



# Data Dictionary

**July 2022**

**Office of Strategic Research**  
**<http://www.mississippi.edu/research/>**  
**Office: 601-432-6445      Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)**

This *Data Dictionary* serves as the operational manual for the electronic submission of institutional data 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 a living document that undergoes routine examination and revision to meet the changing data needs of the Board office, federal government, and individual institutions within the IHL system.

The data derived from this document are used 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.

The Office of Strategic Research at the IHL Board office hopes 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:

Office of Strategic Research  
3825 Ridgewood Road  
Jackson, Mississippi 39211-6453

Phone: 601-432-6445  
Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)  
Web: <http://www.mississippi.edu/research/>

The Office of Strategic Research at the IHL Board office understands the unsung nature of working with institutional data and would like to recognize and thank the dedicated and helpful individuals who work with data on a regular basis 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 institutional data. We appreciate their hard work and thank them for their continued help.

<b>Foreword.....</b>	<b>ii</b>
<b>Acknowledgment .....</b>	<b>iii</b>
<b>Table of Contents .....</b>	<b>iv</b>
<b>Reporting Policies and Procedures .....</b>	<b>1</b>
<b>Summary of MIS Reporting Deadlines.....</b>	<b>2</b>
<b>Employee File (02).....</b>	<b>4</b>
File Layout.....	6
Employee Identification Number .....	13
Employee Name .....	14
Employee Name Suffix .....	15
Employee Gender.....	16
Employee Date of Birth.....	16
Employee Citizenship .....	18
Employee Ethnic Group.....	19
Employee Job Status.....	21
Employee EEO Category.....	23
Employee Current Employment Date.....	26
Employee Contract Amount and Length .....	27
Institutional Employee Identification Number .....	29
Employee Residence .....	30
Employee SOC Code .....	31
Edit and Report Files .....	33
Edit Overview .....	34
<b>Instructional File (03) .....</b>	<b>35</b>
File Layout.....	37
Employee Identification Number .....	44
Current Employment Date .....	45
Tenure Status .....	46
Tenure Date .....	47
Discipline to Which Assigned.....	48
Current Academic Rank.....	49
Highest Degree Earned .....	51
Field of Study for Highest Degree Earned.....	53
Institution of Highest Degree.....	54
Employee Title.....	55
Institutional Employee Identification Number .....	56
Edit and Report Files .....	57
Edit Overview .....	58

<b>Student File (04)</b> .....	<b>59</b>
File Layout.....	61
Student Identification Number.....	69
Gender .....	70
Citizenship.....	71
Ethnicity.....	72
Date of Birth .....	74
County/State/Country of Residence.....	75
Current Registration.....	76
Student Residency for Fee Purposes .....	80
Degree Program Objective .....	82
Academic Level.....	83
Original Admission Code .....	86
Traditional Current Semester Hours Attempted (Enrolled) .....	89
Electronic Current Semester Hours Attempted (Enrolled) .....	91
Total Current Semester Hours Attempted (Enrolled).....	93
Institutional Cumulative Semester Credit Hours Earned .....	95
Institutional Cumulative Semester Credit Hours Graded.....	96
Institutional Cumulative Grade Point Average.....	97
Transfer Community College Code.....	98
Transfer Semester Credit Hours Earned.....	100
Transfer Cumulative Grade Point Average .....	101
Additional Degree Program Objective .....	102
Enhanced ACT .....	103
ACT High School Code.....	109
High School Grade Point Average .....	110
Special Group Identification Number (Supplemental Only) .....	111
Institutional Student Identification Number.....	112
Edit and Report Files .....	113
Edit Overview .....	114
 <b>Outcome File (05)</b> .....	 <b>116</b>
File Layout.....	118
Student Identification Number.....	122
Current Semester Hours Attempted.....	123
Current Semester Hours Earned .....	124
Current Semester Hours Graded .....	125
Current Semester GPA.....	126
Institutional Student Identification Number.....	127
Edit and Report Files .....	128
Edit Overview .....	129
 <b>Course File (06)</b> .....	 <b>130</b>
File Layout.....	132
Course Number .....	139
Section Number.....	140
Academic Discipline Code .....	141
Instructor Identification Number .....	142
Instructor's Percent of Class Responsibility .....	143

Method of Instruction and Delivery .....	144
Course Level .....	147
Student Credit Hour Production .....	149
Zip Code .....	151
Credit Hour Value .....	152
Start and End Date .....	153
Course Title .....	154
Institutional Instructor Identification .....	155
Edit and Report Files .....	156
Edit Overview .....	157
<b>Degree File (07) .....</b>	<b>158</b>
File Layout .....	160
Student Identification Number .....	167
Degree Program Completed .....	168
Date Degree Conferred .....	169
Gender .....	170
Citizenship .....	171
Ethnicity .....	172
Date of Birth .....	174
County/State/Country of Residence .....	175
Final Cumulative Hours Attempted (Enrolled) .....	176
Final Cumulative Hours Earned (Passed) .....	177
Final Cumulative Hours Graded .....	178
Final Cumulative Grade Point Average .....	179
Institutional Student Identification Number .....	180
Special Group Identification .....	181
Edit and Report Files .....	183
Edit Overview .....	184
<b>Scholarship File (09) .....</b>	<b>185</b>
File Layout .....	187
Student Identification Number .....	191
IHL Type of Award (IHL Specific Code) .....	192
Institution Type of Award (Institution Specific Code) .....	197
Fund Source .....	198
Disbursement Amount .....	199
Institutional Student Identification Number .....	200
Edit and Report Files .....	201
Edit Overview .....	202

<b>Intermediate File (13)</b> .....	<b>203</b>
File Layout.....	205
Student Identification Number.....	210
Course Identification .....	211
Course Number .....	213
Section Number.....	215
Credit Hour Value .....	216
Institutional Student Identification Number.....	217
Edit and Report Files .....	218
Edit Overview .....	219
<b>Grade File (14)</b> .....	<b>220</b>
File Layout.....	222
Student Identification Number.....	228
Original Admission Residency.....	229
Course Number .....	230
Section Number .....	231
Academic Discipline Code (CIP) .....	232
Course Level .....	233
Course Credit Hours Value .....	235
Course Grade .....	236
Institutional Student Identification Number .....	237
Edit and Report Files .....	238
Edit Overview .....	239
<b>Spreadsheet Reporting</b> .....	<b>240</b>
Cost of Attendance Spreadsheet, Faculty Salary Survey, Summer	
Developmental Program Spreadsheets, SREB Longitudinal	
Progression Report, IPEDS GRS Degree File, IPEDS GRS	
Revised Freshman Cohort	
<b>Miscellaneous Definitions</b> .....	<b>241</b>
Academic Year, Calendar Year, Cost of Attendance, Fiscal Year,	
Full-Time Equivalent (FTE) Enrollment, Graduation Rate, Headcount	
Enrollment, Minority, Retention Rate, Terminal Degree	
<b>Offices of Institutional Research</b> .....	<b>244</b>
<b>Contact Information</b> .....	<b>245</b>

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

**Reporting Specifications**

To facilitate the proper handling and timely use of Board data, the requested institutional data in this document will be securely submitted in an electronic 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.

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

1. An institution's data will be considered delinquent if not received in the Office of Strategic Research by noon on the first working day after its due date.
2. Once data become delinquent, a reminder will be sent by e-mail 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 Strategic Research will return edit reports to the institutions within 3 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 Strategic Research 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 Strategic Research. 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.



## **Data Dictionary**

## **Summary of MIS Reporting Deadlines**

Note: These deadlines refer to the electronic MIS files and spreadsheets outlined in this *Data Dictionary* and do not include all reporting deadlines outlined in the *Data Reporting Calendar*. Links to the various spreadsheets can be found in the in the section on Spreadsheet Reporting.

<u>Date</u>	<u>Report</u>
July 7	Final Version of 5-Year Strategic Plan
July 15	Degree File - Academic Year Supplemental Student File – C2C Students
August 15	Cost of Attendance Spreadsheet - Academic Year
August 31	Summer Developmental Program Spreadsheets – Initial Data
September 1	Student File – Combined Summer Terms Intermediate File - Combined Summer Terms
September 15	Course File - Combined Summer Terms Outcome File - Combined Summer Terms Grade File - Combined Summer Terms
September 17	Summer Developmental Program Spreadsheets – Final Data Report on Research and Sponsored Programs for Research Catalog
November 15	Student File - Fall Term Intermediate File - Fall Term
December 15	Scholarship File - Fiscal Year Instructional File - Fall Term Employee File - Fall Term Faculty Salary Survey Spreadsheet IPEDS GRS Summer Degrees IPEDS GRS Revised Freshman Cohort
February 1	Course File - Fall Term Outcome File - Fall Term Grade File - Fall Term
April 15	SREB Longitudinal Progression Spreadsheet Student File - Spring Term Intermediate File – Spring Term

DateReport

June 1

Course File - Spring Term

June 15

Outcome File - Spring Term

Grade File - Spring Term

Summer Developmental Program Tables A-F and  
Accuplacer Scores Spreadsheet



# Employee File (02)

**Office of Strategic Research**  
**<http://www.mississippi.edu/research/>**  
**Office: 601-432-6445      Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)**

## **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 official reporting date. This includes all permanent employees, temporary adjunct employees involved in instruction, and other temporary employees who are not ad hoc employees. It also includes graduate students employed for the primary purpose of assisting in administrative, instruction, or research functions.

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 several 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 on November 1<sup>st</sup> of each fall term. When this census date occurs during the weekend or on holidays, the file should be generated on the last working day before the weekend or holiday. **It will be due to the Board office on or before December 15<sup>th</sup>.**

**The data reported on this Employee file on December 15<sup>th</sup> should match similar IPEDS employee data reported on the Human Resources file as part of the IPEDS Spring Collection. Institutions should ensure state and federal employee reporting match.**

The file should be securely uploaded 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://www.pers.ms.gov/Content/Documents/Regulations/Reg36.pdf>

IPEDS Standard Occupational Classification (SOC) resource link:

<https://surveys.nces.ed.gov/ipeds/public/hrsoc-browse>

**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
Employee	02-306	Employee Ethnic Group	65-65
Employee	02-307	Employee Job Status	66-68
Employee	02-308	Employee EEO Category	69-69
Employee	02-309	Employee Current Employment Date	70-77
Employee	02-310	Employee Contract Amount and Length	78-87
Employee	02-202	Institutional Employee Identification Number	88-97
Employee	02-311	Employee Residency	98-100
Employee	02-312	Employee SOC Category	101-106

Record Length: 106 Characters

Specific Instructions:

This Employee file will be generated as of November 1<sup>st</sup> (to match IPEDS reporting). 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 administration, instruction, or research functions.

*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.

## **File Elements**

## **Employee File**

REPORT ELEMENT NUMBER: 02-100

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Institutional Identification Number

### DEFINITION:

This field contains the 3-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)                            |
| 305 | Jackson State University (Madison)                                     |
| 306 | Jackson State University (Holmes Community College)                    |
| 307 | Jackson State University (Downtown)                                    |
| 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)                          |
| 407 | Mississippi State University (Gulf Coast Community College)            |
| 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)  
 504 Mississippi University for Women (Hinds Community College)  
 505 Mississippi University for Women (Gulf Coast Community College)  
 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)  
 605 Mississippi Valley State University (Coahoma)  
 607 Mississippi Valley State University (Bolivar County Regional Correctional Facility)  
 608 Mississippi Valley State University (Delta Correctional Facility)  
 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)  
 715 University of Mississippi (Rankin-Hinds CC)  
 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:

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

Revised 10/11/13 - off campus code added for JSU (305)

Revised 09/01/14 – off campus codes added for JSU (306) and MUW (504,505)

Revised 11/20/14 – off campus codes added for MSU (407)

Revised 12/20/16 – off campus codes added for JSU (307) and MVSU (605)

Revised 08/2019 – off campus code added for UM (715)

REPORT ELEMENT NUMBER: 02-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester 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 "2015" for all reporting semesters in the 2014-15 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 03/10/06 - 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 the 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, 1978, then enter "09091978."

