



Outcome File (05)

Office of Strategic Research
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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 15th - Combined Summer Term

February 1st - Fall Term / Winter Term

June 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*.

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:

Edit Tabs	
*05E_ind	listing of individual outcome edits
*05E_stu	outcome IDs not found on the corresponding student file
Report Tabs	
*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	