



Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108

July 28, 2021

«Signatory_FirstName» «Signatory_LastName», «Signatory_Title»
«Institution_X»

Subject: Request for Signature--Update of Student Enrollment and Awards Conferred Data Sharing Agreement with the Minnesota Office of Higher Education

Dear «Signatory_Salutation» «Signatory_LastName»:

Please sign the enclosed Enrollment and Awards Conferred Data Sharing Agreement (“Agreement”). «Institution_X» currently provides student enrollment and awards conferred data to the Minnesota Office of Higher Education (OHE). The “Enrollment Data Sharing Agreement” currently in place between your institution and OHE is dated July-August 2016 and is set to expire.

One of the duties of our Office is to collect and maintain enrollment data. Our Office maintains a Student Enrollment Record Data Base and an Awards Conferred Data Base. Institutions and training providers that participate in the Minnesota State Grant Program, SELF Loan program, or that list trainings on the Eligible Training Provider List (ETPL) are required to submit this data to our Office.

In consultation with institutional representatives as part of OHE’s Data Advisory Committee, our Office identified needed changes to the data collected, which are reflected in the enclosed agreement. OHE invited data contacts at all institutions to participate in Data Advisory Committee meetings. A report on the process and recommendations is available on our website here: https://www.ohe.state.mn.us/pdf/enrollment/basicdata/2021_Data_Advisory_Report_FINAL_A DA.pdf.

A draft of this agreement was sent in April for legal review. **The final enclosed agreement includes the following changes made at the request of institutions and legal counsel during the legal review process between April and June:**

- Fixed grammar and formatting where needed
- Removed “indefinite duration” phrase from the third paragraph
- Added clause 9(c)(v) stating that cumulative debt at graduation data covered under this agreement will not be disclosed to the Statewide Longitudinal Education Data System (SLEDS) or the Early Childhood Longitudinal Data System (ECLDS)
- Added language to clause 10(a)(i) clarifying that institutional non-disclosure policies may be adopted at any time before or after execution of this agreement
- Added the website location of the ECLDS and SLEDS Data Access and Management Policy to clause 15 and added language stating that OHE will inform institutions when this policy is updated

- Added language to clause 19 noting statutory requirements for timing of notification of security incidents
- Specified a dispute resolution mechanism in clause 20 if OHE and the institution are unable to agree upon corrective measures in the event of a violation by OHE
- Specified entities responsible for data destruction under clause 21
- Added language to clause 22 holding the institution harmless in the event of unauthorized or unlawful disclosure by OHE
- Added clause 27 on supersession of previous agreements
- Added cumulative debt at graduation to the list of data elements explicitly covered by OHE's Data Suppression Policy (Attachment B)
- Added a list of data elements and short definitions for both the enrollment and awards conferred data collections as Attachments C and D

Please review and sign the enclosed agreement. This agreement has been provided to all Minnesota postsecondary institutions.

Questions regarding the agreement can be directed to the Minnesota Office of Higher Education:

Meredith Fergus, Director of Research
651-259-3963
Meredith.Fergus@state.mn.us

Steve Rogness, Enrollment Research Analyst
651-259-3917
Steve.Rogness@state.mn.us

Further information about the Office of Higher Education's enrollment and awards conferred data collections can be found at <http://www.ohe.state.mn.us/mPg.cfm?pageID=473>. Further information about the Minnesota Statewide Longitudinal Education Data System (SLEDS) can be found at <http://www.ohe.state.mn.us/mPg.cfm?pageID=1935>.

The Office of Higher Education is excited to partner with «Institution_X» in this endeavor.

Sincerely,



Dennis W. Olson Jr.
Commissioner

Enc: Enrollment and Awards Conferred Data Sharing Agreement

ENROLLMENT AND AWARDS CONFERRED DATA SHARING AGREEMENT Between «Institution_X» and the Minnesota Office of Higher Education

This ENROLLMENT AND AWARDS CONFERRED DATA SHARING AGREEMENT (Agreement) is entered into by the Minnesota Office of Higher Education (OHE) and «Institution_X» for purposes of reporting individual level data to OHE. OHE collects data on individuals enrolled in Minnesota private and public postsecondary institutions and training providers, and individuals conferred degrees and other formal awards (diplomas or certificates) upon successful completion of a program of study. OHE uses these data to inform state decision making on higher education policies, programs and practices.