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        | Person who is a Green Card holder or who is on longer visas like study and work visas and have lived long enough (typically 183 days or more) to pass the "substantial presence test", and hence will qualify as resident aliens for tax purposes. This person has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). |
| 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. This person is someone who has not passed the green card test or the substantial presence test. Typically, anyone who is on a B-1 visa or other temporary, short-term visas, or those who are on longer work and study visas but have not lived for 183 days or more in a year are non-resident aliens.   |

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

06/01/17 – Added more description to codes 2 and 3

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 is selected or categorized as Hispanic and any other ethnicity, then 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;  
Revised 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 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 workloads 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, 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.); <i>this does not include short-term leave</i> |
| 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.); <i>this does not include short-term leave</i>       |

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 01/02/07 - 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.

**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 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, math 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. Also include salesclerks 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 typesetters.

#### **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 administration, 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. Include graduate-level students receiving financial assistance in the form of a graduate assistantship (IHL Type 040) that work within other academic or administrative offices. For example, a graduate student may receive a graduate assistantship to work within the Registrar's office.

### **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

Revised 11/15/13 - category 8 was revised to include graduate assistants serving in administrative capacities



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, employment becomes effective on January 15, 2022.  
Code : "01152022."

For example, John works at JSU from July 1, 2005 until December 1, 2019. He has three years of interrupted employment and returns to work at JSU on March 1, 2022. His current employment date should read '03012022'.

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 1-7: Contract Amount (Base Pay)

In columns 1 through 7 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 8-10: Contract Length (Number of Months)

In columns 8 through 10 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: 0015000060

A 9-month faculty member earning \$45,000 would have this entry: 0045000090

A 12-month faculty member earning \$53,000 would have this entry: 0053000120

A 10.5-month faculty member earning \$34,000 would have this entry: 0034000105

A 12-month administrator earning \$1,050,000 would have this entry: 1050000120

EDIT:

Any entry other than ten numeric characters will generate an error. Numeric entries other than '0000000000' for part-time employees in Element 02-307 will generate an error.

Contract amounts less than \$10,000 and greater than \$500,000 will generate a warning.

SPACES NEEDED: 10

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.

06/28/2018 - this element was expanded to 10 digits to reflect 7-figure contract amounts

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

REPORT ELEMENT NUMBER: 02-311

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Residence

DEFINITION:

This element reports the employee's legal residence at the time of the reporting term. Residence codes for in-state employees are required while residence codes for out-of-state employees are optional.

CODING INSTRUCTIONS:

Use the codes which can be found at the following address:

[http://www.mississippi.edu/research/downloads/datadictionary/residency\\_codes.xlsx](http://www.mississippi.edu/research/downloads/datadictionary/residency_codes.xlsx)

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

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

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

If the individual 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 the list of residence codes.

SPACES NEEDED: 3

DATE ISSUED:

03/13/2012

REPORT ELEMENT NUMBER: 02-312

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee SOC 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.

- EEO-2 faculty with instruction, research, and public service responsibilities should be coded as Postsecondary Teachers (251000).
- EEO-1 administrators should be coded as Management Occupations (110000). Workers primarily engaged in planning, supervising, and directing should be classified in Management Occupations.
- Supervisors of workers in Major Groups 130000 through 290000 typically have work experience and perform activities similar to those of the workers they supervise, and therefore should be classified with the workers they supervise.

The categories are:

<b>SOC Major Group</b>	<b>Category</b>	<b>IHL EEO Grouping</b>
110000	Management Occupations	1,3
130000	Business and Financial Operations Occupations	3
150000	Computer and Mathematical Occupations	3,4
170000	Architecture and Engineering Occupations	3,4
190000	Life, Physical, and Social Science Occupations	3,4
210000	Community and Social Service Occupations	3,4
230000	Legal Occupations	3
270000	Arts, Design, Entertainment, Sports, and Media Occupations	3,4
251000	Postsecondary Teachers	2
254010	Archivists, Curators, and Museum Technicians	3,4
254020	Librarians	2, 3
254030	Library Technicians	3,4
252000	Pre-school, Primary, Secondary, and Special Education School Teachers	3
253000	Other Teachers and Instructors	3
259000	Other Education, Training, and Library Occupations	3,4
290000	Healthcare Practitioners and Technical Occupations	3,4
310000	Healthcare Support Occupations	3,5

330000	Protective Service Occupations	3,7
350000	Food Prep and Serving Related Occupations	3,7
370000	Building and Grounds Cleaning and Maintenance Occupations	7
390000	Personal Care and Service Occupations	3,7
410000	Sales and Related Occupations	3
430000	Office and Administrative Support Occupations	3, 5
450000	Farming, Fishing, and Forestry Occupations	3,7
470000	Construction and Extraction Occupations	6,7
490000	Installation, Maintenance, and Repair Occupations	6,7
510000	Production Occupations	6,7
530000	Transportation and Material Moving Occupations	3,6,7

#### CODING GRADUATE ASSISTANTS BY FUNCTION

251191	Graduate Assistant – Teaching	8
Select appropriate SOC code related to field of research	Graduate Assistant – Research	8
110000, 130000, 150000, 170000, 190000, 210000, 230000, 270000, 254000, 254010, 254020, 254030, 252000, 253000, 259000, 290000	Graduate Assistant -- Other	8

IPEDS Standard Occupational Classification (SOC) resource link:

<https://surveys.nces.ed.gov/ipeds/public/hrsoc-browse>

#### CODING INSTRUCTIONS:

01-02 First two digits in code reflect major group

03-06 Last four digits in code reflect minor group

#### EDIT:

Any code other than one of the six numeric valid numeric characters in the table above will generate an error.

SPACES NEEDED: 6

DATE ISSUED:

11/01/12

Revised 12/2014 with added link to IPEDS SOC Resource Center

## **Edit and Report Files**

## **Employee File**

Edits and reports for the Employee file will be provided in an Excel file with the following tabs:

<b>Edit Tab</b>	
*02E_ind	listing of individual employee edits
<b>Report Tabs</b>	
*02R_eoc	employees by EEO category (current reporting period)
*02R_eot	employees by EEO and other categories (3-year trend)
*02R_eth	employees by EEO, ethnicity and gender (3-year trend)
*02R_con	employee distribution by EEO and contract amount (3-year trend)
*02R_soc	employees by EEO and SOC code (3-year trend)



## 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
02-101	Reporting Term and Year	NA	Any value other than appropriate Reporting Term and Academic Yea	
02-102	Data File ID	NA	Any value other than 02	Periodically compared with the Course file
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	Comparisons with other terms primarily focus on changes in EEO categories
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 "7"	
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 \$500,000	Null values; any value other than '00000000' for part-time employees	
02-202	Institutional Employee ID Number	NA	NA	
02-311	Employee Residence	NA	Any value other than valid residence code	
02-312	Employee SOC	NA	Any value other than valid code on SOC table	

### 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 compares this file with the employee information reported to IPEDS. The Board's employee data and IPEDS employee data should be comparable since both include employees on the payroll as of November 1<sup>st</sup> and exclude ad hoc casual employees.**



# **Instructional File (03)**

**Office of Strategic Research**  
**<http://www.mississippi.edu/research/>**  
**Office: 601-432-6445      Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)**

## **File Overview**

## **Instructional File**

The Instructional file contains academic and other information on those employees who are on the institution's payroll and serve in an instructional capacity 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 in conjunction with the Employee file on November 1<sup>st</sup> of each fall term. When this census date occurs during the weekend or on holidays, the file should be generated on the last working day before the weekend or holiday. **It will be due to the Board office in conjunction with the Employee file on or before December 15<sup>th</sup>.**

The file should be securely uploaded 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:

[http://www.mississippi.edu/research/downloads/datadictionary/fice\\_codes.xlsx](http://www.mississippi.edu/research/downloads/datadictionary/fice_codes.xlsx)

The current listing of academic CIP codes can be found at the following address:

<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>

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

<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf#page=68>

## **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	44-50
Instructional	03-307	Field of Study for Highest Degree Earned	51-56
Instructional	03-308	Institution of Highest Degree	57-62
Instructional	03-309	Employee Title	63-122
Instructional	03-202	Institutional Employee ID	123-132

Record Length: 132 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 06/06 - 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 to reflect new format of the Data Dictionary

Revised 12/16 – layout was changed to accommodate a 6-digit degree abbreviation in element 03-306. Total number of characters went from 129 to 132.

## **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)                            |
| 305 | Jackson State University (Madison)                                     |
| 306 | Jackson State University (Holmes Community College)                    |
| 307 | Jackson State University (Downtown)                                    |
| 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)                          |
| 407 | Mississippi State University (Gulf Coast Community College)            |
| 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)  
 504 Mississippi University for Women (Hinds Community College)  
 505 Mississippi University for Women (Gulf Coast Community College)  
 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)  
 605 Mississippi Valley State University (Coahoma)  
 607 Mississippi Valley State University (Bolivar County Regional Correctional Facility)  
 608 Mississippi Valley State University (Delta Correctional Facility)  
  
 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)  
 715 University of Mississippi (Rankin-Hinds CC)  
 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:

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

Revised 10/11/13 - off campus code added for JSU (305)

Revised 09/01/14 – off campus codes added for JSU (306) and MUW (504,505)

Revised 11/20/14 – off campus codes added for MSU (407)

Revised 12/20/16 – off campus codes added for JSU (307) and MVSU (605)

Revised 08/2019 – off campus code added for UM (715)



REPORT ELEMENT NUMBER: 03-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester 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, 2005, until December 1, 2019. He has three years of interrupted employment and returns to work at JSU on March 1, 2022. His current employment date should read '03012022'.

For example, employment becomes effective on January 15, 2022.  
Code: "01152022."

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 2021, then report "082022" 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 2019, of the 2018-19 academic year that she/he would receive tenure effective with the 2019-20 year, enter the beginning date of his or her 2019-20 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 link to NCES IPEDS site for CIP codes:

<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>

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 error.

SPACES NEEDED: 6

DATE ISSUED:

02/01/82

Revised 08/01/87

Revised 03/10/06 - revised to include more detailed 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." Faculty members with "Emeritus" status or its equivalent should be reported as Adjunct Instructors (14) regardless of prior academic rank.

EDIT:

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

SPACES NEEDED: 2

DATE ISSUED:

04/01/84  
07/01/88



02/05/07 - added codes 7 and 8 in column 1 to identify extension faculty

06/05/2017 – added terminology to reflect faculty with honorary titles or special designations should not have academic rank.

06/2018 – added terminology to reflect “emeritus” faculty should be coded as Adjunct instructors (14)

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 as 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 = 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 (ASSC, CERT)
- 7 = No earned degree.

For example, a faculty member in Pharmacy whose highest degree is a Pharm.D. would be coded "2PharmD" or a faculty member in Art with an MFA would be coded as "4MFA".

EDIT:

This field should contain 1 through 7 in the first column and the appropriate degree abbreviation in the second through seventh columns. The degree abbreviation should be left justified. If the code is 7, no alphabetic degree entry is required. However, supporting documentation is encouraged such as DIPL for a diploma. 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 for a master's degree.

SPACES NEEDED: 7

DATE ISSUED:

04/01/84

Revised 1/17 – element was changed to accommodate a 6-digit degree abbreviation. Total number of characters for degree abbreviation went from 3 to 6.

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 link to NCES IPEDS site for CIP codes:

<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>

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 03/10/06 - 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:

[http://www.mississippi.edu/research/downloads/datadictionary/fice\\_codes.xlsx](http://www.mississippi.edu/research/downloads/datadictionary/fice_codes.xlsx)

EDIT:

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

SPACES NEEDED: 6

DATE ISSUED:

02/01/82

Revised 12/2014 with links to federal FICE codes

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 of Economics and Finance

Adjunct Instructor of Mathematics

John Q. Public 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**

Edits and reports for the Instructional file will be provided in an Excel file with the following tabs:

<b>Edit Tabs</b>	
*03E_sum	summary of Instructional edits
*03E_ind	listing of individual Instructional edits
<b>Report Tabs</b>	
*03R_deg	Instructional employees by highest degree (3-year trend)
*03R_cip	Instructional employees by 2-digit CIP category (3-year trend)
*03R_rk1	Instructional employees by academic rank 1 (3-year trend)
*03R_rk2	Instructional employees by academic rank 2 (3-year trend)



## 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
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	Periodically compared with the Course file
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	Comparisons with other terms primarily focus on changes in tenure status, academic rank, and highest degree earned
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	Mismatches 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 Strategic Research**  
**<http://www.mississippi.edu/research/>**  
**Office: 601-432-6445      Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)**

## **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 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**

**November 15th - Fall Term (Census Date of November 1)**

**April 15th - Spring Term (Census Date of April 1)**

**July 15th - Supplemental File (C2C Students only)**

The file should be securely uploaded 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**

## **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 Strategic Research's website.

ACT High School Codes:

[http://www.mississippi.edu/research/downloads/datadictionary/act\\_highschool\\_codes.xlsx](http://www.mississippi.edu/research/downloads/datadictionary/act_highschool_codes.xlsx)

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

Board-Approved Admission Policies (Section 600):

<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf#page=93>

**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

<u>Student Report Element Type</u>	<u>04-317 Report Element Number</u>	<u>Transfer Community College Code Report Element Description</u>	<u>79-84 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 Columns			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

### SUPPLEMENTAL STUDENT FILE:

The Supplemental Student File is a standard IHL Student File specifically focused on a group of students for the entire academic year. The purpose of the file is to capture the enrollment and demographic information of every student in the target group, especially those students who are not captured during the traditional census time frame.

