



Data Dictionary

Office of Policy Research & Planning
<http://www.mississippi.edu/research/>
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This *Data Dictionary* serves as the operational manual for the electronic submission of institutional data files to the Mississippi Board of Trustees of State Institutions of Higher Learning. The primary purpose of this document is to provide a framework for the institutions within the IHL system to provide accurate, consistent, and timely data to the Board office.

In addition to outlining the various file layouts and data definitions commonly used by the Board office, this document contains a summary of reporting policies and deadlines, a listing of institutional contacts, relevant online links, and other applicable information. This is considered to be a living document that undergoes routine examination and revision to meet the changing data needs of the Board office, the federal government, and individual institutions within the IHL system.

The data derived from this document are used by the Board to make informed governing decisions concerning Mississippi's public universities. The data are also used by the Legislature, various media outlets, and other public and private entities within the State of Mississippi and beyond.

On behalf of The Office of Policy Research and Planning at the IHL Board office, I hope you find this document to be informative and useful as you work with data related to the public, four-year universities in Mississippi. Please feel free to contact our office at the following address with any questions or comments:

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Mississippi Board of Trustees of State Institutions of Higher Learning
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<http://www.mississippi.edu/research/>

Sincerely,

Dr. Phil Pepper, Assistant Commissioner
Office of Policy Research and Planning

The institutional research and related data functions on a university campus are much like a referee or umpire at a sporting event. It seems as if both rarely get noticed or appreciated when they're consistent and accurate, but get considerable attention if something gets out of order.

The Office of Policy Research and Planning at the IHL Board office understands the unsung nature of working with institutional data and would like to take this opportunity to recognize and thank the dedicated and helpful individuals who work with this data at the IHL institutions.

These professionals routinely help our office balance institutional autonomy with system consistency while constantly working to ensure the accurate, consistent, and timely reporting of data to the Board office. We appreciate their hard work and thank them for their continued help.

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The following reporting specifications, policies, and procedures have been established to ensure the accuracy, consistency, and timeliness of Board data:

Reporting Specifications

To facilitate the handling and use of Board data, all of the requested institutional data in this document will be securely submitted in an electronic, machine-readable format. The standing data will be collected according to the pre-determined, published schedule outlined in the *Data Dictionary* and *Data Reporting Calendar*. These deadlines should be strictly observed to ensure the timeliness of data reporting.

MIS Delinquent and Preliminary Reporting Policies (from the *Data Reporting Calendar*)

Delinquent Reporting Policies

1. An institution's data will be considered delinquent if not received in the Office of Research and Planning by noon on the first working day after its due date.
2. Once data become delinquent, a reminder will be sent by e-mail or fax to the institution's representative on the Council of Institutional Research Officers (CIRO).
3. If data are not received after 3 working days from the due date, a written notice will be forwarded to the Commissioner who will subsequently contact the appropriate Institutional Executive Officer.
4. Once MIS data are submitted to the Board office, the Office of Research and Planning will return edit reports to the institutions within three working days.

Preliminary Reporting Policies

5. Any data received, whether it be in electronic or written format, will be considered preliminary for twenty (20) working days after the due date.
6. During this preliminary period, institutions will have the opportunity to audit and revise their data as well as provide written explanations to the Office of Policy Research and Planning for any exceptions occurring in the data.
7. If the data still have a considerable number of problems after the preliminary period has expired, with no written explanations detailing the exceptions, the Commissioner and the appropriate Institutional Executive Officer will be notified of the type and frequency of the problems.
8. Once the preliminary period has expired, the data will become final and published by the Office of Policy Research and Planning. It will subsequently be released to the Board, state legislature, media, and other agencies upon request.
9. To revise final data after the preliminary period has expired, the Institutional Executive Officer should provide a written statement detailing the reason for the requested change.

Note: These deadlines only refer to the electronic files and spreadsheets outlined in this *Data Dictionary* and do not include all reporting deadlines outlined in the *Data Reporting Calendar*.

<u>Date</u>	<u>Report</u>
July 15	Degree File - Academic Year
August 15	Cost of Attendance Spreasheet - Academic Year
August 30	Summer Developmental Program Spreadsheets - Initial
September 1	Student File - Summer Term
September 15	Course File - Summer Term Outcomes File - Summer Term
September 17	Summer Developmental Program Spreadsheets - Final
October 1	Student File - Fall Term/Fall Quarter Intermediate File - Fall Term
November 15	Instructional File - Fall Term Employee File - Fall Term
November 15	Faculty Salary Survey Spreadsheet
December 15	Scholarship File - Fiscal Year Outcomes File - Fall Quarter IPEDS GRS Summer Degrees IPEDS GRS Revised Freshman Cohort
January 17	Student File - Winter Quarter
February 1	Outcomes File - Fall Term Course File - Fall Term
March 1	Student File - Spring Term
April 15	SREB Longitudinal Progression Spreadsheet
June 1	Outcomes File - Spring Term Course File - Spring Term Summer Developmental Program Tables A-F and Accuplacer Scores Spreadsheet



Employee File (02)

Office of Policy Research & Planning

<http://www.mississippi.edu/research/>

Office: 601-432-6742

Fax: 601-432-6117

File Overview

Employee File

This file contains personnel data for each part-time and full-time employee on the payroll of the institution as of the reporting date. This includes all permanent employees, temporary adjunct employees involved in instruction, and other temporary employees who are not ad hoc. It also includes graduate students employed for the primary purpose of assisting in instruction or research.

This file excludes temporary ad hoc employees, sometimes known as casual employees, who perform a function that is not academic in nature and very short in duration, usually less than a month. It also excludes all other students as well as individuals affiliated with the institution but not on the payroll.

Information generated from this employee file will serve a number of functions that include, but are not limited to, the following: (1) support employee management and decision-making functions at institutional and Board levels; (2) monitor employee retention and retirement eligibility; and (3) study employee diversity.

Reporting Schedule

Employee File

This Employee file will be generated as of the last working day of the first full month of the fall term. **It will be due to the Board office on or before November 15th.**

The file should be FTPed to the Board-designated location and contain each element listed in this section according to the prescribed file layout. When this reporting deadline occurs during the weekend or on holidays, the file becomes due to the Board office on the last working day before the weekend or holiday.

This file is subject to the Delinquent and Preliminary Reporting Policies outlined in the *Data Dictionary* and *Data Reporting Calendar*.

Relevant Links

Employee File

This individual file, the entire *Data Dictionary*, *Academic Program Inventory*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.mississippi.edu/research/admin.html>

This is a link to Regulation 36 with the Public Employees' Retirement System (PERS) of Mississippi:

<http://205.144.224.81/pdf/regulations/Reg36.pdf>

File Layout

Employee File

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	02-100	Institutional Identification	01-03
Identification	02-101	Reporting Term and Year	04-08
Identification	02-102	Data File Identification	09-10
Employee	02-201	Employee Identification Number	11-20
Employee	02-301	Employee Name	21-50
Employee	02-302	Employee Name Suffix	51-54
Employee	02-303	Employee Gender	55-55
Employee	02-304	Employee Date of Birth	56-63
Employee	02-305	Employee Citizenship	64-64
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Employee	02-309	Employee Current Employment Date	70-77
Employee	02-310	Employee Contract Amount and Length	78-86
Employee	02-202	Institutional Employee Identification Number	87-96

Record Length: 96 Characters

Specific Instructions:

This Employee file will be generated as of the last working day of the first full month of the fall term. This file contains personnel data for each part-time and full-time employee on the payroll of the institution as of the reporting date. This includes all permanent employees, temporary adjunct employees involved in instruction, and other temporary employees who are not in ad hoc positions. It also includes graduate students employed for the primary purpose of assisting in instruction or research. *These employees should not be limited by their source of funding, and should include employees paid from both E&G and non-E&G funds.*

This file includes temporary employees who are usually employed longer than a month but shorter than the 4.5 months outlined by PERS. Examples of these employees include secretaries who are hired for four months until a permanent position can be filled, grounds workers who are hired for four months during the summer, etc.

This file excludes temporary ad hoc employees (casual employees) who perform a function that is not academic in nature and very short in duration, usually less than a month. Examples include ticket takers and concession workers at campus events, support staff during registration, clean-up crews after campus events, etc. It also excludes all other students as well as individuals affiliated with the institution but not on the payroll.

Edits: All records should meet the coding criteria outlined in this section.

REPORT ELEMENT NUMBER: 02-100

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Institutional Identification Number

DEFINITION:

This field contains the three-digit code assigned by the Board as the Institutional Identification Number.

CODING INSTRUCTIONS:

Use the codes for reporting employees according to their primary (more than 50 percent) location as provided below. Employees working exactly 50 percent on the main campus and 50 percent at an off-campus location should be reported at the main campus.

- 101 Alcorn State University (Main Campus)
- 102 Alcorn State University (Natchez Center)
- 103 Alcorn State University (Vicksburg Center)
- 109 Alcorn State University (Other Locations)

- 201 Delta State University (Main Campus)
- 203 Delta State University (Greenville Center)
- 204 Delta State University (Clarksdale Center)
- 209 Delta State University (Other Locations)

- 301 Jackson State University (Main Campus)
- 302 Jackson State University (Jackson-Universities Center)
- 303 Jackson State University (Jackson-Medical Mall)
- 304 Jackson State University (Jackson-E Center)
- 309 Jackson State University (Other Locations)

- 401 Mississippi State University (Main Campus)
- 402 Mississippi State University (Jackson-Universities Center)
- 403 Mississippi State University (Meridian Center)
- 404 Mississippi State University (Vicksburg Engineering)
- 405 Mississippi State University (Jackson Engineering)
- 406 Mississippi State University (Stennis Center)
- 409 Mississippi State University (Other Locations)
- 411 Mississippi State University (Vicksburg Center)
- 421 Mississippi State University (College of Veterinary Medicine)
- 422 Mississippi State University (Forest Products Utilization Laboratory)
- 423 Mississippi State University (Forestry and Harvesting Training Center)
- 424 Mississippi State University (MAFES)
- 425 Mississippi State University (Mississippi Alcohol Safety Education Program)
- 426 Mississippi State University (MCES)
- 427 Mississippi State University (Mississippi State Chemical Laboratory)

- 501 Mississippi University for Women (Main Campus)
- 503 Mississippi University for Women (Tupelo Center)
- 509 Mississippi University for Women (Other Locations)

- 601 Mississippi Valley State University (Main Campus)
- 603 Mississippi Valley State University (Greenville Center)
- 604 Mississippi Valley State University (Greenwood Center)
- 609 Mississippi Valley State University (Other Locations)

- 701 University of Mississippi (Main Campus)
- 702 University of Mississippi (Jackson-Universities Center)
- 703 University of Mississippi (Tupelo Center)
- 704 University of Mississippi (Yellow Creek)
- 705 University of Mississippi (Jackson Engineering)
- 709 University of Mississippi (Other Locations)
- 711 University of Mississippi (Booneville)
- 712 University of Mississippi (Southaven Center)
- 714 University of Mississippi (Grenada)
- 721 University of Mississippi (Law Research Institute)
- 722 University of Mississippi (Mississippi Mineral Resources Institute)
- 723 University of Mississippi (Research Institute of Pharmaceutical Sciences)
- 724 University of Mississippi (Small Business Development Center)
- 725 University of Mississippi (State Court Education Program)
- 726 University of Mississippi (Super Computer)

- 751 University of Mississippi (Medical Center)

- 801 University of Southern Mississippi (Main Campus)
- 802 University of Southern Mississippi (Gulf Park)
- 803 University of Southern Mississippi (Jackson-Universities Center)
- 804 University of Southern Mississippi (Natchez Center)
- 805 University of Southern Mississippi (Meridian Center)
- 806 University of Southern Mississippi (Stennis Center)
- 809 University of Southern Mississippi (Other Locations)
- 811 University of Southern Mississippi (Jackson County)
- 821 University of Southern Mississippi (Polymer Science Research Institute)
- 831 Gulf Coast Research Laboratory

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 04/01/91

Revised 02/01/95

Revised 06/20/97

Revised 06/01/2006 - off-campus codes were added for ASU (103), DSU (204) and JSU (302,304)

REPORT ELEMENT NUMBER: 02-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester/quarter and academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

Column 1:

5 = Fall Term

Since the Instructional file is only collected in the Fall, the term will always be '5' for this particular file.

Columns 2-5:

The academic year. The last year of an academic year is the reporting year (e.g., use "2001" for all reporting semesters in the 2000-01 academic year).

EDIT:

All spaces contain numeric characters. In the first space, any entry other than a 5 will generate an error. In the second through fifth spaces, any entry other than the appropriate academic year will generate an error.

SPACES NEEDED: 5

DATE ISSUED:

04/01/84

Revised 03/10/2006 - element did list all academic terms but now lists five (5) for the term since the file is only collected in the fall

REPORT ELEMENT NUMBER: 02-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data File Identification

DEFINITION:

This is a Board-assigned number which identifies the different data files forwarded by the institutions in machine-readable form.

CODING INSTRUCTIONS:

Use the codes provided below to identify data files:

02 = Employee (Employee File)

EDIT:

For the employee file, any entry other than 02 will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

02/01/82

Revised 08/15/89

Revised 10/31/92

Revised 05/11/00

Revised 06/01/06 - element did list all file codes but now lists only 02 for the employee file

REPORT ELEMENT NUMBER: 02-201

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Identification Number

DEFINITION:

This field contains a unique ten-digit number assigned to an individual for purposes of identification. The employee's Social Security Number (SSN) should be used in all cases except where that number is not available. In those extenuating cases a temporary identification number may be used until a SSN is obtained.

CODING INSTRUCTIONS:

If the SSN is used for this field, code a "0" in column 1; if a temporary number other than the SSN is assigned by the university, code a "1" in column 1. The remaining nine digits contain the employee's ID number, omitting any dashes.

Over the years that this number is used to identify the employee, it should remain constant (except when a temporary number is replaced by an SSN assigned by the Social Security System).

EDIT:

Any entry other than ten numeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 02-301

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Name

DEFINITION:

This field contains the employee's name.

CODING INSTRUCTIONS:

Enter employee's name as follows:

Last name
Comma
First name or initial
Space
Middle initial or name

Left justify.

EDIT:

Comma must be present.

SPACES NEEDED: 30

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 02-302

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Name Suffix

DEFINITION:

This field contains the surname suffix, if any; e.g., Jr, Sr, III, etc.

CODING INSTRUCTIONS:

Enter the surname suffix, up to four characters. Left-Justify. Do not include any periods.

EDIT:

Any character other than four alpha characters or blanks will generate an error.

SPACES NEEDED: 4

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 02-303

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Gender

DEFINITION:

This field identifies the gender of the employee.

CODING INSTRUCTIONS:

Report the gender of each employee using following coding conventions:

F = Female

M = Male

EDIT:

Any entry (including null or blank values) other than an "F" or "M" will generate an error.

SPACES NEEDED: 1

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 02-304

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Date of Birth

DEFINITION:

This field indicates the employee's calendar date of birth.

CODING INSTRUCTIONS:

Enter date of birth utilizing following format: MMDDYYYY. If, for example, an employee was born on September 09, 1968, then enter "09091968."

EDIT:

A warning will occur for those employees with a calculated age of over 80 or under 18. Any entry other than eight numeric valid date characters will generate an error.

SPACES NEEDED: 8

DATE ISSUED:

02/01/82

Revised 05/16/96

Revised 05/11/00

REPORT ELEMENT NUMBER: 02-305

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Citizenship

DEFINITION:

This field reports the citizenship or visa status of an employee, according to the following definitions:

1 = United States Citizen -- Citizen of U.S. by birth or naturalization

2 = Resident Alien -- Permanent lawful resident of the U.S. but not a U.S. citizen

3 = Non-Resident Alien -- Person who is not a citizen of the U. S. and who is in this country on a temporary basis--does not have a right to remain indefinitely.

CODING INSTRUCTIONS:

Report the citizenship of each employee using the following coding conversion:

1 = United States Citizen

2 = Resident Alien

3 = Non-Resident Alien

EDIT:

Any entry (including null or blank values) other than "1", "2" or "3" will generate an error.

SPACES NEEDED: 1

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 02-306

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Ethnic Group

DEFINITION:

This field denotes an employee's ethnic origin by broad ethnic group. The race/ethnic group of the individual is based on the following priorities:

- First -- categorizes self as belonging to
- Second -- regarded in the community as belonging to
- Last -- appears as belonging to

Institutions should make every effort to collect demographic information on each employee. This information may be obtained from employee applications, college transcripts, and other sources.

These ethnic groups correspond to the IPEDS ethnic categories.

CODING INSTRUCTIONS:

Designate the employee's appropriate racial category using the following numeric codes:

- 0 = Not Identified or Unknown
- 1 = White (and not of Hispanic origin)--A person having origins in any of the original peoples of Europe, North America, or the Middle East.
- 2 = Black (and not of Hispanic origin)--A person having origins in any of the black racial groups of Africa.
- 3 = Hispanic--A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultural origin, regardless of race.
- 4 = Asian (and not of Hispanic origin)--A person having origins in the Far East, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 5 = American Indian or Alaskan Native (and not of Hispanic origin)--A person having origins in any of the original peoples of North and South America, and who maintains cultural identification through tribal affiliation or community recognition.
- 6 = Native Hawaiian or Pacific Islander (and not of Hispanic origin)--A person having origins in any of the Pacific Islands, including Hawaii, Guam, Samoa or other Pacific Islands.
- 7 = Multiracial--A person having origins in any two or more of the preceding ethnic categories.

Notes: If a person chooses Hispanic and any other ethnicity, he or she is to be coded as Hispanic. Prior to Fall 2009, code 4 included employees of Asian and Pacific Islander ethnicity. Code 4 was divided into codes 4 and 6 to accommodate changes in IPEDS reporting. Codes 6 & 7 are optional in Fall 2009 but required in Fall 2010.

EDIT:

Any value other than "0" through "7," as noted above, will generate an error.

SPACES NEEDED: 1

DATE ISSUED:

04/01/84 ; 08/01/87; Revised 05/11/00
Revised 10/2008 to match IPEDS

REPORT ELEMENT NUMBER: 02-307

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Job Status

DEFINITION:

This field shows the employee's relationship to the university for this reporting period. Described characteristics include the extent of effort expended by the individual; the permanency of employment; and the current leave status.

CODING INSTRUCTIONS:

Enter appropriate symbols as follows:

Column 1:

- | | |
|------------------------|---|
| P = Permanent employee | - A permanent employee is employed in an established or permanent position that is not temporary in nature, usually lasting more than 4.5 months in a state fiscal year. |
| T = Temporary employee | - A temporary employee may be employed in either full or part-time position but his or her employment is temporary or intermittent in nature, usually lasting less than 4.5 months in a state fiscal year (PERS Regulation 36). These temporary employees are generally established for the following reasons: (1) a specified period of time or for the duration of a specific project or group of assignments, (2) relieving regular staff members who are absent for extended periods of time due to illness, leave of absence, vacation, etc., (3) augmenting regular staff members to meet increased work loads or any other conditions that may create short-term staffing shortages. |

Note: This file includes temporary employees who are usually employed longer than casual employees (about a month or so) but shorter than the 4.5 months outlined by PERS. Examples of these employees include secretaries who are hired for three months until a permanent position can be filled, grounds workers who are hired for three months during the summer, etc.

This file excludes temporary ad hoc (casual) employees who are employed for a very short period of time, usually less than a month. Examples include ticket takers and concession workers at campus events, support staff during registration, clean-up crews after campus events, etc.

Column 2:

- F Full-time employee - A full-time employee is employed in an academic or non-academic position and is considered to have a Full-Time Equivalent (FTE) of 1.0 or higher.
- P Part-time employee - A part-time employee is employed in an academic or non-academic position and is considered to have a Full-Time Equivalent (FTE) of less than 1.0.

Column 3:

- 0 Not on leave of absence - an employee who is not on a leave of absence
- 1 Leave of absence with pay - an employee who has met all of the institutionally-specific requirements to be on a leave of absence (paperwork, supervisor approval, etc.) and is receiving compensation while away from the institution; this generally includes faculty on sabbatical and employees who use personal and medical leave to supplement their pay while away from work; this includes all leaves of absence (administrative, family, medical, military, etc.); *this does not include short-term leave*
- 2 Leave of absence without pay - an employee who has met all of the institutionally-specific requirements to be on a leave of absence (paperwork, supervisor approval, etc.) and is not receiving compensation while away from the institution; this generally includes employees who do not have accrued personal and medical leave to supplement their pay while away from work; this includes all leaves of absence (administrative, family, medical, military, etc.); *this does not include short-term leave*

For example, a full-time professor on sabbatical would be coded as "PF1". A part-time adjunct instructor would be coded as "TP0".

EDIT:

Any characters other than those listed above will generate an error. The first column must have a "P" or "T", the second column must have a "F" or "P", and the third column must have a "0", "1" or "2".

SPACES NEEDED: 3

DATE ISSUED:

02/01/82

Revised 06/01/06 - element was revised to include some definitions for Permanent/Temporary and Full/Part-Time employees; previous version had no definitions

Revised 01/02/2007 - column 3 was revised to exclude short-term leave; the statement "does not include short-term leave" was added to more accurately reflect the reporting practices of the institutions

REPORT ELEMENT NUMBER: 02-308

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: EEO Category

DEFINITION:

The following categories refer to the primary occupational appointments of employees as determined by the institution and as defined jointly by the Office of Civil Rights and the Office of Federal Contract Compliance, Department of Labor in conjunction with the National Center for Education Statistics IPEDS Surveys.

Each employee must be accounted for in only one of the occupational activity categories. If an employee is engaged in two or more separate activities, the employee should be reported according to his or her primary activity. The institution should determine what constitutes the primary activity. The categories are:

1 - Executive, Administrative, & Managerial

Report all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgement and to direct the work of others. Report in this category all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative.

NOTE - Supervisors of professional employees are included here, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.

2 - Faculty (Instruction/Research/Public Service)

Report all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, report in this category deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent). Do not include student teachers or research assistants here.

Librarians and counselors are normally reported in the Other professionals category; however, some institutions treat them like faculty. If they are reported as faculty, the institution must also report them by tenure and academic rank (Instructional File). Report adjunct faculty employed on a part-time basis or on a full-time basis in the primary occupational for which they were hired.

3 - Other Professionals (Support/Service)

Report all persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, systems analysts, computer programmers, and coaches. *Also include research scientists and other research employees without academic rank.*

4 - Technical and Paraprofessional

Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, community and junior colleges, or through equivalent on-the-job training. Include computer programmers (with less than a bachelor's degree) and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational activity categories which are institutionally defined as technical assignments.

Include persons who perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

5 - Clerical and Secretarial

Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full-time in the bookstore and library clerks who are not recognized as librarians.

6 - Skilled Crafts

Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and type-setters.

7 - Service/Maintenance

Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities, or grounds of the institutional property. Include chauffeurs, laundry, and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners, groundskeepers, refuse collectors, construction laborers, and security personnel.

8 - Student Instruction/Research Assistants (Graduate Assistants)

Report all students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Exclude all other students, including students in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "other professionals."

CODING INSTRUCTIONS:

Designate the primary occupational activity of the employee using the following codes:

- 1 = Executive, Administrative and Managerial
- 2 = Faculty (Instruction/Research/Public Service)
- 3 = Other Professionals (Support/Service)
- 4 = Technical and Paraprofessionals
- 5 = Clerical and Secretarial
- 6 = Skilled Crafts
- 7 = Service/Maintenance
- 8 = Student Instruction/Research Assistants (Graduate Assistants)

EDIT:

Any value other than "1" through "8" as noted above will generate an error.

The EEO category is a significant element in this file. Institutions are encouraged to routinely reconcile these categories with their Human Resources office to help ensure their accuracy and consistency.

It should be noted that there has been some question as to the coding of these EEO categories, particularly in instances where the 4 and 5 categories have been swapped by some administrative software packages. Research by the Board office and several institutions indicate that no consistent coding convention exists for these categories. In the absence of a standard coding convention, the Board office will adhere to this listing of EEO categories.

SPACES NEEDED: 1

DATE ISSUED:

02/01/82

Revised 05/16/96

Revised 05/11/00

Revised 06/01/06 - category 8 was revised to include 'student' in the title and definition; category 3 was revised to specifically mention research scientists

REPORT ELEMENT NUMBER: 02-309

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Current Employment Date

DEFINITION:

The calendar date indicating the beginning of the employee's current *continuous* employment by this institution.

CODING INSTRUCTIONS:

Use the following eight-digit numeric code scheme:

MMDDYYYY

For example, John works at JSU from July 1, 1985 until December 1, 2003. He has three years of interrupted employment and returns to work at JSU on March 1, 2006. His current employment date should read '03012006'.

For example, employment becomes effective on January 15, 2001.

Code : "01152001."

EDIT:

Any code other than eight numeric valid date characters will generate an error.

SPACES NEEDED: 8

DATE ISSUED:

02/01/82

Revised 05/11/00

REPORT ELEMENT NUMBER: 02-310

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Contract Amount and Length (in Months)

DEFINITION:

This field reflects the contract amount and length (in months) of the full-time employee's salary based on his or her primary responsibility. If the Vice-President for Student Affairs is teaching one course, include the contract salary for his or her vice-president position, not the teaching stipend. It does not necessarily reflect actual salary since it does not include additional monies for overtime, teaching overloads, etc.

CODING INSTRUCTIONS:

Part-time Employees:

This file does not collect salary information on part-time employees. Part-time employees should have all zeros for this entry.

Full-time Employees:

This file collects salary information on full-time employees according to the following criteria:

Columns 1-6: Contract Amount (Base Pay)

In columns 1 through 6 please report each employee's base pay for the current fiscal year. This should not include overtime, overload, or any other earnings that would contribute to an employee's base pay. This figure should be rounded to the nearest whole dollar and right justified with leading zeros.

Columns 7-9: Contract Length (Number of Months)

In columns 7 through 9 please report the number of months the employee is scheduled to work for the current fiscal year. This figure should be right justified with leading zeros and padded to one decimal place. The figure should also be directly related to the Contract Amount. The Contract Amount and Contract Length should be on the same scale.

In cases where the number of work months may not be known: *For permanent positions* base the number of months on the work that has typically, or historically been done in that position. *For temporary positions* assume the employee is working for 4.0 months (Anything over 4.5 months is a permanent employee as outlined by PERS).

Examples:

A custodian earning \$15,000 over a six-month period would have this entry: 015000060

A 9-month faculty member earning \$45,000 would have this entry: 045000090

A 12-month faculty member earning \$53,000 would have this entry: 053000120

A 10.5-month faculty member earning \$34,000 would have this entry: 034000105

EDIT:

Any entry other than eight numeric characters will generate an error. Numeric entries other than '000000000' for part-time employees in Element 02-307 will generate an error.

SPACES NEEDED: 9

DATE ISSUED:

06/01/2006 - this element was added to Employee file after being deleted from Instructional (formerly Biographical) file; specific definitions and examples were also included.

