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# Student Databases Manual

## Degree-Granting Institutions

Specifications for reporting student data for academic year 2021-2022

Updated September 2022

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**About the Minnesota Office of Higher Education**

The Minnesota Office of Higher Education is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to postsecondary education. The agency also serves as the state's clearinghouse for data, research and analysis on postsecondary enrollment, financial aid, finance and trends.

The Minnesota State Grant Program is the largest financial aid program administered by the Office of Higher Education, awarding more than \$210 million in need-based grants to Minnesota residents attending accredited institutions in Minnesota. The agency oversees tuition reciprocity programs, a student loan program, Minnesota's 529 College Savings Plan, licensing and early college awareness programs for youth.

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## About this Manual

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This manual contains specifications for reporting enrollment and awards conferred data to the Minnesota Office of Higher Education (OHE).

The *Student Enrollment Records Data Base*, established in 1983, contains data on students enrolled in Minnesota private and public postsecondary institutions. The *Awards Conferred Data Base*, established in 2007, contains data on degrees and other formal awards (diplomas or certificates) conferred to students upon successful completion of a program of study.

## Authorizing Legislation

One of the duties of the Office of Higher Education, as specified by the Minnesota Legislature, is to collect and maintain enrollment data. To meet its duties, the agency maintains a *Student Enrollment Record Data Base* and the *Awards Conferred Data Base*.

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 students' educational outcomes, evaluate the effectiveness of education and workforce programs, and evaluate the relationships among education and workforce outcomes.

Your institution may provide education records to OHE for the following purposes:

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 an institution's behalf, as permitted by 20 U.S.C. § 1232g(b)(1)(F) and 34 C.F.R. § 99.31(a)(6).

Furthermore, institutions participating in state financial aid are subject to data collection requirements under Minnesota Statutes 136A.121 Subd. 18 and 136A.1701 Subd. 11.

[Minnesota Statutes 2020, section 136A.121](#), subd. 18 (for institutions participating in the Minnesota State Grant Program), and section 136A.1701, subd. 11 (for institutions participating in the Minnesota SELF Program) read as follows:

- (a) An eligible institution must provide to the office data on student enrollment and federal and state financial aid.
- (b) An institution or its agent must provide to the office aggregate and distributional financial or other data as determined by the commissioner that is directly related to the responsibilities of the office under this chapter. The commissioner may only request aggregate and distributional data after establishing and consulting with a data advisory task force to determine the need, content, and detail of the information. Data

provided by nonpublic institutions under this paragraph is considered nonpublic data under chapter 13.

Pursuant to 20 CFR § 680.410, institutions or training providers listing trainings on Minnesota's Eligible Training Provider List (ETPL) are required to report data on individuals enrolled in ETPL training programs 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).

## Manual Use

This Manual has been designed so that revisions, updates, or new information can be inserted at a later time when necessary.

A copy of this Manual should be kept at your institution by the main contact person for submitting data to the Office of Higher Education, usually the registrar or the institutional research staff. If other staff, such as computer services staff, needs access to the information contained in this Manual, [additional copies can be obtained online](#).

## Purpose

Information from the student data bases is an important source of student enrollment and awards conferred data in Minnesota. The data are collected to conduct studies for the purpose of improving access and instruction.

These studies aid in general planning for postsecondary education in Minnesota for current and future students. Some examples are:

- to analyze current and future needs of higher education in the state,
- to compare enrollment or graduation patterns among institutions within and outside Minnesota,
- to describe the characteristics of students enrolled, such as age, racial/ethnic background, and gender,
- to calculate the participation of recent high school graduating classes in higher education in the state,
- to describe the number of degrees and other awards conferred by type of program and level of awards by Minnesota postsecondary institutions, and
- to allocate campus-based financial aid.

## Statewide Longitudinal Education Data System

Minnesota has developed the Minnesota Statewide Longitudinal Education Data System (SLEDS) matching student data from pre-kindergarten through completion of postsecondary education and into the workforce. By bridging existing data with other incoming data a range of education programmatic and delivery questions can be answered to gauge the effectiveness of current programs and design targeted improvement strategies to help students.

### SLEDS brings together data from education and workforce to:

- Identify 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.

The Minnesota P-20 Education Partnership governs the SLEDS system. The project is managed jointly by the [Minnesota Office of Higher Education \(OHE\)](#), [Minnesota Departments of Education \(MDE\)](#), and [Employment and Economic Development \(DEED\)](#)

## Data Privacy

The Minnesota Office of Higher Education adheres to current federal and state data privacy laws to protect the privacy of individual students. See a copy of the Enrollment Data Sharing Agreement in this Manual. This agreement is sent to each postsecondary institution that is requested to submit data.

Reported data are suppressed when necessary to protect the identity of students.

### Maintaining the Privacy (Security) of Individual Information

There are many methods used to secure the privacy of individual-level data submitted to the Office of Higher Education both at the system and user level.

[MN.IT Services'](#) (the Information Technology agency for Minnesota's executive branch government) procedures and security measures include but are not limited to:

- assigning a unique Office of Higher Education identification number to each individual,
- managing role-based access that limits who may have access to data and for what purposes,

- developing and maintaining a list of personnel who have access to personally identifiable information through authentication and internal links, and
- implementing and maintaining appropriate administrative, technical, and physical safeguards that prevent any collection, use or disclosure of, or access to electronically maintained or transmitted individual records.

The Office of Higher Education's procedures and security measures include but are not limited to:

- training of any Office of Higher Education and affiliated MN.IT personnel collecting and/or using personally identifiable information about the proper use of that information in accordance with this policy, Minnesota Government Data Practices Act (MGDPA), Family Educational Rights and Protection Act (FERPA), and all applicable state and federal laws and policies,
- enforcing a code of conduct for the Office of Higher Education employees,
- masking data to ensure that the confidentiality of personally identifiable information from individual records is maintained in all public reporting,
- ensuring all staff with access to Office of Higher Education data understand the sensitivity and classification of the data, and follow all requirements protecting the data from unwanted disclosure, and
- overseeing and managing all Office of Higher Education work, policies and procedures, ensuring compliance with data security standards, best practices, and federal and state laws.

# Who to Include

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Use the following criteria to collect and report student enrollment and awards conferred data.

## Student Enrollment Data

### Include Students Who Are:

Enrolled in **courses or other instructional activity creditable** toward a diploma, certificate, degree, or other formal award, including those enrolled in off-campus sites or centers and those enrolled in programs and courses listed with the Minnesota Department of Employment and Economic Development (DEED) on the Minnesota Eligible Training Provider List (ETPL).

### Exclude Students Who Are:

- Enrolled exclusively in courses or other activities not creditable toward a formal award or the completion of a vocational program unless listed with DEED on the ETPL.
- Exclusively taking continuing education units (CEU's), unless in a program listed with DEED on the ETPL. Students enrolled in programs listed on the ETPL should be included. If you do not know whether or not a program is listed on the ETPL please contact us.
- Exclusively auditing classes.
- Exclusively enrolled in any branch campus located outside of Minnesota.

## Awards Conferred Data

### Include These Records:

- One record for each distinct award conferred (diploma, certificate, degree, or other formal award) to a student during the reporting period. Include noncredit certificates if the program is listed on the Minnesota Eligible Training Provider List (ETPL).
- If a student received one award, such as a baccalaureate degree, but completed two majors/programs within the degree (double major), submit one record with the appropriate award level and the two majors/programs (CIP Codes) completed within the award.
- On the other hand, if the student received two distinct award levels such as an associate degree and a baccalaureate degree, or two distinct awards at the same level such as a Bachelor of Arts and a Bachelor of Science, report the distinct awards as separate records with the appropriate award level and major/program (CIP Code).

### Exclude These Records:

- Awards conferred to students by branches and campuses of your institution located outside of Minnesota.
- Honorary degrees and awards.
- Minors or concentrations within majors.
- Degrees and awards earned but not yet officially conferred. Examples include students who have completed required course work, but final administrative procedures for issuing the degree or award have not been completed.



# Reporting Schedule

The reporting schedule differs for **enrollment** and **awards conferred** data.

## Enrollment Data

Enrollment data are to be **reported for every academic term**. However, data are due to the Office of Higher Education twice a year.

### Institutions with Academic Terms:

Report student enrollment data for each term in which your institution enrolls students. Data are to be finalized at the end of each term: summer, fall, winter and spring. Student data should be unduplicated for each academic term (one row per student per academic term).

### Institutions without Academic Terms:

Report student enrollment data **twice a year** on all students who are enrolled during the period **July 1 through December 30 (fall term)**, and **January 1 through June 30 (spring term)**. This collection period will serve as a proxy for fall term and spring term. Student data should be unduplicated for each of the two terms.

### Due Dates

Student enrollment data are due at the Office of Higher Education twice a year, on **March 30th** and **November 15th**. If these deadlines fall on a weekend, the deadline will shift to the following Monday. Institutions may request reasonable extensions if needed.

Use the following reporting calendar to report enrollment data based on when you enrolled students or what month your enrollment term starts.

**Summer term notes:** If you have several sessions during the summer term, use the first session as the summer term start month. The summer term enrollment data may align with the prior academic year.

Calendar Year	Enrollment Term Start Month	Date Due	Year
2021	July	March 30th*	2022
2021	August		
2021	September		
2021	October		
2021	November		
2021	December		
2022	January	November 15th*	2022
2022	February		
2022	March		
2022	April		
2022	May		
2022	June		

\*If date falls on a weekend, deadline will be the following Monday

# Awards Conferred Data

## Reporting Period

Report all awards conferred to your students **once during an academic year**. Use the 12-month period that begins July 1 of one calendar year and ends June 30 of the next calendar year. This is the State of Minnesota fiscal year and the same reporting period used to report degrees conferred data for the National Center for Education Statistics through its Integrated Postsecondary Education Data System (IPEDS) surveys.

## Due Date

Data for the *Awards Conferred Data Base* is due once a year at the Office of Higher Education on **March 30 when you submit your fall enrollment records**.

Data due March 30, 2022 will be for the previous academic year, July 1 2020 through June 30 2021. This data should be submitted under the previous specifications available in the [2020-2021 manual](#).

Data due March 30, 2023 will be for academic year 2021-2022 and will follow the specifications provided in this manual.

# Submitting Data Electronically

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Student enrollment and awards conferred data **must be** sent electronically by uploading data via a Web interface. Do not send data as an e-mail attachment for security reasons. See the upload instructions on following page.

Compile your data using one of the following two formats below. There should be separate data files for student enrollment data and awards conferred data.

- Comma delimited file—**this is the preferred format**. There would be 70 data fields for student enrollment and 33 data fields for awards conferred. **Do not include headers**.
- Spreadsheet. See below for instructions.

With either format, make sure your data items are in the order specified on pages 27-29 for enrollment and page 79 for awards conferred.

## Spreadsheet Format—Instructions

A spreadsheet template for your use can be downloaded from our website at <https://www.ohs.state.mn.us/mPg.cfm?pageID=473> if you do not send data in a comma delimited file. There is a separate spreadsheet for enrollment data (which are due twice annually) and awards conferred (which is due once a year).

If you need help using the spreadsheet please contact Steve Rogness at 651-259-3917 or at [steve.rogness@state.mn.us](mailto:steve.rogness@state.mn.us).

**Note about spreadsheets:** Data should in most cases be formatted as a text field. Special formats such as “custom” or “number” create

problems when the spreadsheet is converted into a database. These special formats make the data look like it is formatted correctly, but when the data are imported into a database the data fields are not correct.

Do not send your spreadsheet **without first:**

1. Recoding the data using the specified codes found in either the *Student Enrollment Data Element Dictionary* or the *Awards Conferred Data Element Dictionary*.
2. Data fields must appear in the format identified in the appropriate record layout for student enrollment and awards conferred.

For example: there are three separate fields for student’s name—last, middle, first.

3. All data fields should be filled in. There should be no missing fields of information. See the appropriate *Data Element Dictionary* on how to code data, especially when information is unavailable.
4. Every data field should be in its own separate column. There are 70 data fields requested for student enrollment data, therefore, there should be 70 columns of data (A to BR) in the spreadsheet submitted for student enrollment data.

Conversely, there are 33 data fields requested for awards conferred data, therefore, there should be 33 columns (A to AG) in the spreadsheet submitted for degrees data.

## Data Upload Instructions

The Office of Higher Education has created a web interface to upload your data. This site supports encryption security for uploading files over the Internet. This is the preferred method of submitting your data, and is very easy to use. Do not send data as an e-mail attachment for security reasons.