**File Layout:** The file layout for the Supplemental Student File should follow the same layout as the current Student File.

**Reporting Term:** The supplemental file should be duplicated by term for the entire academic year (unlike the Summer term which is unduplicated for the entire summer). Students attending multiple semesters will have multiple records on the file. A C2C student enrolled in the Fall and Spring would have two separate records with 52018 and 62018 denoting the terms of attendance.

**File ID Number:** The Student File uses 04 as the file identification number (04-102). The Supplemental Student File uses 44 as the file identification number.

**Students to Include:** As of July 2018, the supplemental file is limited to Complete to Compete (C2C) students. Report all C2C students who enrolled during the academic year regardless of their enrollment date and regardless of whether the student is concurrently reported in the standard Student File. C2C students enrolling prior to the census window would be reported on both Student and Supplemental Student files. C2C students enrolling after the census window would be reported on the Supplemental Student file.

**Students to Exclude:** Do not report any student who is not participating in the C2C program. The Supplemental Student file is limited to C2C students. Do not report those C2C students who return to get their degree but are not required to complete additional coursework. These students must be enrolled in credit-bearing activity.

**Edits:** The Supplemental Student file will be subject to the same edits as the standard Student file with some exceptions.

**Special Considerations:** Institutional data personnel are encouraged to work with institutional C2C personnel to reconcile any discrepancies in C2C reporting to ensure the C2C enrollment reported on the Supplement Student file reflects the official C2C reporting for the institution.

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 as "Other Locations" using the appropriate 09 institution code.
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 campus location of the class. If the class is offered at a location not listed in the available codes, the class should be coded as "Other Locations" using the appropriate 09 institution code.

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)
305	Jackson State University (Madison)
306	Jackson State University (Holmes Community College)
307	Jackson State University (Downtown)
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)
407	Mississippi State University (Gulf Coast Community College)
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)
504	Mississippi University for Women (Hinds Community College)
505	Mississippi University for Women (Gulf Coast Community College)
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)
605	Mississippi Valley State University (Coahoma)
607	Mississippi Valley State University (Bolivar County Regional Correctional Facility)
608	Mississippi Valley State University (Delta Correctional Facility)
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)
715	University of Mississippi (Rankin-Hinds CC)
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:

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

Revised 10/11/13 - off campus code added for JSU (305)

Revised 09/01/14 – off campus codes added for JSU (306) and MUW (504,505)

Revised 11/20/14 – off campus codes added for MSU (407)

Revised 12/2014 - amended Other Location coding for Dual Credit and Interactive Video. Coding did mention reporting at the high school location for Dual Credit students and the class location for Interactive Video classes. Coding was changed to “Other Locations” for those groups.

Revised 12/20/16 – off campus codes added for JSU (307) and MVSU (605)

Revised 08/2019 – off campus code added for UM (715)

REPORT ELEMENT NUMBER: 04-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

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

CODING INSTRUCTIONS:

Column 1:

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

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

Revised 12/2014 to remove the Fall Quarter, Spring Quarter, and Winter Quarter (code 7) terms

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

44 = Supplemental 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 ensure 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	--	<p>Person who is a Green Card holder or who is on longer visas like study and work visas and have lived long enough (typically 183 days or more) to pass the "substantial presence test", and hence will qualify as resident aliens for tax purposes.</p> <p>This person has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).</p>
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. This person is someone who has not passed the green card test or the substantial presence test. Typically, anyone who is on a B-1 visa or other temporary, short-term visas, or those who are on longer work and study visas but have not lived for 183 days or more in a given year are non-resident aliens.

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

06/01/17 – Added more description to codes 2 and 3

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

Revised 08/01/87

Revised 05/11/00

Revised 05/08 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.

The Board office uses pivot dates to calculate students' age for a given term. Pivot dates facilitate the consistent and accurate reporting of student ages for each academic term. The Board uses the following pivot dates to determine each student's age by term:

Summer Term	June 1
Fall Term	September 1
Spring Term	January 1

Student ages in fall enrollment reports are based on the student's age as of September 1. Student ages for an academic year would be based on the last term attended.

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 16 and greater than 80 will generate a warning.

SPACES NEEDED: 8

DATE ISSUED:

02/01/82

Revised 05/11/00

Revised 12/2014 to include detail on pivot dates for each term

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 (04-307), although exceptions may occur.

In instances where original residency is required for reporting purposes, the student's residency during the first term of enrollment will be used to derive original residency with the understanding the original residency may not reflect the residency for fee purposes (04-307).

CODING INSTRUCTIONS:

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

[http://www.mississippi.edu/research/downloads/datadictionary/residency\\_codes.xlsx](http://www.mississippi.edu/research/downloads/datadictionary/residency_codes.xlsx)

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 the list of residence codes.

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 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 classified 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.*

Starting in Summer 2015, a student considered to be a first-time transfer student in the summer term should also be considered a first-time transfer student in the fall term (just as summer first-time freshmen are also first-time freshmen in the fall).

*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 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.
- 14 = Complete To Compete -- Readmitted Student – A former undergraduate student who has gained readmission under the terms of the Complete to Compete initiative.
- 15 = Complete To Compete – First-time Transfer Student – An undergraduate student entering the reporting institution for the first time who previously attended another postsecondary institution and gained admission under the terms of the Complete to Compete initiative.
- 16 = International Student Taking College Courses – Non-Degree-Seeking – A non-degree-seeking international student who is taking courses. Degree-seeking international students should be appropriately coded in some other area.

#### CODING INSTRUCTIONS:

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

- 01 = First-time Freshman
- 02 = Returning Student
- 03 = Readmitted Student
- 04 = First-Time 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
- 14 = Readmitted Student – Complete to Compete
- 15 = First-Time Transfer Student – Complete to Compete
- 16 = International Student Taking College Courses – Non-Degree-Seeking

Right justify and add leading zero.

EDIT:

Any character other than "01" through "15," as noted above, will generate an error.

First-time freshmen (01) missing both high school GPA and ACT scores will generate an error.

First-time freshmen (01) must have original admission code of C, E, F, G, H, I, or J.

First-time transfers (04) must have original admission code of K, L, M, N, or T.

International Student Taking College Courses (16) must have an international residency code, an original admission code of S, and a non-degree seeking degree objective of '2401999999'

SPACES NEEDED: 2

DATE ISSUED:

04/01/84

Revised 04/01/00

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

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

Revised 1/2015 - revised first-time transfer definition to count first-time transfers in the summer as first-time transfers in the following fall term; added edit for entering freshmen missing both high school GPA and ACT score

Revised 6/2017 - revised to include readmitted (code 14) and transfer (code 15) students as part of the Complete to Compete initiative.

Revised 8/2019 - revised to include non-degree-seeking international student code (16).

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

This refers to non-resident students paying out-of-state fees, including non-resident students receiving institutional scholarships. Students in this scenario are still legally responsible for out-of-state fees but are getting those fees paid by the institution.

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, if there is no similar program offered in Arkansas.

4 = Non-Resident, paying In-State fees – Allowed by State Law (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).

5 = Non-Resident, paying In-State fees – Allowed by Institutional Policy (out-of-state waivers related to institutional policy)

This refers to institutional Board-approved to out-of-state waivers specific to the reporting institution.

T = Teach for America (for DSU only). The Board offices uses a T in this element to identify Teach for America students attending Delta State University.

EDIT:

Any characters other than 1, 2, 3, 4, 5, and T 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

Revised 03/20/2014 to include a T to identify Teach for America students at Delta State

Revised 02/16/2017 to include a 5 to distinguish between out-of-state waivers granted by state law and out-of-state waivers granted by the IHL Board.

Revised 06/05/17 to include statement in code 2 about institutional aid paying out-of-state fees for non-resident students



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/downloads/api\\_admin.xlsx](http://www.mississippi.edu/research/downloads/api_admin.xlsx)

For students with undeclared degree objectives report "2401990000" in this field. For non-degree students report "2401999999" 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)

Revised 10/2014 to include new coding for undeclared (from 0000000000 to 2401990000) and non-degree (from 1111111111 to 2401999999). This change was made to accommodate federal financial aid reporting. Students must be enrolled in a legitimate degree program (legitimate CIP code) to receive federal financial aid.

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.<br><br><i>(NOTE: Prior to Academic Year 2002</i><br>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.<br><br><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.<br><br><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.<br><br><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. Also includes students pursuing post-baccalaureate certificates.
11	= 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	= Professional-Year/Level 2	
13	= Professional-Year/Level 3	
14	= Professional-Year/Level 4	
15	= Professional-Year/Level 5	
16	= Professional-Year/Level 6	
17	= Professional-Year/Level 7	
21	= Post-Master's Certificate	Student is in a post-baccalaureate (graduate) certificate program that is at least 24 hours beyond the master's degree but does not meet the requirements for a doctoral degree.

Comments: The definition of Professional Year/Level 1 through Year/Level 7 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). This includes pre-baccalaureate certificate students.

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, 21). This includes post-baccalaureate and post-master's certificate students.

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 "21", 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

Revised 06/01/2017 – removed codes 18 through 20 dealing with various levels of certificates as they did not adequately reflect academic level

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 and enrolled at the institution and the term and year of initial enrollment. This code should reflect the student's original admission criteria at the first term of enrollment and should not change from semester to semester. However, the Original Admission Code should change for high school students admitted while still enrolled in high school (code B).

CODING INSTRUCTIONS:

Column 1 - The first (leftmost) digit should be coded using the following codes. The bracketed numbers reflect the corresponding Board policy.

*Freshman*

- C = First time entering freshmen granted full admission with academic deficiencies - Summer Developmental Program student [602.C.2]
- 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 [602.B.1]
- 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) [602.B.2]
- 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) [602.B.3]
- H = First-time entering freshman granted full admission based on NCAA Division I standards for student athletes who are "full-qualifiers." [604.B.4]
- I = First-time entering freshman granted full admission based on review of screening committee [602.C.1]
- J = First time entering freshman granted full admission based on review of screening committee with GED or Home School credentials [604]
- R = First time entering freshman granted full admission based on community college activity (30-plus credit hours and/or AA degree) completed prior to high school graduation as a dual enrollment student [602.E, 609.A, 609.B] Note: these students are to be coded as entering freshmen for current registration purposes.

### *Transfer*

- K = Transfer from another institution but not required to have the Board-specified 30 hours because the student meets other admissions criteria [602.E] or by review of screening committee.
- L = Transfer from another institution with a minimum of the 30 Board-specified transfer hours [602.E]
- M = Transfer from another regionally accredited institution with an Associate of Arts degree and sufficient GPA as calculated by the admitting institution. (Starting with Spring 2014) [609.A]
- N = Transfer from another regionally accredited institution with an Associate degree (other than Associate of Arts) and sufficient GPA as calculated by the admitting institution. (Starting with Spring 2014) [609.B]

### *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 [603]
- 8 = Student originally admitted as a graduate student but is currently classified as an undergraduate student
- B = Student admitted while still enrolled in high school (Dual Enrollment/Dual Credit). This code should be updated to reflect one of the Board-approved admission criteria once the student matriculates from the high school to college.
- P = Student admitted while enrolled in Early College High School Program. The program is different from traditional dual enrollment (code B) because the student is exclusively taking courses at the university location.
- S = International student admitted based on equivalent preparation as determined by the admitting institution. These international students are typically non-citizen and non-degree-seeking. These students do not meet regular admission criteria and may require additional coursework in English, math, and other areas. [602.F]
- T = Student fully admitted without an ACT/SAT score in accordance with COVID-related admission criteria. These students may be offered an ACCUPLACER to determine placement or use other multiple measures to determine placement. [602.C. 2-3]

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.

