



Student Databases Manual

Specifications for reporting student data for academic year 2020-2021

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About the Minnesota Office of Higher Education

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

The Minnesota State Grant Program is the largest financial aid program administered by the Office of Higher Education, awarding up to \$207 million in need-based grants to Minnesota residents attending accredited institutions in Minnesota. The agency oversees tuition reciprocity programs, a student loan program, Minnesota's 529 College Savings Plan, licensing and early college awareness programs for youth.

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About this Manual

This Manual contains specifications for reporting data to the Minnesota Office of Higher Education for the state's two student data bases, *Student Enrollment Record Data Base (SERDB)*, and *Awards Conferred* maintained by the Office of Higher Education Research and Program Services division.

The SERDB, established in 1983, contains data on students enrolled in Minnesota private and public postsecondary institutions. The Awards Conferred Data Base 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 under 34 C.F.R. § 99.31(a)(3)(iv). OHE is authorized by State and Federal laws 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).

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); subject to 20 U.S.C. § 1232g (b)(3) and 34 C.F.R. § 99.35,

2. 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 2004, 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), were amended to read:

Subd. 18.

- (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.

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 degrees 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.
- To allocate campus-based financial aid.

Statewide Longitudinal Education Data System

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

SLEDS brings together data from education and workforce to:

- Identify the most viable pathways for individuals in achieving successful outcomes in education and work;
- Inform decisions to support and improve education and workforce policy and practice, and
- Assist in creating a more seamless education and workforce system for all Minnesotans.

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

Data Privacy

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

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

Maintaining the Privacy (Security) of Individual Information

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

[MN.IT Services](#) (the Information Technology agency for Minnesota's executive branch government) procedures and security measures include but is 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,
- 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, and

- 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.

The Office of Higher Education procedures and security measures include but is 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, and
- masking data to ensure that the confidentiality of personally identifiable information from individual records is maintained in all public reporting, 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.

Exclude Students Who Are:

- Enrolled exclusively in courses or other activities not creditable toward a formal award or the completion of a vocational program.
- Exclusively taking continuing education units (CEU's).
- Exclusively auditing classes.
- Exclusively enrolled in any branch campus located outside of Minnesota.

Awards Conferred Data

Include These Records:

- One record for each distinct degree and/or award conferred to a student during the reporting period.
- 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 (or two master's degrees, *e.g.*, M.B.A. and M.A.), 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.

The data reporting schedule used depends on whether your institution has distinct academic terms. Most institutions have distinct academic terms, although some private career schools with clock-hour based instruction do not.

Institutions with Academic Terms:

Report student enrollment data for each term 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 term.

Institutions without Academic Terms:

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

Due Dates

Student enrollment data are due at the Office of Higher Education twice a year, on **March 30th** (or the date of the IPEDS spring closeout date for that year if your institution reports IPEDS data) and

November 15th. If these deadlines fall on a weekend, the deadline will shift to the following Monday.

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
2020	July	March 30th*	2021
2020	August		
2020	September		
2020	October		
2020	November		
2020	December		
2021	January	November 15th*	2021
2021	February		
2021	March		
2021	April		
2021	May		
2021	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, 2021 will be for the previous academic year, which ended in June 2020:

July 1, 2019 through June 30, 2020.

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 51 data fields for student enrollment and 17 data fields for awards conferred. **Do not include headers**.
- Spreadsheet. See below for instructions.

With either format, make sure your data items are in the order specified on pages 21 and 22 for enrollment and page 67 for awards conferred.

Spreadsheet Format—Instructions

A spreadsheet template for your use [can be downloaded from our Web site](#) 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 51 data fields requested for student enrollment data, therefore, there should be 51 columns of data (A to AY) in the spreadsheet submitted for student enrollment data.

Conversely, there are 17 data fields requested for awards conferred data, therefore, there should be 17 columns (A to Q) 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 Web site:

<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 one of the campuses/schools 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/spreadsheets.

- Enrollment data** (due in March; for previous summer and/or fall terms. Combine multiple terms into one data file.)
- Enrollment data** (due in November; for previous winter, spring and/or summer terms. Combine multiple terms into one data file.)
- Awards Conferred data** (due in March; for completers during previous 12-month academic year July 1 through June 30)

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

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

Directions:

5. Click the “**browse**” 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 DATA SHARING AGREEMENT

Between the Minnesota Office of Higher Education and Institution X

The Institution X is an educational agency or institution subject to the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and 34 C.F.R. 99 (FERPA). The Minnesota Office of Higher Education (OHE) is an educational authority under 34 C.F.R. § 99.31(a)(3)(iv). OHE is authorized by State and Federal laws 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). This Agreement sets forth the conditions and provisions of FERPA and Minnesota Government Data Practices Act (MGDPA) Chapter 13 specifically applicable to OHE in connection with Institution X's disclosure of personally identifiable education records (education records) to OHE in furtherance of its statutory responsibilities stated at Minn. Stat. § 136A.01 et seq., and for the Minnesota P-20W Statewide Longitudinal Education Data System (SLEDS) project.

