EMSAS Manual

Enhanced Missouri Student Achievement Study (EMSAS)
August 2016

<http://dhe.mo.gov/data/emsas/>

Missouri Department of Higher Education

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# Data Resources

* [EMSAS Webpage](http://www.dhe.mo.gov/data/emsas/index.php)
* [ACT-SAT Concordance Table](http://research.collegeboard.org/programs/sat/data/concordance)
* [Classification of Instructional Programs (CIP 2010)](http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55)
* [Geographic Origin (GEODOMI) Codes](http://www.dhe.mo.gov/data/emsas/meta/DetailedGeoDomi.xlsx)
* [ACT High School Codes](https://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html)

# Contact Information

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# Preface

Since the fall of 1987, the Missouri Department of Higher Education has annually collected student unit-record information from public institutions across the state. Now known collectively as the Enhanced Missouri Student Achievement Study (EMSAS), these collections have proven invaluable in the ongoing analysis and evaluation of postsecondary education in Missouri.

The MDHE requests this information pursuant to its authority under Sections 173.005 and 173.020, RSMo, and 6 CSR 10-4.021, as well as in compliance with the provisions of the federal Family Educational Rights and Privacy Act (FERPA). Access to identifiable student records contained in the data is protected in accordance with FERPA. Aggregate (non-identifiable) summary information derived from these data enable the MDHE to appropriately meet its statutory and other evaluation and reporting requirements, including the annual publication of the [High School Graduates Performance Report](http://dhe.mo.gov/data/hsgradreport.php) and the [Statistical Summary of Missouri Higher Education](http://dhe.mo.gov/data/statsum/).

Over nearly three decades, EMSAS has undergone many improvements in regards to data quality as well as administrative efficiency. To a large extent, these improvements embody the collective efforts of institutional data coordinators and MDHE staff. Because of these improvements, EMSAS is playing an increasingly important role in assisting strategic planning and policy implementation at both the state and institutional levels. It is in this role that we expect the EMSAS will continue to provide reliable, timely, and responsive information to help strengthen Missouri higher education to the benefit of students, families, policymakers, and institutions.

# Data Reporting and Review

*EMSAS Collection Included Terms*

Current **Fall Enrollment** Current Census Date Fall Enrollment (e.g. Fall 2016)

Previous Year **Completions** Summer, Fall, Spring / Winter (e.g. Summer 2015, Fall 2015, and Spring / Winter 2016)

Previous Year **Term Registration** Summer, Fall, Spring / Winter (e.g. Summer 2015, Fall 2015, and Spring / Winter 2016)

EMSAS files are to be submitted annually by all public institutions and campuses in Missouri, as well as all institutions participating in [Missouri Reverse Transfer](http://dhe.mo.gov/MOReverseTransfer.php). Specific reporting deadlines will be provided by MDHE staff in an annual “Class A” data request letter, to be provided to institutions each year in accordance with 6 CSR 10-4.021. In general, however, completions and term registration files are to be provided by mid-September each year, and fall enrollment files are to be provided by mid-October. All files will be reported to the MDHE via State Report Manager- <http://dhe.mo.gov/data/srm> , error checked, certified, and approved by MDHE staff upon receipt.

Files should be submitted as 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).

#  Students Reported

Please report all students in Fall Enrollment and Term Registration files 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

Please report all students in Fall Enrollment meeting these criteria who were enrolled at census. 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.

Please report all degrees and other formal awards conferred by your institution in the prior academic year in the Completions file.

# Record Layouts / Templates

Fall Enrollment: <http://dhe.mo.gov/data/emsas/meta/2016/EMSASfall2016headings_fin.xlsx>

End-of-Term Registration: <http://dhe.mo.gov/data/emsas/meta/2016/Term2016headings_fin.xlsx>

Completions: <http://dhe.mo.gov/data/emsas/meta/2015/compheaders_07.20.15.xlsx>

# File Specifications

Fall Enrollment: <http://dhe.mo.gov/data/emsas/meta/2016/Fall_Filespecs_2016_fin.xlsx>

End-of-Term Registration: <http://dhe.mo.gov/data/emsas/meta/2016/Term_Filespecs_2016_fin.xlsx>

Completions: <http://dhe.mo.gov/data/emsas/meta/2016/Comp_Filespecs_2016_fin.xlsx>

# Business Rules

Fall Enrollment: <http://dhe.mo.gov/data/emsas/meta/2016/Fall_BusRules_2016_fin.xlsx>

End-of-Term Registration: <http://dhe.mo.gov/data/emsas/meta/2016/Term_BusRules_2016_fin.xlsx>

Completions: <http://dhe.mo.gov/data/emsas/meta/2015/Comp_BusRules_07.20.15.xlsx>

# Table of Data Elements

~~STRIKETHROUGH~~ indicates deprecated element

**BOLD** indicates optional element

| **Descriptor Short** | **Field Name** | **Field Length** | **Location** |
| --- | --- | --- | --- |
| ~~Ability to Benefit Test~~ | [~~ABTEST~~](#ABTEST) | ~~2~~ | ~~E~~ |
| ~~Ability to Benefit Test Score~~ | [~~ABSCORE~~](#ABSCORE) | ~~3~~ | ~~E~~ |
| ACT Composite | [ACTCOM](#ACTCOM) | 2 | E |
| ACT English | [ACTENG](#ACTENG) | 2 | E |
| Academic Term | [ACTERM](#ACTERM) | 2 | ERC |
| ACT Math | [ACTMAT](#ACTMAT) | 2 | E |
| ACT Reading | [ACTRED](#ACTRED) | 2 | E |
| ACT Science | [ACTSCR](#ACTSCR) | 2 | E |
| ~~ASSET College Algebra~~ | [~~ASSETCA~~](#ASSETCA) | ~~2~~ | ~~E~~ |
| ~~ASSET Elementary Algebra~~ | [~~ASSETEA~~](#ASSETEA) | ~~2~~ | ~~E~~ |
| ~~ASSET Geometry~~ | [~~ASSETGM~~](#ASSETGM) | ~~2~~ | ~~E~~ |
| ~~ASSET Intermediate Algebra~~ | [~~ASSETIA~~](#ASSETIA) | ~~2~~ | ~~E~~ |
| ~~ASSET Numerical Skills~~ | [~~ASSETNS~~](#ASSETNS) | ~~2~~ | ~~E~~ |
| ~~ASSET Reading Skills~~ | [~~ASSETRS~~](#ASSETRS) | ~~2~~ | ~~E~~ |
| ~~ASSET Study Skills~~ | [~~ASSETSS~~](#ASSETSS) | ~~2~~ | ~~E~~ |
| ~~ASSET Writing Skills~~ | [~~ASSETWS~~](#ASSETWS) | ~~2~~ | ~~E~~ |
| ~~Athlete~~ | [~~ATHLETE~~](#ATHLETE) | ~~1~~ | ~~ER~~ |
| Audited Credit Hours | [AUDTRME/R](#AUDTRM) | 3 | ER |
| Calendar Year | [CALYEAR](#CALYEAR) | 4 | ERC |
| Campus I.D. | [CAMPUSID](#CAMPUSID) | 10 | ERC |
| Class Level | [CLEVEL](#CLEVEL) | 2 | ER |
| High School Core | [CORE](#CORE) | 1 | E |
| **HS Electives** | [**CORELEC**](#CORELEC) | **2** | **E** |
| Initial Transfer Hours | [CRTRAN1E/R](#CRTRAN1E) | 4 | ER |
| Cumulative Transfer Hours | [CRTRAN2E/R](#CRTRAN2E) | 4 | ER |
| Cumulative Credit | [CUMCREDE/R](#CUMCREDE) | 4 | ER |
| Cumulative GPA | [CUMGPA](#CUMGPA) | 3 | R |
| Degree Level Conferred | [DEGREEC](#DEGREEC) | 2 | C |
| Degree Level Sought | [DEGREEST](#DEGREEST) | 2 | ER |
| Distance Learning Hours | [DISTANCE](#DISTANCE) | 3 | ER |
| Date of Birth | [DOBIRTH](#DOBIRTH) | 8 | ERC |
| Degree-Seeking Status | [DSSTATUS](#DSSTATUS) | 1 | ERC |
| Equated ACT Composite Score | [EACTCOM](#EACTCOM) | 1 | E |
| FICE College Code | [FICECODE](#FICECODE) | 6 | ERC |
| File Type | [FILETYPE](#FILETYPE) | 2 | ERC |
| First Name | [FIRSTNAM](#FIRSTNAM) | 30 | ERC |
| **High School Foreign Language** | [**FLELECT**](#FLELECT) | **2** | **E** |
| Full-Time Equivalent Enrollment | [FTEE/R](#FTEE) | 3 | ER |
| Full-time / Part-time Override | [FTPTOVR](#FTPTOVR) | 1 | ER |
| Gender | [GENDER](#GENDER) | 1 | ERC |
| Geographic Origin | [GEODOMI](#GEODOMI) | 5 | ER |
| Total Graded Credit Hours | [GRDTRMR](#GRDTRMR) | 3 | R |
| Highest Degree Held | [HIDEGREE](#HIDEGREE) | 2 | ERC |
| High School Code | [HSCODE](#HSCODE) | 6 | E |
| High School Class Rank | [HSCRANK](#HSCRANK) | 4 | E |
| High School Class Size | [HSCSIZE](#HSCSIZE) | 4 | E |
| **High School English Courses** | [**HSENGCRS**](#HSENGCRS) | **2** | **E** |
| Year of High School Graduation | [HSGRDYR](#HSGRDYR) | 6 | E |
| **HS Math Course** | [**HSMATCRS**](#HSMATCRS) | **2** | **E** |
| High School Percentile Rank | [HSPRNK](#HSPRNK) | 4 | E |
| **High School Science Courses** | [**HSSCICRS**](#HSSCICRS) | **2** | **E** |
| **High School Social Studies Courses** | [**HSSSTCRS**](#HSSSTCRS) | **2** | **E** |
| High School Student Flag | [HSSTUDNT](#HSSTUDNT) | 1 | ER |
| **High School Visual/PA Courses** | [**HSVPARCRS**](#HSVPARCRS) | **2** | **E** |
| Last Name | [LASTNAME](#LASTNAME) | 30 | ERC |
| Legal Residence | [LEGRES](#LEGRES) | 1 | E |
| Course Location | [LOCCDF](#LOCCDF) | 1 | E |
| ~~Geographic Origin~~ | [~~LOCDOMI~~](#LOCDOMI) | ~~3~~ | ~~ER~~ |
| Manual Year | [MANUALYEAR](#MANUALYEAR) | 4 | ERC |
| MHEC Participant | [MHECPRO](#MHECPRO) | 1 | ER |
| Middle Initial | [MIDDLE](#MIDDLE) | 1 | ERC |
| **MOSIS ID** | [**MOSIS**](#MOSIS) | **10** | **ERC** |
| Non-College Hours | [NONCOLE](#NONCOLE)/R | 3 | ER |
| Reverse Transfer Opt-In | [OPTIN](#OPTIN) | 1 | R |
| Prep Math | [PREPMATHE/R](#PREPMATHE) | 3 | ER |
| Prep English | [PREPENGLE/R](#PREPENGLE) | 3 | ER |
| Prep Reading | [PREPREADE/R](#PREPREADE) | 3 | ER |
| ~~First Option Code~~ | [~~PGONEOP~~](#PGONEOP) | ~~4~~ | ~~ERC~~ |
| ~~Second Option Code~~ | [~~PGTWOOP~~](#PGTWOOP) | ~~4~~ | ~~ERC~~ |
| First Major CIP Code | [PROGONE](#PROGONE) | 6 | ERC |
| Second Major CIP Code | [PROGTWO](#PROGTWO) | 6 | ERC |
| ~~Race / Ethnicity~~ | [~~RACE~~](#RACE) | ~~2~~ | ~~ERC~~ |
| Hispanic | [RACEA](#RACEA) | 1 | ERC |
| NR Alien | [RACEB](#RACEB) | 1 | ERC |
| AIAN | [RACEC](#RACEC) | 1 | ERC |
| Asian | [RACED](#RACED) | 1 | ERC |
| Black | [RACEE](#RACEE) | 1 | ERC |
| Pacific Islander | [RACEF](#RACEF) | 1 | ERC |
| White | [RACEG](#RACEG) | 1 | ERC |
| Other Race | [RACEH](#RACEH) | 1 | ERC |
| ~~FT/PT Override Reason~~ | [~~REASOVR~~](#REASOVR) | ~~1~~ | ~~ER~~ |
| Remedial English | [REENGLE/R](#REENGLE) | 3 | ER |
| Remedial Math | [REMATHE/R](#REMATHE) | 3 | ER |
| Other Remedial Hours | [REOTHRE/R](#REOTHRE) | 3 | ER |
| Remedial Reading  | [REREADE](#REREADE)/R | 3 | ER |
| Reverse Transfer Completion | [RTCOMP](#RTCOMP) | 1 | C |
| SAT Math | [SATMAT](#SATMAT) | 3 | E |
| SAT Critical Reading (Formerly Verbal) | [SATCR](#SATCR) | 3 | E |
| SSN or Student ID 1 | [SOCSEC1](#SOCSEC1) | 9 | ERC |
| SSN or Student ID 2 | [SOCSEC2](#SOCSEC2) | 9 | ERC |
| ~~Sport~~ | [~~SPORT~~](#SPORT) | ~~2~~ | ~~ER~~ |
| SSN or Student ID Status | [SSTAT1](#SSTAT1) | 1 | ERC |
| SSN or Student ID Status | [SSTAT2](#SSTAT2) | 1 | ERC |
| Enrollment Status | [STUSTAT](#STUSTAT) | 1 | ER |
| Suffix | [SUFFIX](#SUFFIX) | 5 | ERC |
| Total Term Hours | [TOTRMHRE/R](#TOTRMHRE) | 3 | ER |
| ~~Total Term Quality Points~~ | [~~TOTRMQPT~~](#TOTRMQPT) | ~~4~~ | ~~R~~ |
| **Transfer Institution (IPEDSID)** | [**TRANSCHIPEDS**](#TRANSCHIPEDS) | **6** | **ER** |
| **Transfer Institution** | [**TRANSSCH**](#TRANSSCH) | **6** | **ER** |
| Term Grade Point Average | [TRMGPA](#TRMGPA) | 3 | R |
| **Veteran Status** | [VETERAN](#VETERAN) | 1 | ER |
| Withdraw | [WITHDRAW](#WITHDRAW) | 2 | R |