First-time freshmen having “E” code without minimum 3.2 high school GPA will generate an error.

First-time freshmen having “F” code without minimum 2.5 high school GPA and minimum 16 ACT composite will generate an error.

First-time freshmen having “G” code without minimum 2.0 high school GPA and minimum 18 ACT composite will generate an error.

Transfer students having “L” code without minimum 30 transfer hours will generate an error.

The following discontinued codes will also generate an error:

1 = First-time entering freshman admitted under normal policy using ACT score. [Includes NCAA]

2 = First-time entering freshman admitted under “high risk” policy (ACT at least 9 but lower than institutional minimum).

3 = First-time entering freshman admitted under special provision (ACT at least 9 but lower than institutional minimum but high school GPA of 3.0 or better or in upper 50 percent of class).

4 = Transfer from another institution but not required to have the Board-specified 24 hours because the student meets other admissions criteria. Discontinued after Spring 2012.

5 = Transfer from another institution with a minimum of the 24 Board-specified transfer hours. Discontinued after Spring 2012.

7 = Transfer from another institution under “high risk” policy (minimum 15 hours and minimum 2.0 GPA)

9 = First-time entering freshman admitted with required high school course deferrals

0 = First-time entering freshman admitted with required high school course exemptions

D = First time entering freshmen granted full admission after successfully passing screening test. Discontinued Spring 2009.

A = Student admitted under senior citizen program. Discontinued Spring 2011.

### SPACES NEEDED: 6

### DATE ISSUED:

04/01/84; 07/06/89; 05/23/96; 06/18/96; 04/01/00

06/2008 - discontinued code D. The screening test is no longer a sole criterion for admission.

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

03/2011 - codes ‘K’ and ‘L’ were added to reflect changes in admission policy

11/2013 - codes ‘M’ and ‘N’ were added to reflect changes in admission policy

01/2015 - added corresponding Board policy to admission coding; added edits to ensure original admission codes had appropriate academic data

10/2017 - definition was changed for clarity to ensure the admission criteria was related to the student’s first term of enrollment and not original admission term

08/2019 - codes ‘P’ and ‘R’ and ‘S’ were added.

09/2020 - code ‘T’ was added to reflect Covid-related admission criteria.

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. Traditional hours should also include H (Hybrid) courses as a proxy for justifying resources and acknowledge institutions are spending resources to maintain and support the traditional lecture-based components of hybrid courses.

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 25 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. **Electronic hours should exclude H (Hybrid) courses. Hybrid hours should be reported as traditional hours.**

As a 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 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 25 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 25 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 entering freshmen and entering transfers will generate an error. This assumes entering students have not taken prior institutional coursework and do not have an institutional grade point average.

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	002407
HINDS COMM COLLEGE-VICKSBURG/WARREN, VICKSBURG, MS	XX2261	002407
HOLMES COMMUNITY COLLEGE, GRENADA, MS	XX2257	002408
HOLMES COMMUNITY COLLEGE, GOODMAN, MS	XX2200	002408
HOLMES COMMUNITY COLLEGE, RIDGELAND, MS	XX2265	002408
ITAWAMBA COMMUNITY COLLEGE, FULTON, MS	XX2202	002409
ITAWAMBA COMMUNITY COLLEGE, TUPELO, MS	XX2201	002409
JONES COUNTY JUNIOR COLLEGE, ELLISVILLE, MS	XX2206	002411
MERIDIAN COMMUNITY COLLEGE, MERIDIAN, MS	XX2210	002413
MISSISSIPPI DELTA COMM COLLEGE, GREENVILLE, MS	XX2245	002416
MISSISSIPPI DELTA COMM COLLEGE, MOORHEAD, MS	XX2244	002416
MS GULF COAST CC-JACKSON COUNTY CAMPUS, GAUTIER, MS	XX2203	002418
MS GULF COAST CC-JEFFERSON DAVIS CAMPUS, GULFPORT, MS	XX2205	002419
MS GULF COAST CC-PERKINSTON CAMPUS, PERKINSTON, MS	XX2234	002417
NORTHEAST MISSISSIPPI COMM COLL, BOONEVILLE, MS	XX2226	002426
NORTHWEST MISSISSIPPI COMM COLLEGE, SOUTHAVEN, MS	XX2229	002427
NORTHWEST MISSISSIPPI COMM COLLEGE, SENATOBIA, MS	XX2228	002427
PEARL RIVER COMMUNITY COLLEGE, FORREST, MS	XX2233	002430
PEARL RIVER COMMUNITY COLLEGE, POPLARVILLE, MS	XX2232	002430
SOUTHWEST MISSISSIPPI COMMUNITY COLL, SUMMIT, MS	XX2242	002436

EDITS:

Any entry other than one of the appropriate community college codes will generate an error.

SPACES NEEDED: 6

DATE ISSUED:

12/07/89

Revised 03/09/90

Revised 12/08

Revised 01/2015 to include more off-campus locations

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/downloads/api\\_admin.xlsx](http://www.mississippi.edu/research/downloads/api_admin.xlsx)

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 Subtest
Columns	9 - 10	Composite

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

**SUPERSCORES**

In accordance with IHL Board admission policy, beginning fall 2021, institutions may use the highest ACT or SAT subject test scores from the same test type when scores from more than one test date are submitted. This process of recalculating the composite using the highest subtest score from multiple tests is known as super scoring.

A combination of ACT and SAT subtest scores cannot be combined to calculate a super score.

More information on super scoring can be found at the following address:

<https://www.act.org/content/act/en/new-act-options/superscoring.html>

## CONCORDANCE TABLES

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 100 percent of Mississippi students take the ACT. In the absence of a representative number of SAT scores for Mississippi students, the following process will be used for comparing ACT and SAT scores (as of July 2018):

ACT score	SAT score	Tables	
		SAT-to-ACT	ACT-to-SAT
ACT Composite	SAT Total	Table A1	Table A2
ACT Mathematics	SAT Math	Table B1	Table B2
ACT English + Reading	SAT ERW	Table C1	Table C2

**Note:** Concordance tables for the ACT Composite were derived from concordances of the ACT sum score.

**Note:** ERW = Evidence-Based Reading and Writing.

Note: SAT ERW scores range from 14 through 72. These scores should be divided and equally reported in the ACT English and ACT Reading subtest scores. For example:

### Example A

Incoming Student SAT Scores		Concorded ACT Scores	
SAT Total	1100	ACT Composite	22
SAT Math	570	ACT Math	24
SAT ERW	530*	ACT Reading	20
		ACT English	20

\*The corresponding ACT score for a 530 is 40 (see Table C1). That score of 40 should be equally distributed across both ACT Reading and ACT English scores.

### Example B

Incoming Student SAT Scores		Concorded ACT Scores	
SAT Total	1270	ACT Composite	27
SAT Math	590	ACT Math	25
SAT ERW	680*	ACT Reading	31
		ACT English	31

\*The corresponding ACT score for a 680 is 61 (see Table C1). If the score of 61 is equally distributed across both ACT Reading and ACT English scores, the resulting score is 30.5. Institutions should round both scores to 31 (as denoted in the example above).

Concordance Link:

<http://www.act.org/content/act/en/products-and-services/the-act/scores/act-sat-concordance.html>

Concordance Guide:

<http://www.act.org/content/dam/act/unsecured/documents/ACT-SAT-Concordance-Information.pdf>

**Table A1:** SAT Total to ACT Composite.

SAT	ACT	SAT	ACT	SAT	ACT
1600	36	1250	26	910	16
*1590	36	*1240	26	900	16
1580	36	1230	26	*890	16
1570	36	1220	25	880	16
1560	35	*1210	25	870	15
1550	35	1200	25	860	15
*1540	35	1190	24	*850	15
1530	35	*1180	24	840	15
1520	34	1170	24	830	15
1510	34	1160	24	820	14
*1500	34	1150	23	810	14
1490	34	*1140	23	*800	14
1480	33	1130	23	790	14
1470	33	1120	22	780	14
*1460	33	*1110	22	770	13
1450	33	1100	22	*760	13
1440	32	1090	21	750	13
*1430	32	*1080	21	740	13
1420	32	1070	21	730	13
1410	31	1060	21	720	12
*1400	31	1050	20	*710	12
1390	31	*1040	20	700	12
1380	30	1030	20	690	12
*1370	30	1020	19	680	11
1360	30	*1010	19	*670	11
1350	29	1000	19	660	11
*1340	29	990	19	650	11
1330	29	980	18	640	10
1320	28	*970	18	*630	10
*1310	28	960	18	620	10
1300	28	950	17	610	9
1290	27	940	17	600	9
*1280	27	*930	17	*590	9
1270	27	920	17		
1260	27				

\*Use this SAT score when a single score point comparison is needed.

**Note:** Concordance tables for the ACT Composite were derived from concordances of the ACT sum score.

**Table A2:** ACT Composite to SAT Total.

ACT	SAT	SAT Range
36	1590	1570-1600
35	1540	1530-1560
34	1500	1490-1520
33	1460	1450-1480
32	1430	1420-1440
31	1400	1390-1410
30	1370	1360-1380
29	1340	1330-1350
28	1310	1300-1320
27	1280	1260-1290
26	1240	1230-1250
25	1210	1200-1220
24	1180	1160-1190
23	1140	1130-1150
22	1110	1100-1120
21	1080	1060-1090
20	1040	1030-1050
19	1010	990-1020
18	970	960-980
17	930	920-950
16	890	880-910
15	850	830-870
14	800	780-820
13	760	730-770
12	710	690-720
11	670	650-680
10	630	620-640
9	590	590-610



**Table B1:** SAT Math to ACT Math.

SAT	ACT	SAT	ACT
800	36	*500	18
790	35	490	18
*780	35	480	17
770	35	*470	17
760	34	460	17
750	33	450	16
*740	33	440	16
730	32	*430	16
*720	32	420	16
710	31	410	15
*700	30	*400	15
690	30	390	15
680	29	380	15
670	28	370	14
*660	28	*360	14
650	27	350	14
*640	27	340	13
630	27	*330	13
620	26	320	13
*610	26	*310	12
600	25	300	12
*590	25	290	11
*580	24	*280	11
570	24	270	10
*560	23	*260	10
550	23		
540	22		
530	21		
520	20		
510	19		

**Table B2 :** ACT Math to SAT Math.

ACT	SAT
36	800
35	780
34	760
33	740
32	720
31	710
30	700
29	680
28	660
27	640
26	610
25	590
24	580
23	560
22	540
21	530
20	520
19	510
18	500
17	470
16	430
15	400
14	360
13	330
12	310
11	280
10	260

\*Use this SAT score when a single score point comparison is needed.

**Table C1:** SAT ERW to ACT English+Reading.

SAT	ACT	SAT	ACT
800	72	500	37
*790	72	490	35
780	71	480	34
*770	71	470	33
760	70	460	32
*750	70	450	31
740	69	440	30
730	68	430	29
720	67	420	28
710	66	410	27
700	64	400	26
690	63	390	25
680	61	380	24
670	60	370	23
660	58	360	22
650	57	350	21
660	58	360	22
650	57	350	21
640	55	340	20
630	54	330	19
620	52	320	18
610	51	310	17
600	49	300	16
590	48	290	15
580	46	280	14
570	45		
560	44		
550	43		
540	42		
530	40		
520	39		
510	38		

**Note:** ERW = Evidence-Based Reading and Writing.**Note:** ACT English + Reading scores range from 2 to 72

\*Use this SAT score when a single score point comparison is needed.

**Table C2 :** ACT English+Reading to SAT ERW.

ACT	SAT	ACT	SAT
72	790	*42	540
71	770	41	540
70	750	40	520
69	740	39	520
68	730	38	510
67	720	*37	500
66	710	36	500
65	700	35	490
*64	700	34	480
63	690	33	470
62	680	32	460
*61	680	31	450
60	670	30	440
59	660	29	430
*58	660	28	420
57	650	27	410
*58	660	28	420
57	650	27	410
56	640	26	400
*55	640	25	390
*54	630	24	380
53	630	23	370
52	620	22	360
*51	610	21	350
50	610	20	340
49	600	19	330
48	590	18	320
47	580	17	310
*46	580	16	300
45	570	15	290
44	560	14	280
43	550		

**Note:** ERW = Evidence-Based Reading and Writing.**Note:** ACT English + Reading scores range from 2 to 72

\*Use this ACT score when a single score point comparison is needed.

