
Student Databases Manual

Non-Degree-Granting Institutions

Specifications for reporting student data for academic year 2021-2022

Updated January 2022

Author**Steve Rogness**

Research Analyst

Tel: 651-259-3917

Steve.Rogness@state.mn.us

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.

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108-5227

Tel: 651.642.0567 or 800.657.3866

TTY Relay: 800.627.3529

Fax: 651.642.0675

E-mail: info.ohe@state.mn.us

www.ohe.state.mn.us



Table of Contents

| | |
|--|-------------------------------------|
| Table of Contents | 1 |
| About this Manual | 3 |
| Authorizing Legislation | 3 |
| Manual Use | 4 |
| Purpose | 4 |
| Statewide Longitudinal Education Data System..... | 4 |
| SLEDs brings together data from education and workforce to: | 4 |
| Data Privacy | 5 |
| Maintaining the Privacy (Security) of Individual Information | 5 |
| Who to Include | 6 |
| Student Enrollment Data | 6 |
| Include Students Who Are: | Error! Bookmark not defined. |
| Exclude Students Who Are: | Error! Bookmark not defined. |
| Awards Conferred Data..... | 6 |
| Include These Records: | 6 |
| Exclude These Records:..... | 6 |
| Reporting Schedule | 7 |
| Enrollment Data | 7 |
| Institutions or Training Providers with Academic Terms:..... | 7 |
| Institutions or Training Providers without Academic Terms: | 7 |
| Due Dates | 7 |
| Awards Conferred Data..... | 8 |
| Reporting Period..... | 8 |
| Due Date | 8 |
| Submitting Data Electronically | 9 |
| Spreadsheet Format—Instructions..... | 9 |

| | |
|---|-----------|
| Data Upload Instructions..... | 10 |
| Upload Data File | 11 |
| ENROLLMENT AND AWARDS CONFERRED DATA SHARING AGREEMENT | 12 |
| Between «Institution_X» and the Minnesota Office of Higher Education..... | 12 |
| Attachment A | 20 |
| Enrollment Data Dictionary..... | 25 |
| Awards Conferred Dictionary | 52 |
| Appendix A – Minnesota County Codes | 65 |
| Appendix B – Minnesota Postsecondary Institution Codes – Degree-Granting | 66 |

About this Manual

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 and training providers. 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 and training provider 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

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 non-credit 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 or Training Providers 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 or Training Providers 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 reporting periods.

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](#). Only institutions required to report 2020-2021 data need to submit this file. **ETPL training providers new to this data collection do not need to submit awards conferred data until March 2023.**

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

Submitting Data Electronically

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 29 data fields for student enrollment and 15 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 page 25 for enrollment and page 52 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.

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 29 data fields requested for student enrollment data, therefore, there should be 29 columns of data (A to AC) in the spreadsheet submitted for student enrollment data.

Conversely, there are 15 data fields requested for awards conferred data, therefore, there should be 15 columns (A to O) 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 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 level data to OHE. OHE collects data on individuals enrolled in Minnesota private and public postsecondary institutions and training providers, and individuals conferred degrees and other formal awards (diplomas or certificates) upon successful completion of a program of study. OHE uses these data to inform state decision making on higher education policies, programs and practices.

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

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

Parties

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

Legal Authority for Data Sharing

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

Purpose and Scope

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

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

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

Duties

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

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

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

Name: _____

and Title: _____, or
their successor.

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

- e. Understand and comply with all provisions of this Agreement.

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

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

Data Practices Provisions

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

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

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

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

29. **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.

Andrew D. Wold

General Counsel

Minnesota Office of Higher Education

Date

Name: _____

Date

Title: _____

«Institution_X»

Attachment A

Data Elements to be Shared

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

Enrollment Data

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

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

Awards Conferred

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

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

Attachment B

Minnesota Office of Higher Education

Data Suppression Policy for Student Information

Purpose

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

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

Scope

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

Policy

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

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

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

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

In addition to suppressing small cells, OHE may:

