

SURDS Enrollment File Field Definitions

Field #	Starting Position	Field Name	Field Definitions/Descriptions
1	1	Record Type	Definition: A flag that indicates which record type is being reported.
			Codes/Notes: Enrollment=1, UAF=2, Degrees=3, Financial Aid=4, Student Course=5, Educator Preparation=6, Credit Prior Learning=C
			Missing Value: Does not apply; field must be completed.
			Edit Specs: File specific value.
			Format: AlphaNumeric, 1 place integer
			Updates: CPL = 8 added June '23
2	2	Institution Code	Definition: The unique code designations for Colorado postsecondary institutions.
			Codes/Notes: The number assigned to each higher education institution identifying an institution with a 4-digit institutional code. See Institution Code in Glossary.

			<p>Missing Value: Does not apply; field must be completed.</p>
			<p>Edit Specs: Error if a value is reported that is not the code assigned to the reporting institution.</p>
			<p>Format: Alphanumeric, 4 characters</p>
			<p>Updates: July 1987</p>
3	6	Report Term	<p>Definition: The enrollment period identified by the term on which the data are based</p>
			<p>Codes/Notes: 1 - Summer</p>
			<p>2 - Fall</p>
			<p>3 - Winter (only for institutions on a quarter system)</p>
			<p>4 - Spring</p>
			<p>5 - Interim</p>
			<p>9 - Total report year (Only used in Financial Aid reporting)</p>
			<p>For Education Preparation file: Report period should be by term, beginning with summer and continuing through the following fall and spring terms. Term 9 is not valid for this file.</p>
			<p>For Financial Aid file: Term is 9, FA file is a fiscal year file beginning with Fall data and ending with trailing summer data</p>

			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if term value is anything other than 1,2,3,4,5,9
			Format: Numeric, 1 place integer (T)
			Updates: Expanded to four-digit format, year 2000 file conversions, September 1998.
			Simplified text of definition section and removed term & year examples dating back to a previous data element format. Also corrected edit spec section to show that '9' is acceptable. Dec, 2018
4	7	Report Year	Definition: The enrollment period identified by the calendar year on which the data are based (YYYY) The year in which the term occurs. When the term code is "9" which signifies the total report year, use 4 digits of the fiscal year of the report period. The fiscal year is derived by the following. If the term is

			<p>=3, the fiscal year is the same as the report year. If the term is =2, the fiscal year equals the report year + 1.</p>																												
			<p>Codes/Notes:</p>																												
			<p>AY 2018 and FY 2018 matrix Example</p>																												
			<table border="1"> <thead> <tr> <th>Academic Year</th> <th>Report Term</th> <th>Report Year</th> <th>FinAid Fiscal Year</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>1</td> <td>2017</td> <td>2017</td> </tr> <tr> <td>2018</td> <td>2</td> <td>2017</td> <td>2018</td> </tr> <tr> <td>2018</td> <td>3</td> <td>2018</td> <td>2018</td> </tr> <tr> <td>2018</td> <td>4</td> <td>2018</td> <td>2018</td> </tr> <tr> <td>2018</td> <td>5</td> <td>2018</td> <td>2018</td> </tr> <tr> <td>2019</td> <td>1</td> <td>2018</td> <td>2018</td> </tr> </tbody> </table>	Academic Year	Report Term	Report Year	FinAid Fiscal Year	2018	1	2017	2017	2018	2	2017	2018	2018	3	2018	2018	2018	4	2018	2018	2018	5	2018	2018	2019	1	2018	2018
Academic Year	Report Term	Report Year	FinAid Fiscal Year																												
2018	1	2017	2017																												
2018	2	2017	2018																												
2018	3	2018	2018																												
2018	4	2018	2018																												
2018	5	2018	2018																												
2019	1	2018	2018																												
			<p>Missing Value: Does not apply; field must be completed.</p>																												
			<p>Edit Specs: Error if year value does not represent current reporting year.</p>																												
			<p>Format: Numeric, 4 place integer (YYYY)</p>																												
			<p>Updates: Expanded to four-digit format, year 2000 file conversions.</p>																												
			<p>Simplified text of definition section and removed term & year examples dating back to a previous data element format. Added AY, term, FY matrix. Corrected Edit Spec section. Dec. 2018</p>																												
5	11	Student ID	<p>Definition: A number that uniquely identifies a student at an institution. Wherever possible, this should be the nine digit social security number assigned to an individual under the Federal Insurance Contribution Act. Social Security rules</p>																												

			currently exclude use of numbers that are < 000000100 or >= 800000000
			Codes/Notes: If the Student Identification Number is assigned, the number should be used in all future reports by the institution for that student unless corrected or replaced by Social Security Number. Note: Use of an SSN is the only way CCHE can track a student for retention and graduation analyses across institutions.
			If an individual's social security number is not available for use by an institution, the institution may report any student identification number up to 9 characters that is unique for that student. The institution also must report the Student Identification Type as "1," indicating that this number is not a Social Security Number.
			Hyphens are not entered as part of the identification number.
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank. If Student Identification Type is 0 or blank, error if value contains alpha characters or the last 6 digits are all zeroes or is < 000000100 or >= 800000000—This edit to be implemented with submissions for FY04 and modified to 900000000+ (vs 800000000+) December 2011.
			Format: Alphanumeric, 9-place integer
			Updates: July 1988; edit specs modified July 2003; Dec 2011 - changed upper limit from 800000000;

