting:

13103 EAP College Prep.

Up to Fall 2001-02: ESL Prep. - Course that begins with Common Course Number ESL.

Beginning Fall 2001-02: EAP Prep. - CCN EAP000 - EAP400.

College may offer institutional credit. College Prep. level. Report as Credit Hours.

13104 EAP Vocational Prep.

VSOL Prep. - Vocational Prep. Level. Report as Contact Hours.

13204 EAP Literacy

ESOL Literacy - Adult Basic Level - LCPs defined. Report as Contact Hours.

2. The EF2 Report excludes the following:

- Adult Basic (1.32.01, 1.32.04)
- Adult Secondary (1.32.02)
- GED Prep (1.32.03)
- Lifelong Learning (1.33.00)

3. Community Instructional Service ICS is not required and is not loaded to the Student Data Base.

**Edit:**

1.	Missing, Invalid, or Non-numeric	Critical
2.	NE 12102-12702, 12103-12703, 13102, 13104, and Course Fee Kind (DE 3006) EQ F	Critical
3.	13201-13204 and (Incarceration Status (DE 1011) EQ C or D) and Course Fee Kind (DE 3006) NE N	Critical
4.	Begins with 1.1 or EQ 12101-12701, 13101, 13103, 15001, and (Incarceration Status (DE 1011) EQ S or E) and Course Fee Kind (DE 3006) NE F, G, N, S, T, or U	Critical
5.	12102-12702, 12103-12703, 12997, 12998, 13102, 13104, 13201, 13202, 13204, 13300 and (Incarceration Status (DE 1011) EQ S or E) and Course Fee Kind (DE 3006) NE C	Critical
6.	12103-12703, 12997, 12998, 15001, or begins with 1.3 and Course Dual/Co- Enrollment Flag (DE 3005) EQ H, S, or P	Critical
7.	13300 and Course Lifelong Learning Flag (DE 3010) EQ N	Critical

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8.	Begins with 1.1 or EQ 12101-12701, 13101, 13103, 15001, and (Course Lifelong Learning Flag (DE 3010) EQ N) and Course Section Hour Type (DE 3011) NE S	Critical
9.	12102-12702, 12103-12703, 12997, 12998, 13102, 13104, 13201-13204, 13300, and Course Section Hour Type (DE 3011) NE C or Z	Critical
10.	12103-12703, 15001, or begins with 1.3 and Course Dual Enrollment Category (DE 3004) EQ DA, DV, EA, AP, or EV	Critical
11.	NE 13300, Course Dual Enrollment Category (DE 3004) NE NN or OD, and Course Lifelong Learning Flag (DE 3010) EQ 'Y'	Critical
12.	Begins with 1.1, EQ 12101-12701 or EQ 13101, 13103 and (Course Dual/Co-Enrollment Flag (DE 3005) EQ H, S, or P) and Course Identifier (DE 3008) Fourth digit NE 0,1, or 2	Critical
13.	Begins with 1.4 and Institutional Class Level of Student (DE 1012) EQ 1, 2, 3, 4, 6, or Z	Informational
14.	12102-12702,12997,12998, and Course Identifier (DE 3008) 4th digit NE 0	Informational
15.		
16.	13103 and Course Identifier (DE 3008) first three bytes NE ESL or EAP	Informational
17.	Begins with 1.1 OR EQ 12101-12701, 15001 and Fee Classification Residency (DE 1004) EQ 'X'	Critical
18.	Begins with 1.1 or EQ 12101-12701, 13101, 13103, 15001 and Course Fee Kind (DE 3006) EQ D	Critical
19.	13202and Course Dual/Co- Enrollment Flag (DE 3005) NE E	Critical
20.	12102-12702, 12103-12703, 12997, 12998, 13102, 13104, 13201-13204, or 1.33.00 and FTE Flag (DE 3018) EQ E	Critical
21.	13101, 13103 and Course Identifier (DE 3008) NE to a Valid ESL Course and FTE Flag (DE 3018) EQ E	Critical
22.	13101 and (Course Identifier (DE 3008) first three bytes NE MAT, ENC, REA or Course Identifier (DE 3008) not in(SLS0003, SLS0005))	Informational
23.	Begins with 1.1, EQ 12101-12703, 12997, 12998, 13101, 13103, 13300, 15001 and Adult Educational Functioning Level, Initial (DE 3022) NE Z	Critical
24.	11101 thru 11849 and Course Identifier (DE 3008) Fourth digit EQ 3.4 and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)	Critical
25.	13101, 13102, 13103, 13104, 13201, 13202, 13203, 13204 and Institutional Class Level of Student (DE 1012) EQ 3 or 4	Critical
26.	15001 and Course Identifier (DE 3008) first three bytes NE EPI	Critical
27.	12997, 12998, 12103, 12203, 12303, 12403, 12503, 12603, 12703 and Course Fee Kind (DE 3006) NE N	Critical
28.	NE 13201 and Adult Educational Functioning Level, Initial (DE 3022) EQ 1, 2, 3, 4, W, X	Critical
29.	NE 13202,13203 and Adult Educational Functioning Level, Initial (DE 3022) EQ 4, 5, 7, 8, 9	Critical
30.	NE 13204 and Adult Educational Functioning Level, Initial (DE 3022) EQ B, C, D, E, F, G, H, K, L, M, W, X	Critical
31.	NE 13104 and Adult Functioning Level, Initial (DE 3022) EQ N, O, P	Critical
32.	NE 13102 and Adult Functioning Level, Initial (DE 3022) EQ 1, 2, 3, 4, 5, 7, 8, 9, W	Critical
33.	13202 and Fee Classification Residency (DE1004) EQ F, N, D and Course Dual Enrollment/Co-Enrollment (DE 3005) = E	Informational

**PHYSICAL DESCRIPTION:** PIC 9(05)

**CREATE/CHANGE DATE:** 06/16/2011

**IDB Edit:**

1. (Course-Information Classification Structure (DE 3001) LT 13104 or GT 13299 and (PDB Course Classification (DE 4060) EQ 'A' Critical

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***Description of Data Element:***

**Number:** 3003

**Name:** Course Cooperative Education Flag

**Data Element is Used in the Following Reports:**

- Exceptions Report
- AA-1A Report

**Description:**

Record Type Six - A flag used to indicate whether or not the student is in a cooperative education course. A cooperative education student is a student who, by written cooperative arrangements between the school and employers, is employed and receives compensation, and receives instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field.

**TABLE VALUES:**

N Student is not enrolled in a cooperative education course  
Y Student is enrolled in a cooperative education course

**NOTES:**

1. Blanks are loaded for Beginning-of-Term data submissions.

**Edit:**

1. Missing or Invalid Critical

---

***Description of Data Element:***

**Number:** 3004

**Name:** Course Dual Enrollment Category

**Data Element is Used in the Following Reports:**

- Exceptions Report
- Accountability Outcome Measure Report
- FTE Reports
- OA-2 Report

**Description:**

Record Type Six – A code used to indicate if the credits or college credit equivalents earned by a secondary student in the associated course (DE 3008) are applicable to the dual enrollment program or other accelerated programs.

**TABLE VALUES:**

The following table values should be used when the Course Dual Enrollment Flag (Data Element 3005) is 'H', 'P', or 'S':

AP	Advanced Placement Program (Students who are enrolled in a joint dual enrollment and advanced placement course and choose funding pursuant to dual enrollment (F.S. 1007.27(6))
DA	Dual enrollment applicable toward an A.S. or A.A. Degree (College Credit) (F.S. 1007.271(1))
DV	Dual enrollment, applicable toward a Vocational Certificate (Non-college Credit) (F.S. 1007.271(4))
EA	Early Admission (College Credit) (F.S. 1007.27(5))
EV	Early Admission (Non-Credit) (F.S. 1007.271(8))

The following table values should be used when the Course Dual Enrollment Flag (Data Element 3005) is 'N' or 'Z':

NN	Not dual enrolled
OD	Other dual enrollment Students who are enrolled in postsecondary instruction that is not creditable towards the high school diploma and do not meet the definition of dual enrollment (i.e. Definition for table values "DA" and "DV"). (F.S. 1007.271(1))

---

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | DV, EV and Course Section Hour Type (DE 3011) EQ S or Z                                      | Critical |
| 3. | DA, EA, or AP and Course Section Hour Type (DE 3011) EQ C or Z                               | Critical |
| 4. | OD and Course Section Hour Type (DE 3011) EQ Z   | Critical |
| 5. | AP, DA, DV, EA, or EV and Course-ICS (DE 3001) EQ 12103-12703, 15001, or begins with 1.3     | Critical |
| 6. | NE OD, or NN, Course-ICS (DE 3001) NE 13300 and Course Lifelong Learning Flag (DE 3010) EQ Y | Critical |
| 7. | EQ OD or NN and Course Dual/Co-Enrollment Flag (DE 3005) EQ H, S, or P                       | Critical |
| 8. | NE NN and Course Dual/Co- Enrollment Flag (DE 3005) EQ E                                     | Critical |
| 9. | EQ AP, DA, DV, EA, or EV and Course Dual/Co-Enrollment Flag (DE 3005) EQ N or Z              | Critical |



---

***Description of Data Element:***

**Number:** 3005

**Name:** Course Dual Enrollment/Co-Enrollment Flag

**Data Element is Used in the Following Reports:**

- AA-1B Reports
- Exceptions Report
- FTE Reports
- OA-2 Report

**Description:**

Record Type Six - A code used to indicate whether or not the credits or college credit equivalents earned in the associated course (DE 3008) also apply toward the student's high school diploma. This field is only applicable to those secondary students who are in the dual enrollment program or other accelerated credit programs.

**TABLE VALUES:**

E	Co-enrollment flag
H	Home school and applies toward high school diploma
N	Does not apply toward high school diploma
P	Private school and applies toward high school diploma
S	Public school and applies toward high school diploma
Z	Not applicable

**Edit:**

1.	Missing or Invalid	Critical
2.	H, P, S and Course Dual Enrollment Category (DE 3004) EQ OD or NN	Critical
3.	H, P, S and Course-ICS (DE 3001) EQ 12103-12703, 15001, or begins with 1.3	Critical
4.	H, P, S and Course Fee Kind (DE 3006) EQ F	Critical
5.	H, P, S and First-time Student Flag (DE 1005) EQ D, and Institutional Class Level of Student (DE 1012) EQ 2, 3, 4	Critical
6.	H, P, S and Course Identifier (DE 3008) Fourth digit NE 0,1, or 2 and Course ICS (DE 3001) begins with 1.1, EQ 12101-12701, 13101 or 13103	Critical
7.	E and Course Dual Enrollment Category (DE 3004) NE NN	Critical
8.	E and Course-ICS (DE 3001) NE 13202, 13204	Critical
9.	N or Z and Course Dual Enrollment Category (DE 3004) EQ AP, DA, DV, EA or EV	Critical
11.	EQ H,S, or P and Course Fee Kind (DE3006) NE N	Critical

---

***Description of Data Element:***

**Number:** 3006

**Name:** Course Fee Kind

**Data Element is Used in the Following Reports:**

- Exceptions Report
- FTE Reports

**Description:**

Record Type Six - An indication of the specific type arrangement by which tuition fees per course are waived (assessed but not collected from students).

**TABLE VALUES:**

C	Correctional inmate, non-funded (General Appropriations Act)
D	Adult with Disabilities - Students whose expected time to completion exceeds twice that of a similar program for non-disabled students, or whose individual education plan does not include competitive employment. (F.S. 1004.02(7), F.S. 1004.93(5), General Appropriations Act).
E	State Employee Fee Waivers (F.S. 1009.265(1))
F	Eight Percent Vocational Waivers (F.S. 1009.26(1), General Appropriations Act)
G	Other fee waivers not authorized for FTE funding (F.S. 1009.26(1), General Appropriations Act)
H	Homeless fee exemption (F.S. 1009.25(2)(f))
I	Classroom Teacher fee waiver (F.S. 1009.26(10)) (Effective Fall 2011-12)
N	No fee waiver, no fees assessed, or fee-paying (F.S. 1009.23)
P	Purple Heart Recipients (F.S. 1009.26(9))
Q	Relative Caregiver Exemptions (F.S. 1009.25(2)(c))
R	Road to Independence Exemptions (F.S. 1009.25(2)(c))
S	Spouses of Deceased State Employees, eligible for workers' compensation Death benefits (F.S. 440.16(1)(c), (F.S. 1009.26(7))
T	Children of Law Enforcement Officers killed in the line of duty (F.S. 112.19(3))
U	Children of Firefighters killed in the line of duty (F.S. 112.191(3))
V	Adoption Exemptions (F.S. 1009.25(d))
W	Victim of Wrongful Incarceration

**NOTES:**

1. The extra 40 FTE exemptions are not identified on the Student Data Base, therefore, code students receiving any part of the extra 40 FTE exemptions as 'N' except for Hurricane Katrina Evacuees.

**Edit:**

1.	Missing or Invalid	Critical
2.	C and Incarceration Status (DE 1011) EQ Z	Critical
3.	D, H, R, or V and Incarceration Status (DE 1011) NE Z	Critical
4.	F and Course-ICS (DE 3001) NE 12102-12702, 12103-12703, 13102, 13104	Critical
5.	NE N and (Incarceration Status (DE 1011) EQ C or D) and Course-ICS (DE 3001) EQ 13201-13204	Critical
6.	NE F, G, N, S, T, U and (Incarceration Status (DE 1011) EQ S or E) and Course-ICS (DE 3001) begins with 1.1 or EQ 12101-12701, 13101, 13103, 15001	Critical
7.	NE C and (Incarceration Status (DE 1011) EQ S or E) and Course-ICS (DE 3001) EQ 12102-12702, 12103-12703, 12997, 12998, 13102, 13104, 13201, 13202, 13204, 13300	Critical
8.	NE N and Course Lifelong Learning Flag (DE 3010) EQ Y	Informational
9.	F and Course Dual/Co- Enrollment Flag (DE 3005) EQ H, S, or P	Critical
10.	NE N and Course ICS (DE 3001) EQ 12997, 12998, 12103, 12203, 12303, 12403, 12503, 12603, 12703	Critical
11.	D and Disabled Classification (DE 1002) NE D, H, L, M, P, S, O, or V	Informational
12.	D and Course-ICS (DE 3001) begins with 1.1 or EQ 12101-12701, 15001, 13101, 13103	Critical
13.	NE N and Course Dual Enrollment Flag (de 3005) EQ H, S, or P	Critical

---

***Description of Data Element:***

**Number:** 3007

**Name:** Course Grade Awarded

**Data Element is Used in the Following Reports:**

- Exceptions Report
- IPEDS Reports (EF2, R2)
- Accountability Outcome Measure Report
- Bright Futures Report

**Description:**

Record Type Six - A rating or evaluation of a student's achievement in a course. This field should be left justified.

**TABLE VALUES:**

A, B, C, D, F	Letter grade awarded
I	Incomplete
P	Pass
PR	Progress
S	Satisfactory
U	Unsatisfactory
W	Official Withdrawal (see Procedures and Definitions for definition)
WU	Unofficial Withdrawal
X	No institutional grade can be awarded
Z	Audit

**NOTES:**

1. For Beginning-of-Term files code X unless identified as an audit. Also, code X if course is not completed by the time the file is due.

**Edit:**

1. Missing or Invalid Critical

---

***Description of Data Element:***

**Number:** 3008

**Name:** Course Identifier

**Data Element is Used in the Following Reports:**

- Course Number Match Report
- Accountability Outcome Measure Report
- PBPB

**Description:**

Record Type Six - An eight digit alphanumeric code that is assigned by the Statewide Course Numbering System (SCNS) to identify credit courses in a systematic manner. The code consists of a three-letter prefix, a four-digit number and a one-digit suffix code. The first digit of the number reflects the course level.

- 0 Less than college level.
- 1, 2 Indicates lower level.
- 3, 4 Indicates upper level.

The suffix code is used to indicate laboratories and provide a method for equating laboratory courses:

- C A combined lecture-lab sequence in which the lab is offered in conjunction with the lecture at the same time/place.
- L (1) A course of which the content is entirely laboratory, or  
(2) The laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place than the lecture.
- S The course is not a lab course.

**NOTES:**

1. Use the SCNS to identify Advanced and Professional, Postsecondary Vocational, College Preparatory and Dual Enrollment ICS (Data Element 3001 and Data Element 3005) courses. Use institutional numbers for all other ICS courses.

**Edit:**

1. Missing Critical

Florida College System  
Student Data Base  
Reporting Year

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2.	Fourth Digit NE 0, 1, 2 and ((Course ICS (DE 3001) begins with 1.1 or EQ 12101 - 12701 or EQ 13101, 13103) and Course Dual/Co-Enrollment Flag (DE 3005) EQ H, S, or P)	Critical
3.	Fourth Digit NE 0 and Course-ICS (DE 3001) EQ 12102-12702, 12997, 12998	Informational
4.	Eight digit NE L and Course Section Hours (DE 3012) EQ Zeroes	Informational
5.	NE to a Valid ESL Course and FTE Flag (DE 3018) EQ E and Course-ICS 3001) EQ 1.31.01	Critical
6.	NE MAT, ENC, REA and Course ICS (DE 3001) EQ 13101	Informational
7.	NE ESL, EAP and Course ICS (DE 3001) EQ 13103	Informational
8.	Fourth digit EQ 3, 4 and Course ICS (DE3001) NE 11101 thru 11849	Critical
9.	Fourth digit EQ 3, 4 and Reporting Institution (DE 1017) not in (1472, 1475, 1477, 1484, 1493, 1500, 1506, 1510, 1528)	Critical
10.	NE EPI and Course ICS (DE 3001) EQ 15001	Critical
<b>IDB Edit:</b>		
2.	(Course Identifier and Course Identifier Section (DE 3009) and FTE Flag (DE 3018) NE 'D') and (PDB Course Identifier (DE 3005) and PDB Course Section (DE 3010)) Mismatch	Critical

---

***Description of Data Element:***

**Number:** 3009

**Name:** Course Identifier Section

**Data Element is Used in the Following Reports:**

- ❑ Ad Hoc Legislative Reports

**Description:**

Record Type Six - A unique identifier assigned by the institution for each section of a course offered during the term reported. This element is used in conjunction with Course Identifier (DE 3008). This field should be left justified.

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing  | Critical      |
| 2. | Valid Course Section and Term Part-Time/Full-Time (DE 1029) EQ Z | Informational |

**IDB Edit:**

- |    |   |          |
|----|---|----------|
| 1. | (Course Identifier Section and Course Identifier (DE 3008) and FTE Flag (DE 3018) NE 'D') and (PDB Course Identifier (DE 3005) and PDB Course Section (DE 3010)) Mismatch | Critical |
|----|---|----------|

---

***Description of Data Element:***

**Number:** 3010

**Name:** Course Lifelong Learning Flag

**Data Element is Used in the Following Reports:**

- Exceptions Report
- FTE Reports

**Description:**

Record Type Six - A flag to indicate whether or not the student taking the associated course in Course Identifier (DE 3008) is a lifelong learning student for this course.

**TABLE VALUES:**

- N No, student is not a lifelong learner (LLL).  
Y Yes, student is a lifelong learner (LLL).

**NOTES:**

1. **LIFELONG LEARNING REPEATS:** - Students enrolled in a college credit course that the student has previously taken and earned a grade of A, B, or C (Lifelong Learning repeats) should be coded as "Y" for Data Element 3010. The Student Semester Hours (SSH) for the course should be converted to Institutional Clock Hours. Course Section Hour Type (DE 3011) should be coded as "C", and Course Section Hours (DE 3012) should contain Institutional Clock Hours. Students enrolled in a college credit course more than 2 times should be reported as College Credit Repeats in FTE Flag (DE 3018) and not as a Lifelong Learning Repeat.

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or Invalid   | Critical      |
| 2. | N and Course-ICS (DE 3001) EQ 13300  | Critical      |
| 3. | Y and Course Section Hour Type (DE 3011) EQ S or Z   | Critical      |
| 4. | Y and Course Fee Kind (DE 3006) NE N   | Informational |
| 5. | Y and Course-ICS (DE 3001) NE 13300 and Course Dual Enrollment Category (DE 3004) NE OD or NN                                      | Critical      |
| 6. | N and Course-ICS (DE 3001) begins with 1.1 or EQ 12101-12701 or EQ 13101, 13103, 15001 and Course Section Hour Type (DE 3011) NE S | Critical      |



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***Description of Data Element:***

**Number:** 3011

**Name:** Course Section Hour Type

**Data Element is Used in the Following Reports:**

- Exceptions Report
- FTE Reports
- OA-2 Report

**Description:**

Record Type Six - A code describing the type of hours reported in Course Section Hours (DE 3012) as either student semester hours or clock hours

**TABLE VALUES:**

C	Instructional clock hours
S	Student semester hours
Z	Not applicable

**NOTES:**

1. **LIFELONG LEARNING REPEATS** - Students enrolled in a college credit course that the student has previously taken and earned a grade of A, B, or C (Lifelong Learning repeats) should be coded as "Y" for Course Lifelong Learning Flag (DE 3010). The Student Semester Hours (SSH) for the course should be converted to Institutional Clock Hours. Data Element 3011 should be coded as "C" and Course Section Hours (DE 3012) should contain Institutional Clock Hours. . Students enrolled in a college credit course more than 2 times should be reported as College Credit Repeats in FTE Flag (DE 3018) and not as a Lifelong Learning Repeat.
2. College Preparatory will be reported as Student semester hours.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | C or Z and (Course-ICS (DE 3001) begins with 1.1 or EQ 12101-12701, 13101, 13103, 15001, and Course Lifelong Learning Flag (DE 3010) not EQ Y) | Critical |
| 3. | S and (Course-ICS (DE 3001) EQ 12102-12702, 12103-12703, 12997, 12998, 13102, 13104, 13201-13204, or 13300)                                    | Critical |
| 4. | S or Z and Course Lifelong Learning Flag (DE 3010) EQ Y  | Critical |
| 5. | S or Z and Course Dual Enrollment Category (DE 3004) EQ DV, EV   | Critical |
| 6. | C or Z and Course Dual Enrollment Category (DE 3004) EQ AP, DA, or EA  | Critical |
| 7. | Z and Course Dual Enrollment Category (DE 3004) EQ OD  | Critical |

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***Description of Data Element:***

**Number:** 3012

**Name:** Course Section Hours

**Data Element is Used in the Following Reports:**

- FTE Reports
- OA-2 Report

**Description:**

Record Type Six - A quantitative measurement which is the number of hours for which a student may be enrolled for credit for this course section. Course Section Hour Type (DE 3011) must be used in conjunction with this element to determine funding.

**NOTES:**

1. LIFELONG LEARNING REPEATS - Students repeating college credit courses (Lifelong Learning repeats) should be coded as "Y" for Course Lifelong Learning Flag (DE 3010). The Student Semester Hours (SSH) for the course should be converted to Institutional Clock Hours. Course Section Hour Type (DE 3011) should be coded as "C" and Data Element 3012 should contain Institutional Clock Hours.
2. When reporting Institutional Clock Hours, the hours are defined as 60-minute hours. College Preparatory hours are reported as 50-minute Student semester hours.

**Edit:**

- |  |               |
|--|---------------|
| 1. Missing or Non-numeric                                      | Critical      |
| 2. EQ zeroes and Course Identifier (DE 3008) eighth digit NE L | Informational |

---

***Description of Data Element:***

**Number:** 3013

**Name:** Course Section Location - Campus

**Data Element is Used in the Following Reports:**

- IPEDS Reports (EF2,R2)
- FTE Reports

**Description:**

Record Type Six - A three-part code to indicate if the course section is taught off-campus or on what site it is taught.

