**EMSAS Manual**

**Program Update**

Enhanced Missouri Student Achievement Study (EMSAS)
August 2018

<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)
* [Classification of Instructional Programs (CIP 2010)](http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55)
* DOL TEGL <https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1_Acc.pdf>

**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 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 CollectionIncluded Terms

Program Update File Submitted annually

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. 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).

**Programs Reported**

Schools should annually submit a record for each academic program that results in the award of a degree, certificate or credential whether the program is submitted for WIOA approval or not. If there are special fees/costs associated with differing delivery modes for the program, then a separate record should be submitted for each delivery mode (example: Programs offered Online where additional fees are charged to program participants).

**Record Layouts / Templates**

<https://dhe.mo.gov/data/emsas/meta/2018/Program_Update_Record_Layout_0904.xlsx>

**File Specifications**

<https://dhe.mo.gov/data/emsas/meta/2018/Program_Update_File_Specifications_0904.xlsx>

**Business Rules**

<https://dhe.mo.gov/data/emsas/meta/2018/Program_Update_Business_Rules_0904.xlsx>

**Table of Data Elements**

| **Descriptor Short** | **Field Name** | **Field Length** |
| --- | --- | --- |
| Additional Requirements | [AdditionalReq](#AdditionalReq) | 300 |
| Program Site Address | [ADDRESS1](#ADDRESS1) | 60 |
| Address Stat Cd | [AddressStatcd](#AddressStatcd) | 1 |
| Admissions URL | [AdmissionsPageURL](#AdmissionsPageURL) | 200 |
| Program Category Credit Apprenticeship | [ApprenticeshipCredit](#ApprenticeshipCredit) | 1 |
| Program Category NonCredit Apprenticeship | [ApprenticeshipNoncredit](#ApprenticeshipNoncredit) | 1 |
| Cost of Books | [Books](#Books) | 10 |
| Books ‐ Unit | [BooksUnit](#BooksUnit) | 1 |
| Catalog URL | [CatalogUrl](#CatalogUrl) | 200 |
| Program 6 digit CIP Code | [Cip](#Cip) | 6 |
| Program City | [CITY](#CITY) | 25 |
| Classroom program option | [Classroom](#Classroom) | 1 |
| Comments | [Comments](#Comments) | 250 |
| Contact Email | [ContactEmail](#ContactEmail) | 70 |
| Contact First Name | [ContactFname](#ContactFname) | 20 |
| Contact Last Name | [ContactLname](#ContactLname) | 20 |
| Contact Phone | [ContactPhone](#ContactPhone) | 10 |
| Contact Status Code | [ContactStatCd](#ContactStatCd) | 1 |
| Program Cost Effective End Date | [CostDateEnd](#CostDateEnd) | 8 |
| Program Cost Effective Start Date | [CostDateStart](#CostDateStart) | 8 |
| Program Category Credit | [Credit](#Credit) | 1 |
| Degree Type | [Deg\_Title\_Cd](#Deg_Title_Cd) | 10 |
| Program Degree Level | [DegreeLevel](#DegreeLevel) | 2 |
| DHE Site Code | [DHE\_SITE\_ID](#DHE_SITE_ID) | 10 |
| DHE Institution Code | [DheCode](#DheCode) | 5 |
| Employment Rate 12 Months After Exit | [EmploymentRate12MonthsAfterExit](#EmploymentRate12MonthsAfterExit) | 6 |
| Employment Rate 6 Months After Exit | [EmploymentRate6MonthsAfterExit](#EmploymentRate6MonthsAfterExit) | 6 |
| Fees | [Fees](#Fees) | 10 |
| Fees ‐ Unit | [FeesUnit](#FeesUnit) | 1 |
| Financial Notes | [FinancialNotes](#FinancialNotes) | 300 |
| Financial Page URL | [FinPageURL](#FinPageURL) | 200 |
| Hybrid program option | [Hybrid](#Hybrid) | 1 |
| Institutional Credential Attainment Rate | [InstitutionalCredentialAttainmentRate](#InstitutionalCredentialAttainmentRate) | 6 |
| International Tuition | [InternationalTuition](#InternationalTuition) | 10 |
| IPEDS code assigned to the institution | [IPEDS\_ID](#IPEDS_ID) | 6 |
| Leads to Federal Licensure | [LeadsToFederalLicense](#LeadsToFederalLicense) | 1 |
| Leads to Industry Recognized Credential | [LeadsToIndustryCredential](#LeadsToIndustryCredential) | 1 |
| Leads to State Licensure | [LeadsToStateLicense](#LeadsToStateLicense) | 1 |
| Program Length | [LengthProgram](#LengthProgram) | 12 |
| Length Type Identifier | [LengthType](#LengthType) | 1 |
| Median Earnings 6 Months After Exit | [MedianEarnings6MonthsAfterExit](#MedianEarnings6MonthsAfterExit) | 10 |
| Median Earnings Unit | [MedianEarningsUnit](#MedianEarningsUnit) | 1 |
| ETPS Provider ID Number | [MTS\_Id](#MTSId) | 10 |
| Program Category NonCredit | [NonCredit](#NonCredit) | 1 |
| Notes/Disclaimers | [Notes](#Notes) | 300 |
| Number of Apprentices | [NumApprentices](#NumApprentices) | 5 |
| Program Time Offerings ‐ Afternoon | [OffAfternoon](#OffAfternoon) | 1 |
| Program Time Offerings ‐ Evenings | [OffEvening](#OffEvening) | 1 |
| Program Time Offerings ‐ Morning | [OffMorning](#OffMorning) | 1 |
| Program Time Offerings ‐ Other | [OffOther](#OffOther) | 1 |
| Description of Program Time Offerings – Other | [OffOtherDesc](#OffOtherDesc) | 500 |
| Program Time Offerings ‐ Weekends | [OffWeekend](#OffWeekend) | 1 |
| Online program option | [Online](#Online) | 1 |
| Other Costs | [OtherCosts](#OtherCosts) | 10 |
| Other Costs Description | [OtherCostsDescription](#OtherCostsDescription) | 300 |
| Other Costs ‐ Unit | [OtherCostsUnit](#OtherCostsUnit) | 1 |
| Other program delivery options | [OtherProgramDelivery](#OtherProgramDelivery) | 1 |
| Outcome Title | [Outcome](#Outcome) | 100 |
| Resident Tuition: Out‐of‐District | [OutofDistrictTuition](#OutofDistrictTuition) | 10 |
| Pell Grant Eligible  | [PellGrant](#PellGrant) | 1 |
| DHE Program ID Number | [Prog\_ID](#Prog_ID) | 30 |
| Detailed Program Description | [ProgramDesc](#ProgramDesc) | 500 |
| Title of Program | [ProgramTitle](#ProgramTitle) | 255 |
| Refund Policy | [RefundPolicy](#RefundPolicy) | 1000 |
| Admission Requirements | [Requirements](#Requirements) | 500 |
| Program State | [STATE](#STATE) | 2 |
| Supplies | [Supplies](#Supplies) | 10 |
| Supplies ‐ Unit | [SuppliesUnit](#SuppliesUnit) | 1 |
| Cost of Tools for Program | [Tools](#Tools) | 10 |
| Tools ‐ Unit | [ToolsUnit](#ToolsUnit) | 1 |
| Transfer Degree | [TransferDegree](#TransferDegree) | 1 |
| ETPS Program ID | [Trn\_Prov\_Prog\_App\_Id](#TrnProvProgAppId) | 10 |
| Non‐Resident Tuition for Out of State residents | [TuitionNonResident](#TuitionNonResident) | 10 |
| Resident Tuition: In‐District | [TuitionResident](#TuitionResident) | 10 |
| Tuition Unit | [TuitionUnit](#TuitionUnit) | 1 |
| Waiver Requested | [WaiverRequested](#WaiverRequested) | 1 |
| WIOA Eligibility Requested | [WIOAEligibilityRequested](#WIOAEligibilityRequested) | 1 |
| Program Zip code | [ZIP](#ZIP) | 10 |