**Field Name:** **ABSCORE**

 Descriptor Long: Ability to Benefit Test Score

 Field Position: E: 202-204

 Field Length: 3

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in flat file or CSV submissions to maintain file

 structure

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED999

 CodesetFormat: ###

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 999 Variable is deprecated please use "999"

**Field Name:** **ABTEST**

 Descriptor Long: Ability to Benefit Test

 Field Position: E: 200-201

 Field Length: 2

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in flat file or CSV submissions to maintain file

 structure

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ACTCOM**

 Descriptor Long: American College Testing (ACT) Composite Score

 Field Position: E: 175-176

 Field Length: 2

 Field Status: Current

 Definition: Composite score an entering student received on the American College

 Testing (ACT) college entrance examination submitted for admissions

 consideration or attained by the student as a result of an on-campus

 administration of the ACT after the student has already enrolled.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the composite score value the student

 received on the ACT college admissions test. ACT/SAT Concordance

 information is available in the hyperlink resources field.

 Hyperlink Resources: [ACT-SAT Concordance Table](http://research.collegeboard.org/programs/sat/data/concordance)

 Manual Year: 2016

 Codeset Name: ACT

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 to 36 Acceptable Values (include leading 0s)

 99 Unknown, Institution does not have information to populate this field

**Field Name:** **ACTENG**

 Descriptor Long: American College Testing (ACT) English Subscale Score

 Field Position: E: 167-168

 Field Length: 2

 Field Status: Current

 Definition: Score an entering student received on the English Subscale portion of the

 American College Testing (ACT) college entrance examination submitted for

 admissions consideration or attained by the student as a result of an on-

 campus administration of the ACT after the student has already enrolled.

 All subscale scores should be reported from the same test administration

 as the ACT Composite score reported in the ACTCOM column.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the English subscale

 score the student received on the ACT college admissions test.

 ACT/SAT Concordance information is available in the hyperlink resources

 Hyperlink Resources: [ACT-SAT Concordance Table](http://research.collegeboard.org/programs/sat/data/concordance)

 Manual Year: 2016

 Codeset Name: ACT

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 to 36 Acceptable Values (include leading 0s)

 99 Unknown, Institution does not have information to populate this field

**Field Name:** **ACTERM**

 Descriptor Long: Academic Term

 Field Position: E: 9-10, R: 9-10; C: 9-10

 Field Length: 2

 Field Status: Current

 Definition: Academic term refers to the reporting period of students attendance,

 typically the semester

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: ACTERM

 CodesetFormat: ##

 CodesetComments: Code 20 is limited to the Fall Enrollment File, which contains a snap-shot of

 students enrolled at an institution as fall census date, typically the 20th

 day of classes. Summer is treated as a leading term.

 Codes 11, 21, 31, and 41 are used in the Term Registration File, which

 contains data on students enrolled as of the date grades are run at the

 institution in each term, as well as to the Completions File recording the

 students’ conferred awards in the summer, following fall, or spring

 CodesetExample:

 **Value** **Description**

 11 Summer (End-of-term)

 20 Fall (Census date)

 21 Fall (End-of-term)

 31 Winter (End-of-term, UM only, equivalent to Spring)

 41 Spring (End-of-term)

 **Field Name:** **ACTMAT**

 Descriptor Long: American College Testing (ACT) Mathematics Subscale Score

 Field Position: E: 169-170

 Field Length: 2

 Field Status: Current

 Definition: Score an entering student received on the Mathematics Subscale portion of

 the American College Testing (ACT) college entrance examination submitted

 for admissions consideration or attained by the student as a result of an

 on-campus administration of the ACT after the student has already

 enrolled. All subscale scores should be reported from the same test

 administration as the ACT Composite score reported in the ACTCOM column.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the Mathematics

 subscale score the student received on the ACT college admissions test.

 ACT/SAT Concordance information is available in the hyperlink resources

 Hyperlink Resources: [ACT-SAT Concordance Table](http://research.collegeboard.org/programs/sat/data/concordance)

 Manual Year: 2016

 Codeset Name: ACT

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 to 36 Acceptable Values (include leading 0s)

 99 Unknown, Institution does not have information to populate this field

 **Field Name:** **ACTRED**

 Descriptor Long: American College Testing (ACT) Reading Subscale Score

 Field Position: E: 171-172

 Field Length: 2

 Field Status: Current

 Definition: Score an entering student received on the Reading Subscale portion of

 the American College Testing (ACT) college entrance examination submitted

 for admissions consideration or attained by the student as a result of an

 on-campus administration of the ACT after the student has already

 enrolled. All subscale scores should be reported from the same test

 administration as the ACT Composite score reported in the ACTCOM column.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the Mathematics

 subscale score the student received on the ACT college admissions test.

 ACT/SAT Concordance information is available in the hyperlink resources

 Hyperlink Resources: [ACT-SAT Concordance Table](http://research.collegeboard.org/programs/sat/data/concordance)

 Manual Year: 2016

 Codeset Name: ACT

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 to 36 Acceptable Values (include leading 0s)

 99 Unknown, Institution does not have information to populate this field

 **Field Name:** **ACTSCR**

 Descriptor Long: American College Testing (ACT) Science Subscale Score

 Field Position: E: 173-174

 Field Length: 2

 Field Status: Current

 Definition: Score an entering student received on the Science Subscale portion of

 the American College Testing (ACT) college entrance examination submitted

 for admissions consideration or attained by the student as a result of an

 on-campus administration of the ACT after the student has already

 enrolled. All subscale scores should be reported from the same test

 administration as the ACT Composite score reported in the ACTCOM column.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the Mathematics

 subscale score the student received on the ACT college admissions test.

 ACT/SAT Concordance information is available in the hyperlink resources

 Hyperlink Resources: [ACT-SAT Concordance Table](http://research.collegeboard.org/programs/sat/data/concordance)

 Manual Year: 2016

 Codeset Name: ACT

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 to 36 Acceptable Values (include leading 0s)

 99 Unknown, Institution does not have information to populate this field

**Field Name:** **ASSETCA**

 Descriptor Long: ASSET College Algebra Score

 Field Position: E: 196-197

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET College

 Algebra placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET College Algebra test.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ASSETEA**

 Descriptor Long: ASSET Elementary Algebra Score

 Field Position: E: 192-193

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET

 Elementary Algebra placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Elementary Algebra test.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

**Field Name:** **ASSETGM**

 Descriptor Long: ASSET Geometry Score

 Field Position: E: 198-199

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET

 Geometry placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Geometry test.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ASSETIA**

 Descriptor Long: ASSET Intermediate Algebra Score

 Field Position: E: 194-195

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET

 Intermediate Algebra placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Intermediate Algebra test.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

**Field Name:** **ASSETNS**

 Descriptor Long: ASSET Numerical Skills Score

 Field Position: E: 188-189

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET

 Numerical Skills placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Numerical Skills test.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ASSETRS**

 Descriptor Long: ASSET Reading Skills Score

 Field Position: E: 186-187

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET

 Reading Skills placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Reading Skills test.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

**Field Name:** **ASSETSS**

 Descriptor Long: ASSET Study Skills Score

 Field Position: E: 190-191

 Field Length: 2

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in flat file or CSV submissions to maintain file

 structure

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **ASSETWS**

 Descriptor Long: ASSET Writing Skills Score

 Field Position: E: 184-185

 Field Length: 2

 Field Status: Deprecated

 Definition: Score an entering or recently enrolled student received on the ASSET Writing

 Skills placement exam.

 Comments: This is the score received from the student or from the American College

 Testing (ACT) service that specifies the actual value of the score the student

 received on the ASSET Writing Skills test.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

**Field Name:** **ATHLETE**

 Descriptor Long: Athlete Flag

 Field Position: E: 205; R: 145

 Field Length: 1

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in flat file or CSV submissions to maintain file

 structure

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED9

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9 Variable is deprecated please use "9"

 **Field Name:** **AUDTRME/R**

 Descriptor Long: Total Audited Credit Hours

 Field Position: E: 95-97; R: 95-97

 Field Length: 3

 Field Status: Current

 Definition: The total number of audited hours by the student as of the institution's

 census date for the reported academic term or semester (Fall

 Enrollment file) or earned by the student by the end of the term being

 reported (Term Registration file).

.

 Students included in the Fall Enrollment or Term Registration Files who are

 only recorded as enrolled / registered in audited credit hours (doctoral-

 level students excluded) will be considered as exclusive auditors.

 Comments: These hours should be excluded from TOTRMHR

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

**Field Name:** **CALYEAR**

 Descriptor Long: Calendar Year

 Field Position: E: 11-14; R: 11-14; C: 11-14

 Field Length: 4

 Field Status: Current

 Definition: The Calendar year for the census (Fall Enrollment), end-of-term (Term

 Registration), or commencement data (Completions) being reported for the

 accompanying record.