**First Part (one digit):**

- 1 Taught on campus
- 2 Taught in off campus or extension centers
- 3 Taught in a branch campus located in a foreign country

**Second Part (two digits - site number):**

Report the site number from the "Facilities Inventory," where the course section is taught or where the course would be taught if facilities were available or where administrative, faculty, staff and infrastructure support is located.

**Third Part (two digits - unused):**

Reserved for future use - code as 99

**Edit:**

- 1. Missing or non numeric Critical
- 2. Second Part (two digits- site number) EQ 99 Critical

**IDB Edit:**

- 1. (Course Section Location - Site Number NE FCO DB Site Number (DE 5100)) Critical

---

***Description of Data Element:***

**Number:** 3014

**Name:** Course Registration Period

**Data Element is Used in the Following Reports:**

- Exceptions Report
- FTE Reports

**Description:**

Record Type Six - A code used to indicate when the student officially registered for the term. A student is officially registered when either the payment of fees, or deferment of fees transaction is completed and recorded in the financial and student records maintained by the college.

**TABLE VALUES:**

- I Initial Registration. Those students who officially registered during the major registration.
- O Other Registration. Those students who officially registered at times other than Initial Registration. This code does not refer to "drop/adds" or other adjustments to the Initial Registration.

**NOTES:**

1. Hours classified as "Other Registration" for Beginning-of-Term data submissions will not be used in the FTE Estimates Process. For the FTE-1 FTE Estimates process, Fall Beginning-of-Term Other Registration hours will not be used. For the FTE-2 FTE Estimates process, Winter/Spring Beginning-of-Term Other Registration hours will not be used.

**Edit:**

1. Missing or Invalid Critical

---

***Description of Data Element:***

**Number:** 3015

**Name:** Course Instructor Flag

**Data Element is Used in the Following Reports:**

- Exceptions Report

**Description:**

Record Type Six - A flag to indicate whether or not the course in Course Identifier (DE 3008) was taught by a public high school instructor.

**TABLE VALUES:**

- N Instructor is other than a high school instructor.
- Y Instructor is a high school instructor.

**NOTES:**

1. Blanks are loaded for Beginning-of-Term data submissions.

**Edit:**

1. Missing or Invalid Critical

---

***Description of Data Element:***

**Number:** 3018

**Name:** FTE Flag

**Data Element is Used in the Following Reports:**

- Exceptions Report  FTE Reports

**Description:**

Record Type Six - A flag to indicate courses exempted from Funded FTE.

**TABLE VALUES:**

- C Student enrolled in the same College Preparatory course three or more times, except a student who withdraws or fails a class due to extenuating circumstances may be granted an exemption only once for each class. (F.S.1004.93(4)(d)).
- E Student enrolled in the same College Credit course three or more times, except a student who withdraws or fails a class due to extenuating circumstances may be granted an exemption only once for each class. (F.S. 1009.285).
- Z Not Applicable

**NOTES:**

1. College Credit Repeats should not be reported as Lifelong Learning Repeats (DE 3010) and the hours should be reported as college credit.
2. Except for Continuing Workforce Education (CWE), courses that are fully funded by an external agency for the direct instructional cost must not be reported on the Student Data Base. See Definitions and Procedures - Record Type Course for more information.

**Edit:**

- |   |          |
|---|----------|
| 1. Missing or Invalid   | Critical |
| 2. EQ C and Course-ICS (DE 3001) NE 13101, 13103  | Critical |
| 3. EQ E and Course-ICS (DE 3001) EQ 12102-12702, 12103-12703, 13102, 13104, 13201-13204, or 13300         | Critical |
| 4. EQ E and Course-ICS (DE 3001) EQ 13101, 13103 and Course Identifier (DE 3008) NE to a Valid ESL Course | Critical |

**IDB Edit:**

- |  |          |
|--|----------|
| 1. (FTE Flag NE 'D' and Course Identifier (DE 3008) and Course Identifier Section (DE 3009)) and (PDB Course Identifier (DE 3005) and PDB Course Section (DE 3010)) Mismatch | Critical |
|--|----------|

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***Description of Data Element:***

**Number:** 3022

**Name:** Adult Educational Functioning Level, Initial

**Data Element is Used in the Following Reports:**

- ❑ National Reporting System for Adult Education (NRS)

**Description:**

Record Type Six - This data element indicates the Educational Functioning Level of the adult student upon initial entrance into the course.

Please see Appendix A for the appropriate TABE scaled scores for Adult Basic and Secondary programs and CASAS scaled scores for ELCATE and ESOL programs

**TABLE VALUES:**

**Adult Basic:**

- 1 Less than second grade (Grade 0 through 1.9)
- 2 Second grade and third grade (Grade level 2.0 through 3.9)
- 3 Fourth and fifth grade (Grade level 4.0 through 5.9)
- 4 Sixth grade through eighth grade (Grade level 6.0 to 8.9)

**Adult Secondary:**

- 5 No high school diploma (Grade level 9.0 to 10.9)
- 7 No high school diploma (Grade level 11.0 to 12.9)
- 8 High school diploma [fee paying] (Grade level 9.0 to 10.9)
- 9 High school diploma [fee paying] (Grade level 11.0 to 12.9)

**Workplace Readiness:**

- W Workplace readiness course

**Adult ESOL:**

- B ESL Foundation, (EFL 0-1 ) [literate in own language]
- C Low Beginning ESOL, (EFL 2)
- D High Beginning ESOL, (EFL 3)
- E Low Intermediate ESOL, (EFL 4)
- F High Intermediate ESOL, (EFL 5)
- G Advanced ESOL, (EFL 6 )
- H Academic ESOL (EFL 7 or higher)
- K Pre-Literacy/Learners,( EFL 0) [non-literate students]
- L Basic Literacy/Learners,( EFL 0) [non-literate students]
- M Advanced Literacy/Learners,( EFL 0) [non-literate students]

**Adult ELCATE :**

- N Beginning, (EFL 4)
- O Intermediate, (EFL 5)
- P Advanced, (EFL 6 or higher)

**OTHER:**

- X Adult program not requiring a functioning level (Citizenship, senior adult learner)
- Z Not applicable

**NOTES:**

- 1 Use levels 1, 2, 3 for Pre-VPI and DE 3001 = 13102.
- 2 Use Level 4 for Pre-GED and DE 3001 = 13203.
- 3 ESOL and ELCATE EFL levels are based on CASAS Test only.

**Edit:**

- |    |  |               |
|----|--|---------------|
| 1. | Missing or invalid   | Critical      |
| 2. | NE Z and Course-ICS (DE 3001) begins with 1.1, or EQ 12101-12703, 12997, 12998, 13101, 13103, 13300, 15001 | Critical      |
| 3. | GT Adult Literacy Completion Point (DE 2105)   | Informational |
| 4. | 1, 2, 3, 4, W, X and Course-ICS (DE 3001) NE 13201   | Critical      |
| 5. | 4, 5, 7, 8, 9 and Course-ICS (DE 3001) NE 13202,13203  | Critical      |
| 6. | B, C, D, E, F, G, H, K, L, M, W, X and Course-ICS (DE 3001) NE 13204                                       | Critical      |
| 7. | N, O, P and Course-ICS (DE 3001) NE 13104  | Critical      |
| 8. | 1, 2, 3, 4, 5, 7, 8, 9, W and Course-ICS (DE 3001) NE 13102  | Critical      |



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***Description of Data Element:***

**Number:** 3023

**Name:** Adult Educational Course Enrollment - Date

**Data Element is Used in the Following Reports:**

- National Reporting System for Adult Education (NRS)

**Description:**

Record Type Six – The initial entrance date into the course (for all adult courses).

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (20) and YY is a numeric year.

**NOTES:**

1. Data element not required for Beginning-of-Term data submissions.
2. Code 999999 for the student not following the criteria.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or invalid  | Critical |
| 2. | Invalid range month   | Critical |
| 3. | Invalid range century   | Critical |
| 4. | 999999 and Course-ICS (DE 3001) equal 13104,13201,13202,13203,13204 | Critical |

---

***Description of Data Element:***

**Number:** 3024

**Name:** Adult Educational Course Exit - Date

**Data Element is Used in the Following Reports:**

- National Reporting System for Adult Education (NRS)

**Description:**

Record Type Six – The date when the adult student exits the course (for all adult courses).

The format for coding this element is MMCCYY where MM is a valid month (01-12), CC is a valid century (20) and YY is a numeric year.

**NOTES:**

1. Data element not required for Beginning-of-Term data submissions.
2. Code 999999 for the student not following the criteria.
3. Exit is when the learner completes instruction or has not received instruction for 90 days and has no instruction scheduled.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or invalid  | Critical |
| 2. | Invalid range month   | Critical |
| 3. | Invalid range century   | Critical |
| 4. | 999999 and Course-ICS (DE 3001) equal 13104,13201,13202,13203,13204       | Critical |
| 5. | LT Adult Educational Course Enrollment –Date (DE 3023)                    | Critical |
| 6. | More than 6 month from Adult Educational Course Enrollment –Date (DE3023) | Critical |

---

***Description of Data Element:***

**Number:** 3025

**Name:** Adult Educational Course Post Test - Status

**Data Element is Used in the Following Reports:**

- National Reporting System for Adult Education (NRS)

**Description:**

Record Type Six – A flag to indicate whether or not the adult student has been post tested with the same testing instrument that was used for the pre test. The Office of Vocational and Adult Education recommends following the guidelines defined by the testing manufacturer and they can be found at the following link: [http://www.fldoe.org/workforce/pdf/TAP\\_Assessment2008.pdf](http://www.fldoe.org/workforce/pdf/TAP_Assessment2008.pdf).

**TABLE VALUES:**

N No the adult student did not take a post test with the same instrument on which he/she was pretested, or was not post-tested in accordance with the test publishers guidelines.  
Y Yes the adult student did take a post test with the same instrument on which he/she was pretested, and in accordance with the test publishers guidelines.  
Z Not Applicable

**NOTES:**

1. Data element not required for Beginning-of-Term data submissions.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or invalid   | Critical |
| 2. | Z and Course-ICS (DE 3001) equal 13104,13201,13202,13203,13204 | Critical |

---

***Description of Data Element:***

**Number:** 3102

**Name:** Financial Aid Award Type

**Data Element is Used in the Following Reports:**

- Exceptions Report
- AA-1A Report
- Perkins Funding
- AA-1B Reports
- Financial Aid Reports
- AA-1C Reports
- PBPB Reports
- Perkins Performance

**Description:**

Record Type Seven – An indication of the specific type of need-based financial aid that has been awarded to the student. Need Based: The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

**TABLE VALUES:**

**GRANTS:**

GA Pell grant (Federal)  
GB SEOG (Federal)  
GC ACG grant (Federal)  
GD FPSAG State grant  
GF FPPCESAGP State grant

**STUDENT EMPLOYMENT:**

EA Federal Programs College Work/Study  
EC State Florida Work Experience Program

**LOANS:**

LA NDSL (Federal)  
LB Federally insured loan  
LC State insured loan

**NOTES:**

1. Record type not required for Beginning-of-Term data submissions.

**Edit:**

1. Missing or Invalid Critical

---

***Description of Data Element:***

**Number:** 3201

**Name:** Financial Aid Term Identifier

**Data Element is Used in the Following Reports:**

- ❑ Financial Aid Reports

**Description:**

Record Type Eight - Code indicating the reporting term within the academic year

**TABLE VALUES:**

2	Fall Term
3	Winter/Spring Term
1	Summer Term

Record Type Eight - Financial Aid data will be reported by academic year beginning with the Fall Term. Term numbers are the same as the other SDB records for consistency.

**Edit:**

- |    |                    |          |
|----|--------------------|----------|
| 1. | Missing or Invalid | Critical |
|----|--------------------|----------|

***Description of Data Element:***

**Number:** 3202

**Name:** Financial Aid Academic Year

**Data Element is Used in the Following Reports:**

- Financial Aid Reports

**Description:**

Record Type Eight – Code to indicate the academic year being reported. Code the second year of the current academic year. The academic year is Fall, Winter/Spring, Summer. For example, for academic year 2000-01, code 2001.

**Edit:**

- |    |                                 |          |
|----|---------------------------------|----------|
| 1. | Missing, Non-numeric or Invalid | Critical |
|----|---------------------------------|----------|

---

***Description of Data Element:***

**Number:** 3203

**Name:** Student Current Dependency Status

**Data Element is Used in the Following Reports:**

- Financial Aid Reports

**Description:**

Record Type Eight - Student evaluated as dependent or independent of parental financial assistance.

**TABLE VALUES:**

I Independent  
D Dependent  
X Not Reported

**Edit:**

1. Missing or Invalid Critical

---

***Description of Data Element:***

**Number:** 3204

**Name:** Expected Family Contribution

**Data Element is Used in the Following Reports:**

- ❑ Financial Aid Reports

**Description:**

Record Type Eight - The amount of money that the family, including the student, is expected to be able to contribute to the student's education as determined by the Federal Methodology Need Analysis.

This amount should be the one used by the Financial Aid Office in determining the expected family contribution used in awarding need-based aid. For students who are not eligible for need-based aid, code 9999999.

This amount should be the expected family contribution calculated for the number of terms the student attended.

**Edit:**

- |    |   |          |
|----|---|----------|
| 1. | Missing or Non-numeric                              | Critical |
| 2. | 99999999 and Financial Aid Need (DE3205) NE 9999999 | Critical |



---

***Description of Data Element:***

**Number:** 3205

**Name:** Financial Aid Need

**Data Element is Used in the Following Reports:**

- ❑ Financial Aid Reports

**Description:**

Record Type Eight - The amount determined at the college by subtracting the Expected Family Contribution (DE 3204) from the cost of attendance.

This is the amount used by the Financial Aid Office in determining the financial need for need-based aid. For those students not eligible for need-based aid, code 9999999. This should be equal to the cost of attendance for the number of terms the student attended minus the expected family contribution for the number of terms the student attended.

The number of terms used in the calculation for both cost of attendance and expected family contribution should be the same.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | 9999999 and Expected Family Contribution (DE3204) NE 9999999 | Critical |

---

***Description of Data Element:***

**Number:** 3206

**Name:** Financial Aid Award Condition I.D.

**Data Element is Used in the Following Reports:**

- ❑ Financial Aid Reports

**Description:**

Record Type Eight – Code to identify the condition for which the student received the financial aid award. If any part of the award is need based then code as need based.

Need Based: The student must meet financial need criteria as determined by the Financial Aid Office using a federally approved need analysis formula.

Non-Need Based: The criteria for awarding aid to student is based on merit, academic achievement or other specified criteria and not dependent on student's financial need.

**TABLE VALUES:**

- 1 Need Based
- 2 Non-Need Based

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | 2 and Financial Aid Award Type (DE 3208) EQ 101, 102, 105, 107, 111, 112, 113, 201, 401, 402 | Critical |
| 3. | 1 and Financial Aid Award Type (DE 3208) EQ 114, 302, 303, 304                               | Critical |

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***Description of Data Element:***

**Number:** 3207

**Name:** Source of Financial Aid Funds

**Data Element is Used in the Following Reports:**

- ❑ Financial Aid Reports

**Description:**

Record Type Eight - Code to identify the source of funds of the financial aid awarded.

**TABLE VALUES:**

F Federal  
S State  
W Institutional - Student Financial Aid Fees  
I Institutional - Other  
P Private  
O Other (local, government, foreign, etc.)

**NOTES:**

1. If multiple sources then prioritize code by Federal, State, Institutional, Private, Other.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | F and Financial Aid Award Type (DE 3208) not in (101, 102, 104, 111, 112, 113, 201, 202, 203, 204, 205, 206, 207, 208, 301, 401) | Critical |
| 3. | S and Financial Aid Award Type (DE 3208) not in (105, 106, 107, 209, 302, 203, 303, 305, 402, 403)                               | Critical |
| 4. | W or I and Financial Aid Award Type (DE 3208) not in (108, 210, 306)   | Critical |
| 5. | P and Financial Aid Award Type (DE3208) not in (109, 211, 307)   | Critical |
| 6. | O and Financial Aid Award Type (DE 3208) NE 110  | Critical |

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***Description of Data Element:***

**Number:** 3208

**Name:** Financial Aid Award Type

**Data Element is Used in the Following Reports:**

- ❑ Financial Aid Reports

**Description:**

Record Type Eight - An indication of the specific type of financial aid that has been awarded the student.

**TABLE VALUES:**

**GRANTS:** Money in this category does not have to be repaid.

- 101 **Grants-Federal-PELL.** Federal entitlement need based funds afforded to under-graduate students to defray educational expenses (Federally funded).
- 102 **Grants-Federal-SEOG.** Supplemental Educational Opportunity Grant - an award of federal funds afforded to undergraduates by the institution to defray educational expenses (Federally funded).
- 104 **Grants-Federal-Other.** Include all other federal grants not included in 101, 102, 111, 112, 113, i.e. Bureau of Indian Affairs Grants, etc. (Federally funded).
- 105 **Grants-State-FPSAG.** Florida Public Student Assistance Grant - state monies awarded based on need, to undergraduates to defray educational expenses (State funded) (FS S.1009.50).
- 106 **Grants-Other State Sources.** Money afforded to students from other state aid programs not otherwise identified to defray educational expenses (State funded).
- 107 **Grants-State-FPPCESAGP.** Florida Public Postsecondary Career Education Student Assistance Grant – state monies awarded based on need, to certificate-seeking students enrolled at least half-time in a public postsecondary career certificate program that consists of 450 or more clock hours offered by a community college (State funded) (FS S. 1009.505)
- 108 **Grants-Institutional.** Money afforded to students by the college to defray educational expenses (Institutionally funded).
- 109 **Grants-Private.** Money afforded to students from various segments of the private sector to defray educational expenses (Privately funded).

- 110 **Grants-All Other.** Money afforded to students, from sources other than PELL, SEOG, ACG, SMART, Vocational Rehabilitation, state, private or institutional, including out-of-state sources, to defray educational expenses (other funding, i.e. county, municipality).
- 111 **Grants-Federal-Academic Competitiveness (ACG).** An award of federal funds afforded to Full-Time students eligible for Federal PELL grants, in their first or second academic year, and who has completed a rigorous secondary program of study.
- 112 **Grants-Federal-Science and Mathematics Access to Retain Talent (SMART).** An award of federal funds afforded to Full-Time students eligible for Federal PELL grants, in their third or fourth academic year, and who is majoring in physical, life or computer science, engineering, mathematics, technology, or a critical foreign language.
- 113 **Grants-Federal-Teacher Education Assistance for College and Higher Education (TEACH).** Grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.
- 114 **Grants-Federal-Post 9-11 GI Bill.** Funds awarded to veterans, or spouse or dependent who served a minimum of 90 days in the armed services beginning on or after September 11, 2001. Funds are capped at the amount charged to full-time undergraduate students at the most expensive public institution and vary by length of service. Only the Tuition and Fees will be reported because that is the only payment sent to the college.

#### LOANS:

- 201 **Loans-Federal-Perkins Loans.** Low interest loans distributed by the institution to students to defray educational expenses (Federally funded).
- 202 **Loans-Federal-FFELP.** Federal Family Education Loan Program subsidized and unsubsidized Stafford loans. Federally insured low interest loans afforded to students to defray educational expenses (Federally funded).
- 203 **Loans-Federal-FFELP Plus.** Federal family education loan program - plus loans meant to provide additional funds for educational expenses. This loan, made by a private lender, is available to parents of dependent undergraduate, and independent undergraduate students (Federally funded).
- 204 **Loans-Federal-Health Professions.** Program designed to assist students in the fields of medicine, osteopathy, dentistry, veterinary medicine, optometry, pharmacy, nursing and pediatrics by providing long-term, low-interest loans (Federally funded).
- 205 **Loans-Federal-HEAL.** Health Education Assistance Loan (HEAL) a federal loan provided to students in Health Education (Federally funded).
- 206 **Federal-Loan-FDLP.** William D. Ford Federal Direct Loan Program subsidized and unsubsidized Stafford loans - low interest loans afforded to students to defray educational expenses. This loan is made by the federal government (Federally funded).

- 
- 207 **Federal-Loan-FDLP Plus.** William D. Ford Federal Direct Loan Program Plus additional funds for educational expenses. This loan is made by the federal government and is available to parents of dependent undergraduate and independent undergraduate students (Federally funded).
- 208 **Loans-Federal-Other.** Loans provided to students from federal sources not previously identified to defray education expenses, i.e. Federal law Enforcement Educational Loan, etc. (Federally funded).
- 209 **Loans-State.** Loans provided by the state of Florida to defray educational expenses (State funded).
- 210 **Loans-Institutional (Long Term).** Low interest loans to students provided by the college to defray educational expenses (Institutionally funded).
- 211 **Loans-Private.** Low interest loans afforded to students from private lenders to defray educational expenses (Privately funded).

**SCHOLARSHIPS:** Money in this category does not have to be repaid.

- 301 **Scholarships – Federal.** Funds afforded to students from federal sources to defray educational expenses (i.e. Federal Nursing Scholarships, etc.) (Federally funded).
- 302 **Scholarships-State-Bright Futures – FAS.** Florida Academic Scholars funds provided to students with outstanding high school academic achievement for attendance at a Florida public or non-public college or university. FS 1009.534 (State funded).
- 303 **Scholarships - State - Bright Futures FMS.** Florida Medallion Scholars funds provided to students with meritorious high school academic achievement for attendance at a Florida public or non-public college or university. FS 1009.535 (State funded).
- 304 **Scholarships - State - Bright Futures FGVS.** Florida Gold Seal Vocational Scholars funds provided to students with outstanding High School Academic achievement and vocational preparation for attendance at a Florida public or non-public college or university. FS 1009.536 (State funded).
- 305 **Scholarships - Other State.** Funds afforded to students from state sources other than those uniquely identified to defray educational expenses (State funded).
- 306 **Scholarships – Institutional.** Funds afforded to students from institutional sources to defray educational expenses (Institutionally funded).
- 307 **Scholarships – Private.** Funds afforded to students from private sources to defray educational expenses (Privately funded).

**STUDENT EMPLOYMENT:** Part-time employment provided to students on campus or at a non-profit organization in order to afford them the opportunity to earn money to defray educational expenses.

- 
- 401 **Federal Student Employment-College Work Study.** Funds derived from federal sources, available to under-graduate and graduate students (Federally funded).
- 402 **State Student Employment – Florida Work Experience Program.** Funds derived from state sources, available to under-graduates. FS 1009.77 (State funded).
- 403 **Public School Work Experience Program – PSWEP.** State funded work experience program (State funded).

---

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Invalid   | Critical |
| 2. | 101, 102, 104, 111, 112, 113, 114, 201, 202, 203, 204, 205, 206, 207, 208, 301, 401 and Source of Financial Aid Funds (DE 3207) NE F | Critical |
| 3. | 105, 106, 107, 209, 302, 303, 304, 305, 402, 403 and Source of Financial Aid Funds (DE3207) NE S                                     | Critical |
| 4. | 108, 210, 306 and Source of Financial Aid Funds (DE 3207) not in (W, I)  | Critical |
| 5. | 109, 211, 307 and Source of Financial Aid Funds (DE 3207) NE P   | Critical |
| 6. | 110 and Source of Financial Aid Funds (DE 3207) NE O   | Critical |
| 7. | 101, 102, 105, 107, 111, 112, 113, 201, 401, 402, and Financial Aid Award Condition I.D. (DE 3206) NE 1                              | Critical |
| 8. | 114, 302, 303, 304 and Financial Aid Award Condition I.D. (DE 3206) NE 2   | Critical |

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***Description of Data Element:***

**Number:** 3209

**Name:** Financial Aid Paid Amount

**Data Element is Used in the Following Reports:**

- Financial Aid Reports

**Description:**

Record Type Eight - The amount of aid paid by source of fund and type of award for term (DE 3201) and fiscal year (DE 3202).