OHE acknowledges and agrees that all education records provided by Institution X to OHE pursuant to this Agreement, and all data created, collected, received, stored, used, maintained, or disseminated in accordance with this Agreement, are subject to applicable privacy laws, including FERPA and the MGDPA, and OHE agrees for the protection and benefit of Institution X and Institution X's students to comply with all applicable laws in connection with data provided to OHE by Institution X under this Agreement.

Pursuant to Minn. Stat. § 136A.01 et seq. and this Agreement, Institution X shall provide education records to OHE in accordance with the attached Appendix A 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 Institution X's behalf, as permitted by 20 U.S.C. § 1232g(b)(1)(F) and 34 C.F.R. § 99.31(a)(6). 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.

Institution X and the OHE specifically understand and agree that education records provided by Institution X to OHE under this Agreement are subject to the following terms and conditions:

1. 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 Minn. Stat. § 136A.01 et seq. and for use in SLEDS as further described and limited herein. 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.
2. For education records provided to OHE pursuant to 34 C.F.R. § 99.31(a)(6)(i) and 34 C.F.R. § 99.35, the parties agree that OHE research and reporting, including 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, that it is of indefinite duration, and that the information to be disclosed is described in this Agreement and the SLEDS Data Access and Management Policy.
 - a. OHE shall conduct all research and reporting, including SLEDS, in a manner that does not permit identification of the institution providing the education records by individuals other than representatives of OHE except where permission for release is granted by the institution.
 - b. 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.
 - c. Permission for release of institution identification pursuant to data shared under this Agreement is granted in the following circumstances:
 - i. Summary data published pursuant to state or federal mandate, including but not limited to Minn. Stat. §136A.121 Subd. 20, and Workforce Innovation and Opportunity Act (WIOA);
 - ii. Summary data approved as part of SLEDS web-based data tools including, but not limited to SLEDS mobile analytics; Graduate Employment Outcomes, published reports (*Getting Prepared 2016*) or other SLEDS branded research products;
 - iii. Summary directory data, including enrollment counts, and awards conferred counts, and
 - iv. Summary data used by another institution for internal planning and management and not for publication created from data provided as part of the SLEDS Postsecondary Data Mart.

- d. OHE shall conduct all research and reporting, including SLEDS, in a manner that does not permit personal identification of students by individuals other than representatives of OHE.
- e. 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) or upon termination of this agreement.
- f. The following individual is designated as representative of Institution X for purposes of granting permission for release under clause 2.

Name: _____

Title: _____

Address: _____

Telephone: _____

- 3. 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.
- 4. For purposes of this Agreement, a “Breach of the Security of the Data” shall mean unauthorized acquisition of data maintained by a state agency. Good faith acquisition of government data by an employee, contractor, or agent of a state agency for the purposes of the state agency is not a Breach of the Security of the Data, if the government data is not provided to an unauthorized person. “Unauthorized acquisition” means that a person has obtained government data without the informed consent of the individuals or institutions who are subjects of the data or statutory authority and with the intent to use the data for nongovernmental purposes. In the event of a “Breach of the Security of the Data” or possible “Breach of the Security of the Data” involving education records or aggregate and distributional reporting of education records disclosed to OHE by Institution X pursuant to this Agreement, OHE shall:

- a. notify the MN.IT Services as described in the Data Breach Preparation and Notification Guideline;
 - b. notify the duly authorized representative of Institution X;
 - c. notify the Governance Committee for the SLEDS; and
 - d. notify any individual whose private or confidential information was, or is reasonably believed to have been, acquired by an unauthorized individual as required by Minn. Stat. § 13.055.
5. OHE shall maintain and utilize appropriate data security protocols, data transfer procedures involving any use, disclosure, re-disclosure, retention and destruction of Institution X's education records pursuant to this Agreement.
6. All education records provided by Institution X and all information from education records provided by Institution X shall be de-identified by OHE prior to use in the SLEDS as allowed under 34 C.F.R. § 99.31 (b).
 - a. Upon de-identification by OHE of the education records provided by Institution X, OHE may attach a re-identification code to the education record for each individual for the purposes of matching de-identified education records to the source to obtain additional information for education research pursuant to 34 C.F.R. § 99.31(b)(2).
 - b. OHE will not provide any other government agency with personally identifiable information contained in the education records provided by Institution X. Any "matching" of data from another government agency shall be performed by OHE.
 - c. Upon request, OHE shall provide Institution X with access to the information obtained by matching Institution X's education records with data obtained from another state agency as allowed by law.
7. If the U.S. Department of Education determines that OHE has violated an applicable provision of FERPA regarding re-disclosure or the requirement that the education records provided be destroyed when no longer needed for the purposes for which the records were disclosed, then, if required by FERPA, Institution X may not permit OHE access to personally identifiable information from its education records for at least five years.
8. 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. Institution X is not liable in the event of 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 §3.732, et seq., and other applicable Minnesota law.

9. This Agreement may be amended in writing at any time by mutual consent of the parties.
10. Either party may terminate this Agreement for any reason upon 90 days' written notice. Upon termination of this Agreement, OHE will destroy all education records that Institution X provided to OHE pursuant to this Agreement when the information is no longer needed for the purposes outlined in the Agreement. Absent termination, this Agreement shall continue in effect for a period of five years from the date of execution by Institution X.
11. This Agreement replaces, supersedes and nullifies any prior agreements between the parties pertaining to Institution X's disclosure of personally identifiable education records (education records) to OHE.