1. When you are ready to send your data to the Office of Higher Education, go to this website:

<https://www.ohe.state.mn.us/ssl/enrollment/>

## Enrollment/Degrees Conferred Web Access

Username:

Password:

Log-In

- Enter the “username” and “password” provided.  
Contact Steve Rogness at [steve.rogness@state.mn.us](mailto:steve.rogness@state.mn.us) or (651) 259-3917 for the username and password.
- Click the “log in” button.

2. After you have clicked the “log-in” button a second upload screen will appear. This allows you to upload your completed spreadsheets or comma-delimited files.

3. Select your institution from the pull-down menu.

## Enrollment/Degrees Conferred Upload

If you are uploading data for more than one campus/school, select any included in the upload as the sending institution.

Select your school...

Name:

Email Address:

Select information you're uploading:

**NOTE: Enrollment and Awards Conferred data must be sent in separate files!**

- Enrollment data (due in March; for previous summer and/or fall t
- Enrollment data (due in November; for previous winter, spring ar
- Awards Conferred data (due in March; for completers during pre

continue

4. Select the data you are sending from this screen.

### Enrollment/Degrees Conferred Upload

Number of undergraduate enrollment records:

Number of graduate enrollment records:

Total:

### Upload Data File

Please upload comma-delimited data files (preferred) or a Microsoft Excel file with a .xls extension.

**Directions:**

1. Press **Browse** to locate the file on your machine that you want to upload.
2. Press **Upload** to upload the file to our server.

No file chosen

### Upload Data File

Upload comma-delimited files (preferred) or a Microsoft Excel file with an (.xlsx) extension.

**Directions:**

5. Click the **“Choose File”** button. This will retrieve data from your computer.
6. Click the **“Upload”** button. Once you have successfully uploaded data you should receive an email message confirming your upload. Your uploaded data is sent to a secure server at the Office of Higher Education.

## **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 student level data to OHE. OHE collects data on individuals enrolled in Minnesota private and public postsecondary institutions 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 students' 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).

### **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 student, 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 student 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 student 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.

- 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 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 students, 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, 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 providing the education records by individuals other than representatives of OHE except where permission for release is granted by the institution.
    - 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 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 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 students by individuals other than employees, agents, or contractors of OHE.
- v. OHE shall not report information on students by gender identity at an institution level, except where permission for release is granted by the institution.
- vi. OHE shall not disclose the following data elements at a student level to ECLDS and SLEDS for academic years 2021-2022 through 2025-2026, or individuals who are not agents, contractors, or employees of OHE:
  - 1. Gender identity, and

2. Cumulative debt at graduation.
  - d. Facilitate institutional 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 institutional 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 institutional 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 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 the institutional authorized representative 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 by OHE employees, agents, and contractors with which «Institution\_X»'s data has been shared when no longer needed for purposes of this agreement as required by 34 C.F.R. 99.31(a)(6)(iii)(B).
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 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. Institution student number\*
12. MARSS number\*
13. FERPA block\*
14. Sex\*
15. Gender Identity A\*
16. Gender Identity B\*
17. Gender Identity C\*
18. Gender Identity D\*
19. Birthdate\*
20. Racial/ethnic origin\*
21. Detailed racial/ethnic origin A\*
22. Detailed racial/ethnic origin B\*
23. Detailed racial/ethnic origin C\*
24. Detailed racial/ethnic origin D\*
25. American Indian Tribe – enrolled A\*
26. American Indian Tribe – enrolled B\*
27. American Indian Tribe – descended but not enrolled A\*
28. American Indian Tribe – descended but not enrolled B\*
29. American Indian Tribe – descended but not enrolled C\*
30. American Indian Tribe – descended but not enrolled D\*
31. Disabling condition\*
32. First generation\*

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.

33. Veteran/military status\*
34. Citizenship status\*
35. State, province of residence
36. Minnesota county of residence\*
37. Zip code\*
38. Secondary school experience\*
39. Year of high school graduation\*
40. ACT composite score\*
41. High school GPA\*
42. Registration type
43. Student level
44. Tuition type\*
45. Award seeking
46. Major 1\*
47. Major CIP code year\*
48. Award level 1
49. Major 2\*
50. Award level 2
51. Term GPA\*
52. Cumulative GPA\*
53. Unit of instructional measure\*
54. Quarter hour equivalence\*
55. Regular instructional units attempted\*
56. Regular instructional units completed\*
57. Total remedial units attempted\*
58. Total remedial units completed\*
59. Remedial units attempted-math\*
60. Remedial units completed-math\*
61. Remedial units attempted-reading\*
62. Remedial units completed-reading\*
63. Remedial units attempted-writing\*
64. Remedial units completed-writing\*
65. Remedial units attempted-other\*
66. Remedial units completed-other\*
67. Completed college-level math\*
68. Completed college-level English/reading/writing\*
69. Accumulated units\*
70. Transfer instructional units\*

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.

## Awards Conferred

For each academic year, institutions 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. Institution student number\*
8. FERPA block\*
9. Sex\*
10. Gender Identity A\*
11. Gender Identity B\*
12. Gender Identity C\*
13. Gender Identity D\*
14. Birthdate\*
15. Racial/ethnic origin\*
16. Detailed racial/ethnic origin A\*
17. Detailed racial/ethnic origin B\*
18. Detailed racial/ethnic origin C\*
19. Detailed racial/ethnic origin D\*
20. American Indian Tribe – enrolled A\*
21. American Indian Tribe – enrolled B\*
22. American Indian Tribe – descended but not enrolled A\*
23. American Indian Tribe – descended but not enrolled B\*
24. American Indian Tribe – descended but not enrolled C\*
25. American Indian Tribe – descended but not enrolled D\*
26. State, province of residence
27. Award type
28. Date award conferred
29. Joint award
30. First major
31. Second major
32. Major CIP code year
33. 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.



## **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 ( $\geq 95$  percent), and
- Recode categories with values of 0 to 5 percent to less than or equal to 5 percent ( $\leq 5$  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.



# Enrollment Data Dictionary

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Field Order	Title	Alpha Numeric	Field Length	Data Dictionary Page Number
1	FISCAL YEAR	N	4	30
2	INSTITUTION CODE	N	7	30
3	TERM SEASON	N	1	31
4	TERM START DATE	N	8	32
5	TERM END DATE	N	8	32
6	TERM TYPE	N	1	32
7	STUDENT LAST NAME	A	50	32
8	STUDENT FIRST NAME	A	50	33
9	STUDENT MIDDLE NAME	A	50	33
10	SOCIAL SECURITY NUMBER	A	9	33
11	INSTITUTION STUDENT NUMBER	A	12	33
12	MARSS NUMBER	N	13	34
13	FERPA BLOCK	N	1	34
14	SEX	A	1	35
15	GENDER IDENTITY A	N	2	36
16	GENDER IDENTITY B	N	2	36
17	GENDER IDENTITY C	N	2	37
18	GENDER IDENTITY D	N	2	37
19	BIRTHDATE	N	8	37
20	RACIAL/ETHNIC ORIGIN	N	1	38
21	DETAILED RACIAL/ETHNIC ORIGIN A	N	3	39
22	DETAILED RACIAL/ETHNIC ORIGIN B	N	3	39
23	DETAILED RACIAL/ETHNIC ORIGIN C	N	3	39
24	DETAILED RACIAL/ETHNIC ORIGIN D	N	3	39
25	AMERICAN INDIAN TRIBE - ENROLLED A	N	4	41
26	AMERICAN INDIAN TRIBE - ENROLLED B	N	4	41
27	AMERICAN INDIAN TRIBE - DESCENDED BUT NOT ENROLLED A	N	4	41
28	AMERICAN INDIAN TRIBE - DESCENDED BUT NOT ENROLLED B	N	4	41

<b>Field Order</b>	<b>Title</b>	<b>Alpha Numeric</b>	<b>Field Length</b>	<b>Data Dictionary Page Number</b>
29	AMERICAN INDIAN TRIBE - DESCENDED BUT NOT ENROLLED C	N	4	41
30	AMERICAN INDIAN TRIBE - DESCENDED BUT NOT ENROLLED D	N	4	42
31	DISABLING CONDITION	N	2	42
32	FIRST GENERATION	N	1	43
33	VETERAN/MILITARY STATUS	N	1	43
34	CITIZENSHIP STATUS	N	1	43
35	STATE, PROVINCE OF RESIDENCE	A	2	44
36	MINNESOTA COUNTY OF RESIDENCE	N	2	46
37	ZIP CODE	A	5	46
38	SECONDARY SCHOOL EXPERIENCE	N	6	47
39	YEAR OF HIGH SCHOOL GRADUATION	N	4	48
40	ACT COMPOSITE SCORE	N	2	48
41	HIGH SCHOOL GPA	N	5	48
42	REGISTRATION TYPE	N	1	49
43	STUDENT LEVEL	N	2	52
44	TUITION TYPE	N	1	54
45	AWARD SEEKING	N	1	55
46	MAJOR 1	N	6	56
47	MAJOR CIP CODE YEAR	N	4	56
48	AWARD LEVEL 1	N	2	57
49	MAJOR 2	N	6	59
50	AWARD LEVEL 2	N	2	60
51	TERM GPA	N	5	61
52	CUMULATIVE GPA	N	5	61
53	UNIT OF INSTRUCTIONAL MEASURE	N	1	62
54	QUARTER HOUR EQUIVALENCE	N	4	63
55	REGULAR INSTRUCTIONAL UNITS ATTEMPTED	N	7	64
56	REGULAR INSTRUCTIONAL UNITS COMPLETED	N	7	65
57	TOTAL REMEDIAL UNITS ATTEMPTED	N	7	66
58	TOTAL REMEDIAL UNITS COMPLETED	N	7	67
59	REMEDIAL UNITS ATTEMPTED-MATH	N	7	68
60	REMEDIAL UNITS COMPLETED-MATH	N	7	69

<b>Field Order</b>	<b>Title</b>	<b>Alpha Numeric</b>	<b>Field Length</b>	<b>Data Dictionary Page Number</b>
61	REMEDIAL UNITS ATTEMPTED-READING	N	7	70
62	REMEDIAL UNITS COMPLETED-READING	N	7	71
63	REMEDIAL UNITS ATTEMPTED-WRITING	N	7	72
64	REMEDIAL UNITS COMPLETED-WRITING	N	7	73
65	REMEDIAL UNITS ATTEMPTED-OTHER	N	7	74
66	REMEDIAL UNITS COMPLETED-OTHER	N	7	75
67	COMPLETED COLLEGE-LEVEL MATH	N	1	76
68	COMPLETED COLLEGE-LEVEL ENGLISH/READING/WRITING	N	1	76
69	ACCUMULATED UNITS	N	9	77
70	TRANSFER INSTRUCTIONAL UNITS	N	9	78

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
01	Fiscal Year	<p>The 12-month period from July 1 of one calendar year through June 30 of the next calendar year.</p> <p>The fiscal year is generally the same as most institution's academic year.</p> <p><b>FISCAL YEAR NOTES</b></p> <p>The fiscal year is the calendar year in which the fiscal year ends.</p> <p>For example: Fiscal Year 2022 is from July 1, 2021, through June 30, 2022.</p> <p>The fiscal year for <b>summer term</b> data, should be the fiscal year the summer session(s) <b>begins</b>, even though the session(s) may end in the next fiscal year.</p>	4	numeric	YYYY (For example: 2022)
02	Institution Code	7-digit code assigned to institution by the Minnesota Office of Higher Education.	7	numeric	See Appendix B. Or, <a href="#">find your institution code online</a> .