 Comments: The year reported is the four digits of the calendar year for which the

 reported data apply. For example, a fall 1993 enrollment record is coded

 "1993', a degree conferred record for a degree conferred upon a student

 during the August 1993 graduation ceremony would also be coded "1993', a

 degree conferred during the spring 1994 graduation ceremony would be coded '1994'.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: YEAR

 CodesetFormat: ####

 CodesetComments: Four digit value for year (YYYY)

 CodesetExample:

 **Value** **Description**

 YYYY YYYY (e.g. 2010)

 **Field Name:** **CAMPUSID**

 Descriptor Long: Student Campus I.D. or Last Name

 Field Position: E: 35-44; R: 35-44; C: 35-44

 Field Length: 10

 Field Status: Current

 Definition: Campus student identification number or ten character of a student's last

 name

 Comments: This data element should be left-justified. If a campus assigns student

 identification numbers other than the social security number for student

 identification, record 10 characters of that number in this field. If, however,

 a campus uses the social security number as the student identifier, record

 up to 10 capital letters of the student's last name in this field.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

**Field Name:** **CLEVEL**

 Descriptor Long: Student Class Level

 Field Position: E: 59-60; R: 59-60

 Field Length: 2

 Field Status: Current

 Definition: The level of a student's progress toward a degree or certificate in terms of a

 traditional class designation. For the Fall Enrollment file this should be the

 student’s status at the beginning of term; for the Term Registration file it is

 the status at end-of-term.

 Comments: If the class level for a newly enrolled or transfer student is not known, then

 the appropriate Unclassified code is to be used. If the level of a newly

 enrolled, continuing, or transfer student is known, then the exact class level

 code is to be reported in this field.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CLEVEL

 CodesetFormat: ##

 CodesetComments: If class level for newly enrolled or transfer student is not known, then the

 appropriate "Unclassified" code is to be used.

 CodesetExample:

 **Value** **Description**

 11 Freshman (Undergraduate), typically less than 30 semester hours (900 contact

 13 Sophomore (Undergraduate), typically 30 - 59 credit hours for 4Y and 30 or more for

 2Y institutions

 14 Junior (Undergraduate), typically 60 - 89 credit hours for 4Y institutions

 15 Senior (Undergraduate), typically 90 or more credit hours for 4Y institutions

 18 Unclassified undergraduate whose class level is unknown

 17 First Professional Student (law, medicine, veterinary medicine, dentistry,

 optometry, etc.) Equivalent to IPEDS Doctoral- Professional practice

 20 Unclassified first professional student. Equivalent to IPEDS Doctoral- Professional

 practice

 19 Unclassified graduate for whom it is not known if the student is at the specialist,

 master's, or doctoral level

 16 Postbaccalaureate student not pursuing professional or graduate degrees

 26 Specialist degree-level graduate student

 36 Master's degree-level graduate student

 46 Doctoral (PhD, EdD) degree-level graduate student; equivalent to IPEDS Doctoral

 Research/Scholarship

 21 Student is pursuing subsequent bachelor's degree

**Field Name:** **CORE**

 Descriptor Long: Completed CBHE High School Curriculum Core

 Field Position: E: 154

 Field Length: 1

 Field Status: Optional

 Definition: Dichotomous flag to indicate if a student has completed the Coordinating

 Board for Higher Education-recommended high school core curriculum

 Comments: CORE was deprecated in EMSAS Fall Enrollment from 2010 through 2014, because DESE public high school graduation requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because students could again graduate from a Missouri public high school without meeting the CBHE recommendations, CORE has been reactivated in EMSAS. Status should be reported for all **same-year** Missouri high school students graduating with a regular diploma.

 Reporting will be optional in fall 2015.

 Hyperlink Resources: <http://www.dhe.mo.gov/policies/hs-core.php>

 Manual Year: 2016

 Codeset Name: CORE

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y The student completed the CBHE Recommended High School Core Curriculum

 N The student did not complete the CBHE Recommended High School Core Curriculum

 U Unknown or not applicable (e.g. the student did not graduate from a Missouri high school) **Field Name:**  **CORELEC**

 Descriptor Long: Number of High School Core Electives in Other Disciplines

 Field Position: E: 165-166

 Field Length: 2

 Field Status: Optional

 Definition: Total number of courses, or units, of foreign language study, computer

 science with a prerequisite of algebra I, state or international history, or

 signing for the hearing impaired, that the student took which apply to the

 CBHE-recommended high school curriculum for admission to a Missouri

 public four-year college or university.

Comments: DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional **except** for HSMATCRS.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

**Field Name:** **CRTRAN1E/R**

 Descriptor Long: Initial Credit Hours a Receiving Institution Accepts in Transfer For A First-

 Field Position: E: 108-111; R: 111-114

 Field Length: 4

 Field Status: Current

 Definition: Number of initial credit hours a first-time transfer or first-time student

 receives in transfer from institutions previously attended.

Comments: This field is limited to the number of transfer credits the student was

 awarded the first time the student transfers to an institution. The reported value will not change in subsequent terms for most students, although late-arriving transcripts or credit which was provisionally counted but then later disallowed may impact the total.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CRTRAN

 CodesetFormat: ###v#

 CodesetComments: Four digit value of hours with implied decimal included (##v#). Include

 leading 0s

 CodesetExample: 30 credit hours=0300

 **Value** **Description**

 0000 No Transfer Credits Recorded/Accepted

 0005 to highest Acceptable Values for Credit Transfer

 **Field Name:** **CRTRAN2E/R**

 Descriptor Long: Total Transfer Credit Hours Accumulated

 Field Position: E: 112-115; R: 115-118

 Field Length: 4

 Field Status: Current

 Definition: Total number of transferred credit hours a student has received, at any

 time, from an institution other than the institution in which the student is

 currently enrolled. Cumulative transfer credit should be reported as of Census (Fall Enrollment) or End-of-Term (Term Registration).

 Comments: If a student is a new transfer in the fall and the institution accepts 36

 credits in transfer, both the CRTRAN1R and CRTRAN2R fields would contain

 the value '360'. Should the student attend another institution the following

 summer and receives 12 hours of credit that is transferred to the

 institution, the student record for CRTRAN1R would remain unchanged with

 a value of '360', however, the additional 12 hours would be added to

 CRTRAN2R reflecting that the student now has a total of 48 hours, '480',

 transfer credit hours.

 Report only those hours consistent with or applied to the level/degree

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CRTRAN

 CodesetFormat: ###v#

 CodesetComments: Four digit value of hours with implied decimal included (##v#). Include

 leading 0s

 CodesetExample: 30 credit hours=0300

 **Value** **Description**

 0000 No Transfer Credits Recorded/Accepted

 0005 to highest Acceptable Values for Credit Transfer

 **Field Name:** **CUMCREDE/R**

 Descriptor Long: Cumulative Credit Hours

 Field Position: E: 98-101; R: 101-104

 Field Length: 4

 Field Status: Current

 Definition: Cumulative credit hours a student has earned for all the courses taken

 during the student's collegiate career as recorded by the institution where

 student is currently enrolled. Field should include all credit transcripted by

 the institution, including transfer credit and dual credit, while excluding

 audited credit, and non-college level credit. Cumulative credit should be reported as of Census (Fall Enrollment) or End-of-Term (Term Registration).

 Comments: Report only those hours consistent with or applied to the level/degree

 reported in CLEVEL/DEGREEST

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR4

 CodesetFormat: ###v#

 CodesetComments: Four digit value of hours with implied decimal included (##v#). Include

 leading 0s

 CodesetExample: 30 credit hours=0300

 **Value** **Description**

 0000 to highest Accepted Values (include leading/trailing 0s)

**Field Name:** **CUMGPA**

 Descriptor Long: Cumulative Grade Point Average (GPA)

 Field Position: R: 140-142

 Field Length: 3

 Field Status: Current

 Definition: Cumulative college grade point average a student has earned for all the

 courses taken during the student's collegiate career as transcripted by the

 institution where the student is currently enrolled.

 Comments: Report only those GPA points consistent with or applied to the level/degree

 reported in CLEVEL/DEGREEST

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: GPA

 CodesetFormat: #v##

 CodesetComments: Three digit value with implied decimal to hundereths place (#v##)

 CodesetExample: GPA of 3.0=300

 **Value** **Description**

 000 Grade point average actually zero (use 999 for Not Applicable or not available yet)

 001 to highest Acceptable Values (include trailing 0s)

 999 No GPA, not applicable (pass/fail/audit coursework only or not currently available

 (e.g. incomplete)

 **Field Name:** **DEGREEC**

 Descriptor Long: Degree Level Conferred

 Field Position: C: 50-51

 Field Length: 2

 Field Status: Current

 Definition: The level of the degree conferred to a student upon the completion of a

 degree or other formal award program of study.

 Comments: Records should report up to two majors per student, provided all awards

 are conferred at the same degree level, and at the conclusion of the same

 calendar year and term. Awards at more than one degree level, or in more

 than one term in the same reporting year, should be reported in separate

 records.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEGREE

 CodesetFormat: ## or CC

 CodesetComments: Used for DEGREEC, DEGREEST, and HIDEGREE. 70= Formal Award;

 98=Unknown, N/A, valid only for DEGREEST and HIDEGREE; 99=No college

 level degree held, valid only for HIDEGREE

 CodesetExample:

 **Value** **Description**

 70 OTHER FORMAL AWARD: Recognition in writing by an institution to the student for

 the completion of a program of courses that has been approved by the institution's

 governing board which cannot be classified by one of the following certificates,

 diplomas, or degrees.

 11 CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE SEMESTER: An award for the successful

 completion of a course of study or program offered by a postsecondary education

 institution that covers a time span of one semester or less.

 20 CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE YEAR: An award for the successful

 completion of a course of study or program offered by a postsecondary education

 institution that covers any time span less than one academic year. Requires

 completion of an organized program of study at the postsecondary level in less than

 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a

 student enrolled full-time.

 21 CERTIFICATE/AWARD/DIPLOMA OF AT LEAST 1 BUT LESS THAN 2 YEARS: An award for the

 successful completion of a course of study or program at the postsecondary level,

 requiring at least 1 but less than 2 full-time equivalent academic years, or designed

 for completion in at least 30 but less than 60 credit hours, or in at least 900 but

 less than 1,800 contact hours.

 22 TWO-YEAR CERTIFICATE: An award for the successful completion of a course of study

 or program offered by a postsecondary education institution that covers 2 full-time

 equivalent academic years, or completion of 60 credit hours or 1,800 contact hours.

 24 CERTIFICATE/AWARD/DIPLOMA OF MORE THAN 2 BUT LESS THAN 4 YEARS: An award for

 the successful completion of a course of study or program offered by a

 postsecondary education institution that covers any time span greater than two

 but less than four academic years. Requires completion of an organized program of

 study at the postsecondary level in at least 2 but less than 4 full-time equivalent

 academic years, or designed for completion in at least 60 but less than 120 credit

 hours, or in at least 1,800 but less than 3,600 contact hours.

 31 ASSOCIATE of ARTS: The degree granted upon completion of an educational program

 less than baccalaureate level, requiring at least 2 but less than 4 academic years of

 college work.

 32 ASSOCIATE of SCIENCE: The degree granted upon completion of an educational

 program less than baccalaureate level, requiring at least 2 but less than 4 years of

 college work.

 33 ASSOCIATE OF APPLIED SCIENCE: The degree granted upon completion of a program

 less than baccalaureate level, requiring at least 2 but less than 4 years of college

 34 ASSOCIATE OF ARTS IN TEACHING (NEW 2010): The degree granted upon completion

 of an educational program less than baccalaureate level, requiring at least two but

 less than four academic years of college work

 23 ASSOCIATE DEGREE (other): The degree granted upon completion of an educational

 program less than baccalaureate level, requiring at least two but less than four

 academic years of college work. This degree consists of all associate degrees with

 the exception of the AA, AS, AAS and AAT degrees.