Date

Name, Commissioner
Minnesota Office of Higher Education

Date

President FirstName LastName
President,
Institution X

Appendix A

OHE may request from Institution X the following education records as may be necessary for appropriate purposes pursuant to the attached Agreement:

For each term of enrollment:

1. Fiscal year
2. Institution code
3. Term season
4. Term start date
5. Term end date
6. Term type
7. Student last name
8. Student first name
9. Student middle name
10. Social security number
11. Institution student number
12. Gender
13. Birthdate
14. Racial/ethnic origin
15. Disabling condition
16. First generation
17. Veteran/military status
18. Citizenship status
19. State, province of residence
20. Minnesota county of residence
21. Zip code
22. Secondary school experience
23. Year of high school graduation
24. ACT composite score
25. Registration type
26. Student level
27. Enrollment status
28. Tuition type
29. Award seeking
30. Major 1
31. Major CIP code year
32. Award level 1
33. Major 2
34. Award level 2
35. Unit of instructional measure
36. Quarter hour equivalence
37. Regular instructional units attempted
38. Regular instructional units completed

39. Total remedial units attempted
40. Total remedial units completed
41. Remedial units attempted-math
42. Remedial units completed-math
43. Remedial units attempted-reading
44. Remedial units completed-reading
45. Remedial units attempted-writing
46. Remedial units completed-writing
47. Remedial units attempted-other
48. Remedial units completed-other
49. Accumulated units
50. Transfer instructional units
51. MARSS number

For each award conferred:

1. Fiscal year
2. Institution code
3. Student last name
4. Student first name
5. Student middle name
6. Social security number
7. Institution student number
8. Gender
9. Birthdate
10. Racial/ethnic origin
11. State, province of residence
12. Award type
13. Date award conferred
14. Joint award
15. First major
16. Second major
17. Major CIP code year

Institution X may at its discretion utilize a code of “Not Applicable” for enrollment or awards conferred data that is not available, not collected by Institution X, or not disclosed by Institution X pursuant to institutional policies, for the following education records:

1. Social security number
2. Gender
3. Birthdate
4. Racial/ethnic origin

5. Disabling condition
6. Citizenship status
7. Award seeking
8. Registration type
9. Major 1
10. Major CIP code year
11. Major 2
12. Secondary school experience
13. Year of high school graduation
14. Tuition type
15. Unit of instructional measure
16. Quarter hour equivalence
17. Regular instructional units attempted
18. Regular instructional units completed
19. Total remedial units attempted
20. Total remedial units completed
21. Remedial units attempted-math
22. Remedial units completed-math
23. Remedial units attempted-reading
24. Remedial units completed-reading
25. Remedial units attempted-writing
26. Remedial units completed-writing
27. Remedial units attempted-other
28. Remedial units completed-other
29. Accumulated units
30. Transfer instructional units

Upon request, Institution X shall provide OHE with institutional policies related to non-disclosure of the specified data elements utilizing a code of "Not Applicable" under the non-disclosure exemption.

Enrollment Data Dictionary

Field Order	Title	Alpha Numeric	Field Length	Data Dictionary Page Number
1	FISCAL YEAR	N	4	23
2	INSTITUTION CODE	N	7	23
3	TERM SEASON	N	1	24
4	TERM START DATE	N	8	25
5	TERM END DATE	N	8	25
6	TERM TYPE	N	4	25
7	STUDENT LAST NAME	A	50	25
8	STUDENT FIRST NAME	A	50	26
9	STUDENT MIDDLE NAME	A	50	26
10	SOCIAL SECURITY NUMBER	A	9	26
11	INSTITUTION STUDENT NUMBER	A	12	26
12	GENDER	A	1	27
13	BIRTHDATE	N	8	27
14	RACIAL/ETHNIC ORIGIN	N	1	28
15	DISABLING CONDITION	N	2	29
16	FIRST GENERATION	N	1	30
17	VETERAN/MILITARY STATUS	N	1	31
18	CITIZENSHIP STATUS	N	1	31
19	STATE, PROVINCE OF RESIDENCE	A	2	32
20	MINNESOTA COUNTY OF RESIDENCE	N	2	34
21	ZIP CODE	A	5	34
22	SECONDARY SCHOOL EXPERIENCE	N	6	35
23	YEAR OF HIGH SCHOOL GRADUATION	N	4	36
24	ACT COMPOSITE SCORE	N	2	36
25	REGISTRATION TYPE	N	1	37
26	STUDENT LEVEL	N	2	40
27	ENROLLMENT STATUS	N	2	42
28	TUITION TYPE	N	1	43

Field Order	Title	Alpha Numeric	Field Length	Data Dictionary Page Number
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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 2021 is from July 1, 2020, through June 30, 2021.</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: 2021)
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	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
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.</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	Summer 1 Fall 3 Winter (quarter based institutions) 4 Spring 5 Other (includes Interim Terms or Competency Courses)..... 6

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
<div style="background-color: #e1f5fe; padding: 5px;"> <p>Office of Higher Education Data Validation Check: Term Type should match data type in Unit of Instructional Measure (field 35).</p> </div>					
07	Student’s Last Name	The combination of letters by which the student is legally known.	50	alpha	Student’s last name.