**Field Name:** **AdditionalReq**

 Descriptor Long: Additional Requirements

 Field Length: 300

 Field Status: Current

 Definition: Additional requirements for students pursuing degree program.

 Comments: OPTIONAL. Example: ‘Student must be able to stand for long periods of time’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **ADDRESS1**

 Descriptor Long: Program Site Address

 Field Length: 60

 Field Status: Current

 Definition: Street Address of program

 Comments: OPTIONAL. If left blank the Site address will be used.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **AddressStatcd**

 Descriptor Long: Address Stat Cd

 Field Length: 1

 Field Status: Current

 Definition: Is this address the same as the Site address?

 Comments: Y=Yes N=No

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, Program and Site address are the same

 N No, Program and Site address **Not** the same

**Field Name:** **AdmissionsPageURL**

 Descriptor Long: Admissions URL

 Field Length: 200

 Field Status: Current

 Definition: URL for the Admissions page of the institution.

 Comments: OPTIONAL.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **ApprenticeshipCredit**

 Descriptor Long: Program Category Credit Apprenticeship

 Field Length: 1

 Field Status: Current

 Definition: Is this an apprenticeship with credit program?

 Comments: Y=Yes N=No

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes

 N No

**Field Name:** **ApprenticeshipNoncredit**

 Descriptor Long: Program Category NonCredit Apprenticeship

 Field Length: 1

 Field Status: Current

 Definition: Is this a noncredit apprenticeship program?