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

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

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

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

Definitions

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

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

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

Classification of Information

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

Enrollment Data Dictionary

| Field Order | Title | Alpha Numeric | Field Length | Data Dictionary Page Number |
|-------------|---------------------------------------|---------------|--------------|-----------------------------|
| 1 | FISCAL YEAR | N | 4 | 26 |
| 2 | INSTITUTION CODE | N | 7 | 26 |
| 3 | TERM SEASON | N | 1 | 27 |
| 4 | TERM START DATE | N | 8 | 28 |
| 5 | TERM END DATE | N | 8 | 28 |
| 6 | TERM TYPE | N | 1 | 28 |
| 7 | STUDENT LAST NAME | A | 50 | 29 |
| 8 | STUDENT FIRST NAME | A | 50 | 29 |
| 9 | STUDENT MIDDLE NAME | A | 50 | 29 |
| 10 | SOCIAL SECURITY NUMBER | A | 9 | 29 |
| 11 | SEX | A | 1 | 30 |
| 12 | BIRTHDATE | N | 8 | 31 |
| 13 | RACIAL/ETHNIC ORIGIN | N | 1 | 32 |
| 14 | VETERAN/MILITARY STATUS | N | 1 | 33 |
| 15 | CITIZENSHIP STATUS | N | 1 | 33 |
| 16 | STATE, PROVINCE OF RESIDENCE | A | 2 | 34 |
| 17 | MINNESOTA COUNTY OF RESIDENCE | N | 2 | 36 |
| 18 | ZIP CODE | A | 5 | 36 |
| 19 | REGISTRATION TYPE | N | 1 | 37 |
| 20 | STUDENT LEVEL | N | 2 | 40 |
| 21 | AWARD SEEKING | N | 1 | 42 |
| 22 | MAJOR 1 | N | 6 | 43 |
| 23 | MAJOR CIP CODE YEAR | N | 4 | 43 |
| 24 | AWARD LEVEL 1 | N | 2 | 44 |
| 25 | UNIT OF INSTRUCTIONAL MEASURE | N | 1 | 47 |
| 26 | REGULAR INSTRUCTIONAL UNITS ATTEMPTED | N | 7 | 48 |
| 27 | REGULAR INSTRUCTIONAL UNITS COMPLETED | N | 7 | 49 |
| 28 | ACCUMULATED UNITS | N | 9 | 50 |
| 29 | TRANSFER INSTRUCTIONAL UNITS | N | 9 | 51 |

| 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>FISCAL YEAR NOTES</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 summer term data, should be the fiscal year the summer session(s) begins, 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, find your institution code online . |

| | | | | | |
|----|-------------|---|---|---------|---|
| 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>Enrollment data reporting period will be end of term.</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>Interim terms - include short terms such as “J Term”, “May Term” that are distinct from the usual fall or spring terms.</p> <p>Summer session 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>Institutions without distinct academic terms (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> |
|----|-------------|---|---|---------|---|