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
		<p>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>			
08	Student's First Name	Legal first name; no nicknames.	50	alpha	Student's first name.
09	Student's Middle Name	Legal full middle name. Or initial if full middle name not available.	50	alpha	Student's middle name.
		If no middle initial, leave blank.			
10	Social Security Number	Student's Social Security Number	9	alpha	Student's actual Social Security Number.
		Only use United States Social Security Numbers.			Unavailable or none.....000000000
11	Institution Student Number	Student identification number assigned by institution.	12	alpha	Student's number.
					Unavailable or none000000000000

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
12	Gender	Student's gender. Use capital letter.	1	alpha	Male..... M Female..... F Unavailable..... Z
13	Birth Date	The date of birth as designated on the student's legal birth registration or certificate. BIRTHDATE NOTES Birthdate should be in the order— Year, Month, Date For example: February 15, 1995 should be: 19950215	8	numeric	YYYYMMDD YYYY = year of birth MM = 12 months of the year DD = days of the month, 01 through 31 January 01 February 02 March 03 April 04 May 05 June 06 July 07 August 08 September 09 October 10 November 11 December 12 Unavailable.....99999999

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
14	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—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— 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>Nonresident alien— 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 and does not have the right to remain indefinitely.</p>	1	numeric	Black..... 1 American Indian or Alaska Native 2 Asian 3 Hispanic 4 White 5 Native Hawaiian or Other Pacific Islander 6 Two or more races..... 7 Nonresident alien 8 Unavailable..... 9

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
15	Disabling Condition	<p>The disability category for students.</p> <p>Use code “15” for non-specified disability if student has a disability but the specific type is not available or unknown. Or if the student has multiple disabilities.</p> <p>A student who is not disabled should be coded “00”.</p>	2	numeric	Blind-Visually Impaired.....01 Deaf and Hard of Hearing02 Deaf-Blind.....03 Physically Impaired04 Speech or Language Disabilities05 Emotional and Behavioral Disorders.....06 Specific Learning Disabilities07 Other Health Disabilities10 Autism Spectrum Disorders11 Developmental Cognitive Disabilities.....12 Developmental Delays.....13 Traumatic Brain Injuries14 Non-Specified Disability15 Not Disabled.....00 Unavailable.....99

16	First Generation	Undergraduate is the first in their family to attend a postsecondary institution.	1	numeric	Neither parent received a bachelor’s degree..... 1 Neither parent completed any postsecondary credential..... 2 Neither parent attended college 3 Not first generation by any definition..... 4 Not an undergraduate student..... 8 Unavailable..... 9
		Use first generation status based on the definition used at your institution.			
		<p>Note: the Office of Higher Education will not share this data with non-institutional researchers via the SLEDS data system. The Office is a state educational authority which administers state financial aid, so all data you send to us is permitted under FERPA as we use it to audit or evaluate federal or state supported education programs, or improve instruction.</p> <p>Specifically any Student Enrollment and Awards Conferred data you send to the Office is also used at an individual student level for the Statewide Longitudinal Education Data System (SLEDS). While we have a data sharing agreement permitting institutional data for use in SLEDS, the guidance from the U.S. Department of Education would negate us from sharing first generation student status with SLEDS if the FAFSA is the only source of the information.</p> <p>Since our Office does not know how you obtain this information on individual students our Office will only publish first-generation data at the institution type level and not at the institutional level.</p>			

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
17	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> <p>Note: the Office of Higher Education will not share this data with non-institutional researchers via the SLEDS data system. See same explanation in “First Generation” above.</p>	1	numeric	Veteran or active military 1 Active reserve or National Guard member 2 Not a veteran or in the active military..... 3 Unavailable or do not know 9
18	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 19) would be foreign country (“FF”) or one of the Canadian province codes.</p>	1	numeric	U.S. citizen..... 1 Non–U.S. citizen, permanent resident 2 Non–U.S. citizen, non-resident 3 Unavailable..... 9

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
19	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
19	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
20	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 19) 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. Or use the online lookup what county cities are located.</p> <p>Not a Minnesota resident 90</p> <p>Unavailable..... 99</p>
21	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
22	Secondary School Experience	<p>Type of secondary school education experienced by undergraduate student.</p> <ul style="list-style-type: none"> • Minnesota high school graduate - use online ACT code search table provided by ACT. Or use the Minnesota open and closed schools table. This table contains codes for closed Minnesota schools not found in ACT online database. • Out-of-state high school graduate – use code “555555”. Use this code also if the student graduated from another country. • GED recipient – use code “777777”. Do not list the high school student received GED. • If the student is not an undergraduate student, including a student who is currently enrolled in high school, use code “888888”. 	6	numeric	<p>Undergraduate student only— Minnesota high school graduates Look up high school codes in ACT database. Or, use the Minnesota open and closed schools table.</p> <p>Out-of-state high school graduate 555555</p> <p>Did not graduate from high school or receive a GED.....666666</p> <p>GED recipient.....777777</p> <p>Home Schooled.....969999</p> <p>Unavailable.....999999</p> <p>Not an undergraduate student (or still in high school).....888888</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
23	Year of High School Graduation	<p>Year undergraduate student graduated from high school or received GED.</p> <ul style="list-style-type: none"> • Enter either year of high school graduation, or year GED was received. • Unavailable—if the year of high school graduation, or year GED was received is not known, or the student did not graduate or receive a GED, use code “9999”. 	4	numeric	<p>Undergraduate student only—</p> <p>The academic year of graduation, or year in which GED was received. (YYYY)</p> <p>Unavailable, or did not graduate, or year GED received not known..... 9999</p> <p>Not an undergraduate student (or still in high school) 8888</p>
24	ACT Composite Score	<p>ACT composite score for undergraduate students at admission to your institution or previous institution if student transferred. Do not include secondary (high school) students enrolled at your institution.</p> <p>Unavailable – ACT score is not reported to your institution or student is not an undergraduate.</p>	2	numeric	<p>Actual composite score (1 through 36)</p> <p>Unavailable or not an undergraduate..... 99</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
25	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
25	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
25	Registration Type (continued)	<p>Continuing student—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>Re-admitted or non-continuous student— 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
26	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>