REPORT ELEMENT NUMBER: 02-202

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Institutional Employee Identification Number

DEFINITION:

This field contains a unique identifying number assigned to an employee by the reporting institution. This number is used internally by the institution and should remain constant throughout the employee's tenure. Due to the Board's dependence on Social Security Number, this number is not to be used as, or as a substitute for, the Employee Identification Number (element 02-201).

This element is required for institutions using these identification numbers internally. Institutions without internal identification numbers can enter ten zeros (0000000000).

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character in this field that matches the identification number internal to the institution. Enter ten zeros (0000000000) if your institution does not have internal institutional Identification numbers.

EDIT:

Any entry other than ten alphanumeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

03/10/2006

Edit and Report Files

Employee File

Filename	Description
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Edits	
*02E_ind_YYT.slk	listing of individual employee edits

Reports	
*02R_eoc_YYT.slk	employees by EEO category (current reporting period)
*02R_eot_YYT.slk	employees by EEO and other categories (3-year trend)
*02R_eth_YYT.slk	employees by EEO, ethnicity and gender (3-year trend)

Notes:

The "" and "YYT" in the filenames denote the institution code as well as academic year and term. For example, the *02E_ind_YYT.slk edit report for the Fall 1999 employee file from MVSU would be called V02E_ind_005.slk.

* denotes institution code			
A	Alcorn State University	V	Mississippi Valley State University
D	Delta State University	U	University of Mississippi
J	Jackson State University	H	University of Mississippi Medical Center
M	Mississippi State University	S	University of Southern Mississippi
W	Mississippi University for Women	I	IHL System

Edit Overview

Employee File

Element Number	Report Element Description	Questionable (Warning) Values	Error Values	Comparisons with Other Terms & File
02-100	Institutional Identification	NA	Any value other than appropriate Board institution code	Routinely compared with the Instructional file Periodically compared with the Course file Comparisons with other terms primarily focus on changes in EEO categories
02-101	Reporting Term and Year	NA	Any value other than appropriate Reporting Term and Academic Year	
02-102	Data File ID	NA	Any value other than 02	
02-201	Employee ID Number	Employee IDs that are not found on the Instructional file	Null and alpha values; values other than 10-digit employee IDs	
02-301	Employee Name	NA	Null Values	
02-302	Employee Name Suffix	NA	NA	
02-303	Employee Gender	NA	Any value other than "M" or "F"	
02-304	Employee Date of Birth	Ages over 80 and less than 18	Any entry other than a valid employee birth date	
02-305	Employee Citizenship	NA	Any value other than "1" through "3"	
02-306	Employee Ethnic Group	Unusual changes in unidentified ('0') employees	Any value other than "0" through "5"	
02-307	Employee Job Status	NA	Any value other than "P" or "T" in column 1; "F" or "P" in column 2; and "0" through "2" in column 3	
02-308	Employee EEO Category	Unusual changes in EEO categories	Any value other than "1" through "8"	

02-309	Employee Current Employment Date	NA	Any entry other than a valid employment date	
02-310	Employee Contract Amount and Length	Amounts less than \$10,000 and greater than \$200,000	Null values; any value other than '00000000' for part-time employees	
02-202	Institutional Employee ID Number	NA	NA	

Notes:

The Board office occasionally struggles with balancing institutional autonomy with system consistency. The EEO category in this file represents one of these struggles as institutions can interpret EEO categories differently. Institutions are encouraged to routinely reconcile these EEO categories with their Human Resources office to help ensure their accuracy and consistency.

The Board also compares this file with the employee information reported to IPEDS. The Board's employee data and IPEDS employee data should be comparable since both now exclude ad hoc or casual employees.



Instructional File (03)

Office of Policy Research & Planning

<http://www.mississippi.edu/research/>

Office: 601-432-6742

Fax: 601-432-6117

File Overview

Instructional File

The Instructional file contains academic and other information on those employees who are on the institution's payroll and in an instructional role at the institution. While the definition of "faculty" varies, this file considers instructional employees (including librarians) who meet any one of the following criteria:

- all personnel in EEO category 2, Faculty (see report element 02-308 in Employee File);
- all other personnel with tenure or in tenure track positions;
- any personnel teaching and generating student credit hours (e.g., teaching assistants, etc.)

Employees who are on the institution's payroll and meet at least one of the preceding criteria should be included on the Instructional file. Instructional employees who are not paid by the institution should be excluded from the file (ROTC instructors, volunteer instructors, etc.). This file will be used to review and evaluate a variety of information related to instructional employees. This may include, but not be limited to, information related to tenure and academic ranks of faculty, contract amounts, faculty with terminal degree, etc.

Reporting Schedule

Instructional File

This Instructional file will be generated as of the last working day of the first full month of the fall term. **It will be due to the Board office on or before November 15th.**

The file should be FTPed to the Board-designated location and contain each element listed in this section according to the prescribed file layout. When this reporting deadline occurs during the weekend or on holidays, the file becomes due to the Board office on the last working day before the weekend or holiday.

This file is subject to the Delinquent and Preliminary Reporting Policies outlined in the *Data Dictionary* and *Data Reporting Calendar*.

Relevant Links

Instructional File

This individual file, the entire *Data Dictionary*, *Academic Program Inventory*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.mississippi.edu/research/admin.html>

The current listing of institutional FICE codes can be found at the following address in the Administrative documents section:

<http://www.mississippi.edu/research/admin.html>

This link is to Board policies on faculty tenure (Section 403):

<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf#page=63>

File Layout

Instructional File

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	03-100	Institutional ID	01-03
Identification	03-101	Reporting Term and Year	04-08
Identification	03-102	Data File ID	09-10
Instructional	03-201	Employee Identification Number	11-20
Instructional	03-301	Current Employment Date	21-28
Instructional	03-302	Tenure Status	29-29
Instructional	03-303	Tenure Date	30-35
Instructional	03-304	Discipline to Which Assigned	36-41
Instructional	03-305	Current Academic Rank	42-43
Instructional	03-306	Highest Degree Earned	44-47
Instructional	03-307	Field of Study for Highest Degree Earned	48-53
Instructional	03-308	Institution of Highest Degree	54-59
Instructional	03-309	Employee Title	60-119
Instructional	03-202	Institutional Employee ID	120-129

Record Length: 129 characters

Specific Instructions: One record is required for any person (including librarians) on the institution's payroll meeting at least one of these criteria:

- all personnel in EEO category 2, Faculty (see report element 2-209 in Employee File);
- all other personnel with tenure or in tenure track positions;
- any personnel teaching and generating student credit hours (e.g., teaching assistants, computer programmers, etc.).

Edits: All records should meet the coding criteria outlined in this section.

Revisions:

Revised June 2006 - file was collected for every academic term but was changed to only the Fall term because (1) the Board office was only using the fall data and (2) IPEDS only uses Fall employee data; element numbers were also changed

File Elements

Instructional File

REPORT ELEMENT NUMBER: 03-100

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Institutional ID Number

DEFINITION:

This field contains the three-digit code assigned by the Board as the Institutional Identification Number.

CODING INSTRUCTIONS:

Use the codes for reporting instructional employees according to their primary (more than 50 percent) location as provided below. Instructional employees working exactly 50 percent on the main campus and 50 percent at an off-campus location should be reported at the main campus.

- 101 Alcorn State University (Main Campus)
- 102 Alcorn State University (Natchez Center)
- 103 Alcorn State University (Vicksburg Center)
- 109 Alcorn State University (Other Locations)

- 201 Delta State University (Main Campus)
- 203 Delta State University (Greenville Center)
- 204 Delta State University (Clarksdale Center)
- 209 Delta State University (Other Locations)

- 301 Jackson State University (Main Campus)
- 302 Jackson State University (Jackson-Universities Center)
- 303 Jackson State University (Jackson-Medical Mall)
- 304 Jackson State University (Jackson-E Center)
- 309 Jackson State University (Other Locations)

- 401 Mississippi State University (Main Campus)
- 402 Mississippi State University (Jackson-Universities Center)
- 403 Mississippi State University (Meridian Center)
- 404 Mississippi State University (Vicksburg Engineering)
- 405 Mississippi State University (Jackson Engineering)
- 406 Mississippi State University (Stennis Center)
- 409 Mississippi State University (Other Locations)
- 411 Mississippi State University (Vicksburg Center)
- 421 Mississippi State University (College of Veterinary Medicine)
- 422 Mississippi State University (Forest Products Utilization Laboratory)
- 423 Mississippi State University (Forestry and Harvesting Training Center)
- 424 Mississippi State University (MAFES)
- 425 Mississippi State University (Mississippi Alcohol Safety Education Program)
- 426 Mississippi State University (MCES)
- 427 Mississippi State University (Mississippi State Chemical Laboratory)

- 501 Mississippi University for Women (Main Campus)
- 503 Mississippi University for Women (Tupelo Center)

- 509 Mississippi University for Women (Other Locations)

- 601 Mississippi Valley State University (Main Campus)
- 603 Mississippi Valley State University (Greenville Center)
- 604 Mississippi Valley State University (Greenwood Center)
- 609 Mississippi Valley State University (Other Locations)

- 701 University of Mississippi (Main Campus)
- 702 University of Mississippi (Jackson-Universities Center)
- 703 University of Mississippi (Tupelo Center)
- 704 University of Mississippi (Yellow Creek)
- 705 University of Mississippi (Jackson Engineering)
- 709 University of Mississippi (Other Locations)
- 711 University of Mississippi (Booneville)
- 712 University of Mississippi (Southaven Center)
- 714 University of Mississippi (Grenada)
- 721 University of Mississippi (Law Research Institute)
- 722 University of Mississippi (Mississippi Mineral Resources Institute)
- 723 University of Mississippi (Research Institute of Pharmaceutical Sciences)
- 724 University of Mississippi (Small Business Development Center)
- 725 University of Mississippi (State Court Education Program)
- 726 University of Mississippi (Super Computer)

- 751 University of Mississippi (Medical Center)

- 801 University of Southern Mississippi (Main Campus)
- 802 University of Southern Mississippi (Gulf Park)
- 803 University of Southern Mississippi (Jackson-Universities Center)
- 804 University of Southern Mississippi (Natchez Center)
- 805 University of Southern Mississippi (Meridian Center)
- 806 University of Southern Mississippi (Stennis Center)
- 809 University of Southern Mississippi (Other Locations)
- 811 University of Southern Mississippi (Jackson County)
- 821 University of Southern Mississippi (Polymer Science Research Institute)
- 831 Gulf Coast Research Laboratory

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 04/01/91

Revised 02/01/95

Revised 06/20/97

Revised 06/01/2006 - off-campus codes were added for ASU (103), DSU (204) and JSU (302,304)

REPORT ELEMENT NUMBER: 03-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester/quarter and academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

Column 1:

5 = Fall Term

Since the Instructional file is only collected in the Fall, the term will always be '5' for this particular file.

Columns 2-5:

The academic year. The last year of an academic year is the reporting year (e.g., use "2001" for all reporting semesters in the 2000-01 academic year).

EDIT:

All spaces contain numeric characters. In the first space, any entry other than a 5 will generate an error. In the second through fifth spaces, any entry other than the appropriate academic year will generate an error.

SPACES NEEDED: 5

DATE ISSUED:

04/01/84

Revised 03/10/2006 - element did list all academic terms but now lists five (5) for the term since the file is only collected in the fall

REPORT ELEMENT NUMBER: 03-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data File Identification

DEFINITION:

This is a Board-assigned number which identifies the different data files forwarded by the institutions in machine-readable form.

CODING INSTRUCTIONS:

Use the codes provided below to identify data files:

03 = Instructional File

EDIT:

For the instructional file, any entry other than 03 will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

02/01/82

Revised 08/15/89

Revised 10/31/92

Revised 05/11/00

Revised 03/10/2006 - element did list all the file codes but now only lists 03 for the Instructional file

REPORT ELEMENT NUMBER: 03-201

REPORT ELEMENT TYPE: Instructional

REPORT ELEMENT TITLE: Employee Identification Number

DEFINITION:

This field contains a unique ten-digit number assigned to an individual for purposes of identification. The employee's Social Security Number (SSN) should be used in all cases except where that number is not available. In those extenuating cases a temporary identification number may be used until a SSN is obtained.

CODING INSTRUCTIONS:

If the SSN is used for this field, code a "0" in column 1; if a temporary number other than the SSN is assigned by the university, code a "1" in column 1. The remaining nine digits contain the employee's ID number, omitting any dashes.

Over the years that this number is used to identify the employee, it should remain constant (except when a temporary number is replaced by an SSN assigned by the Social Security System).

EDIT:

Any entry other than ten numeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 03-301

REPORT ELEMENT TYPE: Instructional

REPORT ELEMENT TITLE: Current Employment Date

DEFINITION:

The calendar date indicating the beginning of the employee's current *continuous* employment by this institution.

CODING INSTRUCTIONS:

Use the following eight-digit numeric code scheme:

MMDDYYYY

For example, John works at JSU from July 1, 1985 until December 1, 2003. He has three years of interrupted employment and returns to work at JSU on March 1, 2006. His current employment date should read '03012006'.

For example, employment becomes effective on January 15, 2001.

Code : "01152001."

EDIT:

Any code other than eight numeric valid date characters will generate an error.

SPACES NEEDED: 8

DATE ISSUED:

02/01/82

Revised 05/11/00

REPORT ELEMENT NUMBER: 03-302

REPORT ELEMENT TYPE: Instructional

REPORT ELEMENT TITLE: Tenure Status

DEFINITION:

This field reflects the current tenure status of the employee.

This link is to Board policies on faculty tenure (Section 403):

<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf#page=63>

CODING INSTRUCTIONS:

Enter the tenure status of the employee using the following codes:

T = Tenured

E = Not Tenured, Expecting Tenure (in tenure track position)

N = Not Tenured, Not Expecting nor Eligible for Tenure (not in tenure track position)

EDIT:

Any entry other than those listed above will generate an error.

Additionally, tenured employees should appear in Board minutes. Employees receiving tenure within the last few years may be randomly checked and reconciled with Board minutes.

SPACES NEEDED: 1

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 03-303

REPORT ELEMENT TYPE: Instructional

REPORT ELEMENT TITLE: Tenure Date

DEFINITION:

This field reports the date (month and year) on which tenure is effective for this employee.

CODING INSTRUCTIONS:

Enter the effective date of tenure. *If a specific date was given in the notification statement*, enter that date. For example, if someone was tenured effective August, 1999, then report "081999" in this field.

If no specific date was given in the notification statement, enter the beginning date of his or her contract. For example, if a person was notified in January, 1999, of the 1998-99 academic year that she/he would receive tenure effective with the 1999-00 year, enter the beginning date of his or her 1999-00 contract.

For anyone not tenured, enter zeros into the field.

Use the following six-digit numeric code scheme: MMYYYY

EDIT:

Any entry other than six numeric valid date characters or six zeros will generate an error. Absence of valid date entry for anyone tenured ("T" for Data Element 03-302) will generate an error.

Additionally, tenured employees should appear in Board minutes. Employees receiving tenure within the last few years may be randomly checked and reconciled with Board minutes.

SPACES NEEDED: 6

DATE ISSUED:

02/01/82

Revised 08/01/87

Revised 05/08/00

REPORT ELEMENT NUMBER: 03-304

REPORT ELEMENT TYPE: Instructional

REPORT ELEMENT TITLE: Discipline to Which Assigned

DEFINITION:

This data field identifies the primary academic discipline to which the employee is assigned. Here is the order, or criteria, for choosing academic disciplines:

(1) Initially review the current course load for the instructional employee and enter the academic discipline in which the instructional employee teaches most of his or her courses. If the employee teaches 18 hours and 12 are in economics, choose the appropriate economic discipline.

(2) Secondly, if academic discipline cannot be determined by teaching load, choose the academic department from which the instructional employee is paid in the budget. For departments with several disciplines identified, use the CIP code for the first discipline (e.g., Economics in the case of Department of Economics and Finance). With very general names (e.g., Department of Social Science) use the appropriate CIP code even if with only two-digit precision (45-Social Sciences and History) or four-digit precision. (4501-Social Sciences, General).

(3) Thirdly, in some cases there may be an instructional employee who does not teach courses and is not paid from a particular budget area, possibly working on a research grant. In that case choose the academic discipline that most closely resembles the employee's highest degree earned. This makes a reasonable assumption that research employees work within their area of education.

CODING INSTRUCTIONS:

Enter the appropriate six-digit code from the NCES publication, A Classification of Instructional Programs in this field. Omit any periods.

A full listing of these CIP codes can be found at the following address (see Appendices for direct link):

<http://www.mississippi.edu/research/admin.html>.

EDIT:

Any entry other than valid two, four or six numeric characters or six blanks will generate an error. Absence of an entry for anyone considered "faculty" ("2" for Data Element 02-308) will generate an error.

SPACES NEEDED: 6

DATE ISSUED:

02/01/82

Revised 08/01/87

Revised 03/10/2006 - revised to include more detailed steps or criteria to choose appropriate discipline

REPORT ELEMENT NUMBER: 03-305

REPORT ELEMENT TYPE: Instructional

REPORT ELEMENT TITLE: Current Academic Rank

DEFINITION:

This field shows the institutionally-defined status of a member of an academic department in relation to other staff members of the same educational institution.

CODING INSTRUCTIONS:

For those employees who do not have academic rank, code "00." Otherwise, indicate the employee's current academic rank using the following codes:

Column 1

- 0 = Other than below
- 1 = Adjunct
- 2 = Research
- 3 = Visiting
- 4 = Clinical
- 5 = Visiting Clinical
- 6 = Visiting Research
- 7 = Extension
- 8 = Visiting Extension

Column 2

- 0 = Other than below
- 1 = Professor
- 2 = Associate Professor
- 3 = Assistant Professor
- 4 = Instructor
- 5 = Lecturer
- 6 = Graduate Teaching Assistant (instructor of record)
- 7 = Graduate Assistant (other)
- 8 = Other Academic Rank
- 9 = Associate

If, for example, an employee is considered a visiting clinical assistant professor, he would be coded as "53." A full professor would be coded as "01."

EDIT:

Any entry other than two numeric characters will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

04/01/84

Revised 07/01/88

Revised 02/05/2007 - added codes 7 and 8 in column 1 to identify extension faculty

REPORT ELEMENT NUMBER: 03-306

REPORT ELEMENT TYPE: Instructional

REPORT ELEMENT TITLE: Highest Degree Earned

DEFINITION:

This field should reflect the highest earned degree held by an instructional employee. This field should not include honorary degrees or degrees-in-progress.

It should be noted that this element is used for determining percentages of faculty with terminal degrees. In some instances the MFA, MSW, and MLS degrees may be considered to be terminal. These master's degrees are to be coded with other master's degrees using the '4' code. Under no circumstances are they to be coded as doctoral degrees.

CODING INSTRUCTIONS:

In the first space of this field, report the degree classification according to the codes listed below. Code the three-character abbreviation of the employee's highest degree earned in the last three spaces of this field:

- 1 = Doctoral Degree (e.g., PHD, EDD, DBA, THD, LLD, etc.)
- 2 = First Professional (e.g., MD, DDS, JD, LLB, DVM, etc.)
- 3 = Specialist (e.g., EDS)
- 4 = Master's Degree (includes all Master's degrees, e.g., LLM, MFA, MPH, MBA, MSW, etc.)
- 5 = Bachelor's Degree (includes all Bachelor's degrees except for LLB, Bachelor of Laws, which is listed under "2")
- 6 = Associate Degree or Certificate Degree
- 7 = No earned degree.

For example, an employee whose highest degree is a Ph.D. would be coded "1PHD."

EDIT:

This field should contain 1 through 7 in the first column and the appropriate degree abbreviation in the second through fourth columns. If the code is 7, no alphabetic degree entry is required.

Degree numbers reported in the first column should match the degree reported in the subsequent columns. MSW degrees should have a 4 in the first column to denote a master's degree.

SPACES NEEDED: 4

DATE ISSUED:

04/01/84

REPORT ELEMENT NUMBER: 03-307

REPORT ELEMENT TYPE: Instructional

REPORT ELEMENT TITLE: Field of Study for Highest Degree Earned

DEFINITION:

This field contains the major field of study for the highest degree earned as reported in Data Element 03-306, "Highest Degree Earned". This academic discipline should be reported according to the Classification of Instructional Programs number that most closely represents the major field of study.

CODING INSTRUCTIONS:

Enter the appropriate six-digit code from the NCES publication, A Classification of Instructional Programs in this field. Omit any periods.

A full listing of these CIP codes can be found at the following address (see Appendices for direct link):

<http://www.mississippi.edu/research/admin.html>

EDIT:

If Data Element 2-306 contains a six or less in column one of the field, then this field must contain some alpha characters. Some blanks may be embedded in this field.

SPACES NEEDED: 6

DATE ISSUED:

02/01/82

Revised 03/10/2006 - this element did include the institution's description of the major field of study for the highest degree earned, which made consistency across the institutions difficult; this revised element refers to the 6-digit CIP code which should ensure more consistency across the system

REPORT ELEMENT NUMBER: 03-308

REPORT ELEMENT TYPE: Instructional

REPORT ELEMENT TITLE: Institution of Highest Degree

DEFINITION:

This field shows the FICE code for the institution awarding the highest degree. It should correspond with the degree reported in Data Element 03-306, "Highest Degree Earned".

CODING INSTRUCTIONS:

Record the institution's six-digit FICE code as listed in the Higher Education Directory. Foreign universities should be coded as '999999'. Use six zeros, '000000', for persons without degrees.

The current listing of institutional FICE codes can be found at the following address in the Administrative documents section (see Appendices for direct link):

<http://www.mississippi.edu/research/admin.html>

EDIT:

Any entry other than six numeric characters will generate an error.

SPACES NEEDED: 6

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 03-309

REPORT ELEMENT TYPE: Instructional

REPORT ELEMENT TITLE: Employee Title

DEFINITION:

This field contains the institutionally assigned title for this employee. Here are some examples:

Professor or Economics and Finance
Adjunct Instructor of Mathematics
John Endowed Chair of Educational Leadership

CODING INSTRUCTIONS:

Left justify.

EDIT:

Absence of a job title for any employee will generate an error.

SPACES NEEDED: 60

DATE ISSUED:

11/01/85

REPORT ELEMENT NUMBER: 03-202

REPORT ELEMENT TYPE: Instructional

REPORT ELEMENT TITLE: Institutional Employee ID Number

DEFINITION:

This field contains a unique identifying number assigned to an employee by the reporting institution. This number is used internally by the institution and should remain constant throughout the employee's tenure. Due to the Board's dependence on Social Security Number, this number is not to be used as, or as a substitute for, the Employee Identification Number (element 02-201).

This element is required for institutions using these identification numbers internally. Institutions without internal identification numbers can enter ten zeros (0000000000).

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character in this field that matches the identification number internal to the institution. Enter ten zeros (0000000000) if your institution does not have internal institutional ID numbers.

EDIT:

Any entry other than ten alphanumeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

03/10/2006

Edit and Report Files

Instructional File

Filename	Description
----------	-------------

Edits	
*03E_sum_YYT.slk	summary of Instructional edits
*03E_ind_YYT.slk	listing of individual Instructional edits

Reports	
*03R_deg_YYT.slk	Instructional employees by highest degree (3-year trend)
*03R_cip_YYT.slk	Instructional employees by 2-digit CIP category (3-year trend)
*03R_rk1_YYT.slk	Instructional employees by academic rank (3-year trend)
*03R_rk2_YYT.slk	Instructional employees by academic rank (3-year trend)

Notes:

The "" and "YY" in the filenames denote the institution code and academic year. For example, the *03E_sum_YYT.slk edit report for the Fall 2000 Instructional file from MVSU would be called V03E_sum_015.slk.

* denotes institution code			
A	Alcorn State University	V	Mississippi Valley State University
D	Delta State University	U	University of Mississippi
J	Jackson State University	H	University of Mississippi Medical Center
M	Mississippi State University	S	University of Southern Mississippi
W	Mississippi University for Women	I	IHL System

Edit Overview

Instructional File

Element Number	Element Description	Questionable (Warning) Values	Error Values	Comparisons with Other Terms & File
03-100	Institutional ID	NA	Any value other than appropriate Board institution code	Routinely compared with the Employee file Periodically compared with the Course file Comparisons with other terms primarily focus on changes in tenure status, academic rank, and highest degree earned
03-101	Reporting Term and Year	NA	Any value other than appropriate Reporting Term and Academic Year	
03-102	Data File Identification	NA	Any value other than 03	
03-201	Employee ID Number	Instructional IDs not found on the Employee file	Null and alpha values; values other than 10-digit employee IDs	
03-301	Current Employment Date	NA	Any entry other than valid current employment date	
03-302	Tenure Status	NA	Any value other than "T", "E" or "N"	
03-303	Tenure Date	NA	Any entry other than valid tenure date; all records coded as "T" in 03-302 should have a valid tenure date	
03-304	Discipline to Which Assigned	NA	Null and alpha values; values other than valid CIP number	
03-305	Current Academic Rank	NA	Any entry other than "0" through "8" in column 1; any entry other than "0" through "9" in column 2	
03-306	Highest Degree Earned	NA	Any entry other than "1" through "7" in column 1; any entry other than valid degree in columns 2 through 4; degree numbers must match reported degrees	
03-307	Field of Study Highest Degree Earned	Mis-matches between highest field of study and discipline to which assigned	Null or blank values	
03-308	Institution of Highest Degree	NA	Any entry other than valid FICE institution code	

03-309	Employee Title	NA	Null or blank value	
03-202	Institutional Employee ID	NA	NA	



Student File (04)

Office of Policy Research & Planning
<http://www.mississippi.edu/research/>
Office: 601-432-6742 Fax: 601-432-6117

File Overview

Student File

This file includes information on all students enrolled at an institution who are taking academic courses while paying, or making financial arrangements to pay (including loans, scholarships, etc.), for the courses. This file is used to produce enrollment reports and publications, conduct academic program reviews, monitor student diversity, and provide numerous other studies for the Board, Legislature, media, and general public.

Reporting Schedule

Student File

This file is to be generated within the census window of each term. For terms lasting 13 or more weeks (Fall and Spring), the census window is between the 10th and 15th class days. For summer and other terms shorter than 13 weeks, the census window is immediately following the official 'drop without penalty' date for each individual term. These student enrollment files will be due to the Board office according to the following schedule:

September 1st - Combined Summer Term

October 1st - Fall Term

March 1st - Spring Term

The file should be securely encrypted and FTPed to a Board-designated location using Board-approved encryption software and should contain each element listed in this section according to the prescribed file layout. When this reporting deadline occurs during the weekend or on holidays, the file becomes due to the Board office on the last working day before the weekend or holiday.

This file is subject to the Delinquent and Preliminary Reporting Policies outlined in the *Data Dictionary* and *Data Reporting Calendar*.

Relevant Links

Student File

This individual file, the entire *Data Dictionary*, *Academic Program Inventory*, *Data Reporting Calendar* and other publications, can be found at the Office of Policy Research and Planning's website.