 Comments: Y=Yes N=No

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes

 N No

**Field Name:** **Books**

 Descriptor Long: Cost of Books

 Field Length: 10

 Field Status: Current

 Definition: Currently established cost of books required to participate in the program.

 Comments: 9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: $250 to be reported as ‘250.00’. Institutions have the option to report the cost of books on either a program basis or credit hour basis, however if **LengthType** is reported as ‘M’ Monthly, ‘W’ Weekly or ‘H’ Hourly, **Books** must be reported on a program basis.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **BooksUnit**

 Descriptor Long: Books ‐ Unit

 Field Length: 1

 Field Status: Current

 Definition: The unit of measure for reported cost of books

 Comments: C = Credit hour P = Program

 If **LengthType** is reported as ‘M’ Monthly, ‘W’ Weekly or ‘H’ Hourly, then **BooksUnit** must be reported on a Program basis.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 C Credit hour

 P Program

**Field Name:** **CatalogUrl**

 Descriptor Long: Catalog URL

 Field Length: 200

 Field Status: Current

 Definition: URL for this program’s information in the institution's catalog or website.

 Comments: OPTIONAL

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **Cip**

 Descriptor Long: Program 6 digit CIP Code

 Field Length: 6

 Field Status: Current

 Definition: CIP code for the Program.

 Comments:

 Hyperlink Resources: [Classification of Instructional Programs (CIP 2010)](http://nces.ed.gov/ipeds/cipcode/resources.aspx?y=55)

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **CITY**

 Descriptor Long: Program City

 Field Length: 25

 Field Status: Current

 Definition: City location of program

 Comments: OPTIONAL. If left blank the Site city will be used.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **Classroom**

 Descriptor Long: Classroom program option

 Field Length: 1

 Field Status: Current

 Definition: Is the program offered completely (100%) in the classroom?

 Comments: Y = Yes N = No

 At least one mode of delivery **Online**, **Classroom**, **Hybrid**, or **OtherProgramDelivery** must be coded ‘Y’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes program offered 100% in classroom

 N No program **Not** offered 100% in classroom

**Field Name:** **Comments**

 Descriptor Long: Comments

 Field Length: 250

 Field Status: Current

 Definition: Additional comments the institution wants to share about the program.

 Comments: OPTIONAL.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **ContactEmail**

 Descriptor Long: Contact Email

 Field Length: 70

 Field Status: Current

 Definition: Email of contact person for program information.

 Comments: OPTIONAL. If left blank the Site contact e‐mail will be used.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **ContactFname**

 Descriptor Long: Contact First Name

 Field Length: 20

 Field Status: Current

 Definition: First name of contact person for program information.

 Comments: OPTIONAL. If left blank the Site contact first name will be used.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **ContactLname**

 Descriptor Long: Contact Last Name

 Field Length: 20

 Field Status: Current

 Definition: Last name of contact person for program information.

 Comments: OPTIONAL. If left blank the Site contact last name will be used.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **ContactPhone**

 Descriptor Long: Contact Phone

 Field Length: 10

 Field Status: Current

 Definition: Phone number of contact person for program information.

 Comments: OPTIONAL. Format 5556665555, no blanks or hyphens. If left blank the Site contact phone will be used.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **ContactStatCd**

 Descriptor Long: Contact Status Code

 Field Length: 1

 Field Status: Current

 Definition: Should the contact information for the Site be used?

 Comments: Y=Yes N=No

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, contact information for Program and Site are the same

 N No, contact information for Program and Site are **Not** the same

**Field Name:** **CostDateEnd**

 Descriptor Long: Program Cost Effective End Date

 Field Length: 8

 Field Status: Current

 Definition: End date of costs reported

 Comments: Format: MMDDYYYY

 Entry must be no earlier than July 1 of current collection year and no later than June 30 of the current collection year (e.g. June 30, 2019 for

 2018-19 collection year).

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 MMDDYYYY

**Field Name:** **CostDateStart**

 Descriptor Long: Program Cost Effective Start Date

 Field Length: 8

 Field Status: Current

 Definition: Start date of reported costs

 Comments: Format: MMDDYYYY

 Entry must be no earlier than July 1 of the current collection year and no later than June 30 of current collection year (e.g. June 30, 2019 for

 2018-19 collection year). It must be earlier than **CostDateEnd.**

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 MMDDYYYY

**Field Name:** **Credit**

 Descriptor Long: Program Category Credit

 Field Length: 1

 Field Status: Current

 Definition: Is program offered for credit?

 Comments: Y=Yes N=No

 If **NonCredit** = ‘Y’, this field must be coded ‘N’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, program is offered for credit

 N No, program is noncredit

**Field Name:** **Deg\_Title\_Cd**

 Descriptor Long: Degree Type

 Field Length: 10

 Field Status: Current

 Definition: Institutions have the option of entering the type of degree that would be conferred for this program.