03	Term Season	<p>Academic term during the fiscal year for which the student has registered for instruction as of this reporting period.</p> <p><b>Enrollment data reporting period will be end of term.</b></p> <p>Institutions using a semester based calendar system will normally report fall, spring and summer only.</p> <p>Institutions using a quarter based calendar system will normally report fall, winter, spring and summer only.</p> <p><b>Interim terms</b> - include short terms such as “J Term”, “May Term” that are distinct from the usual fall or spring terms.</p> <p><b>Summer session</b> data should be consolidated into one term report. The fiscal year for the summer term will be the fiscal year the session began. For example, if your institution has two 4-week summer sessions occurring at the end of the academic year, they should be reported as one term (Summer code 8).</p> <p><b>Institutions without distinct academic terms</b> (normally clock hour based) will be reporting enrollment data for a six-month period, either July 1 through December 31, as a proxy for fall term (use code “3”); and January 1 through June 30, as a proxy for spring term (use code “5”).</p>	1	numeric	<p>Fall ..... 3</p> <p>Winter (quarter based institutions) ..... 4</p> <p>Spring ..... 5</p> <p>Other (includes Interim Terms or Competency Courses)..... 6</p> <p>Summer – beginning of academic year ..... 7</p> <p>Summer – end of academic year ..... 8</p>
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Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
04	Term Start Date	Date term reported in <b>Term Season</b> (field 03) begins for the institution.  <b>Summer sessions</b> —if your institution has several summer sessions during a “summer term”, use the start date when the first summer session begins.	8	numeric	YYYYMMDD  YYYY = year MM = the 12 months of the year DD = days of the month, 01 through 31
05	Term End Date	Date term reported in <b>Term Season</b> (field 03) ends for the institution.	8	numeric	YYYYMMDD  YYYY = year MM = the 12 months of the year DD = days of the month, 01 through 31
06	Term Type	Type of academic calendar for this institution.  <b>Other</b> applies to institutions not on the quarter or semester calendar. Includes block schedules or other cohort-based calendars.	1	numeric	Quarter ..... 1 Semester ..... 2 Trimester ..... 3  Other (includes competency courses or clock hour) ..... 5
<div style="background-color: #e0f0ff; padding: 5px;"> <p><b>Office of Higher Education Data Validation Check:</b> Term Type should match data type in Unit of Instructional Measure (field 53).</p> </div>					
07	Student’s Last Name	The combination of letters by which the student is legally known.	50	alpha	Student’s last name.

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
		<p><b>STUDENT'S NAME NOTES</b></p> <p>There should be no commas, periods, or apostrophes in either the first or last name. Embedded blanks should only be used preceding "Jr" or "Sr".</p> <p>For example:</p> <p>O'Brian should be OBrian</p> <p>Smith, Jr. should be Smith Jr</p>			
08	Student's First Name	Legal first name; no nicknames.	50	alpha	Student's first name.
09	Student's Middle Name	Legal full middle name, or initial, if full middle name not available.	50	alpha	Student's middle name.
		If no middle name or initial, leave blank.			
10	Social Security Number	Student's Social Security Number	9	alpha	Student's actual Social Security Number.
		Only use United States Social Security Numbers.			Unavailable or none.....000000000
11	Institution Student Number	Student identification number assigned by institution.	12	alpha	Student's number.
					Unavailable or none ..... 000000000000

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
12	MARSS Number	<p>Number assigned to Minnesota public school students by the Minnesota Department of Education. The MARSS number should be available on Minnesota public high school transcripts 2008 and later.</p> <p><b>Unavailable</b> includes:</p> <ul style="list-style-type: none"> <li>• Student is not an undergraduate.</li> <li>• Student did not graduate from a Minnesota public high school.</li> <li>• Your institution does not require a Minnesota high school transcript for enrollment.</li> <li>• Information is unavailable.</li> </ul>	13	numeric	<p>Actual code for undergraduate students</p> <p>Unavailable..... 999999999999</p> <div style="background-color: #e1f5fe; padding: 5px;"> <p><b>Office of Higher Education Data Validation Check:</b> Number should include all 13 digits including leading zeros.</p> </div>
13	FERPA Block	<p>Student has a FERPA block as of the end of the term.</p> <p><b>Block on personal contact, academic, or demographic information</b> indicates that the student has a partial block on information, including but not limited to phone number, address, email, academic or demographic information, etc.</p> <p>If the institution has a policy of not releasing directory information to anyone externally, then use the code of “3” for “full block”. Otherwise, the default for a student is “no block” since FERPA requires a student to request the institution to not disclose their directory information.</p>	1	numeric	<p>No block.....1</p> <p>Block on personal contact, academic, or demographic information .....2</p> <p>Full block .....3</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
14	Sex	<p>Student’s self-reported sex as gathered by the institution. Data collection and reporting practices vary, and might include responses to questions or prompts asking about the student’s Sex, Legal Sex (sex on official documents), or Sex Assigned at Birth. Institutions that gather this data in a field for Gender that includes the options Male and Female should report the student’s response here. Institutions participating in Title IV should report this data to OHE utilizing procedures similar to those they have adopted for reporting Gender to IPEDS.</p> <p>“Another Option Not Listed” is intended to align to options such as the “X” designation on state driver’s licenses or the designation intersex on birth certificates.</p> <p>Institutions that gather Gender Identity data should report those responses in fields 15 through 18.</p> <p>Use a capital letter.</p>	1	alpha	Male..... M Female ..... F Another option not listed..... X  Unavailable..... Z

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
15	Gender Identity A	<p>Student’s self-reported gender identity as gathered by the institution.</p> <p>Each institution may have their own, often similar definition of Gender Identity. Here is the definition used by Minnesota State Colleges and Universities as an example: “Gender identity is a person’s innermost concept of self as feminine, masculine, neither, or a combination – how individuals perceive themselves. One’s gender identity may or may not be influenced by their sex assigned at birth.”</p> <p>For students reporting multiple gender identity selections, additional selections should be reported in fields 16, 17, and 18.</p>	2	numeric	Agender .....01 Androgyne .....02 Androgynous .....03 Bigerder .....04 Cis / cisgender .....05 Demigerder .....06 Genderqueer or gender fluid .....07 Genderqueer .....08 Gender fluid .....09 Man .....10 Multigerder .....11 Non-binary or gender non-conforming..12 Non-binary .....13 Gender non-conforming .....14 Questioning or Unsure .....15 Trans / transgender .....16 Two Spirit .....17 Woman .....18  Another gender identity not listed .....90 More than four .....96 Prefer not to disclose .....97 Not reported by student .....98 Not reported by institution .....99

<b>Field Order</b>	<b>Title</b>	<b>Enrollment Data Definition</b>	<b>Field Length</b>	<b>Alpha or Numeric</b>	<b>Enrollment Data Code</b>
16	Gender Identity B	<i>(see definition for Gender Identity A)</i>	2	numeric	<i>(see codes for Gender Identity A)</i>
17	Gender Identity C	<i>(see definition for Gender Identity A)</i>	2	numeric	<i>(see codes for Gender Identity A)</i>
18	Gender Identity D	<i>(see definition for Gender Identity A)</i>	2	numeric	<i>(see codes for Gender Identity A)</i>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
19	Birth Date	<p>The date of birth as designated on the student's legal birth registration or certificate.</p> <p><b>BIRTHDATE NOTES</b></p> <p>Birthdate should be in the order— Year, Month, Date</p> <p>For example: February 15, 1995 should be: 19950215</p>	8	numeric	<p>YYYYMMDD</p> <p>YYYY = year of birth MM = 12 months of the year DD = days of the month, 01 through 31</p> <p>January ..... 01 February ..... 02 March ..... 03 April ..... 04 May ..... 05 June ..... 06 July ..... 07 August ..... 08 September ..... 09 October ..... 10 November ..... 11 December ..... 12</p> <p>Unavailable.....99999999</p>



Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
20	Racial/Ethnic Origin	<p>The racial/ethnic group as reported by the student. This is the group with which the student identifies.</p> <p><b>Black or African American</b>—a student having origins in any of the black racial groups of Africa.</p> <p><b>American Indian or Alaska Native</b>— a student having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.</p> <p><b>Asian</b>—a student having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p><b>Hispanic or Latino</b> — a student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p> <p><b>White</b>— a student having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p><b>Native Hawaiian or Other Pacific Islander</b>— a student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><b>International Student</b>— a student who is not a citizen or national of the United States and who is in this country on a visa or temporary basis for educational purposes.</p>	1	numeric	Black or African American ..... 1 American Indian or Alaska Native ..... 2 Asian ..... 3 Hispanic or Latino ..... 4 White ..... 5 Native Hawaiian or Other Pacific Islander ..... 6  Two or more races ..... 7  International student ..... 8  Unavailable ..... 9

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
21	Detailed Racial/Ethnic Origin A	<p>Student's self-reported race/ethnicity.</p> <p>For students reporting multiple racial or ethnic selections, additional selections should be reported in fields 22, 23, and 24. These selections can be reported in any order.</p> <p>Detail for American Indian or Alaska Native students is tracked in separate fields for Tribe(s) of enrollment and descent.</p> <p>Where country-specific options are nested in regions we use the United Nations classifications of regions available here: <a href="https://unstats.un.org/unsd/methodology/m49/">https://unstats.un.org/unsd/methodology/m49/</a>.</p> <p>An international student is a student who is not a citizen or national of the United States and who is in this country on a visa or temporary basis for educational purposes.</p>	3	numeric	<p>Race/ethnicity ..... (see codes on next page)</p> <p>International Student .....800</p> <p>More than four .....996</p> <p>Unavailable.....999</p>
22	Detailed Racial/Ethnic Origin B	(see definition for Detailed Racial/Ethnic Origin A)	3	numeric	(see codes for Detailed Racial/Ethnic Origin A)
23	Detailed Racial/Ethnic Origin C	(see definition for Detailed Racial/Ethnic Origin A)	3	numeric	(see codes for Detailed Racial/Ethnic Origin A)
24	Detailed Racial/Ethnic Origin D	(see definition for Detailed Racial/Ethnic Origin A)	3	numeric	(see codes for Detailed Racial/Ethnic Origin A)

## Detailed Racial/Ethnic Origin Codes

<b>Black or African American ..... 100</b>	<i>(Asian continued):</i>	
African American ..... 101	Karen.....324	<b>White ..... 500</b>
Central African..... 102	Lao.....325	European ..... 510
East African..... 112	Thai.....326	Middle Eastern..... 560
Ethiopian..... 113	Vietnamese .....327	Other White..... 598
Somali ..... 114	South Asian .....340	
North African ..... 135	Indian.....341	<b>Native Hawaiian or Other Pacific Islander . 600</b>
Southern African..... 143	Iranian.....342	Fijian..... 601
West African ..... 149	Nepalese .....343	Guamanian or Chamorro..... 602
Liberian ..... 150	Pakistani.....344	Hawaiian..... 603
Nigerian ..... 151	Other Asian.....398	Marshallese ..... 604
Caribbean ..... 167		Samoan..... 605
Haitian ..... 168	<b>Hispanic or Latino .....400</b>	Tongan..... 606
Jamaican ..... 169	Mexican or Mexican American.....401	Other Native Hawaiian / Pacific Islander .... 698
Other Black or African American ..... 198	Spanish.....402	
	Caribbean.....410	
<b>American Indian or Alaska Native ..... 200</b>	Cuban .....411	<b>Middle Eastern or North African ..... 700</b>
	Dominican .....412	Iraqi..... 711
<b>Asian ..... 300</b>	Puerto Rican .....413	Israeli..... 712
Central Asian..... 301	Central American .....440	Lebanese ..... 713
East Asian ..... 310	Guatemalan .....441	Palestinian ..... 714
Chinese..... 311	Honduran.....442	Syrian..... 715
Japanese..... 312	Nicaraguan.....443	Algerian ..... 741
Korean..... 313	Salvadoran .....444	Egyptian..... 742
Southeast Asian ..... 320	South American.....450	Moroccan ..... 743
Cambodian ..... 321	Argentinian .....451	Other Middle Eastern or North African..... 798
Filipino..... 322	Colombian.....452	
Hmong..... 323	Other Hispanic or Latino.....498	