Supplemental information related to the student file such as ACT high school codes, institutional FICE codes, IHL resident codes, and other information can also be found the office address:

<http://www.mississippi.edu/research/admin.html>

Board-Approved Admission Policies (Section 600):

<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf>

File Layout**Student File**

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	04-100	Institutional ID Number	01-03
Identification	04-101	Reporting Term and Year	04-08
Identification	04-102	Data File ID Number	09-10
Student	04-201	Student ID Number	11-19
Student	04-301	Gender	20-20
Student	04-302	Citizenship	21-21
Student	04-303	Ethnicity	22-22
Student	04-304	Date of Birth	23-30
Student	04-305	County/State/Country of Residence	31-33
Student	04-306	Current Registration	34-35
Student	04-307	Student Residency for Fee Purposes	36-36
Student	04-308	Degree Program Objective	37-46
Student	04-309	Academic Level	47-48
Student	04-310	Original Admission Code	49-54
Student	04-311	Traditional Current Semester Hours Attempted (Enrolled)	55-57
Student	04-312	Electronic Current Semester Hours Attempted (Enrolled)	58-60
Student	04-313	Total Current Semester Hours Attempted (Enrolled)	61-63
Blank Columns			64-66
Student	04-314	Institutional Cumulative Semester Credit Hours Earned	67-70
Student	04-315	Institutional Cumulative Semester Credit Hours Graded	71-74
Student	04-316	Institutional Cumulative Grade Point Average	75-78
Student	04-317	Transfer Community College Code	79-84

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Student	04-318	Transfer Semester Credit Hours Earned	85-88
Student	04-319	Transfer Cumulative Grade Point Average	89-92
Student	04-320	Additional Degree Program Objective	93-102
Blank Column			103-105
Student	04-321	Enhanced ACT	106-115
Student	04-322	ACT High School Code	116-121
Student	04-323	High School Grade Point Average	122-125
Student	04-202	Institutional Student ID Number	126-135

Record length: 135 characters.

Specific Instructions: There should be one record per campus location for each student enrolled in the reporting term.

Edits: Cumulative Semester Credit Hours Earned per student are compared to the student's academic level to assure that there is a correlation between the two. Institutions are encouraged to report an ACT score or a converted SAT score for all first-time freshmen under the age of 21; however, the reporting of the score is required if it is a criteria for admission. Reported degree program objectives must match the Academic Program Inventory.

Revised 9/4/94,
 Revised 5/23/96,
 Revised 6/18/96,
 Revised 05/00

REPORT ELEMENT NUMBER: 04-100

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Institutional ID Number

DEFINITION:

This field contains the three-digit code assigned by the Board as the Institutional Identification Number.

CODING INSTRUCTIONS:

Use the following codes for reporting each student's enrollment according to his or her location. Students enrolled on multiple campuses will have multiple records on the file—one record for each campus.

In some instances the institutional location may be difficult to determine for students enrolled in non-traditional courses. Here are some guidelines for reporting campus locations for those courses:

- | | |
|--------------------------------|---|
| Internships | Students enrolled in internship courses are to be coded at the campus location of the instructor. |
| Study Abroad | Students enrolled in study abroad courses are to be coded at the main campus. Study abroad courses include courses offered out-of-state as well as out-of-country. Study abroad courses with out-of-country instructors should be coded at the main campus. |
| Dual Credit | High school students dually enrolled in college courses are to be coded at the location of the class. High school students taking courses at the university should be coded at the university campus. High school students taking courses at the high school should be coded at the high school location. |
| Online/Web | Students enrolled in online or web-based courses should be coded at the main campus unless there is reasonable justification for an online student to be coded at an off-campus location. This justification includes location of the instructor or some physical attendance requirement. |
| Interactive Video (IVN) | Students enrolled in interactive video courses should be coded at the appropriate meeting location of the class. |

101 Alcorn State University (Main Campus)
 102 Alcorn State University (Natchez Center)
 103 Alcorn State University (Vicksburg Center)
 109 Alcorn State University (Other Locations)

201 Delta State University (Main Campus)
 203 Delta State University (Greenville Center)
 204 Delta State University (Clarksdale Center)
 209 Delta State University (Other Locations)

301 Jackson State University (Main Campus)
 302 Jackson State University (Jackson-Universities Center)
 303 Jackson State University (Jackson-Medical Mall)
 304 Jackson State University (Jackson-E Center)
 309 Jackson State University (Other Locations)

401 Mississippi State University (Main Campus)
 402 Mississippi State University (Jackson-Universities Center)
 403 Mississippi State University (Meridian Center)
 404 Mississippi State University (Vicksburg Engineering)
 405 Mississippi State University (Jackson Engineering)
 406 Mississippi State University (Stennis Center)
 409 Mississippi State University (Other Locations)
 411 Mississippi State University (Vicksburg Center)
 421 Mississippi State University (College of Veterinary Medicine)
 422 Mississippi State University (Forest Products Utilization Laboratory)
 423 Mississippi State University (Forestry and Harvesting Training Center)
 424 Mississippi State University (MAFES)
 425 Mississippi State University (Mississippi Alcohol Safety Education Program)
 426 Mississippi State University (MCES)
 427 Mississippi State University (Mississippi State Chemical Laboratory)

501 Mississippi University for Women (Main Campus)
 503 Mississippi University for Women (Tupelo Center)
 509 Mississippi University for Women (Other Locations)

601 Mississippi Valley State University (Main Campus)
 603 Mississippi Valley State University (Greenville Center)
 604 Mississippi Valley State University (Greenwood Center)
 609 Mississippi Valley State University (Other Locations)

701 University of Mississippi (Main Campus)
 702 University of Mississippi (Jackson-Universities Center)
 703 University of Mississippi (Tupelo Center)
 704 University of Mississippi (Yellow Creek)
 705 University of Mississippi (Jackson Engineering)
 709 University of Mississippi (Other Locations)
 711 University of Mississippi (Booneville)
 712 University of Mississippi (Southaven Center)
 714 University of Mississippi (Grenada)
 721 University of Mississippi (Law Research Institute)
 722 University of Mississippi (Mississippi Mineral Resources Institute)
 723 University of Mississippi (Research Institute of Pharmaceutical Sciences)
 724 University of Mississippi (Small Business Development Center)
 725 University of Mississippi (State Court Education Program)

- 726 University of Mississippi (Super Computer)
- 751 University of Mississippi (Medical Center)

- 801 University of Southern Mississippi (Main Campus)
- 802 University of Southern Mississippi (Gulf Park)
- 803 University of Southern Mississippi (Jackson-Universities Center)
- 804 University of Southern Mississippi (Natchez Center)
- 805 University of Southern Mississippi (Meridian Center)
- 806 University of Southern Mississippi (Stennis Center)
- 809 University of Southern Mississippi (Other Locations)
- 811 University of Southern Mississippi (Jackson County)
- 821 University of Southern Mississippi (Polymer Science Research Institute)
- 831 Gulf Coast Research Laboratory

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84; Revised 04/01/91; Revised 02/01/95; Revised 06/20/97

Revised 06/2006 - off-campus codes were added for ASU (103), DSU (204), JSU (302,304) and UM (714); 901 Gulf Coast Research Lab was renamed to 831 Gulf Coast Research Lab

Revised 10/2008 - instructions were added for the location coding of online students

REPORT ELEMENT NUMBER: 04-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester/quarter and academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

Column 1:

- 4 = Summer Combined Term
- 5 = Fall Term / Fall Quarter*
- 6 = Spring Term / Spring Quarter*
- 7 = Winter Quarter*

* UMMC only

The combined summer term should include unduplicated student enrollment from all summer terms (May Intersession, First Summer, Second Summer, Full Summer, August Intersession).

The Fall term should include any student *who is enrolled* as of the Fall term census date. This may include students currently enrolled in courses that start just before the official start date of the Fall term. *It should not include students who may have enrolled in courses that end prior to the start of the Fall term, and do not later enroll in the fall term.*

The Spring term should include any student *who is enrolled* as of the Winter/Spring term. This may include students currently enrolled in courses that start just before the official start date of the Spring term. *It may include students who were enrolled in courses during the Winter intersession or equivalent term that starts late in the fall or early in the spring.*

Columns 2-5:

The academic year in which the credit hours were produced. The last year of an academic year is the reporting year (e.g., use "2001" for all reporting semesters in the 2000-01 academic year). The Summer 2000 term would have 42001 for the academic term and year.

EDIT:

All columns contain numeric characters. In the first column, any value other than those above will generate an error. In the second through fifth columns, any entry other than the academic year will generate an error.

SPACES NEEDED: 5

DATE ISSUED:

04/01/84

Revised 10/2008 to provide more instruction on term coding

REPORT ELEMENT NUMBER: 04-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data File ID Number

DEFINITION:

This is a Board-assigned number which identifies the different data files forwarded by the institutions in machine-readable form.

CODING INSTRUCTIONS:

Use the codes provided below to identify data files:

04 = Student File

EDIT:

For the Student file, any entry other than 04 will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

02/01/82; Revised 08/15/89; Revised 10/31/92; Revised 05/11/00
Revised 06/01/06 - element did list all file codes but now lists only 04 for the Student file

REPORT ELEMENT NUMBER: 04-201

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Student ID Number

DEFINITION:

This field contains a unique nine-digit number assigned to a student for purposes of identification. Social Security number is to be used except for limited cases of foreign students and others for whom this number is not available. If a number other than Social Security number is used to identify a student, it will be the responsibility of the institution to insure that the number is unique within the institution and that the same number is assigned to the student each term the student is enrolled.

CODING INSTRUCTIONS:

Enter a nine-digit number in this field, omitting any dashes.

EDIT:

Any entry other than nine numeric characters will generate an error.

SPACES NEEDED: 9

DATE ISSUED:

04/01/84

REPORT ELEMENT NUMBER: 04-301

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Gender

DEFINITION:

This field identifies the gender of the student based on the following priorities:

- First -- categorizes self as belonging to
- Second -- regarded in the community as belonging to
- Last -- appears as belonging to

Institutions should make every effort to collect demographic information on each enrolled student. This information may be obtained from the student application, ACT tapes, financial aid applications, and other sources.

CODING INSTRUCTIONS:

Report the gender of each student using following codes:

F = Female

M = Male

EDIT:

Any character other than an "F" or "M" will generate an error, as will blanks.

SPACES NEEDED: 1

DATE ISSUED/REVISED:

02/01/82

REPORT ELEMENT NUMBER: 04-302

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Citizenship

DEFINITION:

This field reports the citizenship or visa status of a student, according to the following definitions:

United States Citizen	--	Citizen of U.S. by birth or naturalization
Resident Alien	--	Permanent lawful resident of the U.S. but not a U.S. citizen
Non-Resident Alien	--	Person who is not a citizen of the U. S. and who is in this country on a temporary basis--does not have a right to remain indefinitely.

CODING INSTRUCTIONS:

Report the citizenship of each student using the following codes:

1 = United States Citizen

2 = Resident Alien

3 = Non-Resident Alien

EDIT:

Any entry other than 1, 2 or 3 will generate an error.

SPACES NEEDED: 1

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 04-303

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Ethnicity

DEFINITION:

This field denotes a student's ethnic origin by broad ethnic group. The race/ethnic group of the individual is based on the following priorities:

- First -- categorizes self as belonging to
- Second -- regarded in the community as belonging to
- Last -- appears as belonging to

Institutions should make every effort to collect demographic information on each enrolled student. This information may be obtained from the student application, ACT tapes, financial aid applications, and other sources.

These ethnic groups correspond to the IPEDS ethnic categories. However, IHL enrollment may not identically match IPEDS enrollment because IHL enrollment figures include all ethnicities whereas IPEDS enrollment figures make separate distinctions for non-resident alien students.

CODING INSTRUCTIONS:

Designate the student's appropriate racial category using the following numeric codes:

- 0 = Not Identified or Unknown
- 1 = White (and not of Hispanic origin)--A person having origins in any of the original peoples of Europe, North America, or the Middle East.
- 2 = Black (and not of Hispanic origin)--A person having origins in any of the black racial groups of Africa.
- 3 = Hispanic--A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultural origin, regardless of race.
- 4 = Asian (and not of Hispanic origin)--A person having origins in the Far East, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 5 = American Indian or Alaskan Native (and not of Hispanic origin)--A person having origins in any of the original peoples of North and South America, and who maintains cultural identification through tribal affiliation or community recognition.
- 6 = Native Hawaiian or Pacific Islander (and not of Hispanic origin)--A person having origins in any of the Pacific Islands, including Hawaii, Guam, Samoa or other Pacific Islands.
- 7 = Multiracial--A person having origins in any two or more of the preceding ethnic categories.

Notes: If a person chooses Hispanic and any other ethnicity, they are to be coded as Hispanic. Prior to Spring 2009, code 4 included students of Asian and Pacific Islander ethnicity. Code 4 was divided into codes 4 and 6 to accommodate changes in IPEDS reporting. Codes 6 & 7 are optional until Summer 2010.

EDIT:

Any value other than "0" through "7," as noted above, will generate an error.

SPACES NEEDED: 1

DATE ISSUED:

04/01/84 ; 08/01/87; Revised 05/11/00
Revised 05/2008 to match IPEDS

REPORT ELEMENT NUMBER: 04-304

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Date of Birth

DEFINITION:

This field shows the calendar date of birth.

Institutions should make every effort to collect demographic information on each enrolled student. This information may be obtained from the student application, ACT tapes, financial aid applications, and other sources.

CODING INSTRUCTIONS:

Enter the student date of birth utilizing the following format: MMDDYYYY. If, for example, a student was born on September 21, 2004, then enter "09212004."

EDIT:

Any entry other than eight numeric valid date characters will generate an error. Corresponding ages less than 15 and greater than 80 will generate a warning.

SPACES NEEDED: 8

DATE ISSUED:

02/01/82

Revised 05/11/00

REPORT ELEMENT NUMBER: 04-305

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: County/State/Country of Residence

DEFINITION:

This element reports the student's legal residence at the time of registration for the reporting term. This will generally correspond to the resident/non-resident fee status (04-302), although exceptions may occur.

CODING INSTRUCTIONS:

Use the codes in Appendix A which can be found at the following address:

<http://www.mississippi.edu/research/admin.html>

If the student is a U. S. citizen and a resident of Mississippi, report the county of residence (code beginning with 0).

If the student is a U. S. citizen and a non-resident of Mississippi, report the state of residence-(code beginning with 1).

If the student is a non-citizen on a resident alien status or other non-student visa, follow the same instructions as above.

If the student is a non-citizen on a student visa or similar permit, report the country of residence (code beginning with 2 or above).

EDIT:

This field must contain three digits. Also, the code used must be one of the Board-approved codes from Appendix A.

SPACES NEEDED: 3

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 04-306

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Current Registration

DEFINITION:

This field indicates the student's registration type for the current registration period, utilizing the following definitions:

01 = First-time Freshman--(1) A student who has never attended a college or university; or (2) a student who has previously attended any college or university for the first time in the prior summer term; or (3) a recent high school graduate who graduated in May and enrolled the following Fall term (regardless of summer enrollment); or (4) a student who successfully completed the twelve hour Summer Developmental Program regardless of the institution attended; or (5) a student with advanced standing (AP, CLEP or college credits earned before high school graduation).

As a general rule, recent high school graduates who enroll in the fall term after graduation should be counted as first-time freshmen, regardless of their academic activity between graduation and their fall enrollment.

Students who skip the fall term and enter in the spring are still considered to be first-time freshmen if they have not attended another postsecondary institution. However, students who skip the fall and enroll in the spring with any prior coursework after high school are considered to be first-time transfers.

Note: Starting with the Summer 2009 term, the 12-hour requirement for first-time freshmen has been omitted in order to meet IPEDS criteria. Prior to that time first-time entering freshmen could not have more than 12 hours.

Unusual Examples of First-time Freshman:

A student completes the 9-week Summer Developmental Program at DSU and enrolls at JSU the following fall term. The student would be a first-time freshman at JSU. All Summer Developmental Program students are to be coded as first-time freshmen regardless of institution attended.

A student graduates from Biloxi high school in May, earns 6 AP hours, takes 12 credit hours at Gulf Coast Community College the following summer, and enrolls at USM-Gulf Coast the following fall. The student would be a first-time freshman at USM.

A student graduates from Biloxi high school in May, takes 9 credit hours at Gulf Coast Community College the following summer, and enrolls at USM-Gulf Coast the following spring term (he or she skips the fall term to work). *The student would be a first-time transfer at USM.*

A student graduates from Tupelo high school in May, earns 15 AP hours, takes 15 credit hours at Northwest Community College the following summer, and enrolls at UM the following fall. The student would be a first-time freshman at UM (but have a sophomore academic level)

- 02 = Returning Undergraduate Student--An undergraduate student who was registered at this institution during the preceding regular term (e.g. Fall or Spring) and would not be classed as a first-time freshman (See above).
- 03 = Readmitted Student--An undergraduate student who previously attended this institution but did not attend this institution during the previous regular term (e.g., Fall or Spring).
- 04 = First-Time Transfer Student --An undergraduate student entering the reporting institution for the first time who previously attended another postsecondary institution---exceptions include the first-time freshmen criteria outlined above. *These students may or may not have transfer credit hours.*

Note: Starting with the Summer 2009 semester, the 12-hour requirement for first-time transfers has been omitted in order to meet IPEDS criteria. Prior to that time first-time transfers were required to have at least 12 hours from another institution.

Unusual Examples of First-time Transfers:

A student attends Gulf Coast Community College as an entering freshman during the fall term and enrolls in 12 hours, but he or she is unable to complete the semester because of a medical hardship. When the student enrolls at USM the following spring term, he or she is a first-time transfer student despite having no transferable hours (previously attended institution).

A student graduates from Biloxi high school in May, takes 9 credit hours at Gulf Coast Community College the following summer, and enrolls at USM-Gulf Coast the following spring term (he or she skips the fall term to work). *The student would be a first-time transfer at USM.*

- 05 = Returning or Transfer Graduate Student--A student who is enrolled for credit for work creditable toward a graduate degree, i.e., master's, specialist, or doctorate, and was previously registered as a graduate student at the reporting institution or another institution.
- 06 = First-Professional Student--A student who is enrolled for work creditable toward a first professional degree (law, dentistry, medicine).
- 07 = Transient Student--A student who is regularly enrolled and in good standing at an institution other than the reporting institution and is taking a course or courses at the reporting institution which he/she intends to transfer to his/her regular institution. These students are generally non-degree students, but they are enrolled at another postsecondary institution and plan to transfer their completed course work to that institution.
- 08 = High School Student Taking College Courses--A student who is still in high school but has special permission to take a college level course. *High school students dually taking college courses should be coded here regardless of other applicable coding or circumstances.*
- 09 = Non-Formula Students 21 and Over--A student who is currently registered under provisions of original admission code of 6 on data element 04-310.
- 10 = First-time Graduate Student--A new graduate student. One who has not been registered previously as a graduate student.

- 11 = Other--A student who is not classified in any one of the other categories. This may include non-degree students who do not have an academic degree taking courses such as walking, fitness, etc.
- 12 = Summer Developmental Program Participant - A student enrolled in the Summer Developmental Program. Valid in summer term only. The number of summer program students reported in the summer file should match the number of students reported in summer program spreadsheets.
- 13 = Returning Post Baccalaureate - A student who has already earned his or her baccalaureate degree (from any institution) and is taking additional undergraduate or graduate courses to continue his or her education. This is typically a non-degree student who is not enrolled in an academic program. This may include faculty and staff taking courses for lifelong learning.

CODING INSTRUCTIONS:

Indicate the registration type for this student using the following codes:

- 01 = First-time Freshman
- 02 = Returning Student
- 03 = Readmitted Student
- 04 = Transfer Student
- 05 = Returning Graduate Student
- 06 = First-professional Student
- 07 = Transient Student
- 08 = High School Student Taking College Courses
- 09 = Non-Formula Students 21 and Over
- 10 = First-time Graduate Student
- 11 = Other
- 12 = Summer Developmental Program Participant (summer term only)
- 13 = Returning Post Baccalaureate

Right justify and add leading zero.

EDIT:

Any character other than "01" through "13," as noted above, will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

04/01/84

04/01/00 Revised

Revised 11/2008 – revised to include coding for First-Time Freshmen and First-Time Transfers; also revised to include coding for Returning Post Baccalaureate students.

REPORT ELEMENT NUMBER: 04-307

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Student Residency for Fee Purposes

DEFINITION:

This code denotes whether the student is a legal resident of the State of Mississippi for tuition and fee purposes.

CODING INSTRUCTIONS:

Use the following codes to indicate residency:

- 1 = Resident, paying In-State fees
- 2 = Non-Resident, paying Out-of-State fees
- 3 = Non-Resident, paying In-State fees (common market and contract arrangements between states).

This refers to compact arrangements between states like the Academic Common Market. The Academic Common Market allows students to enroll in academic programs in participating SREB states that are not offered by public institutions in their home state. Any out-of-state tuition is waived for students in these programs. For example, a student in Arkansas can enroll in JSU's doctoral social work program, with out-of-state tuition waived, as long as there is no similar program offered in Arkansas.

- 4 = Non-Resident, paying In-State fees (children of alumni, athletic or service scholarships, graduate assistantships, children of faculty and staff, military veterans, non-resident minors who complete four years of Mississippi high school, non-resident minors who were born in Mississippi but currently reside out-of-state, etc.)

This refers to the other ways out-of-state students can pay in-state fees. State law specifically mentions the following criteria: (1) children of faculty members who reside out-of-state but work at an IHL institution, (2) minor students currently residing out-of-state who completed four years of high school in Mississippi, (3) minor students currently residing out-of-state who were born in Mississippi, and (4) student currently residing out-of-state if he or she is a veteran in the Armed Forces. (Miss. CodeAnn. § 37-103-7; Miss. Code Ann. § 37-103-9; Miss. Code Ann. § 37-103-25). This may also include children of active military personnel residing on bases within the state (Board Policy 603.801).

EDIT:

Any characters other than "1" through "4", as noted above, will generate an error. If a one ("1") is coded, then Element 04-305 should be coded between "001" and "082" to denote a Mississippi resident.

SPACES NEEDED: 1

DATE ISSUED:

02/01/82

Revised 05/2008 to include more detail for Non-Residents paying In-State fees

REPORT ELEMENT NUMBER: 04-308

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Degree Program Objective

DEFINITION:

This field reflects the student's declared degree program objective. This degree objective must match one of the codes listed in the current Board's *Academic Programs Inventory*.

CODING INSTRUCTIONS:

Report the student's degree program objective by the ten-digit degree program identifier in the *Academic Programs Inventory*.

The current Academic Program Inventory can be found under the 'Administrative' section at the following address:

<http://www.mississippi.edu/research/>

For students with undeclared degree objectives report "0000000000" in this field. **For non-degree students report "1111111111" in this field.** For students enrolled in two or more degree programs, the reporting institution should pick one degree program to report in this field and report the other in data element 04-320.

Please be mindful that "undeclared" and "non-degree" are different groups of students. Undeclared students have taken the necessary steps to formally pursue a degree but have not chosen a degree objective. Non-degree students are not formally pursuing a degree.

EDIT:

Any entry other than ten numeric characters will generate an error. All degree objectives must match those listed in the *Academic Programs Inventory*. Students enrolled in programs that have been inactive for four years will generate a warning.

SPACES NEEDED: 10

DATE ISSUED:

04/01/84

Revised 05/2008 to include coding for non-degree students (all 1s)

REPORT ELEMENT NUMBER: 04-309

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Academic Level

DEFINITION:

A code to denote the traditional academic level of the student. For undergraduates, this is based upon the number of semester credit hours successfully completed and earned. For graduate students, this is based upon the level of degree which the student is pursuing.

This should include applicable transfers hours, CLEP or AP hours, or any other hours that would otherwise contribute to a student's academic level.

CODING INSTRUCTIONS:

Use the following coding conventions for this field:

- | | |
|---------------------|--|
| 02 = Freshman | A student completing less than the equivalent of one year of undergraduate work; less than 30 credit hours.

<i>(NOTE: Prior to Academic Year 2002</i>
01 Freshman A - Student has completed fewer than 12 semester hours. 02 Freshman B - Student has completed at least 12 semester hours, but fewer than 27 semester hours.) |
| 03 = Sophomore | A student completing the equivalent of one year of undergraduate work; at least 30 credit hours but less than 60 credit hours.

<i>(NOTE: Prior to Academic Year 2002 - Student has completed at least 27 semester hours, but fewer than 54 semester hours.)</i> |
| 04 = Junior | A student completing the equivalent of two years of undergraduate work; at least 60 credit hours but less than 90 credit hours.

<i>(NOTE: Prior to Academic Year 2002 - Student has completed at least 54 semester hours, but fewer than 87 semester hours.)</i> |
| 05 = Senior | A student completing the equivalent of three years of undergraduate work; at least 90 credit hours, but has not completed all the requirements for the undergraduate degree for which he/she is currently enrolled.

<i>(NOTE: Prior to Academic Year 2002 - Student has completed at least 87 semester hours.)</i> |
| 06 = 5th Year Level | Student is at advanced undergraduate upper level in five-year programs (e.g., architecture, pharmacy, engineering) or students with a bachelor's or higher degree who is taking additional undergraduate courses. |
| 07 = Master's | Student is in a program or degree that usually covers at least a year and approximately 30 credit hours above the baccalaureate. |

- | | |
|--------------------------------------|--|
| 08 = Specialist | Student is in a program or degree that usually covers at least a year and approximately 30-36 hours above the master's. |
| 09 = Doctoral | Student is in a program or degree that usually covers at least two years and approximately 60 semester hours above the master's. |
| 10 = Unclassified-Post Baccalaureate | Student is not candidate for a baccalaureate degree or other formal baccalaureate award, although taking graduate classes with other students. Includes but is not limited to "special" and other students taking first-professional or graduate courses, but who are not working toward a degree. |
| 11 = First Professional | Student is in the first year of a Year/Level 1 program or degree Year/Level 1 leading to the first level of professional training, as recognized by others in the profession. Examples: J.D., M.D., D.V.M. |
| 12 = First Professional-Year/Level 2 | |
| 13 = First Professional-Year/Level 3 | |
| 14 = First Professional-Year/Level 4 | |
| 15 = First Professional-Year/Level 5 | |
| 16 = First Professional-Year/Level 6 | |
| 17 = First Professional-Year/Level 7 | |

Comments: The definition of First Professional Year/Level 1 through Year/Level 6 will be institutionally defined by professional degree program.

A "lower level" student is defined as a student who is either a freshman or sophomore (codes 02, 03). An "upper level" student is defined as a student who is a junior, senior, or special fifth-year undergraduate (codes 04, 05, 06). A "graduate" student is defined as any student who is pursuing a degree above the baccalaureate level. (codes 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17). It should be noted these academic levels are independent of course levels. A student with a senior-level academic classification may enroll in a lower-level course.