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|-----------------|---|--------------|------------------|--|
| 04 | Term Start Date | Date term reported in Term Season (field 03) begins for the institution. Summer sessions —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 Term Season (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. Other 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 Office of Higher Education Data Validation Check: Term Type should match data type in Unit of Instructional Measure (field 25). |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|------------------------|--|--------------|------------------|--|
| 07 | Student's Last Name | <p>The combination of letters by which the student is legally known.</p> <p>STUDENT'S NAME NOTES</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. |
| 08 | Student's First Name | Legal first name; no nicknames. | 50 | alpha | Student's first name. |
| 09 | Student's Middle Name | <p>Legal full middle name, or initial, if full middle name not available.</p> <p>If no middle name or initial, leave blank.</p> | 50 | alpha | Student's middle name. |
| 10 | 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.....000000000</p> |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|-------|--|--------------|------------------|---|
| 11 | 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>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 |
|-------------|------------|---|--------------|------------------|---|
| 12 | Birth Date | <p>The date of birth as designated on the student's legal birth registration or certificate.</p> <p>BIRTHDATE NOTES</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 |
|-------------|----------------------|---|--------------|------------------|---|
| 13 | Racial/Ethnic Origin | <p>The racial/ethnic group as reported by the student. This is the group with which the student identifies.</p> <p>Black or African American—a student having origins in any of the black racial groups of Africa.</p> <p>American Indian or Alaska Native— 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>Asian—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>Hispanic or Latino — a student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p> <p>White— a student having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p>Native Hawaiian or Other Pacific Islander— a student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>International Student— 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 |
|-------------|--------------------------------|--|--------------|------------------|--|
| 14 | Veteran or Military Status | <p>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.</p> <p>Veteran status may be self-reported or based on a student receiving veteran's financial aid benefits.</p> | 1 | numeric | <p>Veteran or active military 1</p> <p>Active reserve or National Guard member 2</p> <p>Not a veteran or in the active military..... 3</p> <p>Unavailable or do not know 9</p> |
| 15 | Citizenship/Immigration Status | <p>Citizenship status of the student.</p> <p>Non–U.S. citizen, non-resident—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.</p> <p>This student's permanent residence in <i>State, Province, or Foreign Country of Residence</i> (field 16) would be foreign country ("FF") or one of the Canadian province codes.</p> | 1 | numeric | <p>U.S. citizen 1</p> <p>Non–U.S. citizen, permanent resident 2</p> <p>Non–U.S. citizen, non-resident 3</p> <p>Unavailable..... 9</p> |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|--|---|--------------|------------------|---|
| 16 | 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>Use U.S. Postal 2-digit alpha codes. Set codes to all caps.</p> <p><i>U.S. Misc. Pacific Island</i> — 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><i>Foreign Country includes:</i></p> <ul style="list-style-type: none"> • International students. • Any other non-U.S. citizens or non-U.S. permanent residents. • If Canadian province is unknown, use foreign country code “FF”. | 2 | alpha | <p>U.S. State Codes.....actual 2 letter code</p> <p>U.S. Territories</p> <p>American SamoaAS</p> <p>Federated States of Micronesia.....FM</p> <p>GuamGU</p> <p>Marshall IslandsMH</p> <p>Northern Mariana IslandsMP</p> <p>PalauPW</p> <p>Puerto RicoPR</p> <p>U.S. Misc. Pacific IslandUM</p> <p>U.S. Virgin IslandsVI</p> |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|--|----------------------------|--------------|------------------|--|
| 16 | State, Province, or Foreign Country of Permanent Residence (continued) | | | | <p>U.S. Military Bases</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>Canadian Provinces</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 |
|-------------|---|---|--------------|------------------|---|
| 17 | 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 lookup what county cities are located.</p> <p>Unavailable—if Minnesota county of residence is not known use code "99".</p> <p>MINNESOTA COUNTY NOTES</p> <p>This field will be checked with <i>State, Province, or Foreign County of Permanent Residence</i> (field 16) 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 lookup what county cities are located.</p> <p>Not a Minnesota resident 90</p> <p>Unavailable..... 99</p> |
| 18 | ZIP Code | <p>ZIP Code of student's permanent residence.</p> <p>Look up U.S. ZIP Code.</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 |
|-------------|-------------------|---|--------------|------------------|--|
| 19 | Registration Type | <p>Registration or administrative status of the student during this reporting period.</p> <p><i>New entering undergraduate student</i>—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><i>New undergraduate with formal transfer status</i>—a student who is transferring credits from another postsecondary institution and who is formally classified as a transfer student.</p> <p><i>New undergraduate transferring credits without formal transfer status</i>—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><i>Unclassified students should be coded either "16" or "18" in student level. Or "19" if a secondary student.</i></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 |
|-------------|-------------------------------|--|--------------|------------------|----------------------|
| 19 | Registration Type (continued) | <p><i>New undergraduate with previous postsecondary enrollment but not transferring credits</i>—a student who previously attended another postsecondary institution and is newly enrolled 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><i>New graduate student (beyond bachelor's degree)</i>—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><i>Unclassified student</i>—includes a student in the following categories:</p> <ul style="list-style-type: none"> • A high school (secondary) student dual-enrolled. • A student who cannot be placed in any of the categories. • Adult special students. | | | |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|-------------------------------|---|--------------|------------------|----------------------|
| 19 | Registration Type (continued) | <p><i>Continuing student</i>—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"> • 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. • 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. <p><i>Re-admitted or non-continuous student</i>—use this category if your institution has a formal re-admitted process and can identify students as such.</p> | | | |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|---------------|---|--------------|------------------|--|