This Agreement sets forth the conditions and provisions of the Family Educational Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act (MGDPA) Chapter 13 specifically applicable in connection with «Institution_X»'s disclosure of personally identifiable education records (education records) to OHE in furtherance of its statutory responsibilities stated in Minnesota Statutes 2020, section 136A.01 et seq., and for Minnesota's P-20W systems, including the Statewide Longitudinal Education Data System (SLEDS) and the Early Childhood Longitudinal Data System (ECLDS).

For education records provided to OHE pursuant to this Agreement, the parties agree that OHE research and reporting, including ECLDS and SLEDS, will provide educators and policymakers with more comprehensive data and analysis from which to make informed decisions leading to educational improvement at all levels, and that the information to be disclosed is described in this Agreement.

Parties

1. The Minnesota Office of Higher Education (OHE) is a state educational authority. OHE is authorized by state and federal laws under 34 C.F.R. § 99.31(a)(3)(iv) to access education records in order to conduct audits or evaluations of federal or state-supported education programs, including compliance and enforcement activities, under 34 C.F.R § 99.35(a). Pursuant to Minnesota Statutes 2020, section 127A.70 subdivision 2(b), OHE is directed to report on individuals' educational outcomes, evaluate the effectiveness of education and workforce programs, and evaluate the relationships among education and workforce outcomes.
2. «Institution_X» is an educational agency or institution subject to 20 U.S.C. 1232g, and 34 C.F.R. 99 (FERPA), or an eligible training provider listed on Minnesota's Eligible Training Provider List pursuant to 20 CFR § 680.410.

Legal Authority for Data Sharing

3. OHE is authorized under FERPA and Minnesota Statutes 2020, section 13.32, subdivision 3(e), to disclose otherwise private educational data regarding individual students to another entity in certain circumstances. OHE is a state educational authority as described in 34 C.F.R. § 99.31(a)(3). In accordance with 34 C.F.R. § 99.31(a)(6), FERPA permits state educational authorities to redisclose data received from local educational authorities, without prior consent of the individual, to an organization conducting studies for or on behalf of educational agencies for the purpose of improving instruction. This Agreement complies with 34 C.F.R. §§ 99.31(a)(6) and 99.33(b). Finally, this Agreement complies with Minnesota Statutes 2020, section 13.32, subdivision 3(e) of the Minnesota Government Data Practices Act (MGDPA), which permits disclosure of private data pursuant to FERPA.
4. Pursuant to Minnesota Statutes 2020, section 136A.121 subdivision 18 and section 136A.1701 subdivision 11 and this Agreement, «Institution_X» shall provide education records to OHE in accordance with Attachment A for the following purposes and no other purpose unless mutually agreed upon: 1) in connection with financial aid, as permitted by 20 U.S.C. § 1232g(b)(1)(D) and 34 C.F.R. § 99.31(a)(4); 2) subject to 20 U.S.C. § 1232g (b)(3) and 34 C.F.R. § 99.35 to an educational authority to audit or evaluate Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs; and 3) to an organization to conduct studies for or on «Institution_X»'s behalf, as permitted by 20 U.S.C. § 1232g(b)(1)(F) and 34 C.F.R. § 99.31(a)(6).
5. Pursuant to 20 CFR § 680.410, «Institution_X» shall provide data on individuals enrolled in a training listed on Minnesota's Eligible Training Providers List for the purpose of federal compliance reporting by the Minnesota Department of Employment and Economic Development to the U.S. Department of Labor's Employment and Training Administration as required by the Workforce Innovation and Opportunity Act (WIOA) section 116(d)(4), WIOA section 122, and Training and Employment Guidance Letters 08-19, 03-18, 24-19 and 11-1.