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
25	American Indian Tribe – Enrolled A	The name of the Tribe in which the student is enrolled, as reported by the student.  For students reporting two Tribal enrollments, report one in this field and the other in field 26.	4	numeric	Tribe ..... see <a href="#">list of codes</a> Another option not listed ..... 9998  Unavailable or not American Indian or Alaska Native..... 9999
26	American Indian Tribe – Enrolled B	<i>(see definition for American Indian Tribe – Enrolled A)</i>	4	numeric	<i>(see codes for American Indian Tribe – Enrolled A)</i>
27	American Indian Tribe – Descended But Not Enrolled A	The name of the Tribe from which the student is descended, but not enrolled, as reported by the student.  For students reporting descent but not enrollment from more than one Tribe, report additional Tribe names in fields 28, 29, and 30.	4	numeric	<i>(see codes for American Indian Tribe – Enrolled A)</i>
28	American Indian Tribe – Descended But Not Enrolled B	<i>(see definition for American Indian Tribe – Descended But Not Enrolled A)</i>	4	numeric	<i>(see codes for American Indian Tribe – Enrolled A)</i>
29	American Indian Tribe – Descended But Not Enrolled C	<i>(see definition for American Indian Tribe – Descended But Not Enrolled A)</i>	4	numeric	<i>(see codes for American Indian Tribe – Enrolled A)</i>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
30	American Indian Tribe – Descended But Not Enrolled D	<i>(see definition for American Indian Tribe – Descended But Not Enrolled A)</i>	4	numeric	<i>(see codes for American Indian Tribe – Enrolled A)</i>
31	Disabling Condition	<p>The disability category for students.</p> <p>Use code “15” for <b>non-specified disability</b> if student has a disability but the specific type is not available or unknown. Or if the student has multiple disabilities.</p> <p>A student who is not disabled should be coded “00”.</p>	2	numeric	Blind-Visually Impaired.....01 Deaf and Hard of Hearing .....02 Deaf-Blind.....03 Physically Impaired.....04 Speech or Language Disabilities .....05 Emotional and Behavioral Disorders.....06 Specific Learning Disabilities .....07 Other Health Disabilities .....10 Autism Spectrum Disorders .....11 Developmental Cognitive Disabilities.....12 Developmental Delays.....13 Traumatic Brain Injuries .....14  Non-Specified Disability .....15  Not Disabled.....00 Unavailable.....99

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
32	First Generation	The student is first generation, defined as a student neither of whose parent(s) or legal guardian(s) completed a bachelor's degree, as specified in the Higher Education Opportunity Act of 2008.	1	numeric	Neither of the student's parents or legal guardians received a bachelor's degree..... 1 One or more of the student's parents or legal guardians received a bachelor's degree..... 5 Unavailable or not an undergraduate..... 9
33	Veteran or Military Status	Student (not spouse) is a U.S. military veteran or active in the U.S. military armed forces or active member of the reserves or National Guard. Veteran status may be self-reported or based on a student receiving veteran's financial aid benefits.	1	numeric	Veteran or active military ..... 1 Active reserve or National Guard member ..... 2 Not a veteran or in the active military..... 3 Unavailable or do not know ..... 9
34	Citizenship/Immigration Status	Citizenship status of the student. <b>Non-U.S. citizen, non-resident</b> —student who is not a citizen of the U.S. and is in the U.S. on a temporary basis (international students). Also includes DACA or stateless students. This student's permanent residence in <i>State, Province, or Foreign Country of Residence</i> (field 35) would be foreign country ("FF") or one of the Canadian province codes.	1	numeric	U.S. citizen..... 1 Non-U.S. citizen, permanent resident .... 2 Non-U.S. citizen, non-resident ..... 3 Unavailable..... 9

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
35	State, Province, or Foreign Country of Permanent Residence	<p>The state of the student’s permanent residence.</p> <p>This is not necessarily the residency definition used for tuition or financial aid purposes.</p> <p><a href="#">Use U.S. Postal 2-digit alpha codes.</a> <b>Set codes to all caps.</b></p> <p><b><i>U.S. Misc. Pacific Island</i></b> — An aggregation of nine U.S. territories: Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Island.</p> <p><b><i>Foreign Country includes:</i></b></p> <ul style="list-style-type: none"> <li>• International students.</li> <li>• Any other non-U.S. citizens or non-U.S. permanent residents.</li> <li>• If Canadian province is unknown, use foreign country code “FF”.</li> </ul>	2	alpha	<p><b>U.S. State Codes</b>.....actual 2 letter code</p> <p><b>U.S. Territories</b></p> <p>American Samoa .....AS</p> <p>Federated States of Micronesia.....FM</p> <p>Guam .....GU</p> <p>Marshall Islands .....MH</p> <p>Northern Mariana Islands .....MP</p> <p>Palau .....PW</p> <p>Puerto Rico.....PR</p> <p>U.S. Misc. Pacific Island .....UM</p> <p>U.S. Virgin Islands .....VI</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
35	State, Province, or Foreign Country of Permanent Residence (continued)				<p><b>U.S. Military Bases</b></p> <p>U.S. Military Base outside U.S. in Africa, Canada, Europe or Middle East .....AE</p> <p>U.S. Military Base in the Pacific .....AP</p> <p>U.S. Military Base in the Americas.....AA</p> <p><b>Canadian Provinces</b></p> <p>Alberta ..... AB</p> <p>British Columbia ..... BC</p> <p>Manitoba ..... MB</p> <p>New Brunswick ..... NB</p> <p>Newfoundland and Labrador ..... NL</p> <p>Northwest Territories ..... NT</p> <p>Nova Scotia..... NS</p> <p>Nunavut ..... NU</p> <p>Ontario ..... ON</p> <p>Prince Edward Island ..... PE</p> <p>Quebec ..... QC</p> <p>Saskatchewan ..... SK</p> <p>Yukon ..... YT</p> <p>Foreign Country ..... FF</p> <p>Unavailable..... ZZ</p>



Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
36	Minnesota County of Permanent Residence	<p>The Minnesota county of student’s permanent residence.</p> <p>Enter the Minnesota county code (“01” to “87”) found in Appendix A.</p> <p>Or use the online <a href="#">lookup what county cities are located.</a></p> <p><b>Unavailable</b>—if Minnesota county of residence is not known use code “99”.</p> <p><b>MINNESOTA COUNTY NOTES</b></p> <p>This field will be checked with <i>State, Province, or Foreign County of Permanent Residence</i> (field 35) above to ensure accurate reporting. Only Minnesota residents would have a Minnesota county code; not residents of other states.</p>	2	numeric	<p>Minnesota county.....See Appendix A.</p> <p>Or use the online <a href="#">lookup what county cities are located.</a></p> <p>Not a Minnesota resident or resident state unavailable ..... 90</p> <p>Minnesota resident, county unavailable..... 99</p>
37	ZIP Code	<p>ZIP Code of student’s permanent residence.</p> <p><a href="#">Look up U.S. ZIP Code.</a></p>	5	alpha	<p>Actual ZIP Code</p> <p>Unavailable.....99999</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
38	Secondary School Experience	<p>Type of secondary school education experienced by <b>undergraduate student</b>.</p> <ul style="list-style-type: none"> <li> <b>Minnesota high school graduate</b> - use <a href="#">online</a> ACT code search table provided by ACT.            Or use the <a href="#">Minnesota open and closed schools table</a>. This table contains codes for closed Minnesota schools not found in ACT online database.         </li> <li> <b>Out-of-state high school graduate</b> – use code “555555”. Use this code also if the student graduated from another country.         </li> <li> <b>GED recipient</b> – use code “777777”. Do not list the high school student received GED.         </li> <li>           If the student is <b>not</b> an undergraduate student, including a student who is currently enrolled in high school, use code “999999”.         </li> </ul>	6	numeric	<p><b>Undergraduate student only—</b>            Minnesota high school graduates  <a href="#">Look up high school codes in ACT database</a>.            Or, use the <a href="#">Minnesota open and closed schools table</a>.</p> <p>Out-of-state high school Graduate..... 555555</p> <p>Did not graduate from high school or receive a GED ..... 666666</p> <p>GED recipient ..... 777777</p> <p>Home Schooled ..... 969999</p> <p>Unavailable, not an undergraduate student, or still in high school ..... 999999</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
39	Year of High School Graduation	<p>Year undergraduate student graduated from high school or received GED.</p> <ul style="list-style-type: none"> <li>Enter either year of high school graduation, or year GED was received.</li> <li>Unavailable—if the year of high school graduation, or year GED was received is not known, or the student did not graduate or receive a GED, use code “9999”.</li> </ul>	4	numeric	<p><b>Undergraduate student only—</b></p> <p>The academic year of graduation, or year in which GED was received. (YYYY)</p> <p>Unavailable, not an undergraduate (or still in high school), did not graduate, or year GED received not known..... 9999</p>
40	ACT Composite Score	<p>ACT composite score for <b>undergraduate students</b> at admission to your institution or previous institution if student transferred. Do not include secondary (high school) students enrolled at your institution.</p> <p><b>Unavailable</b> – ACT score is not reported to your institution or student is not an undergraduate.</p>	2	numeric	<p>Actual composite score (1 through 36)</p> <p>Unavailable or not an undergraduate..... 99</p>
41	High School Grade Point Average (GPA)	<p>The student’s Grade Point Average as appears on high school transcript (if known), expressed in hundredths with a decimal (for example, a “3.8” would be “3.80”). Apply appropriate rounding, e.g. “3.644” should be reported as “3.64”.</p> <p>Report this value only for registration types 1, 2, 3, or 4.</p>	5	numeric (decimal: 3 digits, 2 after decimal point)	<p>GPA expressed in hundredths with a decimal.</p> <p>Unavailable or not an undergraduate.... -1.00</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
42	Registration Type	<p>Registration or administrative status of the student during this reporting period.</p> <p><b><i>New entering undergraduate student</i></b>—a student who, to your knowledge, <i>has never previously attended any postsecondary institution for credit</i>, except while a secondary (high school) student.</p> <p>Includes a new student who enters with advanced standing, through college credits earned before graduation from high school, performance on Advanced Placement or International Baccalaureate exams, or other measure.</p> <p><b><i>New undergraduate with formal transfer status</i></b>—a student who is transferring credits from <b>another</b> postsecondary institution and who is formally classified as a transfer student.</p> <p><b><i>New undergraduate transferring credits without formal transfer status</i></b>—a student who is transferring credits from another postsecondary institution, but is not considered as a formal transfer student at your institution. <i>This registration type is used mainly at the University of Minnesota.</i></p>	1	numeric	<p>New entering undergraduate student .. 1</p> <p>New undergraduate with formal transfer status..... 2</p> <p>New undergraduate transferring credits without formal transfer status .. 3</p> <p>New undergraduate with previous postsecondary enrollment, but not transferring credits ..... 4</p> <p>New graduate (beyond bachelor’s degree) ..... 5</p> <p>Unclassified student ..... 6</p> <p><b><i>Unclassified students should be coded either “16” or “18” in student level. Or “19” if a secondary student.</i></b></p> <p>Continuing student ..... 7</p> <p>Re-admitted student ..... 8</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
42	Registration Type (continued)	<p><b><i>New undergraduate with previous postsecondary enrollment but not transferring credits</i></b>—a student who previously attended another postsecondary institution and is <b>newly enrolled</b> in your institution. No transfer credits are awarded. For example, the student may have been previously enrolled in a liberal arts college, but is now enrolled in a cosmetology college. Previous credits earned are not applicable or do not transfer into their new program.</p> <p><b><i>New graduate student (beyond bachelor’s degree)</i></b>—a student who is formally enrolled in a graduate program (master’s degree/doctor’s degree) for the first time at your institution during this reporting period. Also includes a student who was previously enrolled as an undergraduate student at your institution but is now studying for a master’s degree or doctor’s degree.</p> <p><b><i>Unclassified student</i></b>—includes a student in the following categories:</p> <ul style="list-style-type: none"> <li>• A high school (secondary) student dual-enrolled.</li> <li>• A student who cannot be placed in any of the categories.</li> <li>• Adult special students.</li> </ul>			

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
42	Registration Type (continued)	<p><b>Continuing student</b>—a student who was enrolled at your institution in prior reporting periods and would not be a new undergraduate, graduate or transfer student.</p> <p>Do not include the following categories of students as continuing:</p> <ul style="list-style-type: none"> <li>• A student who had been reported as an undergraduate at your institution a previous reporting period and is now studying graduate level courses. These students would be classified as a new graduate student.</li> <li>• A student who had been reported as a high school (secondary) student at your institution the previous reporting period and graduated from high school or is finished attending high school. These students would be classified as a new entering undergraduate student.</li> </ul> <p><b>Re-admitted or non-continuous student</b>— use this category if your institution has a formal re-admitted process and can identify students as such.</p>			

43	Student Level	<p>Level of instruction in which student is classified during this reporting period.</p> <p><b>Secondary (high school) student</b>—a student dual-enrolled in high school and your institution; should be coded “19” regardless of the program in which high school student is enrolled.</p> <p><b>Undergraduates</b></p> <p><b>Freshman</b>—</p> <ul style="list-style-type: none"> <li>• For baccalaureate institutions, a student at the freshman level as defined by your institution.</li> <li>• For subbaccalaureate institutions, a student in the first year of a sub-baccalaureate program.</li> </ul> <p><b>Sophomore</b>—</p> <ul style="list-style-type: none"> <li>• For baccalaureate institutions, a student at the sophomore level as defined by your institution.</li> <li>• For sub-baccalaureate institutions, a student in the second year or beyond of a sub-baccalaureate program.</li> </ul> <p><b>Junior</b>—for baccalaureate institutions, a student at the junior level as defined by your institution.</p> <p><b>Senior</b>—for baccalaureate institutions, a student at the senior level as defined by your institution.</p>	2	numeric	<p><b>Undergraduates:</b></p> <p>Freshman..... 10</p> <p>Sophomore..... 11</p> <p>Junior ..... 12</p> <p>Senior..... 13</p> <p>Unclassified–undergraduate..... 16</p> <p>Secondary (high school) student ..... 19</p> <p><b>Graduate level (beyond bachelor’s degree):</b></p> <p>Graduate (master’s degree, doctor’s degree or other graduate certificates) ..... 14</p> <p>Unclassified–graduate (master’s degree, doctor’s degree or other graduate certificates) ..... 18</p> <p><b>Noncredit</b></p> <p>Noncredit student..... 20</p>
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**Office of Higher Education Data Validation Check:**

Secondary students should also be coded as unclassified in registration type (field 42) and non-award seeking in award seeking (field 45). Noncredit students should be coded as unclassified in registration type and “other” in award level.