**Edit:**

- |    |                        |          |
|----|------------------------|----------|
| 1. | Missing or Non-numeric | Critical |
| 2. | Zero                   | Critical |



***Description of Data Element:***

**Number:** 3301

**Name:** Program Industry - CIP

**Data Element is Used in the Following Reports:**

- Perkins IV

**Description:**

Record Type Nine – A code identifying the classification associated with the program in which a completion occurred. Program Industry – CIP is a ten character code composed of a two digit code indicating the program cluster, a six digit code indicating the Classification of Instructional Program (CIP), and a two digit unique identifier.

**For Associate in Applied Science (AAS) Degree Programs, Associate in Science (AS) Degree Programs, Associate in Science Certificate Programs, Vocational Certificate Programs**

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES:**

**CLUSTER VALUES:**

- 01 - Agriculture
- 02 - Marketing
- 03 - Health Occupations
- 04 - Family and Consumer Sciences
- 05 - Business
- 06 - Industrial
- 07 - Public Service
- 08 - Apprenticeship
- 09 - Preparation for Homemaking
- 10 - Diversified Cooperative Training
- 15 - Adult General Education

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

Use appropriate CIP code from file provided by CCTCMIS (See Note 2).

**UNIQUE IDENTIFIER:**

00 thru 99 - Differentiates between two CIP codes which are otherwise the same.

**Associate in Science (AS) Degree Programs with Articulated General Education  
(Beginning Fall 2000-2001)**

Cluster		Classification of Instructional Program						Unique Identifier	
1	2	3	4	5	6	7	8	9	10

**TABLE VALUES:**  
**CLUSTER VALUES:**

- 11 - Agriculture
- 12 - Marketing
- 13 - Health Occupations
- 14 - Family and Consumer Sciences
- 15 - Business
- 16 - Industrial
- 17 - Public Service

**CLASSIFICATION OF INSTRUCTIONAL PROGRAM VALUES:**

Use appropriate CIP code from file provided by CCTCMIS (See Note 2).

**UNIQUE IDENTIFIER:**

00 thru 99 - Differentiates between two CIP codes which are otherwise the same.

**Edit:**

- |    |  |          |
|----|--|----------|
| 1. | Missing or Non-numeric                       | Critical |
| 2. | CIP not a AAS, AS, PSAVC, PSVC, ATD programs | Critical |

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***Description of Data Element:***

**Number:** 3302

**Name:** Program Industry Certification Number

**Data Element is Used in the Following Reports:**

- Perkins IV

**Description:**

Record Type Nine - The identifier assigned by the Florida Department of Education (DOE) to specify the industry certification or technical skill attainment by third party assessment that the student has taken.

**Edit:**

- |    |                        |          |
|----|------------------------|----------|
| 1. | Missing or Non-numeric | Critical |
| 2. | Zero                   | Critical |

***Description of Data Element:***

**Number:** 3303

**Name:** Program Industry Certification Date

**Data Element is Used in the Following Reports:**

- Perkins IV

**Description:**

Record Type Nine - The date the Program Industry Certification Test was taken by the student.

**Edit:**

- |    |                        |          |
|----|------------------------|----------|
| 1. | Missing or Non-numeric | Critical |
| 2. | Invalid range month    | Critical |
| 3. | Invalid range century  | Critical |

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***Description of Data Element:***

**Number:** 3304

**Name:** Program Industry Outcome

**Data Element is Used in the Following Reports:**

- Perkins IV

**Description:**

Record Type Nine – An indicator of whether or not the student passed the industry certification or technical assessment taken/attempted.

TABLE VALUES:

P Student passed the assessment.  
F Student did not pass the assessment.  
Z Student did not take an assessment.

**Edit:**

1. Missing or Invalid Critical

**Machine Record Format – Record Type 1**

<b>Field Characteristics</b> A Alphabetic Only A/N Alphanumeric N Numeric Only					<b>Student Information</b> <b>Record Type 1</b>  Page 1 of 2
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 1
1015	22-41	20	A/N	Last Name	Last Name
1014	42-56	15	A/N	First Name	First Name
1016	57	1	A/N	Middle Initial	Middle Initial
1006	58	1	A/N	Gender	Gender
	59	1	A/N	Filler	
1019	60-67	8	N	Birth Date	Student Birth Date (MMDDCCYY)
	68	1	A/N	Filler	
1004	69	1	A/N	Residence Fee	Fee Classification Residency
1001	70	1	A/N	Citizenship	Citizenship
1002	71	1	A/N	Disabled Class	Disabled Classification
1013	72	1	A/N	Limited English	Limited English Proficiency
1007	73-78	6	A/N	HS Code	High School County Code CCHHHH,CC=County, HHHH=High School Code
1008	79	1	A/N	HS-Graduation-Code	High School Graduation Code
1009	80-85	6	N	HS-Graduation Date	High School Graduation Date (MMCCYY)
1011	86	1	A/N	Incarceration-Status	Incarceration Status
1005	87	1	A/N	First-Time	First-time Student Flag
1032	88	1	A/N	Transfer	Transfer Student Flag
1018	89-90	2	A/N	Admission-State-Code	State Code at Time of Admission
	91-96	6	N	Filler	
1012	97	1	A/N	Class-Level	Instructional Class Level of Student
1029	98	1	A/N	Full/Part Time	Term Part-Time/Full-Time
	99-114	16	A	Filler	

**Machine Record Format – Record Type 1**

<b>Field Characteristics</b> A Alphabetic Only A/N Alphanumeric N Numeric Only					<b>Student Information Record Type 1</b>
					Page 2 of 2
DE#	From/To	Size	Field Char	Field Name	Field Description
1026	115-118	4	N	Inst.-GPA-Points-Term	Term Inst. Grade Points for GPA PIC 9(03)V9
1027	119-121	3	N	Inst.-GPA-Hours-Term	Term Inst. Hours for GPA PIC 9(02)V9
1030	122-126	5	N	Inst.-Grade-Points-Total	Total Inst. Grade Points PIC 9(04)V9
1031	127-130`	4	N	Inst.-GPA-Hours-Total	Total Inst. Hours for GPA PIC 9(03)V9
1033	131-132	2	A	Nation-Citizen	Nation of Citizenship
1034	133-139	7	N	Transfer-Inst.	Transfer Institution
1035	140	1	A	Ver-Dis-Class-Ind	Verified Disabled Classification Indicator
1036	141	1	A	Race-White	Race – White
1037	142	1	A	Race-Black	Race – Black
1038	143	1	A	Race-Asian	Race – Asian
1039	144	1	A	Race-Indian	Race - American Indian/Alaskan Native
1040	145	1	A	Race-Hawaiian	Race - Native Hawaiian/Pacific Islander
1041	146	1	A	Hispanic	Ethnicity – Hispanic/Latino
1042	147	1	A	Athletic-Aid	Athletic Related Aid Indicator
1043	148	1	A	Career Pathways	Career Pathways Indicator
1044	149	1	A	Adult-Goal1	Adult Student Goal 1
1045	150	1	A	Adult-Goal2	Adult Student Goal 2
1046	151	1	A	Adult-Goal3	Adult Student Goal 3
	152-190	39	A/N	Filler	All Blanks
	191-199	9	N	Zip Code	USPS Zip Code
102A	200	1	A/N	Action Code	A = Add, D = Delete

**Shaded fields are unique key elements.**

**Machine Record Format – Record Type 2**

<b>Field Characteristics</b> A Alphabetic Only A/N Alphanumeric N Numeric Only					<b>Entry Testing Information  Record Type 2</b>
Page 1 of 1					
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 2
1104	22	1	A/N	ELT-Type	Entry Level/Exit Test - Type
1103	23	1	A/N	ELT-Subtest	Entry Level/Exit Test - Subtest
1101	24-27	4	N	Score-Subtest	Entry Level/Exit Test - Subtest Score PIC 9(04)
1102	28	1	A/N	Site-Subtest	Entry Level/Exit Test - Subtest Site
1105	29-34	6	N	ELT-Date	Entry Level/Exit Test - Date (MMCCYY)
1106	35	1	A/N	Col. Prep Complete	College Preparatory Completion Indicator
1107	36-40	5	A/N	Adult Entry Level/Exit Form	Adult test form
1108	41	1	A/N	Adult Test level of Difficulty	Adult Test level of Difficulty
1109	42-49	8	N	Adult Test - Date	Adult Test - Date
	50-199	150	A/N	Filler	All Blanks
102A	200	1	A/N	Action-Code	A = Add, D = Delete

**Shaded fields are unique key elements.**



**Machine Record Format – Record Type 3**

<b>Field Characteristics</b> A Alphabetic Only A/N Alphanumeric N Numeric Only				<b>Acceleration Information Record Type 3</b>	
				Page 1 of 1	
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 3
1204	22	1	A/N	Test-Type-AP	Advanced Placement -Type
1203	23	1	A/N	Subtest-AP	Advanced Placement -Subtest
1201	24	14	A/N	Hour-Type-AP	Advanced Placement - Hour Type
1202	25-29	5	N	Hours-AP	Advanced Placement - Hours PIC 9(04)V9
1205	30-38	9	A/N	Industry Certification	Gold Standard Industry Certification
	39-199	161	A/N	Filler	All Blanks
102A	200	1	A/N	Action-Code	A = Add, D = Delete

Shaded fields are unique key elements.

**Machine Record Format – Record Type 4**

Field Characteristics A Alphabetic Only A/N Alphanumeric N Numeric Only					Program Information Record Type 4
					Page 1 of 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 4
2002	22-31	10	N	Program-CIP	Program of Study - CIP
2001	32	1	A/N	Award-Type	Program of Study-Award Type
2003	33	1	A/N	Program-Hour-Type	Program of Study-Hour Type
2004	34-38	5	N	Program-Hours	Program of Study - Hours PIC 9(05)
2005	39	1	A/N	Program-Level	Program of Study - Level
2006	40-69	30	A/N	Program-Title	Program of Study - Title
2007	70-75	6	N	Program-Clock	Total Clock Hours Earned PIC9(05)V9
2008	76-81	6	N	Program-Credit-Hours	Total Credit Hours Earned PIC9(05)V9
2009	82	1	A	Locally Inactive Program Flag	Locally Inactive Program Flag
2010	83-85	3	N	State Approved Teacher Preparation Program - DOE Code	State Approved Teacher Preparation Program - DOE Code PIC9(03)
	86-199	114	A/N	Filler	All Blanks
102A	200	1	A/N	Action-Code	A = Add, D = Delete

**Shaded fields are unique key elements.**

**Machine Record Format – Record Type 5**

Field Characteristics A Alphabetic Only A/N Alphanumeric N Numeric Only					Completion Information Record Type 5
					Page 1 of 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 5
2101	22-31	10	N	Completion-CIP	Completion - CIP
2103	32	1	A/N	Degree-Granted	Completion Degree Granted
2102	33-38	6	N	Completion-Date	Completion Date (MMCCYY)
2104	39	1	A/N	Occupational Completion Point Indicator	Occupational Completion Point Indicator
2105	40-41	2	A/N	Adult Literacy Completion Point Indicator	Adult Literacy Completion Point Indicator
2106	42-46	5	A/N	ATC Completion Hours	Advanced Technical Certificate Completion Hours PIC 9(04)V9
2107	47	1	A	Locally Inactive Completion Program Flag	Locally Inactive Completion Program Flag
2108	48	1	A	Completion Multiple Major Indicator	Completion Multiple Major Indicator
	49	1	A/N	Filler	All blanks
2110	50-52	3	N	State Approved Teacher Preparation Program Completion - DOE code	State Approved Teacher Preparation Program Completion - DOE code PIC 9(03)
	53-199	146	A/N	Filler	All Blanks
102A	200	1	A/N	Action-Code	A = Add, D = Delete

**Shaded fields are unique key elements.**

**Machine Record Format – Record Type 6**

Field Characteristics A Alphabetic Only A/N Alphanumeric N Numeric Only					Course Information Record Type 6
					Page 1 of 2
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 6
3008	22-29	8	A/N	Course-ID	Course Identifier
3009	30-37	8	A/N	Course-Section	Course Identifier Section
3001	38-42	5	N	Course-ICS	Course ICS
3007	43-44	2	A/N	Course-Grade	Course Grade Awarded
3014	45	1	A/N	Registration-Period	Course Registration Period
3011	46	1	A/N	Course-Hour-Type	Course Section Hour Type
3012	47-51	5	N	Course-Section-Hours	Course Section Hours PIC 9(04)V9
3013	52-56	5	N	Course-Section-Location	Course Section Location
3015	57	1	A/N	Instructor-Flag	Course Instructor Flag
3006	58	1	A/N	Fee-Waiver	Course Fee Kind
	59	1	A/N	Filler	All Blanks
3010	60	1	A/N	Lifelong	Course Lifelong Learning Flag
3003	61	1	A/N	Course-Cooperative Ed	Course Cooperative Ed Flag
3005	62	1	A/N	Dual-Enroll	Course Dual Enrollment Flag
3004	63-64	2	A/N	Dual-Enroll-Category	Course Dual Enrollment Category
	65	1	A/N	Filler	All Blanks
	66	1	A/N	Filler	All Blanks
3018	67	1	A/N	FTE Flag	FTE Flag
	68-72	5	A/N	Filler	All Blanks
	73	1	A/N	Filler	All Blanks
	74	1	A/N	Filler	All Blanks
3022	75	1	A	Adult Educational Functioning Level, Initial	Adult Education Functioning Level, Initial

**Shaded fields are unique key elements.**

**Machine Record Format – Record Type 6**

<b>Field Characteristics</b> A Alphabetic Only A/N Alphanumeric N Numeric Only					<b>Course Information</b> <b>Record Type 6</b> Page 2 of 2
<b>DE#</b>	<b>From/To</b>	<b>Size</b>	<b>Field Char</b>	<b>Field Name</b>	<b>Field Description</b>
3023	76-81	6	N	Adult-Educational-Course-Enrollment-Date	Adult Educational Course Enrollment Date (MMCCYY)
3024	82-87	6	N	Adult-Educational-Course-Exit-Date	Adult Educational Course Exit Date (MMCCYY)
3025	88-88	1	A	Adult-Educational-Course-Post-Status	Adult Education Course Post Status
	89-199	111	A/N	Filler	All Blanks
102A	200	1	A/N	Action-Code	A = Add, D = Delete

**Machine Record Format – Record Type 7**

<b>Field Characteristics</b> A Alphabetic Only A/N Alphanumeric N Numeric Only					<b>Economically Disadvantaged Information Record Type 7</b>  Page 1 of 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 7
3102	22-23	2	A/N	Aid-Type	Financial Aid Award Type
	24-28	5	A/N	Filler	All Blanks
	29-199	171	A/N	Filler	All Blanks
102A	200	1	A/N	Action-Code	A = Add, D = Delete

Shaded fields are unique key elements.

**Machine Record Format – Record Type 8**

<b>Field Characteristics</b> A Alphabetic Only A/N Alphanumeric N Numeric Only					<b>Financial Aid Information</b> <b>Record Type 8</b>  Page 1 of 1
DE#	From/To	Size	Field Char	Field Name	Field Description
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
3201	18	1	N	Financial Aid Term Identifier	Term Identifier
	19-20	2	A/N	Filler	All Blanks
101A	21	1	N	Record Type	Record Type = 8
3202	22-25	4	N	Financial Aid Academic Year	Academic Year
3203	26	1	A/N	Dependency Status	Student Current Dependency Status
3204	27-33	7	N	Family Contribution	Expected Family Contribution
3205	34-40	7	N	Aid-Need	Financial Aid Need
3206	41	1	A/N	Aid-Condition ID	Financial Aid Award Condition ID
3207	42	1	A/N	Fund Source	Source of Financial Aid Funds
3208	43-45	3	A/N	Aid-Type	Financial Aid Award Type
3209	46-52	7	N	Aid-Amount	Financial Aid Paid Amount
	53-199	147	A/N	Filler	All Blanks
102A	200	1	A/N	Action-Code	A = Add, D = Delete

Shaded fields are unique key elements.

**Machine Record Format – Record Type 9**

<b>Field Characteristics</b> A Alphabetic Only A/N Alphanumeric N Numeric Only					<b>Industry Certification Information Record Type 9</b>
					Page 1 of 1
<b>DE#</b>	<b>From/To</b>	<b>Size</b>	<b>Field Char</b>	<b>Field Name</b>	<b>Field Description</b>
1017	1-7	7	N	College	Reporting Institution (FICE/OPEID Code)
1021	8-17	10	A/N	Student-ID	Student Identification
1028	18-20	3	N	Term	Term Identifier
101A	21	1	N	Record Type	Record Type = 9
3301	22-31	10	A/N	Program-Industry-CIP	Program Industry CIP
3302	32-39	8	A/N	Program-Industry-Certification- Number	Program Industry Certification Number
3303	40-45	6	N	Program-Industry-Certification- Date	Program Industry Certification Date
3304	46	1	A/N	Industry-Certification-Outcome	Industry Certification Outcome
	47-199	147	A/N	Filler	All Blanks
102A	200	1	A/N	Action-Code	A = Add, D = Delete

**Shaded fields are unique key elements.**



## Sample JCL to send Student Data

### WS-FTP:

#### Text File

Host\_Name: NWRDC.FSU.EDU  
Host\_Type: IBM MVS  
User\_ID: *Your NWRDC Userid*  
Password: *Your NWRDC Password*  
Account: *NWRDC IP Address*  
Remote Host: 'CCcc.STU.STUDENT.Ttyyyy'  
Local PC: *Your local Directory*  
**Transfer Mode: ASCII**

### NOTES:

1. Single Quotes are required for the NWRDC "Remote Host" parameter.
2. You need to set up the **logical record length** with the site command. Also use Tracks instead of Cylinders.
3. For detailed instructions refer to Chapter 2, Section 2.2 - "Data Submission Procedures".

### DIS/VSE/POWER:

```
* $$ JOB JNM=DECCcRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp      (DOS/POWER CARD)
//DECCcRJ JOB (DECCc,,ll),'your-name',TIME=(,10)             (NWR JOB CARD)
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE256,PROJ=STU,CNUM=cc,FNAM=STUDENT,
//   YEAR=yyyy,TERM=tt,LRECL=200,BLKSZ=27800,
//   SPACE=(TRK,(5,1),RLSE)'
```

### RJE Workstation Emulator or OS/MVS/JES2

```
//DECCcRJ JOB (DECCc,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT NnnRrr
//PRLIB JCLLIB ORDER=DCC.COLLEGE.PROCLIB
//XMITSTP EXEC RJE256,PROJ=STU,CNUM=cc,FNAM=STUDENT,
//   YEAR=yyyy,TERM=tt,LRECL=200,BLKSZ=27800,
//   SPACE=(TRK,(5,1),RLSE)'
```

### Where:

cc = your college number (1-28)  
nn = your printer node  
rr = your printer remote  
ppppp = your password  
ll = SYSOUT lines in thousands  
yyyy = year (i.e., 2007)  
tt = term (i.e., 3E)

**Section 3.3 -  
Verification Reports Selection Criteria**



**Exceptions Report**

The Exceptions report displays the frequency of table values for a specific Data Element. The following Data Elements are included on this report:

<p>1001 Citizenship</p> <p>1002 Disabled Classification</p> <p>1003 Ethnic Origin</p> <p>1004 Fee Classification Residency</p> <p>1005 First-Time Student Flag</p> <p>1006 Gender</p> <p>1007 High School Code</p> <p>1008 High School Graduation Code</p> <p>1009 High School Graduation Date</p> <p>1010 Immunization Status</p> <p>1011 Incarceration Status</p> <p>1012 Institutional Class Level</p> <p>1013 Limited English Proficiency</p> <p>1018 State Code at Time of Admission</p> <p>1019 Student Birth Date</p> <p>1020 Student Date of Entry</p> <p>1021 Student Identification Number</p> <p>1026 Term Institutional Grade Points</p> <p>1027 Term Institutional Hours for GPA</p> <p>1029 Term Part-Time/Full-Time</p> <p>1030 Total Institutional Grade Points</p> <p>1031 Total Institutional Hours for GPA</p> <p>1032 Transfer Student Flag</p> <p>1033 Nation of Citizenship</p> <p>1034 Transfer Institution</p> <p>1035 Verified Disabled Classification Indicator</p> <p>1044 Adult Student Goal 1</p> <p>1045 Adult Student Goal 2</p> <p>1046 Adult Student Goal 3</p>	<p>1204 Acceleration - Type</p> <hr/> <p>2001 Program of Study - Award Type</p> <p>2003 Program of Study - Hour Type</p> <p>2005 Program of Study - Level</p> <p>2008 Total Credit Hours Earned Toward Award</p> <p>2009 Locally Inactive Program Flag</p> <p>2010 State Approved Teacher Preparation Program – DOE Code</p> <hr/> <p>2103 Completion Degree Granted</p> <p>2107 Locally Inactive Completion Program Flag</p> <p>2110 State Approved Teacher Preparation Program Completion – DOE Code</p> <hr/> <p>3003 Course Cooperative Education Flag</p> <p>3004 Course Dual Enrollment Category</p> <p>3005 Course Dual Enrollment/Co-Enrollment Flag</p> <p>3006 Course Fee Kind</p> <p>3007 Course Grade Awarded</p> <p>3010 Course Lifelong Learning Flag</p> <p>3011 Course Section Hour Type</p> <p>3014 Course Registration Period</p> <p>3015 Course Instructor Flag</p> <p>3016 Course WIA-ITA Flag</p> <p>3017 Welfare Transition Flag</p> <p>3018 FTE Flag</p> <p>3020 School-to-Work Indicator, Work-Based Experience</p> <p>3021 School-to-Work Indicator, School-Based Experience</p> <p>3022 Adult Educational Functioning Level, Initial</p> <hr/> <p>1201 Acceleration - Hour Type</p> <p>1203 Acceleration - Subtest</p>
--	--

Florida College System  
Student Data Base  
Reporting Year

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		3204	Expected Family Contribution
		3205	Financial Aid Need
3102	Financial Aid Award Type	3206	Financial Aid Award Condition ID
		3207	Source of Financial Aid Funds
		3208	Financial Aid Award Type
		3209	Financial Aid Paid Amount
3203	Student Current Dependency Status		

The next reports are included in the Exception report:

- Report for Students not Matching from Prior Term
- Report for Duplicate FTIC Students
- Report for Duplicate Completers from Prior Term
- Report for GPA > 4.0

**Fall Enrollment Report (EF2)**

Go to: IPEDS Postsecondary Headcount on Section 3.4 System Reports Selection Criteria

**Residence of First-Year Students**

Go to: IPEDS Postsecondary Headcount on Section 3.4 System Reports Selection Criteria

**Entry Level Test Report**

The Summary Entry Level Test report is generated from the Entry Level Test Type (DE 1104). This report displays the number of First-Time In College (DE 1005 = 'Y') students who are at/above or below the Cut-Off Scores (Entry Level Test Score (DE 1101) - see Cut-Off Scores used below). The report is broken down by Entry Level Test - Subtest (DE 1103).