Purpose and Scope

6. Data shared under this Agreement will include identifiable individual level enrollment and awards conferred records.
7. Data shared will be used to conduct research, analyze, and report on patterns of individual activity including but not limited to college preparation, enrollment, persistence, completion, financial assistance, debt of graduates, and post-college outcomes by subgroups and institutions or training providers.

- a. OHE conducts research and analysis to inform decision makers, stakeholders, and the general public of postsecondary issues and trends pursuant to Minnesota Statutes 2020, section 136A.01 subdivision 2(a)(6). OHE also supports Minnesota postsecondary institutions, training providers, and internal agency program staff with reporting, evaluation, and data management.
- b. Pursuant to Minnesota Statutes 2020, section 127A.70 subdivision 2(b), ECLDS and SLEDS is a linkable data repository to identify, organize, and analyze early care, education and workforce data facilitating creation of summary reports to be created for individuals, parents and stakeholders. It also provides data analytic tools for early care, education, and workforce research and evaluation to provide timely and relevant information for policy and practice. ECLDS and SLEDS identifies the most viable pathways for individuals in achieving successful outcomes in education and work, inform decisions to support and improve education and workforce policy and practice, and assist in creating a more seamless education and workforce system for all Minnesotans. ECLDS and SLEDS data is available to state agencies, institutions, training providers, and approved external researchers.

8. Data elements to be shared are listed in Attachment A.

Duties

9. **OHE responsibilities.** OHE will:

- a. Create and maintain secure method of data transmission,
- b. Conduct research,
- c. Conduct reporting,
 - i. OHE shall conduct all research and reporting, including ECLDS and SLEDS, in a manner that does not permit identification of the institution or training provider providing the education records by individuals other than representatives of OHE except where permission for release is granted by the institution or training provider.

1. «Institution_X» appoints the following individual for purposes of granting permission for release of summary data under clause 9(c)(i).

Name: _____
 and Title: _____, or
 their successor.

- ii. For purposes of this Agreement, Summary Data is defined as statistical records and reports aggregated from data on individuals in a way that individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.
- iii. Permission for release of institution or training provider identification pursuant to data shared under this Agreement is granted in the following circumstances:
 - 1. Summary data published pursuant to state or federal mandate, including but not limited to Minnesota Statutes 2020, section 136A.121, subdivision 20;
 - 2. Summary data at a cell size of 3 or greater published pursuant to federal mandate under the Workforce Innovation and Opportunity Act (WIOA) for programs listed on the state's Eligible Training Provider List administered by the Minnesota Department of Employment and Economic Development;
 - 3. Summary data approved as part of ECLDS and SLEDS web-based data tools including, but not limited to ECLDS and SLEDS mobile analytics; Graduate Employment Outcomes, published reports (e.g. Getting Prepared) or other ECLDS and SLEDS branded research products;
 - 4. Summary data prepared in accordance with OHE's Data Suppression Policy found in Attachment B and/or the ECLDS and SLEDS Data Access and Management Policy, and
 - 5. Summary data used by another institution or training provider for internal planning and management and not for publication created from data provided as part of the SLEDS Postsecondary Data Mart.
- iv. OHE shall conduct all research and reporting, including ECLDS and SLEDS, in a manner that does not permit personal identification of individuals by persons other than employees, agents, or contractors of OHE.
- v. OHE shall not disclose cumulative debt at graduation at an individual level to ECLDS and SLEDS for academic years 2021-2022 through 2025-2026, or individuals who are not agents, contractors, or employees of OHE.
- d. Facilitate organizational reviews of public reports prior to publishing, and
- e. Understand and comply with all provisions of this Agreement.