 Comments: OPTIONAL. Examples: BA, BS, MA; MS; AAS, AA

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **DegreeLevel**

 Descriptor Long: Program Degree Level

 Field Length: 2

 Field Status: Current

 Definition: Two digit code for Program Degree Level

 Comments: See values below

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name: DEGREEC

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 11 Certificate < 1 semester (or less than 4 months)

18 Diploma
20 Certificate < 1 year (at least 1 semester but less than 1 year)

21 Certificate >=1 year but < 2 years
22 Certificate 2 year
23 2 year Degree

24 Certificate > 2 years
25 Bachelor’s Degree

26
41 Post Baccalaureate Certificate

 42 Master’s Degree

 43 Education Specialist

 45 Doctoral Degree

 60 First Professional Degree

 61 First Professional Certificate Post Degree

**Field Name:** **DHE\_SITE\_ID**

 Descriptor Long: DHE Site Code

 Field Length: 11

 Field Status: Current

 Definition: Code assigned to each site where an institution offers programs.

 Comments: Use ‘9999999999’ if no **DHE\_SITE\_ID** assigned.

 This field is ‘**SITE\_ID’** in the ETPS data system.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9999999999 No DHE Site ID assigned

**Field Name:** **DheCode**

 Descriptor Long: DHE Institution Code

 Field Length: 5

 Field Status: Current

 Definition: Institution’s DHE ID number

 Comments: Use 99999 if no DHE Institution Code assigned

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99999 If no DHE code assigned

**Field Name:** **EmploymentRate12MonthsAfterExit**

 Descriptor Long: Employment Rate 12 Months After Exit

 Field Length: 6

 Field Status: Current

 Definition: Estimated percentage of participants who are in unsubsidized employment during the fourth quarter after exit from program.

 Comments: OPTIONAL for Non WIOA programs. The field cannot be null if **WIOAEligibilityRequested** field is coded ‘Y’.

 9999v9. Field has one decimal position and the decimal point (.) must be included. Example: Sixty percent is reported as ’60.0’ and seventy two and a half percent is reported as ’72.5’.

 Do not include program participants if their employer is receiving a subsidy for their employment. (Subsidized Employment).

 Hyperlink Resources: <https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1_Acc.pdf>

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **EmploymentRate6MonthsAfterExit**

 Descriptor Long: Employment Rate 6 Months After Exit

 Field Length: 6

 Field Status: Current

 Definition: Estimated percentage of participants who are in unsubsidized employment during the second quarter after exit from program.

 Comments: OPTIONAL for Non WIOA programs. The field cannot be null if **WIOAEligibilityRequested** field is coded ‘Y’.

 9999v9. Field has one decimal position and the decimal point (.) must be included. Example: Sixty percent is reported as ’60.0’ and seventy two and a half percent is reported as ’72.5’.

 Do not include program participants if their employer is receiving a subsidy for their employment. (Subsidized Employment).

 Hyperlink Resources: <https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1_Acc.pdf>

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **Fees**

 Descriptor Long: Fees

 Field Length: 10

 Field Status: Current

 Definition: Currently established cost of fees associated with the delivery of curriculum for the program.

 Comments:  9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: $250 to be reported as ‘250.00’. Institutions have the option to report fees on either a program basis or credit hour basis, however if **LengthType** is reported as ‘M’ Monthly, ‘W’ Weekly or ‘H’ Hourly, **Fees** must be reported on a program basis.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **FeesUnit**

 Descriptor Long: Fees ‐ Unit

 Field Length: 1

 Field Status: Current

 Definition: The unit of measure for reported Fees

 Comments: C = Credit hour P = Program

 If **LengthType** is reported as ‘M’ Monthly, ‘W’ Weekly or ‘H’ Hourly, then **FeesUnit** must be reported on a Program basis.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 C Credit hour

 P Program

**Field Name:** **FinancialNotes**

 Descriptor Long: Financial Notes

 Field Length: 300

 Field Status: Current

 Definition: Additional notes/disclaimers for financial information to be displayed in Scorecard.

 Comments: OPTIONAL. Example: ‘A different rate is charged for online courses that may be completed for general program requirements’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **FinPageURL**

 Descriptor Long: Financial Page URL

 Field Length: 200

 Field Status: Current

 Definition: URL to the institution's financial page. The intent is to provide the user a means to research a more detailed list of program costs associated with participating in the program.

 Comments: OPTIONAL.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **Hybrid**

 Descriptor Long: Hybrid program option

 Field Length: 1

 Field Status: Current

 Definition: Is the program offered with portions online **and** in the classroom?