| 20 | Student Level | <p>Level of instruction in which student is classified during this reporting period.</p> <p>Secondary (high school) student—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>Undergraduates</p> <p>Freshman—</p> <ul style="list-style-type: none"> For baccalaureate institutions, a student at the freshman level as defined by your institution. For subbaccalaureate institutions, a student in the first year of a sub-baccalaureate program. <p>Sophomore—</p> <ul style="list-style-type: none"> For baccalaureate institutions, a student at the sophomore level as defined by your institution. For sub-baccalaureate institutions, a student in the second year or beyond of a sub-baccalaureate program. <p>Junior—for baccalaureate institutions, a student at the junior level as defined by your institution.</p> <p>Senior—for baccalaureate institutions, a student at the senior level as defined by your institution.</p> | 2 | numeric | <p>Undergraduates:</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>Graduate level (beyond bachelor’s degree):</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> <div> <p>Office of Higher Education Data Validation Check:</p> <p>Secondary students should also be coded as unclassified in registration type (field 19) and non-award seeking in award seeking (field 21).</p> </div> |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|---------------------------|---|--------------|------------------|----------------------|
| 20 | Student Level (continued) | <p><i>Unclassified undergraduate</i>—a student enrolled for undergraduate credit who cannot be defined by the above classification.</p> <p>Graduate Level (beyond bachelor’s degree)</p> <p><i>Graduate</i>—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><i>Unclassified graduate</i>—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 |
|-------------|---------------|---|--------------|------------------|---|
| 21 | 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><i>Award seeking (degrees or other non-degree awards such as certificate or diploma) includes:</i></p> <ul style="list-style-type: none"> • 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 • students attending your institution with the explicit intent to transfer to another institution to earn an award • students enrolled in a joint program with another institution where the other institution officially awards the degree, certificate or diploma. <p><i>Non-award seeking includes:</i></p> <ul style="list-style-type: none"> • 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 • high school students enrolled in dual credit programs. | 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> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>Office of Higher Education Data Validation Check:</p> <p>If student is NOT award seeking then Major 1 (field 22) should be “999999” and Award Level 1 (field 24) should be “99”.</p> </div> |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|---------------------|--|--------------|------------------|--|
| 22 | Major 1 | <p>Classification of Instructional Program (CIP) code for most recently declared major, program of study, or departmental affiliation.</p> <p>Find codes online here. 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>Not seeking an award – these students would also be classified as “non-degree seeking” in <i>Award Seeking</i> (field 21).</p> | 6 | numeric | <p>Degree, Diploma, Certificate Seeking Students—</p> <p>CIP Code of program</p> <p>Example: 520201</p> <p>Unavailable, undeclared, or not seeking an award 999999</p> <div> <p>Office of Higher Education Data Validation Check:</p> <p>Do not include decimal points. All 6 numbers must be included; even for CIP Codes starting with a “0”.</p> </div> |
| 23 | 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>CIP 2010</p> <p>CIP 2020</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 |
|-------------|---------------|--|--------------|------------------|---|
| 24 | Award Level 1 | <p>Level of academic award student is attempting if seeking a diploma, certificate or degree from your institution.</p> <p><i>Sub-baccalaureate awards less than 1 year</i>—a program of study that is completed in less than 900 contact hours (2 semesters or 3 quarters).</p> <p><i>Sub-baccalaureate awards at least 1, but less than 2 years</i>—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><i>Sub-baccalaureate awards at least 2, but less than 4 years</i>—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><i>Master's degree</i>—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>Sub-baccalaureate award—</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>Baccalaureate award —</p> <p>Bachelor's degree 05</p> <p>Graduate award—</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 |
|-------------|---------------------------|--|--------------|------------------|----------------------|
| 24 | Award Level 1 (continued) | <p><i>Doctor's degree—other</i> - 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><i>Unavailable</i> includes:</p> <ul style="list-style-type: none"> • A student who is not seeking a formal award (degree, diploma or certificate). This is a non-degree seeking student. • Student's specific degree level is not available. | | | |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|-----------------------------------|---|--------------|------------------|--|
| 25 | 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 | <p>Quarter Hour 1</p> <p>Semester Hour 2</p> <p>Clock Hour 3</p> <p>Course..... 4</p> <p>Competency 5</p> <p>Other..... 6</p> <div> <p>Office of Higher Education Data Validation Check:</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> </div> |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|---|--|--------------|---|--|
| 26 | Regular Instructional Units Attempted | <p>The total number of instructional units (credits, clock hours, etc.) in regular courses for which a student attempted - after the add/drop period - at the beginning of this reporting period.</p> <p>No regular units attempted—</p> <ul style="list-style-type: none"> student did not enroll in regular instructional activity; or your institution does not offer this type of instruction. | 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> <div> <p>Office of Higher Education Data Validation Check:</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> </div> |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|---------------------------------------|--|--------------|--|--|
| 27 | Regular Instructional Units Completed | <p>The total number of instructional units in regular courses which the student completed 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><i>No regular units completed—</i></p> <ul style="list-style-type: none"> • student did not complete any regular instructional activity; or • your institution does not offer this type of instruction. | 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> <div> <p>Office of Higher Education Data Validation Check:</p> <p>Regular Units Completed should be less than or equal to Regular Units Attempted (field 26).</p> <p>Clock hour schools should report how many hours a student completed at the end of the six-month reporting period.</p> </div> |