EDIT:

Any entry other than two numeric characters "02" through "17", as noted above, will generate an error. Cumulative credit hours and degree objectives should also be appropriate for the academic level. Inappropriate coding (i.e. undergraduate student seeking graduate degree) will generate errors.

SPACES NEEDED: 2

DATE ISSUED:

04/01/84
 Revised 04/01/00
 Revised 02/06/01
 Revised 04/11/01

REPORT ELEMENT NUMBER: 04-310

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Original Admission Code

DEFINITION:

The criteria under which an undergraduate student was originally admitted to the institution and the term and year admitted. This code should reflect the student's original admission criteria and should not change from semester to semester.

CODING INSTRUCTIONS:

Column 1 - The first (leftmost) digit should be coded using the following codes:

Freshman

- C = First time entering freshmen granted full admission with academic deficiencies - Summer Developmental Program student.
- D* = Discontinued Spring 2009 - First time entering freshmen granted full admission after successfully passing screening test**
- E = First time entering freshman granted full admission based on completing the College Preparatory Curriculum (CPC) with a minimum of a 3.20 high school grade point average (GPA) on the CPC
- F = First-time entering freshman granted full admission based on completing the College Preparatory Curriculum (CPC) with (a) a minimum of a 2.50 high school grade point average (GPA) on the CPC or a class rank in the top 50%, and (b) a score of 16 or higher on the ACT (Composite).
- G = First-time entering freshman granted full admission based on completing the College Preparatory Curriculum (CPC) with (a) a minimum of a 2.00 high school grade point average (GPA) on the CPC and (b) a score of 18 or higher on the ACT (Composite).
- H = First-time entering freshman granted full admission based on NCAA Division I standards for student athletes who are "full-qualifiers."
- I = First-time entering freshman granted full admission based on review of screening committee.
- J = First time entering freshman granted full admission based on review of screening committee with GED or Home School credentials.

Transfer

- 4 = Transfer from another institution but not required to have the Board-specified 24 hours because the student meets other admissions criteria
- 5 = Transfer from another institution with a minimum of the 24 Board-specified transfer hours

Other

- 6 = Student age 21 or over who does not meet admissions standards and does not fall into the above categories. Board policy states these students must initially enroll as a non-degree student.
- 8 = Student originally admitted as a graduate student but is currently classified as an undergraduate student
- A = Student admitted under senior citizen program
- B = Student admitted while still enrolled in high school (Dual Enrollment/Dual Credit)

*discontinued

Columns 2 through 5 -

The second through sixth numbers indicate reporting term and year using the same coding conventions as report element 04-101. For example, a student who is fully admitted - Summer Developmental Program, in the summer of 2000, would be coded "C42001."

This element should be left blank for graduate students.

EDIT:

Any entry other than the above indicated in the first position and numeric characters in the remaining positions will generate an error.

SPACES NEEDED: 6

DATE ISSUED:

04/01/84

07/06/89

05/23/96

06/18/96

04/01/00

06/2008 to discontinue code D. The screening test is no longer a sole criteria for admission.

04/2009 - the word 'academic' was added to code C for clarity

REPORT ELEMENT NUMBER: 04-311

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: *Traditional* Current Semester Hours Attempted (Enrolled)

DEFINITION:

This element includes the total number of 'traditional' current semester credit hours initially attempted (enrolled) by the student. These hours are not necessarily tied to financial aid and may or may not count toward a degree. However, they must be for some type of academic credit.

Traditional is defined as credit hours from courses that are primarily (more than 50 percent) taught by face-to-face (lecture), print-based (generally correspondence), or computer-aided instruction. These courses have a primary method of delivery code of F (Face to Face), P (Print-based), or Y (Computer-Aided Instruction) on the Course file.

The hours attempted should include audits and any other courses for which the student initially enrolled. This figure should match criteria outlined in Element 05-301 on the Outcome file.

CODING INSTRUCTIONS:

Report the hours on a semester credit hour basis as of the report (census) date. Right-justify with leading zeros; this number should be rounded to one decimal place. Note that this includes audits. The semester hours attempted should be reported separately for on- and off-campus locations.

Example:

A DSU student takes a lecture-based accounting and biology course on the main campus in Cleveland (201) and an online math course at the Greenville Center (203). The 6 hours at the main campus come from two face-to-face lecture courses (as denoted by the F on the method of delivery for the course). The remaining 3 hours come from an online course (as denoted by the O on the method of delivery for the course). The appropriate coding for these hours would look like the following:

<u>Student ID</u>	<u>Institution</u>	<u>Course</u>	<u>Trad'l (04-311)</u>	<u>Electronic (04-312)</u>	<u>Total (04-313)</u>
123456789	201	ACC	3	0	3
123456789	201	BIO	3	0	3
123456789	203	MAT	0	3	3

The entries on the student file would look like the following:

<u>Student ID</u>	<u>Institution</u>	<u>Trad'l (04-311)</u>	<u>Electronic (04-312)</u>	<u>Total (04-313)</u>
123456789	201	6	0	6
123456789	203	0	3	3

The 'Traditional' hours attempted plus the 'Electronic' hours attempted should equal the 'Total' hours attempted.

Traditional Credit Hours (04-311) + Electronic Credit Hours (04-312) = Total Credit Hours (04-313)

EDIT:

Any entry other than three numeric characters will generate an error. Current semester hours over 27 will generate a warning.

SPACES NEEDED: 3

DATE ISSUED:

10/15/2007

REPORT ELEMENT NUMBER: 04-312

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: *Electronic Semester Hours Attempted (Enrolled)*

DEFINITION:

This element includes the total number of 'electronic' current semester credit hours initially attempted (enrolled) by the student. These hours are not necessarily tied to financial aid and may or may not count toward a degree. However, they must be for some type of academic credit.

Electronic is defined as credit hours from courses that are primarily (more than 50 percent) taught by the following means: online, web-based, E-mail, television or cable, interactive video, video tape, or any other electronic means. These courses have a primary method of delivery code of V (Video Tape), T (Telephonic), E (E-Mail), O (Online, Internet, Web), R (CD ROM), C (Television or Cable), S (Satellite), and I (Interactive Video) on the Course file.

As a general rule, electronic hours typically include any hours that are not lecture-based nor print-based instruction. The hours attempted should include audits and any other courses for which the student initially enrolled. This figure should match criteria outlined in Element 05-301 on the Outcome file.

CODING INSTRUCTIONS:

Report the hours on a semester credit hour basis as of the report (census) date. Right-justify with leading zeros; this number should be rounded to one decimal place. Note that this includes audits. The current semester hours attempted should be reported separately for on- and off-campus locations.

Example:

A DSU student takes a lecture-based accounting and biology course on the main campus in Cleveland (201) and an online math course at the Greenville Center (203). The 6 hours at the main campus come from two face-to-face lecture courses (as denoted by the F on the method of delivery for the course). The remaining 3 hours come from an online course (as denoted by the O on the method of delivery for the course). The appropriate coding for these hours would look like the following:

<u>Student ID</u>	<u>Institution</u>	<u>Course</u>	<u>Trad'l (04-311)</u>	<u>Electronic (04-312)</u>	<u>Total (04-313)</u>
123456789	201	ACC	3	0	3
123456789	201	BIO	3	0	3
123456789	203	MAT	0	3	3

The entries on the student file would look like the following:

<u>Student ID</u>	<u>Institution</u>	<u>Trad'l (04-311)</u>	<u>Electronic (04-312)</u>	<u>Total (04-313)</u>
123456789	201	6	0	6
123456789	203	0	3	3

The 'Traditional' hours attempted plus the 'Electronic' hours attempted should equal the 'Total' hours attempted.

Traditional Credit Hours (04-311) + Electronic Credit Hours (04-312) = Total Credit Hours (04-313)

EDIT:

Any entry other than three numeric characters will generate an error. Current semester hours over 27 will generate a warning.

SPACES NEEDED: 3

DATE ISSUED:

10/15/2007

REPORT ELEMENT NUMBER: 04-313

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Total Current Semester Hours Attempted (Enrolled)

DEFINITION:

This element includes the total number of current semester credit hours initially attempted (enrolled) by the student. These hours are not necessarily tied to financial aid and may or may not count toward a degree. However, they must be for some type of academic credit.

The hours attempted should include audits and any other courses for which the student initially enrolled. *This figure should match Element 05-301 on the Outcome file for students completing the semester.*

CODING INSTRUCTIONS:

Report the hours on a semester credit hour basis as of the report (census) date. Right-justify with leading zeros; this number should be rounded to one decimal place. Note that this includes audits. The current semester hours attempted should be reported separately for on- and off-campus locations.

Example:

A DSU student takes a lecture-based accounting and biology course on the main campus in Cleveland (201) and an online math course at the Greenville Center (203). The 6 hours at the main campus come from two face-to-face lecture courses (as denoted by the F on the method of delivery for the course). The remaining 3 hours come from an online course (as denoted by the O on the method of delivery for the course). The appropriate coding for these hours would look like the following:

Each individual course may look like the following:

<u>Student ID</u>	<u>Institution</u>	<u>Course</u>	<u>Trad'l (04-311)</u>	<u>Electronic (04-312)</u>	<u>Total (04-313)</u>
123456789	201	ACC	3	0	3
123456789	201	BIO	3	0	3
123456789	203	MAT	0	3	3

The entries on the student file would look like the following:

<u>Student ID</u>	<u>Institution</u>	<u>Trad'l (04-311)</u>	<u>Electronic (04-312)</u>	<u>Total (04-313)</u>
123456789	201	6	0	6
123456789	203	0	3	3

The 'Traditional' hours attempted plus the 'Electronic' hours attempted should equal the 'Total' hours attempted.

Traditional Credit Hours (04-311) + Electronic Credit Hours (04-312) = Total Credit Hours (04-313)

EDIT:

Any entry other than three numeric characters will generate an error. Current semester hours over 27 will generate a warning.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 04/01/00

REPORT ELEMENT NUMBER: 04-314

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Institutional Cumulative Semester Credit Hours Earned

DEFINITION:

The total number of cumulative semester credit hours earned for work done at the reporting institution. These earned (or passed) hours are not necessarily tied to financial aid and may or may not count toward a degree.

These hours should only reflect work done at the reporting institution and should exclude hours earned at other postsecondary institutions. Applicable credit hours from other postsecondary institutions should be reported as transfer credit hours (element 04-318).

Institutions vary in their calculation of credit hours earned, but for most institutions this includes typical academic passing grades (A,B,C,D), *Pass* grades in *Pass/Fail* courses and *Credit* grades in *Credit/No Credit* courses. This typically excludes failing grades, withdrawal grades and audits.

CODING INSTRUCTIONS:

Report the hours on a cumulative credit hour basis. Right justify with leading zeros; this number should be rounded to one decimal place.

The cumulative semester hours earned should be consolidated for on- and off-campus locations and reported for each record. For example, a MVSU student with 90 hours on the main campus in Itta Bena and 12 hours at Greenville should have 102 cumulative hours earned for each record on the student file. The record at Itta Bena will have 102 cumulative hours earned and the record at Greenville will have 102 cumulative hours earned.

EDIT:

Any entry other than four numeric characters will generate an error. Cumulative credit hours should also be appropriate for academic level.

SPACES NEEDED: 4

DATE ISSUED:

10/15/2007

REPORT ELEMENT NUMBER: 04-315

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Institutional Cumulative Semester Credit Hours Graded (GPA Hours)

DEFINITION:

The total number of semester credit hours graded for work done at the reporting institution. These graded hours are not necessarily tied to financial aid and may or may not count toward a degree.

These hours should only reflect work done at the reporting institution and should exclude hours graded at other postsecondary institutions. Applicable credit hours from other postsecondary institutions should be reported as transfer credit hours (element 04-318).

This element includes the total number of semester credit hours that are used to calculate the student cumulative grade point average, regardless of whether the student passed, failed, etc. This element excludes credit hours for courses such as audits and withdrawals where the student did not receive an academic grade used for the grade point average. *The hours reported in this element should match the hours used for the cumulative grade point average.*

CODING INSTRUCTIONS:

Report the hours on a semester credit hour basis. Right justify with leading zeros; this number should be rounded to one decimal place.

Report the hours on a cumulative credit hour basis. Right-justify with leading zeros; this number should be rounded to one decimal point. If a student withdrew from the institution, code zeros.

The cumulative semester hours graded should be consolidated for on- and off-campus locations and reported for each record. For example, a MVSU student with 90 hours on the main campus in Itta Bena and 12 hours at Greenville should have 102 cumulative hours graded for each record on the student file. The record at Itta Bena will have 102 cumulative hours graded and the record at Greenville will have 102 cumulative hours graded.

EDIT:

Any entry other than four numeric characters will generate an error. Cumulative credit hours should also be appropriate for academic level.

SPACES NEEDED: 4

DATE ISSUED:

10/15/2007

REPORT ELEMENT NUMBER: 04-316

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Institutional Cumulative Grade Point Average

DEFINITION:

This element should reflect the total number of quality points achieved by a student divided by the total number of hours graded for which quality points were awarded. *Quality points and hours attempted refer to the work done at the reporting institution.*

This figure should only reflect the cumulative GPA at the reporting institution.

CODING INSTRUCTIONS:

Right justify and include leading zeros; this number should be rounded to three decimal places. Note that zero quality points can be awarded for a grade of "F".

EDIT:

Any entry other than four numeric characters will generate an error. Any value greater than 4.0 will generate an error. Cumulative Grade Point Averages for non-freshmen will generate an error.

SPACES NEEDED: 4

DATE ISSUED:

04/01/84

Revised 04/01/00

REPORT ELEMENT NUMBER: 04-317

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Transfer Community College Code

DEFINITION:

This field contains the institution FICE or ACT code for students transferring from a Mississippi community college. Other transfer institutions should contain all zeros.

CODING INSTRUCTIONS:

If FICE code is used, record the institution's five-digit FICE code with one leading zero. If ACT code is used, record the institution's four-digit ACT code with two leading XXs. For students who have not transferred, or who transferred from an institution other than a community college, this field should contain all zeros. The acceptable codes are limited to the following:

	<u>ACT</u>	<u>FICE</u>
COAHOMA COMMUNITY COLLEGE, CLARKSDALE, MS	XX2186	002401
COPIAH-LINCOLN CC-NATCHEZ, NATCHEZ, MS	XX2189	002402
COPIAH-LINCOLN CC-WESSON CAMPUS, WESSON, MS	XX2188	002402
EAST CENTRAL COMMUNITY COLLEGE, DECATUR, MS	XX2192	002404
EAST MISSISSIPPI CC-GOLDEN TRIANGLE CMP, MAYHEW, MS	XX2196	002405
EAST MISSISSIPPI COMM COLL, SCOOBA, MS	XX2194	002405
HINDS COMM COLLEGE-JACKSON CAMPUS, JACKSON, MS	XX2177	002407
HINDS COMM COLLEGE-RANKIN CAMPUS, PEARL, MS	XX2262	002407
HINDS COMM COLLEGE-RAYMOND CAMPUS, RAYMOND, MS	XX2198	002407
HINDS COMM COLLEGE-UTICA CAMPUS, RAYMOND, MS	XX2223	002445
HINDS COMM COLLEGE-VICKSBURG/WARREN, VICKSBURG, MS	XX2261	002407
HOLMES COMMUNITY COLLEGE, GOODMAN, MS	XX2200	002408
ITAWAMBA COMMUNITY COLLEGE, FULTON, MS	XX2202	002409
JONES COUNTY JUNIOR COLLEGE, ELLISVILLE, MS	XX2206	002411
MERIDIAN COMMUNITY COLLEGE, MERIDIAN, MS	XX2210	002413
MISSISSIPPI DELTA COMM COLLEGE, MOORHEAD, MS	XX2244	002416
MS GULF COAST CC-JACKSON COUNTY CAMPUS, GAUTIER, MS	XX2203	008763
MS GULF COAST CC-JEFFERSON DAVIS CAMPUS, GULFPORT, MS	XX2205	008763
MS GULF COAST CC-PERKINSTON CAMPUS, PERKINSTON, MS	XX2234	008763
NORTHEAST MISSISSIPPI COMM COLL, BOONEVILLE, MS	XX2226	002426
NORTHWEST MISSISSIPPI COMM COLLEGE, SENATOBIA, MS	XX2228	002427
PEARL RIVER COMMUNITY COLLEGE, POPLARVILLE, MS	XX2232	002430
SOUTHWEST MISSISSIPPI COMMUNITY COLL, SUMMIT, MS	XX2242	002436

EDITS:

Any entry other than six numeric characters or two leading Xs will generate an error.

SPACES NEEDED: 6

DATE ISSUED:

12/07/89

Revised 03/09/90

Updated 12/2008

REPORT ELEMENT NUMBER: 04-318

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Cumulative Transfer Semester Credit Hours Earned

DEFINITION:

The total number of semester credit hours granted toward the degree here for work done at other institutions.

The 12 semester credit hours granted to a student successfully completing the Summer Developmental Program at a different institution should not be included as these students are considered to be entering freshmen, and not entering transfer students.

CODING INSTRUCTIONS:

Report the hours on a semester credit hour basis. Right-justify with leading zeros; this number should be rounded to one decimal place.

EDIT:

Any entry other than four numeric characters will generate an error.

SPACES NEEDED: 4

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 04-319

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Transfer Cumulative Grade Point Average

DEFINITION:

This field contains the cumulative grade point average from the institution reported for Data Element 04-317.

CODING INSTRUCTIONS:

Right-justify and include leading zeros; this number should be rounded to three decimal places.

EDITS:

Any entry other than four numeric characters will generate an error. Any value greater than 4.00 will generate an error. If element 4-317 (Transfer Community College Institutional Code) is non-zero, then this element should be non-zero.

SPACES NEEDED: 4

DATE ISSUED:

12/07/89
Revised 03/09/90

REPORT ELEMENT NUMBER: 04-320

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Additional Degree Program Objective

DEFINITION:

This field reflects the student's second declared degree program objective. This degree objective must match an approved degree program as listed in the current Board's *Academic Programs Inventory*.

This should not reflect minors, emphasis areas, or any other academic objective other than a second declared degree.

CODING INSTRUCTIONS:

Report the student's degree program objective by the ten-digit degree program identified from the *Academic Programs Inventory*.

The current Academic Program Inventory can be found under the 'Administrative' section at the following address:

<http://www.mississippi.edu/research/admin.html>

For students with no second degree program objective, report "0000000000" in this field.

EDIT:

Any entry other than ten numeric characters will generate an error. All degree objectives must match those listed in the *Academic Programs Inventory*. Students enrolled in programs that have been inactive for four years will generate a warning.

SPACES NEEDED: 10

DATE ISSUED:

04/01/84

REPORT ELEMENT NUMBER: 04-321

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Enhanced ACT

DEFINITION:

This element includes the student's composite score and major subtest scores on the American College Test (ACT). Report scores for all Current Registration (04-306) codes of 01 (First-time Freshman) and 12 (Summer Developmental Program Participant) for the summer term as well as the first entering term following completion of the Summer Developmental Program.

CODING INSTRUCTIONS:

Report major ACT subtest scores and the composite score for all first-time freshmen. The concordance table on the following page provides conversion information for SAT scores.

Columns	1 - 2	English Subtest
Columns	3 - 4	Mathematics Subtest
Columns	5 - 6	Reading Subtest
Columns	7 - 8	Science Reasoning Subtest
Columns	9 - 10	Composite

Valid scores range from 01 to 36. If subscores are omitted, leave blank. Do not code zeros.

CONCORDANCE TABLE

The development of an SAT-ACT concordance table specific to Mississippi students is not feasible because very few students currently take the SAT. Recent ACT data indicates that 93 percent of Mississippi students take the ACT. In the absence of a representative number of SAT scores for Mississippi students, the following nationalized concordance table will be used for comparing ACT and SAT scores:

**Concordance between ACT Composite Score and
Sum of SAT Critical Reading and Mathematics Scores**

SAT CR+M (Score Range)	ACT Composite Score	SAT CR+M (Single Score)
1600	36	1600
1540–1590	35	1560
1490–1530	34	1510
1440–1480	33	1460
1400–1430	32	1420
1360–1390	31	1380
1330–1350	30	1340
1290–1320	29	1300
1250–1280	28	1260
1210–1240	27	1220
1170–1200	26	1190
1130–1160	25	1150
1090–1120	24	1110
1050–1080	23	1070
1020–1040	22	1030
980–1010	21	990
940–970	20	950
900–930	19	910
860–890	18	870
820–850	17	830
770–810	16	790
720–760	15	740
670–710	14	690
620–660	13	640
560–610	12	590
510–550	11	530

Source: ACT, November 2008. SAT-ACT Score Comparisons can be found at the following address:

<http://www.act.org/aap/concordance/>

EDIT:

This field may be blank. However, all first-time freshmen must have an ACT score (converted where appropriate). If 04-306 = 01 or 12, then blanks for ACT scores will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

01/90

03/90 Revised

10/92 Revised

10/95 Revised

04/01/00 Revised

Revised 06/13/2007 - updated SAT-ACT concordance table; however conversion data were unchanged and matched conversion data from previous version

Revised 11/2008 - updated SAT-ACT concordance table; contained several changes from previous version

REPORT ELEMENT NUMBER: 04-322

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: ACT High School Code

DEFINITION:

This field shows the ACT code for the high school which the undergraduate student attended. Report codes for all Current Registration (04-306) codes of 01 (First-time Freshman) and 12 (Summer Developmental Program Participant) for the summer term as well as the first entering term following completion of the Summer Developmental Program.

CODING INSTRUCTIONS:

Record the institution's six-digit ACT code as listed in the ACT High School Codes publication.

These codes can be found at the following address (also see Appendices section for direct link):

<http://www.mississippi.edu/research/admin.html>

ACT also provides a high school code lookup feature as part of its website. This lookup feature can be accessed at the following address:

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

Foreign high schools should be coded as "999999"; high school equivalency degrees as "GED"; home schools as "HOME."

EDIT:

Any entry other than six numeric characters, "GED" or "HOME" will generate an error.

SPACES NEEDED: 6

DATE ISSUED:

9/4/94

REPORT ELEMENT NUMBER: 04-323

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: High School Grade Point Average

DEFINITION:

This field contains the cumulative grade point average from the institution reported for the "ACT High School Code" based on a 4.0 scale and should include all high school courses taken in grades 9 through 12. This information may be obtained from ACT data.

Report high school GPA's for all Current Registration (04-306) codes of '01' (First-time Freshman) and '12' (Summer Developmental Program Participant) for the summer term as well as the first entering term following completion of the Summer Developmental Program.

CODING INSTRUCTIONS:

Right justify and include leading zeros; this number should be rounded to three decimal places. Note that zero quality points can be awarded for a grade of "F".

Students with "GED" or "HOME" for the high school code (element 04-322) should have all zeros (0000).

EDIT:

Any entry other than four numeric characters will generate an error. Any value greater than 4.00 will generate an error.

SPACES NEEDED: 4

DATE ISSUED:

9/4/94

REPORT ELEMENT NUMBER: 04-202

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Institutional Student ID Number

DEFINITION:

This field contains a unique identifying number assigned to a student by the reporting institution. This number is used internally by the institution and should remain constant throughout the student's tenure. Due to the Board's dependence on Social Security Number, this number is not to be used as, or as a substitute for, the Student Identification Number (element 04-101).

This element is required for institutions using these identification numbers internally. Institutions without internal identification numbers can enter ten zeros (0000000000).

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character in this field that matches the identification number internal to the institution. Enter ten zeros (0000000000) if your institution does not have internal institutional ID numbers.

EDIT:

Any entry other than ten alphanumeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

06/01/2006

Edit and Report Files

Student File

Filename	Description
----------	-------------

Edits	
*04E_ind_YYT.slk	listing of individual student edits
*04E_sum_YYT.slk	summary of student edits

Reports	
*04R_dem_YYT.slk	demographic information (3-year trend)
*04R_deg_YYT.slk	primary degree objective (3-year trend)
*04R_adm_YYT.slk	original admission codes (3-year trend)
*04R_sch_YYT.slk	credit hour categories (3-year trend)
*04R_act_YYT.slk	ACT composite scores (3-year trend)
*04R_xfr_YYT.slk	first-time transfers by Mississippi community college (3-year trend)

Notes:

The “*” and “YY” in the filenames denote the institution code and academic year. For example, the *07E_api_YY.slk edit report for the AY1999 degree file from MVSU would be called V07E_api_99.slk.

* denotes institution code			
A	Alcorn State University	V	Mississippi Valley State University
D	Delta State University	U	University of Mississippi
J	Jackson State University	H	University of Mississippi Medical Center
M	Mississippi State University	S	University of Southern Mississippi
W	Mississippi University for Women	I	IHL System

Edit Overview

Student File

Element Number	Report Element Description	Questionable (Warning) Values	Error Values	Comparisons with Other Terms & Files
04-100	Institutional ID Number	NA	Any value other than appropriate Board institution code	The student file is primarily compared to other files such as the Degree and Intermediate files to obtain demographic information such as residency, gender, ethnicity, etc.
04-101	Reporting Term and Year	NA	Any value other than appropriate Reporting Term and Academic Year	
04-102	Data File ID Number	NA	Any value other than "04"	
04-201	Student ID Number	NA	Null and alpha values; values other than 9-digit student ID numbers	
04-301	Gender	NA	Any value other than "M" or "F"	
04-302	Citizenship	NA	Any value other than "1" through "3"	
04-303	Ethnicity	Unusual changes in unidentified ('0') students	Any value other than "0" through "7"	
04-304	Date of Birth	Ages over 80 and less than 15	Any value other than valid student birth date	
04-305	County/State/Country of Residence	NA	Any value other than valid residence code	

04-306	Current Registration	Undergraduate, Graduate, and Professional coding should have appropriate degree objectives	Summer Program Participant (code 12) data must match other Summer Developmental-Ayers reporting
04-307	Student Residency for Fee Purposes	NA	Any value other than "1" through "4"; if "1" is coded, matching residence codes must be between "001" and "082"
04-308	Degree Program Objective	Any valid academic program code that has been inactive for more than 4 years	Any academic program other than a valid program listed in the current <i>Academic Program Inventory</i>
04-309	Academic Level	Academic level should be appropriate for cumulative credit hours	Degree objective should be appropriate for academic level Any value other than "02" through "17"
04-310	Original Admission Code	NA	Any value other than one of the approved Board admission codes, including original admission term and year
04-311	Traditional Current Semester Hours Attempted (Enrolled)	Credit hours over 27	NA
04-312	Electronic Current Semester Hours Attempted (Enrolled)	Credit hours over 27	NA
04-313	Total Current Semester Hours Attempted (Enrolled)	Credit hours over 27	Null or zero values; Traditional hours and Online hours must equal Total hours
04-314	Institutional Cumulative Semester Credit Hours Earned	Cumulative credit hours should be appropriate for academic level	Null or zero values for non-freshmen

04-315	Institutional Cumulative Semester Credit Hours Graded	NA	Null or zero values for non-freshmen
04-316	Institutional Cumulative Grade Point Average	NA	Any value greater than 4.0; null or zero values for non-freshmen
04-317	Transfer Community College Code	NA	Any value other than appropriate FICE or ACT code for a Mississippi community college
04-318	Transfer Semester Credit Hours Earned	Zero values	Null values
04-319	Transfer Cumulative Grade Point Average	NA	Any value greater than 4.0; null or zero values; students with Transfer Credit Hours (04-316) should have an accompanying transfer GPA
04-320	Additional Degree Program Objective	Any valid academic program code that has been inactive for more than 4 years	Any academic program other than a valid program listed in the current <i>Academic Program Inventory</i>
04-321	Enhanced ACT	NA	Any value other than "01" to "36"; null values for first-time freshmen
04-322	ACT High School Code	NA	Any value other than appropriate ACT high school code
04-323	High School Grade Point Average	NA	Any value greater than 4.0; null or zero values
04-202	Institutional Student ID Number	NA	NA



Outcome File (05)

Office of Policy Research & Planning

<http://www.mississippi.edu/research/>

Office: 601-432-6742

Fax: 601-432-6117

File Overview

Outcome File

This file includes a summary of academic work for each student enrolled during the reported semester. This includes the total number of current semester credit hours as well as the current semester grade point average. The information in this file will be used to monitor credit hours and grade point averages of students for a variety of purposes.