Office of Higher Education Data Validation Check:

Secondary students should also be coded as unclassified in registration type (field 25) and non-award seeking in award seeking (field 29).

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
26	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
27	Enrollment Status	<p>Full-time or part-time enrollment status student attempted as of the end of the drop/add date during this reporting period.</p> <p>Undergraduates Only:</p> <p>These three enrollment types are to distinguish the difference in full-time status used by the federal government (12 credits) or Minnesota (15 credits) for financial aid funding purposes.</p> <ul style="list-style-type: none"> • Full time 15 or more credits—a student whose course load or other required activity amounts to 15 or more semester/quarter credits or the equivalent. • Full time 12.00 to 14.99 credits—a student whose course load or other required activity amounts to 12.00 to 14.99 semester/quarter credits or the equivalent. • Part time—a student whose course load or other required activity amounts to 1 to 11.99 semester/quarter credits or the equivalent. <p>Graduate Students Only: Use definition on right or define full-time or part-time enrollment based on your institution’s definition.</p>	2	numeric	<p>Undergraduates Only:</p> <p>Full time 15 or more credits..... 15</p> <p>Full time 12.00 to 14.99 credits 12</p> <p>Part time 11.99 credits or less 11</p> <p>Graduate Students Only:</p> <p>Full time 6 or more credits..... 06</p> <p>Part time 5.99 credits or less 05</p>

Office of Higher Education Data Validation Check:

Enrollment status should be the sum of regular **AND** remedial credits attempted during this reporting period.

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

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
29	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: 5px; margin-top: 10px;"> <p>Office of Higher Education Data Validation Check:</p> <p>If student is NOT award seeking then Major 1 (field 30) should be “999999” and Award Level 1 (field 32) should be “99”. Same for Major 2 (field 33) and Award Level 2 (field 34).</p> </div>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
30	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>Degree Seeking</i> (field 29).</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 style="background-color: #e1f5fe; padding: 5px;"> <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>
31	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
32	Award Level 1	<p>Level of academic award student is attempting if seeking a diploma, certificate or degree from your institution.</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>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
32	Award Level 1 (continued)	<p>Doctor's degree—other - 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>Unavailable 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. 			
33	Major 2	<p>Students who are double majoring or enrolled in two programs of study.</p> <p>Classification of Instructional Program (CIP) code for most recently declared second major, program of study, or departmental affiliation.</p> <p>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>	6	numeric	<p>Degree, Diploma, or Certificate Seeking Students—</p> <p>CIP Code of program</p> <p>Unavailable or not seeking a double major.....999999</p> <div style="background-color: #e0f0ff; padding: 5px;"> <p>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>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
34	Award Level 2	<p>Students who are double majoring or enrolled in two programs of study.</p> <p>Enter the award level for the second major. The award level may be the same as <i>Award Level 1</i> (field 32) or may be different.</p> <p>See <i>Award Level 1</i> (field 32) above for definitions.</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>Unavailable or not seeking a second award..... 99</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
35	Unit of Instructional Measurement	<p>Type of instructional measurement used at your institution for this student's course work.</p> <p>Unit of measurement must match information reported in <i>Term Type</i> (field 6).</p> <p>Quarter Hour = Quarter Term Type</p> <p>Semester Hour = Semester Term Type</p> <p>Clock Hour = Other Term Type</p> <p>Competency = Other Term Type</p>	1	numeric	Quarter Hour 1 Semester Hour 2 Clock Hour 3 Course..... 4 Competency 5 Other..... 6
		<p>UNIT OF INSTRUCTIONAL MEASUREMENT NOTES</p> <p>This field will serve as an indicator supporting data reported in <i>Quarter Hour Equivalence</i> (field 36).</p>			
					<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>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
36	Quarter-Hour Equivalence	<p>The number by which <i>Unit of Instructional Measurement</i> can be multiplied to derive a quarter-credit hour. This element is necessary to derive a standardized measure of student instructional load.</p> <p>If reporting:</p> <ul style="list-style-type: none"> • Quarter hours, use "0100". • Semester hours, use "0150". • Clock hours, use "0004". • Other units of measurement, use a number that converts your instruction to a quarter-credit hour. 	4	numeric	Quarter hours 0100 Semester hours 0150 Clock hours 0004 Competency courses 0000 Other..... NNNN (enter the number of units equivalent to a quarter-credit hour)
<div style="background-color: #e0e0e0; padding: 5px;"> <p>QUARTER-HOUR EQUIVALENCE NOTES</p> <p>This field will be used with <i>Regular Instructional Units, Remedial Instructional Units, Accumulated Instructional Units</i> and <i>Transfer Instructional Units</i> to provide standardized measures of instructional loads of students among institutions.</p> </div>					