| Field Order | Title | Enrollment Data Definition | Field Length | Alpha or Numeric | Enrollment Data Code |
|-------------|---------------------------------|---|--------------|--|---|
| 28 | 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"> • successfully completing courses (regular or remedial) at your institution • accepting transfer credits from other institutions • awarding credits for pre-college activities such as Advanced Placement courses, CLEP, dual credit or other courses • awarding credits earned for prior learning assessment or military service. <p>No accumulated units—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</p> <p>1200 clock hours = 1200.00</p> <p>No accumulated units0.00</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 |
|-------------|------------------------------|--|--------------|---|--|
| 29 | 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>Transfer Instructional Units reported here should also be reported in Accumulated Instructional Units (field 28).</p> <p>No transfer units—no instructional units have been transferred from another institution.</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

| Field Order | Title | Alpha Numeric | Field Length | Data Dictionary Page Number |
|-------------|-------------------------------|---------------|--------------|-----------------------------|
| 1 | FISCAL YEAR | N | 4 | 53 |
| 2 | INSTITUTION CODE | N | 7 | 53 |
| 3 | STUDENT LAST NAME | A | 50 | 54 |
| 4 | STUDENT FIRST NAME | A | 50 | 54 |
| 5 | STUDENT MIDDLE NAME | A | 50 | 54 |
| 6 | SOCIAL SECURITY NUMBER | A | 9 | 54 |
| 7 | SEX | A | 1 | 55 |
| 8 | BIRTHDATE | N | 8 | 56 |
| 9 | RACIAL/ETHNIC ORIGIN | N | 1 | 57 |
| 10 | STATE, PROVINCE OF RESIDENCE | A | 2 | 58 |
| 11 | AWARD LEVEL | N | 2 | 60 |
| 12 | DATE AWARD CONFERRED | N | 8 | 62 |
| 13 | FIRST MAJOR | N | 6 | 62 |
| 14 | MAJOR CIP CODE YEAR | N | 4 | 63 |
| 15 | CUMULATIVE DEBT AT GRADUATION | N | 6 | 64 |

| 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> <div> <p>FISCAL YEAR NOTES</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> </div> | 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, find your institution code online . |

| 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>STUDENT'S NAME NOTES</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.....000000000</p> |

| Field Order | Title | Awards Conferred Data Definition | Field Length | Alpha or Numeric | Awards Conferred Data Code |
|-------------|-------|--|--------------|------------------|--|
| 07 | 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>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 |
|-------------|------------|---|--------------|------------------|---|
| 08 | Birth Date | <p>The date of birth as designated on the student's legal birth registration or certificate.</p> <p>BIRTHDATE NOTES</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 |
|-------------|----------------------|---|--------------|------------------|---|
| 09 | Racial/Ethnic Origin | <p>The racial/ethnic group as reported by the student. This is the group with which the student identifies.</p> <p>Black or African American—a student having origins in any of the black racial groups of Africa.</p> <p>American Indian or Alaska Native— 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>Asian—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>Hispanic or Latino — a student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p> <p>White— a student having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p>Native Hawaiian or Other Pacific Islander— a student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>International Student— 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 | <p>Black or African American 1</p> <p>American Indian or Alaska Native 2</p> <p>Asian 3</p> <p>Hispanic or Latino 4</p> <p>White 5</p> <p>Native Hawaiian or Other Pacific Islander 6</p> <p>Two or more races 7</p> <p>International student 8</p> <p>Unavailable..... 9</p> |