Reporting Schedule

Outcome File

This Outcome file is to be generated as of the end of each term and will generally be due no later than one month after the last day of each class term including summer terms. It will be due at the Board according to the following schedule:

September 15th - Combined Summer Term

February 1st - Fall Term / Winter Term

June 15th - Spring Term

The file should be securely FTPed or E-mailed to the Board-designated location and contain each element listed in this section according to the prescribed file layout. When this reporting deadline occurs during the weekend or on holidays, the file becomes due to the Board office on the last working day before the weekend or holiday.

This file is subject to the Delinquent and Preliminary Reporting Policies outlined in the *Data Dictionary* and *Data Reporting Calendar*.

Relevant Links

Outcome File

This individual file, the entire *Data Dictionary*, *Academic Program Inventory*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.mississippi.edu/research/>

File Layout

Outcome File

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	05-100	Institutional ID	01-03
Identification	05-101	Reporting Term and Year	04-08
Identification	05-102	Data File ID	09-10
Outcome	05-201	Student ID Number	11-19
Outcome	05-301	Current Semester Hours Attempted	20-22
Outcome	05-302	Current Semester Hours Earned	23-25
Outcome	05-303	Current Semester Hours Graded	26-28
Outcome	05-304	Current Semester GPA	29-32
Outcome	05-202	Institutional Student Identification Number	33-42

Record Length: 42 characters

Specific Instructions:

This file should include students who completed the reported academic term with academic credit hours and/or an academic grade point average. The reported credit hours and/or grade point average may be zero (0) as long as the student received any type of academic grade for the course work.

Please note that the students in this Outcome file will not identically match students in the Student file because it reflects student enrollment activity after the census window for the Student file. It includes students who enrolled after the census window and may exclude students who withdrew after the census window.

REPORT ELEMENT NUMBER: 05-100

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Institutional ID Number

DEFINITION:

This field contains the three-digit code assigned by the Board as the Institutional Identification Number.

CODING INSTRUCTIONS:

Use the following codes for reporting student credit hours and grade point averages according to the main campus as provided below. Credit hours and grade point averages should be consolidated for on- and off-campus locations and reported at the main campus.

- 101 Alcorn State University (Main Campus)
- 201 Delta State University (Main Campus)
- 301 Jackson State University (Main Campus)
- 401 Mississippi State University (Main Campus)
- 501 Mississippi University for Women (Main Campus)
- 601 Mississippi Valley State University (Main Campus)
- 701 University of Mississippi (Main Campus)
- 751 University of Mississippi (Medical Center)
- 801 University of Southern Mississippi (Main Campus)

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 04/01/91

Revised 02/01/95

Revised 06/20/97

Revised 02/20/2007 - off-campus codes were omitted to only include codes for main campus

REPORT ELEMENT NUMBER: 05-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester/quarter and academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

Column 1:

- 4 = Summer Combined Term
- 5 = Fall Term / Fall Quarter*
- 6 = Spring Term / Spring Quarter*
- 7 = Winter Quarter*

* UMMC only

Columns 2-5:

The academic year. The last year of an academic year is the reporting year (e.g., use "2001" for all reporting semesters in the 2000-01 academic year).

EDIT:

All spaces contain numeric characters. In the first space, any entry other than an appropriate term code will generate an error. In the second through fifth spaces, any entry other than the appropriate academic year will generate an error.

SPACES NEEDED: 5

DATE ISSUED:

04/01/84

REPORT ELEMENT NUMBER: 05-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data File Identification

DEFINITION:

This is a Board-assigned number which identifies the different data files forwarded by the institutions in machine-readable form.

CODING INSTRUCTIONS:

Use the codes provided below to identify data files:

05 = Outcome File

EDIT:

For the outcome file, any entry other than 05 will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

02/01/82

Revised 08/15/89

Revised 10/31/92

Revised 05/11/00

Revised 02/20/07 - element did list all file codes but now lists only 05 for the outcome file

REPORT ELEMENT NUMBER: 05-201

REPORT ELEMENT TYPE: Outcome

REPORT ELEMENT TITLE: Student Identification Number

DEFINITION:

This field contains a unique nine-digit number assigned to a student for purposes of identification. Social Security number is to be used except for limited cases of foreign students and others for whom this number is not available. If a number other than Social Security number is used to identify a student, it will be the responsibility of the institution to insure that the number is unique within the institution and that the same number is assigned to the student each term the student is enrolled.

CODING INSTRUCTIONS:

Enter a nine-digit number in this field, omitting any dashes.

There should be one record for each student who completed the reported academic term with academic credit hours and/or an academic grade point average. These students will not identically match the student file because it will include students who either enrolled or withdrew after the census window for the student file.

EDIT:

Any entry other than nine numeric characters will generate an error.

SPACES NEEDED: 9

DATE ISSUED:

04/01/84

REPORT ELEMENT TYPE: Outcome

REPORT ELEMENT NUMBER: 05-301

REPORT ELEMENT TITLE: Current Semester Hours Attempted (Enrolled)

DEFINITION:

This element includes the total number of current semester credit hours initially attempted (enrolled) by the student. These hours are not necessarily tied to financial aid and may or may not count toward a degree.

The hours attempted should include any courses for which the student enrolled after the 100 percent refund date.

CODING INSTRUCTIONS:

Report the hours on a semester credit hour basis. Right-justify with leading zeros; this number should be rounded to one decimal point. If a student withdrew from the institution, code zeros.

The current semester hours attempted should be consolidated for on- and off-campus locations and reported with the main campus. For example, a MUW student taking 9 hours on the main campus in Columbus and 3 hours at Tupelo should have one 501 record with 12 hours.

EDIT:

Any entry other than three numeric characters will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 05/11/00

Revised 02/20/07 - new element

REPORT ELEMENT TYPE: Outcome

REPORT ELEMENT NUMBER: 05-302

REPORT ELEMENT TITLE: Current Semester Hours Earned (Passed Hours including Non-Degree)

DEFINITION:

This element includes the total number of current semester credit hours earned. These earned (or passed) hours are not necessarily tied to financial aid and may or may not count toward a degree.

Institutions vary in their calculation of credit hours earned, but for most institutions this includes typical academic passing grades (A,B,C,D), *Pass* grades in *Pass/Fail* courses and *Credit* grades in *Credit/No Credit* courses. This typically excludes failing grades, withdrawal grades and audits.

CODING INSTRUCTIONS:

Report the hours on a semester credit hour basis. Right-justify with leading zeros; this number should be rounded to one decimal point. If a student withdrew from the institution, code zeros.

The current semester hours earned should be consolidated for on- and off-campus locations and reported with the main campus. For example, a DSU student earning 9 hours on the main campus in Cleveland and 6 hours at Greenville should have one 201 record with 15 earned hours.

EDIT:

Any entry other than three numeric characters will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 05/11/00

Revised 02/20/07 - new element

REPORT ELEMENT TYPE: Outcome

REPORT ELEMENT NUMBER: 05-303

REPORT ELEMENT TITLE: Current Semester Hours Graded

DEFINITION:

This element includes the total number of current semester credit hours that are used to calculate the student grade point average, regardless of whether the student passed, failed, etc. This element excludes credit hours for courses such as audits and withdrawals where the student did not receive an academic grade used for the grade point average. *The hours reported in this element should match the hours used for the grade point average.*

CODING INSTRUCTIONS:

Report the hours on a semester credit hour basis. Right-justify with leading zeros; this number should be rounded to one decimal point. If a student withdrew from the institution, code zeros.

The current semester hours graded should be consolidated for on- and off-campus locations and reported with the main campus. For example, a MVSU student with 9 hours on the main campus in Itta Bena and 6 hours at Greenville should have one 601 record with 15 hours.

EDIT:

Any entry other than three numeric characters will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 05/11/00

Revised 02/20/07 - new element

REPORT ELEMENT TYPE: Student

REPORT ELEMENT NUMBER: 05-304

REPORT ELEMENT TITLE: Current Semester Grade Point Average (GPA)

DEFINITION:

This element should reflect the total number of quality points achieved by a student during the reported term divided by the total number of hours graded for which quality points were awarded during the reported term.

CODING INSTRUCTIONS:

Right-justify and include leading zeros: this number should be rounded to three decimal places. Note that zero quality points are awarded for grades of "F".

The current semester grade point average should be consolidated for on- and off-campus locations and reported with the main campus. For example, a USM student completes 9 hours on the main campus at Hattiesburg and earns a 4.0 GPA, and completes 6 hours at Gulf Park and earns a 3.50 GPA. The student should have one 801 record with a 3.80 GPA (i.e. a consolidation of the on- and off-campus GPA).

EDIT:

Any entry other than four numeric characters will generate an error.

SPACES NEEDED: 4

DATE ISSUED:

04/01/84

Revised 04/01/00

REPORT ELEMENT NUMBER: 05-202

REPORT ELEMENT TYPE: Outcome

REPORT ELEMENT TITLE: Institutional Student ID Number

DEFINITION:

This field contains a unique identifying number assigned to a student by the reporting institution. This number is used internally by the institution and should remain constant throughout the student's tenure. Due to the Board's dependence on Social Security Number, this number is not to be used as, or as a substitute for, the Student Identification Number (element 05-201).

This element is required for institutions using these identification numbers internally. Institutions without internal identification numbers can enter ten zeros (0000000000).

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character in this field that matches the identification number internal to the institution. Enter ten zeros (0000000000) if your institution does not have internal institutional ID numbers.

EDIT:

Any entry other than ten alphanumeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

06/01/2006

Edit and Report Files

Outcome File

Filename	Description
----------	-------------

Edits	
*05E_ind_YYT.slk	listing of individual outcome edits
*05E_stu_YYT.slk	outcome IDs not found on the corresponding student file

Reports	
*05R_gpa_YYT.slk	end-of-semester credit hours and gpa by two-digit CIP discipline (matched with student file)
*05R_act_YYT.slk	end-of-semester credit hours and gpa by ACT score for first-time freshmen (matched with student file)
*05R_cip_YYT.slk	end-of-semester credit hours by two-digit CIP discipline (matched with student file)

Notes:

* denotes institution code			
A	Alcorn State University	V	Mississippi Valley State University
D	Delta State University	U	University of Mississippi
J	Jackson State University	H	University of Mississippi Medical Center
M	Mississippi State University	S	University of Southern Mississippi
W	Mississippi University for Women	I	IHL System

Edit Overview

Outcome File

Element Number	Report Element Description	Questionable (Warning) Values	Error Values	Comparisons with Other Terms & File
05-100	Institutional ID	NA	Any value other than appropriate Board institution code	Routinely compared with the Student file Credit hour categories compared with the Course file
05-101	Reporting Term and Year	NA	Any value other than appropriate Reporting Term and Academic Year	
05-102	Data File ID	NA	Any value other than 05	
05-201	Student ID Number	Outcome IDs that are not on the Student file	Null and alpha values; values other than 9-digit student IDs	
05-301	Current Semester Hours Attempted	Values over 25	Null Values	
05-302	Current Semester Hours Earned	Values over 25	Null Values; should not exceed credit hours attempted	
05-303	Current Semester Hours Graded	Values over 25	Null Values; should not exceed credit hours attempted	
05-304	Current Semester Grade Point Average	Zero GPA with more than 12 hours completed	Null Values; Values over 4.00	
05-202	Institutional Student ID Number	NA	NA	



Course File (06)

Office of Policy Research & Planning
<http://www.mississippi.edu/research/>
Office: 601-432-6742 Fax: 601-432-6117

File Overview

Course File

The Course file is used to document credit hour production by academic level and discipline for an academic term. The information in this file will be used to calculate full-time equivalent (FTE) enrollment, operate the credit hour portion of the funding formula, determine average class size, estimate instructor course load, etc. It may also be linked to the Employee and Instructional files by the instructor ID to determine demographic and academic profiles of instructors.

Reporting Schedule

Course File

This Course file will be generated at the end of the term as of the last working day of the last full month of each term. It will be due to the Board office according to the following schedule:

September 15th - Combined Summer Term

February 1st - Fall Term

June 1st - Spring Term

The file should be securely encrypted and FTPed to the Board-designated location and contain each element listed in this section according to the prescribed file layout. When this reporting deadline occurs during the weekend or on holidays, the file becomes due to the Board office on the last working day before the weekend or holiday.

This file is subject to the Delinquent and Preliminary Reporting Policies outlined in the *Data Dictionary* and *Data Reporting Calendar*.

Relevant Links

Course File

This individual file, the entire *Data Dictionary*, *Academic Program Inventory*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.mississippi.edu/research/admin.html>

Full-time equivalent (FTE) calculations meet the criteria outlined by the Southern Regional Education Board (SREB). More information about SREB can be found at the following address:

<http://www.sreb.org/>

Off-campus "Other Location" courses are identified with postal ZIP code. These are ad hoc courses that are not offered routinely at an off-campus location. A list of current ZIP codes can be found on the United States Postal Service website:

<http://www.usps.gov/>

File Layout**Course File**

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	06-100	Institutional ID	01-03
Identification	06-101	Reporting Term and Year	04-08
Identification	06-102	Data File ID Number	09-10
Course	06-301	Course Number	11-20
Course	06-302	Section Number	21-32
Course	06-303	Academic Discipline Code	33-38
Course	06-201	Instructor ID Number	39-48
Course	06-304	Instructor's Percent of Class Responsibility	49-51
Course	06-305	Method of Instruction and Delivery	52-53
Course	06-306	Course Level	54-55
Course	06-307	Student Credit Hour Production	56-105
Course	06-308	Zip Code	106-114
Course	06-309	Credit Hour Value	115-118
Course	06-310	Start and End Date	119-134
Course	06-311	Course Title	135-174
Course	06-202	Institutional Instructor ID	175-184

Detailed Instructions: The Course file is used to document credit hour production by academic level and discipline for an academic term. The intent of this file is for the institution to capture and report course credit hours for students in which the institution has expended financial, human, and other resources. These students have typically remained enrolled after the institution's 100 percent refund date and become financially obligated to the course. The Course file should include credit hours according to the following criteria:

(1) Financial Obligation

Report credit hours for students who have remained enrolled long enough to become financially obligated to the course. *This generally includes credit hours for which students are enrolled after the 100 percent refund period has expired.* This includes students who have made the appropriate financial arrangements to receive these credit hours, either paying, contracting to pay, or making other financial arrangements for the credit hours (i.e. scholarships, grants, loans, etc.).

It should be noted that academic obligations are not considered to be a factor for including credit hours on the course file since academic policies vary considerably among the IHL institutions. Some institutions academically obligate their students as much as four weeks earlier than other institutions.

(2) Academic Grade

Report credit hours for any student completing the course, regardless of whether the student passed, failed, received an incomplete, or audited. **However, students who withdraw at any time prior to the last class meeting shall not be counted.**

Courses that are open to both graduate and undergraduate students, and for which graduate and undergraduate credit may be given, are reported as one class with an 06 course level (element 06-306). Credit hours for these courses should be separated according to the SCHs generated at each academic level.

Record Length: 184 Characters

Specific Instructions: There should be one entry for each report element. Courses with multiple instructors may have multiple records—one record for each instructor. Courses with multiple instructors should be identical records with the exception of the instructor ID fields. In other words, instructor ID will change, but course number, section number, credit hours, etc. will be identical for each entry.

Edits: All records should meet the coding criteria outlined in this section.

REPORT ELEMENT NUMBER: 06-100

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Institutional ID Number

DEFINITION:

This field contains the three-digit code assigned by the Board as the Institutional Identification Number.

CODING INSTRUCTIONS:

Use the codes for reporting academic courses according to their primary (more than 50 percent) location as provided below. Courses taught exactly 50 percent on the main campus and 50 percent at an off-campus location should be reported at the main campus. Courses taught from the 'Other Locations' should have an accompanying zip code in element 06-308 that delineates the geographic location for the ad hoc course.

101	Alcorn State University (Main Campus)
102	Alcorn State University (Natchez Center)
103	Alcorn State University (Vicksburg Center)
109	Alcorn State University (Other Locations)
201	Delta State University (Main Campus)
203	Delta State University (Greenville Center)
204	Delta State University (Clarksdale Center)
209	Delta State University (Other Locations)
301	Jackson State University (Main Campus)
302	Jackson State University (Jackson-Universities Center)
303	Jackson State University (Jackson-Medical Mall)
304	Jackson State University (Jackson-E Center)
309	Jackson State University (Other Locations)
401	Mississippi State University (Main Campus)
402	Mississippi State University (Jackson-Universities Center)
403	Mississippi State University (Meridian Center)
404	Mississippi State University (Vicksburg Engineering)
405	Mississippi State University (Jackson Engineering)
406	Mississippi State University (Stennis Center)
409	Mississippi State University (Other Locations)
411	Mississippi State University (Vicksburg Center)
421	Mississippi State University (College of Veterinary Medicine)
422	Mississippi State University (Forest Products Utilization Laboratory)
423	Mississippi State University (Forestry and Harvesting Training Center)
424	Mississippi State University (MAFES)
425	Mississippi State University (Mississippi Alcohol Safety Education Program)
426	Mississippi State University (MCES)
427	Mississippi State University (Mississippi State Chemical Laboratory)

- 501 Mississippi University for Women (Main Campus)
- 503 Mississippi University for Women (Tupelo Center)
- 509 Mississippi University for Women (Other Locations)

- 601 Mississippi Valley State University (Main Campus)
- 603 Mississippi Valley State University (Greenville Center)
- 604 Mississippi Valley State University (Greenwood Center)
- 609 Mississippi Valley State University (Other Locations)

- 701 University of Mississippi (Main Campus)
- 702 University of Mississippi (Jackson-Universities Center)
- 703 University of Mississippi (Tupelo Center)
- 704 University of Mississippi (Yellow Creek)
- 705 University of Mississippi (Jackson Engineering)
- 709 University of Mississippi (Other Locations)
- 711 University of Mississippi (Booneville)
- 712 University of Mississippi (Southaven Center)
- 714 University of Mississippi (Grenada)
- 721 University of Mississippi (Law Research Institute)
- 722 University of Mississippi (Mississippi Mineral Resources Institute)
- 723 University of Mississippi (Research Institute of Pharmaceutical Sciences)
- 724 University of Mississippi (Small Business Development Center)
- 725 University of Mississippi (State Court Education Program)
- 726 University of Mississippi (Super Computer)

- 751 University of Mississippi (Medical Center)

- 801 University of Southern Mississippi (Main Campus)
- 802 University of Southern Mississippi (Gulf Park)
- 803 University of Southern Mississippi (Jackson-Universities Center)
- 804 University of Southern Mississippi (Natchez Center)
- 805 University of Southern Mississippi (Meridian Center)
- 806 University of Southern Mississippi (Stennis Center)
- 809 University of Southern Mississippi (Other Locations)
- 811 University of Southern Mississippi (Jackson County)
- 821 University of Southern Mississippi (Polymer Science Research Institute)
- 831 Gulf Coast Research Laboratory

EDIT: Any value other than those listed above will generate an error. Courses taught from 'Other Locations' that have missing zip codes (or equivalent residence code for out-of-state courses) will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84; Revised 04/01/91; Revised 02/01/95; Revised 06/20/97
 Revised 06/01/2006 - off-campus codes were added for ASU (103), DSU (204), JSU (302,304) and UM (714); 901 Gulf Coast Research Lab was renamed to 831 Gulf Coast Research Lab

REPORT ELEMENT NUMBER: 06-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester/quarter and academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

Column 1:

- 4 = Summer Combined Term
- 5 = Fall Term
- 6 = Spring Term

All credit hours meeting the academic and financial criteria for the file should be reported. Summer intersession hours should be reported with the summer file (late-May through early-August). Winter intersession hours (held in late-December/early-January) should be included with the spring file.

Columns 2-5:

The academic year in which the credit hours were produced. The last year of an academic year is the reporting year (e.g., use "2001" for all reporting semesters in the 2000-01 academic year). The Summer 2000 term would have 42001 for the academic term and year.

EDIT:

All spaces contain numeric characters. In the first space, any value other than those above will generate an error. In the second through fifth spaces, any entry other than the academic year will generate an error.

SPACES NEEDED: 5

DATE ISSUED:

04/01/84

REPORT ELEMENT NUMBER: 06-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data File ID Number

DEFINITION:

This is a Board-assigned number which identifies the different data files forwarded by the institutions in machine-readable form.

CODING INSTRUCTIONS:

Use the codes provided below to identify data files:

06 = Course File

EDIT:

For the course file, any entry other than 06 will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

02/01/82; Revised 08/15/89; Revised 10/31/92; Revised 05/11/00
Revised 06/01/06 - element did list all file codes but now lists only 06 for the course file

REPORT ELEMENT NUMBER: 06-301

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Course Number

DEFINITION:

This field reflects an institutionally-assigned course number for each course being taught.

CODING INSTRUCTIONS:

Enter the course number to a maximum of ten alpha/numeric characters. Left justify.

EDIT:

Any entry other than ten alpha/numeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 06-302

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Section Number

DEFINITION:

This field reports the institutionally-assigned section number for each section of each class being taught.

CODING INSTRUCTIONS:

This field should be right-justified and may or may not contain alpha characters and blanks.

EDIT:

Any entry other than twelve alpha/numeric characters will generate an error.

SPACES NEEDED: 12

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 06-303

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Academic Discipline Code

DEFINITION:

The numeric CIP code which identifies the academic discipline under which a course is offered.

CODING INSTRUCTIONS:

Enter six-digit code structures found in the NCES publication, Classification of Instructional Programs in this field. Omit any periods.

A full listing of these CIP codes can be found at the following address (see Appendices for direct link):

<http://www.mississippi.edu/research/admin.html>.

It should be noted that individual course CIP codes listed on this file do not necessarily have to match the CIP code of an academic program listed in the Academic Program Inventory.

For example, a Polymer Science degree program may have an individual Technical Writing course in its curriculum. The Polymer Science degree program would likely have a 143201 for the academic degree program (which would match the API), but the individual Technical Writing course listed on this file may have a 231101 CIP code (which may not match the API). In other words, the CIP coding should match the individual course, and not necessarily the degree program under which it is taught.

EDIT:

Any entry other than six valid numeric characters will generate an error.

SPACES NEEDED: 6

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 06-201

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Instructor Identification Number

DEFINITION:

This field contains a unique ten-digit number assigned to an individual for purposes of identification. The instructor's Social Security Number (SSN) should be used in all cases except where that number is not available. In those extenuating cases a temporary identification number may be used until a SSN is obtained.

This element should correspond to the identification fields in the Employee and Instructional files, allowing the linking of the Course file to these files to determine academic and demographic characteristics of instructors.

CODING INSTRUCTIONS:

If the SSN is used for this field, code a "0" in column 1; if a temporary number other than the SSN is assigned by the university, code a "1" in column 1. The remaining nine digits contain the employee's ID number, omitting any dashes.

Over the years that this number is used to identify the employee, it should remain constant (except when a temporary number is replaced by an SSN assigned by the Social Security System). The identification number must be the same throughout any one academic year; any change may be shown only with the beginning of the next academic year.

Courses with multiple instructors should have multiple records on the file. However, the instructor ID fields should be the only thing different for each record. Everything else in the multiple records should be identical.

EDIT:

Any entry other than ten numeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 06-304

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Instructor's Percent of Class Responsibility

DEFINITION:

This field represents the amount of responsibility each instructor has for a particular class. If there is only one instructor, then the percentage of class responsibility will be 100 and the course will only have one listing on the file.

If more than one instructor is teaching a class, then the percentage of class responsibility will be prorated accordingly and the class will have multiple listings on the file (one listing for each instructor).

For classes having multiple instructors, the percentage of responsibility may or may not be the same, but the total percentage for a class must equal 100 percent. No fraction or decimal should be shown—round to whole numbers as necessary to equal 100%.

Additionally, the courses with multiple instructors should have multiple listings on the file, but the different listings must be identical with the exception of the instructor IDs. The course number, section number, credit hours, cip code, etc. must be identical.

This procedure for reporting classes with two or more instructors does not apply where teaching assistants participate in the teaching of a class, but have no responsibility for assessment and reporting of grades. It applies, however, to all employees reported as engaged in resident teaching, since they are defined as responsible for, and in charge of, the class, quiz, drill, or laboratory section.

CODING INSTRUCTIONS:

Report the instructor's percent of responsibility in this field. This field must be filled. Right-justify with leading zeros.

EDIT:

Any entry other than three numeric characters greater than zero (000) and no more than one hundred (100) will generate an error. If two or more instructors are responsible for a class, their percent of responsibility must total 100 percent. The records for courses with multiple instructors must be identical with the exception of the instructor ID fields.

SPACES NEEDED: 3

DATE ISSUED:

02/01/82

REPORT ELEMENT NUMBER: 06-305

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Method of Instruction and Delivery

DEFINITION:

These codes will be used to identify unique methods of instruction and methods of delivery. They will primarily be used to determine the percentages of credit hours taught by traditional and E-learning courses. They will also be used to determine traditional and E-learning full-time equivalent (FTE) enrollment.

CODING INSTRUCTIONS:

Indicate whether the individual class being reported falls under one of the categories given below. Classes with multiple methods of instruction and/or delivery should be reported with the majority (at least 51 percent) method of instruction and/or method of delivery.