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
43	Student Level (continued)	<p><b><i>Unclassified undergraduate</i></b>—a student enrolled for undergraduate credit who cannot be defined by the above classification.</p> <p><b>Graduate Level (beyond bachelor’s degree)</b></p> <p><b><i>Graduate</i></b>—a student enrolled in a program of studies culminating in the attainment of a post-baccalaureate certificate, master’s degree, specialist, post-master’s certificate, doctor’s degree, or other graduate level program of studies.</p> <p><b><i>Unclassified graduate</i></b>—a student enrolled in a graduate level program of study who cannot be defined.</p>			



Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
44	Tuition Type	<p>Tuition type student assessed during this reporting period.</p> <p><b>Public institutions only—</b></p> <ul style="list-style-type: none"> <li><i>Non-resident, reciprocity student</i>—a student paying tuition through Minnesota reciprocity agreements administered by the Office of Higher Education. Students are permanent residents of Iowa, North Dakota, South Dakota, Wisconsin and the province of Manitoba.</li> <li><i>Non-resident, reciprocity exchange student</i> —a student paying reciprocity tuition through programs (not included above) such as the Midwestern Student Exchange Program (MSEP) or other similar programs.</li> <li><i>Other</i>—a student paying a tuition rate not indicated by the other categories.</li> </ul> <p><b>Private institutions</b>—tuition type should be coded “8”.</p>	1	numeric	<p><b>Public institutions—</b></p> <p>Resident student, resident tuition..... 1</p> <p>Non-resident, reciprocity student ..... 2</p> <p>Non-resident, reciprocity exchange student ..... 3</p> <p>Non-resident, non-resident tuition ..... 4</p> <p>Other..... 5</p> <p>Unavailable..... 9</p> <p><b>Private institutions only</b> ..... 8</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
45	Award Seeking	<p>Indicates whether the student is or is not enrolled at your institution to seek a formal academic award (degree, diploma, or certificate) from your institution upon successful completion of a program of study.</p> <p><b>Award seeking (degrees or other non-degree awards such as certificate or diploma) includes:</b></p> <ul style="list-style-type: none"> <li>students who are enrolled for courses, intending to complete a sequence of courses or a program in which they would be awarded a degree, diploma or certificate upon completion</li> <li>students attending your institution with the explicit intent to transfer to another institution to earn an award</li> <li>students enrolled in a joint program with another institution where the other institution officially awards the degree, certificate or diploma.</li> </ul> <p><b>Non-award seeking includes:</b></p> <ul style="list-style-type: none"> <li>students not intending to complete a sequence of courses or a program in which they would be awarded a degree, diploma or certificate upon completion</li> <li>high school students enrolled in dual credit programs.</li> </ul>	1	numeric	<p>Award seeking (includes students seeking a degree, diploma or certificate) ..... 1</p> <p>Non-award seeking (includes students not seeking a degree, diploma or certificate) ..... 2</p> <p>Unavailable..... 9</p>

**Office of Higher Education Data Validation Check:**

If student is NOT award seeking then Major 1 (field 46) should be "999999" and Award Level 1 (field 48) should be "99". Same for Major 2 (field 49) and Award Level 2 (field 50).

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
46	Major 1	<p>Classification of Instructional Program (CIP) code for most recently declared major, program of study, or departmental affiliation.</p> <p><a href="#">Find codes online here</a>. The CIP codes were developed by the U.S. Department of Education and are the same as those used for reporting under the IPEDS system.</p> <p><b>Not seeking an award</b> – these students would also be classified as “non-degree seeking” in <i>Award Seeking</i> (field 45).</p>	6	numeric	<p><b>Degree, Diploma, Certificate Seeking Students—</b></p> <p>CIP Code of program</p> <p>Example: 520201</p> <p>Unavailable, undeclared, or not seeking an award ..... 999999</p> <div style="background-color: #e0f0ff; padding: 5px; margin-top: 10px;"> <p><b>Office of Higher Education Data Validation Check:</b></p> <p>Do not include decimal points. All 6 numbers must be included; even for CIP Codes starting with a “0”.</p> </div>
47	Major CIP Code Year	<p>Year of Classification of Instructional Programs (CIP) taxonomy used to report programs of study or majors in Major 1 and Major 2.</p> <p>Find CIP codes online here:</p> <p><a href="#">CIP 2010</a></p> <p><a href="#">CIP 2020</a></p>	4	numeric	<p>Enter the 4 digit year</p> <p>2010..... 2010</p> <p>2020..... 2020</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
48	Award Level 1	<p>Level of academic award student is attempting if seeking a diploma, certificate or degree from your institution.</p> <p><b>Sub-baccalaureate awards less than 1 year</b>—a program of study that is completed in less than 900 contact hours (2 semesters or 3 quarters).</p> <p><b>Sub-baccalaureate awards at least 1, but less than 2 years</b>—a program of study that is completed in at least 900 but less than 1,800 contact hours (or at least 30 to 60 credit hours).</p> <p><b>Sub-baccalaureate awards at least 2, but less than 4 years</b>—a program of study that is completed in at least 1,800 but less than 3,600 contact hours or at least 60 but less than 120 credit hours).</p> <p><b>Master’s degree</b>—An award that requires the successful completion of a program of study of generally one or two full-time equivalent academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as “first-professional”, may require more than two full-time equivalent academic years of work.</p>	2	numeric	<p><b>Sub-baccalaureate award</b>—</p> <p>Sub-baccalaureate awards less than 1 academic year ..... 01</p> <p>Sub-baccalaureate awards at least 1, but less than 2 years..... 02</p> <p>Associate degree..... 03</p> <p>Sub-baccalaureate awards at least 2, but less than 4 years..... 04</p> <p><b>Baccalaureate award</b> —</p> <p>Bachelor’s degree ..... 05</p> <p><b>Graduate award</b>—</p> <p>Post-baccalaureate certificate ..... 06</p> <p>Master’s degree ..... 07</p> <p>Post-master’s certificate ..... 08</p> <p>Doctor’s degree –research/ scholarship ..... 09</p> <p>Doctor’s degree –professional practice ..... 10</p> <p>Doctor’s degree –other ..... 11</p> <p>Other..... 98</p> <p>Unavailable or not seeking an award..... 99</p>

***Doctor's degree—research/scholarship*** - A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution.

***Doctor's degree—professional practice*** - A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others.

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
48	Award Level 1 (continued)	<p><b>Doctor's degree—other</b> - A doctor's degree that does not meet the definition of a doctor's degree—research/scholarship or a doctor's degree—professional practice.</p> <p><b>Unavailable</b> includes:</p> <ul style="list-style-type: none"> <li>• A student who is not seeking a formal award (degree, diploma or certificate). This is a non-degree seeking student.</li> <li>• Student's specific degree level is not available.</li> </ul>			
49	Major 2	<p>Students who are double majoring or enrolled in two programs of study.</p> <p>Classification of Instructional Program (CIP) code for most recently declared second major, program of study, or departmental affiliation.</p> <p><a href="#">Find codes online here</a>. The CIP codes were developed by the U.S. Department of Education and are the same as those used for reporting under the IPEDS system.</p>	6	numeric	<p><b>Degree, Diploma, or Certificate Seeking Students—</b></p> <p>CIP Code of program</p> <p>Unavailable or not seeking a double major.....999999</p> <div style="background-color: #e0f0ff; padding: 5px;"> <p><b>Office of Higher Education Data Validation Check:</b></p> <p>Do not include decimal points. All 6 numbers must be included; even for CIP Codes starting with a "0".</p> </div>

50	Award Level 2	<p>Students who are double majoring or enrolled in two programs of study.</p> <p>Enter the award level for the second major. The award level may be the same as <i>Award Level 1</i> (field 48) or may be different.</p> <p>See <i>Award Level 1</i> (field 48) above for definitions.</p>	2	numeric	<p><b>Sub-baccalaureate award—</b></p> <p>Sub-baccalaureate awards less than 1 academic year ..... 01</p> <p>Sub-baccalaureate awards at least 1, but less than 2 years..... 02</p> <p>Associate degree..... 03</p> <p>Sub-baccalaureate awards at least 2, but less than 4 years..... 04</p> <p><b>Baccalaureate award —</b></p> <p>Bachelor’s degree ..... 05</p> <p><b>Graduate award—</b></p> <p>Post-baccalaureate certificate ..... 06</p> <p>Master’s degree ..... 07</p> <p>Post-master’s certificate ..... 08</p> <p>Doctor’s degree – research/ scholarship ..... 09</p> <p>Doctor’s degree – professional practice ..... 10</p> <p>Doctor’s degree – other ..... 11</p> <p>Other..... 98</p> <p>Unavailable or not seeking a second award..... 99</p>
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Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
51	Term Grade Point Average (GPA)	<p>The term Grade Point Average (GPA) value, based on a 4-point system, that will be recorded for the student for the term as of the end of the reporting period, expressed in hundredths with a decimal (for example, a “3.8” would be “3.80”). Apply appropriate rounding, e.g. “3.644” should be reported as “3.64”.</p> <p>Pass/fail courses and incomplete courses should not affect GPA. Students with all courses pass/fail or incomplete in the term should have a term GPA value of “-1.00” for “unavailable”.</p>	5	numeric (decimal: 3 digits, 2 after decimal point)	GPA expressed in hundredths with a decimal. Unavailable..... -1.00
52	Cumulative Grade Point Average (GPA)	<p>The cumulative Grade Point Average (GPA) value, based on a 4-point system, that will be recorded for the student as of the end of the reporting period, reflecting all terms at this institution, expressed in hundredths with a decimal (for example, a “3.8” would be “3.80”). Apply appropriate rounding, e.g. “3.644” should be reported as “3.64”.</p> <p>Report cumulative GPA earned at this institution, for this degree program. Exclude transfer credits.</p>	5	numeric (decimal: 3 digits, 2 after decimal point)	GPA expressed in hundredths with a decimal. Unavailable..... -1.00



Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
53	Unit of Instructional Measurement	<p>Type of instructional measurement used at your institution for this student's course work.</p> <p>Unit of measurement must match information reported in <i>Term Type</i> (field 6).</p> <p>Quarter Hour = Quarter Term Type</p> <p>Semester Hour = Semester Term Type</p> <p>Clock Hour = Other Term Type</p> <p>Competency = Other Term Type</p>	1	numeric	Quarter Hour ..... 1 Semester Hour ..... 2 Clock Hour ..... 3 Course ..... 4 Competency ..... 5 Other ..... 6
		<p><b>UNIT OF INSTRUCTIONAL MEASUREMENT NOTES</b></p> <p>This field will serve as an indicator supporting data reported in <i>Quarter Hour Equivalence</i> (field 54).</p>			
					<p><b>Office of Higher Education Data Validation Check:</b></p> <p>Unit of Measurement must match information reported in <i>Term Type</i> (field 6).</p> <p>Quarter Hour = Quarter Term Type</p> <p>Semester Hour = Semester Term Type</p> <p>Clock Hour = Other Term Type</p> <p>Competency = Other Term Type</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
54	Quarter-Hour Equivalence	<p>The number by which <i>Unit of Instructional Measurement</i> can be multiplied to derive a quarter-credit hour. This element is necessary to derive a standardized measure of student instructional load.</p> <p>If reporting:</p> <ul style="list-style-type: none"> <li>• Quarter hours, use “0100”.</li> <li>• Semester hours, use “0150”.</li> <li>• Clock hours, use “0004”.</li> <li>• Other units of measurement, use a number that converts your instruction to a quarter-credit hour.</li> </ul>	4	numeric	Quarter hours ..... 0100 Semester hours ..... 0150 Clock hours ..... 0004 Competency courses ..... 0000  Other..... NNNN (enter the number of units equivalent to a quarter-credit hour)
		<p><b>QUARTER-HOUR EQUIVALENCE NOTES</b></p> <p>This field will be used with <i>Regular Instructional Units, Remedial Instructional Units, Accumulated Instructional Units</i> and <i>Transfer Instructional Units</i> to provide standardized measures of instructional loads of students among institutions.</p>			