| Field Order | Title | Awards Conferred Data Definition | Field Length | Alpha or Numeric | Awards Conferred Data Code |
|-------------|--|--|--------------|------------------|--|
| 10 | State, Province, or Foreign Country of Permanent Residence | <p>The student's place of permanent residence.</p> <p>This is not necessarily the residency definition used for tuition or financial aid purposes.</p> <p>Use U.S. Postal 2-digit alpha codes. Set codes to all caps.</p> <p>U.S. Misc. Pacific Island -- 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>Foreign Country includes:</p> <ul style="list-style-type: none"> • International students. • Any other non-U.S. citizens or non-U.S. permanent residents. • If Canadian province is unknown, use foreign country code "FF". | 2 | alpha | <p>U.S. State Codes.....actual 2 letter code</p> <p>U.S. Territories</p> <p>American SamoaAS</p> <p>Federated States of Micronesia.....FM</p> <p>GuamGU</p> <p>Marshall IslandsMH</p> <p>Northern Mariana IslandsMP</p> <p>PalauPW</p> <p>Puerto Rico.....PR</p> <p>U.S. Misc. Pacific IslandUM</p> <p>U.S. Virgin IslandsVI</p> |

10 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 EastAE

U.S. Military Base in the PacificAP

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 |
|-------------|-------------|--|--------------|------------------|---|
| 11 | 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>Sub-baccalaureate awards less than 1 year—a program of study that is completed in less than 900 contact hours (2 semesters or 3 quarters).</p> <p>Sub-baccalaureate awards at least 1, but less than 2 years—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>Sub-baccalaureate awards at least 2, but less than 4 years—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>Master's degree—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>Sub-baccalaureate award—</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>Baccalaureate award —</p> <p>Bachelor's degree 05</p> <p>Graduate award—</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 |
|-------------|----------------------------|---|--------------|------------------|----------------------------|
| 11 | Award Level (continued) | <p><i>Doctor's degree— research/scholarship</i> - 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><i>Doctor's degree—professional practice</i> - 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 |
|-------------|-------------------------|---|--------------|------------------|---|
| 11 | Award Level (continued) | <i>Doctor's degree–other</i> - A doctor's degree that does not meet the definition of a doctor's degree–research/scholarship or a doctor's degree–professional practice. | | | |
| 12 | Date Award Conferred | <p>Date award was conferred.</p> <p>The date would be when award received final administrative approval, not necessarily the date of the graduation ceremony.</p> <p>Set day of month to "01" if your institution does not specify day.</p> | 8 | numeric | <p>YYYYMMDD</p> <p>YYYY = year of award</p> <p>MM = 12 months of the year</p> <p>DD = days of the month, 01 through 31</p> |
| 13 | Major 1 | <p>First major or program of award conferred.</p> <p>Classification of Instructional Program (CIP) code for major, program of study, or departmental affiliation.</p> <p>Find codes online here. 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>Note: this field cannot be left blank. A CIP Code must be entered.</p> | 6 | numeric | <p>CIP Code of program</p> <p>Example: 520201</p> <p>Office of Higher Education Data Validation Check:</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 |
|-------------|---------------------|--|--------------|------------------|---|
| 14 | 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>CIP 2010</p> <p>CIP 2020</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 |
|-------------|-------------------------------|---|--------------|------------------|---|
| 15 | Cumulative Debt at Graduation | <p>Total dollar amount of cumulative debt incurred by the student for the award level at the institution or provider. Only required for institutions or providers participating in the Minnesota State Grant or SELF Loan programs.</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"> • More than one award in the same year, at different award levels: report same amount for each award. • More than one award in the same year, at the same award level: report same amount for each award. • More than one award in different years: report total debt accumulated at this institution. <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

| | | | |
|--------------------|----------------------------|--------------------|--------------------------|
| Aitkin01 | Fillmore..... 23 | Marshall45 | Rock 67 |
| Anoka02 | Freeborn..... 24 | Martin46 | Roseau..... 68 |
| Becker.....03 | Goodhue..... 25 | Meeker47 | St. Louis 69 |
| Beltrami.....04 | Grant..... 26 | Mille Lacs48 | Scott..... 70 |
| Benton05 | Hennepin 27 | Morrison49 | Sherburne 71 |
| Big Stone06 | Houston 28 | Mower.....50 | Sibley 72 |
| Blue Earth.....07 | Hubbard..... 29 | Murray51 | Stearns..... 73 |
| Brown08 | Isanti 30 | Nicollet.....52 | Steele..... 74 |
| Carlton.....09 | Itasca..... 31 | Nobles53 | Stevens 75 |
| Carver10 | Jackson 32 | Norman54 | Swift..... 76 |
| Cass.....11 | Kanabec 33 | Olmsted55 | Todd..... 77 |
| Chippewa12 | Kandiyohi..... 34 | Otter Tail56 | Traverse..... 78 |
| Chisago.....13 | Kittson..... 35 | Pennington57 | Wabasha 79 |
| Clay.....14 | Koochiching 36 | Pine58 | Wadena 80 |
| Clearwater15 | Lac Qui Parle 37 | Pipestone59 | Waseca 81 |
| Cook.....16 | Lake..... 38 | Polk.....60 | Washington..... 82 |
| Cottonwood17 | Lake of the Woods 39 | Pope61 | Watonwan..... 83 |
| Crow Wing18 | Le Sueur..... 40 | Ramsey.....62 | Wilkin..... 84 |
| Dakota19 | Lincoln 41 | Red Lake.....63 | Winona 85 |
| Dodge20 | Lyon 42 | Redwood.....64 | Wright..... 86 |
| Douglas.....21 | McLeod 43 | Renville65 | Yellow Medicine 87 |
| Faribault22 | Mahnomen..... 44 | Rice.....66 | |