 25 BACHELOR'S DEGREE: Any earned academic degree carrying the title of bachelor. An

 award that normally requires at least 4 but not more than 5 years of full-time

 equivalent college-level work. This includes ALL bachelor's degrees conferred in a

 cooperative or work-study plan or program. A cooperative plan provides for

 alternate class attendance and employment in business, industry, or government;

 thus, it allows the student to combine actual work experience with college studies.

 Also includes bachelor's degrees in which the normal 4 years of work is completed

 41 POSTBACCALAUREATE CERTIFICATE: An award that requires completion of an

 organized program of study equivalent to 18 semester credit hours beyond the

 bachelor's. It is designed for persons who have completed a baccalaureate degree,

 but does not meet the requirements of a master’s degree.

 42 MASTER'S DEGREE: An award that requires the successful completion of a program of

 study of at least the full-time equivalent of 1 but no more than 2 academic years of

 work beyond the bachelor's degree. Any earned academic degree carrying the title

 of master. In liberal arts and sciences, the degree is customarily granted upon

 successful completion of one or two academic years of work beyond the bachelor's

 level. In professional fields, it is an advanced professional degree carrying the

 master's designation earned after the first professional degree (e.g., LLM, Master in

 Surgery, MS, Master of Science, MSW, Master of Social Work).

 43 EDUCATION SPECIALIST: A certificate requiring completion of an organized program

 of not less than 30 semester hours beyond the master's degree and enables

 persons to become certified as school counselors, school principals, school

 superintendents, and other specialty areas related to employment in elementary

 44 POST-MASTER’S CERTIFICATE: An award that requires completion of an organized

 program of study equivalent to 24 semester credit hours beyond the master's

 degree, but does not meet the requirements of academic degrees at the doctor's

 45 DOCTORAL DEGREE: An earned academic degree carrying the title of doctor, e.g., PhD

 and EdD. Not to be included are first professional degrees such as MD or DDS.

 Equivalent to IPEDS "Doctor's Degree: Research/Scholarship"

 60 FIRST PROFESSIONAL DEGREE: A student enrolled in a graduate-level first

 professional degree program. A student enrolled in an undergraduate pre-

 professional curriculum or a student in one of the first two years corresponding to

 the undergraduate freshman or sophomore year of an integrated graduate

 professional degree program should be classified as a lower division student and

 not as a first professional student. Equivalent to IPEDS "Doctor's Degree-

 98 Unknown, N/A, Institutions is unaware of the highest degree sought by student

 (valid only with DEGREEST and HIDEGREE)

 99 No College-level degree held (valid only with HIDEGREE)

 **Field Name:** **DEGREEST**

 Descriptor Long: Degree Level Sought

 Field Position: E: 64-65; R: 64-65

 Field Length: 2

 Field Status: Current

 Definition: The highest degree level a student is currently working toward, and is

 intending to complete.

 Comments: Students should be coded according to the highest degree level the student

 is currently working toward; e.g. students enrolled in concurrent

 baccalaureate and master's programs should be coded at the master's level

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEGREE

 CodesetFormat: ## or CC

 CodesetComments: Used for DEGREEC, DEGREEST, and HIDEGREE. 70= Formal Award;

 98=Unknown, N/A, valid only for DEGREEST and HIDEGREE; 99=No college

 level degree held, valid only for HIDEGREE

 CodesetExample:

 **Value** **Description**

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 20 CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE YEAR: An award for the successful

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 institution that covers any time span less than one academic year. Requires

 completion of an organized program of study at the postsecondary level in less than

 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a

 student enrolled full-time.

 21 CERTIFICATE/AWARD/DIPLOMA OF AT LEAST 1 BUT LESS THAN 2 YEARS: An award for the

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 requiring at least 1 but less than 2 full-time equivalent academic years, or designed

 for completion in at least 30 but less than 60 credit hours, or in at least 900 but

 less than 1,800 contact hours.

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 or program offered by a postsecondary education institution that covers 2 full-time

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 postsecondary education institution that covers any time span greater than two

 but less than four academic years. Requires completion of an organized program of

 study at the postsecondary level in at least 2 but less than 4 full-time equivalent

 academic years, or designed for completion in at least 60 but less than 120 credit

 hours, or in at least 1,800 but less than 3,600 contact hours.

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 less than baccalaureate level, requiring at least 2 but less than 4 academic years of

 college work.

 32 ASSOCIATE of SCIENCE: The degree granted upon completion of an educational

 program less than baccalaureate level, requiring at least 2 but less than 4 years of

 college work.

 33 ASSOCIATE OF APPLIED SCIENCE: The degree granted upon completion of a program

 less than baccalaureate level, requiring at least 2 but less than 4 years of college

 34 ASSOCIATE OF ARTS IN TEACHING (NEW 2010): The degree granted upon completion

 of an educational program less than baccalaureate level, requiring at least two but

 less than four academic years of college work

 23 ASSOCIATE DEGREE (other): The degree granted upon completion of an educational

 program less than baccalaureate level, requiring at least two but less than four

 academic years of college work. This degree consists of all associate degrees with

 the exception of the AA, AS, AAS and AAT degrees.

 25 BACHELOR'S DEGREE: Any earned academic degree carrying the title of bachelor. An

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 equivalent college-level work. This includes ALL bachelor's degrees conferred in a

 cooperative or work-study plan or program. A cooperative plan provides for

 alternate class attendance and employment in business, industry, or government;

 thus, it allows the student to combine actual work experience with college studies.

 Also includes bachelor's degrees in which the normal 4 years of work is completed

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 bachelor's. It is designed for persons who have completed a baccalaureate degree,

 but does not meet the requirements of a master’s degree.

 42 MASTER'S DEGREE: An award that requires the successful completion of a program of

 study of at least the full-time equivalent of 1 but no more than 2 academic years of

 work beyond the bachelor's degree. Any earned academic degree carrying the title

 of master. In liberal arts and sciences, the degree is customarily granted upon

 successful completion of one or two academic years of work beyond the bachelor's

 level. In professional fields, it is an advanced professional degree carrying the

 master's designation earned after the first professional degree (e.g., LLM, Master in

 Surgery, MS, Master of Science, MSW, Master of Social Work).

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 of not less than 30 semester hours beyond the master's degree and enables

 persons to become certified as school counselors, school principals, school

 superintendents, and other specialty areas related to employment in elementary

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 program of study equivalent to 24 semester credit hours beyond the master's

 degree, but does not meet the requirements of academic degrees at the doctor's

 45 DOCTORAL DEGREE: An earned academic degree carrying the title of doctor, e.g., PhD

 and EdD. Not to be included are first professional degrees such as MD or DDS.

 Equivalent to IPEDS "Doctor's Degree: Research/Scholarship"

 60 FIRST PROFESSIONAL DEGREE: A student enrolled in a graduate-level first

 professional degree program. A student enrolled in an undergraduate pre-

 professional curriculum or a student in one of the first two years corresponding to

 the undergraduate freshman or sophomore year of an integrated graduate

 professional degree program should be classified as a lower division student and

 not as a first professional student. Equivalent to IPEDS "Doctor's Degree-

 98 Unknown, N/A, Institutions is unaware of the highest degree sought by student, or non-degree-

 seeking in DEGREEST (valid only with DEGREEST and HIDEGREE)

 99 No College-level degree held (valid only with HIDEGREE)

 **Field Name:** **DISTANCE**

 Descriptor Long: Distance Learning Credit Hours

 Field Position: E: 323-325; R: 259-261

 Field Length: 3

 Field Status: Optional

 Definition: Number of credit hours enrolled exclusively as distance education as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).

 Coursework should be classified as distance learning if instruction takes place exclusively through a non-face-to-face modality in which the instructor and students are separated by time, location, or both. Education or training courses are delivered to remote locations via synchronous or asynchronous means of instruction, including written

 correspondence, text, graphics, audio- and videotape, CD-ROM, online

 learning, audio- and videoconferencing, interactive TV, and FAX.

 Comments: Prior to the 2015 Manual Year, credits would be counted here if instruction in the course was predominantly, or at least 50 percent distance education. For 2015, the EMSAS definition is changed to count credits delivered “exclusively” via distance education to align with the IPEDS definition of a Distance Education course. Reporting institutions may exercise discretion in regards to which courses are “exclusively” delivered as distance.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

**Field Name:** **DOBIRTH**

 Descriptor Long: Date of Birth

 Field Position: E: 48-55; R: 48-55; C: 138-145

 Field Length: 8

 Field Status: Current

 Definition: Student's date of birth

 Comments: If the date of birth is known, the field should be filled with the first four digits

 indicating the year of birth, followed by two digits for the numeric abbreviation

 of the month of birth, followed by the final two digits indicating the day of birth

 (YYYYMMDD). For example, a date of birth of October 11, 1986 should be

 coded '19861011'.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DOBIRTH

 CodesetFormat: ########

 CodesetComments: Eight-digit value for date YYYYMMDD

 CodesetExample: October 11, 1986 = 19861011

 **Value** **Description**

 19000101 to Acceptable Values (YYYYMMDD)

 99999999 Unknown, Institution does not have information to populate this field

**Field Name:** **DSSTATUS**

 Descriptor Long: Degree-Seeking Status

 Field Position: E: 86; R: 86

 Field Length: 1

 Field Status: Current

 Definition: Status of a student enrolled in courses for credit who is recognized by the

 institution as seeking, or not seeking, a formal award at the reporting

 institution. At the undergraduate level, this is intended to include those

 enrolled in vocational/occupational programs.

 Comments: This field identifies whether a student is seeking a certificate, diploma,

 degree, or other formal award at the reporting institution. Students seeking

 a degree or other formal award are those enrolled in courses for credit and

 who are recognized by the reporting institution as seeking a degree or other

 formal award.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DSSTATUS

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 0 Unknown, Institution does not have information to populate this field

 1 Degree-Seeking

 2 Non-Degree-Seeking

**Field Name:** **EACTCOM**

 Descriptor Long: Equacted ACT Composite Score

 Field Position: E: 177

 Field Length: 1

 Field Status: Current

 Definition: Identifies students for whom the ACT Composite Score reorted in the

 ACTCOM field has been equated based on SAT Math (SATMAT) and SAT Verbal

 (SATVER) scores.

 Comments: ACT/SAT Concordance information is available in the hyperlink resources

 Hyperlink Resources: [ACT-SAT Concordance Table](http://research.collegeboard.org/programs/sat/data/concordance)

 Manual Year: 2016

 Codeset Name: EACTCOM

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 0 Not Applicable

 1 Any ACT scores reported for this student are based on ACT testing.

 2 ACT Composite Score (ACTCOM) equated based on SAT testing.

**Field Name:** **FICECODE**

 Descriptor Long: FICE College Code

 Field Position: E: 3-8; R: 3-8; C: 3-8

 Field Length: 6

 Field Status: Current

 Definition: FICE code used to identify reporting institution.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

**Field Name:** **FILETYPE**

 Descriptor Long: File Type

 Field Position: E: 1-2; R: 1-2; C: 1-2;

 Field Length: 2

 Field Status: Current

 Definition: Indicates which record is being reported

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: FILETYPE

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 01 Fall Enrollment

 03 Term Registration

 05 Degree Completion

 **Field Name:** **FIRSTNAM**

 Descriptor Long: First Name

 Field Position: E: 242-271; R: 178-207; C: 102-131

 Field Length: 30

 Field Status: Current

 Definition: Student's first name

 Comments: May include punctuation (e.g. hyphen)

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **FLELECT**

 Descriptor Long: Number of Foreign Language Courses

 Field Position: E: 210-211

 Field Length: 2

 Field Status: Optional

 Definition: The number of courses, or units, of foreign language study, that the student

 took which apply to the CBHE-recommended high school curriculum for

 admission to a Missouri public four-year college or university.