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
37	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>Do not include remedial instructional units in this field. Use remedial fields for math, reading, writing and other remedial instruction (field 39 through 48).</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. <p>REGULAR INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No regular units attempted 0000</p> <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>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
38	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>No regular units completed—</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. 	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No regular instructional units completed 0000</p>

REGULAR INSTRUCTIONAL UNITS NOTES

Do not convert units. *Quarter-hour Equivalence* (field 36) will be used to convert the units reported in this field to a standard unit of measure.

Office of Higher Education Data Validation Check:

Regular Units Completed should be less than or equal to Regular Units Attempted (field 37).

Clock hour schools should report how many hours a student completed at the end of the six-month reporting period.

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
39	Remedial Units Attempted	<p>The total number of instructional units in remedial math, reading, writing and other remedial courses for which the student has registered as of this reporting period.</p> <p>The total attempted units should add up to attempted units reported in individual math (field 42), reading (field 44), writing (field 46) and other courses (field 48).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><i>No remedial activity attempted—</i></p> <ul style="list-style-type: none"> • student did not enroll in remedial instructional activity; or • your institution does not offer this type of instruction. <p>REMEDIAL INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No remedial instructional activity attempted 0000</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
40	Remedial Units Completed	<p>The total number of instructional units in remedial math, reading, writing and other courses which the student has completed at the end of this reporting period.</p> <p>The total completed units should add up to completed units reported in individual math (field 42), reading (field 44), writing (field 46) and other courses (field 48).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><i>No remedial activity completed—</i></p> <ul style="list-style-type: none"> • student did not complete attempted remedial instructional activity; or • student did not enroll in this type of instruction. <p>REMEDIAL INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No remedial instructional activity completed 0000</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
41	Remedial Units Attempted Math	<p>The number of instructional units in remedial/ developmental math courses for which the student has attempted of this reporting period.</p> <p>The completed math units should be included in total remedial units attempted (field 39).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><i>No remedial math activity attempted—</i></p> <ul style="list-style-type: none"> • student did not attempt remedial math instructional activity; or • student did not enroll in this type of instruction. <p>REMEDIAL INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No remedial math instructional activity attempted 0000</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
42	Remedial Units Completed Math	<p>The number of instructional units in remedial/ developmental math courses the student has completed at the end of this reporting period.</p> <p>The completed math units should be included in total remedial units completed (field 40).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p>No remedial math activity completed—</p> <ul style="list-style-type: none"> • student did not complete attempted remedial math instructional activity; or • student did not enroll in this type of instruction. <p>REMEDIAL INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No remedial math instructional activity completed 0000</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
43	Remedial Units Attempted Reading	<p>The number of instructional units in remedial/ developmental reading courses for which the student has attempted as of this reporting period.</p> <p>The completed reading units should be included in total remedial units attempted (field 39).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><i>No remedial reading activity attempted—</i></p> <ul style="list-style-type: none"> • student did not attempt remedial instructional activity; or • student did not enroll in this type of instruction. <p>REMEDIAL INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No remedial reading instructional activity attempted 0000</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
44	Remedial Units Completed Reading	<p>The number of instructional units in remedial/ developmental reading courses the student has completed at the end of this reporting period.</p> <p>The completed reading units should be included in total remedial units completed (field 40).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><i>No remedial reading activity completed—</i></p> <ul style="list-style-type: none"> • student did not complete attempted remedial reading instructional activity; or • student did not enroll in this type of instruction. <p>REMEDIAL INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No remedial reading instructional activity completed 0000</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
45	Remedial Units Attempted Writing	<p>The number of instructional units in remedial/ developmental writing courses for which the student has attempted as of this reporting period.</p> <p>The completed writing units should be included in total remedial units attempted (field 39).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p>No remedial writing activity attempted—</p> <ul style="list-style-type: none"> • student did not attempt remedial writing instructional activity; or • student did not enroll in this type of instruction. <p>REMEDIAL INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No remedial writing instructional activity attempted 0000</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
46	Remedial Units Completed Writing	<p>The number of instructional units in remedial/developmental writing courses the student has completed at the end of this reporting period.</p> <p>The completed writing units should be included in total remedial units completed (field 40).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><i>No remedial writing activity completed—</i></p> <ul style="list-style-type: none"> • student did not complete attempted remedial writing instructional activity; or • student did not enroll in this type of instruction. <p>REMEDIAL INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No remedial writing instructional activity completed 0000</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
47	Remedial Units Attempted Other	<p>The number of instructional units in other types of remedial/ developmental courses for which the student has attempted as of this reporting period.</p> <p>Other types of remedial coursework cannot be included in remedial math, reading or writing fields.</p> <p>The completed units should be included in total remedial units attempted (field 39).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><i>No other remedial activity attempted—</i></p> <ul style="list-style-type: none"> • student did not attempt other remedial instructional activity; or • student did not enroll in this type of instruction. <p>REMEDIAL INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No other remedial instructional activity attempted 0000</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
48	Remedial Units Completed Other	<p>The number of instructional units in other types of remedial/ developmental courses the student has completed at the end of this reporting period.</p> <p>Other types of remedial coursework cannot be included in remedial math, reading or writing fields.</p> <p>The other completed units should be included in total remedial units completed (field 40).</p> <p>Remedial/developmental work refers to credits or coursework below college level as defined by the institution.</p> <p><i>No other remedial activity completed—</i></p> <ul style="list-style-type: none"> • student did not complete other attempted remedial instructional activity; or • student did not enroll in this type of instruction. <p>REMEDIAL INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	4	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 15 credits = 1500</p> <p>No other remedial instructional activity completed 0000</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
49	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>	6	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 112 credits = 011200.</p> <p>No accumulated units000000</p>