**Cut-Off Scores Used**

Test Type	Subtest	SDB Subtest	Score	2000-01 Fall Score
ACT	English	Reading	15	
	Composite	Writing	14	
	Mathematics	Math	13	
Enhanced ACT	Reading	Reading	16	18
	English	Writing	16	17
	Mathematics	Math	16	19
ASSET	Reading Skills	Reading	22	
	Language Usage	Writing	43	
	Elementary Algebra	Math	12	
New ASSET	Reading Skills	Reading	37	
	Writing Skills	Writing	37	
	Elementary Algebra	Math	37	
CPT	Reading Comprehension	Reading	83	
	Sentence Skills	Writing	83	
	Elementary Algebra	Math	72	
PERT	Reading Comprehension	Reading	104	
	Sentence Skills	Writing	99	
	Elementary Algebra	Math	113	
MAPS	Reading Comprehension	Reading	13	
	Test of Standard Written English	Writing	31	
	Elementary Algebra	Math	209	
New MAPS	Reading Comprehension	Reading	109	
	Conventions of Written English	Writing	311	
	Elementary algebra	Math	613	
SAT	Verbal	Reading	340	
	Test of Standard Written English	Writing	31	
	Mathematics	Math	400	



SATI	Administered between March 1, 1994 and March 31, 1995			
	Verbal*	Reading	340	
	Verbal*	Writing	340	
	Mathematics	Math	400	
	Administered after March 31, 1995			
	Verbal*	Reading	420	440
	Verbal*	Writing	420	440
	Mathematics	Math	440	

\* The Verbal score is sent in for both Reading and Writing. Rule 6A-10.0315 1(d) states, ‘Students with scores below the cut score on the verbal subtest of the SATI shall be considered to have fallen below the cut score in both reading and writing for placement and reporting purposes.’

### **Enrollment in Occupationally Specific Programs (EP)**

The programs that are displayed on this report are defined as Occupationally Specific by the Federal Government.

#### **RECORD TYPE 1**

1. Citizenship (DE 1001)
2. Ethnic Origin (DE 1003)
3. Gender (DE 1006)

#### **RECORD TYPE 4**

1. Program of Study Level (DE 2005) where program level in 0, 1, 2, 8, A, C, D, P, or T
2. Program of Study - CIP (DE 2002) where CIP < 888888

## IPEDS Completion Report (C2)

The IPEDS Completions Report (C2) counts the number of degrees and awards conferred by each institution. Program completions are counted by the 2-digit Federal Program Category, as well as by the 6-digit Federal Program CIP, for awards less than 1 academic year, at least 1 but less than 2 years, associate degrees, awards at least 2 but less than 4 years, and baccalaureate degrees. All of these counts are reported by race and gender. In addition to the federal reporting requirements, the Division will report the total number of awards granted to students with unknown gender.

The column totals will be calculated using the following criteria:

**BACCALAUREATE DEGREES**

(DE 2103) – Completion Degree          'C' - Bachelor Degree

**AWARDS AT LEAST 2 BUT < 4 YEARS**

Always Zero

**ASSOCIATE DEGREES**

(DE 2103) – Completion Degree          '1' - A.A.  
   '2' - A.S.  
   'A' - A.A.S.

**AWARDS AT LEAST 1 BUT < 2 YEARS**

(DE 2103) – Completion Degree          '3' - PSVC  
   '4' - PSAVC  
   '5' - A.T.C.  
   '7' - A.T.D.  
   'P' - Apprenticeship Program

(DE 2002) – Program CIP                      Equal to Completion CIP

(DE 2004) – Program Hours                      Greater than 29 Semester Hours **and**  
(DE 2003) – Program Hour Type                Equal 'S'

**OR**

(DE 2004) – Program Hours                      Greater than 899 Clock Hours **and**  
(DE 2003) – Program Hour Type                Equal 'C'

**AWARD LESS THAN 1 YEAR**

(DE 2103) – Completion Degree	'3' - PSVC '4' - PSAVC '5' - A.T.C. '7' - A.T.D. 'P' - Apprenticeship Program
-------------------------------	---

(DE 2002) – Program CIP	Equal to Completion CIP
-------------------------	-------------------------

(DE 2004) – Program Hours	Less than 900 Clock Hours <b>and</b>
(DE 2003) – Program Hour Type	Equal 'C'

**OR**

(DE 2004) – Program Hours	Less than 30 Semester Hours <b>and</b>
(DE 2003) – Program Hour Type	Equal 'S'

**RACIAL/ETHNIC DESCRIPTIONS**

(DE 1001) – Citizenship	'A' Non-resident alien
-------------------------	------------------------

(DE 1003) – Ethnic Origin	'A' Asian/Pacific Islander 'B' Black, Non-Hispanic 'H' Hispanic 'I' American Indian/Alaskan Native 'W' White, Non-Hispanic 'X' Race/Ethnicity Unknown
---------------------------	--

**NOTES:**

1. The report displays the Federal CIP title, not the college CIP title. Federal CIP Categories 21 and 32-37 are excluded.

### Course Match Report

The Course Match Report shows the distinct courses (DE 3008), for a term, which did not appear on the Statewide Course Numbering System (SCNS).

The distinct courses are selected from the course information where:

(DE 3001) - Course ICS

LT 12000 (Advanced and Professional Courses)

**OR**

EQ 12101 - 12701 (Postsecondary Vocational)

**OR**

EQ 12102 - 12702 (Postsecondary Adult Vocational)

**OR**

EQ 13101, 13103 (College Prep.)

**OR**

(DE 3005) - Dual Enrollment/  
Co-Enrollment Flag

EQ 'H', 'P', or 'S'.

---

**Readiness for College**

1. All Colleges, 2009-10 Reporting Year and Summer, Fall, Winter/Spring End-of-Term data.
2. Highest degree held is either a High School Diploma attained from a Florida Public High School or a College Ready Diploma.

High School Code (DE 1007) NOT = 'XXXXXX', 'ZZZZZZ', '000000', or '999999' and High School Code matches a High School Code on the Public School Master School ID File.

High School Graduation Code (DE 1008) in 'A'.

3. The student graduated from a Florida Public High School in 2007.  
High School Graduation Date (DE 1009) is between (MMCCYY) 092006 and 082007.
4. Matriculation took place during the year. (The student has a course record in the 2009-10 Reporting Year).
5. The student is pursuing a degree.  
(Program of Study - Level (DE 2005) in (0, 1, A))

**OR**

(Program of Study - Level (DE 2005) in (3, 4) AND  
Program of Study - Award Type (DE 2001) in (1, 2, 6, A))

6. Transfer students are excluded from the report.  
Transfer Student Flag (DE 1032) in ('N', 'Z').

File layout for the Ready file: CCxx.STU.READYFIL.Tt/yyyy

Where 'xx' is the college number, 'tt' is the term and 'yyyy' is the submission year.

01-06 HSCODE	59-59 GENDER
07-11 FICE	60-60 TOOKTEST
12-21 NEWPSNID	61-61 MATHIND
22-41 LNAME	62-62 READIND
42-56 FNAME	63-63 WRITEIND
57-57 MIDINIT	64-69 GRAD YYMMN6
58-58 RACE	

**NOTES:**

1. Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.

## AA- 1A Report

From the Student Data Base End-of-Term files, a file will be generated for producing the state enrollment and completions reports (AA1A), according to the following selection criteria. Each record will contain the totals for enrollments, and completions, excluding a total for cooperative education completers.

The program record data will be based on the first occurrence of program records found in the Winter/Spring Term, then the Fall Term, then the Summer Term. The most up-to-date program hour information will be derived from the CIP table. Each record will contain the following totals for enrollments, and completions, excluding a total for cooperative education completers.

### Student Demographic Table

Select:

College	DE 1017
Term	DE 1028
Gender	DE 1006
Race	DE 1003
Citizenship	DE 1001
Disabled Class	DE 1002
Limited English	DE 1013

### Student Course Table

Select:

College	DE 1017
Term	DE 1028
Course-ICS	DE 3001
Cooperative Ed	DE 3003
Dual Enrollment	DE 3005

### Student Completion Table

Select:

College	DE 1017
Term	DE 1028
CIP	DE 2101
Occupational Completion Point	DE 2104
Literacy Completion Point	DE 2105
Degree	DE 2103

### Student Financial Aid Table

Select:

College	DE 1017
Term	DE 1028
Aid – Type	DE 3102

### Student Program Table

Select:

College	DE 1017
Term	DE 1028
CIP	DE 2002
Program Title	DE 2006
Program Level	DE 2005
Hour Type	DE 2003
Hours	DE 2004

### Student VCIP Table

Select:

Vocatoinal CIP Cluster  
Vocational CIP  
Vocational CIP Unique ID  
Vocational CIP Title  
Vocational Primary Hours  
Vocational Occupational Point

Where:

1. College	College Number ( 1-29)
2. Term	1 char (1, 2, or 3)
3. Year	4 Digit Submission Year i. (ex: 2008 2008-09)
4. Bac	= N (ATC, BAC, EPI, and AA) = E (EPI only) = U (BAC only)

### PROCESS

1. Select Student Demographic = College (DE 1017), Term (DE 1028), and Year (DE 1028)
  - a. Create two flags to keep track of Disable Class and Limited English. These flags are called Disabled and LEP.
  - b. If Disable Class (DE 1002) = ('D', 'H', 'L', 'M', 'O', 'P', 'S', 'V') then set Disabled = 'Y'
  - c. If Limited English (DE1013) = 'Y' then set LEP = 'Y'
2. Select Student Course = College (DE 1017), Term (DE 1028), and Year (DE 1028)
  - a. Create three flags to keep track of Dual Enrollment, Cooperative Education, and courses that are considered to be Disadvantage. These flags are called Dual, Coop, and Disadv.
  - b. If Dual Enrollment (DE 3005) = ('H', 'P', 'S',) then set Dual = 'Y'
  - c. If Cooperative Education (DE 3003) = 'Y' then set Coop = 'Y'
  - d. If ICS (DE 3001) = (13101, 13102, 13103, 13104) then set Disadv = 'Y'
3. Select Student Program = College (DE 1017), Term (DE 1028), and Year (DE 1028)
  - a. If Program Level (DE 2005) = 0 and
  - b. IF Program Credit Hrs (DE 2008) not = 99998.9



4. Select VCIP Table by looking at award type (DE 2001).
  - a. Merge VCIP records with Program records. This will give you the number of hours it will take to complete program.
5. Select Student Financial Aid table = College (DE 1017), Term (DE 1028), and Year (DE 1028)
  - a. Create a flag for Aid Type called Aid.
  - b. IF Aid Type (DE 3208) not = ('AS', 'GS', 'MS', 'NN', 'SS') Then set Aid = 'Y'
6. Select Student Completion records = College (DE 1017), Term (DE 1028), and Year (DE 1028)
  - a. If Occupational Completion Point (DE 2104) = 'Z' and
  - b. If Literacy Completion Point (DE 2105) = 'Z' and
  - c. If CIP Cluster(DE 2101) < '999' and
  - d. IF Degree Granted (DE 2103) = ('1', '2', '3', '4', '5', '7', 'A', 'C', 'P', 'F')
7. Select VCIP Table = Year
  - a. If Vocational Occupational Point = 'Z' and
  - b. Vocational Award Type = ('ATC', 'BAC', 'EPI', 'AA')
8. Update Student Demographic (step 1) with Student Financial Aid (step 5)
  - a. If Aid = 'Y' then update Disadv to 'Y'
9. Update Student Demographic (step 8) with from Student Course (step 2).
  - a. Create a flag for Disadvantage to be used in the Student Demographic. The reasoning is because you have multiple Student Course records.
  - b. If Disadv = 'Y' (step 2) then set the new flag Disadv = 'Y'
10. Merge Student Demographic output (step 9) with Student Course (step 2).
  - a. Student that have a demographic record but does not have a course record will be dropped. These totals will be used for enrollments.
11. Merge Student Demographic (step 9) with Student Completion (step 6).
  - a. There must be a match between Student Demographic and Student Completions. These totals will be use for completers.
12. Read Student Demographic /Student Completion merge by College (DE 1017) CIP Instructional Program (DE 2002). Student ID (DE 1021)
  - a. If CIP Instructional Program (DE 2002) = 240101 then
  - b. IF CIP cluster (DE 2002) > 111 and < 119
  - c. Only the first record is outputted.
13. Sort Student Demographic/Student Completion (step 12) by CIPID (DE2101) and then merge with the Non Traditional Table.
  - a. This will show mark which courses are non traditional.
  - b. Create a field in the file so you will know that this is the completers file.

14. Match Student Demographic (step 10) with Student Program enrollment (step 3).
  - a. Sort descending term with no duplicates to get the most recent program record using sort key of College (DE 1017), Student ID (DE 1021) , Term (DE 1028), CIP (DE 2002).
  - b. Sort the output in step 12a with no duplicates using sort key College (DE 1017), Student ID (DE 1021), and CIP (DE 2002).
  - c. Sort the output in step 12b using sort key CIP (DE 2002).
  
15. Merge Vocational CIP output with Student Demographic (step 12).
  - a. This will give you the program titles and length of programs.
  
16. Sort output from step 13 and merge with the Non Traditional table.
  - a. This will show which courses are non traditional.
  - b. Create a field in the file so you will know that this is the enrollment file.
  
17. Sort the Student Demographic/Completers and the Student Demographic/Enrollment files with the following criteria :
  - a. Type record, College (DE 1017), Student ID (DE 1021), CIP (DE 2002), Title (DE 2006)
  
18. Combine Student Demographic/Completes and Student Demographic/Enrollment into one file.
  
19. Sort combined file from step 18 by College (DE 1017), CIP Cluster, CIP Instructional Program, CIP Unique Identifier,(DE 2002 or DE 2101) and Level (DE 2005 or DE 2103)
  - a. Read sorted combined file creating totals for Race/Gender/Citizenship.

A record will be created for each college and program of study, and will include the following:

College Number	01 - 28
Program of Study - CIP	Data Element #2002
Program of Study - Title	Data Element #2006
Program of Study - Level	Data Element #2005
Program of Study - Hours	Data Element #2004
Program of Study - Hour Type	Data Element #2003

	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
Total Alien Females	#1001	Citizenship	'A'
	#1006	Gender	'F'
Total Alien Males	#1001	Citizenship	'A'
	#1006	Gender	'M'
Total Asian Females	#1003	Ethnic Origin	'A'
	#1006	Gender	'F'
Total Asian Males	#1003	Ethnic Origin	'A'
	#1006	Gender	'M'

	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
Total Indian Females	#1003 #1006	Ethnic Origin Gender	'T' 'F'
Total Indian Males	#1003 #1006	Ethnic Origin Gender	'T' 'M'
Total Black Females	#1003 #1006	Ethnic Origin Gender	'B' 'F'
Total Black Males	#1003 #1006	Ethnic Origin Gender	'B' 'M'
Total Hispanic Females	#1003 #1006	Ethnic Origin Gender	'H' 'F'
Total Hispanic Males	#1003 #1006	Ethnic Origin Gender	'H' 'M'
Total White Females	#1003 #1006	Ethnic Origin Gender	'W' 'F'
Total White Males	#1003 #1006	Ethnic Origin Gender	'W' 'M'
Total Unknown Ethnic Females	#1003 #1006	Ethnic Origin Gender	'X' 'F'
Total Unknown Ethnic Males	#1003 #1006	Ethnic Origin Gender	'X' 'M'
Total Unknown Gender	#1006	Gender	'X'
Total Unknown Gender and Unknown Ethnicity	#1006 #1003	Gender Ethnic Origin	'X' 'X'
Total	Count of enrollments/completers		
Total Dual-Enrolled	#3005	Course Dual Enrollment Flag	'H', 'P', or 'S'
Total Disabled	#1002	Disabled Classification	'H', 'V', 'P', 'S', 'L', 'O', 'M', 'D'
Total LEP	#1013	Limited English Proficiency	'Y'
Total Disadvantaged	#3102	Financial Aid Award Type	< > 'NN', 'SS', 'AS', 'GS', OR 'MS'

	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
	-----OR-----		
	#3001	Course-ICS	'13101', '13102', '13103', '13104'
	-----OR-----		
Total Cooperative Ed.*	#3003	Course Cooperative Education Flag	'Y'

**\* ONLY FOR ENROLLMENTS**

**The student should be enrolled at least in a course during the year to be included in the enrollment counts.**

**The enrollments and completions are unduplicated by college, student Id and CIP code.**

**NOTES:**

1. Program records with Program of Study - CIP (DE 2002) of 9999999999 or with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.
2. Program records with Program of Study - Level (DE 2005) of '3', '4', '5', '6', '7', '9', 'B', 'G', or 'Z' (Awaiting Limited Access, General Freshman, Employment Related, Other Personal Objectives, Linkage, Adult High School Diploma, Adult Basic, GED, Not Applicable) will be excluded.
3. Completion records with Completion Degree Granted - (DE 2103) of '6', '8', '9', or 'Z' will be excluded.
4. Students having a Demographic record in any term classifying them as LEP will be reported as LEP in all of their program(s).
5. Students having a Demographic record in any term classifying them as Disabled will be reported as Disabled in all of their program(s).
6. Students having a Course record in any term classifying them as Dual Enrolled will be reported as Dual Enrolled in all of their program(s).
7. Students having a Course record in any term classifying them as Cooperative Education will be reported as Cooperative Education in all of their program(s).
8. Students having a Course record in any term or a Economically Disadvantaged record in any term classifying them as Disadvantaged will be reported as Disadvantaged in all of their program(s).
9. There are two files that are outputted that the college can download. Below are the names and the file formats.

**Machine Records Format**

Record Description for the Completions File

Field Characteristics: CCxx.STU.AA1ACOMP.FILE.Ttccyy

Where: 'xx' is the college number

'tt' is the term submission

ccyy' is the year submission

A = Alphabetic only  
 A/N = Alphanumeric  
 N = Numeric only  
 Z = Zoned numeric  
 R = Right justified with leading zeros  
 L = Left justified

LRECL = 84  
 BLKSIZE = 27972  
 RECFM = FB

Item No.	From To	Field Size	Field Char	Name	Field Description
1	01-02	02	Z	CCNUM	COLLEGE NUMBER
2	03-12	10	A/N	PSNID	STUDENT IDENTIFICATION
3	13-13	01	N	TRM	TERM
4	14-14	01	A/N	RACE	RACE
5	15-15	01	A/N	GENDER	GENDER
6	16-16	01	A/N	CITIZEN	CITIZEN
7	17-17	01	A/N	DSABLE	DISABLE
8	18-18	01	A/N	LMTENG	LIMITED ENGLISH PROFICIENCY
9	19-19	01	A/N	DISADV	DISADVANTAGE
10	20-20	01	A/N	DUAL	DUAL ENROLLMENT FLAG
11	21-21	01	A/N	COOP	COURSE COOPERATIVE ED FLAG
12	22-24	03	A/N	CIPCLUST	CIP CLUSTER
13	25-30	06	A/N	CIP	CIP
14	31-31	01	A/N	FILLER	
15	32-33	02	A/N	CIPUNQID	CIP UNIQUE IDENTIFIER
16	34-63	30	A/N	TITLE	CLASS TITLE
17	64-64	01	A/N	LEVEL	PROGRAM OF STUDY LEVEL
18	65-65	01	A/N	HRTYPE	PROGRAM HOUR TYPE
19	66-69	04	A/N	AWARD	PROGRAM OF STUDY AWARD TYPE
20	70-70	01	A/N	OCP	OCCUPATIONAL COMPLETION POINT INDICATOR
21	71-71	01	A/N	DEGREE	DEGREE GRANTED
22	72-79	08	Z	VOCLN	VOCATIONAL HRS LENGTH
23	80-80	01	A/N	NTRADIND	NON TRADITIONAL INDICATOR
24	81-84	043	N	DOECERT	STATE APPROVED TEACHER PREPARATION PROGRAM

Record Description for the Enrollment File

Field Characteristics: CCxx.STU.AA1AENRL.FILE.Tttccyy  
 Where: 'xx' is the college number  
 'tt' is the term submission  
 'ccyy' is the year submission

A = Alphabetic only                      LRECL = 84  
 A/N = Alphanumeric                      BLKSIZE = 27972  
 N = Numeric only                         RECFM = FB  
 Z = Zoned numeric  
 R = Right justified with leading zeros  
 L = Left justified

Item No.	From To	Field Size	Field Char	Name	Field Description
1	01-02	02	Z	CCNUM	COLLEGE NUMBER
2	03-12	10	A/N	PSNID	STUDENT IDENTIFICATION
3	13-13	01	N	TRM	TERM
4	14-14	01	A/N	RACE	RACE
5	15-15	01	A/N	GENDER	GENDER
6	16-16	01	A/N	CITIZEN	CITIZEN
7	17-17	01	A/N	DSABLE	DISABLE
8	18-18	01	A/N	LMTENG	LIMITED ENGLISH PROFICIENCY
9	19-19	01	A/N	DISADV	DISADVANTAGE
10	20-20	01	A/N	DUAL	DUAL ENROLLMENT FLAG
11	21-21	01	A/N	COOP	COURSE COOPERATIVE ED FLAG
12	22-24	03	A/N	CIPCLUST	CIP CLUSTER
13	25-30	06	A/N	CIP	CIP
14	31-31	01	A/N	FILLER	
15	32-33	02	A/N	CIPUNQID	CIP UNIQUE IDENTIFIER
16	34-63	30	A/N	TITLE	CLASS TITLE
17	64-64	01	A/N	LEVEL	PROGRAM OF STUDY LEVEL
18	65-65	01	A/N	HRTYPE	PROGRAM HOUR TYPE
19	66-73	08	Z	HR	TOTAL HOURS PIC 9(07)V9
20	74-74	01	A/N	NTRADIND	NON TRADITIONAL INDICATOR
21	75-78	04	N	DOECERT	STATE APPROVED TEACHER PREPARATION PROGRAM



Florida College System  
Student Data Base  
Reporting Year

	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
Total Hispanic Males	#1003	Ethnic Origin	'H'
	#1006	Gender	'M'
Total White Females	#1003	Ethnic Origin	'W'
	#1006	Gender	'F'
Total White Males	#1003	Ethnic Origin	'W'
	#1006	Gender	'M'
Total	Count of Pre-Program Enrollment Students		
Total High School	#3005	Course Dual Enrollment Flag	'H', 'P', or 'S'
Total Disabled	#1002	Disabled Classification	'H', 'V', 'P', 'S', 'L', 'O', 'M', 'D'
Total LEP	#1013	Limited English Proficiency	'Y'
Total Disadvantaged	#3102	Financial Aid Award Type	< > 'NN', 'SS', 'AS', 'GS', 'MS'
	-----OR----- #3001	Course-ICS	'13101', '13102', '13103', '13104'

**Part B**

	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
Awaiting Limited Access Program	#2005	Program of Study Level	'3'
(4) Agriculture	#2002	Program of Study CIP	'01' or '11'
(5) Marketing	#2002	Program of Study CIP	'02' or '12'
(6) Health	#2002	Program of Study CIP	'03' or '13'
(7) Home Economics	#2002	Program of Study CIP	'04' or '14'
(8) Business	#2002	Program of Study	'05' or '15'



Florida College System  
Student Data Base  
Reporting Year

	<b>Element Number</b>	<b>Element Name</b> CIP	<b>Element Value</b>
(9) Industrial	#2002	Program of Study CIP	'06' or '16'
(10) Public Service	#2002	Program of Study CIP	'07' or '17'
Total Alien Female	#1001 #1006	Citizenship Gender	'A' 'F'
Total Alien Male	#1001 #1006	Citizenship Gender	'A' 'M'
Total Asian Female	#1003 #1006	Ethnic Origin Gender	'A' 'F'
Total Asian Male	#1003 #1006	Ethnic Origin Gender	'A' 'M'
Total Indian Females	#1003 #1006	Ethnic Origin Gender	'I' 'F'
Total Indian Males	#1003 #1006	Ethnic Origin Gender	'I' 'M'
Total Black Females	#1003 #1006	Ethnic Origin Gender	'B' 'F'
Total Black Males	#1003 #1006	Ethnic Origin Gender	'B' 'M'
Total Hispanic Females	#1003 #1006	Ethnic Origin Gender	'H' 'F'
Total Hispanic Males	#1003 #1006	Ethnic Origin Gender	'H' 'M'
Total White Females	#1003 #1006	Ethnic Origin Gender	'W' 'F'
Total White Males	#1003 #1006	Ethnic Origin Gender	'W' 'M'
Total	Count of Pre-Program Enrollment Students		
Total High School	#3005	Course Dual Enrollment Flag	'H', 'P', or 'S'

	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
Total Disabled	#1002	Disabled Classification	'H', 'V', 'P', 'S', 'L', 'O', 'M', 'D'
Total LEP	#1013	Limited English Proficiency	'Y'
Total Disadvantaged	#3102	Financial Aid Award Type	< > 'NN', 'SS', 'AS', 'GS', 'MS'
	-----OR-----		
	#3001	Course-ICS	'13101', '13102', '13103', '13104'

**NOTES:**

1. Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.
2. General Freshman is an unduplicated annual headcount of persons who were enrolled in courses with the apparent intent to obtain an award or certificate but have not been admitted to a program of study.
3. Employment Related is an unduplicated annual headcount of persons who were enrolled in employment related courses with no apparent intent to earn an award or certificate.
4. Other Personal Objectives is an unduplicated annual headcount of persons who were enrolled in courses for which the intent was self-enrichment.
5. Limited Access is determined by either the College or an Accrediting Board.