Appendix B – Minnesota Postsecondary Institution Codes – Non-Degree-Granting Institutions and ETPL Training Providers

| Code | Institution | | |
|---------|---|---------|--|
| | | 1820569 | Empire Beauty School (Bloomington) |
| 1820032 | 160 Driving Academy | 1826730 | Empire Beauty School (Spring Lake Park) |
| 1829043 | Accelerated School of Nursing Assistant | | |
| 1824675 | American Institute of Nondestructive Testing | 1821900 | Goodwill/Easter Seals Minnesota |
| 1825670 | American Nursing & Technical Institute | | |
| 5150972 | ARCH Language Network | 1820130 | Hastings Beauty School Inc. |
| 1825421 | Atelier Academy | 5040500 | Hawk Ridge Systems |
| 4000117 | AV8 Flight School | 1822651 | Hennepin County Medical Center |
| 1823350 | Avalon School of Cosmetology | 1820748 | Hired |
| 1820943 | Aveda Institute Minneapolis | | |
| 1821200 | Avivo Institute of Career and Technical Education | 1828017 | Interstate Truck Driving School of Minnesota |
| | | | |
| 4000075 | Benedictine Living Community - Winona | 1820023 | Koehler-Dramm's Institute of Floristry |
| 1821300 | Brainco | | |
| 1821178 | Bravura Training | 1824410 | Learning Journeys International Center of Coaching |
| | | | |
| 1820560 | Collaborative Leadership Team | 1825110 | Manufacturers Alliance |
| 1820038 | CompTIA Tech Career Academy | 4000141 | Mayle Trans Truck Driving School |
| 4000115 | CPR4LIFE | 1823715 | Medspa Institute of America |
| | | 1829070 | Minnesota Commercial Diving Training Center |
| 1824713 | Devanadi School of Yoga and Wellness | 1820311 | Minnesota School of Barbering |

| | | | |
|--------------------------------------|---|---------|--------------------------------------|
| 1824380 | Minnesota School of Beauty | | |
| 1820813 | Minnesota School of Cosmetology (Plymouth) | 1821005 | Takoda Institute of Higher Education |
| 1820809 | Minnesota School of Cosmetology (Woodbury) | 1821406 | The Institute of Advanced Aesthetics |
| 1820991 | Minnesota School of Horseshoeing | 1829945 | The Software Guild |
| 4000108 | Minnesota Truck and Trailer School, Inc. | 1820100 | The Travel Academy |
| 1820649 | Model College of Hair Design | 1820136 | Townsend Barber Institute |
| 4000119 | Moler Barber School | | |
| 1821202 | Montessori Training Center of Minnesota | 1860500 | Watermark Learning |
| | | | |
| 1829650 | National Able Network - IT Career Lab | | |
| 1829320 | New Horizons Computer Learning Center | | |
| 1820701 | Nova Academy of Cosmetology (Mankato) | | |
| 1825080 | Nova Academy of Cosmetology (Rochester) | | |
| | | | |
| 1821159 | Ohana School of Massage | | |
| | | | |
| 1824450 | PCI Academy | | |
| 4000109 | Petra V Pro | | |
| 1829010 | Professional Salon Academy | | |
| 1825372 | Project for Pride in Living | | |
| | | | |
| 1822323 | Scofield Nursing Assistant Training Center | | |
| 1821103 | Summit Academy Opportunities Industrialization Center | | |
| 7000001 | SW ABE Consortium | | |
| Minnesota Office of Higher Education | | | |