Office of Higher Education Data Validation Check:

Accumulated Units should be greater than or equal to Transfer Units (field 50).

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 36) 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
50	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 for pre-college activities 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 49).</p> <p>No transfer units—no instructional units have been transferred from another institution.</p> <p>TRANSFER INSTRUCTIONAL UNITS NOTES</p> <p>Do not convert units. <i>Quarter-hour Equivalence</i> (field 36) will be used to convert the units reported in this field to a standard unit of measure.</p>	6	numeric	<p>Actual numerical value of instructional units expressed in hundredths.</p> <p>Example: 112 credits = 011200</p> <p>No transfer units.....000000</p>

Field Order	Title	Enrollment Data Definition	Field Length	Alpha or Numeric	Enrollment Data Code
51	MARSS Number	<p>Number assigned to Minnesota public school students by the Minnesota Department of Education.</p> <p>The MARSS number should be available on Minnesota public high school transcripts beginning with 2008 graduates.</p> <p>Unavailable includes:</p> <ul style="list-style-type: none"> • Student is not an undergraduate. • Student did not graduate from a Minnesota public high school. • Your institution does not require a Minnesota high school transcript for enrollment. • Information is unavailable. 	13	numeric	<p>Actual code for undergraduate students</p> <p>Unavailable..... 9999999999999</p> <p>Office of Higher Education Data Validation Check:</p> <p>Number should include all 13 digits including leading zeros.</p>

Awards Conferred Dictionary

Field Order	Title	Alpha Numeric	Field Length	Data Dictionary Page Number
1	FISCAL YEAR	N	4	68
2	INSTITUTION CODE	N	7	68
3	STUDENT LAST NAME	A	50	69
4	STUDENT FIRST NAME	A	50	69
5	STUDENT MIDDLE NAME	A	50	69
6	SOCIAL SECURITY NUMBER	A	9	69
7	INSTITUTION STUDENT NUMBER	A	12	70
8	GENDER	A	1	70
9	BIRTHDATE	N	8	71
10	RACIAL/ETHNIC ORIGIN	N	1	72
11	STATE, PROVINCE OF RESIDENCE	A	2	73
12	AWARD LEVEL	N	2	75
13	DATE AWARD CONFERRED	N	8	77
14	JOINT AWARD	N	7	77
15	FIRST MAJOR	N	6	78
16	SECOND MAJOR	N	6	78
17	MAJOR CIP CODE YEAR	N	4	78

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
01	Fiscal Year	<p>The 12-month period from July 1 of one calendar year through June 30 of the next calendar year.</p> <p>This is the same reporting period used for the IPEDS Completion Survey if your institution reports data to the U.S. Department of Education.</p> <p>FISCAL YEAR NOTES</p> <p>The fiscal year is the calendar year in which the fiscal year ends.</p> <p>For example: Fiscal Year 2020 is from July 1, 2020, through June 30, 2021.</p>	4	numeric	YYYY (For example: 2020)
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.....00000000</p>

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
07	Institution Student Number	Student identification number assigned by institution.	12	alpha	Student's number. Unavailable or none000000000000
08	Gender	Student's gender. Use capital letter.	1	alpha	Male..... M Female..... F Unavailable..... Z

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
09	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
10	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—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—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>Nonresident alien—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 and does not have the right to remain indefinitely.</p>	1	numeric	Black..... 1 American Indian or Alaska Native 2 Asian 3 Hispanic 4 White 5 Native Hawaiian or Other Pacific Islander 6 Two or more races 7 Nonresident alien 8 Unavailable..... 9

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
11	State, Province, or Foreign Country of Permanent Residence	<p>The student’s place of permanent residence. This is not necessarily the residency definition used for tuition or financial aid purposes.</p> <p>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 Islands MH</p> <p>Northern Mariana IslandsMP</p> <p>PalauPW</p> <p>Puerto Rico.....PR</p> <p>U.S. Misc. Pacific Island UM</p> <p>U.S. Virgin IslandsVI</p>