 Comments: Y =Yes N = No

At least one mode of delivery **Online**, **Classroom**, **Hybrid**, or **OtherProgramDelivery** must be coded ‘Y’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes program offered with portions online **and** in the classroom

 N No program not offered with portions online **and** in the classroom

**Field Name:** **InstitutionalCredentialAttainmentRate**

 Descriptor Long: Institutional Credential Attainment Rate

 Field Length: 6

 Field Status: Current

 Definition: Estimated percentage of participants enrolled in an education or training program who attain a recognized postsecondary credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree either during participation in or within 1 year after exit from the program.

 Comments: OPTIONAL for Non WIOA programs. The field cannot be null if **WIOAEligibilityRequested** field is coded ‘Y’.

 9999v9. Field has one decimal position and the decimal point (.) must be included. Example: Sixty percent is reported as ’60.0’ and seventy two and a half percent is reported as ’72.5’

 Hyperlink Resources: <https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1_Acc.pdf>

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **InternationalTuition**

 Descriptor Long: International Tuition

 Field Length: 10

 Field Status: Current

 Definition: Tuition charge for international students.

 Comments: 9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: $250 to be reported as ‘250.00’. If the institution does not have a different rate for international students, use the out of state tuition rate.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **IPEDS\_ID**

 Descriptor Long: IPEDS code assigned to the institution

 Field Length: 6

 Field Status: Current

 Definition: IPEDS number

 Comments: Use '999999' if code not available. When ‘999999’ is used, **MTS\_ID** field is required.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 999999 IPEDS number not available

**Field Name:** **LeadsToFederalLicense**

 Descriptor Long: Leads to Federal Licensure

 Field Length: 1

 Field Status: Current

 Definition: Could this program lead to federal licensure?

 Comments: Y = Yes N = No X = Not applicable

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes

 N No

 X Not applicable

**Field Name:** **LeadsToIndustryCredential**

 Descriptor Long: Leads to Industry Recognized Credential

 Field Length: 1

 Field Status: Current

 Definition: Could this program lead to an industry recognized credential?

 Comments: Y = Yes N = No X = Not applicable

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes

 N No

 X Not applicable

**Field Name:** **LeadsToStateLicense**

 Descriptor Long: Leads to State Licensure

 Field Length: 1

 Field Status: Current

 Definition: Could this program lead to state licensure?

 Comments: Y = Yes N = No X = Not applicable

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes

 N No

 X Not applicable

**Field Name:** **LengthProgram**

 Descriptor Long: Program Length

 Field Length: 12

 Field Status: Current

 Definition: Maximum length of program reported in credit hours, contact hours, weeks or months. Unit of measure reported in **LengthType** field.

 Comments: 9999999999v9. Field has one decimal and the decimal point (.) must be entered. Examples: 12 credit hours to be reported as ‘12.0’, 15.5 contact hours to be reported as ‘15.5’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **LengthType**

 Descriptor Long: Length Type Identifier

 Field Length: 1

 Field Status: Current

 Definition: Is the reported length of program in credit hours, contact hours, weeks or months?

 Comments: See values below. If program is coded as ‘H’= Contact Hours, ‘W’= Weeks, or ‘M’= Monthly, then the per unit cost figures (Tuition, Fees, Books, Tools, Supplies and Other Costs) must be reported on a Program basis (code ‘P’) in those corresponding fields.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 R Credit hours

 H Contact hours

 W Weeks

 M Months

**Field Name:** **MedianEarnings6MonthsAfterExit**

 Descriptor Long: Median Earnings 6 Months After Exit

 Field Length: 10

 Field Status: Current

 Definition: Estimated median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

 Comments: OPTIONAL for Non WIOA programs. The field cannot be null if **WIOAEligibilityRequested** field is coded ‘Y’.

 9999999v99 (10,2) Field has two decimal positions and the decimal point (.) must be included. Institutions can report either an hourly rate or a quarterly rate. Example: hourly rate of $12.50 is reported as ’12.50’ and a quarterly rate of $10,000 is reported as ‘10000.00’.

 Hyperlink Resources: <https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1_Acc.pdf>

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **MedianEarningsUnit**

 Descriptor Long: Median Earnings Unit

 Field Length: 1

 Field Status: Current

 Definition: The unit of measure for Median Earnings

 Comments: OPTIONAL for Non WIOA programs. The field cannot be null if **WIOAEligibilityRequested** field is coded ‘Y’.

 H = Hours, Q= Quarterly

 This field is ‘**UNIT’** in the ETPS data system.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 H Hours

 Q Quarterly

**Field Name:** **MTS\_Id**

 Descriptor Long: ETPS Provider ID Number

 Field Length: 10

 Field Status: Current

 Definition: Training location ID assigned in ETPS.