 Comments: This field is required for all first-time undergraduates. High school foreign

 language courses applicable to the CBHE recommended high school

 electives include course such as: (1) Chinese, (2) French, (3) German, (4)

 Greek, (5) Hebrew, (6) Italian, (7) Japanese, (8) Latin, (9) Russian, and (10)

 Spanish. Any language spoken by citizens of a non-English-speaking country

 applies to the foreign language elective.

 Record in this field the number of units of foreign language, defined as one

 full year of study, that are applicable to the CBHE-recommended high school

 core curriculum electives. For example, a student taking two (2) years of

 high school German would have a '20' recorded in this field. A student taking

 three and one-half years of Russian and one year of Spanish would have '45'

 (4.5 years) recorded in this field. Includes an implied decimal (9v9).

 The high school foreign language courses applicable to the Coordinating

 Board's recommended high school electives typically include such courses

 as: (1) Chinese, (2) French, (3) German, (4) Greek, (5) Hebrew, (6) Italian, (7)

 Japanese, (8) Latin, (9) Russian, and (10) Spanish. Any language spoken by

 citizens of a non-English-speaking country applies to the foreign language

 elective.

 DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional **except** for HSMATCRS.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

 **Field Name:** **FTEE/R**

 Descriptor Long: Full-Time Equivalent Enrollment

 Field Position: E: 92-94; R: 92-94

 Field Length: 3

 Field Status: Current

 Definition: This field may be used to assign a full-time equivalent enrollment value to

 first-professional students (but not undergraduate or graduate students),

 for whom full-time enrollment status may vary by program.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: FTE

 CodesetFormat: #v##

 CodesetComments: Implied decimal between first and second digits. This field for first-

 professional students only

 Value 999 should be used for all non-first-professionals level students, and

 first-professional students with no adjustment required.

 CodesetExample: Full-time 1.0 = 100; Half-time .5 = 050

 **Value** **Description**

 000 to highest Acceptable values (First Professional Only)

 999 Not Applicable

**Field Name:** **FTPTOVR**

 Descriptor Long: Full-time / Part-time Override

 Field Position: E: 90; R: 90

 Field Length: 1

 Field Status: Current

 Definition: This field may be used to over-ride the calculated full-time/ part-time

 enrollment status of first-professional and graduate level students (but not

 undergraduate students), for whom full-time enrollment status may vary by

 program

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: FTPTOVR

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 0 Not Applicable, FTPTOVR should not be used to determine student's full-/part-time

 enrollment status

 1 Student should be coded/reported as part-time

 2 Student should be coded/reported as full-time

**Field Name:** **GENDER**

 Descriptor Long: Gender

 Field Position: E: 45; R: 45; C: 45

 Field Length: 1

 Field Status: Current

 Definition: Gender of the student

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: Gender

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 F Female

 M Male

 U Unknown

**Field Name:** **GEODOMI**

 Descriptor Long: Geographic Origin (Domicile)

 Field Position: E: 312-316; R: 248-252

 Field Length: 5

 Field Status: Current

 Definition: The geographic origin of a student at the time of initial admission to the

 institution as a first-time student or first-time transfer student.

Comments: This code should not change for undergraduate students; however, out-of-state undergraduate completers at Missouri institutions who re-enroll as graduate or first-professional students may be coded as Missouri students, provided all requirements of CBHE policy on student residency have been met (see Hyperlink Resources). Institutions may exercise discretion in determining geographic origin at admission by defined criteria, e.g. residency for tuition purposes.

 Hyperlink Resources: <http://dhe.mo.gov/documents/DetailedGeoDomi.xlsx>

 Manual Year: 2016

 Codeset Name: GEODOMI

 CodesetFormat: #####

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 29001 to 29229 Valid Missouri county codes (use 29000 for Missouri unknown county)

 01000 to 56000 Valid US state codes (use 29000 for Missouri unknown county)

 60000 to 78000 US Territories

 00004 to 00894 Foreign Countries

 99999 Unknown Foreign Countries

 99999 Unknown, Institution does not have information to populate this field

 **Field Name:** **GRDTRMR**

 Descriptor Long: Total Graded Credit Hours

 Field Position: R: 98-100

 Field Length: 3

 Field Status: Current

 Definition: Total number of graded credit hours a student has earned during the term

 being reported.

 Comments: Graded credit hours is defined as hours for which a student

 received a letter grade, e.g. A, B, C, D, F. Excluded from the graded term credit

 hours are those credit hours associated with courses for which a student is

 expected to receive a grade of Pass/Fail or Satisfactory/Unsatisfactory

 completion or those credit hours associated with the courses the student is

 auditing or withdrew.

 Depending on how an institution treats remedial mathematics, remedial

 English, remedial reading, non-college-level and dual enrollment credits,

 these too might be included in this total graded credit hour field. Thus, this

 field should include the numerical value of the total graded credits the

 institution has recorded on its files for the student during the term being

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **HIDEGREE**

 Descriptor Long: Highest Degree Held

 Field Position: E: 62-63; R: 62-63; C: 48-49

 Field Length: 2

 Field Status: Current

 Definition: the highest degree a student has been awarded by either the reporting

 institution or another institution.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEGREE

 CodesetFormat: ## or CC

 CodesetComments: Used for DEGREEC, DEGREEST, and HIDEGREE. 70= Formal Award;

 98=Unknown, N/A, valid only for DEGREEST and HIDEGREE; 99=No college

 level degree held, valid only for HIDEGREE

 CodesetExample:

 **Value** **Description**

 70 OTHER FORMAL AWARD: Recognition in writing by an institution to the student for

 the completion of a program of courses that has been approved by the institution's

 governing board which cannot be classified by one of the following certificates,

 diplomas, or degrees.

 11 CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE SEMESTER: An award for the successful

 completion of a course of study or program offered by a postsecondary education

 institution that covers a time span of one semester or less.

 20 CERTIFICATE/AWARD/DIPLOMA LESS THAN ONE YEAR: An award for the successful

 completion of a course of study or program offered by a postsecondary education

 institution that covers any time span less than one academic year. Requires

 completion of an organized program of study at the postsecondary level in less than

 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a

 student enrolled full-time.

 21 CERTIFICATE/AWARD/DIPLOMA OF AT LEAST 1 BUT LESS THAN 2 YEARS: An award for the

 successful completion of a course of study or program at the postsecondary level,

 requiring at least 1 but less than 2 full-time equivalent academic years, or designed

 for completion in at least 30 but less than 60 credit hours, or in at least 900 but

 less than 1,800 contact hours.

 22 TWO-YEAR CERTIFICATE: An award for the successful completion of a course of study

 or program offered by a postsecondary education institution that covers 2 full-time

 equivalent academic years, or completion of 60 credit hours or 1,800 contact hours.

 24 CERTIFICATE/AWARD/DIPLOMA OF MORE THAN 2 BUT LESS THAN 4 YEARS: An award for

 the successful completion of a course of study or program offered by a

 postsecondary education institution that covers any time span greater than two

 but less than four academic years. Requires completion of an organized program of

 study at the postsecondary level in at least 2 but less than 4 full-time equivalent

 academic years, or designed for completion in at least 60 but less than 120 credit

 hours, or in at least 1,800 but less than 3,600 contact hours.

 31 ASSOCIATE of ARTS: The degree granted upon completion of an educational program

 less than baccalaureate level, requiring at least 2 but less than 4 academic years of

 college work.

 32 ASSOCIATE of SCIENCE: The degree granted upon completion of an educational

 program less than baccalaureate level, requiring at least 2 but less than 4 years of

 college work.

 33 ASSOCIATE OF APPLIED SCIENCE: The degree granted upon completion of a program

 less than baccalaureate level, requiring at least 2 but less than 4 years of college

 34 ASSOCIATE OF ARTS IN TEACHING (NEW 2010): The degree granted upon completion

 of an educational program less than baccalaureate level, requiring at least two but

 less than four academic years of college work

 23 ASSOCIATE DEGREE (other): The degree granted upon completion of an educational

 program less than baccalaureate level, requiring at least two but less than four

 academic years of college work. This degree consists of all associate degrees with

 the exception of the AA, AS, AAS and AAT degrees.

 25 BACHELOR'S DEGREE: Any earned academic degree carrying the title of bachelor. An

 award that normally requires at least 4 but not more than 5 years of full-time

 equivalent college-level work. This includes ALL bachelor's degrees conferred in a

 cooperative or work-study plan or program. A cooperative plan provides for

 alternate class attendance and employment in business, industry, or government;

 thus, it allows the student to combine actual work experience with college studies.

 Also includes bachelor's degrees in which the normal 4 years of work is completed

 41 POSTBACCALAUREATE CERTIFICATE: An award that requires completion of an

 organized program of study equivalent to 18 semester credit hours beyond the

 bachelor's. It is designed for persons who have completed a baccalaureate degree,

 but does not meet the requirements of a master’s degree.

 42 MASTER'S DEGREE: An award that requires the successful completion of a program of

 study of at least the full-time equivalent of 1 but no more than 2 academic years of

 work beyond the bachelor's degree. Any earned academic degree carrying the title

 of master. In liberal arts and sciences, the degree is customarily granted upon

 successful completion of one or two academic years of work beyond the bachelor's

 level. In professional fields, it is an advanced professional degree carrying the

 master's designation earned after the first professional degree (e.g., LLM, Master in

 Surgery, MS, Master of Science, MSW, Master of Social Work).

 43 EDUCATION SPECIALIST: A certificate requiring completion of an organized program

 of not less than 30 semester hours beyond the master's degree and enables

 persons to become certified as school counselors, school principals, school

 superintendents, and other specialty areas related to employment in elementary

 44 POST-MASTER’S CERTIFICATE: An award that requires completion of an organized

 program of study equivalent to 24 semester credit hours beyond the master's

 degree, but does not meet the requirements of academic degrees at the doctor's

 45 DOCTORAL DEGREE: An earned academic degree carrying the title of doctor, e.g., PhD

 and EdD. Not to be included are first professional degrees such as MD or DDS.

 Equivalent to IPEDS "Doctor's Degree: Research/Scholarship"

 60 FIRST PROFESSIONAL DEGREE: A student enrolled in a graduate-level first

 professional degree program. A student enrolled in an undergraduate pre-

 professional curriculum or a student in one of the first two years corresponding to

 the undergraduate freshman or sophomore year of an integrated graduate

 professional degree program should be classified as a lower division student and

 not as a first professional student. Equivalent to IPEDS "Doctor's Degree-

 98 Unknown, N/A, Institutions is unaware of the highest degree sought by student

 (valid only with DEGREEST and HIDEGREE)

 99 No College-level degree held (valid only with HIDEGREE)

 **Field Name:** **HSCODE**

 Descriptor Long: High School Code

 Field Position: E: 130-135

 Field Length: 6

 Field Status: Current

 Definition: A 6-digit number assigned by ACT that identifies the high school that awards

 the high school diploma to a student.

 Comments: See the link in Hyperlink Resources for High School codes. This field is

 required for all first-time undergraduates. The American College Testing

 (ACT) codes are used for public and private high schools.

Hyperlink Resources: [ACT High School Codes](https://www.act.org/content/act/en/products-and-services/the-act/taking-the-test/high-school-codes-lookup.html)

 Manual Year: 2016

 Codeset Name: HSCODE

 CodesetFormat: ######

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Valid ACT Codes Valid ACT Codes

 999995 A student graduating from an unaccredited high school

 999996 A student who completed secondary education through home schooling

 999997 A student admitted on the basis of a passing Ability to Benefit Test

 999998 A student admitted on the basis of a passing General Equivalency Diploma (GED)

 examination score

 999999 Not a high school graduate, does not have a passing GED examination score, an ABT

 score, or not home schooled.