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
55	Regular Instructional Units <b>Attempted</b>	<p>The total number of instructional units (credits, clock hours, etc.) in regular courses for which a student <b>attempted</b> - after the add/drop period - at the beginning of this reporting period.</p> <p>Do not include remedial instructional units in this field. Use remedial fields for math, reading, writing and other remedial instruction (field 57 through 66).</p> <p><b>No regular units attempted—</b></p> <ul style="list-style-type: none"> <li>• student did not enroll in regular instructional activity; or</li> <li>• your institution does not offer this type of instruction.</li> </ul> <p><b>REGULAR INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00 900 clock hours = 900.00</p> <p>No regular instructional units attempted ..... 0.00</p> <p><b>Office of Higher Education Data Validation Check:</b></p> <p>Clock hour schools should include the hours a student attempted at the beginning of the reporting period. Your reporting period is a maximum of six months. Only a portion of the 1,550 hours of a cosmetology program, for example, would be attempted by any student enrolled within a six-month period.</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
56	Regular Instructional Units Completed	<p>The total number of instructional units in regular courses which the student <b>completed</b> at the end of this reporting period. Do not include remedial instructional units in this field.</p> <p>Units completed should be equal to or less than units attempted.</p> <p><b>No regular units completed—</b></p> <ul style="list-style-type: none"> <li>student did not complete any regular instructional activity; or</li> <li>your institution does not offer this type of instruction.</li> </ul> <p><b>REGULAR INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00 900 clock hours = 900.00</p> <p>No regular instructional units completed ..... 0.00</p> <p><b>Office of Higher Education Data Validation Check:</b></p> <p>Regular Units Completed should be less than or equal to Regular Units Attempted (field 55).</p> <p>Clock hour schools should report how many hours a student completed at the end of the six-month reporting period.</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
57	Remedial Units <b>Attempted</b>	<p>The total number of instructional units in remedial math, reading, writing and other remedial courses for which the student has registered as of this reporting period.</p> <p>The total attempted units should add up to attempted units reported in individual math (field 59), reading (field 61), writing (field 63) and other courses (field 65).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><b><i>No remedial activity attempted—</i></b></p> <ul style="list-style-type: none"> <li>• student did not enroll in remedial instructional activity; or</li> <li>• your institution does not offer this type of instruction.</li> </ul> <p><b>REMEDIAL INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00</p> <p>No remedial instructional activity attempted ..... 0.00</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
58	Remedial Units <b>Completed</b>	<p>The total number of instructional units in remedial math, reading, writing and other courses which the student has <b>completed</b> at the end of this reporting period.</p> <p>The total completed units should add up to completed units reported in individual math (field 60), reading (field 62), writing (field 64) and other courses (field 66).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><b><i>No remedial activity completed—</i></b></p> <ul style="list-style-type: none"> <li>• student did not complete attempted remedial instructional activity; or</li> <li>• student did not enroll in this type of instruction.</li> </ul> <p><b>REMEDIAL INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00</p> <p>No remedial instructional activity completed ..... 0.00</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
59	Remedial Units <b>Attempted Math</b>	<p>The number of instructional units in remedial/ developmental math courses for which the student has <b>attempted</b> of this reporting period.</p> <p>The attempted math units should be included in total remedial units attempted (field 57).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><b>No remedial math activity attempted—</b></p> <ul style="list-style-type: none"> <li>• student did not attempt remedial math instructional activity; or</li> <li>• student did not enroll in this type of instruction.</li> </ul> <p><b>REMEDIAL INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00</p> <p>No remedial math instructional activity attempted ..... 0.00</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
60	Remedial Units <b>Completed Math</b>	<p>The number of instructional units in remedial/ developmental math courses the student has <b>completed</b> at the end of this reporting period.</p> <p>The completed math units should be included in total remedial units completed (field 58).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><b>No remedial math activity completed—</b></p> <ul style="list-style-type: none"> <li>• student did not complete attempted remedial math instructional activity; or</li> <li>• student did not enroll in this type of instruction.</li> </ul> <p><b>REMEDIAL INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00</p> <p>No remedial math instructional activity completed ..... 0.00</p>



Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
61	Remedial Units <b>Attempted Reading</b>	<p>The number of instructional units in remedial/ developmental reading courses for which the student has <b>attempted</b> as of this reporting period.</p> <p>The attempted reading units should be included in total remedial units attempted (field 57).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><b>No remedial reading activity attempted—</b></p> <ul style="list-style-type: none"> <li>• student did not attempt remedial instructional activity; or</li> <li>• student did not enroll in this type of instruction.</li> </ul> <p><b>REMEDIAL INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00</p> <p>No remedial reading instructional activity attempted ..... 0.00</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
62	Remedial Units <b>Completed Reading</b>	<p>The number of instructional units in remedial/ developmental reading courses the student has <b>completed</b> at the end of this reporting period.</p> <p>The completed reading units should be included in total remedial units completed (field 58).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><b>No remedial reading activity completed—</b></p> <ul style="list-style-type: none"> <li>• student did not complete attempted remedial reading instructional activity; or</li> <li>• student did not enroll in this type of instruction.</li> </ul> <p><b>REMEDIAL INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00</p> <p>No remedial reading instructional activity completed ..... 0.00</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
63	Remedial Units <b>Attempted Writing</b>	<p>The number of instructional units in remedial/ developmental writing courses for which the student has <b>attempted</b> as of this reporting period.</p> <p>The attempted writing units should be included in total remedial units attempted (field 57).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><b>No remedial writing activity attempted—</b></p> <ul style="list-style-type: none"> <li>• student did not attempt remedial writing instructional activity; or</li> <li>• student did not enroll in this type of instruction.</li> </ul> <p><b>REMEDIAL INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00</p> <p>No remedial writing instructional activity attempted ..... 0.00</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
64	Remedial Units <b>Completed Writing</b>	<p>The number of instructional units in remedial/developmental writing courses the student has <b>completed</b> at the end of this reporting period.</p> <p>The completed writing units should be included in total remedial units completed (field 58).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><b>No remedial writing activity completed—</b></p> <ul style="list-style-type: none"> <li>• student did not complete attempted remedial writing instructional activity; or</li> <li>• student did not enroll in this type of instruction.</li> </ul> <p><b>REMEDIAL INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00</p> <p>No remedial writing instructional activity completed ..... 0.00</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
65	Remedial Units <b>Attempted</b> <b>Other</b>	<p>The number of instructional units in other types of remedial/ developmental courses for which the student has <b>attempted</b> as of this reporting period.</p> <p>Other types of remedial coursework cannot be included in remedial math, reading or writing fields.</p> <p>The other attempted units should be included in total remedial units attempted (field 57).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><b><i>No other remedial activity attempted—</i></b></p> <ul style="list-style-type: none"> <li>• student did not attempt other remedial instructional activity; or</li> <li>• student did not enroll in this type of instruction.</li> </ul> <p><b>REMEDIAL INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00</p> <p>No other remedial instructional activity attempted ..... 0.00</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
66	Remedial Units <b>Completed Other</b>	<p>The number of instructional units in other types of remedial/ developmental courses the student has <b>completed</b> at the end of this reporting period.</p> <p>Other types of remedial coursework cannot be included in remedial math, reading or writing fields.</p> <p>The other completed units should be included in total remedial units completed (field 58).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><b><i>No other remedial activity completed—</i></b></p> <ul style="list-style-type: none"> <li>• student did not complete other attempted remedial instructional activity; or</li> <li>• student did not enroll in this type of instruction.</li> </ul> <p><b>REMEDIAL INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	7	numeric (decimal: 6 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 15 credits = 15.00</p> <p>No other remedial instructional activity completed ..... 0.00</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
67	Completed College-Level Math	<p>The student earned one or more credits during the reported term at your institution in a college-level math course, earning an A, B, C, D, or S (or otherwise passed the course and earned credit).</p> <p>If using CIP codes to identify math courses, CIP codes could include 27, 30.08, 30.30, and others.</p>	1	numeric	<p>Completed college-level math .....1</p> <p>Did not complete college-level math .....2</p> <p>Unavailable or not an undergraduate....9</p>
68	Completed College-Level English/Reading/Writing	<p>The student earned one or more credits during the reported term at your institution in a college-level English, reading, or writing course, earning an A, B, C, D, or S (or otherwise passed the course and earned credit).</p> <p>If using CIP codes to identify English/reading/writing courses, CIP codes could include 23 and others.</p>	1	numeric	<p>Completed college-level English/reading/writing.....1</p> <p>Did not complete college-level English/reading/writing.....2</p> <p>Unavailable or not an undergraduate....9</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
69	Accumulated Instructional Units	<p>The total number of accumulated instructional units at the end of this reporting period.</p> <p>Accumulated units include instructional units your institution has awarded due to:</p> <ul style="list-style-type: none"> <li>• successfully completing courses (regular or remedial) at your institution</li> <li>• accepting transfer credits from other institutions</li> <li>• awarding credits for pre-college activities such as Advanced Placement courses, CLEP, dual credit or other courses</li> <li>• awarding credits earned for prior learning assessment or military service.</li> </ul> <p><b>No accumulated units</b>—accumulated instructional units have not been awarded or cannot be determined.</p>	9	numeric (decimal: 8 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 112 credits = 112.00 1200 clock hours = 1200.00</p> <p>No accumulated units .....0.00</p>

**Office of Higher Education Data Validation Check:**

Accumulated Units should be greater than or equal to Transfer Units (field 70).

Accumulated units should be the total of any regular units completed, plus remedial units completed, plus any transfer units your institution has accepted during this term and/or previous terms.

**ACCUMULATED INSTRUCTIONAL UNITS NOTES**

Do not convert units. *Quarter-hour Equivalence* (field 54) will be used to convert the units reported in this field to a standard unit of measure.



Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
70	Transfer Instructional Units	<p>The accumulated number of transfer instructional units your institution has accepted.</p> <p>Includes any credits your institution accepted prior to enrollment such as Advanced Placement courses, CLEP, dual credit or other earned credits for prior learning assessment or military service.</p> <p><b>Transfer Instructional Units reported here should also be reported in Accumulated Instructional Units (field 69).</b></p> <p><b>No transfer units</b>—no instructional units have been transferred from another institution.</p> <p><b>TRANSFER INSTRUCTIONAL UNITS NOTES</b></p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 54) will be used to convert the units reported in this field to a standard unit of measure.</p>	9	numeric (decimal: 8 digits, 2 after decimal point)	<p>Actual numerical value of instructional units expressed in hundredths with a decimal.</p> <p>Example: 112 credits = 112.00 1200 clock hours = 1200.00</p> <p>No transfer units.....0.00</p>

# Awards Conferred Dictionary

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Field Order	Title	Alpha Numeric	Field Length	Data Dictionary Page Number
1	FISCAL YEAR	N	4	81
2	INSTITUTION CODE	N	7	81
3	STUDENT LAST NAME	A	50	82
4	STUDENT FIRST NAME	A	50	82
5	STUDENT MIDDLE NAME	A	50	82
6	SOCIAL SECURITY NUMBER	A	9	82
7	INSTITUTION STUDENT NUMBER	A	12	83
8	FERPA BLOCK	N	1	83
9	SEX	A	1	84
10	GENDER IDENTITY A	N	2	85
11	GENDER IDENTITY B	N	2	85
12	GENDER IDENTITY C	N	2	86
13	GENDER IDENTITY D	N	2	86
14	BIRTHDATE	N	8	86
15	RACIAL/ETHNIC ORIGIN	N	1	87
16	DETAILED RACIAL/ETHNIC ORIGIN A	N	3	88
17	DETAILED RACIAL/ETHNIC ORIGIN B	N	3	88
18	DETAILED RACIAL/ETHNIC ORIGIN C	N	3	88
19	DETAILED RACIAL/ETHNIC ORIGIN D	N	3	88
20	AMERICAN INDIAN TRIBE - ENROLLED A	N	4	90
21	AMERICAN INDIAN TRIBE - ENROLLED B	N	4	90
22	AMERICAN INDIAN TRIBE - DESCENDED BUT NOT ENROLLED A	N	4	90
23	AMERICAN INDIAN TRIBE - DESCENDED BUT NOT ENROLLED B	N	4	90
24	AMERICAN INDIAN TRIBE - DESCENDED BUT NOT ENROLLED C	N	4	90
25	AMERICAN INDIAN TRIBE - DESCENDED BUT NOT ENROLLED D	N	4	91
26	STATE, PROVINCE OF RESIDENCE	A	2	91
27	AWARD LEVEL	N	2	93
28	DATE AWARD CONFERRED	N	8	95
29	JOINT AWARD	N	7	95

<b>Field Order</b>	<b>Title</b>	<b>Alpha Numeric</b>	<b>Field Length</b>	<b>Data Dictionary Page Number</b>
30	FIRST MAJOR	N	6	96
31	SECOND MAJOR	N	6	96
32	MAJOR CIP CODE YEAR	N	4	97
33	CUMULATIVE DEBT AT GRADUATION	N	6	98

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
01	Fiscal Year	<p>The 12-month period from July 1 of one calendar year through June 30 of the next calendar year.</p> <p>This is the same reporting period used for the IPEDS Completion Survey if your institution reports data to the U.S. Department of Education.</p> <p><b>FISCAL YEAR NOTES</b></p> <p>The fiscal year is the calendar year in which the fiscal year ends.</p> <p>For example: Fiscal year 2021 is from July 1, 2020, through June 30, 2021.</p>	4	numeric	YYYY (For example: 2022)
02	Institution Code	7-digit code assigned to institution by the Minnesota Office of Higher Education.	7	numeric	See Appendix B. Or, <a href="#">find your institution code online</a> .

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
03	Student's Last Name	<p>The combination of letters by which the student is legally known.</p> <p><b>STUDENT'S NAME NOTES</b></p> <p>There should be no commas, periods, or apostrophes in either the first or last name. Embedded blanks should only be used preceding "Jr" or "Sr".</p> <p>For example:</p> <p>O'Brian should be OBrian</p> <p>Smith, Jr. should be Smith Jr</p>	50	alpha	Student's last name.
04	Student's First Name	Legal first name; no nicknames.	50	alpha	Student's first name.
05	Student's Middle Name	<p>Legal full middle name. Or initial if full middle name not available.</p> <p>If no middle initial, leave blank.</p>	50	alpha	Student's middle name.
06	Social Security Number	<p>Student's Social Security Number</p> <p>Only use United States Social Security Numbers.</p>	9	alpha	<p>Student's actual Social Security Number.</p> <p>Unavailable or none.....00000000</p>

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
07	Institution Student Number	Student identification number assigned by institution.	12	alpha	Student's number.  Unavailable or none .....000000000000
08	FERPA Block	<p>Student has a FERPA block as of the end of the term.</p> <p><b>Block on personal contact information</b> indicates that the student has a partial block on information, including but not limited to phone number, address, email, etc.</p> <p>The default for a student is "no block" since FERPA requires a student to request the institution to not disclose their directory information.</p>	1	numeric	<p>No block.....1</p> <p>Block on personal contact information .....2</p> <p>Full block .....3</p>

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
09	Sex	<p>Student’s self-reported sex as gathered by the institution. Data collection and reporting practices vary, and might include responses to questions or prompts asking about the student’s Sex, Legal Sex (sex on official documents), or Sex Assigned at Birth. Institutions that gather this data in a field for Gender that includes the options Male and Female should report the student’s response here. Institutions participating in Title IV should report this data to OHE utilizing procedures similar to those they have adopted for reporting Gender to IPEDS.</p> <p>“Another Option Not Listed” is intended to align to options such as the “X” designation on state driver’s licenses or the designation intersex on birth certificates.</p> <p>Institutions that gather Gender Identity data should report those responses in fields 10 through 13.</p> <p>Use a capital letter.</p>	1	alpha	Male..... M Female ..... F Another option not listed..... X  Unavailable..... Z

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
10	Gender Identity A	<p>Student’s self-reported gender identity as gathered by the institution.</p> <p>Each institution may have their own, often similar definition of Gender Identity. Here is the definition used by Minnesota State Colleges and Universities as an example: “Gender identity is a person’s innermost concept of self as feminine, masculine, neither, or a combination – how individuals perceive themselves. One’s gender identity may or may not be influenced by their sex assigned at birth.”</p> <p>For students reporting multiple gender identity selections, additional selections should be reported in fields 11, 12, and 13.</p>	2	numeric	Agender .....01 Androgyne .....02 Androgynous .....03 Bigerder .....04 Cis / cisgender .....05 Demigerder .....06 Genderqueer or gender fluid .....07 Genderqueer .....08 Gender fluid .....09 Man .....10 Multigerder .....11 Non-binary or gender non-conforming..12 Non-binary .....13 Gender non-conforming .....14 Questioning or Unsure .....15 Trans / transgender .....16 Two Spirit .....17 Woman .....18  Another gender identity not listed .....90 Prefer not to disclose .....97 Not reported by student .....98 Not reported by institution .....99
11	Gender Identity B	<i>(see definition for Gender Identity A)</i>	2	numeric	<i>(see codes for Gender Identity A)</i>



Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
12	Gender Identity C	<i>(see definition for Gender Identity A)</i>	2	numeric	<i>(see codes for Gender Identity A)</i>
13	Gender Identity D	<i>(see definition for Gender Identity A)</i>	2	numeric	<i>(see codes for Gender Identity A)</i>
14	Birth Date	<p>The date of birth as designated on the student's legal birth registration or certificate.</p> <p><b>BIRTHDATE NOTES</b></p> <p>Birthdate should be in the order— Year, Month, Date</p> <p>For example: February 15, 1995 should be: 19950215</p>	8	numeric	<p>YYYYMMDD</p> <p>YYYY = year of birth MM = 12 months of the year DD = days of the month, 01 through 31</p> <p>January ..... 01 February ..... 02 March ..... 03 April ..... 04 May ..... 05 June ..... 06 July ..... 07 August ..... 08 September ..... 09 October ..... 10 November ..... 11 December ..... 12</p> <p>Unavailable.....99999999</p>

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
15	Racial/Ethnic Origin	<p>The racial/ethnic group as reported by the student. This is the group with which the student identifies.</p> <p><b>Black or African American</b>—a student having origins in any of the black racial groups of Africa.</p> <p><b>American Indian or Alaska Native</b>— a student having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.</p> <p><b>Asian</b>—a student having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p><b>Hispanic or Latino</b> — a student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p> <p><b>White</b>— a student having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p><b>Native Hawaiian or Other Pacific Islander</b>— a student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><b>International Student</b>— a student who is not a citizen or national of the United States and who is in this country on a visa or temporary basis for educational purposes.</p>	1	numeric	Black or African American..... 1 American Indian or Alaska Native ..... 2 Asian ..... 3 Hispanic or Latino ..... 4 White ..... 5 Native Hawaiian or Other Pacific Islander ..... 6  Two or more races..... 7  International student ..... 8  Unavailable..... 9

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
16	Detailed Racial/Ethnic Origin A	<p>Student's self-reported race/ethnicity.</p> <p>For students reporting multiple racial or ethnic selections, additional selections should be reported in fields 17, 18, and 19. These selections can be reported in any order.</p> <p>Detail for American Indian or Alaska Native students is tracked in separate fields for Tribe(s) of enrollment and descent.</p> <p>Where country-specific options are nested in regions we use the United Nations classifications of regions available here: <a href="https://unstats.un.org/unsd/methodology/m49/">https://unstats.un.org/unsd/methodology/m49/</a>. The UN region of Western Asia has been relabeled in this list as Middle Eastern.</p> <p>An international student is a student who is not a citizen or national of the United States and who is in this country on a visa or temporary basis for educational purposes.</p>	3	numeric	<p>Race/ethnicity ..... (see codes on next page)</p> <p>International student .....800</p> <p>Unavailable.....999</p>
17	Detailed Racial/Ethnic Origin B	(see definition for Detailed Racial/Ethnic Origin A)	3	numeric	(see codes for Detailed Racial/Ethnic Origin A)
18	Detailed Racial/Ethnic Origin C	(see definition for Detailed Racial/Ethnic Origin A)	3	numeric	(see codes for Detailed Racial/Ethnic Origin A)
19	Detailed Racial/Ethnic Origin D	(see definition for Detailed Racial/Ethnic Origin A)	3	numeric	(see codes for Detailed Racial/Ethnic Origin A)

## Detailed Racial/Ethnic Origin Codes

<b>Black or African American ..... 100</b>	<i>(Asian continued):</i>	<b>White ..... 500</b>
African American ..... 101	Karen.....324	European ..... 510
Central African..... 102	Lao .....325	Middle Eastern..... 560
East African..... 112	Thai.....326	Other White..... 598
Ethiopian..... 113	Vietnamese .....327	
Somali ..... 114	South Asian .....340	<b>Native Hawaiian or Other Pacific Islander . 600</b>
North African ..... 135	Indian.....341	Fijian..... 601
Southern African..... 143	Iranian.....342	Guamanian or Chamorro..... 602
West African ..... 149	Nepalese .....343	Hawaiian..... 603
Liberian ..... 150	Pakistani.....344	Marshallese ..... 604
Nigerian ..... 151	Other Asian.....398	Samoa..... 605
Caribbean ..... 167		Tongan..... 606
Haitian ..... 168	<b>Hispanic or Latino .....400</b>	Other Native Hawaiian / Pacific Islander .... 698
Jamaican ..... 169	Mexican or Mexican American.....401	
Other Black or African American ..... 198	Spanish.....402	<b>Middle Eastern or North African ..... 700</b>
	Caribbean.....410	Middle Eastern..... 710
<b>American Indian or Alaska Native ..... 200</b>	Cuban .....411	Iraqi ..... 711
	Dominican .....412	Israeli ..... 712
<b>Asian ..... 300</b>	Puerto Rican .....413	Lebanese..... 713
Central Asian..... 301	Central American .....440	Palestinian ..... 714
East Asian ..... 310	Guatemalan .....441	Syrian..... 715
Chinese..... 311	Honduran.....442	North African ..... 740
Japanese..... 312	Nicaraguan.....443	Algerian..... 741
Korean ..... 313	Salvadoran .....444	Egyptian..... 742
Southeast Asian ..... 320	South American.....450	Moroccan..... 743
Cambodian ..... 321	Argentinian .....451	Other Middle Eastern or North African..... 798
Filipino..... 322	Colombian.....452	
Hmong..... 323	Other Hispanic or Latino.....498	

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
20	American Indian Tribe – Enrolled A	The name of the Tribe in which the student is enrolled, as reported by the student.  For students reporting two Tribal enrollments, report one in this field and the other in field 21.	4	numeric	Tribe ..... see <a href="#">list of codes</a> Another option not listed ..... 9998  Unavailable or not American Indian or Alaska Native..... 9999
21	American Indian Tribe – Enrolled B	<i>(see definition for American Indian Tribe – Enrolled A)</i>	4	numeric	<i>(see codes for American Indian Tribe – Enrolled A)</i>
22	American Indian Tribe – Descended But Not Enrolled A	The name of the Tribe from which the student is descended, but not enrolled, as reported by the student.  For students reporting descent but not enrollment from more than one Tribe, report additional Tribe names in fields 23, 24, and 25.	4	numeric	<i>(see codes for American Indian Tribe – Enrolled A)</i>
23	American Indian Tribe – Descended But Not Enrolled B	<i>(see definition for American Indian Tribe – Descended But Not Enrolled A)</i>	4	numeric	<i>(see codes for American Indian Tribe – Enrolled A)</i>
24	American Indian Tribe – Descended But Not Enrolled C	<i>(see definition for American Indian Tribe – Descended But Not Enrolled A)</i>	4	numeric	<i>(see codes for American Indian Tribe – Enrolled A)</i>