**Machine Records Format**

Record Description for the two parts

Field Characteristics: CCxx.STU.AA1BPARA.FILE.Tttccyy  
Field Characteristics: CCxx.STU.AA1BPARB.FILE.Tttccyy

Where: 'xx' is the college number  
'tt' is the term submission  
ccyy' is the year submission

A = Alphabetic only                      LRECL = 84  
A/N = Alphanumeric                      BLKSIZE = 27972  
N = Numeric only                          RECFM = FB  
Z = Zoned numeric  
R = Right justified with leading zeros

L = Left justified

<b>Item No.</b>	<b>From To</b>	<b>Field Size</b>	<b>Field Char</b>	<b>Name</b>	<b>Field Description</b>
1	01-02	02	N	CCNUM	COLLEGE NUMBER
2	03-12	10	A/N	PSNID	STUDENT IDENTIFICATION
3	13-13	01	N	TRM	TERM
4	14-14	01	A/N	RACE	RACE
5	15-15	01	A/N	GENDER	GENDER
6	16-16	01	A/N	CITIZEN	CITIZEN
7	17-17	01	A/N	DSABLE	DISABLE
8	18-18	01	A/N	LMTENG	LIMITED ENGLISH PROFICIENCY
9	19-23	05	N	ICS	
10	24-24	01	A/N	DUAL	DUAL ENROLLMENT FLAG
11	25-25	01	A/N	DISADV	DISADVANTAGE
12	26-28	03	A/N	CIPCLUST	CIP CLUSTER
13	29-34	06	A/N	CIP	CIP
15	35-36	02	A/N	CIPUNQID	CIP UNIQUE IDENTIFIER
16	37-66	30	A/N	TITLE	PROGRAM TITLE
17	67-67	01	A/N	LEVEL	PROGRAM OF STUDY LEVEL

**AA- 1C File**

From the Student Data Base End-of-Term files, a file will be generated for producing the Special Category Enrollment Students Report (AA1C), according to the following selection criteria. A record will be created for each college in the following enrollment groups: Continuing Workforce, Special Needs, and Apprenticeship.

College Number 01 - 28

**Part A - Continuing Workforce Headcount**

	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
Continuing Workforce	#3001	Course-ICS	'12103' or '12203' or '12303' or '12403' or '12503' or '12603' or '12703'
Total Alien Female	#1001 #1006	Citizenship Gender	'A' 'F'
Total Alien Male	#1001 #1006	Citizenship Gender	'A' 'M'
Total Asian Female	#1003 #1006	Ethnic Origin Gender	'A' 'F'
Total Asian Male	#1003 #1006	Ethnic Origin Gender	'A' 'M'
Total Indian Females	#1003 #1006	Ethnic Origin Gender	'I' 'F'
Total Indian Males	#1003 #1006	Ethnic Origin Gender	'I' 'M'
Total Black Females	#1003 #1006	Ethnic Origin Gender	'B' 'F'
Total Black Males	#1003 #1006	Ethnic Origin Gender	'B' 'M'
Total Hispanic Females	#1003 #1006	Ethnic Origin Gender	'H' 'F'

Florida College System  
Student Data Base  
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	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
Total Hispanic Males	#1003	Ethnic Origin	'H'
	#1006	Gender	'M'
Total White Females	#1003	Ethnic Origin	'W'
	#1006	Gender	'F'
Total White Males	#1003	Ethnic Origin	'W'
	#1006	Gender	'M'
Total	Count of Vocational Supplemental Students		

**Part B - Special Needs Headcount (ALL Programs)**

	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
Total Disabled	#1002	Disabled Classification	'H', 'V', 'P', 'S', 'L', 'O', 'M', 'D'
Total LEP	#1013	Limited English Proficiency	'Y'
Total Disadvantaged	#3102	Financial Aid Award Type	< > 'NN', 'SS', 'AS', 'GS', 'MS'
	-----OR----- #3001	Course-ICS	'13101', '13102', '13103', '13104'

**Part C - Apprenticeship Headcount**

	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
Total Apprenticeship	#3001	Course-ICS	'12997' or '12998'
	#3001	Course-ICS	'12102' or '12202' or '12302' or '12402' or '12502' or '12602' or '12702'
Total Alien Female	#1001	Citizenship	'A'
	#1006	Gender	'F'
Total Alien Male	#1001	Citizenship	'A'
	#1006	Gender	'M'

Florida College System  
Student Data Base  
Reporting Year

	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
Total Asian Female	#1003	Ethnic Origin	'A'
	#1006	Gender	'F'
Total Asian Male	#1003	Ethnic Origin	'A'
	#1006	Gender	'M'
Total Indian Female	#1003	Ethnic Origin	'I'
	#1006	Gender	'F'
Total Indian Male	#1003	Ethnic Origin	'I'
	#1006	Gender	'M'
Total Black Female	#1003	Ethnic Origin	'B'
	#1006	Gender	'F'
Total Black Male	#1003	Ethnic Origin	'B'
	#1006	Gender	'M'
Total Hispanic Female	#1003	Ethnic Origin	'H'
	#1006	Gender	'F'
Total Hispanic Males	#1003	Ethnic Origin	'H'
	#1006	Gender	'M'
Total White Females	#1003	Ethnic Origin	'W'
	#1006	Gender	'F'
Total White Males	#1003	Ethnic Origin	'W'
	#1006	Gender	'M'
Total	Count of Apprenticeship Students		

**NOTES:**

1. The Special Needs information covers all program enrollments - not just Supplemental Program Enrollments.

## OA – 2 Report Acceleration Report

### Purpose of the Report

The reporting form is designed to report acceleration credits and credit equivalents awarded by a college and the number of individuals receiving them to demonstrate that the college is providing mechanisms for students to progress as rapidly as possible toward their program objectives as required in *s. 1007.27 F.S.*

### Definitions and Instructions

The report is to include all acceleration credits and credit equivalents awarded by the college during the reporting year (Summer, Fall, Winter), and the number of recipients. Credit accepted through student transfer is not awarded by the college. The categories in which to report the information on the form are self-explanatory or defined below.

**College Credits** - This is the number of college credits awarded.

**College Credit Equivalents** - This is the number of college credit equivalents awarded. The equivalent is computed by dividing by 30 the required clock hours to complete the instruction.

**Student Headcount** - This is the number of students who successfully completed an instance of acceleration. Within each category of acceleration, student headcount should be unduplicated.

**Credit by Examination** - This is the number of college credits or college credit equivalents awarded students and the number of students who earned such awards by demonstrating through some form of examination, without completing the instruction at the college, that they possess the knowledge and/or skill expected upon satisfactory completion of the instruction offered by the college. The subcategories are:

1. College Level Examination Program (CLEP)
2. CEEB Advanced Placement Program
3. International Baccalaureate Program - See *s. 1007.27 F.S.*

**Other Credit by Examination** - Examinations, other than CLEP and the Advanced Placement Program, devised to provide students the opportunity to demonstrate that they possess the knowledge and/or skill expected upon satisfactory completion of instruction offered by the college without undergoing the instruction.

**Credit for Experiential Learning** - This is credit awarded as the result of the assessment of prior learning when the transfer of "credit" is not appropriate.

**Dual Enrollment (Dual Credit)** - The dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course(s) creditable toward an associate degree or vocational certificate, and also creditable toward a high school diploma. There are four categories of dual enrollment. These are:

1. Associate Degree - This is the number of dual enrolled students and credits earned which are creditable toward an A.A. or A.S. degree.

2. Postsecondary Adult Vocational - This is the number of dual enrolled students and credit equivalents awarded which are creditable toward a vocational certificate.
3. Early Admission - This is the number of dual enrolled students and credits earned in the Early Admission program as defined in s. 1007.27 F.S. Report only that credit applicable toward an associate degree and the high school diploma.
4. Advanced Placement - This is the number of students and college credits earned as a result of the Advanced Placement program. Report only those students who have stated a preference for advanced placement credit instead of dual enrollment credit. See s 1007.272 F.S.

**Other Dual Enrollment** - This is the number of college credits or college credit equivalents awarded to students by the college and the number of students who earned such credit while simultaneously enrolled in high school. Such credit may be applied toward a high school diploma. Dual enrollment arrangements between the college and the private high schools would be reported in this category.

### Selection Criteria

#### **Acceleration**

Record Type Three: Acceleration, End-of-Term Data

College Credits - Hour Type (DE 1201) = 'S'  
Column 1 - Count of distinct Student Identification Number (DE 1021) by subtest  
2 - Sum of Hours (DE 1202)

College Credit Equivalents Hour Type (DE 1201) = 'C'  
Column 3 - Count of distinct Student Identification Number (DE 1021) by subtest  
4 - Sum of Hours (DE 1202)

Row 1

- A. - College Level Examination Program (CLEP)  
Acceleration Type (DE 1204) = 'A'  
\* College Credits only
- B. - CEEB Advanced Placement Program  
Acceleration Type (DE 1204) = 'B'  
\* College Credits only
- C. - International Baccalaureate Program  
Acceleration Type (DE 1204) = 'C'  
\* College Credits only
- D. - Other Credit by Examination
  1. Institutional Exam  
Acceleration Type (DE 1204) = 'D'
  2. Other Exam  
Acceleration Type (DE 1204) = 'E'
  3. Other Method  
Acceleration Type (DE 1204) = 'G'



- 4. ACT-PEP  
Acceleration Type (DE 1204) = 'H'
- 5. DANTE  
Acceleration Type (DE 1204) = 'I'
- 6. AICE  
Acceleration Type (DE 1204) = 'J'

- E. Credit for Experiential Learning  
Acceleration Type (DE 1204) = 'F'

**\*A summary row showing Other Credit by Examination will be included**

**Dual Enrollment**

Record Type Six: Course, End-of-Term Data with Course Dual Enrollment/Co-Enrollment Flag (DE 3005) = H, P, or S.

- College Credits - Section Hour Type (DE 3011) = 'S'
- Column 1 - Count of distinct Student Identification Number (DE 1021)
- 2 - Sum of Section Hours (DE 3012)

- College Credit Equivalents - Section Hour Type (DE 3011) = 'C'
- Column 3 - Count of distinct Student Identification Number (DE 1021)
- 4 - Sum of Section Hours (DE 3012)

Row 2                      Dual Enrollment  
Dual Enrollment Category (DE 3004) = 'DA' or 'DV' or 'EA' or 'EV'  
or 'AP' and Course Dual Enrollment/Co-Enrollment Flag (DE 3005)  
= 'H' or 'S'

- A. - Associate Degree  
Dual Enrollment Category (DE 3004) = 'DA'  
\* College Credits only
- B. - Postsecondary Adult Vocational  
Dual Enrollment Category (DE 3004) = 'DV'  
\* College Credit Equivalents only
- C. - Early Admission  
Dual Enrollment Category (DE 3004) = 'EA'  
\* College Credits only  
Dual Enrollment Category (DE 3004) = 'EV'  
\* Non-Credits only
- D. - Advanced Placement  
Dual Enrollment Category (DE 3004) = 'AP'  
\* College Credits only

Row 3.                      Other Dual Enrollment

Dual Enrollment Category (DE 3004) = 'OD' or {Dual Enrollment  
Category (DE 3004) = 'DA' and Course Dual Enrollment/Co-  
Enrollment Flag (DE 3005) = 'P'}

**\*A summary row showing Other Credit by Examination will be included**

**EA-3 File**

From the Student Data Base End-of-Term files, a file will be generated for producing the Adult General Education and Lifelong Learning Students Report (EA-3), according to the following selection criteria. A record will be created for each college in the following enrollment groups: College Preparatory, Vocational Preparatory, Adult Basic Instruction, Adult Secondary Instruction, Preparation for G.E.D., Lifelong Learning, Recreation and Leisure.

College Number	01 - 28	<b>Element Number</b>	<b>Element Name</b>	<b>Element Value</b>
<b>Adult General Education</b>				
(1.31) Total (unduplicated)		#3001	Course-ICS	'1.31.01', '1.31.02', '1.31.03', '1.31.04'
(1.31.01) College Preparatory		#3001	Course-ICS	'1.31.01', '1.31.03'
(1.31.02) Vocational Preparatory		#3001	Course-ICS	'1.31.02', '1.31.04'
<b>Adult Basic and Secondary Instruction</b>				
(1.32) Total (unduplicated)		#3001	Course-ICS	'1.32.01', '1.32.02', '1.32.03', '1.32.04'
(1.32.01) Adult Basic Instruction		#3001	Course-ICS	'1.32.01', '1.32.04'
(1.32.02) Adult Secondary Instruction		#3001	Course-ICS	'1.32.02'
(1.32.03) Preparatory for G.E.D.		#3001	Course-ICS	'1.32.03'
<b>Lifelong Learning</b>				
(1.33.00) Lifelong Learning (Unduplicated)		#3001	Course-ICS	'1.33.00'
<b>Recreation and Leisure</b>				
(1.42.00) Recreation and Leisure (Unduplicated)				

**NOTES:**

**Preparatory:**

1. (1.31) Total Unduplicated is an unduplicated annual headcount of persons who were enrolled in College Preparatory or Vocational Preparatory courses.

2. (1.31.01) College Preparatory is an unduplicated annual headcount of persons who were enrolled in a College Preparatory course.
3. (1.31.02) Vocational Preparatory is an unduplicated annual headcount of persons who were enrolled in a Vocational Preparatory course.

**Adult Basic And Secondary Instruction:**

4. (1.32) Total (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in Adult Basic or Adult Secondary or G.E.D. Preparatory or Lifelong Learning or EAP Literacy courses.
5. (1.32.01) Adult Basic Instruction is an unduplicated annual headcount of persons who were enrolled in a Adult Basic or EAP Literacy course.
6. (1.32.02) Adult Secondary Instruction is an unduplicated annual headcount of persons who were enrolled in a Adult Secondary course.
7. (1.32.03) Preparation for G.E.D. is an unduplicated annual headcount of persons who were enrolled in a G.E.D. Preparatory course.
8. (1.33.00) Lifelong Learning (Unduplicated) is an unduplicated annual headcount of persons who were enrolled in Lifelong Learning course.
9. (1.42.00) Recreational and Leisure (Unduplicated) will be provided by the colleges.

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### PSAV Readiness for College

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1. All Colleges, 2009-10 Reporting Year and Summer, Fall, Winter/Spring End-of-Term data.
2. Highest degree held is either a High School Diploma attained from a Florida Public High School or a College Ready Diploma.  
  
High School Code (DE 1007) NOT = 'XXXXXX', 'ZZZZZZ', '000000', or '999999' and High School Code matches a High School Code on the Public School Master School ID File.  
  
High School Graduation Code (DE 1008) in 'A'.
3. The student graduated from a Florida Public High School in 2007.  
  
High School Graduation Date (DE 1009) is between (MMCCYY) 092006 and 082007.
4. Matriculation took place during the year. (The student has a course record in the 2009-10 Reporting Year).
5. Program of Study Level is PSAV.  
  
Program of Study - Level (DE 2005) = 2 or P.
6. Program of Study - Hours (DE 2004) >= 450.
7. Entry Level Test Type (DE 1104) must be CPT, TABE, ASSET, or Enhanced ASSET.  
  
(DE 1104 in ('C', 'B', 'V', 'T', 'F'))
8. If pass TABE then ready or passed other test then ready.

#### NOTES:

1. Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.

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## WFD Completers Report

The Career and Technical Education Funding Completers Report displays the number of completers by degree title for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, and CIP Unique ID. Selection criteria is:

### RECORD TYPE 5

Completion Degree Granted (DE 2103) in '2', '3', '4', '5', '6', '7', '8', 'A', 'P'  
Completion CIP (DE 2101) NE '240101' and < '999999'

File layout for CMP file: CCxx.STU.WFCMPFIL.Ttyyyy

Where 'xx' is the college number, 'tt' is the term and 'yyyy' is the submission year.

Position	Description
1-2	College number
3-12	Student identification number
13-16	Submission year
17	Submission term
18	Filler
19-28	Program CIP code
29	Degree
30	OCP

An additional file with full program completions that does not have any OCPs reported for the reporting year is generated for the colleges to review and determine if OCPs are appropriate for these students. The full program completion records are compared to the cumulative OCP file to determine if a NOOCP record should be generated.

File layout for NOOCP file: CCxx.STU.WFNOCPL.Ttyyyy

Where xx is the college number, tt is the term and yyyy is the submission year.

Position	Description
1-2	College number
3-12	Student identification number
13-16	Submission year
17	Submission term
18	Filler
19-28	Program CIP code
29	Degree

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## WFD Occupational Completion Points Report

The Career and Technical Education Funding Occupational Completion Points Report displays the number of completers by completion CIP, program title and OCP for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, CIP Unique ID and OCP. Selection criteria is:

### RECORD TYPE 5

Completion Degree Granted (DE 2103) in '9', 'Z'  
Completion CIP (DE 2101) NE '240101' and < '999999'  
Occupational Completion Point (DE 2104) NE 'Z'

File layout for OCP file: CCxx.STU.WFOCPFIL.Ttyyyy

Where 'xx' is the college number, 'tt' is the term and 'yyyy' is the submission year.

Position	Description
1-2	College Number
3-12	Student Identification number
13-16	Submission year
17	Submission term
18	Filler
19-28	Program CIP code
29	Degree
30	OCP

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## WFD Apprenticeship Completers Report

The Career and Technical Education Funding Apprenticeship Completers Report displays the number of completers who were enrolled in apprenticeship programs by completion CIP and program title for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, CIP Unique ID, and OCP. Selection criteria is:

### RECORD TYPE 5

Completion Degree Granted (DE 2103) EQ 'P'  
Completion CIP (DE 2101) NE '240101' and < '999999'  
Occupational Completion Point NE

The apprentice records are compared to the valid CIP file to insure that the CIP Cluster, CIP, and CIP Unique ID is a valid apprentice program.

File layout for APP file: CCxx.STU.WFAPPFIL.Ttyyyy

Where 'xx' is the college number, 'tt' is the term and 'yyyy' is the submission year.

Position	Description
1-2	College number
3-12	Student Identification number
13-16	Submission year
17	Submission term
18	Filler
19-28	Program CIP code
29	Program level
30	OCP
31-60	Program title



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## WFD Adult Literacy Completion Points Report

The Career and Technical Education Funding Adult Literacy Completion Points Report displays the number of completers by completion CIP and ALCP for each term with summary totals. The student counts are unduplicated by completion CIP Cluster, CIP, CIP Unique ID, and ALCP. Selection criteria is:

### RECORD TYPE 5

Completion Degree Granted (DE 2103) in '9', 'Z'  
Completion CIP (DE 2101) EQ 320102, 320103, 320105, or 330102  
Literacy Completion Point (DE 2105) NQ 'Z'

File layout for LCP file: CCxx.STU.WFLCPFIL.Ttyyyy

Where 'xx' is the college number, 'tt' is the term and 'yyyy' is the submission year.