10. **«Institution_X» responsibilities.** «Institution_X» will:

- a. Provide data,
 - i. «Institution_X» may at its discretion utilize a code of “Not Applicable” for specified data elements that are not available, not collected by «Institution_X», or not disclosed by «Institution_X» to entities other than employees, agents, or contractors of «Institution_X» pursuant to organizational policies adopted before or after the date of execution of this agreement. These data elements are denoted by an asterisk (*) in Attachment A. Upon request, «Institution_X» shall provide OHE with organizational policies related to non-disclosure of the specified data elements utilizing a code of “Not Applicable” under the non-disclosure exemption.
- b. Use secure means to send data, and
- c. Understand and comply with all provisions of this Agreement.

Data Practices Provisions

11. **Collecting data.** OHE acknowledges and agrees that all education records provided by «Institution_X» to OHE pursuant to this Agreement, and all data created, collected, received, stored, used, maintained, or disseminated in accordance with this Agreement, are subject to applicable privacy laws, including FERPA and the MGDPA, and OHE agrees for the protection and benefit of «Institution_X» and «Institution_X»’s students or trainees to comply with all applicable laws in connection with data provided to OHE by «Institution_X» under this Agreement.
12. **Protecting data.** OHE and «Institution_X» each agree to abide by any applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes 2020, section 13.01 et seq., and any and all other applicable state and federal laws governing the data shared pursuant to this Agreement and all data, created, collected, received, stored, used, maintained, or disseminated by OHE under this Agreement. Each party is individually responsible for compliance with applicable laws and regulations governing or affecting the collection, storage, use, sharing, disclosure and dissemination of private data.
13. **Use data only as approved.** OHE may use the education records only for the purposes provided for in this Agreement or as may be subsequently authorized in writing by a duly authorized representative of «Institution_X». All copies of data of any type, including modifications or additions to data from any source that contains information regarding individuals, are subject to the provisions of this Agreement in the same manner as the original data.

14. **Authorized staff only.** «Institution_X»'s education records shall be disclosed by OHE to its employees, agents or contractors, solely to meet OHE's statutory responsibilities stated at Minnesota Statutes 2020, section 136A.01 et seq. and for use in ECLDS and SLEDS as further described and limited herein.
15. **Data management.** Any use or disclosure of «Institution_X»'s education records by OHE, its employees, agents or contractors is subject to and shall be consistent with applicable provisions of FERPA and the MGDPA including, but not limited to, FERPA regulations at 34 C.F.R. § 99.32, 34 C.F.R. § 99.33, and 34 C.F.R. § 99.35 regarding recordkeeping, re-disclosure and destruction of education records. Data disclosed to ECLDS and SLEDS shall follow the ECLDS and SLEDS Data Access and Management Policy as approved by the ECLDS and SLEDS Governance Committees, which is available from OHE upon request and on the SLEDS website <http://sleds.mn.gov/#research>. OHE will notify authorized representatives when internal and ECLDS and SLEDS policies are updated.
16. **Training requirements.** All employees, contractors, and agents of OHE who have access to data shared under this Agreement shall complete data practices and data security training.
17. **Supervision.** All individuals having access to data under this Agreement shall be subject to reasonable supervision to ensure compliance with applicable federal and state data practices law.
18. **Safeguards.** OHE shall implement and maintain appropriate administrative, technical and physical safeguards ("Safeguards"), including those required by MN.IT Services that prevent any collection, use or disclosure of, or access to electronically maintained or transmitted education records received from or on behalf of «Institution_X» that this Agreement does not expressly authorize. These Safeguards will be extended by contract to all subcontractors used by OHE.
19. **Security incidents.** OHE will report any known data security or data privacy incidents to «Institution_X» as soon as they become known. For purposes of this Agreement, security incident means the unauthorized access, use, disclosure, modification, or destruction of data provided by «Institution_X». Privacy incident means violation of the MGDPA or any other applicable state or federal data practices laws, including, but not limited to, improper and/or unauthorized use or disclosure of protected information and breach of security of information as defined by Minnesota Statutes 2020, section 13.055. This report must be made in writing and submitted to the authorized representative after the security or privacy incident is discovered by OHE. Reports will be made in the most expedient time possible and without unreasonable delay, consistent with Minnesota Statutes 2020, section 13.055 subdivision 2.