Source: ACT, July 2018.

EDIT:

All first-time freshmen must have an ACT score (converted where appropriate). If an ACT score is not required due to admission code, this field should be left blank.

SPACES NEEDED: 10

DATE ISSUED:

01/90; Revised 03/90; Revised 10/92; Revised 10/95; Revised 04/01/00

Revised 06/13/07- updated SAT-ACT concordance table; however, conversion data were unchanged and matched conversion data from previous version

Revised 11/08 - updated SAT-ACT concordance table; contained several changes from previous version

Reviewed 01/15/15 - current SAT-ACT concordance table is up to date

Updated 06/2017 to include new SAT concordance table

Updated 06/2018 to include new SAT concordance table

Updated 04/2021 to include super scoring terminology and replaced "Science Reasoning" with "Science"

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/downloads/datadictionary/act\\_highschool\\_codes.xlsx](http://www.mississippi.edu/research/downloads/datadictionary/act_highschool_codes.xlsx)

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/>

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 GPAs 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). This assumes the high school grade point average would be incomplete or not available for these groups of students.

EDIT:

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

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

REPORT ELEMENT NUMBER: 04-324

REPORT ELEMENT TYPE: Student (Supplemental Student Only)

REPORT ELEMENT TITLE: Special Group Identification

DEFINITION:

This element should reflect any special group designation for student enrollment purposes. These group designations are used to identify certain segments of student populations for further study or program assessment. These groups are fluid and may be amended to meet changing reporting requirements.

CODING INSTRUCTIONS:

Enter a four -digit alphanumeric character in this field that identifies segments of student populations according to the following coding:

0200 Complete to Compete (C2C) Students – Additional Coursework

These students have returned to the reporting institution through the C2C initiative and satisfactorily met admission criteria for admission. These institutions must be enrolled at the institution during the reporting period. *Note: This excludes C2C students who returned to earn their degree with no additional coursework. Those students would only be reported on the degree file.*

0300 Military-Related Students

These students have enrolled at the reporting institution with some military designation. This designation may be through special military-specific institutional coding or by military-specific financial aid benefits. *Note: This may include current or former military personnel and dependents of military personnel.*

EDIT:

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

SPACES NEEDED: 4

DATE ISSUED:

09/01/2021

## **Edit and Report Files**

## **Student File**

Edits and reports for the Student file will be provided in an Excel file with the following tabs:

<b>Edit Tabs</b>	
*04E_ind	listing of individual student edits
*04E_sum	summary of student edits
<b>Report Tabs</b>	
*04R_dem	demographic information (3-year trend)
*04R_deg	primary degree objective (3-year trend)
*04R_sch	credit hour categories (3-year trend)
*04R_xfr	first-time transfers by Mississippi community college (3-year trend)



## 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 16	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 Summer Developmental-Ayers reporting; Entering freshmen (01) cannot be missing both HS GPA and ACT	
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 "21"	
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 25	NA	
04-312	Electronic Current Semester Hours Attempted (Enrolled)	Credit hours over 25	NA	
04-313	Total Current Semester Hours Attempted (Enrolled)	Credit hours over 25	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 Strategic Research**  
**<http://www.mississippi.edu/research/>**  
**Office: 601-432-6445      Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)**

## **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. Each student should have one consolidated record on the file. The information in this file will be used to report 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 15<sup>th</sup> - Combined Summer Term**

**February 1<sup>st</sup> - Fall Term / Winter Term**

**June 15<sup>th</sup> - Spring Term**

The file should be securely uploaded 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. Each student should have one consolidated record on the file. Semester hours and GPA should be consolidated and reported at the main campus regardless of on-campus and off-campus enrollment.

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.

Hours Earned and Hours Graded should exclude Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), and other similar hours to accurately reflect institutional credit hours attempted and credit hours completed.

## **File Elements**

## **Outcome File**

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 and academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

Column 1:

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

Revised 12/2014 to remove the Fall Quarter, Spring Quarter, and Winter Quarter (code 7) terms

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 ensure 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 NUMBER: 05-301

REPORT ELEMENT TYPE: Outcome

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.

Any entry greater than 25 credit hours will generate a warning.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 05/11/00

Revised 02/20/07 - new element

REPORT ELEMENT NUMBER: 05-302

REPORT ELEMENT TYPE: Outcome

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.

These hours should accurately reflect institutional hours earned and exclude hours associated with Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), and other similar hours.

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.

Any entry greater than 25 credit hours will generate a warning.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 05/11/00

Revised 02/20/07 - new element

REPORT ELEMENT NUMBER: 05-303

REPORT ELEMENT TYPE: Outcome

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.

These hours should accurately reflect institutional hours graded and exclude hours associated with Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), and other similar hours.

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.

Any entry greater than 25 credit hours will generate a warning.

SPACES NEEDED: 3

DATE ISSUED:

04/01/84

Revised 05/11/00

Revised 02/20/07 - new element

REPORT ELEMENT NUMBER: 05-304

REPORT ELEMENT TYPE: Outcome

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.

GPA values greater than 4.00 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:

06/01/06

## **Edit and Report Files**

## **Outcome File**

Edits and reports for the Outcome file will be provided in an Excel file with the following tabs:

<b>Edit Tabs</b>	
*05E_ind	listing of individual outcome edits
*05E_stu	outcome IDs not found on the corresponding student file
<b>Report Tabs</b>	
*05R_gpa	end-of-semester credit hours and gpa by two-digit CIP discipline (matched with student file)
*05R_act	end-of-semester credit hours and gpa by ACT score for first-time freshmen (matched with student file)
*05R_cip	end-of-semester credit hours by two-digit CIP discipline (matched with student file)

**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
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	Credit hour categories compared with the Course file
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	NA	Null Values; Values over 4.00	
05-202	Institutional Student ID Number	NA	NA	





## **Course File (06)**

**Office of Strategic Research**  
**<http://www.mississippi.edu/research/>**  
**Office: 601-432-6445      Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)**

## **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, provide credit hour data for 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 uploaded 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. A list of current ZIP codes can be found on the United States Postal Service website:

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

The current listing of academic CIP codes can be found at the following address:

<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>

## **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

Record Length: 184 Characters

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.

#### 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 except for 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.

## **File Elements**

## **Course File**

REPORT ELEMENT NUMBER: 06-100

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Institutional ID Number

### DEFINITION:

This field contains the 3-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)
305	Jackson State University (Madison)
306	Jackson State University (Holmes Community College)
307	Jackson State University (Downtown)
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)
407	Mississippi State University (Gulf Coast Community College)
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)  
 504 Mississippi University for Women (Hinds Community College)  
 505 Mississippi University for Women (Gulf Coast Community College)  
 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)  
 605 Mississippi Valley State University (Coahoma)  
 607 Mississippi Valley State University (Bolivar County Regional Correctional Facility)  
 608 Mississippi Valley State University (Delta Correctional Facility)  
  
 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)  
 715 University of Mississippi (Rankin-Hinds CC)  
 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:

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

Revised 10/11/13 - off campus code added for JSU (305)

Revised 09/01/14 – off campus codes added for JSU (306) and MUW (504,505)

Revised 11/20/14 – off campus codes added for MSU (407)

Revised 12/20/16 – off campus codes added for JSU (307) and MVSU (605)

Revised 08/2019 – off campus code added for UM (715)

REPORT ELEMENT NUMBER: 06-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

This field reflects the appropriate semester 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

Revised 12/2014 to remove the Fall Quarter, Spring Quarter, and Winter Quarter (code 7) terms



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.

Institutions should make every effort to use consistent course numbering. MAT 104 with one space should be consistently reported as MAT 104 with one space. The same course should not be reported as MATH 104, MAT104, MAT 104, etc. LS0023 should not be reported as LSK 0023 the following term. The inconsistent reporting of course numbering can be problematic when looking at the same course across several terms.

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.

Institutions should make every effort to use consistent section numbering. Section 001 should be consistently reported as 001. The inconsistent reporting of section numbers can be problematic when looking at the same course across several terms.

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.

The current listing of academic CIP codes can be found at the following address:

<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>

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 an 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:

All identification numbers should begin with a "0" in column 1. The remaining nine digits contain the employee's ID number, omitting any dashes.

*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

Revised 01/2015 to remove the leading number "1" terminology related to temporary instructor identification numbers

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 except for 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 except for 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 as well as 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 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 = Asynchronous 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; <b>LIMITED TO ASYNCHRONOUS ONLINE COURSES</b>
N = Synchronous 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; <b>LIMITED TO SYNCHRONOUS ONLINE COURSES</b>
H = Hybrid	students receive course instruction via blended traditional face-to-face and online delivery methods; the course is reasonably divided equally between traditional face-to-face and online instruction with no clear distinction between the two delivery 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

Revised 09/2020 to add 'Asynchronous' terminology to code O as well as add new codes for 'N' dealing with synchronous online courses and 'H' dealing with hybrid courses.

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

The following developmental courses should have an '00' code:

Institution	Developmental Mathematics	Developmental English	Developmental Reading	Developmental Study Skills
ASU	MA098	EN098	RE098	LA098
DSU	MAT090	ENG090	CRD090	CED090
JSU	MATH001	ENG 001	RE 001	GNST100
MSU	MA0003	EN0003	LSK0003	LSK0023
MUW	MA 099	EN 099	ED 099	LS 099
MVSU	MA095/095L	EN095/095L	RD095	
UM	DS 092	DS 091	DS 090	DS 089
USM	MAT 90	ENG 90	CIE 90	UNV 90L

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.)

The following intermediate courses should have an '01' code:

Institution	Intermediate Algebra	Intermediate English	Intermediate Reading	Intermediate Lab
ASU	MA 111	EN 105	RE 111	GC 102,GC 103
DSU	MAT099	ENG099	CRD099	CED098
JSU	MATH004	ENG002	RE 002	GNST101,GNST102, GNST102, GNST200, GNST201
MSU	MA0103	EN0103	LSK0103	MA0103
MUW	MA 100	EN 100	ED 100	LS 101, LS 102
MVSU	MA100B	EN100B	SK107	SK102
UM	DS 099	DS 098	DS 097	DS 095, DS 096
		DS 094		
USM	MAT 99, MAT 100L MAT 101L, MAT 100S MAT 101S	ENG 99E, ENG 100E	CIE 99	UNV 101

- 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 = 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

Revised 01/2015 to include a listing of Developmental and Intermediate courses

Revised 02/2018 changed USM prefix from LS to UNV (LS 90L to UNV 90L; LS 101 to UNV 101)

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. Includes pre-baccalaureate certificates and associate students.
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 <sup>th</sup> 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. Includes post-baccalaureate certificate students.
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	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.

Any credit hour values that total zero (0) across all academic levels will generate a warning.

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:	$\frac{1}{3}$
Total:	7

Total credit hours enrolled divided by the number of enrolled students:  $7/3 = 2.33$ . This would be reported as 0233.

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**

Edits and reports for the Course file will be provided in an Excel file with the following tabs:

<b>Edit Tab</b>	
*06E_ind	listing of individual course edits
<b>Report Tabs</b>	
*06R_00	courses listed by academic level with gender and ethnicity
*06R_IVI	trend credit hour total by academic level
*06R_cip	trend credit hour total by 2-digit CIP discipline
*06R_ele	credit hours by methods of instruction and delivery
*06R_06a	credit hours by CIP and academic level (may exclude hours without CIPs)
*06R_06b	estimated headcount by academic level

## 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	Course file will be routinely matched with data from the Grade file
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		Null and alpha values; any value other than numeric figures representing credit hour production; courses with zero (0) total credit hours across all academic levels	
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 Strategic Research**  
**<http://www.mississippi.edu/research/>**  
**Office: 601-432-6445      Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)**

## **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 uploaded to the Board-designated secure 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:

<https://www.sreb.org/general-information/criteria-and-definitions>

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

<http://carnegieclassifications.iu.edu/>

## **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
Degree	07-312	Special Group Identification	76-79

Record Length: 79 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.*

### *Reporting for Multiple Degrees*

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 record for each degree earned).