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
25	American Indian Tribe – Descended But Not Enrolled D	<i>(see definition for American Indian Tribe – Descended But Not Enrolled A)</i>	4	numeric	<i>(see codes for American Indian Tribe – Enrolled A)</i>
26	State, Province, or Foreign Country of Permanent Residence	<p>The student’s place of permanent residence. This is not necessarily the residency definition used for tuition or financial aid purposes.</p> <p><a href="#">Use U.S. Postal 2-digit alpha codes.</a> <b>Set codes to all caps.</b></p> <p><b>U.S. Misc. Pacific Island</b> -- An aggregation of nine U.S. territories: Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Island.</p> <p><b>Foreign Country includes:</b></p> <ul style="list-style-type: none"> <li>• International students.</li> <li>• Any other non-U.S. citizens or non-U.S. permanent residents.</li> <li>• If Canadian province is unknown, use foreign country code “FF”.</li> </ul>	2	alpha	<p><b>U.S. State Codes</b>.....actual 2 letter code</p> <p><b>U.S. Territories</b></p> <p>American Samoa ..... AS</p> <p>Federated States of Micronesia..... FM</p> <p>Guam ..... GU</p> <p>Marshall Islands ..... MH</p> <p>Northern Mariana Islands ..... MP</p> <p>Palau ..... PW</p> <p>Puerto Rico ..... PR</p> <p>U.S. Misc. Pacific Island ..... UM</p> <p>U.S. Virgin Islands ..... VI</p>

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26 State,  
Province, or  
Foreign  
Country of  
Permanent  
Residence  
(continued)

**U.S. Military Bases**

U.S. Military Base outside U.S. in Africa,  
Canada, Europe or Middle East .....AE

U.S. Military Base in the Pacific ..... AP

U.S. Military Base in the Americas.....AA

**Canadian Provinces**

Alberta ..... AB

British Columbia ..... BC

Manitoba ..... MB

New Brunswick ..... NB

Newfoundland and Labrador ..... NL

Northwest Territories ..... NT

Nova Scotia..... NS

Nunavut ..... NU

Ontario ..... ON

Prince Edward Island ..... PE

Quebec ..... QC

Saskatchewan ..... SK

Yukon ..... YT

Foreign Country ..... FF

Unavailable..... ZZ

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
27	Award Level	<p>Level of academic award conferred.</p> <p>If a student received more than one award type during a fiscal year, report data in a second record with different award type.</p> <p><b>Sub-baccalaureate awards less than 1 year</b>—a program of study that is completed in less than 900 contact hours (2 semesters or 3 quarters).</p> <p><b>Sub-baccalaureate awards at least 1, but less than 2 years</b>—a program of study that is completed in at least 900 but less than 1,800 contact hours (or at least 30 to 60 credit hours).</p> <p><b>Sub-baccalaureate awards at least 2, but less than 4 years</b>—a program of study that is completed in at least 1,800 but less than 3,600 contact hours or at least 60 but less than 120 credit hours).</p> <p><b>Master’s degree</b>—An award that requires the successful completion of a program of study of generally one or two full-time equivalent academic years of work beyond the bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as “first-professional”, may require more than two full-time equivalent academic years of work.</p>	2	numeric	<p><b>Sub-baccalaureate award</b>—</p> <p>Sub-baccalaureate awards less than 1 academic year ..... 01</p> <p>Sub-baccalaureate awards at least 1, but less than 2 years..... 02</p> <p>Associate degree..... 03</p> <p>Sub-baccalaureate awards at least 2, but less than 4 years..... 04</p> <p><b>Baccalaureate award</b> —</p> <p>Bachelor’s degree ..... 05</p> <p><b>Graduate award</b>—</p> <p>Post-baccalaureate certificate ..... 06</p> <p>Master’s degree ..... 07</p> <p>Post-master’s certificate ..... 08</p> <p>Doctor’s degree –research/ scholarship ..... 09</p> <p>Doctor’s degree –professional practice..... 10</p> <p>Doctor’s degree –other ..... 11</p> <p>Other..... 98</p>



Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
27	Award Level (continued)	<p><b><i>Doctor's degree—research/scholarship</i></b> - A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.</p> <p><b><i>Doctor's degree—professional practice</i></b> - A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or Veterinary Medicine (D.V.M.), and others.</p>			

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
27	Award Level (continued)	<b>Doctor's degree--other</b> - A doctor's degree that does not meet the definition of a doctor's degree--research/scholarship or a doctor's degree--professional practice.			
28	Date Award Conferred	Date award was conferred.  The date would be when award received final administrative approval, not necessarily the date of the graduation ceremony.  Set day of month to "01" if your institution does not specify day.	8	numeric	YYYYMMDD  YYYY = year of award MM = 12 months of the year DD = days of the month, 01 through 31
29	Joint Award	Award jointly conferred by two institutions.  Report the institution code number of the other institution jointly conferring the award.	7	numeric	Minnesota institution.....See Appendix B Out-of-state institution .....222222  Not a joint award .....000000

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
30	Major 1	<p>First major or program of award conferred. Classification of Instructional Program (CIP) code for major, program of study, or departmental affiliation.</p> <p><a href="#">Find codes online here</a>. The CIP codes were developed by the U.S. Department of Education and are the same as those used for reporting under the IPEDS system.</p> <p><b>Note: this field cannot be left blank. A CIP Code must be entered.</b></p>	6	numeric	<p>CIP Code of program</p> <p>Example: 520201</p> <p><b>Office of Higher Education Data Validation Check:</b></p> <p>Do not include decimal points. All 6 numbers must be included; even for CIP Codes starting with a “0”.</p>
31	Major 2	<p>Second major or program for students who double majored with the same award type. Classification of Instructional Program (CIP) code for major, program of study, or departmental affiliation.</p> <p><a href="#">Find codes online here</a>. The CIP codes were developed by the U.S. Department of Education and are the same as those used for reporting under the IPEDS system.</p>	6	numeric	<p>CIP Code of program</p> <p>Did not double major .....999999</p> <p><b>Office of Higher Education Data Validation Check:</b></p> <p>Do not include decimal points. All 6 numbers must be included; even for CIP Codes starting with a “0”.</p>

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
32	Major CIP Code Year	<p>Year of Classification of Instructional Programs (CIP) taxonomy used to report programs of study or majors in Major 1 and Major 2.</p> <p>Find CIP codes online here:</p> <p><a href="#">CIP 2010</a></p> <p><a href="#">CIP 2020</a></p>	4	numeric	<p>Enter the 4 digit year</p> <p>2010..... 2010</p> <p>2020..... 2020</p>

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
33	Cumulative Debt at Graduation	<p>Total dollar amount of cumulative debt incurred by the student for the degree program at the institution.</p> <p>Include loans from all sources known to the institution and made to the student while enrolled at your institution. Do not include loans made to the student's parents, for example federal PLUS loans made to the parents of undergraduate students. Enter the amount in whole numbers without commas.</p> <p>When reporting multiple awards:</p> <ul style="list-style-type: none"> <li>• <b>More than one award in the same year, at different award levels:</b> report same amount for each award.</li> <li>• <b>More than one award in the same year, at the same award level:</b> report same amount for each award.</li> <li>• <b>More than one award in different years:</b> report total debt accumulated at this institution.</li> </ul> <p>The Data Sharing Agreement, included earlier in this manual, describes the legal authority to share this data with OHE.</p>	6	numeric	<p>Actual dollar amount rounded to the nearest dollar.</p> <p>Regular rounding rules apply (round up if .50 or higher, round down if .49 or lower).</p>

# Appendix A – Minnesota County Codes

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Aitkin .....	01	Freeborn .....	24	Meeker .....	47	Scott.....	70
Anoka .....	02	Goodhue.....	25	Mille Lacs .....	48	Sherburne .....	71
Becker.....	03	Grant.....	26	Morrison .....	49	Sibley .....	72
Beltrami.....	04	Hennepin .....	27	Mower.....	50	Stearns.....	73
Benton.....	05	Houston .....	28	Murray .....	51	Steele.....	74
Big Stone .....	06	Hubbard.....	29	Nicollet.....	52	Stevens .....	75
Blue Earth.....	07	Isanti .....	30	Nobles .....	53	Swift.....	76
Brown .....	08	Itasca.....	31	Norman .....	54	Todd.....	77
Carlton.....	09	Jackson .....	32	Olmsted .....	55	Traverse.....	78
Carver .....	10	Kanabec .....	33	Otter Tail .....	56	Wabasha .....	79
Cass.....	11	Kandiyohi.....	34	Pennington .....	57	Wadena .....	80
Chippewa .....	12	Kittson.....	35	Pine .....	58	Waseca .....	81
Chisago .....	13	Koochiching .....	36	Pipestone .....	59	Washington.....	82
Clay.....	14	Lac Qui Parle .....	37	Polk.....	60	Watonwan.....	83
Clearwater .....	15	Lake.....	38	Pope .....	61	Wilkin.....	84
Cook.....	16	Lake of the Woods .....	39	Ramsey.....	62	Winona .....	85
Cottonwood .....	17	Le Sueur .....	40	Red Lake.....	63	Wright.....	86
Crow Wing .....	18	Lincoln .....	41	Redwood.....	64	Yellow Medicine .....	87
Dakota .....	19	Lyon .....	42	Renville .....	65		
Dodge .....	20	McLeod.....	43	Rice.....	66		
Douglas.....	21	Mahnomen.....	44	Rock.....	67		
Faribault .....	22	Marshall.....	45	Roseau .....	68		
Fillmore .....	23	Martin.....	46	St. Louis.....	69		

## Appendix B – Minnesota Postsecondary Institution Codes – Degree-Granting

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Code	Institution		
		1840048	Concordia College
1820015	Academy College	1840057	Concordia University-St. Paul
1840005	Adler Graduate School	1840217	Crown College
1250023	Alexandria Technical & Community College		
1820018	American Academy of Health and Wellness	1250087	Dakota County Technical College
1250032	Anoka Technical College	1820097	Dunwoody College of Technology
0271529	Anoka-Ramsey Community College		
1840011	Augsburg University	0271701	Fond du Lac Tribal & Community College
0260700	Bemidji State University	1840075	Gustavus Adolphus College
1840315	Bethany Lutheran College		
1840020	Bethel University <sup>1</sup>	1840084	Hamline University
		1250274	Hennepin Technical College
1850140	Capella University	1820248	Herzing University
1840039	Carleton College	3071431	Hibbing Community College
3071404	Central Lakes College		
3071547	Century College	1821238	Institute of Production and Recording, The
1840164	College of Saint Benedict	0271574	Inver Hills Community College
1840226	College of St. Scholastica, The	0271440	Itasca Community College

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<sup>1</sup> As of fall 2018, Bethel no longer reports separately for Bethel Seminary

3071761	Lake Superior College	1840321	Oak Hills Christian College
1860100	Leech Lake Tribal College		
		1250201	Pine Technical & Community College
1840100	Macalester College		
1840066	Martin Luther College	0271556	Rainy River Community College
3071501	Mesabi Range College	1820396	Rasmussen University
0261763	Metropolitan State University	1844400	Red Lake Nation College
1840119	Minneapolis College of Art and Design	3071459	Ridgewater College
3071510	Minneapolis Community & Technical College	3071397	Riverland Community College
1250600	Minnesota State College-Southeast Technical	3071486	Rochester Community and Technical College
1250800	Minnesota State Community and Technical College		
0260728	Minnesota State University Moorhead	1840182	Saint John's University
0260719	Minnesota State University, Mankato	1840191	Saint Mary's University of Minnesota
3071468	Minnesota West Community & Technical College	1250256	Saint Paul College
1850063	Mitchell Hamline School of Law	1250700	South Central College
		0261754	Southwest Minnesota State University
		1840173	St. Catherine University
0271565	Normandale Community College	0260737	St. Cloud State University
1840137	North Central University	1250247	St. Cloud Technical & Community College
0271538	North Hennepin Community College	1840208	St. Olaf College
3071495	Northland Community & Technical College		
1250050	Northwest Technical College	1810044	University of Minnesota Crookston
1850116	Northwestern Health Sciences University	1810017	University of Minnesota Duluth
		1810035	University of Minnesota Morris



1810065	University of Minnesota Rochester
1810026	University of Minnesota Twin Cities
1840146	University of Northwestern - St. Paul
1840244	University of St. Thomas
0271477	Vermilion Community College
1840280	Walden University
1860200	White Earth Tribal & Community College
0260746	Winona State University