 999994 Unknown

**Field Name:** **HSCRANK**

 Descriptor Long: High School Class Rank

 Field Position: E: 146-149

 Field Length: 4

 Field Status: Current

 Definition: The ranked position of the student among his or her high school graduating

 class. This field is required for all first-time undergraduates.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSSIZE

 CodesetFormat: ####

 CodesetComments:

 CodesetExample: Student Body Size or Rank 350 = 0350

 **Value** **Description**

 0000 Unknown, Institution does not have information to populate this field

 0001 to highest Acceptable Values (include leading 0s)

 **Field Name:** **HSCSIZE**

 Descriptor Long: High School Class Size

 Field Position: E: 142-245

 Field Length: 4

 Field Status: Current

 Definition: The number of students in the reported student's high school graduating

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSSIZE

 CodesetFormat: ####

 CodesetComments:

 CodesetExample: Student Body Size or Rank 350 = 0350

 **Value** **Description**

 0000 Unknown, Institution does not have information to populate this field

 0001 to highest Acceptable Values (include leading 0s)

**Field Name:** **HSENGCRS**

 Descriptor Long: Number of High School English Courses

 Field Position: E: 155-156

 Field Length: 2

 Field Status: Optional

 Definition: The total number of high school English courses or units the student took

 which apply to the CBHE-recommended high school curriculum for

 admission to a Missouri public four-year college or university. One unit

 equals a year-long course.

Comments: DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional **except** for HSMATCRS.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

**Field Name:** **HSGRDYR**

 Descriptor Long: Year of High School Graduation - yyyymmdd

 Field Position: E: 136-141

 Field Length: 6

 Field Status: Current

 Definition: “The calendar year and month in which the student completed (or is

 expected to complete for high school students) their secondary education,

 high school graduation, General Equivalency Diploma (GED) or Ability to

 Comments: This field is required for all first-time undergraduates.

 For the high school graduating classes of 2008 and 2009, the CBHE

 Recommended High School Core Curriculum is available in the Hyperlink

 Resources field.

 For the high school graduating classes of 2010 and beyond, the CBHE

 Recommended High School Core Curriculum is available in the hyperlink

 resources field.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSGRDYR

 CodesetFormat: ######

 CodesetComments: Six-digit value for year and month (YYYYMM)

 CodesetExample: Passed GED June 2007 = 200706

 **Value** **Description**

 000000 Unknown

 YYYYMM YYYYMM (e.g. 200706 = June 2007)

 **Field Name:** **HSMATCRS**

 Descriptor Long: Number of High School Math Courses

 Field Position: E: 157-158

 Field Length: 2

 Field Status: Optional

 Definition: The total number of courses, or units, of high school mathematics that the

 student took which apply to the CBHE-recommended high school curriculum

 for admission to a Missouri public four-year college or university.

Comments: DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional **except** for HSMATCRS in cases where CORE=’N’.

 HSMATCRS should be reported for all same-year Missouri high school graduates who graduated with a regular diploma, but for whom CORE=’N’.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

 **Field Name:** **HSPRNK**

 Descriptor Long: High School Percentile Rank

 Field Position: E: 150-153

 Field Length: 4

 Field Status: Current

 Definition: The percentile rank associated with a student's rank within the student's

 high school graduating class. (Class Size – Class Rank + .5)/Class Size, round

 Comments: Required for all first-time undergraduates and for transfer students with 23

 or fewer credit hours accepted in transfer by the institution to which a

 student has transferred.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSPRNK

 CodesetFormat: ###v#

 CodesetComments: Four digit value with implied decimal included (##v#). Include leading 0s

 CodesetExample: HS percentile rank 86.5 = 0865

 **Value** **Description**

 0000 to 1000 Acceptable Values (include leading 0s)

 9999 Unknown, Institution does not have information to populate this field

**Field Name:** **HSSCICRS**

 Descriptor Long: Number of High School Science Courses

 Field Position: E: 161-162

 Field Length: 2

 Field Status: Optional

 Definition: The total number of courses, or units, of high school science that the

 student took which apply to the CBHE-recommended high school curriculum

 for admission to a Missouri public four-year college or university.

Comments: DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional **except** for HSMATCRS.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

**Field Name:** **HSSSTCRS**

 Descriptor Long: Number of High School Social Studies Courses

 Field Position: E: 159-160

 Field Length: 2

 Field Status: Optional

 Definition: The total number of courses, or units, of high school social studies that the

 student took which apply to the CBHE-recommended high school curriculum

 for admission to a Missouri public four-year college or university.

Comments: DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional **except** for HSMATCRS.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

 **Field Name:** **HSSTUDNT**

 Descriptor Long: High School Student

 Field Position: E: 129; R: 132

 Field Length: 1

 Field Status: Current

 Definition: Identifies students who are still enrolled in high school and have not

 received, at the time of reporting, a high school diploma and are enrolled in

 college-level classes at the reporting institution.

 Comments: This field includes students enrolled in dual enrollment and dual credit

 courses either offered on-campus or in the high school as well as high

 school students enrolled in on-campus courses for other reasons.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSSTUDNT

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, the student being reported is enrolled in high school and has not received a

 high school diploma.

 N No, The student being reported is not enrolled in high school at the time of

 **Field Name:** **HSVPARCRS**

 Descriptor Long: Number of High School Visual/Performing Arts Courses

 Field Position: E: 163-164

 Field Length: 2

 Field Status: Optional

 Definition: The total number of courses, or units, of high school visual and performing

 arts that the student took which apply to the CBHE-recommended high

 school curriculum for admission to a Missouri public four-year college or

Comments: DESE High School Graduation Requirements and the CBHE Recommended High School Core Curriculum were substantially equivalent for high school graduates entering from fall 2010 through fall 2013. Beginning in Fall 2014, however, the CBHE Recommended High School Core Curriculum included a fourth credit (year) of math. Because the remainder of the requirements remain substantially equivalent, all high school content area credit hour fields are now optional **except** for HSMATCRS.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: HSCOURSE

 CodesetFormat: #v#

 CodesetComments: Two digit value of actual number of years with an implied decimal included

 (#v#). Used for CORELECT, FLELECT, HSENGCRS, HSMATCRS, HSSCICRS,

 HSSSTCRS, HSVPARCRS. Number of years with implied decimal.

 CodesetExample: 3 semester of course = 15

 **Value** **Description**

 00 None

 10 to highest Acceptable values, Number of years, implied decimal (#v#)

 99 Unknown if student took such courses, not equivalent to None

**Field Name:** **LASTNAME**

 Descriptor Long: Student's Last Name

 Field Position: E: 212-241; R: 148-177; C: 72-101

 Field Length: 30

 Field Status: Current

 Definition: Student's last name

 Comments: May include punctuation (e.g. hyphen)

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **LEGRES**

 Descriptor Long: Legal Residence

 Field Position: E: 208

 Field Length: 1

 Field Status: Current

 Definition: Student's present legal residence as determined in accordance with the

 Residency Policy of the Coordinating Board and used as the basis for

 institutional fee assessment policies.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: LEGRES

 CodesetFormat: #

 CodesetComments: The coding scheme contains two categories for four-year institutions and

 three categories for two-year institutions. For four-year institutions, this

 data element should be coded as either in-state or out-of-state; for two-

 year institutions, three categories apply: (1) in-district, (2) in-state but out-

 of-district, and (3) out-of-state.

 CodesetExample:

 **Value** **Description**

 1 4Y: In-State; 2Y: In-District

 2 2Y: In-state, Out-of-District (2Y only)

 3 Out-of-state (4Y and 2Y)

**Field Name:** **LOCCDF**

 Descriptor Long: Course Location

 Field Position: E: 209

 Field Length: 1

 Field Status: Current

 Definition: Classification of a student as on- or off-campus, or in- or out-of-district,

 based on the location where the majority of his/her credit hours are taken.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: LOCCDF

 CodesetFormat: #

 CodesetComments: 4 year institutions: students classified as taking courses primarily on- or off-

 campus

 2-year institutions: students classified as taking courses primarily in- or out-

 of-district

 Distance Learning: Reserved for students who take majority of credit hours

 through on-line courses. Students who enroll/register in exactly 50 percent

 of credit hours on-campus or in-district should be coded as ‘1’.

 CodesetExample:

 **Value** **Description**

 1 4Y: On-campus; 2Y: In-District

 3 4Y: Off-campus; 2Y: Out-of-District

 5 Distance learning (for students who take the majority of their credit hours through

 on-line courses)

 **Field Name:** **LOCDOMI**

 Descriptor Long: Geographic Origin (Domicile)

 Field Position: E: 56-58; R: 56-58

 Field Length: 3

 Field Status: Deprecated

 Definition: The geographic origin of a student at the time of initial admission to the

 institution as a first-time student or first-time transfer student.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED999

 CodesetFormat: ###

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 999 Variable is deprecated please use "999"

**Field Name:** **MANUALYEAR**

 Descriptor Long: Year of the Relevant Manual used to complete EMSAS

 Field Position: E: 308-311; R: 244-247; C: 164-167

 Field Length: 4

 Field Status: Current

 Definition: The publication year of the manual definitions and file layout used to

 complete the EMSAS file

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: YEAR

 CodesetFormat: ####

 CodesetComments: Four digit value for year (YYYY)

 CodesetExample:

 **Value** **Description**

 YYYY YYYY (e.g. 2010)

 **Field Name:** **MHECPRO**

 Descriptor Long: Midwest Higher Education Commission (MHEC) Student Exchange Program

 Field Position: E: 116; R: 119

 Field Length: 1

 Field Status: Optional

 Definition: Identifies students from other states who are attending a Missouri college

 or university through the Midwest Higher Education Commission Student

 Exchange Program.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: MHECPRO

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 Student is NOT a participant in MHEC Exchange program

 1 Student is NOT a participant in the Midwest Higher Education Exchange Program

 2 Student IS a participant in the Midwest Higher Education Exchange Program

 2 Student IS a participant in MHEC Exchange program

 0 Unknown, Institution does not have information to populate this field

 0 Unknown (Includes students currently in high school)

**Field Name:** **MIDDLE**

 Descriptor Long: Middle Initial

 Field Position: E: 272; R: 208; C: 132

 Field Length: 1

 Field Status: Optional

 Definition: Student's middle initial

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **MOSIS**

 Descriptor Long: MOSIS ID

 Field Position: E: 278-287; R: 214-223; C: 146-155

 Field Length: 10

 Field Status: Optional

 Definition: Unique student identifier assigned to all students in Missouri public schools

 by the Missouri Department of Elementary and Secondary Education (DESE).

 Comments: Institutions which collect this information for other purpose besides EMSAS

 may report this field.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

**Field Name:** **NONCOLE/R**

 Descriptor Long: Other Non-College-Level Credit Hours

 Field Position: E: 126-128; R: 129-131

 Field Length: 3

 Field Status: Current

 Definition: The number of credit hours enrolled for (Fall Enrollment file), or earned

 (TERM Registration file) in non-college-level courses. These courses may or

 may not be transcripted (e.g. speed reading, certain vocational/technical,

 or recreational courses).

 Developmental (RE\* fields) and audited (AUDTRME/R) credit hours should

 not be reported here.

As of Manual Year 2016, NONCOLE may be used to flag graduate students who are enrolled for thesis credits, and can be included in IPEDS fall enrollment even when zero credits are awarded, as these students are still enrolled and seeking their degree. Graduate students enrolled for thesis credits can be coded as NONCOLE=001 and will not be dropped from DHE head counts. They still will not be counted as FTE.

 Comments: Some developmental education credit hours other than math, English, and

 reading previously reported in NONCOLE/R may be reported in the new 2010

 REOTH\* field

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

**Field Name:** **OPTIN**

 Descriptor Long: Reverse Transfer Opt-In

 Field Position: R: 262

 Field Length: 1

 Field Status: Current

 Definition: Student’s last opt-in status during the reported term for Missouri Reverse Transfer

 Comments: To be provided by four-year institutions. All students attending two-year institutions will be coded ‘9’.