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

- Students earning multiple degrees must have completed all 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) if 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:

08/87; 05/01

- 06/06 - 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
- 06/09 - 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
- 06/09 - 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.
- 06/18- added element 07-312 to capture special student groups; the element was initially added to identify Complete to Compete (C2C) students but included four digits to allow for the identification of additional groups as necessary

## **File Elements**

## **Degree File**

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 03/10/06 - 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 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 03/10/06 - 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 03/10/06 - 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 ensure 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 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.

Any entry not found in the student file 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.

The Academic Programs Inventory can be found at the following address:

[http://www.mississippi.edu/research/downloads/api\\_admin.xlsx](http://www.mississippi.edu/research/downloads/api_admin.xlsx)

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:

05/29/09

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	--	<p>Person who is a Green Card holder or who is on longer visas like study and work visas and have lived long enough (typically 183 days or more) to pass the "substantial presence test", and hence will qualify as resident aliens for tax purposes.</p> <p>This person has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).</p>
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. This person is someone who has not passed the green card test or the substantial presence test. Typically, anyone who is on a B-1 visa or other temporary, short-term visas, or those who are on longer work and study visas but have not lived for 183 days or more in a year are non-resident aliens.

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:

05/29/09

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:

05/29/09

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 16 and greater than 80 will generate a warning.

SPACES NEEDED: 8

DATE ISSUED:

05/29/09

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 (04-307), although exceptions may occur.

In instances where original residency is required for reporting purposes, the student's residency during the first term of enrollment will be used to derive original residency with the understanding the original residency may not reflect the residency for fee purposes (04-307).

CODING INSTRUCTIONS:

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

[http://www.mississippi.edu/research/downloads/datadictionary/residency\\_codes.xlsx](http://www.mississippi.edu/research/downloads/datadictionary/residency_codes.xlsx)

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 the list of residence codes.

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.

Most baccalaureate degrees are typically around 124 hours while master's degrees are typically around 36 hours. In most instances the final total cumulative hours attempted will exceed these figures due to changing majors, course retakes, etc.

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.

Values less than 75 hours and greater than 200 hours will generate an error for baccalaureate students.

SPACES NEEDED: 4

DATE ISSUED:

05/29/09

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.

Final Cumulative Hours Earned may not exceed the Final Cumulative Hours Attempted by more than 30 hours to accommodate students with Advanced Placement, CLEP, IB, and other advanced work.

Values less than 75 hours and greater than 200 hours will generate an error for baccalaureate students.

SPACES NEEDED: 4

DATE ISSUED:

05/29/09



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.

Final Cumulative Hours Earned may not exceed the Final Cumulative Hours Attempted by more than 30 hours to accommodate students with Advanced Placement, CLEP, IB, and other advanced work.

Values less than 75 hours and greater than 200 hours will generate an error for baccalaureate students.

SPACES NEEDED: 4

DATE ISSUED:

05/29/09

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 final cumulative 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.

Cumulative Grade Point Averages less than 2.00 will generate a warning.

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:

05/29/09

REPORT ELEMENT NUMBER: 07-312

REPORT ELEMENT TYPE: Degree

REPORT ELEMENT TITLE: Special Group Identification

DEFINITION:

This element should reflect any special group designation of the degree recipient. These group designations are fluid and may be amended to meet changing reporting requirements.

CODING INSTRUCTIONS:

Report the special group designation of each degree recipient using the following codes:

*Complete to Compete (C2C)*

0100 C2C Student -- No Additional Coursework -- These former students have contacted the institution through the C2C initiative and satisfactorily met criteria for an undergraduate degree based on an evaluation of previous coursework. These students would not have necessarily enrolled as a student during the reporting period.

0200 C2C Student -- Additional Coursework -- These former students have returned to the reporting institution through the C2C initiative and satisfactorily met criteria for an undergraduate degree by completing additional coursework. These students would have enrolled at the institution during the reporting period.

EDIT:

Any entry other than four numeric characters will generate an error. Any entry other than the codes listed above will generate an error. Values should default to 0000 and not default to null (blank) values.

SPACES NEEDED: 4

DATE ISSUED:

06/04/2018

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## **Edit and Report Files Degree File**

Edits and reports for the Degree file will be provided in an Excel file with the following tabs:

<b>Edit Tabs</b>	
*07E_ind	listing of degree edits by individual student
*07E_sum	summary of degree edits
<b>Report Tabs</b>	
*07R_cip	summary of degrees by CIP category
*07R_lv1	summary of degrees by academic level (3-year trend)
*07R_lv2	summary of degrees by academic level (3-year trend)
*07R_stu	summary of degrees by ethnicity and gender (3-year trend); ethnicity and gender derived from last record on student file
*07R_hrs	summary of degrees by ethnicity and gender (3-year trend); ethnicity and gender derived from last record on student file

## 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	Compared with other reporting periods by academic level, gender and ethnicity
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; any value not found on the student file	Compared with other reporting periods by two-digit CIP code and academic level
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)	Compared with student file to determine gender, ethnicity, residence, time-to-degree, etc.
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 16	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 not between 75 and 200 hours	Missing values	
07-309	Final Cumulative Credit Hours Earned	Values not between 75 and 200 hours	Missing values	
07-310	Final Cumulative Credit Hours Graded	Values not between 75 and 200 hours	Missing values	
07-311	Final Grade Point Average	Values below 2.00	Missing values	
07-202	Institutional Student ID Number	NA	NA	
07-312	Special Group Identification	NA	Any value other than appropriate group code	
07-313	Second Major (Double Major)	TBD	TBD	

### 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 Strategic Research**  
**<http://www.mississippi.edu/research/>**  
**Office: 601-432-6445      Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)**



## **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 15<sup>th</sup> of each year.**

The file should be securely uploaded 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**

## **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:

<https://www.msfinancialaid.org/>

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.

Student records and awards should be aggregated for the fiscal year. Awards by term should not be listed on the file. For example, a student receiving a \$500 MTAG award for the fall and a \$500 MTAG award for the spring should have one \$1,000 record for MTAG on the file.

The scholarship and financial aid dollars derived from this report will not match similar dollars reported on federal IPEDS reports because the IPEDS reports are based on financial aid awarded, which is different from aid disbursed.

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 02/13/06

Revised 11/15/06 - 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 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 11/15/06 - 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 11/15/06 - 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 ensure 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 scholarship 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 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 (because 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 (because 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 (because 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 (because 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	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 Financial aid programs of IHL including the following programs:	<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,  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
530	Higher Education Legislative Plan (HELP)	Disbursed awards to all students from the Higher Education Legislative Plan (HELP) 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
575	Complete to Compete Tuition Assistance Grant	Disbursed awards to students participating in the Complete to Compete initiative
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 05/16/96

Revised 08/05 - code 05 moved to 50; code 07 moved to 54 to reflect status as a state student financial aid program

Revised 11/15/06 - 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

Revised 12/15/14 - added code 530 for HELP program in recognition of it becoming one of the larger State aid programs

Revised 06/05/17 - added code 575 for C2C Tuition Assistance Grant program

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: 09-303

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, MESG, 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.

Awards from State sources (code 20) should have a corresponding State Student Program code in the IHL Award Type (Element 09-301). Any 500-level codes in 09-301 should have a "20" for this element.

Awards from Federal sources (code 40) should have a corresponding Federal Student Program code in the IHL Award Type (Element 09-301). Any 400-level codes in 09-301 should have a "40" for this element.

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.

The scholarship and financial aid dollars derived from this report will not match similar dollars reported on federal IPEDS reports because the IPEDS reports are based on financial aid awarded, which is different from aid disbursed.

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.

Values less than \$20 and more than \$20,000 will generate a warning.

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:

08/02

REPORT ELEMENT NUMBER: 09-202

REPORT ELEMENT TYPE: Scholarship

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:

06/01/06

## **Edit and Report Files**

## **Scholarship File**

Edits and reports for the Scholarship file will be provided in an Excel file with the following tabs:

<b>Edit Tabs</b>	
*09E_sum	summary of scholarship edits
*09E_ind	listing of individual scholarship edits
*09E_nst	financial aid recipients not on student file
*09E_not	financial aid recipients not on outcome file
*09E_nso	financial aid recipients not on student nor outcome file
<b>Report Tabs</b>	
*09R_09c	financial aid by award type and fund source for current year (formerly IHL-09)
*09R_09t	financial aid by award type and fund source (3-year trend)
*09R_tot	financial aid by award type, total students, and awards (3-year trend)
*09R_fnd	financial aid by fund source (3-year trend)
*09R_typ	financial aid by award type (3-year trend)



## 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	Total awards are compared with other reporting periods to ensure consistency among fund source and award type
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	Student IDs may be compared with student file to determine demographic and academic profiles of students receiving financial aid
09-301	IHL Type of Award	NA	Any value other than those listed in this element; Some Award Types should match Fund Source (e.g. Pell Awards should have a federal fund source)	
09-302	Institution Type of Award	NA	NA	
09-303	Fund Source	NA	Any value other than 10, 20, 30, 40, 50 or 90: Some Fund Sources should match Award Type	
09-304	Disbursement Amount	Amounts less than \$20 and greater than \$20,000	Null values; zero values	
09-202	Institutional Student ID Number	NA	NA	



# Intermediate File (13)

**Office of Strategic Research**  
**<http://www.mississippi.edu/research/>**  
**Office: 601-432-6445      Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)**

## **File Overview**

## **Intermediate File**

This file contains intermediate students enrolled in intermediate and co-requisite courses as of the reporting date coinciding with the Student file. This includes students required to take intermediate courses by Board policy (because 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.

The implementation of co-requisite remediation has changed the reporting criteria for this file. The file was originally limited to intermediate students taking intermediate courses. However, with the development of co-requisite remediation, the file now includes all remedial students taking both intermediate and co-requisite courses.

## **Reporting Schedule**

## **Intermediate File**

This file is to be generated in conjunction with the Student file and within the census window of each term. For terms lasting 13 or more weeks (Fall and Spring), the census window is between the 10<sup>th</sup> and 15<sup>th</sup> 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**

**November 15th - Fall Term**

**April 15th - Spring Term**

The file should be securely uploaded 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 do not meet minimum ACT subtest score requirements in Mathematics, English or Reading are required to take intermediate courses. These specific policies can be found in section 608 at the following address:

<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf#page=97>

## **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 tenth and fifteenth class day for terms lasting 13 or more weeks and as of the last day to drop/add for terms lasting less than 13 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 (because of their ACT score) as well as students who elect to take intermediate courses on their own.

With the implementation of co-requisite remediation, there may be courses that provide remediation to a group of students within a credit-bearing course. For the purposes of the Intermediate File, only students being remediated should be reported within this file. For example, if an English gateway course has 10 students and 4 are being remediated, you would only report these 4 students on the Intermediate File.

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

## **File Elements**

## **Intermediate File**

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)
305	Jackson State University (Madison)
306	Jackson State University (Holmes Community College)
307	Jackson State University (Downtown)
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)
407	Mississippi State University (Gulf Coast Community College)
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)
- 504 Mississippi University for Women (Hinds Community College)
- 505 Mississippi University for Women (Gulf Coast Community College)
- 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)
- 605 Mississippi Valley State University (Coahoma)
- 607 Mississippi Valley State University (Bolivar County Regional Correctional Facility)
- 608 Mississippi Valley State University (Delta Correctional Facility)
  
- 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)
- 715 University of Mississippi (Rankin-Hinds CC)
- 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:

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

Revised 10/11/13 - off campus code added for JSU (305)

Revised 09/01/14 – off campus codes added for JSU (306) and MUW (504,505)

Revised 11/20/14 – off campus codes added for MSU (407)

Revised 12/20/16 – off campus codes added for JSU (307) and MVSU (605)  
Revised 08/2019 – off campus code added for UM (715)

REPORT ELEMENT NUMBER: 13-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

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

CODING INSTRUCTIONS:

Column 1:

4 = Summer Term

5 = Fall Term

6 = Spring 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 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

06/01/2017 – terms updated to reflect summer, fall, and spring terms; file was originally limited to fall term

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 ensure 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 Board-assigned coding which identifies the different intermediate courses, co-requisite courses, and their methods of delivery.

CODING INSTRUCTIONS:

Report the intermediate course for each student using the following coding convention. The first digit reflects the method of delivery for the course. The second digit reflects the academic discipline for the course.