Position	Description
1-2	College Number
3-12	Student Identification number
13-16	Submission year
17	Submission term
18	Filler
19-28	Program CIP code
29	Degree
30-31	LCP

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**FTE Reports**

**SDFTE – Aggregate Hours and Calculate FTE**

**SELECTION**

**A. All FTE**

Student Data Base

College	DE 1017
Student Identification Number	DE 1021
Term Identifier	DE 1028
Disabled Classification	DE 1002
Fee Classification Residency	DE 1004
High School	DE 1007 (digits 1, 2)
High School Graduation Year	DE 1009 (digits 5, 6)
Incarceration Status	DE 1011
Institutional Class Level	DE 1012
Birth Date	DE 1019
Transfer Flag	DE 1032
Verified Disabled Classification	DE 1035
Course ICS	DE 3001
Course Dual Enrollment Flag	DE 3005
Course Fee Kind	DE 3006
Course Identifier	DE 3008
Course Identifier Section	DE 3009
Course Lifelong Learning Flag	DE 3010
Course Section Hours	DE 3012
Course Section Location – Campus	DE 3013 part 2 (digits 2, 3)
Course Registration Period	DE 3013
FTE Flag	DE 3018

Where:

1. Term, Term Submission DE 1028 = 1E or 2B – FTE1  
= 1E, 2E, or 3B – FTE2  
= 1E, 2E, 3E – FTE3

**B. FTE by Distance Learning Types**

Personnel Data Base

College	DE 0110
Term Identifier	DE 0120
Course Identifier	DE 3005
Course Identifier Section	DE 3010

Distance Learning Delivery Indicator	DE 4055
1. Primary Course Section Classification	DE 4060 = S

**PROCESS**

- |    |                                  |                                 |
|----|----------------------------------|---------------------------------|
| 1. | Set ICS:                         |                                 |
|    | Lifelong Learning – 13300        | (DE 3018) = Z and (DE 3010) = Y |
|    | Adults with Disabilities – 13299 | (DE 3006) = D                   |
- |    |   |                               |
|----|---|-------------------------------|
| 2. | Set Lower/Upper Level Course Indicator: |                               |
|    | Lower Level                             | (DE 3008, character 4) = 1, 2 |
|    | Upper Level                             | (DE 3008, character 4) = 3, 4 |
- |    |   |   |
|----|---|---|
| 3. | Set Selected Course Prefix: (pilot project)     |   |
|    | Early Childhood Ed.                             | (DE 3001 = 12401 and (DE 3008, characters 1-3) = EEC, CHD   |
|    | Computer Engineering Tech.                      | (DE 3001 = 12601 and (DE 3008, characters 1-3) = CET, EST, EET  |
|    | Legal Assisting                                 | (DE 3001 = 12701 and (DE 3008, characters 1-3) = PLA  |
|    | Criminal Justice Tech                           | (DE 3001 = 12701 and (DE 3008, characters 1-3) = CCJ, CJT CJC, CJL, CJE   |
|    | Dental Hygiene                                  | (DE 3001 = 12301 and (DE 3008, characters 1-3) = DEH, DES   |
|    | Health Information Mgt                          | (DE 3001 = 12301 and (DE 3008, characters 1-3) = HIM  |
|    | Emergency Medical Tech.                         | (DE 3001 = 12301 and (DE 3008, characters 1-4) = EMS1   |
|    | Paramedic                                       | (DE 3001 = 12301 and (DE 3008, characters 1-4) = EMS2   |
|    | Radiography                                     | (DE 3001 = 12301 and (DE 3008, characters 1-3) = RTE  |
|    | Respiratory Care                                | (DE 3001 = 12301 and (DE 3008, characters 1-3) = RET  |
|    | Nursing   | (DE 3001 = 12301 and (DE 3008, characters 1-3) = NUR  |
|    | Physical Therapist Asst.                        | (DE 3001 = 12301 and (DE 3008, characters 1-3) = PHT  |
|    | Cosmetology                                     | (DE 3001 = 12602 and (DE 3008, characters 1-3) = COS  |
|    | Correctional Officer                            | (DE 3001 = 12702 and (DE 3008, characters 1-3) = CJD  |
|    | Law Enforcement Officer                         | (DE 3001 = 12702 and (DE 3008, characters 1-3) = CJK and (DE 3008, characters 4-7) NOT = 0031, 0040, 0050, 0095 |
|    | Combined Correctional & Law Enforcement Officer | (DE 3001 = 12702 and (DE 3008, characters 1-7) = CJK0031, CJK0040, CJK0050, CJK0095                             |
|    | Fire Fighter                                    | (DE 3001 = 12702 and (DE 3008, characters 1-3) = FFP  |
|    | Dental Assisting                                | (DE 3001 = 12302 and (DE 3008, characters 1-3) = DEA, DES   |
|    | Medical Assisting                               | (DE 3001 = 12302 and (DE 3008, characters 1-3) = MEA  |
|    | Surgical Technology                             | (DE 3001 = 12302 and (DE 3008, characters 1-3) = STS  |
|    | Practical Nursing                               | (DE 3001 = 12302 and (DE 3008, characters 1-3) = PRN  |
|    | Patient Care Technician                         | (DE 3001 = 12302 and (DE 3008, characters 1-3) = HCP  |
|    | Massage Therapy                                 | (DE 3001 = 12302 and (DE 3008, characters 1-3) = MSS  |
|    | Other   | None of the above   |
- |    |                                  |                   |
|----|----------------------------------|-------------------|
| 4. | Set Verified Disabled Indicator: |                   |
|    | Verified Disabled                | (DE 1035) = Y     |
|    | Not Verified Disabled            | (DE 1035) not = Y |
- |    |                              |  |
|----|------------------------------|--|
| 5. | Set Disabled Type Indicator: |  |
|----|------------------------------|--|

Florida College System  
Student Data Base  
Reporting Year

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	Not Reported	(DE 1002) = X, Z
	Disabled Type	(DE 1002) = H, V, P, S, L, O, D, M
6.	Set High School Grad Year – Identify current year, 2 prior years, and other: Year	(DE 1009, digits 5, 6) >= (current reporting year – 2)
	9999	(DE 1009, digits 5, 6) < (current reporting year – 2)
7.	Set Age Groups: Age = ((Oct. 15, current year – 1) – Birth date (DE 1019)) / 365.25	
	999	(Age) <= 0
	15	Age > 0 and <= 15
	40	Age > 15 and <= 40
	50	Age > 40 and <= 50
	60	Age > 50 and <= 60
	70	Age > 60 and <= 70
	80	Age > 70 and <= 80
	90	Age > 80 and <= 90
	100	Age > 90 and <= 100
	101	Age > 100
8.	Set Florida Public High School Grad Indicator: If High School County (DE 1007 (digits 1, 2)) = 99 then set FHSG = N else set FHSG = Y	
	Florida Public HS Grad	(DE 1007 (digits 1, 2)) not = 99
	Non-Florida Public HS Grad	(DE 1007 (digits 1, 2)) = 99
9.	Set FTE Categories:	
	College Prep Repeats	(DE 3018) = C
	College Credit Repeats	(DE 3018) = E
	Direct Instruction	(DE 3018) = D
	Non-Fee-Paying Municipal/City Inmates	(DE 3006) = C & (DE 1011) = C
	Non-Fee-Paying County Inmates	(DE 3006) = C & (DE 1011) = D
	Non-Fee-Paying Federal Inmates	(DE 3006) = C & (DE 1011) = E
	Non-Fee-Paying State Inmates	(DE 3006) = C & (DE 1011) = S
	Fee-Paying Municipal/City Inmates	(DE 3006) = N & (DE 1011) = C
	Fee-Paying County Inmates	(DE 3006) = N & (DE 1011) = D
	Fee-Paying Federal Inmates	(DE 3006) = N & (DE 1011) = E
	Fee-Paying State Inmates	(DE 3006) = N & (DE 1011) = S
	National Guard Fee Waiver	(DE 3006) = A
	Adult with Disabilities	(DE 3006) = D
	State Employee Fee Waiver	(DE 3006) = E
	Fee Waivers – Authorized	(DE 3006) = F
	Fee Waivers - Not Authorized	(DE 3006) = G
	Homeless	(DE 3006) = H
	Relative Caregiver Exemptions	(DE 3006) = Q
	Foster Care Exemptions	(DE 3006) = R
	Spouses of Deceased State Employees	(DE 3006) = S
	Children of Law Enforcement Officers Killed in Line of Duty	(DE 3006) = T

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- |  |  |
|--|--|
| Children of Fire Fighters Killed in Line of Duty | (DE 3006) = U                                      |
| Adoption Exemptions                              | (DE 3006) = V                                      |
| Dual Enrollment - Home School                    | (DE 3005) = H                                      |
| Dual Enrollment - Private School                 | (DE 3005) = P                                      |
| Dual Enrollment - Public School                  | (DE 3005) = S                                      |
| Victim of Wrongful Incarceration Waiver          | (DE 3006) = W                                      |
| Upper Division Non-Resident                      | (DE 1004) = N and (DE 3008,<br>character 4) = 3, 4 |
- 
10. Create separate file of Adult records
    - A. Where ICS = 13104, 13201, 13202, 13203, 13204  
  
Create separate file of Adult records  
  
Where ICS = 13104, 13201, 13202, 13203, 13204
  
  11. Merge Student Course Data with Distance Learning Course Data
    - A By College, Term, Course, Section
  
  12. Aggregate hours (DE 3012) where course/section not exempted from FTE reporting (DE 3018 = Z).
    - A. AGE, HS Grad Year, Fla. Public HS Grad (AGE/HSGY/FPHSG):  
By College (DE 1017), by Age Range, by High School Grad Year, by Florida Public High School Grad, by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
    - B. Verified Disabled by Disability:  
Where Verified Disabled (DE 1035) = Y.  
By College (DE 1017), by Disability, by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
    - C. Selected Course Prefixes:  
By College (DE 1017), by Selected Course Prefixes, by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
    - D. Residence:  
By College (DE 1017), by Residence (DE 1004), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
    - E. Site:  
By College (DE 1017), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.

- F. Upper Level Students taking Lower Level Courses (ULSLLC):  
Where Institutional Class Level (DE 1012) = 3 and Lower/Upper Level = 1.  
By College (DE 1017), by Site (DE 3013 second part - digits 2, 3), by Term (DE 1028), by  
Registration Period (DE 3014), by Lower/Upper Level, by ICS (DE 3001), by Category.
- G. Distance Learning Types. By College (DE 1017), by Site (DE 3013 second part - digits 2, 3),  
by Term (DE 1028), by Registration Period (DE 3014), by Distance Learning Type, by ICS  
(DE 3001), by Category.
- 13. For AGE/HSGY/FPHSG, Verified Disabled, Selected Course Prefixes, Residence, Site, and  
ULSLLC, and Distance Learning, calculate Student Semester Hours (SSH) and Credit Hour  
Equivalent (CHE):
  - A. If credit hours (ICS < 12000 or ICS = 12101, 12201, 12301, 12401, 12501, 12601, 12701,  
13101, 13103, 15001) then SSH = aggregate hours rounded to tenths.
  - B. If non-credit hours (ICS = 12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203,  
12303, 12403, 12503, 12603, 12703, 12999, 13102, 13104, 13201, 13202, 13203, 13204,  
13299, 13300) then CHE = aggregate hours / 30, rounded to tenths.
- 14. For AGE/HSGY/FPHSG, Verified Disabled, IT/Nursing, Residence, Site, and ULSLLC,  
calculate Non-Weighted Base FTE:
  - A. If credit hours (ICS < 12000 or ICS = 12101, 12201, 12301, 12401, 12501, 12601, 12701,  
13101, 13103, 15001) then FTE = aggregate hours / 30, rounded to tenths.
  - B. If non-credit hours (ICS = 12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203,  
12303, 12403, 12503, 12603, 12703, 12999, 13102, 13104, 13201, 13202, 13203, 13204,  
13299, 13300) then FTE = aggregate hours / 900, rounded to tenths.
- 15. For AGE/HSGY/FPHSG, Verified Disabled, Selected Course Prefixes, Residence, Site,  
ULSLLC, and Distance Learning, calculate Non-Weighted Funded FTE:
  - A. Exclude Non-Fee-Paying Municipal/City Inmates, Non-Fee-Paying County Inmates, Non-  
Fee-Paying Federal Inmates, Non-Fee-Paying State Inmates, Fee Waivers - Not Authorized,  
Adult with Disabilities, Upper Division Non-Resident, and Lifelong Learning.
  - B. If credit hours (ICS < 12000 or ICS = 12101, 12201, 12301, 12401, 12501, 12601, 12701,  
13101, 13103, 15001) then FTE = aggregate hours / 30, rounded to tenths.
  - C. If non-credit hours (ICS = 12102, 12202, 12302, 12402, 12502, 12602, 12702, 12103, 12203,  
12303, 12403, 12503, 12603, 12703, 12999, 13102, 13104, 13201, 13202, 13203, 13204,  
13299, 13300) then FTE = aggregate hours / 900, rounded to tenths.
- 16. Aggregate SSH/CHE, FTE:
  - A. By AGE/HSGY/FPHSG, College, Categories, Verified Disabled, IT/Nursing, Residence,  
Site, ULSLLC.
  - B. By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.

- C. By College, Level, ICS, Term, Registration Period.
17. Report 12 Hour Minimum and Excess Adult Hours:
- A. 12 Hour Minimum
    - 1. From Adult records file created in 10.
    - 2. Aggregate hours by college, PSNID, term, ICS = 13104, 13201, 13202, 13203, 13204.
    - 3. Exclude Non-Funded Hours: See 14.A
    - 4. If total by ICS < 10, hours are non-funded
  - B. Excess Adult Hours
    - 1. By PSNID, by Term and year, aggregate hours:
    - 2. Adult courses: where ICS = 13104, 13201, 13202, 13203, 13204
    - 3. Exclude Non-funded Hours: See 14.A
    - 4. If term = 1, 2, 3, then Excess hours = HR – 433.3 (for information only)
    - 5. If Annual then Excess hours = HR – 1300 (non-funded hours)
  - C. Report Headcount, Base Hours, Non-Funded Hours, Excess Hours, <12 Hour Minimum.
18. Report SSH/CHE, FTE by College, ICS – SDPF205:
- A. By College, Categories, AGE Groups, Residence, Verified Disabled, Selected Course Prefixes, HS Grad by Grad year, Fla. Public HS Grad by Grad year, Non-Fla. HS Grad by Grad year, Site, ULSLLC, and Distance Learning.
  - B. By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.
  - C. By College, Level, ICS.
19. Report SSH/CHE, FTE by College, Program Area – CCFTE201:
- A. By College, Categories, AGE Groups, Residence, Verified Disabled, Selected Course Prefixes, HS Grad by Grad year, Fla. Public HS Grad by Grad year, Non-Fla. HS Grad by Grad year, Site, ULSLLC, and Distance Learning.
  - B. By Base SSH/CHE, Funded SSH/CHE, Base FTE, Funded FTE.
  - C. By College, Level, Program Area (A&P, College Prep, College Prep EAP, PSV, PSAV, Apprenticeship, CWE, Voc Prep, Adult Basic, Adult EAP, Adult Sec & GED, AWD, LLL).  
  
AWD & LLL reported for Base only.
20. Report SSH/CHE, FTE by Categories, Program Area – CCFTE207:
- A. By Categories.
  - B. By College, Level, Program Area (A&P, College Prep, PSV, PSAV, Apprenticeship, CWE, Voc Prep, Adult Basic, Adult Sec & GED, AWD, LLL).

**Perkins Report**

**SELECTION**

A. Select from the Student Demographic record:

College	DE 1017
Student Identification Number	DE 1021
Name - First	DE 1014
Name - Last	DE 1015
Name - Middle Initial	DE 1016

Where:

1. Term Identifier DE 1028 = 1 or 2 or 3

B. Select from the Student Program record:

College	DE 1017
Student Identification Number	DE 1021
Program of Study - CIP	DE 2002
Program of Study - Title	DE 2006

Where:

1. Term Identifier DE 1028 = 1E or 2E or 3E  
**AND**
2. Program of Study - Award DE 2001 in ('2', '3', '4', 'A', 'D', 'T')  
**OR**  
Program of Study - Level DE 2005 in ('1', '2', '3', '7', '8', 'A', 'D', 'P', 'T')  
**OR**  
Program of Study - CIP DE 2002 cluster (first three digits) in ('001', '002', '003', '004', '005', '006', '007', '009', '010', '011', '012', '013', '014', '016', '017')  
**OR**  
(DE 2002 cluster (first three digits) = '015' and DE2002 cip (first three digits) not in ('320', '330'))



C. Select from the Student Course record:

College	DE 1017
Student Identification Number	DE 1021
Course - ICS	DE 3001

Where:

1. Term Identifier DE 1028 = 1 or 2 or 3 **AND**
2. Course - ICS DE 3001 in (13102, 13104)  
**OR**  
DE 3001 in the range  
(11101 and 11849) **OR**  
DE 3001 in the range  
(12101 and 12701) **OR**  
DE 3001 in the range  
(12102 and 12702) **OR**  
DE 3001 in (12997, 12998)

From the first selection course group records select:

1. Course - ICS DE 3001 in (13102,13104)  
**OR**
2. Apprenticeship Courses DE 3001 in (12997,12998)  
**OR**
3. Course Cooperative Education Flag DE 3003 = 'Y'

D. Select from the Student Economically Disadvantaged record:

College	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3102

Where:

1. Term Identifier DE 1028 = 1 or 2 or 3  
**AND**
2. Financial Aid Award Type DE 3102 in ('GA','GB','EA')

**PROCESS**

1. Merge Student demographic information with Program information, Course Information and Economically Disadvantaged information by College, Student Identification Number.
2. If Financial Aid Award (DE 3102) = 'GA' select the student for 'PELL'  
**ELSE**  
If Financial Aid Award (DE 3102) = 'GB' select the student for 'SEOG'  
**ELSE**

If Financial Aid Award (DE 3102) = 'EA' select the student for 'WORK'  
**ELSE** select the student for 'Not Classified'.

Creation of the Perkins file ('CCxx.STU.PERKINSF.Tttccyy') with the selected students and the Perkins report ('CCxx.STU.PERKINS.Tttccyy').

**NOTES:**

1. This report is generated only for End-of-Term submissions.
2. Program records with Total Credit Hours Earned toward Award (DE 2008) of 99998.9 will be excluded.

**Machine Records Format**

Record Description for the Perkins File

Field Characteristics:                   CCxx.STU.PERKINSF.Tttccyy  
Where:                               'xx' is the college number  
   'tt' is the term submission  
   'ccyy' is the year submission

A = Alphabetic only                       LRECL = 133  
A/N = Alphanumeric                       BLKSIZE = 2926  
N = Numeric only                         RECFM = FB  
Z = Zoned numeric  
R = Right justified with leading zeros  
L = Left justified

Item No.	From To	Field Size	Field Char	Name	Field Description
1	01-02	02	A/N	CCNUM	COLLEGE NUMBER
2	03-12	10	A/N	PSNID	STUDENT IDENTIFICATION
3	13-32	20	A/N	LNAME	LAST NAME
4	33-47	15	A/N	FNAME	FIRST NAME
5	48-48	01	A/N	MI	MIDDLE INITIAL
6	49-51	02	A/N	CIPCLUST	CIP CLUSTER
7	52-57	06	A/N	CIP	CIP
8	58-59	02	A/N	CIPUNQID	CIP UNIQUE ID
9	60-89	30	A/N	PNAME	PROGRAM NAME
10	90-90	01	A/N	PELL	PELL
11	91-91	01	A/N	SEOG	SEOG
12	92-92	01	A/N	WKSTDY	FEDERAL WORKSTUDY
13	93-93	01	A/N	FILLER	
14	94-94	01	A/N	FILLER	
15	95-95	01	A/N	OTHER	OTHER
16	96-133	38	A/N	FILLER	

**Annual Financial Aid Counts Report**

**SELECTION**

A. Select from the Annual Financial Aid record 8:

College	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3208
Financial Aid Paid Amount	DE 3209

Where:

1. Term Identifier DE 1028 = 1 or 2 or 3

**PROCESS**

1. Calculate headcount totals by College and Financial Aid Award Type.
2. Summarize Financial Aid Amount by College and Financial Aid Award Type.

**NOTES:**

1. This report is generated only with the Annual Financial Aid Record 8 submission.

**Annual Financial Aid Summary Reports**

**SELECTION**

A. Select from the Student Demographic record:

College	DE 1017
Student Identification Number	DE 1021

Where:

1.	Term Identifier	DE 1028 = 1E or 2E or 3E
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B. Select from the Annual Financial Aid record 8:

College	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3208
Financial Aid Paid Amount	DE 3209

Where:

1.	Term Identifier	DE 3201 = 1 or 2 or 3
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**PROCESS**

1. Merge Student demographic information with Annual Financial Aid information by College, Student Identification Number.
2. Aggregate headcount totals by College and Column.

**Report Groups and Columns**

**Grants**

Column	Name	Financial Aid Type (DE 3208)
1	PELL	101
2	SEOG	102
3	OTHER	103, 104, 111, 112, 113,114
4	STATE	105, 106, 107
5	INT/PRV OTHER	108, 109, 110

**Loans**

Column	Name	Financial Aid Type (DE 3208)
6	FED	201, 202, 203, 204, 205, 206, 207, 208
7	STATE	209
8	INST	210, 211

**Scholarships**

<b>Column</b>	<b>Name</b>	<b>Financial Aid Type (DE 3208)</b>
9	FAS	302
10	FGVS	304
11	FMS	303
12	OTHER	301, 305, 306, 307

**Employments**

<b>Column</b>	<b>Name</b>	<b>Financial Aid Type (DE 3208)</b>
13	FED	401
14	INST	402, 403, 404

**NOTES:**

1. This report is generated only with the Annual Financial Aid Record 8 submission.

**Annual Financial Aid Match Report**

A. Select from the Student Demographic record (current and previous year submission):

College	DE 1017
Student Identification Number	DE 1021
Last name	DE 1015
First name	DE 1014
Middle Initial	DE 1016

Where:

1. Term Identifier DE 1028 = 1E or 2E or 3E

B. Select from the Annual Financial Aid record 8 Demographic:

College	DE 1017
Student Identification Number	DE 1021

Where:

1. Term Identifier DE 1028 = 1 or 2 or 3

**PROCESS**

1. Merge Student demographic information with Annual Financial Aid Demographic information by College, Student Identification Number.
2. Print Annual Financial Record 8 Demographic with no matching Student demographic.

**NOTES:**

1. This report is generated only with the Annual Financial Aid Record 8 submission.

## Economically Disadvantaged Summary Report

### SELECTION

C. Select from the Student Demographic record:

College	DE 1017
Student Identification Number	DE 1021

Where:

2.	Term Identifier	DE 1028 = 1E or 2E or 3E
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D. Select from the Economically Disadvantaged record 7:

College	DE 1017
Student Identification Number	DE 1021
Financial Aid Award Type	DE 3102

Where:

2.	Term Identifier	DE 3201 = 1 or 2 or 3
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### PROCESS

3. Merge Student Demographic information with Economically Disadvantaged information by College, Student Identification Number.
4. Aggregate headcount totals by college and column.

### Report Groups and Columns

#### Grants

Column	Name	Financial Aid Award Type (DE 3102)
1	PELL	GA
2	SEOG	GB
3	ACG	GC
4	FPSAG	GD
5	FPPCESAGP	GF

#### Loans

Column	Name	Financial Aid Award Type (DE 3102)
6	NDSL	LA
7	FED INS	LB
8	STATE INS	LC

#### Employments

Column	Name	Financial Aid Award Type (DE 3102)
9	FED	EA
10	STATE	EC

## Adult Student Goal Report

A Select from the Student Demographic record (current year submission):

College	DE 1017
Student Identification Number	DE 1021
Adult Student Goal	DE 1044

Where:

1.	Term Identifier	DE 1028 = 1E or 2E or 3E or 2B or 3B
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B Select from the Student Course record:

College	DE 1017
Student Identification Number	DE 1021
Course-Information Classification Structure	DE 3001
Course Identifier	DE 3008
Course Identifier Section	DE 3009

Where:

1.	Term Identifier	DE 1028 = 1E or 2E or 3E or 2B or 3B
2.	Course-Information Classification Structure	DE3001 = 13201, 13202, 13203, 13204

### PROCESS

1. Merge Student demographic information with the Course information by College, Student Identification Number.
2. Create a dataset with the unduplicated counts by College, Student Identification Number and ICS and sort the counts by ICS and Adult Student Goal.
3. Create a dataset with the unduplicated counts by College and Student identification Number and sort the counts by College and Adult Student Goal
4. Print the report by ICS and Adult Student Goal with the college totals.

### NOTES:

2. The counts are unduplicated within the ICS codes and the College totals.



## Course Hours Attempted Report

### SELECTION

E. Select from the Student Demographic record:

College	DE 1017
Student Identification Number	DE 1021
Term Course Load - Clock Hours	DE 1022
Term Course Load - Credit Hours	DE 1023

Where:

3.	Term Identifier	DE 1028 = 1E or 2E or 3E
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F. Select from the Student Course record:

College	DE 1017
Student Identification Number	DE 1021
Course Information Classification Structure	DE 3001
Course Grade Awarded	DE 3007
Course Section Hour Type	DE 1011
Course Section Hours	DE 3012

Where:

3.	Term Identifier	DE 1028 = 1E or 2E or 3E
4.	Course Grade Awarded	DE 3007 NE Z

### PROCESS

5. Aggregate Term Course Load - Clock Hours and Term Course Load – Credit Hours by college.
6. Aggregate Course Section Hours by Discipline using the Course Information Classification Structure.
7. Aggregate Course Section Hours by Course Section Hour Type.
8. Merge by college the Student aggregate information with Course aggregate by Hour Type.