 Comments: Represents an individual site where the institution offers the program. Use ‘9999999999’ when ETPS ID Number not assigned.

 This field is ‘**MTSID**’ in the ETPS data system.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9999999999 Use when ETPS ID Number not assigned

**Field Name:** **NonCredit**

 Descriptor Long: Program Category NonCredit

 Field Length: 1

 Field Status: Current

 Definition: Is program noncredit?

 Comments: Y=Yes N=No

 If **Credit** = ‘Y’, this field must be coded ‘N’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes program is offered as Noncredit

 N No, program is offered for Credit

**Field Name:** **Notes**

 Descriptor Long: Notes/Disclaimers

 Field Length: 300

 Field Status: Current

 Definition: Additional notes/disclaimers the institution wants to share about the program.

 Comments: OPTIONAL.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **NumApprentices**

 Descriptor Long: Number of Apprentices

 Field Length: 5

 Field Status: Current

 Definition: Number of active apprentices at the time the program is submitted (DOL request)

 Comments: OPTIONAL. Must be >0 if either **ApprenticeshipCredit** = ‘Y’ or **ApprenticeshipNonCredit** = ‘Y’

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **OffAfternoon**

 Descriptor Long: Program Time Offerings ‐ Afternoon

 Field Length: 1

 Field Status: Current

 Definition: Is any portion of the program offered in the afternoon?

 Comments: Y=Yes N=No

 At least one program time (**OffMorning**, **OffAfternoon**, **OffEvening**, **OffWeekend**, **OffOthe**r) must be coded ‘Y’ unless **TRN\_PROV\_PROG\_APP\_ID** is unknown ('9999999999')

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, some portion of the program is offered in the afternoon.

 N No, no portion of the program is offered in the afternoon.

**Field Name:** **OffEvening**

 Descriptor Long: Program Time Offerings ‐ Evenings

 Field Length: 1

 Field Status: Current

 Definition: Is any portion of the program offered in the evening?

 Comments: Y=Yes N=No

 At least one program time (**OffMorning**, **OffAfternoon**, **OffEvening**, **OffWeekend**, **OffOthe**r) must be coded ‘Y’ unless **TRN\_PROV\_PROG\_APP\_ID** is unknown ('9999999999').

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, some portion of the program is offered in the evening.

 N No, no portion of the program is offered in the evening.

**Field Name:** **OffMorning**

 Descriptor Long: Program Time Offerings ‐ Morning

 Field Length: 1

 Field Status: Current

 Definition: Is any portion of the program offered in the morning?

 Comments: Y=Yes N=No

 At least one program time (**OffMorning**, **OffAfternoon**, **OffEvening**, **OffWeekend**, **OffOthe**r) must be coded ‘Y’ unless **TRN\_PROV\_PROG\_APP\_ID** is unknown ('9999999999').

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, some portion of the program is offered in the morning.

 N No, no portion of the program is offered in the morning.

**Field Name:** **OffOther**

 Descriptor Long: Program Time Offerings ‐ Other

 Field Length: 1

 Field Status: Current

 Definition: Is the program offered at other times?

 Comments: Y=Yes N=No

 If program is offered **100% online**, code this field with a ‘Y’ and provide explanation in the **OffOtherDesc** field.

At least one program time (**OffMorning**, **OffAfternoon**, **OffEvening**, **OffWeekend**, **OffOthe**r) must be coded ‘Y’ unless **TRN\_PROV\_PROG\_APP\_ID** is unknown ('9999999999').

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes

 N No

**Field Name:** **OffOtherDesc**

 Descriptor Long: Description of Program Time Offerings – Other

 Field Length: 500

 Field Status: Current

 Definition: Description of other times the program is offered

 Comments: Example: ‘Tuesday and Thursday mornings only’ or ‘Program is offered 100% online’. Cannot be left blank if **OffOther** = ‘Y’

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **OffWeekend**

 Descriptor Long: Program Time Offerings ‐ Weekends

 Field Length: 1

 Field Status: Current

 Definition: Is any portion of the program offered on weekends?

 Comments: Y=Yes N=No

 At least one program time (**OffMorning**, **OffAfternoon**, **OffEvening**, **OffWeekend**, **OffOthe**r) must be coded ‘Y’ unless **TRN\_PROV\_PROG\_APP\_ID** is unknown ('9999999999').

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, some portion of the program is offered on weekends

 N No, no portion of the program is offered on weekends

**Field Name:** **Online**

 Descriptor Long: Online program option

 Field Length: 1

 Field Status: Current

 Definition: Is the program offered completely (100%) online?