First Digit (Method of Delivery):

- 0 = STANDALONE (TYPICAL) -- An intermediate course is delivered as a standalone remedial course and upon completion students receive only remedial credit. For example, a student enrolls in and upon completion receives credit for MATH 099 (Intermediate Algebra).
- 1 = CO-REQUISITE WITH ONLY REMEDIAL STUDENTS -- An intermediate course is delivered concurrently with a regular credit-bearing gateway course and students receive credit for the remediation and the gateway course. Only remedial students are enrolled within the course.

There may be additional course meetings or lab requirements for remedial students. The course may have 3 or more credit hours assigned to account for additional meetings/labs. For example, a student enrolls in ENGL 120 (English Composition – Co-requisite course) and upon completion receives credit for English Composition.

- 2 = CO-REQUISITE WITH REMEDIAL AND NON-REMEDIAL STUDENTS -- An intermediate course is delivered concurrently with a regular credit-bearing gateway course and students receive credit for the remediation and the gateway course. Both remedial students and non-remedial students are enrolled within the course.

There may be additional course meetings or lab requirements for remedial students. The course may have 3 or more credit hours assigned to account for additional meetings/labs. For example, a student enrolls in MATH 122 (College Algebra – Co-requisite course) and upon completion receives credit for College Algebra.

- 3 = MULTIPLE CO-REQUISITE WITH ONLY REMEDIAL STUDENTS -- Two intermediate courses (i.e. Intermediate English and Intermediate Reading) are delivered concurrently with a regular credit-bearing gateway course and students receive credit for the remediation and the gateway course. Only remedial students are enrolled within the course.

There may be additional course meetings or lab requirements for remedial students. The course may have 3 or more credit hours assigned to account for additional meetings/labs. For example, a student enrolls in ENGL 130 (English Composition – Co-requisite English/Reading course) and upon completion receives credit for English Composition.

- 4 = MULTIPLE CO-REQUISITE WITH REMEDIAL AND NON-REMEDIAL STUDENTS – Two intermediate courses (i.e., Intermediate English and Intermediate Reading) are delivered concurrently with a regular credit-bearing gateway course and students receive credit for the remediation and the gateway course. Both remedial students and non-remedial students are enrolled within the course.

There may be additional course meetings or lab requirements for remedial students. The course may have 3 or more credit hours assigned to account for additional meetings/labs. For example, a student enrolls in ENGL 135 (English Composition – Co-requisite English/Reading course) and upon completion receives credit for English Composition.

Second Digit (Academic Discipline):

1 = English (may include Reading if English and Reading are combined)

2 = Math/Algebra

3 = Reading (if Reading is considered separate course)

4 = Academic Support/Lab

Examples:

A student enrolled in a traditional Intermediate Algebra course would be reported with an 02 course code. This file should include every student in that course.

A student enrolled in a co-requisite College Algebra course that only included remedial students would be reported with a 12 course code. This file should include every student in that course.

A student enrolled in a co-requisite College Algebra course that included both remedial and non-remedial students would be reported with a 22 course code. This file should only include the remedial students in that course.

EDIT:

Any entry (including null or blank values) other than 0, 1, 2, 3, and for the first digit, and 1,2,3, and 4 for the second digit will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

10/20/2006

Revised 06/2017 to accommodate co-requisite courses

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 intermediate and co-requisite course being taught. The naming of these course numbers should be consistent each year.

CODING INSTRUCTIONS:

For standalone (typical) intermediate courses (code 0 in element 13-301) report one of the course numbers from the following table:

Institution	Intermediate Algebra	Intermediate English	Intermediate Reading	Intermediate Lab
ASU	MA111	EN105		GC 102, GC 103
DSU	MAT099	ENG099	CRD099	CED098
JSU	MATH004, MATH003, MATH103	ENG002, ENG003, ENG103	RE 002, RE 003	GNST101, GNST102, GNST200, GNST201
MSU	MA0103	EN0103	LSK0103	MA0103
MUW	MA 100	EN 100	ED 100	LS 101, LS 102
MVSU	MA100B	EN100B	SK107	SK102
UM	DS 099, DS 094	DS 098	DS 097	DS 095, DS 096
USM	MAT 99, MAT 100L, MAT 101L, MAT 100S, MAT 101S	ENG 99E, ENG 100E	CIE 99	UNV 101

For co-requisite courses (codes 1,2,3 or 4 in element 13-301) provide the course number corresponding to that particular course from the following table. Note: co-requisite courses must correspond to one the institution's gateway courses below.

Institution	Gateway Math	Gateway English
ASU	MA122	EN111A
DSU	MAT104, MAT103, MAT115	ENG101, ENG102
JSU	MATH111, MATH103	ENG104, ENG105, ENG103
MSU	MA1313, MA1103	EN1103
MUW	MA113	EN101, EN102
MVSU	MA111, MA111H	EN101, EN101H, EN102, EN102H
UM	MATH121, MATH115, MATH125	ENGL101, ENGL102, LIBA101, LIBA102, WRIT101, WRIT102
USM	MAT101, MAT101E, MAT 100	ENG101, ENG101H, ENG102, ENG102H

A standalone intermediate course may be reported as 'MAT099' and a co-requisite course may be reported as 'MAT104'.

Institutions should make every effort to use consistent course numbering. MAT 104 with one space should be consistently reported as MAT 104 with one space. The same course should not be reported as MATH 104, MAT104, MAT 104, etc. LS0023 should not be reported as LSK 0023 the following term. The inconsistent reporting of course numbering can be problematic when looking at the same course across several terms.

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

Revised 02/2018 changed USM prefix from LS to UNV (LS 101 to UNV 101)

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 greater than 3 will generate an error.

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**

Edits and reports for the Intermediate file will be provided in an Excel file with the following tabs:

<b>Edit Tabs</b>	
*13E_ind	listing of individual intermediate edits
*13E_sum	summary of intermediate edits
<b>Report Tabs</b>	
*13R_eth	intermediate students by ethnicity and gender for each course
*13R_crs	summary of intermediate students in each individual course (3-year-trend)

## 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	NA	Null values; values greater than 3	
13-202	Institutional Student ID Number	NA	NA	



# **Grade File (14)**

**Office of Strategic Research**  
**<http://www.mississippi.edu/research/>**  
**Office: 601-432-6445      Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)**

## **File Overview**

## **Grade File**

The Grade file contains unit record grade data for each student enrolled in academic courses at the reporting institution. This file will be used to evaluate academic outcomes across various segments of student populations (i.e., intermediate, STEM majors, etc.), generate student credit hours for funding, and respond to a growing number of national and regional reporting metrics based on success in gateway courses. This file will focus on credit hours and student outcomes. It will not be used to calculate grade point averages, establish academic levels, or determine other academic information.

## **Reporting Schedule**

## **Grade File**

This Grade 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 (This schedule coincides with the reporting of the Outcome file):

**September 15<sup>th</sup> - Combined Summer Term**

**February 1<sup>st</sup> - Fall Term / Winter Term**

**June 15<sup>th</sup> - Spring Term**

The file should be securely uploaded 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**

## **Grade 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 academic CIP codes can be found at the following address:

<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>

## **File Layout**

## **Grade File**

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	14-100	Institutional ID Number	01-03
Identification	14-101	Reporting Term and Year	04-08
Identification	14-102	Data File Identification	09-10
Grade	14-201	Student Identification Number	11-19
Grade	14-301	Original Admission Residency	20-22
Grade	14-302	Course Number	23-32
Grade	14-303	Section Number	33-44
Grade	14-304	Academic Discipline Code (CIP)	45-50
Grade	14-305	Course Level	51-52
Grade	14-306	Course Credit Hour Value	53-55
Grade	14-307	Course Grade	56-58
Grade	14-202	Institutional Student Identification Number	59-68

Record Length: 68 Characters

### Specific Instructions:

This file should include grades for students who ended the reported academic term with some type of transcribed grade for activity in academic courses. *The file should exclude non-academic courses such as summer camps, seminars, etc.*

Please note the students in this Grade 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.

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

### Revisions:

Introduced April 2013. Reporting began with AY2010 through AY2012.

## **File Elements**

## **Grade File**

REPORT ELEMENT NUMBER: 14-100

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)
305	Jackson State University (Madison)
306	Jackson State University (Holmes Community College)
307	Jackson State University (Downtown)
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)
407	Mississippi State University (Gulf Coast Community College)
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)  
 504 Mississippi University for Women (Hinds Community College)  
 505 Mississippi University for Women (Gulf Coast Community College)  
 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)  
 605 Mississippi Valley State University (Coahoma)  
 607 Mississippi Valley State University (Bolivar County Regional Correctional Facility)  
 608 Mississippi Valley State University (Delta Correctional Facility)

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)  
 715 University of Mississippi (Rankin-Hinds CC)  
 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:

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

Revised 10/11/13 - off campus code added for JSU (305)

Revised 09/01/14 – off campus codes added for JSU (306) and MUW (504,505)

Revised 11/20/14 – off campus codes added for MSU (407)

Revised 12/2014 - amended Other Location coding for Dual Credit and Interactive Video. Coding did mention reporting at the high school location for Dual Credit Credit students and the class location for Interactive Video classes. Coding was changed to “Other Locations” for those groups.

Revised 12/20/16 – off campus codes added for JSU (307) and MVSU (605)

Revised 08/2019 -- off campus code added for UM (715)



REPORT ELEMENT NUMBER: 14-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Reporting Term and Year

DEFINITION:

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

CODING INSTRUCTIONS:

Column 1:

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

*All student activity meeting the academic and/or 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:

04/2013

REPORT ELEMENT NUMBER: 14-102

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:

14 = Grade File

EDIT:

For the Grade File, any entry other than 14 will generate an error.

SPACES NEEDED: 2

DATE ISSUED:

04/2013

REPORT ELEMENT NUMBER: 14-201

REPORT ELEMENT TYPE: Grade

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 ensure 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.

This number should match the same student ID number reported on the student file. This number will be matched on the student file to generate various demographic and academic information.

EDIT:

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

SPACES NEEDED: 9

DATE ISSUED:

04/2013

REPORT ELEMENT NUMBER: 14-301

REPORT ELEMENT TYPE: Grade

REPORT ELEMENT TITLE: Original Admission Residency (At Entry)

DEFINITION:

This element reports the student's legal or permanent residence at the time of original admission (residence at initial entry into the program). This original admission residency does not change as the student matriculates through his or her academic program. However, residency may be re-evaluated as students graduate from undergraduate programs and enroll in graduate programs.

This residency is not linked to residency for tuition purposes. Non-resident students on an in-state tuition schedule should be coded according to their out-of-state location.

CODING INSTRUCTIONS:

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

[http://www.mississippi.edu/research/downloads/datadictionary/residency\\_codes.xlsx](http://www.mississippi.edu/research/downloads/datadictionary/residency_codes.xlsx)

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 numeric digits. Also, the code used must be one of the Board-approved codes from the list of residence codes.

SPACES NEEDED: 3

DATE ISSUED:

04/2013

REPORT ELEMENT NUMBER: 14-302

REPORT ELEMENT TYPE: Grade

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.

This number should match the same course number reported on the course file. This number will be matched on the course file to generate academic information on the course.

This Course Number element will also be used to identify Summer Developmental, Intermediate, and Gateway courses for various reports throughout the year.

Institutions should make every effort to use consistent course numbering. MAT 104 with one space should be consistently reported as MAT 104 with one space. The same course should not be reported as MATH 104, MAT104, MAT 104, etc. LS0023 should not be reported as LSK 0023 the following term. The inconsistent reporting of course numbering can be problematic when looking at the same course across several terms.

EDIT:

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

SPACES NEEDED: 10

DATE ISSUED:

03/2013

REPORT ELEMENT NUMBER: 14-303

REPORT ELEMENT TYPE: Grade

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.

This number should match the same section number reported on the course file. This number will be matched on the course file to generate academic information on the course.

EDIT:

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

SPACES NEEDED: 12

DATE ISSUED:

03/2013

REPORT ELEMENT NUMBER: 14-304

REPORT ELEMENT TYPE: Grade

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):

<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>

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. However, course CIP codes on the Grade file should exactly match course CIP codes on the Course file.