20. **Agreement violations.** If «Institution_X» or OHE determines that OHE has violated this Agreement, «Institution_X» and OHE shall determine the corrective action to be taken by OHE. If «Institution_X» and OHE cannot agree upon the corrective action, OHE and «Institution_X» shall submit a written brief, less than 10 pages, to the Commissioner for a final determination on appropriate action.
21. **Data destruction.** The information shared pursuant to this agreement must be destroyed when no longer needed for purposes of this agreement as required by 34 C.F.R. 99.31(a)(6)(ii).
22. **Liability.** Each party agrees that it will be responsible for its own acts and results thereof and shall not be responsible for the acts of the other party and results thereof. Pursuant to Minnesota Statutes 2020, section 136A.051, «Institution_X» is held harmless from and against any claims, damage, losses, and expenses arising out of or from any unauthorized or unlawful disclosure by OHE (or any other state agency) of education records or information from education records. OHE’s liability shall be governed by the provision of the Minnesota Tort Claims Act, Minnesota Statutes 2020, section 3.732, et seq., and other applicable Minnesota law.
23. **Transfer.** Neither OHE nor «Institution_X» may assign its obligations under this Agreement, nor any part of its interest in this Agreement, to another party.
24. **Amendments.** Any changes to this Agreement shall be in writing and shall be executed as an amendment to the Agreement.
25. **Cancellation.** Either party may cancel this Agreement for any reason upon thirty (30) days written notice. Cancellation of this Agreement does not require OHE to destroy education records provided to OHE by «Institution_X» pursuant to this Agreement unless the information is no longer needed for the purposes outlined in the Agreement.
26. **Authorized representative.** OHE and «Institution_X» designate a single authorized representative for purposes of maintaining the data sharing agreement and ensuring that it is properly enforced.
- a. OHE authorized representative is Meredith Fergus, Director of Research, or their successor.
 - b. «Institution_X»’s authorized representative is (Name, Title)
 _____,
 or their successor.
27. **Supersession.** This Agreement replaces, supersedes and nullifies any prior agreements between the parties pertaining to «Institution_X»’s disclosure of education records to OHE.

28. **Effective date.** The terms of this Agreement shall take effect upon signature of both parties and will remain in effect for a period of five years from the date of execution.

Signatures.

Dennis W. Olson Jr.

Commissioner

Minnesota Office of Higher Education

Date

«Signatory_FirstName»

«Signatory_LastName»

«Signatory_Title»

«Institution_X»

Date

Attachment A

Data Elements to be Shared

OHE requests from «Institution_X» the following education records pursuant to the attached Agreement.

Enrollment Data

For each term of enrollment, institutions or training providers are to report the following:

1. Fiscal year
2. Institution code
3. Term season
4. Term start date
5. Term end date
6. Term type
7. Student last name
8. Student first name
9. Student middle name
10. Social security number*
11. Sex*
12. Birthdate*
13. Racial/ethnic origin*
14. Veteran/military status*
15. Citizenship status*
16. State, province of residence
17. Minnesota county of residence*
18. Zip code*
19. Registration type
20. Student level
21. Award seeking
22. Major 1*
23. Major CIP code year*
24. Award level 1
25. Unit of instructional measure*
26. Regular instructional units attempted*
27. Regular instructional units completed*
28. Accumulated units*
29. Transfer instructional units*

«Institution_X»

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July 28, 2021

Items marked with an asterisk (*) indicate data elements where “not applicable” codes may be used if «Institution_X» does not collect this data or «Institution_X» collects the data but has a policy of not disclosing the data to entities outside of the institution pursuant to clause 10(a)(i).

Items marked with two asterisks (**) indicate data elements that are optional for institutions not participating in state financial aid programs in the academic year pursuant to Minnesota Statutes 2020, section 136A.121 subdivision 18 and section 136A.1701 subdivision 11 and not disbursing state or federal educational student loans.