### Report Groups

#### Disciplines

Line	Name	Course information Classification Structure (DE 3001)
1	Advanced & Professional	11000 -<12000
2	Postsecondary Vocational	102001,12101,12201,12301,12401,12501,12601,12701
3	College Preparatory	13101,13103
4	Educator Preparation Inst	10501
5	Postsecondary Adult Vocat	12002,12102,12202,12302,12402,12502,12602,12702
6	Continuing Workforce Educ	12003,12103,12203,12303,12403,12503,12603,12703
7	Apprenticeship	12997, 12998,12999
8	Vocational Preparation	13102,13104
9	Adult Basic	13201,13204

10	Adult Secondary	13202,13203,13292
11	Lifelong Learning	13300

**NOTES:**

2. This report is generated only on End-of-Term submission.

## Course Hours Earned Report

### SELECTION

G. Select from the Student Demographic record:

College	DE 1017
Student Identification Number	DE 1021
Term Course Load - Clock Hours	DE 1022
Term Course Load - Credit Hours	DE 1023

Where:

4.	Term Identifier	DE 1028 = 1E or 2E or 3E
----	-----------------	--------------------------

H. Select from the Student Course record:

College	DE 1017
Student Identification Number	DE 1021
Course Information Classification Structure	DE 3001
Course Grade Awarded	DE 3007
Course Section Hour Type	DE 1011
Course Section Hours	DE 3012

Where:

5.	Term Identifier	DE 1028 = 1E or 2E or 3E
6.	Course Grade Awarded	DE 3007 = A, B, C, D, P, PR, S

### PROCESS

9. Aggregate Term Course Load - Clock Hours and Term Course Load – Credit Hours by college.
10. Aggregate Course Section Hours by Discipline using the Course Information Classification Structure.
11. Aggregate Course Section Hours by Course Section Hour Type.
12. Merge by college the Student aggregate information with Course aggregate by Hour Type.

### Report Groups

#### Disciplines

Line	Name	Course information Classification Structure (DE 3001)
1	Advanced & Professional	11000 -<12000
2	Postsecondary Vocational	102001,12101,12201,12301,12401,12501,12601,12701
3	College Preparatory	13101,13103
4	Educator Preparation Inst	10501
5	Postsecondary Adult Vocat	12002,12102,12202,12302,12402,12502,12602,12702
6	Continuing Workforce Educ	12003,12103,12203,12303,12403,12503,12603,12703
7	Apprenticeship	12997, 12998,12999
8	Vocational Preparation	13102,13104

9	Adult Basic	13201,13204
10	Adult Secondary	13202,13203,13292
11	Lifelong Learning	13300

**NOTES:**

3. This report is generated only on End-of-Term submission.

## Unduplicated Headcount of Student Enrolled in Funded FTE Courses Report

### SDPHDCNT – Aggregate Headcount

#### SELECTION

##### A. All Types

###### Student Data Base

College	DE 1017
Student Identification Number	DE 1021
Term Identifier	DE 1028
Disabled Classification	DE 1002
Fee Classification Residency	DE 1004
High School	DE 1007 (digits 1, 2)
High School Graduation Year	DE 1009 (digits 5, 6)
Incarceration Status	DE 1011
Institutional Class Level	DE 1012
Birth Date	DE 1019
Verified Disabled Classification	DE 1035
Course ICS	DE 3001
Course Dual Enrollment Flag	DE 3005
Course Fee Kind	DE 3006
Course Identifier	DE 3008
Course Identifier Section	DE 3009
Course Lifelong Learning Flag	DE 3010
Course Section Hours	DE 3012
Course Section Location – Campus	DE 3013 part 2 (digits 2, 3)
Course Registration Period	DE 3013
FTE Flag	DE 3018

###### Where:

2.	Term, Term Submission	DE 1028 = 1E or 2B – FTE1 = 1E, 2E, or 3B – FTE2 = 1E, 2E, 3E – FTE3
----	-----------------------	--

#### PROCESS

21. Set ICS:  
Lifelong Learning – 13300 (DE 3018) = Z and (DE 3010) = Y  
Adults with Disabilities – 13299 (DE 3006) = D
  
22. Set Lower/Upper Level Course Indicator:  
Lower Level (DE 3008, character 4) = 1, 2  
Upper Level (DE 3008, character 4) = 3, 4

23. Set Verified Disabled Indicator:  
 Verified Disabled (DE 1035) = Y  
 Not Verified Disabled (DE 1035) not = Y
24. Set Disabled Type Indicator:  
 Disabled Type (DE 1002) = H, V, P, S, L, O, D, M, X, Z
25. Set Dual Enrollment  
 Home Schooled (DE 3004) = H  
 Private School (DE 3004) = P  
 Public School (DE 3004) = S
26. Set FTE Categories:  
 College Prep Repeats (DE 3018) = C  
 College Credit Repeats (DE 3018) = E  
 Direct Instruction (DE 3018) = D  
 Non-Fee-Paying Municipal/City Inmates (DE 3006) = C & (DE 1011) = C  
 Non-Fee-Paying County Inmates (DE 3006) = C & (DE 1011) = D  
 Non-Fee-Paying Federal Inmates (DE 3006) = C & (DE 1011) = E  
 Non-Fee-Paying State Inmates (DE 3006) = C & (DE 1011) = S  
 Fee-Paying Municipal/City Inmates (DE 3006) = N & (DE 1011) = C  
 Fee-Paying County Inmates (DE 3006) = N & (DE 1011) = D  
 Fee-Paying Federal Inmates (DE 3006) = N & (DE 1011) = E  
 Fee-Paying State Inmates (DE 3006) = N & (DE 1011) = S  
 National Guard Fee Waiver (DE 3006) = A  
 Adult with Disabilities (DE 3006) = D  
 State Employee Fee Waiver (DE 3006) = E  
 Fee Waivers – Authorized (DE 3006) = F  
 Fee Waivers - Not Authorized (DE 3006) = G  
 Homeless (DE 3006) = H  
 Relative Caregiver Exemptions (DE 3006) = Q  
 Foster Care Exemptions (DE 3006) = R  
 Spouses of Deceased State Employees (DE 3006) = S  
 Children of Law Enforcement Officers Killed in Line of Duty (DE 3006) = T  
 Children of Fire Fighters Killed in Line of Duty (DE 3006) = U  
 Adoption Exemptions (DE 3006) = V  
 Dual Enrollment - Home School (DE 3005) = H  
 Dual Enrollment - Private School (DE 3005) = P  
 Dual Enrollment - Public School (DE 3005) = S  
 Victim of Wrongful Incarceration Waiver (DE 3006) = W  
 Upper Division Non-Resident (DE 1004) = N and (DE 3008, character 4) = 3, 4
27. Exclude Non-Funded  
 A. Lifelong Learning  
 B. Direct Funded by Outside Agency  
 C. College Prep 3peats  
 D. College Credit 3peats

- E. Adults With Disabilities
- F. Non-Fee Paying Inmates
- G. Unauthorized Fee Waivers
- H. Upper Division Non-Resident

28. Un-duplicate Headcount

- A. For College by Level, Term & Annual, Program Area
- B. For Dual Enrollment by College, Dual Type, Level, Term & Annual, Program Area
- C. For Verified Disabled by College, Disability Type, Level, Term & Annual, Program Area
- D. For FTE Categories (Waivers) by College, Category Type, Level, Term & Annual, Program Area

29. Report Unduplicated Headcount

- A. For College by Level, Term & Annual, Program Area
- B. For Dual Enrollment by College, Dual Type, Level, Term & Annual, Program Area
- C. For Verified Disabled by College, Disability Type, Level, Term & Annual, Program Area
- D. For FTE Categories (Waivers) by College, Category Type, Level, Term & Annual, Program Area

## Teacher Preparation Enrollment and Completions File

### FIRST ADMISSION

A Select from the Admission record (current year submission):

College	DE 1010
Year	DE 1013
Term	DE 1013
PSNID	DE 1012
GPA	DE 1019

Where:

1. Term Identifier DE 1013 = 1E or 2E or 3E
2. Admission\_Action DE 1015 = A or P or X

### **PROCESS**

1. Unduplicate by College and PSNID
2. Match with prior year data. If no match or year, term is more than 1 year prior to current year, term, add record as first time admit.

### FIRST ENROLLMENT IN UPPER DIVISION

A Select from the Student Program record (current year submission):

College	DE 1017
Year	DE 1028
Term	DE 1028
PSNID	DE 1021

Where:

1. Term Identifier DE 1028 = 1E or 2E or 3E
2. Program Level DE 2005 = C or E

B Select from the Student Course record (current year submission):

College	DE 1017
Year	DE 1028
Term	DE 1028
PSNID	DE 1021

Where:

1. Term Identifier DE 1028 = 1E or 2E or 3E

### **PROCESS**



1. Unduplicate Program records by College, PSNID and Term
2. Unduplicate Course records by College, PSNID and Term
3. Match Program with Course by College, PSNID, Term and keep matches.
4. Unduplicate by College and PSNID
5. Match with prior year data. If no match or year, term is more than 1 year prior to current year, term, add record as first time admit.

#### FIRST TIME ENROLLMENTS MATCHED TO FIRST ADMISSION

#### **PROCESS**

1. Match First Time Enrollment to First Admission
2. If no match, set match = 0, else set match = 1
3. Output records to CC##.IDB.VFILELIB.Tttyyyy, member = FENRL##.
4. Print report to CC##.IDB.IDTttyyyy, member = ADMMTC.

#### TEACHER PREPARATION ENROLLMENTS AND COMPLETIONS

A Select from the Student Demographic and Program records (current year submission):

College	DE 1017
Year	DE 1028
Term	DE 1028
PSNID	DE 1021
Last Name	DE 1015
First Name	DE 1014
Middle Initial	DE 1016
Gender	DE 1006
Race	DE 1003
Birth Date	DE 1019
Citizenship	DE 1001
Program Level	DE 2005
Program DOE Code	DE 2010

Where:

1. Term Identifier DE 1028 = 1E or 2E or 3E
2. Program Level DE 2005 = C or E  
and Completion DOE Code DE 2010 < 999
3. Or Program Level DE 2005 = F

B Select from the Student Demographic and Completion records (current year submission):

College	DE 1017
Year	DE 1028
Term	DE 1028
PSNID	DE 1021
Last Name	DE 1015
First Name	DE 1014
Middle Initial	DE 1016
Gender	DE 1006
Race	DE 1003
Birth Date	DE 1019
Citizenship	DE 1001
Degree	DE 2103
Completion DOE Code	DE 2110

Where:

1. Term Identifier DE 1028 = 1E or 2E or 3E
2. Degree and Completion DOE Code DE 2103 = C  
DE 2110 < 999
3. Or Degree DE 2103 = F

C Select from the Student Course record (current year submission):

College	DE 1017
PSNID	DE 1021

Where:

1. Term Identifier DE 1028 = 1E or 2E or 3E

## PROCESS

1. Sort Enrollment data by College, PSNID and Descending Term
2. Unduplicate Enrollment data by College and PSNID
3. Unduplicate Completion data by College, PSNID and DOE Code
4. Unduplicate Course records by College and PSNID
5. Match Enrollment with Course by College, PSNID and keep matches.
6. Split Completion data into EPI and BAC. If EPI then DOE Code = 600.
7. Merge BAC Completion data with First Admission data to get Admission Year, Term.
8. If no match with First Admission then match with First Enrollment data and use First Enrollment Year, Term as Admission Year, Term. If no match with First Enrollment then current Year, Term is used as Admission Year, Term.

9. Split Enrollment data into EPI and BAC. If EPI then DOE Code = 600.
10. Merge EPI Enrollment data with EPI Completion data by College, PSNID. If match drop Enrollment.
11. Merge BAC Enrollment data with BAC Completion data by College, PSNID. If match drop Enrollment.
12. Merge BAC Enrollment data with First Admission data to get Admission Year, Term and GPA. If no match, GPA = 999.
13. If no match with First Admission then match with First Enrollment data and use First Enrollment Year, Term as Admission Year, Term. If no match with First Enrollment then current Year, Term is used as Admission Year, Term.
14. If Citizenship = A then Race = N.
15. Output records to file CC##.IDB.VFILELIB.Tttyyy, members = TCTENR## and TCTCMP##.

**NOTES:**

**Teacher Certification Codes**

**RACE**

SDB	T CRT		SDB	T CRT		SDB	T CRT
A	A		B	B		H	H
I	I		N	N		W	W
X	UR						

**PROGRAM LEVEL**

SDB	T CRT		SDB	SDB		SDB	T CRT
C	2		E	2		F	9

**DEGREE**

SDB	T CRT		SDB	T CRT		SDB	T CRT
C	2		F	9			

COLLEGE	T CRT		SDB	T CRT		SDB	T CRT
	2000		2	2010		3	2030
4	5005		5	2040		6	2050
7	2060		8	2070		9	2080
10	2090		11	2100		12	2200
13	2300		14	2400		15	5004
16	2500		17	2600		18	2700
19	2800		20	2900		21	2222
22	2666		23	5002		24	2333
25	2444		26	2555		27	2777
28	2888						

**Section 3.4 -  
System Reports Selection Criteria**



## IPEDS Postsecondary Headcount

The Postsecondary Course File below is used for each of the following verification reports and the data uploaded to The Integrated Postsecondary Education Data System (IPEDS):

- Postsecondary Headcount Verification Reports for each Student Data Base Submission
- IPEDS 12-Month Enrollment Survey
- IPEDS Fall Enrollment Survey

### **Postsecondary Course File (Term and End-of-Year):**

**Select** from the Course Records:

D.E. 1017 Reporting Institution (College)  
D.E. 1021 Student Identification Number  
D.E. 1028 Year = Current Reporting Year  
D.E. 3004 Course Dual Enrollment Category  
D.E. 3012 Course Section Hours

Each Term Submission

**Where:** D.E. 1028 Term Current Term  
D.E. Term Submission = Current Term Submission

**OR** End-of-Year

**Where:** D.E. 1028 Term = 1 – Summer, and 2 – Fall, and 3 –  
WnSp  
D.E. Term Submission = ‘E’ – End of Term

**Where:**

D.E. 3001 Course-Information Classification Structure (ICS)	
Advanced and Professional	1.11.01 thru 1.18.49
Postsecondary Vocational	1.21.01, 1.22.01, 1.23.01, 1.24.01, 1.25.01, 1.26.01, 1.27.01
Apprenticeship	1.29.97 Classroom
Postsecondary Adult Vocational	1.21.02, 1.22.02, 1.23.02, 1.24.02, 1.25.02, 1.26.02, 1.27.02
College Preparatory	1.31.01
EAP College Preparatory	1.31.03
EPI	1.50.01

D.E. 3007 Course Grade Awarded is not equal to ‘Z’ - Audit  
D.E. 3013 Course Section Location is not equal to 3 - Taught in a branch campus  
located in a foreign country.

**Create** Flag EnrlType Enrollment Type

= 3 Dual Enrolled Only - **Where** D.E. 3004 Course Dual Enrollment Category  
= ‘AP’, ‘DA’, ‘DV’, ‘EA’, ‘EV’  
= 2 Remedial Only **Where** Course-ICS = 1.31.01 and 1.31.03  
= 1 Postsecondary Otherwise

## **Postsecondary Headcount for Current Term Submission**

### **Postsecondary Cohort Term File**

Postsecondary Course File **Where D.E. 1028 Term = Current Term**

Sort By College, Student Identification, and EnrlType

**Unduplicate** By College and Student Identification

### **Degree/Certificate Seeking file**

**Merge:** Postsecondary Cohort Term file with Student Data Base Program Records

**By** College, Student Identification, Year, Term, and Term Submission

**Select** College, Student Identification, Award Type, Program of Study - CIP

**Create DegSeek** Degree/Certificate Seeking

= 'Y' **Where:**

EnrlType not =3 - Dual Enrolled Only

**And:**

D.E. 2001 Program of Study - Award Type:

1 - Associate in Arts (AA) Degree

2 - Associate in Science (AS) Degree

3 - Associate in Science (AS) Certificate

4 - Vocational Certificate

6 - Degree Seeking - Undecided

A - Associate in Applied Science (AAS) Degree

C - Baccalaureate

D - Applied Technology Diploma (ATD)

F - Educator Preparation Institute (EPI) Certificate

I - Certificate of Professional Preparation

P - Apprenticeship Program

T - Advanced Technical Certificate (ATC)

= 'N' - Otherwise

**Sort** By College, Student Identification, descending DegSeek, and Award Type

**Unduplicate** By College and Student Identification

### **Selected Federal CIPS file**

**Merge:** Degree/Certificate Seeking file with Federal CIP Conversion File

**By** CIP CIP\_Unique\_ID

**Select Where:** College = Four Year College

**And** Federal CIP Prefix =

13. - Education

14. - Engineering

26. - Biological and Biomedical Sciences

27. - Mathematics

40. - Physical Sciences

52. - Business, Management, Marketing, and Related Support Services

**Sort:** By College, Student Identification, and Federal CIP Prefix

**Unduplicate:** By College, Student Identification

**Degree/Certificate Seeking with Selected CIPS**

**Merge:** Degree/Certificate Seeking file with Selected Federal CIPS file

**By:** College, Student Identification

**Create: Fed2CIP** Federal CIP Prefix

= Federal CIP Prefix in Selected Federal CIPS file

= 99 Otherwise

**Postsecondary Term File**

**Merge:** Degree/Certificate Seeking with Selected Federal CIPS  
with Student Data Base Demographic Records

By College, Student Identification, Year, Term, and Term Submission

**Select:**

D.E. 1001 Citizenship

D.E. 1029 Term Part-Time/Full-Time Flag

D.E. 1018 State Code at Time of Admission

D.E. 1004 Fee Classification Residency flag

D.E. 1005 First-Time Student Flag

D.E. 1006 Gender

D.E. 1009 High School Graduation Date

D.E. 1032 Transfer Student Flag

D.E. Ethnic Origin

D.E. 1019 Student Birth Date

**Create: AgRaceE** Aggregate Race/Ethnicity Codes

= 'N' – Non resident **Where** D.E. 1001 Citizenship = 'A' – Non-resident alien

= D.E. Ethnic Origin

**Create Flag EF2FullTime** =

'F' – D.E. 1029 Term Part-Time/Full-Time Flag = 'F' – Full-Time

'P' – Otherwise

**Create Flag EntClass** Entering Class Type

= 'Y' FTIC **Where** D.E. 1005 First-Time Student Flag in = 'Y'

= 'T' First- Time Transfer **Where** D.E. 1032 Transfer Student Flag = 'F'- First-Time

Transfer

= 'D' Flag EnrType = 3 – Dual Enrolled Only

Otherwise = 'N' Continuing Not Entering Class

**Create Line**

=1 First-Time-in-College

**Where:** EF2FullTime = 'F'



Degree/Certificate Seeking **DegSeek** = 'Y' – Yes  
F = 'Y' – FTIC

=2 First-Time Transfer

**Where:** EF2FullTime = 'F'  
Degree/Certificate Seeking **DegSeek** = 'Y' – Yes  
EntClass = 'T' – First-Time Transfer

=3 Continuing Degree Seeking

**Where:** EF2FullTime = 'F'  
Degree/Certificate Seeking **DegSeek** = 'Y' – Yes  
EntClass not 'Y' – FTIC or 'T' – First-Time Transfer  
EntClass\_ = 'N' – Continuing not Entering Class

=7 Full Time Non-Degree Seeking

**Where:** EF2FullTime = 'F'  
Non-Degree/Certificate Seeking **DegSeek** = 'N' – No

=15 First-Time-in-College

**Where:** EF2FullTime = 'P'  
Degree/Certificate Seeking **DegSeek** = 'Y' – Yes  
EntClass = 'Y' – EF2FTIC

=16 First-Time Transfer

**Where:** EF2FullTime = 'P'  
Degree/Certificate Seeking **DegSeek** = 'Y' – Yes  
EntClass = 'T' – EF2 First-Time Transfer

=17 Continuing Degree Seeking

**Where:** EF2FullTime = 'P'  
Degree/Certificate Seeking **DegSeek** = 'Y' – Yes  
EntClass = 'N' – Continuing not Entering Class

=21 Full Time Non-Degree Seeking

**Where:** EF2FullTime = 'P'  
Non-Degree/Certificate Seeking **DegSeek** = 'N' – No

**Create EF2AgeRange** Age Range **Where** Age is as of October 15, 2010 **EF2FullTime**  
Age

'F'	Not 'F'	<u>Range</u>
=1	=13	Under 18
=2	=14	18-19
=3	=15	20-21

=4	=16	22-24
=5	=17	25-29
=6	=18	30-34
=7	=19	35-39
=8	=20	40-49
=9	=21	50-64
=10	=22	65 Over
=11	=23	Unknown Age

Unknown Age **Where** Birthdate <= Oct 15, current reporting Year

**Create PYrHSgrads** Prior Year High School Graduates

- = 'Y' **Where** Line = 1 or 15  
and High School Graduation Date (D.E. 1009) is between September of the prior reporting year and August of the current reporting year
- = 'Z' **Where** Line not 1 or 15
- = 'N' otherwise

**Verification Reports**

**Postsecondary Headcount Verification Report** located at Northwest Regional Data Center (NWRDC): CCxx.STU.EF2REPT.Tttyyyy

CCxx.STU.STttyyyy (EPREPT) PDF

Where xx is the college number and tt is the Term Submission  
and yyyy Current Reporting Year

**Postsecondary Headcount**

Unduplicated Count

By Line, Aggregate Race/Ethnicity, and Gender

**Age Range of Postsecondary First Time Degree/Certificate Seeking Students**

Unduplicated Count

Age Range by Gender and Full-Time/Part-Time

**State of Residence at Admittance of First Time Degree/Certificate Seeking Students**

Unduplicated Count

By D.E. 1018 State Code at Time of Admission for  
First-Time-In-College Degree/Certificate Seeking

**Where** Line = 1 or 15

First-Time-In-College Degree/Certificate Seeking Prior Year High  
School Grads

**Where** Line = 1 or 15

and = 'Y'

Note: Students with Gender = 'X' are not reported to IPEDS but are included in the verification reports in a footnote under Unknown Gender.