 Comments: Y = Yes N = No

 At least one mode of delivery **Online**, **Classroom**, **Hybrid**, or **OtherProgramDelivery** must be coded ‘Y’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, program is 100% online

 N No, program **Not** 100% online

**Field Name:** **OtherCosts**

 Descriptor Long: Other Costs

 Field Length: 10

 Field Status: Current

 Definition: Any current cost not covered by the categories of books, tools, fees or supplies.

 Comments: OPTIONAL. 9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: $250 to be reported as ‘250.00’. Institutions have the option to report Other Costs on either a program basis or credit hour basis, however if **LengthType** is reported as ‘M’ Monthly, ‘W’ Weekly or ‘H’ Hourly, **OtherCosts** must be reported on a program basis.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **OtherCostsDescription**

 Descriptor Long: Other Costs Description

 Field Length: 300

 Field Status: Current

 Definition: Description of what the institution is including in the amount for other costs.

 Comments: OPTIONAL. Example: ‘Background check’. Optional but **Mandatory** when a value is entered in **OtherCosts**.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **OtherCostsUnit**

 Descriptor Long: Other Costs ‐ Unit

 Field Length: 1

 Field Status: Current

 Definition: Unit describing the number entered for other program costs.

 Comments: OPTIONAL. C = Credit hour, P = Program. Optional but **Mandatory** when a number is entered in **OtherCosts.** If **LengthType** is reported as ‘M’ Monthly, ‘W’ Weekly or ‘H’ Hourly, then **OtherCostsUnit** must be reported on a Program basis.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 C Credit hour

 P Program

**Field Name:** **OtherProgramDelivery**

 Descriptor Long: Other program delivery options

 Field Length: 1

 Field Status: Current

 Definition: Is the program offered with delivery options other than online, classroom or hybrid?

 Comments: Y = Yes N = No

 At least one mode of delivery **Online**, **Classroom**, **Hybrid**, or **OtherProgramDelivery** must be coded ‘Y’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, the program is offered with delivery options other than online, classroom or hybrid

 N No, the program is **Not** offered with delivery options other than online, classroom or hybrid

**Field Name:** **Outcome**

 Descriptor Long: Outcome Title

 Field Length: 100

 Field Status: Current

 Definition: Additional description of the degree level.

 Comments: Example: ‘Associate of Science’

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **OutofDistrictTuition**

 Descriptor Long: Resident Tuition: Out‐of‐District

 Field Length: 10

 Field Status: Current

 Definition: Report Missouri-Out of District rates for 2 year schools and In-State tuition for 4 year schools in this field.

 Comments: 9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: $250 to be reported as ‘250.00’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **PellGrant**

 Descriptor Long: Pell Grant Eligible

 Field Length: 1

 Field Status: Current

 Definition: Is the Program PELL Eligible?

 Comments: OPTIONAL. Y=Yes N=No

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes Program is PELL Eligible

 N No Program is **Not** PELL Eligible

**Field Name:** **Prog\_ID**

 Descriptor Long: DHE Program ID Number

 Field Length: 30

 Field Status: Current

 Definition: Institution must obtain DHE approval before submitting credit programs through this system.

 Comments: Use ‘9999999999’ for noncredit or other programs not subject to DHE approval. If **Credit** = ‘Y’, then **Prog\_ID** must not be ‘9999999999’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9999999999 Unknown, Noncredit program or not subject to DHE approval.

**Field Name:** **ProgramDesc**

 Descriptor Long: Detailed Program Description

 Field Length: 500

 Field Status: Current

 Definition: Detailed description of the program.

 Comments:

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **ProgramTitle**

 Descriptor Long: Title of Program

 Field Length: 255

 Field Status: Current

 Definition: The Program Title is assigned by the institution and is in a text format.

 Comments:

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **RefundPolicy**

 Descriptor Long: Refund Policy

 Field Length: 1000

 Field Status: Current

 Definition: Details about institution’s Refund Policy

 Comments: Example: ‘Details of the school's refund policy can be found at https://schoool/refund’.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **Requirements**

 Descriptor Long: Admission Requirements

 Field Length: 500

 Field Status: Current

 Definition: Additional requirements for individual to be admitted into program.

 Comments: OPTIONAL. Example: ‘Must be a high school graduate or equivalent.’

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **STATE**

 Descriptor Long: Program State

 Field Length: 2

 Field Status: Current

 Definition: State where program is offered

 Comments: OPTIONAL. Two digit State abbreviation. If left blank the Site state will be used.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **Supplies**

 Descriptor Long: Supplies

 Field Length: 10

 Field Status: Current

 Definition: Currently established cost of supplies needed to participate in the program.

 Comments: 9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: $250 to be reported as ‘250.00’. Institutions have the option to report the cost of supplies on either a program basis or credit hour basis, however if **LengthType** is reported as ‘M’ Monthly, ‘W’ Weekly or ‘H’ Hourly, **Supplies** must be reported on a program basis.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **SuppliesUnit**

 Descriptor Long: Supplies ‐ Unit

 Field Length: 1

 Field Status: Current

 Definition: The unit of measure for reported cost of supplies.

