# Preface

The DHEWD has received, in recent years, and needed to pass onto the institutions, a number of labor-intensive data requests requesting analysis of student enrollment in remedial and co-requisite coursework, and students’ subsequent success in gateway / college-level coursework. Additional questions have been raised about the implementation of new math pathways, and of participation in dual credit and/or concurrent enrollment. While many of these requests have come as a result of Missouri’s collaboration with Complete College America, legislation, particularly Senate Bill 997, also require more sophisticated analysis of transfer patterns than is possible with current EMSAS data.

DHEWD staff have developed the attached template to respond to these and related requests. While we can’t predict the future, the requested data would have allowed DHEWD staff to respond to any of the recent special requests from CCA, to complete all parts of the core spring collection, and to analyze course transfer as directed by SB 997 without additional data.

# Data Reporting

Course completion data should be reported for all **lower division and general education** undergraduate courses at end-of-term for the following academic years:

2018-19 Summer 2018, Fall 2018, Spring 2019

Course data should be reported via the attached record layout for all transcripted courses, in the academic term in which they were transcripted, regardless of course origin (e.g. native or transfer).

Included courses should generally correspond to those lower division and general education undergraduate courses completed by students reported in the institution’s EMSAS term registration file. Completed courses are those for which the student received a transcripted grade of (A, B, C, D, F, P, or W). (I)ncomplete and (M)issing grades may also be included. Audited courses should not be included. MOTR numbers are now required for Core 42 courses taken or accepted in transfer since fall 2018.

All institutions will report a second template which includes several EMSAS data elements identifying students and a transfer\_stat1 flag indicating that incoming first-time transfer students had completed their 42-hour general education block prior to their first term at the receiving / reporting institution. First-time transfer students should be reported who were degree-seeking and pursuing a degree expected to contain the 42-hour general education block at the receiving / reporting institution, e.g. an AA, AAT, or bachelor’s degree. Students pursuing an AS, AAS degree, or other should be included depending on program requirements. Students who completed an associate’s degree containing the 42-hour block prior to transfer may be omitted at the receiving / reporting institution’s discretion.

The Student tab is required beginning with 2018-19 data collection.

Files should be submitted by **Friday, January 31**. Files should be submitted in comma-separated values (\*.csv) format. Where appropriate, data should be exported in a format which preserves leading and trailing zeroes (institutional FICE code, social security number / student campus ID, and CIP code are examples of data elements in which this may be important).

Files should be submitted to <https://moftp.mo.gov/>. Please contact Jeremy Kintzel at 573-751-1793 or [jeremy.kintzel@dhewd.mo.gov](mailto:jeremy.kintzel@dhewd.mo.gov) if you have any problems logging into the FTP site.

# Students Reported

Please report lower division and general education undergraduate courses taken by students who **enrolled for credit** (enrolled in instructional activity, courses or programs that can be applied towards the requirements for a postsecondary degree, diploma, certificate, or other formal award), regardless of whether or not they are seeking a degree or certificate. This includes:

* Students enrolled for credit in off-campus centers
* High school students taking college courses for credit
* Students taking remedial courses if the student is degree-seeking for the purpose of student financial aid determination
* Students from overseas enrolled in for credit at your institution (e.g., online students)

**Who to Exclude**

Exclude students who are not enrolled for credit. For example, exclude:

* Students enrolled exclusively in courses that cannot be applied towards a formal award
* Students enrolled only in ESL programs (programs comprised exclusively of ESL courses)
* Students enrolled exclusively in Continuing Education Units (CEUs)
* Students exclusively auditing classes

In addition, the following students should be excluded:

* Any student studying abroad (e.g., at a foreign university) if their enrollment at the 'home' institution serves as an administrative record
* Students enrolled in any branch campus located in a foreign country

Included courses should generally correspond to those lower division and general education undergraduate courses completed by students reported in the institution’s EMSAS term registration file. Please report all students in Term Registration meeting these criteria who were enrolled anytime after census or at end of term (including those who may not have been enrolled at census). Students who withdrew completely at any time after census should be included in the Term Registration file.