## **IPEDS 12-Month Enrollment Survey (End-of-Year)**

### **Postsecondary Cohort End-of-Year File**

**Sort** Postsecondary Course File **Where** D.E. 1028 Term = Term 1, 2, 3

By College, Student Identification, and descending Term

**Unduplicate** By College and Student Identification

### **Instructional Activity file for End-of-Year**

Postsecondary Course End-of-Year file

#### **Create: Credit Hours**

Sum Postsecondary Course File End-of-Year: Section Hours By College

**Where** D.E. 3001 Course-ICS <= 11849

Or D.E. 3001 Course-ICS = 12101, 12201, 12301, 12401, 12501,  
12601,

12701, 15001, 13101, 13103

#### **Contact Hours**

Sum Postsecondary Course File End-of-Year: Section Hours By College

**Where** D.E. 3001 = 1.21.02, 1.22.02, 1.23.02, 1.24.02, 1.25.02, 1.26.02,  
1.27.02, 1.29.97

**Note:** IPEDS definition of Contact Hours is Clock Hours

### **Postsecondary End-of-Year file**

**Merge:** Postsecondary Cohort End-of-Year file with Student Data Base Demographic Records  
By College, Student Identification, Year, Term, and Term Submission

**Select:** D.E. 1001 Citizenship

D.E. 1006 Gender

D.E. Ethnic Origin

**Create: AgRaceE** Aggregate Race/Ethnicity Codes

= 'N' – Non resident **Where** D.E. 1001 Citizenship = 'A' – Non-resident alien

Otherwise = D.E. Ethnic Origin

### **IPEDS Verification Reports**

**IPEDS E12 Verification Report** located Northwest Regional Data Center (NWRDC) at:  
**CCxx.IPEDS.YYYY(E12)** where xx is the college number and yyyy is the following  
reporting year (note the 12 Month Enrollment is reported the following reporting year to  
IPEDS)

#### **E12 Part A: 12-Month Unduplicated Headcount**

Headcount By Race/Ethnicity and Gender

Note: Students with Gender = 'X' are not reported to IPEDS

#### **E12 Part B: Instructional Activity**

Instructional Activity File

By College  
Report Credit Hours and Contact Hours

## **IPEDS Fall Enrollment Survey**

### **IPEDS EF2 Part A, Part B, Part C, and Part D**

#### **Former Dual Enrollment Students First Time after HS Graduation file**

**Match** Postsecondary Term File (Fall BOT only) with Student Data Base Course Records

By College and Student Id

And By Student Id

**Where** First Character of the Student Id is not Alphabetic

**Select** from Postsecondary Term File (Fall BOT only)

College and Student Identification from Fall Term File

**Where:** EntClass not = 'Y' – EF2FTIC and not = 'D' Dual

D.E. 1009 High School Graduation Date is from Sept through August of the prior reporting year

**Select** from Student Data Base Course Records

Student Identification and D.E. 3004 Course Dual Enrollment Category

**Where:** D.E. Term Submission = 'E' – End-of-Term

D.E. 1028 Year = Prior Year Two Years

D.E. 1029 Term = 1, 2, 3

**Sort** By College, Student Id, descending Year, descending Term, and Course Dual

Enrollment

**Unduplicate** By College and Student Id

**Select Where** D.E. 3004 Course Dual Enrollment Category = 'AP', 'DA', 'DV', 'EA', 'EV'

#### **Prior Summer FTIC File**

**Match** Postsecondary Term File (Fall BOT only) with the Student Data Base Demographic Records

By College and Student Identification

**Select:** College, Student Identification, and State Code at Time of Admission

**Where:** Term File (Fall BOT only)

D.E. 1028 Term = 2 – Fall

D.E. Term Submission = 'B' – Beginning of Term

EntClass not = 'Y' – EF2FTIC and not = 'D' Dual

**And** Student Data Base Demographic Records

**Where:** D.E. 1028 Term = 1 – Summer

D.E. 1005 First-Time Student Flag = 'Y'

#### **Prior Summer First-Time Transfer file**

**Match** Postsecondary Term File (Fall BOT only) with the Student Data Base Demographic

By College and Student Identification

**Select:** College and Student Identification

**Where:** Term File (Fall BOT only)

D.E. 1028 Term = 2 – Fall

D.E. Term Submission = 'B' – Beginning of Term  
D.E. 1032 Transfer Student Flag = 'Y'  
EntClass not = 'Y' – EF2FTIC and not = 'D' Dual

**And Student Records**

D.E. 1028 Term = 1 – Summer  
D.E. 1032 Transfer Student Flag = 'F'

**IPEDS EF2 file**

**Merge Postsecondary Term File (Fall BOT Only)**

Prior Summer FTIC file  
Prior Summer Transfer file  
Former Dual Enrolled

**By College and Student Id**

**Where:** Postsecondary Term File

D.E. 1028 Term = 2 – Fall  
D.E. Term Submission = 'B' – Beginning of Term

**Where** Prior Summer FTIC file, or Prior Summer Transfer file, or Former Dual Enrolled

**Modify:EntClass** Entering Class

= 'Y' Where College and Student Identification in Prior Summer FTIC file  
Else = 'F' Where College and Student Identification in Former Dual File  
Else = 'T' Where: College and Student Identification in Prior Summer First-Time Transfer file

**Modify Line** - Line Number

=1 First Time in College

EF2FullTime = 'F' – Full-time  
Degree/Certificate Seeking **DegSeek** = 'Y' – Yes  
EntClass = 'F' – Former Dual First Time after HS Grad  
Or = 'Y' – Prior Summer FTIC

=2 First Time Transfer

EF2FullTime = 'F' – Full-time  
Degree/Certificate Seeking **DegSeek** = 'Y' – Yes  
EntClass = 'T' First Time Transfer

=15 First-Time-in-College

EF2FullTime = 'P' – Part-time  
Degree/Certificate Seeking **DegSeek** = 'Y' – Yes  
EntClass = 'F' – Former Dual First Time after HS Grad  
Or Prior Summer First-Time Student Flag in = 'Y'

=16 First Time Transfer

EF2FullTime = 'P' – Part-time  
Degree/Certificate Seeking **DegSeek** = 'Y' – Yes  
EntClass = 'T' First Time Transfer

**Modify PYrHSgrads** Prior Year High School Graduates

= 'Z' **Where** Line= not 1 or 15  
= 'Y' **Where** Line= 1 or 15

And D.E. 1009 High School Graduation Date is  $\geq$  pppp09 and  $<$  yyyy08  
Where pppp Prior Reporting Year and yyyy Current Reporting Year

Year  
= 'N' otherwise

**Create R2State**  
= 12 – Florida  
Where Line =1 or 15 and EntClass = 'F' – Former Dual First Time after HS Grad  
= Prior Summer D.E. 1018 State Code at Time of Admission  
Where Line =1 or 15 and Prior Summer First-Time Student Flag in  
= 'Y'  
Otherwise  
= D.E. 1018 State Code at Time of Admission

**IPEDS EF2 Part E:**

**Prior Year IPEDS Fall First-Time-In-College Full and Part-Time Students Retained as of Current IPEDS Fall Enrollment**

Retention of Prior Year First-Time-In-College Students

**Prior Year FTIC File**

Prior Year IPEDS EF2 file Select College, Student Id, and Line  
Where Line = 1,15 FTIC Full/Part-Time

**Merge Prior Year FTIC File**

**By** College and Student Id  
**Select** if in the Prior Year FTIC file

**With:** Prior and Current Year Student Data Base Completions

Select College and Student Id  
Where D.E. 2103 Completion Degree Granted =  
'1' – Associate in Arts (AA) Degree  
'2' – Associate in Science (AS) Degree  
'3' – Associate in Science Certificate  
'4' – Vocational Certificate  
'5' – Advanced Technical Certificate (ATC)  
'7' – Applied Technology Diploma (ATD)  
'A' – Associate in Applied Science (AAS) Degree  
'C' – Baccalaureate  
'F' – Educator Preparation Institute (EPI)  
'I' – Certificate of Professional Preparation  
'P' –Apprenticeship Program

**And:** Current Reporting Year Postsecondary Term File (Fall BOT Only)

Where: D.E. 1028 Term = 2 – Fall  
D.E. Term Submission = 'B' – Beginning of Term

**Create Retained**

= '1' – Retained



Where College and Student Id in Completions  
Or Current Reporting Year Term File  
= '0' – Not Retained  
Otherwise

Sort By College, Student Id, and descending Retained  
Unduplicate By College and Student Id

Note: Four Year Institutions report Retention on a Bachelor degree seeking Cohort. The FCS has no first time in college bachelor seeking students. Therefore the cohort and retention will be 0.

**IPEDS EF2 Verification Report (Fall Beginning of Term Only)**

**IPEDS EF2 Survey Verification Report** in PDF format located at:

North West Regional Data Center at:

**CCxx.IPEDS.yyyy (EF2)**

where xx is the college number and yyyy is the Current Reporting Year

**EF2 Part A** IPEDS Fall Enrollment Headcount

Unduplicated count of Race/Ethnicity and Gender

By Full/Part-Time and Enrollment Status

**EF2 Part B** Age Range

Unduplicated count Age Range

By Gender and Full-Time/Part-Time

**EF2 Part C** State Residence at Admittance o

First-Time-In-College Degree/Certificate Seeking Students

Unduplicated count of State Code at Time of Admission for:

First-Time-In-College Degree/Certificate Seeking

First-Time-In-College Degree/Certificate Seeking Prior Year High School  
Grads

**EF2 Part D** Total Entering Class

Unduplicated count of Entering Class

By Full/Part-Time and Enrollment Status

**EF2 Part E** Retention of Prior Year First-Time-In-College Students

By Full/Part-Time

Unduplicated count of:

First Time in College the Prior Year

Retained following Fall

Retention Rate

**Old Format EF2 IPEDS Fall Enrollment Part A**

Uses 2010 format with Deg/Cert Other First Year and Other reported on separate lines  
Unduplicated count of Race/Ethnicity and Gender  
By Full/Part-Time and Enrollment Status

Note: Students with Gender = 'X' are not reported to IPEDS but are included in the EF2 Part A footnote.

**Create** College IPEDS EF2 Data file from EF2 file at Northwest Regional Data Center (NWRDC):

CCxx.STU.EF2IPFIL.T2Byyyy

where xx is the college number and yyyy is the Current Reporting Year

**IPEDS EF1 Verification Report (Fall Beginning of Term Only and Four Year Institutions Only)**

**IPEDS EF1 Survey Verification Report** in PDF format located at:

North West Regional Data Center at:

CCxx.STU.ST2Byyyy (EF1yyyy) CCxx.IPEDS.yyyy (EF1)

where xx is the college number and yyyy is the Current Reporting Year

**EF1 Part A** IPEDS Fall Enrollment Headcount Selected Fields of Study  
Unduplicated count of Race/Ethnicity and Gender by Selected Fields of Study

**IPEDS Fall Enrollment Data File**

**IPEDS EF2 Data file** is located at Northwest Regional Data Center (NWRDC):  
CCxx.STU.EF2IPFIL.T2Byyyy where xx is the college number and yyyy is the Current Reporting Year

Item No.	From To	Field Size	Field Char	Name	Field Description	Data Element
1	01-04	04	N	YEAR	YEAR SUBMISSION	1028
2	05-05	01	N	TERM	TERM	1028
3	06-06	01	A/N	TERMSUB	TERM SUBMISSION	
4	07-08	02	N	CCNUM	COLLEGE NUMBER	1017
5	09-18	10	A/N	PSNID	STUDENT IDENTIFICATION	1021
6	19-19	01	A/N	GENDER	GENDER	1006
7	20-20	01	A/N	Ethnic Origin (formerly DE 1003)	'H' – Hispanic, 'U' – Unknown, 'W' – White, 'B' – Black, 'A' – Asian, 'I' – Amer Ind, 'P' – Native Hawaiian/Pacific Isl, 'M' – Two or More	Ethnic Origin
8	21-21	01	A/N	CITIZEN	CITIZENSHIP	1001
9	22-22	01	A/N	FTIC	FTIC FLAG	1005
10	23-23	01	A/N	ClassLevel	D.E. 1012 Class Level	1012
11	24-24	01	A/N	PTIME	TERM PART-TIME/FULL-TIME	1029
12	25-25	01	A/N	EntClass (formerly EF2FTIC)	Entering Class Type 'Y' – FTIC 'F' – Former Dual First Time after HS Grad 'T' – First-Time Transfer 'D' – Currently Dual Enrolled Only 'N' – Continuing	
13	26-26	01	A/N	AWARD	PROGRAM OF STUDY, AWARD	2001
14	27-27	01	A/N	DEGSEEK	Degree/Certificate Seeking 'Y' – Yes 'N' – No	
15	28-28	01	A/N	TRANSFER	TRANSFER STUDENT FLAG	1032
16	29-30	02	N	Line	IPEDS EF2 PART A Line Number Full/Part Time 1, 15 - Deg/Cert Seeking First-Time 2, 16 - Deg/Cert Seeking Transfer-in 3, 17 - Deg/Cert Seeking Continuing 7, 21 - Non-Deg/Cert Seeking	
19	31-31	01	A/N	PYrHSgrads	Prior Year HS Grad = 'Y' – Yes FTIC Prior HS Grad = 'N' – No FTIC Not Prior HS Grad = 'Z' – Not FTIC	
20	32-32	01	A/N	RESIDE	FEE CLASSIFICATIN RESIDENCY FLAG	1004
21	33-34	02	A/N	R2State	State Code at Time of Admission	

**Note: Additional fields have been created, preexisting fields have not changed location.**



**Section 3.5 -  
Appendix A**



Appendix A is be used by colleges in reporting when students complete segments of Adult Programs. These segments are defined as Literacy Completion Points. This appendix should be used in conjunction with Data Element 2101 - Completion CIP and Data Element 2105 - Adult Literacy Completion Point Indicator. The designated CIP codes will also be used when reporting program enrollment for the student (Data Element - 2002 -Program CIP).

**Adult Basic Education (ABE)**

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
<b>ABE Mathematics: (Data Element 2101 - Completion CIP:1532010200)</b>		
Beginning ABE Literacy	Level 1 (0.0-1.9) (TABE < 314) (450 hours) (CASAS < 201) Mathematics	A
Beginning Basic Education	Level 2 (2.0-3.9) (TABE 314-441) (450 hours) (CASAS 201-210) Mathematics	B
Low Intermediate Basic Education	Level 3 (4.0-5.9) (TABE 442-505) (300 hours) (CASAS 211-220) Mathematics	C
High Intermediate Basic Education	Level 4 (6.0-8.9) (TABE 506-565) (300 hours) (CASAS 221-235) Mathematics	D
<b>ABE Reading: (Data Element 2101 - Completion CIP: 1532010200)</b>		
Beginning ABE Literacy	Level 1 (0.0-1.9) (TABE < 368) (450 hours) (CASAS < 201) Reading	E
Beginning Basic Education	Level 2 (2.0-3.9) (TABE 368-460) (450 hours) (CASAS 201-210) Reading	F
Low Intermediate Basic Education	Level 3 (4.0-5.9) (TABE 461-517) (300 hours) (CASAS 211-220) Reading	G
Intermediate Basic Education	Level 4 (6.0-8.9) (TABE 518-566) (300 hours) (CASAS 221-235) Reading	H
<b>ABE Language: (Data Element 2101 - Completion CIP:1532010200)</b>		
Beginning ABE Literacy	Level 1 (0.0-1.9) (TABE < 390) (450 hours) (CASAS < 201) Language	J
Beginning Basic Education	Level 2 (2.0-3.9) (TABE 390-490) (450 hours) (CASAS 201-225) Language	K



Florida College System  
Student Data Base  
Reporting Year

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
<b>ABE Language: (Data Element 2101 - Completion CIP:1532010200)</b>		
Low Intermediate Basic Education	Level 3 (4.0-5.9) (TABE 491-523) (300 hours) (CASAS 226-242) Language	M
Intermediate Basic Education	Level 4 (6.0-8.9) (TABE 524-559) (300 hours) (CASAS 243-260) Language	N

The TABE ranges above are scaled scores.

NOTE: ABE Workplace Readiness Skills DELETED for the 2009-10 reporting year.

CASAS is now an acceptable test for Adult Basic students – the scores above are scaled.

**General Education Development (GED)**

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
<b>GED Preparation: (Data Element 2101 - Completion CIP: 1532010201)</b>		
GED Instruction - Language Arts: Writing	Receive passing score on the GED subtest - Language Arts: Writing (250 hours)	A
GED Instruction - Social Studies	Receive passing score on the GED subtest - Social Studies (75 hours)	B
GED Instruction – Science	Receive passing score on the GED subtest - Science (75 hours)	C
GED Instruction – Literature	Receive passing score on the GED subtest - Literature (250 hours)	D
GED Instruction – Mathematics	Receive passing score on the GED subtest - Mathematics (250 hours)	E

**NOTES:**

1. To show attainment of the GED Diploma by a student, code the following: Data Element 2101: 1532010201 Completion CIP, Data Element 2103 - Completion Degree Granted: 8 - (student attained a GED), and Data Element 2105: Z (not applicable).

**English Literacy for Career & Technical Education (ELCATE)\***

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
<b>Adult ELCATE: (Data Element 2101 - Completion CIP - 1532010301)</b>		
ELCATE I – Beginning	Basic skills assessment at appropriate Vocational level EFL 4 (450 hours) (CASAS 201-210)	A
ELCATE II – Intermediate	Basic skills assessment at appropriate Vocational level EFL 5 (450 hours) (CASAS 211-220)	B
ELCATE III – Advanced	Basic skills assessment at appropriate Vocational level EFL 6 (450 hours) (CASAS 221-235)	C

\*The EFL level is based on CASAS Test only using a scaled score.

**Other Adult Programs**

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
<b>Citizenship: (Data Element 2101 - Completion CIP - 1533010200)</b>		
Citizenship	Mastery Test of Citizenship Materials (450 hours)	A
<b>Adult General Education for Adults with Disabilities: (Data Element 2101 - Completion CIP - 1532010204)</b>		
Adult General Ed. For Adults with Disabilities	(hours vary depending on IEP)	A
<b>Academic Skills for Adult ESOL Learners: (Data Element 2101 - Completion CIP - 1532010302)</b>		
Adult ESOL Academic Skills	(450 hours) EFL 7 or Higher (CASAS > 235/Grade Level 7.5-12)	A

\*\* Education for Senior Adult Learners deleted for the 2009-10 reporting year.

**Adult High School–Adult Secondary)–STUDENTS SEEKING AN ADULT HIGH SCHOOL DIPLOMA**

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
<b>Adult Secondary: (Data Element 2101 - Completion CIP 1532010202)</b>		
English	4 credits	LA, LB, LC, LD, LE, LF, LG, LH
Mathematics	4 credits	MA, MB, MC, MD, ME, MF, MG, MH
Science	4 credits	SA, SB, SC, SD, SE, SF, SG, SH
American History	1 credit	HA, HB
World History	1 credit	WA, WB
Economics	.5 credit	JA
American Government	.5 credit	GA
Practical Arts Career Ed. or Exploratory Career Ed. or Performing Fine Arts	1 credit	CA, CB
Social Studies	1 credit	KA, KB
Electives	9 credits	EA, EB, EC, ED, EE, EF, EG, EH, EJ, EK, EL, EM, EN, EP, ER, ES, ET, EU, EV

**NOTES:**

1. To show attainment of the High School Diploma by a student, code the following: Data Element 2101: 1532010202 Completion CIP, Data Element 2103 - Completion Degree Granted: 6 - (student attained an Adult High School Diploma), and Data Element 2105: Z (not applicable).
2. 90 hours = 1/2 credit
3. Life Management Skills is no longer a required Adult High School credit and is now available as an elective.
4. TABE scale scores – for ASE LOW are Reading 567-595, Math 566-594, Language 560-585; for ASE HIGH are reading > 595, Math > 594, Language > 585.
5. CASAS scale scores – for ASE LOW are Reading 236-245, Math 236-245, Writing 261-270; for ASE HIGH are Reading > 245, Math > 245, Writing > 270.
6. The 4<sup>th</sup> credit for Science and the 1 credit for Social Studies are only required in certain counties.
7. The 4<sup>th</sup> credit for Math is required only for students starting as Freshmen in 2007-08.

**Adult High School CO\_ENROLLED – Adult Secondary**

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
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CO\_ENROLLED (Adult High School) - (Data Element 2101 - Completion CIP – 1532019900)

**Use the same LCPs as in the Adult High School – Adult Secondary Program ABOVE CIP 1532010202 but remember to use the CIP of 1532019900 to report the Co-enrolled LCPs for this program AND use this program ONLY for the Co Enrolled students. A co-enrolled student is any student who has not been withdrawn from the K-12 system, including summer students who are expected to return to the K-12 system in the Fall.**

**Pre – Applied Academics for Adult Education**

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
Pre - Applied Academics for Adult Education - (Data Element 2101 - Completion CIP – 1532010504)		
Pre - Applied Academics for Adult Education - Mathematics	Attainment of level appropriate for Program (100 hours per grade level)	A
Pre - Applied Academics for Adult Education - Reading	Attainment of level appropriate for Program (100 hours per grade level)	B
Pre - Applied Academics for Adult Education – Language	Attainment of level appropriate for Program (100 hours per grade level)	C

**Applied Academics for Adult Education**

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
Applied Academics for Adult Education - (Data Element 2101 - Completion CIP - 1532010503)		
Applied Academics for Adult Education - Mathematics	Attainment of level appropriate for Program (100 hours per grade level)	A
Applied Academics for Adult Education – Reading	Attainment of level appropriate for Program (100 hours per grade level)	B
Applied Academics for Adult Education – Language	Attainment of level appropriate for Program (100 hours per grade level)	C

**Adult English for Speakers of Other Languages (ESOL)**

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
<b>Adult ESOL: (Data Element 2101 - Completion CIP - 1532010300)</b>		
Beginning ESL Literacy	Successfully complete level benchmarks EFL 0-1 (450 hours) (CASAS < 180 for Reading and Listening)*	A
Low Beginning ESL	Successfully complete level benchmarks EFL 2 (450 hours) (CASAS 181-190 for Reading and Listening)*	B
High Beginning ESL	Successfully complete level benchmarks EFL 3 (450 hours) (CASAS 191-200 for Reading and Listening)*	C
Low Intermediate ESL	Successfully complete level benchmarks EFL 4 (450 hours) (CASAS 201-210 for Reading and Listening)*	D
High Intermediate ESL	Successfully complete level benchmarks EFL 5 (450 hours) (CASAS 211-220 for Reading and Listening)*	E
Advanced ESL	Successfully complete level benchmarks EFL 6 (450 hours) (CASAS 221-235 for Reading and Listening)*	F
<b>Workplace Readiness Skills for Adult ESOL Learners: (Data Element 2101 - Completion CIP - 1532010502)</b>		
Workplace Readiness Skills for Adult ESOL Learners	Workplace Readiness Skills (450 hours)	A

\*The EFL level is based on CASAS Test only using a scaled score.

**Literacy Skills for Adult ESOL Learners**

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
<b>Literacy Skills for Adult ESOL Learners: (Data Element 2101 - Completion CIP - 1532010303)</b>		
ESOL Literacy - Pre Literacy	Achieve Pre Literacy Concepts - Native Language/English EFL 0 (180hours)	A
ESOL Literacy - Basic Literacy	Achieve Basic Literacy Concepts - English EFL 0 (180 hours)	B
ESOL Literacy - Advanced Literacy	Achieve Advanced Literacy Concepts - English EFL 0 (180 hours)	C

**PRE-General Educational Development (PRE-GED) Preparation**

Type of Instruction	Mastery of Performance Standards Output Measure	Adult Literacy Completion Point (Data Element 2105)
<b>PRE-GED Preparation: (Data Element 2101 - Completion CIP: 1532010206)</b>		
PRE-GED Instruction - Language Arts: Writing	Mastery of the PRE-GED skills for - Language Arts: Writing (300 hours)	A
PRE-GED Instruction - Social Studies	Mastery of the PRE-GED skills for - Social Studies (100 hours)	B
PRE-GED Instruction – Science	Mastery of the PRE-GED skills for - Science (100 hours)	C
PRE-GED Instruction - Language Arts: Reading	Mastery of the PRE-GED skills - Language Arts: Reading (100 hours)	D
PRE-GED Instruction – Mathematics	Mastery of the PRE-GED skills for - Mathematics (300 hours)	E

**NOTES:**

1. Students earning the highest literacy completion point (LCP) in ABE Mathematics, Reading or Language are precluded from earning corresponding LCPs in Pre-GED Language Arts: Writing, Pre-GED Language Arts: Reading, or Pre-GED Mathematics.
2. The only changes made to this table were to add the suggested length for each of the LCPs (all appear in bold) and some of the program titles were updated based on information received from the Division of Career and Technical Education.
3. The hours listed for each LCP are the maximum hours allowed.