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
11	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 EastAE</p> <p>U.S. Military Base in the PacificAP</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	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
12	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>

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
12	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
12	Award Type (continued)	Doctor's degree--other - A doctor's degree that does not meet the definition of a doctor's degree--research/scholarship or a doctor's degree--professional practice.			
13	Date Award Conferred	Date award was conferred. The date would be when award received final administrative approval, not necessarily the date of the graduation ceremony. Set day of month to "01" if your institution does not specify day.	8	numeric	YYYYMMDD YYYY = year of award MM = 12 months of the year DD = days of the month, 01 through 31
14	Joint Award	Award jointly conferred by two institutions. Report the institution code number of the other institution jointly conferring the award.	7	numeric	Minnesota institution.....See Appendix B Out-of-state institution2222222 Not a joint award0000000

Field Order	Title	Awards Conferred Data Definition	Field Length	Alpha or Numeric	Awards Conferred Data Code
15	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>
16	Major 2	<p>Second major or program for students who double majored with the same award type.</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>	6	numeric	<p>CIP Code of program</p> <p>Did not double major999999</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
17	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>

Appendix A – Minnesota County Codes

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

Appendix B – Minnesota Postsecondary Institution Codes

Code	Institution		
		1850140	Capella University
1820015	Academy College	1840039	Carleton College
1840005	Adler Graduate School	1821148	CenterPoint Massage and Shiatsu Therapy School & Clinic
1250023	Alexandria Technical & Community College	3071404	Central Lakes College
1821168	American Academy of Acupuncture and Oriental Medicine	3071547	Century College
1250032	Anoka Technical College	1840164	College of Saint Benedict
0271529	Anoka-Ramsey Community College	1840226	College of St. Scholastica, The
1840011	Augsburg University	1840048	Concordia College
1823350	Avalon School of Cosmetology	1840057	Concordia University-St. Paul
1820943	Aveda Institute Minneapolis	1840217	Crown College
0260700	Bemidji State University	1250087	Dakota County Technical College
1840315	Bethany Lutheran College	1820097	Dunwoody College of Technology
1840020	Bethel University ¹	1820569	Empire Beauty School (Bloomington)
1821300	Brainco-Minneapolis School of Advertising Design and Interactive Studies	1826730	Empire Beauty School (Spring Lake Park)
		0271701	Fond du Lac Tribal & Community College

¹ As of fall 2018, Bethel no longer reports separately for Bethel Seminary

1840075	Gustavus Adolphus College	1824380	Minnesota School of Beauty
		1820813	Minnesota School of Cosmetology (Plymouth)
		1820809	Minnesota School of Cosmetology (Woodbury)
1840084	Hamline University	1250600	Minnesota State College-Southeast Technical
1820130	Hastings Beauty School Inc.	1250800	Minnesota State Community and Technical College
1250274	Hennepin Technical College		
1820248	Herzing University	0260728	Minnesota State University Moorhead
3071431	Hibbing Community College	0260719	Minnesota State University, Mankato
		3071468	Minnesota West Community & Technical College
1821238	Institute of Production and Recording, The		
0271574	Inver Hills Community College	1850063	Mitchell Hamline School of Law
0271440	Itasca Community College	1820649	Model College of Hair Design
		1821202	Montessori Training Center of Minnesota
1822010	LA Beauty School	0271565	Normandale Community College
3071761	Lake Superior College	1840137	North Central University
1860100	Leech Lake Tribal College	0271538	North Hennepin Community College
		3071495	Northland Community & Technical College
1840100	Macalester College	1250050	Northwest Technical College
1840066	Martin Luther College	1850116	Northwestern Health Sciences University
3071501	Mesabi Range College	1820701	Nova Academy of Cosmetology (Mankato)
0261763	Metropolitan State University	1825080	Nova Academy of Cosmetology (Rochester)
1840119	Minneapolis College of Art and Design		
3071510	Minneapolis Community & Technical College		
1829070	Minnesota Commercial Diving Training Center	1840321	Oak Hills Christian College
1820311	Minnesota School of Barbering		

1824450	PCI Academy	1820100	The Travel Academy
1250201	Pine Technical & Community College		
1840510	Presentation College (Fairmont)	1810044	University of Minnesota Crookston
1829010	Professional Salon Academy	1810017	University of Minnesota Duluth
		1810035	University of Minnesota Morris
0271556	Rainy River Community College	1810065	University of Minnesota Rochester
1820396	Rasmussen College	1810026	University of Minnesota Twin Cities
1844400	Red Lake Nation College	1840146	University of Northwestern - St. Paul
3071459	Ridgewater College	1840244	University of St. Thomas
3071397	Riverland Community College		
3071486	Rochester Community and Technical College	0271477	Vermilion Community College
1840182	Saint John's University	1840280	Walden University
1840191	Saint Mary's University of Minnesota	1860200	White Earth Tribal & Community College
1250256	Saint Paul College	0260746	Winona State University
1250700	South Central College		
0261754	Southwest Minnesota State University		
1840173	St. Catherine University		
0260737	St. Cloud State University		
1250247	St. Cloud Technical & Community College		
1840208	St. Olaf College		
1821103	Summit Academy Opportunities Industrialization Center		
1821005	Takoda Institute of Higher Education		