Column 1 - Method of Instruction - report the primary (majority) method of instruction in this column

A = Study Out-Of-State	course instruction or academic work that takes place in a U.S. state other than Mississippi
B = Study Out-of-Country	course instruction or academic work that takes place in a country other than the United States
C = Lecture	students receive structured units of information and accompanying material through direct contact with the instructor; typically considered the traditional classroom
D = Dissertation or Thesis	students study a particular subject and do individualized original research under the guidance of an instructor and work toward completing a scholarly research document
E = Seminar	students study a particular subject and do individualized original research under the guidance of an instructor and exchange results by informal lectures and discussions
F = Field Supervision of Student Teaching	short-term work experience requiring students in the education discipline to teach under the direct supervision of persons experienced in the teaching profession
H = Clinical Instruction	short-term work experience, usually related to a student's major field, that is supervised by persons experienced in the discipline and focuses on the practical application of concepts and principles; typically associated with biological, physical, and other sciences such as biology, chemistry, anatomy, psychology, etc.
I = Individual Directed Study	academic work chosen or designed by the individual student with the approval of the department concerned, under an instructor's supervision, and usually undertaken outside the classroom structure; typically one-on-one interaction

J = Joint Lecture/Laboratory	students receive structured units of information and accompanying material through direct contact with the instructor as well as receive supplemental instruction in a classroom setting conducive to the practical application of relevant principles and concepts
L = Laboratory	students study in a classroom setting conducive to the practical application of concepts and principles; typically associated with biological, physical, and other sciences such as biology, chemistry, anatomy, psychology, etc.
M = Correspondence	students receive structured units of information and accompanying material completely through the mail; different from distance learning
P = Practicum/Internship	short-term work experience, usually related to a student's major field, that is supervised by persons experienced in the discipline that consists of study and/or practical experience
S = Studio	students study in a classroom setting conducive to the practical application of visual and performing arts such as art, music, dance, photography, etc.

Column 2 - Method of Delivery - report the primary (majority) method of delivery in this column; this column should represent at least 51 percent of the method of delivery

F = Face-to-Face	students receive a majority of course instruction and structured units of information by face-to-face contact with the instructor
V = Video Tape	students receive a majority of course instruction and structured units of information by means of video tape
T = Telephonic	students receive a majority of course instruction and structured units of information by means of telephone or voice mail
E = E-mail	students receive a majority of course instruction and structured units of information by means of E-mail
O = Online, Internet, or Web	students receive a majority of course instruction and structured units of information by Web-based using online, Internet, or web-based methods
P = Print-based	students receive a majority of course instruction and structured units of information by print-based material delivered through postal mail or facsimile transmissions (typically correspondence)
R = CD-ROM	students receive a majority of course instruction and structured units of information by means of compact disc
C = Television or Cable	students receive a majority of course instruction and structured units of information by means of television or cable television
S = Satellite	students receive a majority of course instruction and structured units of information by (Digital, Analog, Direct) means of satellite

I = Interactive Video	students receive a majority of course instruction and structured units of information by means of real-time interactive video
Y = Computer-Aided Instruction	students receive a majority of course instruction and structured units of information by means of computer either locally or by specialized network
X = Other Distance Learning	course instruction by other means of distance learning

Examples:

A traditional lecture course is taught primarily through face-to-face delivery: CF

A correspondence class is taught primarily through mail MP

EDIT: Any entry other than the alphabetic characters above will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

04/01/84

Revised 10/31/92

Revised 6/20/97

Revised 8/2002

Revised 8/2005

Revised 11/2006

REPORT ELEMENT NUMBER: 06-306

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Course Level

DEFINITION:

This field reports the academic level at which a course is being taught.

CODING INSTRUCTIONS:

Use the following coding conventions for this field which represents the academic level of the overall course (refer to the Academic Level definition on the student file for additional information on the academic levels):

- 00 = Developmental Level - Courses taken as part of the Summer Developmental Program
- 01 = Intermediate Level - Courses taken at the intermediate level for which credit is not applicable toward a degree. (These courses include Intermediate English, Intermediate Algebra, Intermediate Reading and the Year-Long Academic Support Program.)
- 02 = Lower Level Bachelor's Credit - Courses primarily designed for freshmen and sophomores that are transferable to a four-year college or university
- 03 = Upper Level - Courses primarily designed for juniors and seniors and not normally open to freshman and sophomores
- 04 = 5th Year Level - Courses primarily designed for fifth year students in five-year programs like architecture
- 05 = First Professional - Law, Medicine, Pharmacy, Dentistry, and Veterinary Medicine
- 06 = Graduate/Undergraduate - Courses which may be taken for either graduate or undergraduate credit
- 07 = Graduate - Courses primarily designed for graduate students at the master's and specialist level
- 08 = Doctoral - Courses primarily designed for students seeking doctoral degrees (e.g., Ph.D., Ed.D., D.B.A.)

EDIT:

Right justify, zero filled. Any number other than those listed above will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

04/01/84
Revised 05/11/00

REPORT ELEMENT NUMBER: 06-307

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Student Credit Hour (SCH) Production

DEFINITION:

The number of students registered for a class times the credit hour value of the course. For example, if thirty students were enrolled in a three-hour course and each of the students was taking the course for three credit hours, the course would generate 90 SCHs. Similarly, if four freshmen level students were enrolled in a three-hour course, the course would generate 12 SCHs at the freshmen level.

Credit hour production figures must meet the financial and academic grade criteria outlined in file layout. Students must be financially obligated to the course. Students must complete the course.

CODING INSTRUCTIONS:

The following academic levels should be used for coding this field.

These academic levels outlined below should be based on credit hours successfully completed, including the current reporting semester. For example, if a student is a sophomore with 56 hours before the term, and completes 12 hours during the term, he or she is to be reported at the junior level in the report.

If graduate levels cannot be determined, as in code 10 for Element 4-111 on the student file, please count those 'unclassified' students at the master's level.

Credit hours should be reported with a column for a trailing decimal place. For example, 36 credit hours at the freshman level should be reported as 00360 to accommodate the trailing decimal place. A class with 36 freshmen hours, 15 sophomore hours and 9 junior hours should be reported as follows: 003600015000090.

<u>Columns</u>	<u>Academic Level</u>	<u>Academic Level Description</u>
56 - 60	Freshmen Level	A student completing less than the equivalent of one year of undergraduate work; less than 30 hours.
61 - 65	Sophomore Level	A student completing the equivalent of one year of undergraduate work; at least 30 hours but less than 60 hours.
66 - 70	Junior Level	A student completing the equivalent of two years of undergraduate work; at least 60 hours but less than 90 hours.
71 - 75	Senior Level	A student completing the equivalent of three years of undergraduate work; at least 90 hours, but has not completed all of the degree requirements for his or her program.

76 - 80	5 th Year Level	A student completing advanced undergraduate work in five-year programs (architecture, pharmacy, engineering); or students with a bachelor's degree who are taking additional undergraduate courses.
81 - 85	Master's Level	A student completing a graduate program or degree that usually covers at least one year and includes approximately 30 semester hours beyond the baccalaureate degree.
86 - 90	Specialist's Level	A student completing a graduate program or degree that usually covers at least one year and includes approximately 30 - 36 hours beyond the master's degree.
91 - 95	Doctoral Level	A student completing an advanced graduate program or degree that usually covers at least two years and includes approximately 60 hours beyond the master's degree.
96 - 100	First Professional Level	A student completing a program or degree in an area of professional training such as medicine, law, or veterinary medicine.
101 - 105	Blank Columns	Blank Columns

EDIT:

Any entry other than fifty (50) numeric characters will generate an error.

NOTE:

The credit hour production figures in this file will be used to determine full time equivalent (FTE) enrollment. FTE enrollment is typically calculated for the fall term and for the academic year.

FTE enrollment for the fall term is calculated by dividing undergraduate credit hours by 15 and graduate credit hours by 12. FTE enrollment for the academic and calendar years is calculated by dividing undergraduate credit hours by 30 and graduate credit hours by 24.

SPACES NEEDED: 50

DATE ISSUED:

04/01/84; Revised 07/29/88; Revised 08/2005;
Revised 10/2008 to mention a trailing decimal place

REPORT ELEMENT NUMBER: 06-308

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Zip Code

DEFINITION:

This field reports the zip code location where an off-campus, i.e., "X09 - Other locations" class is taught, other than at Board approved centers. This element is used to indicate the breadth and depth of ad hoc course activity. It will also help determine whether or not institutions are duplicating efforts within the same geographic location.

Postal ZIP codes can be found on the United States Postal Service website.

<http://www.usps.gov/>

CODING INSTRUCTIONS:

Report the five-digit zip code for the location of this course in the first five positions of this field. The last four spaces allow for expansion of zip codes. Left-justify and leave blanks.

The primary purpose of this element is to determine the geographic location of courses taught within the state. If a course is not taught within the state enter '999999999' for the zip code.

EDIT:

Any entry other than five numeric characters followed by blanks will generate an error.

SPACES NEEDED: 9

DATE ISSUED:

04/01/84

Revised 05/2007 to include '999999999' coding for out-of-state courses

REPORT ELEMENT NUMBER: 06-309

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Credit Hour Value

DEFINITION:

The credit hours that a student will receive for successful completion of a course.

CODING INSTRUCTIONS:

Enter the semester credit hours, carried to two decimal places. Right justify with leading zeros.

For courses with variable credit hours, such as dissertation courses, use the 'average' of credit hours enrolled rounded to two decimal places. For example, if two students enroll in three credit hours, and one student enrolls in one credit hour, the average would be calculated as follows:

Student A enrolled with three credit hours:	3
Student B enrolled with three credit hours:	3
Student C enrolled with one credit hour:	<u>1</u>
Total:	7

Total credit hours enrolled divided by the number of enrolled students: $7/3 = 2.33$ rounded to 2.

EDIT:

Any entry other than four (4) numeric characters will generate an error.

SPACES NEEDED: 4

DATE ISSUED:

02/01/82

Revised 05/2007 to include directions for courses with variable credit hours

REPORT ELEMENT NUMBER: 06-310

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Start and End Date for All Scheduled Class Meetings

DEFINITION:

This field reports the month, the day, and the year when a class begins and ends. The end date reflects the time spent for final exams. All classes must have a start and end date.

The inclusion of this element will allow the Board office to determine the number of courses offered and credit hours generated during intersessions and other time periods.

CODING INSTRUCTIONS:

Enter the start date first, then the end date, using the MMDDYYYY format.

Example: If a class starts on September 11, 2007, and ends on December 12, 2007, report "0911200712122007" in this field.

EDIT:

Any entry other than sixteen numeric valid date characters will generate an error.

SPACES NEEDED: 16

DATE ISSUED:

02/01/82

Revised 05/11/00

REPORT ELEMENT NUMBER: 06-311

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Course Title

DEFINITION:

The title of a course as listed in the institution's current catalog.

CODING INSTRUCTIONS:

Enter the title of the course. If the official title is longer than the space provided, then the institution should use its discretion in abbreviating the title for reporting purposes. Left justify.

SPACES NEEDED: 40

DATE ISSUED:

04/01/84

REPORT ELEMENT NUMBER: 06-202

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Institutional Instructor ID Number

DEFINITION:

This field contains a unique identifying number assigned to an instructor (employee) by the reporting institution. This number is used internally by the institution and should remain constant throughout the employee's tenure. Due to the Board's dependence on Social Security Number, this number is not to be used as, or as a substitute for, the Employee Identification Number (element 02-201).

The reporting of this element is optional as some institutions do not use or have institutional ID numbers.

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character in this field that matches the identification number internal to the institution. Enter ten zeros (0000000000) if your institution does not have internal institutional ID numbers.

EDIT:

Any entry other than ten alphanumeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

03/10/2006

Edit and Report Files

Course File

Filename	Description
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Edits	
*06E_ind_YYT.slk	listing of individual course edits

Reports	
*06R_00_YYT.slk	courses listed by academic level with gender and ethnicity
*06R_lvl_YYT.slk	trend credit hour total by academic level
*06R_cip_YYT.slk	trend credit hour total by 2-digit CIP discipline
*06R_ele_YYT.slk	credit hours by methods of instruction and delivery
*06R_06a_YYT.slk	credit hours by CIP and academic level (may exclude hours without CIPs)
*06R_06b_YYT.slk	estimated headcount by academic level

Notes:

The 03, 03a and 03b reports have been discontinued because they focused on 'Other Locations' courses.

* denotes institution code			
A	Alcorn State University	V	Mississippi Valley State University
D	Delta State University	U	University of Mississippi
J	Jackson State University	H	University of Mississippi Medical Center
M	Mississippi State University	S	University of Southern Mississippi
W	Mississippi University for Women	I	IHL System

Edit Overview

Course File

Element Number	Report Element Description	Questionable (Warning) Values	Error Values	Comparisons with Other Terms & File
06-100	Institutional ID	NA	Any value other than appropriate Board institution code	
06-101	Reporting Term and Year	NA	Any value other than appropriate Reporting Term and Academic Year	
06-102	Data File ID	NA	Any value other than 06	
06-301	Course Number	NA	Null values	
06-302	Section Number	NA	Null values	
06-303	Academic Discipline Code	NA	Null and alpha values; any value other than valid CIP classification category	
06-201	Instructor ID	Values that do not match the Employee File during same reporting period	Null and alpha values	
06-304	Instructor's Percent of Class Responsibility	NA	Values that do not equal to 100 percent as well as null values	
06-305	Method of Instruction and Delivery	NA	Null and numeric values; any value other than appropriate alphabetic characters	
06-306	Course Level	NA	Null and alpha values; any value other than two-digit codes for course levels which range from 01 through 08	
06-307	Student Credit Hour Production	Total FTE credit hours should not exceed headcount enrollment from student file for same reporting period	Null and alpha values; any value other than numeric figures representing credit hour production	

06-308	Zip Code	Courses taught from Other Locations should have a zip code	Null and alpha values; courses taught from 'Other Locations' without a zip code	
06-309	Credit Hour Value	NA	Null and alpha values	
06-310	Start and End Date	NA	Entries other than sixteen numeric valid date characters following MMDDYYYY format	
06-311	Course Title	NA	Null values	
06-202	Institutional Instructor ID	NA	NA	



Degree File (07)

Office of Policy Research & Planning

<http://www.mississippi.edu/research/>

Office: 601-432-6742

Fax: 601-432-6117

File Overview

Degree File

This file includes the number of students receiving degrees during the previous academic year, beginning with the Summer term and ending with the subsequent Spring term. For example, the degree file for the 2004 academic year would include degrees awarded for Summer 2003, Fall 2003 and Spring 2004.

The elements in this file are used to audit institutionally-conferred and institutionally-approved degrees and ensure those degrees match the Board's Academic Programs Inventory. The degrees in this file are also used for the following: (1) academic program review, (2) approval of possible new programs, and (3) Board publications.

In addition to the Board office using this information, IPEDS and SREB also use these degree data for their reporting. SREB solely bases its institutional classifications on the number of degrees awarded across different academic disciplines. The Carnegie classifications used by IPEDS are determined by several other variables in addition to degrees awarded.

Reporting Schedule

Degree File

This file is due to the Board office on or before July 15th of each year.

The file should be securely FTPed or E-mailed to the Board-designated location and contain each element listed in this section according to the prescribed file layout. When this reporting deadline occurs during the weekend or on holidays, the file becomes due to the Board office on the last working day before the weekend or holiday.

This file is subject to the Delinquent and Preliminary Reporting Policies outlined in the *Data Dictionary* and *Data Reporting Calendar*.

Relevant Links

Degree File

This individual file, the entire *Data Dictionary*, *Academic Program Inventory*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.mississippi.edu/research/>

Southern Regional Education Board (SREB) institutional categories, which are based on degrees awarded, can be found at the following address:

<http://www.sreb.org/main/EdData/InstCategories/instcategindex.asp>

Carnegie classifications, also based on degrees awarded, can be found at the following address:

<http://www.carnegiefoundation.org/Classification>

File Layout

Degree File

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	07-100	Institutional ID	01-03
Identification	07-101	Reporting Term and Year	04-08
Identification	07-102	Data File ID	09-10
Degree	07-201	Student ID Number	11-19
Degree	07-301	Degree Program Completed	20-29
Degree	07-302	Date Degree Conferred	30-35
Degree	07-303	Gender	36-36
Degree	07-304	Citizenship	37-37
Degree	07-305	Ethnicity	38-38
Degree	07-306	Date of Birth	39-46
Degree	07-307	County/State/Country of Residence	47-49
Degree	07-308	Final Cumulative Credit Hours Attempted	50-53
Degree	07-309	Final Cumulative Credit Hours Earned	54-57
Degree	07-310	Final Cumulative Credit Hours Graded	58-61
Degree	07-311	Final Grade Point Average	62-65
Degree	07-202	Institutional Student ID Number	66-75

Record Length: 75 Characters

Specific Instructions: This file includes all students receiving degrees during the previous academic year, beginning with the summer term and ending with the subsequent spring term. For example, the degree file for the 2004 academic year would include degrees awarded for Summer 2003, Fall 2003 and Spring 2004.

Honorary and posthumous degrees should not be reported on this file. This is in accordance with IPEDS reporting.

Students receiving multiple degrees in the same academic year should be listed multiple times on the file. For example, if a student earned a B.B.A. in Accounting and a B.S. in Computer Science, he or she would have two different records on the degree file (one for each degree earned).

The following criteria must be met in order for a student to have multiple records (i.e. multiple degrees) on the Degree file:

- Students earning multiple degrees must have completed all of the institutional requirements for each degree listed on the Degree file. These degrees may have been completed simultaneously (dual degree) or at different times (second degree) as long as each degree was completed within the same reporting period (academic year).

- Students earning multiple degrees must either have different degree names (i.e. B.B.A. and B.S.) or different academic colleges (i.e. Arts and Sciences and Engineering). Students earning multiple degrees with the same degree name *and* the same academic college will be considered earning multiple majors rather than multiple degrees. These students should be reported once on the degree file. In these instances the reporting institution will determine the appropriate degree.

Examples:

A student earns a B.S. in Mathematics and a B.S. in Engineering. Institution awarding degrees should report that student twice on the Degree file as having two separate degrees because they are from different academic colleges.

A student earns a B.S. in Chemistry and a B.A. in Biology. Institution awarding degrees should report that student twice on the Degree file as having two separate degrees because they have different degree names.

A student earns a B.A. in Anthropology and a B.A. in Sociology. Institution awarding degrees should report that student once on the Degree file as having one degree because the degrees have the same degree name and are from the same academic college. This would likely constitute a double major rather than a double degree.

Edits: Degrees Granted must agree with those shown in the Board's Academic Programs Inventory.

Revisions:

08/1987

05/2001

06/2006 -

element numbers were changed to reflect new format of entire Data Dictionary; institutional student ID was added to provide more stability in identifying students; policies were added to address consistent reporting of multiple majors/degrees; an element for additional degree program was omitted for reporting flexibility

06/2009 -

added demographic and academic elements that include the following: gender, citizenship, ethnicity, date of birth, residency, final cumulative credit hours attempted, final cumulative credit hours earned, final cumulative credit hours graded, and final grade point average

06/2009

Statement regarding honorary and posthumous degrees were added to Degree file. Those degrees are not to be reported on the Degree file in accordance with IPEDS.

REPORT ELEMENT NUMBER: 07-100

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Institutional ID Number

DEFINITION:

This field contains the three-digit code assigned by the Board as the Institutional Identification Number. This list only includes on-campus and off-campus degree-granting centers approved by the Board.

CODING INSTRUCTIONS:

Use the codes for reporting individual institutions as provided below.

101	Alcorn State University (Main Campus)
102	Alcorn State University (Natchez Center)
103	Alcorn State University (Vicksburg Center)
201	Delta State University (Main Campus)
203	Delta State University (Greenville Center)
301	Jackson State University (Main Campus)
401	Mississippi State University (Main Campus)
403	Mississippi State University (Meridian Center)
406	Mississippi State University (Stennis Center)
411	Mississippi State University (Vicksburg Center)
501	Mississippi University for Women (Main Campus)
503	Mississippi University for Women (Tupelo Center)
601	Mississippi Valley State University (Main Campus)
603	Mississippi Valley State University (Greenville Center)
701	University of Mississippi (Main Campus)
703	University of Mississippi (Tupelo Center)
704	University of Mississippi (Yellow Creek)
712	University of Mississippi (Southaven Center)
751	University of Mississippi (Medical Center)
801	University of Southern Mississippi (Main Campus)
802	University of Southern Mississippi (Gulf Park)
804	University of Southern Mississippi (Natchez Center)
805	University of Southern Mississippi (Meridian Center)
806	University of Southern Mississippi (Stennis Center)

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 04/01/91

Revised 02/01/95

Revised 06/20/97

Revised 03/10/2006 - element did list all institution codes but now lists on-campus and off-campus degree-granting centers as outlined in current Board policy

REPORT ELEMENT NUMBER: 07-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester/quarter and academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

Column 1:

0 = Unspecified (not tied to a specific term)

Use 0 for the term since this file is based on an academic year. If necessary, the date the degree was conferred (element 07-302) will be used to derive the term.

Columns 2-5:

The academic year. The last year of an academic year is the reporting year (e.g., use "2001" for all reporting semesters in the 2000-01 academic year).

EDIT:

All spaces contain numeric characters. In the first space, any value other than zero (0) will generate an error. In the second through fifth spaces, any entry other than the appropriate academic year will generate an error.

SPACES NEEDED: 5

DATE ISSUED:

04/01/84

Revised 03/10/2006 - element did list all academic terms but now lists zero (0) for the term since the file is for an academic year

REPORT ELEMENT NUMBER: 07-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data File Identification

DEFINITION:

This is a Board-assigned number which identifies the different data files forwarded by the institutions in machine-readable form.

CODING INSTRUCTIONS:

Use the codes provided below to identify data files:

07 = Degrees Granted

EDIT:

For the degree file, any entry other than 07 to designate the degree file will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

02/01/82

Revised 08/15/89

Revised 10/31/92

Revised 05/11/00

Revised 03/10/2006 - element did list all file codes but now lists only 07 for the degree file

REPORT ELEMENT NUMBER: 07-201

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Student Identification Number

DEFINITION:

This field contains a unique nine-digit number assigned to a student for purposes of identification. Social Security number is to be used except for limited cases of foreign students and others for whom this number is not available. If a number other than Social Security number is used to identify a student, it will be the responsibility of the institution to insure that the number is unique within the institution and that the same number is assigned to the student each term the student is enrolled.

In some cases there may be a mismatch between the ID number reported on the degree file and the ID number reported on the student file. These mismatches primarily occur with international and other students having a temporary ID number on the student file. During these cases the identification number on either the student file or the degree file may be revised in order to resolve the mismatch between the two files. Any IDs that are changed will be subject to institutional approval.

CODING INSTRUCTIONS:

Enter a nine-digit number in this field, omitting any dashes.

EDIT:

Any entry other than nine numeric characters will generate an error.

SPACES NEEDED: 9

DATE ISSUED:

04/01/84

REPORT ELEMENT NUMBER: 07-301

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Degree Program Completed

DEFINITION:

This field identifies the degree program which was completed by the student and for which a degree was conferred during the reporting period by the institution.

CODING INSTRUCTIONS:

Enter the appropriate CIP and Sequence codes from the Board's Academic Programs Inventory.

EDIT:

Any entry other than ten (10) numeric characters matching the "Academic Program Inventory" will generate an error.

Any ten (10) numeric characters that match inactive programs on the "Academic Program Inventory" will generate a warning.

This 10-digit number is comprised of the 6-digit CIP code concatenated with the 4-digit IHL sequence number that the Board office assigns to each degree program. A listing of these sequence numbers is available in the Academic Program Inventory.

SPACES NEEDED: 10

DATE ISSUED:

04/01/84

REPORT ELEMENT NUMBER: 07-302

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Date Degree Conferred

DEFINITION:

This field shows the calendar date (month and year) on which a student received a degree from the reporting institution.

CODING INSTRUCTIONS:

Use the following six-digit numeric code scheme: MMYYYY

Enter the month and year in which a student received a degree; left-justify, using leading zeros. For a student who received a degree in May, 2000, the code would be "052000."

Please note this represents the calendar year, and not the academic year.

EDIT:

Any entry other than six (6) numeric valid date characters will generate an error.

SPACES NEEDED: 6

DATE ISSUED:

04/01/84

REPORT ELEMENT NUMBER: 07-303

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Gender

DEFINITION:

This field identifies the gender of the student based on the following priorities:

- First -- categorizes self as belonging to
- Second -- regarded in the community as belonging to
- Last -- appears as belonging to

Institutions should make every effort to collect demographic information on each enrolled student. This information may be obtained from the student application, ACT tapes, financial aid applications, and other sources.

CODING INSTRUCTIONS:

Report the gender of each student using following codes:

F = Female

M = Male

EDIT:

Any character other than an "F" or "M" will generate an error, as will blanks.

SPACES NEEDED: 1

DATE ISSUED/REVISED:

05/29/2009

REPORT ELEMENT NUMBER: 07-304

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Citizenship

DEFINITION:

This field reports the citizenship or visa status of a student, according to the following definitions:

United States Citizen	--	Citizen of U.S. by birth or naturalization
Resident Alien	--	Permanent lawful resident of the U.S. but not a U.S. citizen
Non-Resident Alien	--	Person who is not a citizen of the U. S. and who is in this country on a temporary basis--does not have a right to remain indefinitely.

CODING INSTRUCTIONS:

Report the citizenship of each student using the following codes:

1 = United States Citizen

2 = Resident Alien

3 = Non-Resident Alien

EDIT:

Any entry other than 1, 2 or 3 will generate an error.

SPACES NEEDED: 1

DATE ISSUED:

05/29/2009

REPORT ELEMENT NUMBER: 07-305

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Ethnicity

DEFINITION:

This field denotes a student's ethnic origin by broad ethnic group. The race/ethnic group of the individual is based on the following priorities:

- First -- categorizes self as belonging to
- Second -- regarded in the community as belonging to
- Last -- appears as belonging to

Institutions should make every effort to collect demographic information on each enrolled student. This information may be obtained from the student application, ACT tapes, financial aid applications, and other sources.

These ethnic groups correspond to the IPEDS ethnic categories. However, IHL enrollment may not identically match IPEDS enrollment because IHL enrollment figures include all ethnicities whereas IPEDS enrollment figures make separate distinctions for non-resident alien students.

CODING INSTRUCTIONS:

Designate the student's appropriate racial category using the following numeric codes:

- 0 = Not Identified or Unknown
- 1 = White (and not of Hispanic origin)--A person having origins in any of the original peoples of Europe, North America, or the Middle East.
- 2 = Black (and not of Hispanic origin)--A person having origins in any of the black racial groups of Africa.
- 3 = Hispanic--A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultural origin, regardless of race.
- 4 = Asian (and not of Hispanic origin)--A person having origins in the Far East, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 5 = American Indian or Alaskan Native (and not of Hispanic origin)--A person having origins in any of the original peoples of North and South America, and who maintains cultural identification through tribal affiliation or community recognition.
- 6 = Native Hawaiian or Pacific Islander (and not of Hispanic origin)--A person having origins in any of the Pacific Islands, including Hawaii, Guam, Samoa or other Pacific Islands.
- 7 = Multiracial--A person having origins in any two or more of the preceding ethnic categories.