Awards Conferred

For each academic year, institutions or training providers report the following.

1. Fiscal year
2. Institution code
3. Student last name
4. Student first name
5. Student middle name
6. Social security number*
7. Sex*
8. Birthdate*
9. Racial/ethnic origin*
10. State, province of residence
11. Award type
12. Date award conferred
13. First major
14. Major CIP code year
15. Cumulative debt at graduation**

Items marked with an asterisk (*) indicate data elements where “not applicable” codes may be used if «Institution_X» does not collect this data or «Institution_X» collects the data but has a policy of not disclosing the data to entities outside of the institution pursuant to clause 10(a)(i).

Items marked with two asterisks (**) indicate data elements that are optional for institutions not participating in state financial aid programs in the academic year pursuant to Minnesota Statutes 2020, section 136A.121 subdivision 18 and section 136A.1701 subdivision 11 and not disbursing state or federal educational student loans.

Attachment B

Minnesota Office of Higher Education Data Suppression Policy for Student Information

Purpose

The purpose of this policy is to ensure the protection of private data on students when releasing summary data about our institutions and students.

Increased attention to education has led to an expansion in the amount of information on students and institutions reported by the Minnesota Office of Higher Education (OHE). Such reports offer a challenge of meeting reporting requirements while also meeting legal requirements to protect each student's personally identifiable information (Family Educational Rights and Privacy Act [FERPA]) (20 U.S.C. § 1232g; 34 CFR Part 99). Recognizing this, subgroup disaggregation of the data may not be published if the results would yield personally identifiable information about an individual student (or if the number of students in a category is insufficient to yield statistically reliable information). States are required to define a minimum number of students in a reporting group or subgroup required to publish results consistent with the protection of personally identifiable information (34 CFR § 200.7).

Scope

This policy applies to all public reports generated by employees, agents, or contractors of OHE.

Policy

OHE may release summary data, including aggregate student counts for all groups including those of less than 10. However, OHE may not release any other information regarding the group depending on the sensitive nature of the data.

Other information is defined as information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school (institution) community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Other information may include, but is not limited to: gender or sex, gender identity, race/ethnicity, Tribal affiliation, disability, citizenship, income and wages, expected contributions, cumulative debt, and birth date or birthplace information. Other information also includes aid awarded for the following programs, including but not limited to: Postsecondary Child Care Grants, Minnesota Indian Scholarship Program, MN Reconnect, Public Safety Officer Survivor Grant, Teacher Candidate Grants, Grants for Students with Intellectual and Developmental Disabilities, and State Grant.

OHE may suppress other information for aggregate student counts of less than 10 for the following reasons:

- the information could identify an individual, or
- the report will be released to an audience that includes recipients other than individuals to whom OHE may disclose personally identifiable information pursuant to federal or state law.

In addition to suppressing small cells, OHE may:

- Recode categories with values of 95 to 100 percent to greater than or equal to 95 percent (≥ 95 percent), and
- Recode categories with values of 0 to 5 percent to less than or equal to 5 percent (≤ 5 percent).

Unforeseen circumstances, such as a pandemic or natural disaster, may affect the integrity of annually collected data. OHE will consider and decide upon potentially adjusted reporting and suppression strategies in such extraordinary times.

Individuals and organizations to which OHE discloses information will be directed that its re-disclosure to anyone who is not authorized to receive that information under state and/or federal law is prohibited. Disclosure of data by the Minnesota Office of Higher Education is subject to Minnesota Government Data Practices Act (MGDPA, Minnesota Statutes Chapter 13) and the Family Educational Rights and Privacy Act (34 CFR Part 99.31).

Additionally, any use of education records by another state agency, its employees, agents, or contractors is subject to and shall be consistent with applicable provisions of the Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (MGDPA) including, but not limited to, FERPA regulations at 34 C.F.R. § 99.32 through 99.35, regarding recordkeeping, re-disclosure, and destruction of education records.