 Hyperlink Resources: <http://dhe.mo.gov/MOReverseTransfer.php>

 Manual Year: 2016

 Codeset Name: MRT

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 Student has opted in to participate in Missouri Reverse Transfer

 2 Student has opted out of Missouri Reverse Transfer

 0 Student was not invited to participate (student currently attends a four-year institution)

 9 Status is currently unknown (student has not responded to an invitation but currently attends a four-year institution), or student currently attends a two-year institution.’

 **Field Name:** **PGTWOOP**

 Descriptor Long: Second Option Code

 Field Position: E: 82-85; R: 82-85; C: 68-71

 Field Length: 4

 Field Status: Deprecated

 Definition: The numerical code assigned to an option code within the student's

 declared first major program of study (PROGTWO).

 Comments: Column(s) should be included in flat file or CSV submissions to maintain file

 structure.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED9999

 CodesetFormat: ####

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9999 Variable is deprecated please use "9999"

**Field Name:** **PGONEOP**

 Descriptor Long: First Option Code

 Field Position: E: 72-75; R: 72-75; C: 58-61

 Field Length: 4

 Field Status: Deprecated

 Definition: The numerical code assigned to an option code within the student's

 declared first major program of study (PROGONE).

 Comments: Column(s) should be included in flat file or CSV submissions to maintain file

 structure.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED9999

 CodesetFormat: ####

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9999 Variable is deprecated please use "9999"

**Field Name:**  **PREPENGLE/R**

 Descriptor Long: Required prerequisite English credit hours meeting General Education / Degree Requirements

 Field Position: E: 302-304; R: 238-240

 Field Length: 3

 Field Status: Current

 Definition: While the PREP\* fields were initially designed to include courses like “Intermediate Algebra,” which institutions may not include in the developmental sequence, but do not meet general education or degree / graduation requirements, the Coordinating Board for Higher Education has since approved (Sept. 2013) and revised (Dec. 2014) its *Principles of Best Practices in Remedial Education*, which define college-level courses as “Courses that apply to the graduation requirements of an academic degree”. Number of preparatory English credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).

 As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **PREPMATHE/R**

 Descriptor Long: Required prerequisite Math credit hours meeting General Education / Degree Requirements

 Field Position: E: 299-301; R: 235-237

 Field Length: 3

 Field Status: Current

 Definition: While the PREP\* fields were initially designed to include courses like “Intermediate Algebra,” which institutions may not include in the developmental sequence, but do not meet general education or degree / graduation requirements, the Coordinating Board for Higher Education has since approved (Sept. 2013) and revised (Dec. 2014) its *Principles of Best Practices in Remedial Education*, which define college-level courses as “Courses that apply to the graduation requirements of an academic degree”. Number of preparatory math credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).

 As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **PREPREADE/R**

 Descriptor Long: Required prerequisite Reading credit hours meeting General Education / Degree Requirements

 Field Position: E: 305-307; R: 241-243

 Field Length: 3

 Field Status: Current

 Definition: While the PREP\* fields were initially designed to include courses like “Intermediate Algebra,” which institutions may not include in the developmental sequence, but do not meet general education or degree / graduation requirements, the Coordinating Board for Higher Education has since approved (Sept. 2013) and revised (Dec. 2014) its *Principles of Best Practices in Remedial Education*, which define college-level courses as “Courses that apply to the graduation requirements of an academic degree”. Number of preparatory reading credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).

 As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

**Field Name:** **PROGONE**

 Descriptor Long: First Major CIP Code

 Field Position: E: 66-71; R: 66-71; C: 52-57

 Field Length: 6

 Field Status: Current

 Definition: The six-digit CIP code assigned to the declared first major or program of

 study in which the student is pursuing (E, R), or has completed (C), a degree

 Comments: Further information on 2010 Classification of Instructional Programs (CIP)

 codes may be found in the Hyperlink resources

 Hyperlink Resources: <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

 Manual Year: 2016

 Codeset Name: CIPPROG

 CodesetFormat: ######

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Valid CIP Codes Valid CIP Codes

 900000 Undeclared Major

 **Field Name:** **PROGTWO**

 Descriptor Long: Second Major CIP Code

 Field Position: E: 76-81; R: 76-81; C: 62-67

 Field Length: 6

 Field Status: Optional

 Definition: The six-digit CIP code assigned to the declared second major or program of

 study in which the student is pursuing (E, R), or has completed (C), a degree

 Comments: Further information on 2010 Classification of Instructional Programs (CIP)

 codes may be found in the Hyperlink resources

 Hyperlink Resources: <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

 Manual Year: 2016

 Codeset Name: CIPPROG

 CodesetFormat: ######

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Valid CIP Codes Valid CIP Codes

 900000 Undeclared Major

**Field Name:** **RACE**

 Descriptor Long: Race / Ethnicity

 Field Position: E: 46-47; R: 46-47; C: 46-47

 Field Length: 2

 Field Status: Deprecated

 Definition: The race/ethnicity of the student. Column(s) should be included in flat file

 or CSV submissions to maintain file structure.

 Comments: This field was deprecated beginning with Fall 2010 data collection for Fall

 Enrollment (2010) and in Fall 2011 for Term Registration (2010-11) and

 Completions (2010-11) . The field is now used internally to integrate the

RACEA-RACEH (2010 on) fields. Institutions were allowed to choose

between Race and RACEA-RACEH in Fall 2008, 2009 and for Term/Completions

in Fall 2010 collection cycles. RACEA-RACEH required for all files beginning Fall 2011.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2016

 Codeset Name: RACE

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 10 Black / African American

 20 American Indian / Alaska Native

 30 White / Caucasian

 40 Hispanic / Latino

 50 Asian/Pacific Islander

 60 Non-Resident Alien

 70 Other Race

 90 Unknown Race

 99 When Deprecated

**Field Name:** **RACEA**

 Descriptor Long: Hispanic / Latino

 Field Position: E: 288; R: 224; C: 156

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Hispanic race/ethnicity

 Comments: This field is required.

 Institutions were allowed to choose between RACE and RACEA-RACEH in

 Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles.

 RACEA-RACEH required for all files beginning Fall 2011. RACE is now used

 internally by MDHE to integrate RACEA-RACEH for reporting.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2016

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

 **Field Name:** **RACEB**

 Descriptor Long: Non-Resident Alien

 Field Position: E: 289; R: 225; C: 157

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as a Non-resident Alien race/ethnicity

 Comments: This field is required.

 Institutions were allowed to choose between RACE and RACEA-RACEH in

 Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles.

 RACEA-RACEH required for all files beginning Fall 2011. RACE is now used

 internally by MDHE to integrate RACEA-RACEH for reporting.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2016

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

 **Field Name:** **RACEC**

 Descriptor Long: American Indian / Alaska Native

 Field Position: E: 290; R: 226; C: 158

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as American Indian or Alaska Native race/ethnicity

 Comments: This field is required.

 Institutions were allowed to choose between RACE and RACEA-RACEH in

 Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles.

 RACEA-RACEH required for all files beginning Fall 2011. RACE is now used

 internally by MDHE to integrate RACEA-RACEH for reporting.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2016

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

 **Field Name:** **RACED**

 Descriptor Long: Asian

 Field Position: E: 291; R: 227; C: 159

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Asian race/ethnicity

 Comments: This field is required.

 Institutions were allowed to choose between RACE and RACEA-RACEH in

 Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles.

 RACEA-RACEH required for all files beginning Fall 2011. RACE is now used

 internally by MDHE to integrate RACEA-RACEH for reporting.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2016

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

**Field Name:** **RACEE**

 Descriptor Long: Black / African American

 Field Position: E: 295; R: 228; C: 160

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Black or African American race/ethnicity

 Comments: This field is required.

 Institutions were allowed to choose between RACE and RACEA-RACEH in

 Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles.

 RACEA-RACEH required for all files beginning Fall 2011. RACE is now used

 internally by MDHE to integrate RACEA-RACEH for reporting.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2016

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

 **Field Name:** **RACEF**

 Descriptor Long: Native Hawaiian / Other Pacific Islander

 Field Position: E: 293; R: 229; C: 161

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Native Hawaiian or other Pacific Islander

 Comments: This field is required.

 Institutions were allowed to choose between RACE and RACEA-RACEH in

 Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles.

 RACEA-RACEH required for all files beginning Fall 2011. RACE is now used

 internally by MDHE to integrate RACEA-RACEH for reporting.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2016

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

**Field Name:** **RACEG**

 Descriptor Long: White / Caucasian

 Field Position: E: 294; R: 230; C: 162

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as White or Caucasian race/ethnicity

 Comments: This field is required.

 Institutions were allowed to choose between RACE and RACEA-RACEH in

 Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles.

 RACEA-RACEH required for all files beginning Fall 2011. RACE is now used

 internally by MDHE to integrate RACEA-RACEH for reporting.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2016

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

 **Field Name:** **RACEH**

 Descriptor Long: Other / Unknown

 Field Position: E: 295; R: 231; C: 163

 Field Length: 1

 Field Status: Current

 Definition: Student identifies as Other race/ethnicity

 Comments: This field is required.

 Institutions were allowed to choose between RACE and RACEA-RACEH in

 Fall 2008, 2009 and for Term/Completions in Fall 2010 collection cycles.

 RACEA-RACEH required for all files beginning Fall 2011. RACE is now used

 internally by MDHE to integrate RACEA-RACEH for reporting.

 Further information on U.S. Department of Education revised system of

 reporting race/ethnicity guidelines is available in Hyperlink Resources.

 Hyperlink Resources: <https://surveys.nces.ed.gov/ipeds/visfaq_re.aspx>

 Manual Year: 2016

 Codeset Name: RACEX

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, student identifies with this race/ethnicity

 N No, student does not identify with this race/ethnicity

**Field Name:** **REASOVR**

 Descriptor Long: Reason for FT / PT Override

 Field Position: E: 91; R: 91

 Field Length: 1

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in flat file or CSV submissions to maintain file

 structure.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED9

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9 Variable is deprecated please use "9"

 **Field Name:** **REENGLE/R**

 Descriptor Long: Remedial English Credit Hours

 Field Position: E: 120-122; R: 123-125

 Field Length: 3

 Field Status: Current

 Definition: Number of remedial / developmental English credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).

As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.

 Comments: ESL coursework should not be included. These hours should be included in

 totrmhr.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **REMATHE/R**

 Descriptor Long: Remedial Math Credit Hours

 Field Position: E: 117-119; R: 120-122

 Field Length: 3

 Field Status: Current

 Definition: Number of remedial / developmental math credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).

As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.

 Comments: ESL coursework should not be included. These hours should be included in

 totrmhr.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **REOTHRE/R**

 Descriptor Long: Remedial credit hours in disciplines other than math, English, or reading

 Field Position: E: 296-298; R: 232-234

 Field Length: 3

 Field Status: Current

 Definition: Number of other (not English, math, or reading) remedial / developmental credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).

As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.

 Comments: ESL coursework should not be included. These hours should be included in

 totrmhr.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **REREADE/R**

 Descriptor Long: Remedial Reading Credit Hours

 Field Position: E: 123-125; R: 126-128

 Field Length: 3

 Field Status: Current

 Definition: Number of remedial / developmental reading credits enrolled as of Census (Fall Enrollment) or earned at End-of-Term (Term Registration).

As of Manual Year 2015, all courses which do not apply to general education or graduation requirements of an academic degree (including as electives) and are prerequisites for other required college-level courses should be reported in REMATHE/R, REENGLE/R, REREADE/R, or REOTHRE/R. Any credit hours reported in PREPMATHE/R, PREPENGLE/R, or PREPREADE/R may be required pre-requisites for other college-level coursework, but must themselves apply to general education or graduation requirements.