 Comments: C = Credit hour P = Program

If **LengthType** is reported as ‘M’ Monthly, ‘W’ Weekly or ‘H’ Hourly, then **SuppliesUnit** must be reported on a Program basis.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 C Credit hour

 P Program

**Field Name:** **Tools**

 Descriptor Long: Cost of Tools for Program

 Field Length: 10

 Field Status: Current

 Definition: Currently established cost of tools required to participate in the program.

 Comments:  99999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: $250 to be reported as ‘250.00’. Institutions have the option to report the cost of tools on either a program basis or credit hour basis, however if **LengthType** is reported as ‘M’ Monthly, ‘W’ Weekly or ‘H’ Hourly, **Tools** must be reported on a program basis.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **ToolsUnit**

 Descriptor Long: Tools ‐ Unit

 Field Length: 1

 Field Status: Current

 Definition: The unit of measure for reported cost of tools

 Comments: C = Credit hour P = Program

 If **LengthType** is reported as ‘M’ Monthly, ‘W’ Weekly or ‘H’ Hourly, then **ToolsUnit** must be reported on a Program basis.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 C Credit hour

 P Program

**Field Name:** **TransferDegree**

 Descriptor Long: Transfer Degree

 Field Length: 1

 Field Status: Current

 Definition: Identifies whether the intent of this program is to transfer students into a 4 year degree program

 Comments: Y=Yes N=No X = Not applicable

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes

 N No

 X Not applicable

**Field Name:** **Trn\_Prov\_Prog\_App\_Id**

 Descriptor Long: ETPS Program ID

 Field Length: 10

 Field Status: Current

 Definition: Unique ID number assigned to the program by ETPS when applying for program approval.

 Comments: If **NonCredit** field = ‘Y’, then this field cannot be Unknown (‘9999999999’).

 This field is ‘**TrnProvProgAppId’** in the ETPS data system.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 9999999999 Unknown, cannot be used for Noncredit programs

**Field Name:** **TuitionNonResident**

 Descriptor Long: Non‐Resident Tuition for Out of State residents

 Field Length: 10

 Field Status: Current

 Definition: Tuition charge for non‐Missouri residents.

 Comments: 9999999v99 (10,2). Field has two decimal positions and the decimal point (.) must be included. Example: $250 to be reported as ‘250.00’

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **TuitionResident**

 Descriptor Long: Resident Tuition: In‐District

 Field Length: 10

 Field Status: Current

 Definition: Tuition charge for residents of the institution's district.

 Comments: 9999999v99 (10,2). To be reported by **two year** institutions only. Field has two decimal positions and the decimal point (.) must be included. Example: $250 to be reported as ‘250.00’

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

**Field Name:** **TuitionUnit**

 Descriptor Long: Tuition Unit

 Field Length: 1

 Field Status: Current

 Definition: The unit of measure for reported tuition rate.

 Comments:  C = Credit hour P = Program

 If **LengthType** is reported as ‘M’ Monthly, ‘W’ Weekly or ‘H’ Hourly, then **TuitionUnit** must be reported on a Program basis.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 C Credit hour

 P Program

**Field Name:** **WaiverRequested**

 Descriptor Long: Waiver Requested

 Field Length: 1

 Field Status: Current

 Definition: Does the institution want to submit a request for a performance waiver?

 Comments: OPTIONAL for Non WIOA programs. The field cannot be null if **WIOAEligibilityRequested** field is coded ‘Y’.

 Y = Yes N= No X = NA

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes

 N No

 X Not Applicable

**Field Name:** **WIOAEligibilityRequested**

 Descriptor Long: WIOA Eligibility Requested

 Field Length: 1

 Field Status: Current

 Definition: If the school submits a program to be approved for WIOA, code as ‘Y’ (Yes). If program does not need approval, code as ‘N’ (No).

 Comments: Y=Yes N=No

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 Y Yes, program is submitted for WIOA approval

 N No, program **Not** submitted for WIOA approval

**Field Name:** **ZIP**

 Descriptor Long: Program Zip code

 Field Length: 10

 Field Status: Current

 Definition: Zip code of program

 Comments: OPTIONAL. Zip code +four. If left blank the Site zip code will be used.

 Hyperlink Resources:

 Manual Year: 2018

 Codeset Name:

 CodesetFormat:

 CodesetComments:

 CodesetExample:

 **Value** **Description**

 99999-9999 Format for zip code



This document is 100% funded by the MoSTEMWINS $19.7 million grant for the U.S. Department of Labor, Employment and Training Administration (TAACCCT). The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including but not limited to accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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