Notes: If a person chooses Hispanic and any other ethnicity, they are to be coded as Hispanic. Prior to Spring 2009, code 4 included students of Asian and Pacific Islander ethnicity. Code 4 was divided into codes 4 and 6 to accommodate changes in IPEDS reporting. Codes 6 & 7 are optional until Summer 2010.

EDIT:

Any value other than "0" through "7," as noted above, will generate an error.

SPACES NEEDED: 1

DATE ISSUED:

05/29/2009

REPORT ELEMENT NUMBER: 07-306

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Date of Birth

DEFINITION:

This field shows the calendar date of birth.

Institutions should make every effort to collect demographic information on each enrolled student. This information may be obtained from the student application, ACT tapes, financial aid applications, and other sources.

CODING INSTRUCTIONS:

Enter the student date of birth utilizing the following format: MMDDYYYY. If, for example, a student was born on September 21, 2004, then enter "09212004."

EDIT:

Any entry other than eight numeric valid date characters will generate an error. Corresponding ages less than 15 and greater than 80 will generate a warning.

SPACES NEEDED: 8

DATE ISSUED:

05/29/2009

REPORT ELEMENT NUMBER: 07-307

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: County/State/Country of Residence

DEFINITION:

This element reports the student's legal residence at the time of registration for the reporting term. This will generally correspond to the resident/non-resident fee status (04-302), although exceptions may occur.

CODING INSTRUCTIONS:

Use the codes in Appendix A which can be found at the following address:

<http://www.mississippi.edu/research/admin.html>

If the student is a U. S. citizen and a resident of Mississippi, report the county of residence (code beginning with 0).

If the student is a U. S. citizen and a non-resident of Mississippi, report the state of residence-(code beginning with 1).

If the student is a non-citizen on a resident alien status or other non-student visa, follow the same instructions as above.

If the student is a non-citizen on a student visa or similar permit, report the country of residence (code beginning with 2 or above).

EDIT:

This field must contain three digits. Also, the code used must be one of the Board-approved codes from Appendix A.

SPACES NEEDED: 3

DATE ISSUED:

05/29/2009

REPORT ELEMENT NUMBER: 07-308

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Final Cumulative Hours Attempted (Enrolled)

DEFINITION:

This element includes the total number of cumulative credit hours attempted (enrolled) by the student. These hours are not necessarily tied to financial aid and may or may not count toward a degree.

The hours attempted should include any courses for which the student enrolled after the 100 percent refund date.

These hours should include AP, CLEP, or other advanced placement course work for which the student earned academic credit toward a degree.

CODING INSTRUCTIONS:

Report the hours on a semester credit hour basis. Right-justify with leading zeros; this number should be rounded to one decimal point. If a student withdrew from the institution, code zeros.

The current semester hours attempted should be consolidated for on- and off-campus locations and reported with the main campus. For example, a MUW student having 129 hours on the main campus in Columbus and 36 hours at Tupelo should have 165 hours in this field for all records.

EDIT:

Any entry other than three numeric characters will generate an error.

SPACES NEEDED: 4

DATE ISSUED:

05/29/2009

REPORT ELEMENT NUMBER: 07-309

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Final Cumulative Hours Earned (Passed Hours including Non-Degree)

DEFINITION:

This element includes the total number of cumulative credit hours earned. These earned (or passed) hours are not necessarily tied to financial aid and may or may not count toward a degree.

Institutions vary in their calculation of credit hours earned, but for most institutions this includes typical academic passing grades (A,B,C,D), *Pass* grades in *Pass/Fail* courses and *Credit* grades in *Credit/No Credit* courses. This typically excludes failing grades, withdrawal grades and audits.

CODING INSTRUCTIONS:

Report the hours on a semester credit hour basis. Right-justify with leading zeros; this number should be rounded to one decimal point. If a student withdrew from the institution, code zeros.

The current semester hours earned should be consolidated for on- and off-campus locations and reported with the main campus. For example, a DSU student earning 129 hours on the main campus in Cleveland and 12 hours at Greenville should have 141 earned hours for all records on the file.

EDIT:

Any entry other than three numeric characters will generate an error.

SPACES NEEDED: 4

DATE ISSUED:

05/29/2009

REPORT ELEMENT NUMBER: 07-310

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Final Cumulative Hours Graded

DEFINITION:

This element includes the total number of cumulative credit hours that are used to calculate the student grade point average, regardless of whether the student passed, failed, etc. This element excludes credit hours for courses such as audits and withdrawals where the student did not receive an academic grade used for the grade point average. *The hours reported in this element should match the hours used for the grade point average.*

CODING INSTRUCTIONS:

Report the hours on a semester credit hour basis. Right-justify with leading zeros; this number should be rounded to one decimal point. If a student withdrew from the institution, code zeros.

The current semester hours graded should be consolidated for on- and off-campus locations and reported with the main campus. For example, a MVSU student with 129 hours on the main campus in Itta Bena and 6 hours at Greenville should have 135 hours graded for all records on the file.

EDIT:

Any entry other than three numeric characters will generate an error.

SPACES NEEDED: 4

DATE ISSUED:

05/29/2009

REPORT ELEMENT NUMBER: 07-311

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Final Cumulative Grade Point Average (GPA)

DEFINITION:

This element should reflect the total number of quality points achieved by a student divided by the total number of hours graded for which quality points were awarded for the degree awarded.

CODING INSTRUCTIONS:

Right-justify and include leading zeros: this number should be rounded to three decimal places. Note that zero quality points are awarded for grades of "F".

The current semester grade point average should be consolidated for on- and off-campus locations and reported with the main campus. For example, a USM student completes 129 hours on the main campus at Hattiesburg and earns a 4.0 GPA, and completes 12 hours at Gulf Park and earns a 3.50 GPA. The student should have one 801 record with a 3.80 GPA (i.e. a consolidation of the on- and off-campus GPA).

EDIT:

Any entry other than four numeric characters will generate an error.

SPACES NEEDED: 4

DATE ISSUED:

05/29/2009

REPORT ELEMENT NUMBER: 07-202

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Institutional Student ID Number

DEFINITION:

This field contains a unique identifying number assigned to a student by the reporting institution. This number is used internally by the institution and should remain constant throughout the student's tenure. Due to the Board's dependence on Social Security Number, this number is not to be used as, or as a substitute for, the Student Identification Number (element 07-101).

This element is required for institutions using these identification numbers internally. Institutions without internal identification numbers can enter ten zeros (0000000000).

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character in this field that matches the identification number internal to the institution. Enter ten zeros (0000000000) if your institution does not have internal institutional ID numbers.

EDIT:

Any entry other than ten alphanumeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

05/29/2009

Edit and Report Files

Degree File

Filename	Description
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Edits	
*07E_api_YY.slk	list of submitted degrees and accompanying student IDs that do not match the Academic Program Inventory (API)
*07E_dat_YY.slk	list of submitted degree dates that are not in the appropriate reporting period (e.g. a degree granted in December 2000 should not be on the AY2002 degree file)
*07E_stu_YY.slk	list of submitted IDs for degree recipients who are either not on the student file or have an outdated enrollment history

Reports	
*07R_cip_YY.slk	summary of degrees by CIP category
*07R_lv1_YY.slk	summary of degrees by academic level (3-year trend)
*07R_lv2_YY.slk	summary of degrees by academic level (3-year trend)
*07R_stu_YY.slk	summary of degrees by ethnicity and gender (3-year trend); ethnicity and gender derived from last record on student file

Notes:

The '*' and 'YY' in the filenames denote the institution code and academic year. For example, the *07E_api_YY.slk edit report for the AY1999 degree file from MVSU would be called V07E_api_99.slk.

* denotes institution code			
A	Alcorn State University	V	Mississippi Valley State University
D	Delta State University	U	University of Mississippi
J	Jackson State University	H	University of Mississippi Medical Center
M	Mississippi State University	S	University of Southern Mississippi
W	Mississippi University for Women	I	IHL System

Edit Overview

Degree File

Element Number	Report Element Description	Questionable (Warning) Values	Error Values	Comparisons with Other Terms & Files
07-100	Institutional ID	NA	Any value other than appropriate Institutional ID	<p>Compared with other reporting periods by academic level, gender and ethnicity</p> <p>Compared with other reporting periods by two-digit CIP code and academic level</p> <p>Compared with student file to determine gender, ethnicity, residence, time-to-degree, etc.</p>
07-101	Reporting Term and Year	NA	Any value other than zero (0) for the Reporting Term and the appropriate Academic Year	
07-102	Data File ID	NA	Any value other than 07	
07-201	Student ID Number	NA	Null and alpha values; values other than 9-digit student Ids	
07-301	Degree Program Completed	10-digit degrees that match API degree programs that are inactive	10-digit degrees that do not match the API	
07-302	Date Degree Conferred	NA	Dates that are not within the reporting year (i.e. a degree granted in December 2000 should not be on the AY2002 file)	
07-303	Gender	NA	Any value other than "M" or "F"	
07-304	Citizenship	NA	Any value other than "1" through "3"	
07-305	Ethnicity	Unusual changes in unidentified or undeclared students	Any value other than "1" through "7"	
07-306	Date of Birth	Ages over 80 and less than 15	Any value other than valid student birth date	
07-307	County/State/Country of Residence	NA	Any value other than valid residence code	

07-308	Final Cumulative Credit Hours Attempted	Values below 120	Missing values	
07-309	Final Cumulative Credit Hours Earned	Values below 120	Missing values	
07-310	Final Cumulative Credit Hours Graded	Values below 120	Missing values	
07-311	Final Grade Point Average	Values below 2.00	Missing values	
07-202	Institutional Student ID Number	NA	NA	

Notes:

In addition to ensuring that the submitted degrees match the Academic Program Inventory, the Board office also matches the submitted student IDs with the student file. Institutions will be notified if (a) degree recipients are not listed on the student file, and (b) degree recipients are on the student file, but show an unusual enrollment history (i.e. the student has received a degree but has not been enrolled at the institution for three years).

It should also be noted that the Board office runs a variety of degree reports by ethnicity, gender, location, etc. This additional data is obtained from each student's last term on the student file. **The Board also compares this file with the degree information reported to IPEDS. The Board's degree data and IPEDS degree data should have an exact match.**



Scholarship File (09)

Office of Policy Research & Planning

<http://www.mississippi.edu/research/>

Office: 601-432-6742

Fax: 601-432-6117

File Overview

Scholarship File

The Scholarship and Financial Aid File is used to document *expenditures* (disbursements) for scholarships and financial aid made during the reporting *fiscal year*. This file may be linked to other Board files by the student identification number to determine demographic and academic profiles of students receiving scholarships and financial aid.

Reporting Schedule

Scholarship File

This file is due to the Board office on or before December 15th of each year. The file should be securely FTPed or E-mailed to the Board-designated location and contain each element listed in this section according to the prescribed file layout.

This file is subject to the Delinquent and Preliminary Reporting Policies outlined in the *Data Dictionary* and *Data Reporting Calendar*.

Relevant Links

Scholarship File

This individual file, the entire *Data Dictionary*, *Academic Program Inventory*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.mississippi.edu/research/>

For more information on State student financial aid programs, visit the Mississippi Office of State Student Financial Aid website at the following address. It describes and outlines the financial aid awards offered by the state:

<http://www.mississippi.edu/financialaid/>

For more information on Federal student financial aid programs, visit the U.S. Department of Education website at the following address. It describes and outlines the financial aid awards offered by the federal government:

<http://www.ed.gov/finaid.html>

File Layout

Scholarship File

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	09-100	Institutional ID	01-03
Identification	09-101	Reporting Term and Year	04-08
Identification	09-102	Data File Identification	09-10
Scholarship	09-201	Student Identification Number	11-19
Scholarship	09-301	IHL Type of Award (IHL Specific Code)	20-22
Scholarship	09-302	Institution Type of Award (Institution Specific Code)	23-32
Scholarship	09-303	Fund Source	33-34
Scholarship	09-304	Disbursement Amount	35-39
Scholarship	09-202	Institutional Student ID Number	40-49

Record Length: 49 Characters

Specific Instructions: There should be one record for each scholarship and financial aid award, so students receiving multiple awards will have multiple records on the file. The reporting term and year indicate the term and fiscal year (July through June) in which the reporting institution made expenditures (disbursements) for scholarships and financial aid. These disbursed awards mean students have received the award.

Edits: Student identification numbers reported on the Scholarship file should agree with similar academic terms reported on the student file. Additionally, individual award types and fund sources must agree with the valid codes outlined in this document.

Elements

Scholarship File

REPORT ELEMENT NUMBER: 09-100

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Institutional ID Number

DEFINITION:

This field contains the three-digit code assigned by the Board as the Institutional Identification Number.

CODING INSTRUCTIONS:

Use the following codes for reporting scholarship and financial aid awards according to the main campus as provided below. Main campus is used because all scholarship and financial aid awards are disbursed from the main campus.

- 101 Alcorn State University (Main Campus)
- 201 Delta State University (Main Campus)
- 301 Jackson State University (Main Campus)
- 401 Mississippi State University (Main Campus)
- 501 Mississippi University for Women (Main Campus)
- 601 Mississippi Valley State University (Main Campus)
- 701 University of Mississippi (Main Campus)
- 751 University of Mississippi (Medical Center)
- 801 University of Southern Mississippi (Main Campus)

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 04/01/91

Revised 02/01/95

Revised 06/20/97

Revised 02/13/2006

Revised 11/15/2006 - element did list all institution codes but was changed to only include main campus codes since scholarship and financial aid awards are disbursed through the main campus

REPORT ELEMENT NUMBER: 09-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester/quarter and fiscal year for which the institutions are reporting.

CODING INSTRUCTIONS:

Column 1:

0 = Unspecified (awards for the fiscal year and not tied to a specific term)

Columns 2-5:

The fiscal year (July through June) in which the award was disbursed. The last year of a fiscal year is the reporting year (e.g., use "2001" for all reporting semesters in the 2000-01 fiscal year).

EDIT:

All spaces contain numeric characters. In the first space, any value other than zero (0) will generate an error. In the second through fifth spaces, any entry other than the fiscal year will generate an error.

SPACES NEEDED: 5

DATE ISSUED:

04/01/84

Revised 11/15/2006 - element did list all academic terms but now lists zero (0) for the term since the file is for the fiscal year

REPORT ELEMENT NUMBER: 09-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data File Identification

DEFINITION:

This is a Board-assigned number which identifies the different data files forwarded by the institutions in machine-readable form.

CODING INSTRUCTIONS:

Use the codes provided below to identify data files:

09 = Scholarships and Financial Aid

EDIT:

For the scholarship and financial aid file, any entry other than 09 will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

02/01/82

Revised 08/15/89

Revised 10/31/92

Revised 05/11/00

Revised 11/15/2006 - element did list all file codes but now lists only 09 for the scholarship file

REPORT ELEMENT NUMBER: 09-201

REPORT ELEMENT TYPE: Scholarship

REPORT ELEMENT TITLE: Student Identification Number

DEFINITION:

This field contains a unique nine-digit number assigned to a student for purposes of identification. Social Security number is to be used except for limited cases of foreign students and others for whom this number is not available. If a number other than Social Security number is used to identify a student, it will be the responsibility of the institution to insure that the number is unique within the institution and that the same number is assigned to the student each term the student is enrolled.

In some cases there may be a mis-match between the ID number reported on the scholarship file and the ID number reported on the student file. These mis-matches primarily occur with international and other students having a temporary ID number on the student file. During these cases the identification number reported on the scholarship file may be changed to match the identification number on the student file.

CODING INSTRUCTIONS:

Enter a nine-digit number in this field, omitting any dashes.

EDIT:

Any entry other than nine numeric characters will generate an error.

SPACES NEEDED: 9

DATE ISSUED:

04/01/84

REPORT ELEMENT NUMBER: 09-301

REPORT ELEMENT TYPE: Scholarship

REPORT ELEMENT TITLE: IHL Type of Award (IHL Specific Code)

DEFINITION:

This field contains a three-digit code for each type of scholarship and financial aid award that has been disbursed to an eligible student.

A Scholarship is defined as *an amount paid for the benefit of an undergraduate or graduate student to aid in the pursuit of his or her coursework*. This amount may be directly applied to tuition and/or fees as well as applied to other educational costs.

A Waiver is defined as *a tuition and/or fee amount fully or partially reduced for the benefit of an undergraduate or graduate student to aid in the pursuit of his or her coursework*. This amount directly applies to tuition and fees, and cannot be used for other educational costs.

CODING INSTRUCTIONS:

Use the following three-digit code conventions for this field:

SCHOLARSHIPS AND REMISSIONS (EXCLUDING WAIVERS)

010	Service	All service scholarships disbursed to students participating in service activities; these services activities include band, orchestra, music, drama, etc. ; also included in this category would be student government officers, student newspaper editor, etc.; <i>do not include graduate assistantships and fellowships</i>
020	Athletic	All athletic scholarships disbursed to students as defined by the NCAA or institution's governing association
030	Academic	All academic scholarships disbursed to undergraduate and graduate students by or through the university; should include general academic achievement of merit and departmental awards
040	Graduate Assistantships	All academic assistantships and fellowships disbursed to graduate students by or through the university regardless of the source of funding; <i>do not include salaries and stipends for graduate assistantships and fellowships</i>
080	Foundation	All scholarships disbursed to students from the institution foundation; should have an institutional source code
090	Other Scholarship	All other scholarships that have not been reported elsewhere in this section (codes 010 through 080)

RESIDENT TUITION AND/OR FEE WAIVERS (EXCLUDING SCHOLARSHIPS*)

110	Service	All service tuition and/or fee waivers disbursed to resident students participating in service activities; these services activities include band, orchestra, music, drama, etc, ; also included in this category would be student government officers, student newspaper editor, etc.; do not include graduate assistantships and fellowships
120	Athletic	All athletic tuition and/or fee waivers disbursed to resident students as

defined by the NCAA or institution's governing association

130	Academic	All academic tuition and/or fee waivers disbursed to undergraduate and graduate resident students by or through the university
150	Faculty and Employees*	All tuition and/or fee waivers disbursed to resident faculty and employees (as a result of their employment at the institution)
160	Children of Employees *	All tuition and/or fee waivers disbursed to qualified resident children of faculty and employees (as a result of at least one parent's employment with the institution)
170	Children of Alumni*	All tuition and/or fee waivers disbursed to qualified resident children of alumni; usually paid by the alumni association; usually has an institutional source code
180	Foundation	All tuition and/or fee waivers disbursed to resident students from the institution foundation; should have an institutional source code
190	Other Resident Waiver	All other resident tuition and/or waivers that have not been reported elsewhere in this section (codes 110 through 180)

NON-RESIDENT TUITION AND/OR FEE WAIVERS (EXCLUDING SCHOLARSHIPS*)

210	Service	All service tuition and/or fee waivers disbursed to non-resident students participating in service activities; these services activities include band, orchestra, music, drama, etc. ; also included in this category would be student government officers, student newspaper editor, etc.; do not include graduate assistantships and fellowships
220	Athletic	All athletic tuition and/or fee waivers disbursed to non-resident students as defined by the NCAA or institution's governing association
230	Academic	All academic tuition and/or fee waivers disbursed to undergraduate and graduate non-resident students by or through the university
250	Faculty and Employees*	All tuition and/or fee waivers disbursed to non-resident faculty and employees (as a result of their employment at the institution)
260	Children of Employees*	All tuition and/or fee waivers disbursed to qualified non-resident children of faculty and employees (as a result of at least one parent's employment with the institution)
270	Children of Alumni*	All tuition and/or fee waivers disbursed to qualified non-resident children of alumni; usually paid by the alumni association; usually has an institutional source code
280	Foundation	All tuition and/or fee waivers disbursed to non-resident students from the institution foundation; should have an institutional source code
290	Other Non-Resident Waiver	All other non-resident tuition and/or waivers that have not been reported elsewhere in this section (codes 210 through 280)

* Understanding that some institutions have different criteria for defining waivers and scholarships, institutions should report awards according to the award type first. If institutions make awards to faculty and employees they should report those dollars in the appropriate faculty and employee category, regardless of its status as a scholarship or waiver. This applies to the codes highlighted with an asterisk (*).

OTHER FINANCIAL AID

310	Alternative Loans Disbursed to Students	Disbursed awards to students from the Alternative Loan Program; since this file only includes disbursed dollars, the figure should NOT include related student fee dollars (i.e. a loan for \$2,500 may only report \$2,425)
320	Institutional Long-term Student Loans	Disbursed awards to students from all institutional long-term loan sources not fully repayable within the year; does not include private loans (funded by private third parties) requested by the student
325	Institutional Short-term (Yearly) Student Loans	Disbursed awards to students from all institutional short-term loan sources that are fully repayable within the year; does not include private loans (funded by private third parties) requested by the student; also <i>does not include institutional loans usually repayable between 90 and 120 days</i>

FEDERAL STUDENT PROGRAMS (Federal programs should have a 'Federal' fund source (40))

330	College Work-Study	Disbursed awards to students from the federal College Work-Study Program
340	Pell Grants	Disbursed awards to undergraduate students from the federal Pell Grant Program
350	SEOG	Disbursed awards to students from the Supplemental Education Opportunity Grant Program; awards range from \$100 to \$4,000
360	LEAP/SLEAP (formerly SSIG)	Disbursed awards to students from the Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP) programs
370	Perkins Loans	Disbursed awards to students from the Perkins Loan Program; maximum annual loan amount is \$4,000 for undergraduates and \$6,000 for graduates
380	Health Professions Loans	Disbursed awards to students from the Health Professions Loans Program; includes nursing, medical and dental; should <i>NOT</i> include any related scholarships for disadvantaged students (also see 420 for Health Professions Disadvantaged Scholarships)
390	Subsidized Stafford Loans	Disbursed awards to all students from the Subsidized Stafford Loan Program; figure should include all Stafford Loans guaranteed, not just the Mississippi Stafford Loans; since this file only includes disbursed dollars the figure should NOT include related student fee dollars (i.e. a loan for \$2,500 may only report \$2,425)
400	PLUS / Grad Plus Loans	Disbursed awards to all students from the PLUS Loan Program; figure should include all PLUS Loans guaranteed, not just the Mississippi PLUS Loans; since this file only includes disbursed dollars the figure should NOT include related student fee dollars (i.e. a loan for \$2,500 may only report \$2,425)
420	Health Professions Disadvantaged Scholarships	Disbursed awards to students from the Health Professions Disadvantaged Scholarships Program; includes nursing, medical and dental; should include any related scholarships for disadvantaged students (also see 380 for Health Professions Loans)
430	Unsubsidized Stafford Loans	Disbursed awards to all students from the Unsubsidized Stafford Loan Program; figure should include all Unsubsidized Stafford Loans guaranteed, not just the Mississippi Stafford Loans; since this file only includes disbursed dollars the figure should NOT include related student fee dollars (i.e. a loan for \$2,500 may only report \$2,425)

440	Academic Competition Grant (ACG)	Disbursed awards to all students from the Academic Competition Grant (ACG); awarded to students completing advanced high school curricula
450	SMART Grant	Disbursed awards to all students from the National Science & Mathematics Access to Retain Talent Grant (National Smart Grant); limited to upper-level undergraduates majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign language determined critical to national security
490	Other Federal	Disbursed awards from federal sources not reported under the codes in this section (codes 330 through 450)

STATE STUDENT PROGRAMS (State programs should have a 'State' fund source (20))

500	IHL State Student	<p>Financial aid programs of IHL including the following programs:</p> <p>State Medical/Dental Education Loan Program, Veterinary Medicine Loan Scholarship, William Winter Teacher Scholar Loans, William Winter Alternative Teacher Scholar Loan, Critical Needs Teacher Loan/Scholarship, Critical Needs Alternative Teacher Loan/Scholarship, Higher Education Legislative Plan (HELP) Scholar Loan, Graduate and Professional Degree Scholarships, Law Enforcement Officers and Firemen Scholarships, Mississippi Public Management Graduate Internship, Nursing Education Loan Scholarship, Counseling and School Administration Loan Scholarship, Family Medicine Education Loan Scholarship, Graduate Teacher Loan Scholarship, Gulf Coast Research Lab Minority Summer Grant, Health Care Professions Loan Scholarship, Mississippi Psychology Apprenticeship, Nursing Teacher Stipend, Southern Regional Education Board Doctoral Scholars, Southern Regional Education Board Loan Scholarship (Medical) Nissan North American, Inc.</p>
510	Mississippi Resident Tuition Assistance Grant (MTAG)	Disbursed awards to all students from the Mississippi Resident Tuition Assistance Grant (MTAG) program
520	Mississippi Eminent Scholars Grant (MESG)	Disbursed awards to all students from the Mississippi Eminent Scholars Grant (MESG) program
550	Summer Developmental Program Grant	Disbursed awards to all students from the Summer Developmental Program Grant
560	Ayers Diversity Program Grant	Disbursed awards to all students from the Ayers Diversity Program Grant; limited to non-Black students attending one of the historically Black institutions
570	Ayers Academic Program Grant	Disbursed awards to all students from the Ayers Academic Program Grant limited to students enrolled in Ayers-related academic programs
580	Other State	Disbursed awards from state sources not reported under the codes in this section (codes 500 through 570)

EDITS:

Any value other than the three-digit numerical codes listed above will generate an error.

Disbursed awards in the State section should have a State fund source of 20 while disbursed awards in the Federal section should have a fund source of 40.

SPACES NEEDED: 3

DATE ISSUED:

08/15/89

Amended 5/16/96

Revised 08/2005 - code 05 moved to 50; code 07 moved to 54 to reflect status as a state student financial aid program

Revised 11/15/2006 - several changes were made from Data Task Force discussions; State and Federal sections were updated and coding was re-structured to clearly define all resident awards, all non-resident scholarships and remissions, and all non-resident waivers

REPORT ELEMENT NUMBER: 09-302

REPORT ELEMENT TYPE: Scholarship

REPORT ELEMENT TITLE: Institution Type of Award (Institution Specific Code)

DEFINITION:

This field contains a ten-digit institutional code for each type of scholarship and financial aid award that has been disbursed to eligible students. This is the appropriate scholarship and financial aid award code used by the institution, not by IHL.

CODING INSTRUCTIONS:

Include the appropriate scholarship and financial aid award code for each award made by your institution. This code should remain consistent not change each year.

EDIT:

Codes should be right-justified and padded with leading zeros.

SPACES NEEDED: 10

DATE ISSUED:

08/2002

REPORT ELEMENT NUMBER: 09-304

REPORT ELEMENT TYPE: Scholarship

REPORT ELEMENT TITLE: Fund Source

DEFINITION:

This field reflects the funding source of the scholarship/financial aid award. These codes are not intended to match the Uniform Chart of Accounts fund codes.