 Comments: ESL coursework should not be included. These hours should be included in

 totrmhr.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **RTCOMP**

 Descriptor Long: Reverse Transfer Completion

 Field Position: C: 168

 Field Length: 1

 Field Status: Current

 Definition: Denotes whether associate’s degree was awarded as a result of participation in Missouri Reverse Transfer

 Comments: To be provided by two-year institutions. All students attending four-year institutions will be coded ‘9’.

 Hyperlink Resources: <http://dhe.mo.gov/MOReverseTransfer.php>

 Manual Year: 2016

 Codeset Name: MRT

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 Yes (associate’s degree was awarded as a result of participation in Missouri Reverse Transfer)

 0 No (associate’s degree was NOT awarded as a result of participation in Missouri Reverse Transfer), or other award (e.g. certificate) was conferred

 9 Degree was conferred bv a four-year institution

**Field Name:** **SATCR**

 Descriptor Long: SAT Critical Reading (Verbal) Score

 Field Position: E: 178-180

 Field Length: 3

 Field Status: Current

 Definition: The score an entering student received on the verbal portion of the

 Scholastic Aptitude Test (SAT) submitted for admissions consideration.

 Comments: SAT subscale scores should be reported from the same test administration.

 Further ACT/SAT concordance information available in the Hyperlink

 Resources.

 Hyperlink Resources: [ACT-SAT Concordance Table](http://research.collegeboard.org/programs/sat/data/concordance)

 Manual Year: 2016

 Codeset Name: SAT

 CodesetFormat: ###

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 000 to 800 Acceptable Values

 999 Unknown, or Not Applicable

**Field Name:** **SATMAT**

 Descriptor Long: SAT Math Score

 Field Position: E: 181-183

 Field Length: 3

 Field Status: Current

 Definition: The score an entering student received on the mathematics portion of the

 Scholastic Aptitude Test (SAT) submitted for admissions consideration.

 Comments: SAT subscale scores should be reported from the same test administration.

 Further ACT/SAT concordance information available in the Hyperlink

 Resources.

 Hyperlink Resources: [ACT-SAT Concordance Table](http://research.collegeboard.org/programs/sat/data/concordance)

 Manual Year: 2016

 Codeset Name: SAT

 CodesetFormat: ###

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 000 to 800 Acceptable Values

 999 Unknown, or Not Applicable

 **Field Name:** **SOCSEC1**

 Descriptor Long: SSN or Student ID

 Field Position: E: 15-23; R: 15-23; C: 15-23

 Field Length: 9

 Field Status: Current

 Definition: A student's social security number or student ID most recently provided to

 the institution.

 Comments: If the student has not provided the institution with a social security

 number, or does not have a social security number (e.g., a nonresident

 alien), record an institutionally assigned student identification number in

 this field as well as in the CAMPUSID field. The Primary SSN or Student ID

 Status (SSTAT1) field should be set to '2'.

 If an incorrect social security number is originally reported and later the

 institution receives the student's true social security number, the incorrect

 social security number, originally reported as SOCSEC1 should be moved to

 the Second Most Recent Social Security Number (SOCSEC2) field and the true

 or correct social security number should be reported in the Most Recent

 Social Security Number (SOCSEC1) field on all subsequent records.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

 **Field Name:** **SOCSEC2**

 Descriptor Long: SSN or Student ID

 Field Position: E: 25-33; R: 25-33; C: 25-33

 Field Length: 9

 Field Status: Optional

 Definition: A student's previously provided social security number or student ID.

 Comments: Complete this field if the student's social security number has been

 changed during the student's enrollment at the institution submitting the

 report (e.g., the original social security number reported in the SOCSEC1

 field was assigned by the institution or was incorrect).

 If the institution has only used one unique student identifier for the student

 in the files submitted to the CBHE, then this field should be zero filled.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

**Field Name:** **SPORT**

 Descriptor Long: Sport

 Field Position: E: 206-207; R: 146-147

 Field Length: 2

 Field Status: Deprecated

 Definition:

 Comments: Column(s) should be included in flat file or CSV submissions to maintain file

 structure.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: DEPRECATED99

 CodesetFormat: ##

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99 Variable is deprecated please use "99"

 **Field Name:** **SSTAT1**

 Descriptor Long: SSN or Student ID Status

 Field Position: E: 24; R: 24; C: 24

 Field Length: 1

 Field Status: Current

 Definition: Indicates whether the Most Recent Social Security Number (SOCSEC1) is

 assigned by the institution or is an actual social security number.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: SSTAT1

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 Value is NOT assigned by the institution and is believed by the institution to be the

 student's actual social security number.

 2 Value IS assigned by the institution.

**Field Name:** **SSTAT2**

 Descriptor Long: SSN or Student ID Status

 Field Position: E: 34; R: 34; C: 34

 Field Length: 1

 Field Status: Optional

 Definition: Indicates whether the Second Most Recent Social Security Number

 (SOCSEC2) was a number originally assigned by the institution or was a

 social security number originally reported in error or incorrectly.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: SSTAT2

 CodesetFormat: #

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 1 The Second Most Recent Social Security Number (SOCSEC2) is zero-filled. No other

 SOCSEC1 previously supplied

 2 The Second Most Recent Social Security Number (SOCSEC2) is a number previously

 used as the Most Recent Social Security Number (SOCSEC1).

 **Field Name:** **STUSTAT**

 Descriptor Long: Enrollment Status

 Field Position: E: 61; R: 61

 Field Length: 1

 Field Status: Current

 Definition: The enrollment status of a student with respect to the student level at census date

 in the term or semester reported.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: STUSTAT

 CodesetFormat: #

 CodesetComments: First-time students include those undergraduates who have never attended

 any college or those who enrolled for the first time in a graduate program.

 Students who entered college or enrolled in a graduate program for the first

 time in the prior summer term may be re-coded as first-time students in the

 fall term. Also included as first-time students are those who entered with

 advanced standing (college credits earned before graduation from high

 school.)

 Continuing students are continuing their studies at the reporting

 institution. Those who were classified as first-time students in the fall, for

 example, are to be classified as continuing students in the following spring

 semester. Students coded as transfers or readmitted in the previous

 semester would also be coded as continuing students for the subsequent

 registration period.

 Transfer students are those undergraduates or graduates who were

 enrolled in a different college or university during a prior semester or

 academic term and the term being reported is the first registration of the

 student at the reporting institution. The first time a student enrolls as a

 transfer student, the student's enrollment status should be coded '2' for

 transfer student. In subsequent semesters, the student's enrollment status

 should be coded '3' for continuing student.

 A readmitted student is a student who either dropped out or stopped out of the reporting

 institution for any reason and who completed an application to the institution for readmission.

 CodesetExample:

 **Value** **Description**

 1 First-time student

 2 Transfer student (First semester at the institution only)

 3 Continuing student

 4 Readmitted student

 0 Unknown (Includes students currently in high school)

 **Field Name:** **SUFFIX**

 Descriptor Long: Suffix

 Field Position: E: 273-277; R: 209-213; C: 133-137

 Field Length: 5

 Field Status: Optional

 Definition: Student's suffix if applicable

 Comments: May include punctuation (e.g. period)

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: STRINGNONE

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 String variable, no codeset value information available

**Field Name:** **TOTRMHRE/R**

 Descriptor Long: Total Term Enrolled/Earned Degree Credit Hours

 Field Position: E: 87-89; R: 87-89

 Field Length: 3

 Field Status: Current

 Definition: The total number of hours for credit by the student as of the institution's

 reporting census date for the reported academic term or semester (Fall

 Enrollment file) or earned by the student by the end of the term being

 reported (Term Registration file).

 Comments: Essentially, all credit hours, including those counted in RE\*, PREP\* and

 NONCOL\*, should be reported in TOTRMHRE. Essentially all credit hours **earned** (i.e. for courses the student didn’t fail or withdraw from) would be included in TOTRMHRR. The only exclusion is audited credit hours reported in AUDTRME/R.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: CREDHOUR3

 CodesetFormat: ##v#

 CodesetComments: Three digit value of actual number of hours with an implied decimal

 included (##v#).

 CodesetExample: 16.5 credit hours=165; 12 credit hours=120

 **Value** **Description**

 000 to highest Acceptable Values (include leading 0s). Implied decimal ##v#

 **Field Name:** **TOTRMQPT**

 Descriptor Long: Total Term Quality Points

 Field Position: R: 133-136

 Field Length: 4

 Field Status: Deprecated

 Definition: The total number of quality, or honor, points (based on a letter grade of a

 being equal to 4) a student is awarded for the grades received from the

 courses completed and graded during the term reported. **This field is deprecated as of the 2015 Manual Year.**

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: TOTRMQPT

 CodesetFormat: ####

 CodesetComments:

 CodesetExample: 28.5 quality points = 2850

 **Value** **Description**

 0000 to highest Acceptable Values

 9999 Unknown

**Field Name:** **TRANSCHIPEDS**

 Descriptor Long: Last Institution Attended by a Transfer Student (IPEDS UNIT ID)

 Field Position: E: 317-322; R:253-258

 Field Length: 6

 Field Status: Optional

 Definition: Federal IPEDS UnitID for the most recent institution from which the student

 transferred.

 Comments:

 Data element applies to all transfer students, including both new and

 continuing students.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: TRANSCHIPEDS

 CodesetFormat: ######

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 000000 Not Applicable

 000001 to 999997 Acceptable Values (see Crosswalk)

 999998 Institution from Foreign Country with no IPEDS code

 999999 Unknown IPEDS Code

 **Field Name:** **TRANSSCH**

 Descriptor Long: Last Institution Attended by a Transfer Student

 Field Position: E: 102-107; R: 105-110

 Field Length: 6

 Field Status: Optional

 Definition: Federal FICE code or IPEDS UnitID for the most recent institution from which

 the student transferred.

 Comments: This field is deprecated.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: TRANSSCH

 CodesetFormat: ######

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 000000 Not Applicable

 000001 to 999997 Acceptable Values (see Crosswalk)

 999998 Institution from Foreign Country with no FICE/IPEDS code

 999999 Unknown FICE/IPEDS Code

 **Field Name:** **TRMGPA**

 Descriptor Long: Term Grade Point Average

 Field Position: R: 137-139

 Field Length: 3

 Field Status: Current

 Definition: The college grade point average a student receives for the courses taken or

 completed and graded during the term being reported.

 Comments:

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: GPA

 CodesetFormat: #v##

 CodesetComments: Three digit value with implied decimal to hundereths place (#v##)

 CodesetExample: GPA of 3.0=300

 **Value** **Description**

 000 Grade point average actually zero (use 999 for Not Applicable or not available yet)

 001 to highest Acceptable Values (include trailing 0s)

 999 No GPA, not applicable (pass/fail/audit coursework only or not currently available

 (e.g. incomplete)

**Field Name:** **VETERAN**

 Descriptor Long: Military Status

 Field Position: E: 326; R: 263

 Field Length: 1

 Field Status: Required

 Definition: Student’s veteran status.

 Comments: Students identified here may or may not be receiving benefits.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: VETERAN

 CodesetFormat: C

 CodesetComments:

 CodesetExample:

 **Value** **Description**

0 Non Veteran/Military

1 Veteran

2 Active Duty (including reservists)

3 Military Spouse/other dependants

9 Unknown

In cases where students identify as more than one status (e.g. active duty and a military spouse), hierarchy for reporting should be active duty first, veteran second, and military spouse/dependent third.

**Field Name:** **WITHDRAW**

 Descriptor Long: Withdrawal Code

 Field Position: R: 143-144

 Field Length: 2

 Field Status: Current

 Definition: Student had formally withdrawn from school by the end of the term being

 reported and was no longer attending any classes at the end of the term.

 Comments: Indicates that a student has gone through institution's formal withdrawal

 procedures and has discontinued attending classes during the term being

 reported.

 Hyperlink Resources:

 Manual Year: 2016

 Codeset Name: WITHDRAW

 CodesetFormat: CC

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 WD Withdrew from classes

 NA Not Applicable