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:

03/2013

REPORT ELEMENT NUMBER: 14-305

REPORT ELEMENT TYPE: Grade

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.  
These courses should have a '00' Course Level:

Institution	Developmental Mathematics	Developmental English	Developmental Reading	Developmental Study Skills
ASU	MA098	EN098	RE098	LA098
DSU	MAT090	ENG090	CRD090	CED090
JSU	MATH001	ENG 001	RE 001	GNST100
MSU	MA0003	EN0003	LSK0003	LSK0023
MUW	MA 099	EN 099	ED 099	LS 099
MVSU	MA095/095L	EN095/095L	RD095	
UM	DS 092	DS 091	DS 090	DS 089
USM	MAT 90	ENG 90	CIE 90	UNV 90L

01 = Intermediate Level - Courses taken at the intermediate level for which credit is not applicable toward a degree. These courses should have a '01' Course Level:

Institution	Intermediate Algebra	Intermediate English	Intermediate Reading	Intermediate Lab
ASU	MA 111	EN 105	RE 111	GC 102, GC 103
DSU	MAT099	ENG099	CRD099	CED098
JSU	MATH004	ENG002	RE 002	GNST101, GNST102, GNST200, GNST201
MSU	MA0103	EN0103	LSK0103	MA0103
MUW	MA 100	EN 100	ED 100	LS 101, LS 102
MVSU	MA100B	EN100B	SK107	SK102
UM	DS 099	DS 098	DS 097	DS 095, DS 096
		DS 094		
USM	MAT 99, MAT 100L MAT 101L, MAT 100S, MAT 101S	ENG 99E, ENG 100E	CIE 99	UNV 101



02 = Lower-Level Bachelor's Credit - Courses primarily designed for freshmen and sophomores that are transferable to a four-year college or university. These Gateway courses should have a '02' Course Level:

Institution	Gateway Math	Gateway English
ASU	MA121, MA122	EN111, EN112, EN111A
DSU	MAT104, MAT103, MAT115	ENG101, ENG102
JSU	MATH111	ENG104, ENG105
MSU	MA1313	EN1103
MUW	MA113	EN101, EN102
MVSU	MA111, MA111H	EN101, EN101H, EN102, EN102H
UM	MATH121, MATH115, MATH125, MATH267	ENGL101, ENGL102, LIBA101, LIBA102, WRIT100, WRIT101, WRIT102
USM	MAT101, MAT101E, MAT100, MAT101	ENG101, ENG101H, ENG102, ENG102H

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 = 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:

03/2013

Revised 02/2018 changed USM prefix from LS to UNV (LS 90L to UNV 90L; LS 101 to UNV 101)

REPORT ELEMENT NUMBER: 14-306

REPORT ELEMENT TYPE: Grade

REPORT ELEMENT TITLE: Course Credit Hour Value

DEFINITION:

This element includes the total credit hour value for the reported academic class. The semester credit hours (credit hour value) for most courses is 3 semester hours.

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. The credit hour value for the course should be provided regardless of the reported grade, including withdrawal grades.

EDIT:

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

SPACES NEEDED: 3

DATE ISSUED:

03/2013

Revised 10/2017 – Removed statement under coding instructions stating “if a student withdrew from the institution, code zeros”

REPORT ELEMENT NUMBER: 14-307

REPORT ELEMENT TYPE: Grade

REPORT ELEMENT TITLE: Course Grade

DEFINITION:

This element includes the institutional course grade resulting from the student's participation in the academic course.

It should be noted this element will not be used to calculate semester grade point averages.

CODING INSTRUCTIONS:

Report the alphanumeric grade resulting from the student's participation in the course. The grade should be left justified with the actual grade listed in the first column. To ensure consistency on how special grades are handled, institutions should translate or convert institutional-specific grades prior to submission. A^ or A\* grades should be converted to an A prior to submission.

Here are some other examples:

Institution-Specific Grade	Reported Grade
A+, A*, A^, A#	A
B+, B*, B^, B#	B
C+, C*, C^, C#	C

EDIT:

Left justified. Any entry other than two alphanumeric characters will generate an error. Warning edits will occur for new alphanumeric grades not previously used on the Grade file.

SPACES NEEDED: 3

DATE ISSUED:

03/2013

REPORT ELEMENT NUMBER: 14-202

REPORT ELEMENT TYPE: Grade

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:

03/2013

## Edit and Report Files

## Grade File

Edits and reports for the Grade file will be provided in an Excel file with the following tabs:

Edit Tabs	
*14E_res_YYT.slk	listing of missing or invalid residence codes
*14E_crs_YYT.slk	listing of missing or invalid course numbers
*14E_grd_YYT.slk	listing of missing or invalid institutional grades
*14E_sch_YYT.slk	listing of missing or invalid or excessive credit hours
*14E_cip_YYT.slk	listing of missing or invalid CIP codes
*14E_lv_YYT.slk	listing of missing or invalid course levels
Report Tabs	
*14R_cip_YYT.slk	Credit hour report by course number and CIP code (3-year trend)
*14R_grd_YYT.slk	Credit hours by grade distribution (3-year trend)
*14R_res_YYT.slk	Credit hours by residency (3-year trend)

## Edit Overview

## Grade File

Element Number	Report Element Description	Questionable (Warning) Values	Error Values	Comparisons with Other Terms & File
14-100	Institutional Identification	NA	Any value other than appropriate Board institution code	Routinely compared with the Course file
14-101	Reporting Term and Year	NA	Any value other than appropriate Reporting Term and Academic Year	
14-102	Data File Identification	NA	Any value other than 14	
14-201	Student Identification Number	Student IDs that are not found on the Student file	Null and alpha values; values other than 10-digit student IDs	Periodically compared with the Student file
14-301	Original Admission Residency	NA	Any value not found in list of valid residency codes	
14-302	Course Number	NA	Course numbers that are not found on the Course file	
14-303	Section Number	NA	Section numbers that are not found on the Course file	
14-304	Academic Discipline Code (CIP)	NA	Any value other than appropriate six-digit course CIP code	
14-305	Course Level	NA	Any value other than appropriate two-digit course level code	
14-306	Course Credit Hour Value	Any value that exceeds 9 hours	Null and alpha values	
14-307	Course Grade	NA	Any value that is null	
14-202	Institutional Student ID Number	NA	Null and alpha values; values other than 10-digit student IDs	

The following list provides links to the various spreadsheets used in the *Data Dictionary*.

**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 15<sup>th</sup>, and a template can be found at the following address:

[www.mississippi.edu/research/downloads/datadictionary/accuplacer\\_template.xls](http://www.mississippi.edu/research/downloads/datadictionary/accuplacer_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 15<sup>th</sup>, and a template can be found at the following address:

[www.mississippi.edu/research/downloads/datadictionary/ipeds\\_grs\\_template.xls](http://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 15<sup>th</sup>, and a template can be found at the following address:

[www.mississippi.edu/research/downloads/datadictionary/ipeds\\_grs\\_template.xls](http://www.mississippi.edu/research/downloads/datadictionary/ipeds_grs_template.xls)

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 1<sup>st</sup> and runs through May 31<sup>st</sup>. This includes the summer, fall and spring terms. The AY2021-22 (or AY2022) year would include the summer 2021, fall 2021 and spring 2022 terms.

**Calendar Year** - The *calendar year* (CY) begins on January 1<sup>st</sup> and runs through December 31<sup>st</sup>. This includes the spring, summer, and fall terms. The CY2022 year would include the spring 2022, summer 2022 and fall 2022 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. A student considered to be a first-time transfer student in the summer term should also be considered a first-time transfer student in the fall term (just as summer first-time freshmen are also first-time freshmen in the fall). *These transferring students may or may not have transfer credit hours.*

**Fiscal Year** - The *fiscal year* (FY) begins on July 1<sup>st</sup> and runs through June 30<sup>th</sup>. The



FY2021-22 (or FY2022) year would include July 1<sup>st</sup>, 2021, through June 30<sup>th</sup>, 2022.

**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 calculations 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 2021 term, and 52 earn their baccalaureate degree within six years, the institution would have a 52 percent graduation rate.

**Gateway Courses** – Gateway courses are introductory math and English courses for entering freshmen. College Algebra, Statistics, and other equivalent courses are considered gateway math courses while English Composition, Literature and equivalent courses are considered to be gateway English courses. The success of entering freshmen in Gateway courses is an important progress metric.

**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 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 as non-minority 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.

**Retention Rate, Freshmen (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 2021 term, and 73 return for the Fall 2022 term, the institution would have a 73 percent retention rate.

**Residency, Current** - The current residency reflects the student's residence as of the reporting term. This residency is current and does help identify student migration patterns. However, this residency tends to artificially inflate resident enrollment by reporting non-resident students as resident students after they obtain in-state residency. It also tends to artificially inflate the enrollment for Mississippi counties that contain university campuses as more students migrate to those counties.

**Residency, Original (Permanent)** - The original residency reflects the student's residence as of their initial enrollment. This residency is a more accurate assessment of the student's home residence but may not reflect their residency for fee purposes as students who are originally non-resident students may establish state residency and pay in-state tuition and fees.

**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.

<p><b>Alcorn State University</b>  Institutional Research &amp; Assessment  1000 ASU Drive, # 930 - Lorman, MS 39096-7500  Office Phone: 601-877-6146  Website: <a href="http://www.alcorn.edu/offices/institutional-research-and-assessment/index.aspx">http://www.alcorn.edu/offices/institutional-research-and-assessment/index.aspx</a></p>
<p><b>Delta State University</b>  Institutional Research &amp; Planning  Kent Wyatt Hall 234 - Cleveland, MS 38733  Office: 662-846-4050  Website: <a href="https://www.deltastate.edu/institutional-research-and-planning/">https://www.deltastate.edu/institutional-research-and-planning/</a></p>
<p><b>Jackson State University</b>  Institutional Research, Planning &amp; Effectiveness  P.O. Box 17147 - Jackson, MS 39217  Office: 601.979.2615  Website: <a href="http://www.jsums.edu/institutionalresearch/">http://www.jsums.edu/institutionalresearch/</a></p>
<p><b>Mississippi State University</b>  Office of Institutional Research  269A Allen Hall - Mississippi State, MS 39762  Office: 601.325-3920  Website: <a href="http://www.oire.msstate.edu/">http://www.oire.msstate.edu/</a></p>
<p><b>Mississippi University for Women</b>  Office of Institutional Research  MUW 940 - Columbus, MS 39701  Office: 662-329-8543  Website: <a href="https://www.muw.edu/instra">https://www.muw.edu/instra</a></p>
<p><b>Mississippi Valley State University</b>  Institutional Research  14000 Hwy 82W, Sutton Bldg Suite 445 - Itta Bena, MS 38941  Office: 662-254-3145  Website: <a href="http://www.mvsu.edu/ir">http://www.mvsu.edu/ir</a></p>
<p><b>University of Mississippi</b>  Institutional Research, Effectiveness &amp; Planning  312 Falkner Hall  University, MS 38677  Office: 662-915-7387  Website: <a href="http://irep.olemiss.edu/">http://irep.olemiss.edu/</a></p>
<p><b>University of Mississippi Medical Center</b>  Institutional Research and Assessment  2500 North State Street, Rowland Medical Library U114 - Jackson, MS 39216-4505  Office: 601-815-1149  Website: <a href="https://www.umc.edu/Office%20of%20Academic%20Affairs/About-Academic-Affairs/Institutional%20Research/Department%20of%20Institutional%20Research.html">https://www.umc.edu/Office%20of%20Academic%20Affairs/About-Academic-Affairs/Institutional%20Research/Department%20of%20Institutional%20Research.html</a></p>
<p><b>University of Southern Mississippi</b>  Office of Institutional Research  118 College Drive, #5167 - Hattiesburg, MS 39406  Office: 601-266-4059  Website: <a href="http://www.usm.edu/institutional-research">http://www.usm.edu/institutional-research</a></p>
<p><b>Mississippi Institutions of Higher Learning</b>  Office of Strategic Research  3825 Ridgewood Road - Jackson, MS 39211  Office: 601-432-6445  Website: <a href="http://www.mississippi.edu/research/">http://www.mississippi.edu/research/</a></p>

Please feel free to contact our office at the following address with any questions or comments concerning this *Data Dictionary*:

Office of Strategic Research  
3825 Ridgewood Road  
Jackson, Mississippi 39211-6453

Phone: 601-432-6445  
Email: [mgendron@mississippi.edu](mailto:mgendron@mississippi.edu)  
Web: <http://www.mississippi.edu/research/>