CODING INSTRUCTIONS:

Use the following coding conventions for this field:

- 10 = Award amount from *Unrestricted E&G* sources (includes funds from state appropriations, tuition, fees, and tuition waivers; or any other unrestricted E&G source)
- 20 = Award amount from *State* government sources (includes funds from MTAG, MESH, William Winter, or any other state financial aid source)
- 30 = Award amount from *Institutional* sources (includes funds from development foundations, alumni associations, or any other institutional financial aid source)
- 40 = Award amount from *Federal* government sources (includes funds from Pell, College Work Study, SEOG, LEAP, or any other federal financial aid source)
- 50 = Award amount from *Auxiliary or Designated* sources (includes funds from self-generated and donor unrestricted sources, or any other auxiliary or designated financial aid source)
- 90 = Award amount from *Other* sources (includes funds from other sources of funding external to the institution such as tuition reimbursements by private companies, military reimbursements, etc.)

EDIT:

Any entry other than one of the numbers listed above will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

08/2002

REPORT ELEMENT NUMBER: 09-304

REPORT ELEMENT TYPE: Scholarship

REPORT ELEMENT TITLE: Disbursement Amount

DEFINITION:

This field reflects the dollar amount of the scholarship/financial aid award disbursed to the student during the reported fiscal year. It should only include disbursed or paid awards and should not include pending awards.

For example, if an award is made in FY2004 and becomes disbursed or paid in FY2005, the amount should be reported with the FY2005 data.

CODING INSTRUCTIONS:

All amounts should be rounded to the nearest whole dollar.

Right justify and add leading zeros.

Since this element contains disbursed amounts; and not pending amounts, five zeros (00000) is not a valid entry. There should be no zero (\$0) amounts in this field.

EDIT:

Any entry other than five numeric characters will generate an error. Unusually low or high award amounts may be highlighted as questionable values.

SPACES NEEDED: 5

DATE ISSUED:

08/2002

REPORT ELEMENT NUMBER: 09-202

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Institutional Student ID Number

DEFINITION:

This field contains a unique identifying number assigned to a student by the reporting institution. This number is used internally by the institution and should remain constant throughout the student's tenure. Due to the Board's dependence on Social Security Number, this number is not to be used as, or as a substitute for, the Student Identification Number (element 09-102).

This element is required for institutions using these identification numbers internally. Institutions without internal identification numbers can enter ten zeros (0000000000).

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character in this field that matches the identification number internal to the institution. Enter ten zeros (0000000000) if your institution does not have internal institutional ID numbers.

EDIT:

Any entry other than ten alphanumeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

06/01/2006

Edit and Report Files

Scholarship File

Filename	Description
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Edits	
*09E_sum_YY.slk	summary of scholarship edits
*09E_ind_YY.slk	listing of individual scholarship edits
*09E_nst_YY.slk	financial aid recipients not on student file
*09E_not_YY.slk	financial aid recipients not on outcomes file
*09E_nso_YY.slk	financial aid recipients not on student nor outcomes file

Reports	
*09R_09c_YY.slk	financial aid by award type and fund source for current year (formerly IHL-09)
*09R_09t_YY.slk	financial aid by award type and fund source (3-year trend)
*09R_tot_YY.slk	financial aid by award type, total students, and awards (3-year trend)
*09R_fnd_YY.slk	financial aid by fund source (3-year trend)
*09R_typ_YY.slk	financial aid by award type (3-year trend)

Notes:

The '*' and 'YY' in the filenames denote the institution code and academic year. For example, the *09E_sum_YY.slk edit report for the FY1999 Scholarship file from MVSU would be called V09E_sum_99.slk.

* denotes institution code			
A	Alcorn State University	V	Mississippi Valley State University
D	Delta State University	U	University of Mississippi
J	Jackson State University	H	University of Mississippi Medical Center
M	Mississippi State University	S	University of Southern Mississippi
W	Mississippi University for Women	I	IHL System

Edit Overview

Scholarship File

Element Number	Report Element Description	Questionable (Warning) Values	Error Values	Comparisons with Other Terms & File
09-100	Institutional ID	NA	Any value other than appropriate Board institution code for main campus	<p>Total awards are compared with other reporting periods to ensure consistency among fund source and award type</p> <p>Student IDs may be compared with student file to determine demographic and academic profiles of students receiving financial aid</p>
09-101	Reporting Term and Year	NA	Any value other than appropriate Reporting Term and Fiscal Year	
09-102	Data File ID	NA	Any value other than 09	
09-201	Student ID Number	NA	Null and alpha values; values other than 9-digit student ids	
09-301	IHL Type of Award	Some Award Types should match Fund Source (e.g. Pell Awards should have a federal fund source)	Any value other than those listed in this element	
09-302	Institution Type of Award	NA	NA	
09-303	Fund Source	Some Fund Sources should match Award Type	Any value other than 10, 20, 30, 40, 50 or 90	
09-304	Disbursement Amount	Amounts less than \$100 and amounts greater than \$10,000	Null values; zero values	
09-202	Institutional Student ID Number	NA	NA	



Intermediate File (13)

Office of Policy Research & Planning
<http://www.mississippi.edu/research/>
Office: 601-432-6742 Fax: 601-432-6117

File Overview

Intermediate File

This file contains the number of students enrolled in intermediate courses for the Fall term as of the reporting date. This includes students required to take intermediate courses by Board policy (as a result of their ACT score) as well as students who elect to take intermediate courses on their own.

Information generated from this intermediate file will serve a number of purposes that include, but are not limited to, comparing this file with the student file to determine intermediate enrollment by ethnicity and gender as well as determine retention and graduation rates for intermediate students.

Reporting Schedule

Intermediate File

This file is to be generated in conjunction with the student file, which is between the first and ninth class day for terms lasting less than 12 weeks and between the tenth and fifteenth class day for terms lasting 13 or more weeks. **It will be due to the Board office at the same time as the Student file, on or before October 1st of each year.**

The file should be FTPed to the Board-designated location and contain each element listed in this section according to the prescribed file layout. When this reporting deadline occurs during the weekend or on holidays, the file becomes due to the Board office on the last working day before the weekend or holiday.

This file is subject to the Delinquent and Preliminary Reporting Policies outlined in the *Data Dictionary* and *Data Reporting Calendar*.

Relevant Links

Intermediate File

This individual file, the entire *Data Dictionary*, *Academic Program Inventory*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.mississippi.edu/research/>

Board policy states that entering students who score a 16 or less in Mathematics, English or Reading are required to take intermediate courses. These specific policies can be found in section 601.0201 at the following address:

<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf>

File Layout

Intermediate File

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	13-100	Institutional ID	01-03
Identification	13-101	Reporting Term and Year	04-08
Identification	13-102	Data File ID	09-10
Intermediate	13-201	Student Identification Number	11-19
Intermediate	13-301	Course ID	20-21
Intermediate	13-302	Course Number	22-31
Intermediate	13-303	Section Number	32-43
Intermediate	13-304	Credit Hour Value	44-44
Intermediate	13-202	Institutional Student Identification Number	45-54

Record Length: 55 Characters

Specific Instructions: This file is to be generated in conjunction with the student file, which is between the first and ninth class day for terms lasting less than 12 weeks and between the tenth and fifteenth class day for terms lasting 13 or more weeks. It contains the number of students enrolled in intermediate courses for the Fall term as of the reporting date. This includes students required to take intermediate courses by Board policy (as a result of their ACT score) as well as students who elect to take intermediate courses on their own.

Edits: All records should meet the coding criteria outlined in this section.

REPORT ELEMENT NUMBER: 13-100

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Institutional ID Number

DEFINITION:

This field contains the three-digit code assigned by the Board as the Institutional Identification Number.

CODING INSTRUCTIONS:

Use the codes for reporting intermediate students according to their primary (more than 50 percent) location as provided below. Students enrolling exactly 50 percent on the main campus and 50 percent at an off-campus location should be reported at the main campus.

- 101 Alcorn State University (Main Campus)
- 102 Alcorn State University (Natchez Center)
- 103 Alcorn State University (Vicksburg Center)
- 109 Alcorn State University (Other Locations)

- 201 Delta State University (Main Campus)
- 203 Delta State University (Greenville Center)
- 204 Delta State University (Clarksdale Center)
- 209 Delta State University (Other Locations)

- 301 Jackson State University (Main Campus)
- 302 Jackson State University (Jackson-Universities Center)
- 303 Jackson State University (Jackson-Medical Mall)
- 304 Jackson State University (Jackson-E Center)
- 309 Jackson State University (Other Locations)

- 401 Mississippi State University (Main Campus)
- 402 Mississippi State University (Jackson-Universities Center)
- 403 Mississippi State University (Meridian Center)
- 404 Mississippi State University (Vicksburg Engineering)
- 405 Mississippi State University (Jackson Engineering)
- 406 Mississippi State University (Stennis Center)
- 409 Mississippi State University (Other Locations)
- 411 Mississippi State University (Vicksburg Center)
- 421 Mississippi State University (College of Veterinary Medicine)
- 422 Mississippi State University (Forest Products Utilization Laboratory)
- 423 Mississippi State University (Forestry and Harvesting Training Center)
- 424 Mississippi State University (MAFES)
- 425 Mississippi State University (Mississippi Alcohol Safety Education Program)
- 426 Mississippi State University (MCES)
- 427 Mississippi State University (Mississippi State Chemical Laboratory)

- 501 Mississippi University for Women (Main Campus)
- 503 Mississippi University for Women (Tupelo Center)
- 509 Mississippi University for Women (Other Locations)

- 601 Mississippi Valley State University (Main Campus)
- 603 Mississippi Valley State University (Greenville Center)
- 604 Mississippi Valley State University (Greenwood Center)
- 609 Mississippi Valley State University (Other Locations)

- 701 University of Mississippi (Main Campus)
- 702 University of Mississippi (Jackson-Universities Center)
- 703 University of Mississippi (Tupelo Center)
- 704 University of Mississippi (Yellow Creek)
- 705 University of Mississippi (Jackson Engineering)
- 709 University of Mississippi (Other Locations)
- 711 University of Mississippi (Booneville)
- 712 University of Mississippi (Southaven Center)
- 714 University of Mississippi (Grenada)
- 721 University of Mississippi (Law Research Institute)
- 722 University of Mississippi (Mississippi Mineral Resources Institute)
- 723 University of Mississippi (Research Institute of Pharmaceutical Sciences)
- 724 University of Mississippi (Small Business Development Center)
- 725 University of Mississippi (State Court Education Program)
- 726 University of Mississippi (Super Computer)

- 751 University of Mississippi (Medical Center)

- 801 University of Southern Mississippi (Main Campus)
- 802 University of Southern Mississippi (Gulf Park)
- 803 University of Southern Mississippi (Jackson-Universities Center)
- 804 University of Southern Mississippi (Natchez Center)
- 805 University of Southern Mississippi (Meridian Center)
- 806 University of Southern Mississippi (Stennis Center)
- 809 University of Southern Mississippi (Other Locations)
- 811 University of Southern Mississippi (Jackson County)
- 821 University of Southern Mississippi (Polymer Science Research Institute)
- 831 Gulf Coast Research Laboratory

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 3

DATE ISSUED:

10/20/06

REPORT ELEMENT NUMBER: 13-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester/quarter and academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

Column 1:

5 = Fall Term

Since the Intermediate file is only collected in the Fall, the term will always be '5' for this particular file.

Columns 2-5:

The academic year. The last year of an academic year is the reporting year (e.g., use "2001" for all reporting semesters in the 2000-01 academic year).

EDIT:

All spaces contain numeric characters. In the first space, any entry other than a 5 will generate an error. In the second through fifth spaces, any entry other than the appropriate academic year will generate an error.

SPACES NEEDED: 5

DATE ISSUED:

10/20/06

REPORT ELEMENT NUMBER: 02-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data File Identification

DEFINITION:

This is a Board-assigned number which identifies the different data files forwarded by the institutions in machine-readable form.

CODING INSTRUCTIONS:

Use the codes provided below to identify data files:

13 = Intermediate File

EDIT:

For the intermediate file, any entry other than 13 will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

10/20/06

REPORT ELEMENT NUMBER: 13-201

REPORT ELEMENT TYPE: Intermediate

REPORT ELEMENT TITLE: Student Identification Number

DEFINITION:

This field contains a unique nine-digit number assigned to a student for purposes of identification. Social Security number is to be used except for limited cases of foreign students and others for whom this number is not available. If a number other than Social Security number is used to identify a student, it will be the responsibility of the institution to insure that the number is unique within the institution and that the same number is assigned to the student each term the student is enrolled.

CODING INSTRUCTIONS:

Enter a nine-digit number in this field, omitting any dashes.

EDIT:

Any entry other than nine numeric characters will generate an error.

SPACES NEEDED: 9

DATE ISSUED:

10/20/06

REPORT ELEMENT NUMBER: 13-301

REPORT ELEMENT TYPE: Intermediate

REPORT ELEMENT TITLE: Course ID

DEFINITION:

This element represents the Board-assigned number which identifies the different intermediate courses.

CODING INSTRUCTIONS:

Report the intermediate course for each student using the following coding convention:

01 = Intermediate English Course

02 = Intermediate Algebra Course

03 = Intermediate Reading Course

04 = Academic Support Course

EDIT:

Any entry (including null or blank values) other than 01, 02, 03, or 04 will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

10/20/06

REPORT ELEMENT NUMBER: 13-302

REPORT ELEMENT TYPE: Intermediate

REPORT ELEMENT TITLE: Course Number

DEFINITION:

This field reflects an institutionally-assigned course number for each course being taught.

CODING INSTRUCTIONS:

Enter the course number to a maximum of ten alpha/numeric characters. Left justify.

EDIT:

Any entry other than ten alpha/numeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

10/20/06

REPORT ELEMENT NUMBER: 13-303

REPORT ELEMENT TYPE: Intermediate

REPORT ELEMENT TITLE: Section Number

DEFINITION:

This field reports the institutionally-assigned section number for each section of each class being taught.

CODING INSTRUCTIONS:

This field should be right-justified and may or may not contain alpha characters and blanks.

EDIT:

All blanks will generate an error.

SPACES NEEDED: 12

DATE ISSUED:

10/20/06

REPORT ELEMENT NUMBER: 13-304

REPORT ELEMENT TYPE: Intermediate

REPORT ELEMENT TITLE: Credit Hour Value

DEFINITION:

The credit hours that a student will receive for successful completion of an intermediate course.

CODING INSTRUCTIONS:

Enter the semester credit hours for the intermediate course.

EDIT:

Any entry other than a valid credit hour entry will generate an error. Null values will generate an error. Numeric values other than 3 will generate a warning.

SPACES NEEDED: 1

DATE ISSUED:

10/20/06

REPORT ELEMENT NUMBER: 13-202

REPORT ELEMENT TYPE: Intermediate

REPORT ELEMENT TITLE: Institutional Student ID Number

DEFINITION:

This field contains a unique identifying number assigned to a student by the reporting institution. This number is used internally by the institution and should remain constant throughout the student's tenure. Due to the Board's dependence on Social Security Number, this number is not to be used as, or as a substitute for, the Student Identification Number (element 07-101).

This element is required for institutions using these identification numbers internally. Institutions without internal identification numbers can enter ten zeros (0000000000).

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character in this field that matches the identification number internal to the institution. Enter ten zeros (0000000000) if your institution does not have internal institutional ID numbers.

EDIT:

Any entry other than ten alphanumeric characters will generate an error.

SPACES NEEDED: 10

DATE ISSUED:

10/20/06

Edit and Report Files

Intermediate File

Filename	Description
----------	-------------

Edits	
*13E_ind_YYT.slk	listing of individual intermediate edits
*13E_sum_YYT.slk	summary of intermediate edits

Reports	
*13R_eth_YYT.slk	intermediate students by ethnicity and gender for each course
*13R_crs_YYT.slk	summary of intermediate students in each individual course (3-year-trend)

Notes:

The '*' and 'YYT' in the filenames denote the institution code as well as academic year and term. For example, the *13E_ind_YYT.slk edit report for the Fall 1999 employee file from MVSU would be called V13E_ind_005.slk.

* denotes institution code			
A	Alcorn State University	V	Mississippi Valley State University
D	Delta State University	U	University of Mississippi
J	Jackson State University	H	University of Mississippi Medical Center
M	Mississippi State University	S	University of Southern Mississippi
W	Mississippi University for Women	I	IHL System

Edit Overview

Intermediate File

Element Number	Report Element Description	Questionable (Warning) Values	Error Values	Comparisons with Other Terms & File
13-100	Institutional ID	NA	Any value other than appropriate Board institution code	<p>Routinely compared with the Student file for demographic information (ethnicity, gender, age, degree objective, etc.)</p> <p>Routinely compared with the Course file. Total credit hour figures produced should be relatively close to figures reported on the Course file.</p>
13-101	Reporting Term and Year	NA	Any value other than appropriate Reporting Term and Academic Year	
13-102	Data File ID	NA	Any value other than 13	
13-201	Student ID Number	Student IDs that are not found on the Student file	Null and alpha values; values other than 9-digit student IDs	
13-301	Course ID	NA	Any value other than 01, 02, 03 or 04	
13-302	Course Number	NA	Null Values	
13-303	Section Number	NA	Null Values	
13-304	Credit Hour Value	Any numeric entry other than 3	Null values	
13-202	Institutional Student ID Number	NA	NA	

The following list provides links to the various spreadsheets used in the *Data Dictionary*.

Cost of Attendance - This spreadsheet collects information on an institution's average cost of attendance for in-state undergraduate students. It is due to the Board office on August 15th. A template can be found at the following address:

www.mississippi.edu/research/downloads/datadictionary/coa_template.xls

Faculty Salary Survey - This spreadsheet collects information on the salary and fringe benefits of an institution's 9-month and 12-month faculty. It is due to the Board office on November 15th, and a template can be found at the following address:

www.mississippi.edu/research/downloads/datadictionary/faculty_salary_template.xls

Summer Developmental Program Tables and Accuplacer Scores - This spreadsheet collects information on an institution's summer developmental program enrollment by ethnicity and residency. It also collects information on individual Accuplacer scores. It is due to the Board office on June 1st, and a template can be found at the following address:

www.mississippi.edu/research/downloads/datadictionary/accuplacer_template.xls

SREB Longitudinal Progression Survey - This spreadsheet collects information on an institution's longitudinal retention and graduation of first-time freshmen cohorts. It is due to the Board office on April 15th, and a template can be found at the following address:

www.mississippi.edu/research/downloads/datadictionary/sreb_longprogression_template.xls

IPEDS GRS Degree File - This spreadsheet includes reporting instructions for institutions providing their trailing summer degrees awarded. This information is needed in order for the Board MIS to match institutional retention data reported to IPEDS. It is due to the Board office on December 15th, and a template can be found at the following address:

www.mississippi.edu/research/downloads/datadictionary/ipeds_grs_template.xls

IPEDS GRS Revised Freshman Cohort - This spreadsheet includes reporting instructions for institutions providing their revised freshman cohort. This information is needed in order for the Board MIS to match institutional retention data reported to IPEDS. It is due to the Board office on December 15th, and a template can be found at the following address:

www.mississippi.edu/research/downloads/datadictionary/ipeds_grs_template.xls

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The following definitions are used by the IHL Board Management Information System (MIS) and wherever possible match similar definitions at the regional (SREB) and federal (IPEDS) levels.

Academic Year - The *academic year* (AY) begins on June 1st and runs through May 31st. This includes the summer, fall and spring terms. The AY2007-08 (or AY2008) year would include the summer 2007, fall 2007 and spring 2008 terms.

Calendar Year - The *calendar year* (CY) begins on January 1st and runs through December 31st. This includes the spring, summer, and fall terms. The CY2008 year would include the spring 2008, summer 2008 and fall 2008 terms.

Contract Amount - The budgeted amount of salary money that an employee is scheduled to receive during the fiscal year. It does not include any teaching overload payments, fringe benefits, etc.

Cost of Attendance - The total annual cost incurred by a student while enrolled at an institution. This cost is based on the tuition and fees plus an allowance for room, meals, books, materials, transportation and any other ordinary reasonable expenses. The Board MIS uses an *in-state undergraduate* cost of attendance.

Faculty - The Board MIS uses several different definitions of faculty. In some instances the definition includes both full-time and part-time faculty while in other instances it only includes full-time faculty. In some instances the definition includes all employees with an EEO category of 2 (denoting faculty) while in other instances includes all employees who generate credit hours.

In most cases the Board MIS defines faculty as the number of full-time employees who are not on leave without pay and have an EEO category of 2 with an academic rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer. This definition includes both academic and research faculty at the institutions.

First-time Freshman - The criteria for a first-time freshman include the following: (1) A student who has not previously attended a college or university; or (2) a student who has previously attended any college or university for the first time in the prior summer term; or (3) a recent high school graduate who graduated in May and enrolled the following Fall term (regardless of summer enrollment); or (4) a student who successfully completed the twelve hour Summer Developmental Program regardless of the institution attended; or (5) a student with advanced standing (AP, CLEP or college credits earned before high school graduation).

First-time Transfer - The criteria for a first-time transfer is an undergraduate student entering the reporting institution for the first time who previously attended another postsecondary institution. Exceptions include students who meet the criteria for first-time freshmen. *These transferring students may or may not have transfer credit hours.*

Fiscal Year - The *fiscal year* (FY) begins on July 1st and runs through June 30th. The FY2007-08 (or FY2008) year would include July 1st, 2007 through June 30th, 2008.

Full-Time Equivalent (FTE) Enrollment - FTE enrollment uses credit hours to convert part-time student activity to a full-time equivalent. For the fall and spring semesters, FTE is calculated by dividing credit hours by 15 for undergraduate students and 12 for graduate students. For the academic and calendar years, FTE is calculated by dividing credit hours by 30 for undergraduate students and 24 for graduate students. These calculation are used by the Southern Regional Education Board (SREB).

For example, John, Mary and Bill completed 6, 12, and 18 undergraduate credit hours for the fall term. Their combined credit hours of 36 would be divided by 15 to produce an FTE of 2.4 students for the fall term.

Freshman Graduation Rate (Six-Year) - The percentage of first-time, full-time entering freshmen who enroll in a given fall term and earn their baccalaureate degree within six years. For example, if 100 first-time, full-time freshmen enroll at an institution during the Fall 2006 term, and 52 earn their baccalaureate degree within six years, the institution would have a 52 percent graduation rate.

Headcount Enrollment - Headcount enrollment (commonly referred to as student enrollment or enrollment) refers to the number of students taking courses for academic credit. These enrollments may be duplicated or unduplicated depending on how students are counted by campus location. This enrollment differs from FTE enrollment because it counts students one time regardless of how many courses they are taking.

Enrollments are *duplicated* when they are listed by location because some students are enrolled on more than one campus. A student could be taking courses on the main campus and then driving to an off-campus location to take an additional course.

Enrollments are *unduplicated* when they are listed for one campus location because students are counted one time regardless of their campus enrollment.

Minority - Non-majority ethnicities are considered to be the minority ethnicity. This includes any non-White ethnicities at historically white institutions and any non-Black ethnicities at historically black institutions. Students and employees of unknown or undeclared ethnicity are generally not counted when calculating minority percentages for the institutions. The various ethnic codes are defined in the Student and Employee files.

Non-Traditional Student - Any student over the age of 24 (25 and over) as of the reporting period. This is generally limited to undergraduate students.

Freshman Retention Rate (One-Year) - The percentage of first-time, full-time entering freshmen who enroll in a given fall term and return for the following fall term. For example, if 100 first-time, full-time freshmen enroll at an institution during the Fall 2006 term, and 73 return for the Fall 2007 term, the institution would have a 73 percent retention rate.

Terminal Degree - The highest degree in a field of study. An earned academic or research doctorate is considered the terminal degree in most academic disciplines. Some professional degrees such as the Juris Doctor are also considered to be terminal degrees. Several academic disciplines such as Fine Arts consider the master's degree to be a terminal degree.

The Board MIS considers all academic and research doctorates (PhD, EdD, etc.) and all professional degrees (JD, MD, etc.) to be terminal degrees as well as the master's degree in Social Work (MSW), Library Science (MLS) and Fine Arts (MFA) to be terminal degrees.

Traditional Student - Any student under the age of 25 as of the reporting period. This is generally limited to undergraduate students.

As CIRO representatives, the following individuals serve as the primary data liaisons between the institutions and Board office:

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The following links provide a full listing of codes used in the *Data Dictionary*.

ACT High School Codes - The Board MIS uses a six-digit code to identify an individual student's high school. These codes have been provided by ACT and are essential to identifying high schools for the High School Feedback Report. A full listing of these codes can be found at the following address:

http://www.mississippi.edu/research/downloads/datadictionary/act_highschool_codes.xls

CIP 2000 Codes - The Board MIS uses a six-digit code provided by the U.S. Department of Education/National Center for Education Statistics to identify academic programs. These codes are used to identify an individual student's degree objective, a course's academic discipline, or the academic discipline of a faculty member. A full listing of these codes can be found at the following address:

http://www.mississippi.edu/research/downloads/datadictionary/cip2000_codes.xls

Institutional FICE Codes - The Board MIS uses a six-digit code to identify postsecondary institutions. These codes are used to identify original institutions for transfer students as well as the institution providing the highest degree for instructional employees. A full listing of these codes can be found at the following address:

http://www.mississippi.edu/research/downloads/datadictionary/ficecodes_2006.xls

Residency Codes - The Board MIS uses a three-digit code to identify an individual student's place of residence. These codes make distinctions between Mississippi counties, other U.S. states, or other countries. A full listing of these codes can be found at the following address:

http://www.mississippi.edu/research/downloads/datadictionary/residency_codes.xls

Please feel free to contact our office at the following address with any questions or comments concerning this *Data Dictionary* or any other function of the Office of Policy Research and Planning:

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<u>Date</u>	<u>Page</u>	<u>Element</u>	<u>Comments</u>
04/16/2009	75	Original Admission Code	The word "academic" was added in code C for clarity at the request of Pearl Pennington (IHL Academics).
04/30/2009	206	Appendices - CIRO Roster	Michelle Arrington at USM updated her contact information.
06/30/2009	2 4 32	Deadline Summary Employee Reporting Schedule Instructional Reporting Schedule	Reporting deadlines for Employee and Instructional files were moved from Nov. 1 to Nov. 15 so employee data could more closely match data reported to IPEDS.
06/30/2009	143	Degree File Reporting	Statement regarding honorary and posthumous degrees were added to Degree file. Those degrees are not to be reported on the Degree file in accordance with IPEDS.
06/30/2009	152 153 154 155 157 158 159 160 161	Gender Citizenship Ethnicity Date of Birth County/State/Country Residence Final Cumulative Hrs Attempted Final Cumulative Hrs Earned Final Cumulative Hrs Graded Final Cumulative Grade Point Avg.	New Degree File element New Degree File element New Degree File element New Degree File element New Degree File element New Degree File element New Degree File element New Degree File element New Degree File element
06/30/2009	56	Institution ID Number	Additional reporting specifications were added to address non-typical courses such as internships, online, interactive video, etc.
11/17/2009	32 33	Instructional Overview Instructional File Layout	Librarians meeting any one of the three criteria should be included on the Instructional file.
11/23/2009	71	Student Residency for Fee Purpose	The term 'grant in aid' was removed from #4, Non-resident students paying in-state fees.