Definitions

- Personally identifiable information (PII): Data that identifies the individual. For the purposes of education records, PII is defined by federal law as information that includes, but is not limited to a student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school (institution) community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; and information requested by a person

who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

- Summary Data: Statistical records and reports aggregated from data on individuals in a way that individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

Classification of Information

Pursuant to Minnesota Statutes 2020, section 13.02, subdivision 12 and Minnesota Statutes 2020, section 136A.162, data on students collected and used by the Minnesota Office of Higher Education are private data on individuals, including data on applicants for financial assistance collected and used by the Minnesota Office of Higher Education for student financial aid programs administered by that office.

Attachment C – Enrollment Data Elements and Short Definitions

Enrollment Data Element	Short Definition
Fiscal year	The 12-month period from July 1 of one calendar year through June 30 of the next calendar year.
Institution code	7-digit code assigned to institution by the Minnesota Office of Higher Education (OHE).
Term season	Academic term during the fiscal year for which the student has registered for instruction.
Term start date	Date on which the term begins.
Term end date	Date on which the term ends.
Term type	Type of academic calendar for this institution.
Student last name	Legal last name.
Student first name	Legal first name; no nicknames.
Student middle name	Legal full middle name (or middle initial if full middle name is not available).
Social security number	Student's United States Social Security Number.
Sex	Student's self-reported sex as gathered by the institution.
Birthdate	The student's date of birth.
Racial/ethnic origin	The basic racial/ethnic group as reported by the student.
Veteran/military status	Student is a U.S. military veteran or active in the U.S. military armed forces or active member of the reserves or National Guard.
Citizenship status	Citizenship status of the student (U.S. citizen, non-U.S. citizen permanent resident, non-U.S. citizen non-resident).
State, province of residence	The state of the student's permanent residence.
Minnesota county of residence	The Minnesota county of the student's permanent residence.
Zip code	ZIP Code of the student's permanent residence.
Registration type	Registration or administrative status of the student during this reporting period.
Student level	Level of instruction in which the student is classified during this reporting period.

Enrollment Data Element	Short Definition
Award seeking	Indicates whether the student is or is not enrolled at the institution to seek a formal academic award.
Major 1	Classification of Instructional Programs (CIP) code for most recently declared major, program of study, or departmental affiliation.
Major CIP code year	Year of Classification of Instructional Programs (CIP) taxonomy used to report programs of study or majors in Major 1 and Major 2.
Award level 1	Level of academic award student is attempting if seeking an award from the institution.
Unit of instructional measure	Type of instructional measurement used at the institution for this student's course work.
Regular instructional units attempted	The total number of instructional units (credits, clock hours, etc.) in regular courses for which a student attempted at the beginning of the reporting period.
Regular instructional units completed	The total number of instructional units in regular courses which the student completed at the end of the reporting period.
Accumulated units	The total number of accumulated instructional units at the end of the reporting period.
Transfer instructional units	The accumulated number of transfer instructional units accepted by the institution for the student.

Attachment D – Awards Conferred Data Elements and Short Definitions

Awards Conferred Data Element	Short Definition
Fiscal year	The 12-month period from July 1 of one calendar year through June 30 of the next calendar year.
Institution code	7-digit code assigned to institution by the Minnesota Office of Higher Education (OHE).
Student last name	Legal last name.
Student first name	Legal first name; no nicknames.
Student middle name	Legal full middle name (or middle initial if full middle name is not available).
Social security number	Student's United States Social Security Number.
Sex	Student's self-reported sex as gathered by the institution.
Birthdate	The student's date of birth.
Racial/ethnic origin	The basic racial/ethnic group as reported by the student.
State, province of residence	The state of the student's permanent residence.
Award type	Level of academic award conferred.
Date award conferred	Date award was conferred.
First major	First major or program of award conferred.
Major CIP code year	Year of Classification of Instructional Programs (CIP) taxonomy used to report programs of study or majors in first and second major.
Cumulative debt at graduation	Total dollar amount of cumulative debt incurred by the student for the degree program at the institution.