6	20	Gender	<p>Definition: The gender of the individual.</p> <p>Codes/Notes: 1 - Male 2 - Female Formerly identified as sex.</p> <p>When gender is unknown, because IPEDS surveys do not provide an unknown gender option, DHE-generated IPEDS facsimiles are based on the following procedure, implemented March 2002 with the Fall 2001 Enrollment File and FY2002 Degree File uploaded to NCES. Students whose ID ends with an even digit will be reported to NCES as male; students with an ID that ends with an odd number will be reported as female.</p> <p>Missing Value: Blank, if unknown.</p> <p>Edit Specs: Error if not blank or not = '1' or '2'.</p> <p>Format: Numeric, 1 place integer</p> <p>Updates: October 31, 1985; modified IPEDS proration methodology, March 2002. Modified to better communicate how unknown gender is reported to IPEDS. Dec. 2018</p>
7	21	Date Of Birth	<p>Definition: The date of birth as designated on the individual's legal birth registration or certificate.</p> <p>Codes/Notes: YYYYMMDD</p> <p>YYYY = four-digit year of birth MM = two-digit month of birth DD = two-digit day of birth</p> <p>This field is used to compute a student's age. The Commission computes a student's age for students enrolled in the summer and fall terms as of September 15, and for those enrolled in the winter and spring terms as of February 15. If the student is</p>

			<p>born on either September 15 or February 15, age is determined by subtracting the year of birth from the report year. Any birth dates before the 15th are calculated by subtracting the year of birth from the report year. Any birth dates after the 15th are calculated by subtracting the year of birth from the report year and then subtracting 1 from that difference.</p>
			Missing Value: Blank, if unknown.
			Edit Specs: Error if computed age is negative or if >110 Warning if computed age is < 14 or > 90
			Format: Numeric, 8 place integer
			Updates: Expanded to four-digit format, year 2000 file conversions, September 1998; July 2006 age for warning;
8	29	Student Level	Definition: The level at which a student is classified during the term which is being reported, based upon the total credits obtained toward completion of a degree/certificate program.

			Codes/Notes:
			UNDERGRADUATE:
			Degree-Seeking
			11 - First Year (freshman)
			12 - Second Year (sophomore)
			13 - Third Year (junior)
			14 - Fourth Year & Beyond (senior)
			15 - Unclassified
			16 - Undergraduate Certificate with a Bachelor's
			Non-Degree-Seeking
			19 - Non Degree-Seeking Undergraduate Students Without a Bachelor's Degree

			<p>20 - Non Degree-Seeking Undergraduate Students With a Bachelor's Degree--categorized by institution as an undergraduate student (can include post-baccalaureate students pursuing initial teacher licensure only)</p>
			GRADUATE:
			21 - First Professional Degree-Seeking Removed Dec 2009
			22 - Post-baccalaureate Certificate
			31 - Master's
			32 - Doctoral Removed Dec 2009
			33 - Specialist
			34 - Certificate with a Master's
			39 - Non-Degree-Seeking Graduate Students With a Bachelor's Degree--categorized by institution as a graduate student (can include post-baccalaureate students pursuing initial teacher licensure only)
			52 - Doctoral - Research/Scholarship (New Dec 2009)
			53 - Doctoral - Professional Practice (New Dec 2009)
			54 - Doctoral - Other (New Dec 2009) (Explanation required)
			<p>Educator preparation candidates are usually enrolled in a baccalaureate or graduate degree, but not always. Candidates who hold a bachelor's degree and are completing educator preparation coursework that does NOT lead to a degree, are considered "post-baccalaureate" or "post-bacc" and should be coded as "20." Students are classified as undergraduate or graduate based on the number of credits completed as of the beginning of the term. Within those categories, students can be classified as degree/certificate-seeking or non-degree seeking. See Glossary for description of each level.</p>

			<p>Students reported in the IPEDS Graduation Rate Survey and DHE's Quality Indicator System cohorts must meet three criteria:</p>
			<p>be reported as first-time, full-time, and degree-seeking.</p>
			<p>- First-time is based on the Registration Status field and requires a code of 1. - Full-time classification is derived from the sum of three credit hour fields (resident instruction + ESP + other); vocational hours are included in RI or other credit hours) and the total must be at least 12 credit hours. - The degree-seeking criterion is based on the Student Level field and requires a student be reported with either code 11, 12, 13, 14, or 15, acknowledging college credit earned for work done during high school through concurrent enrollment and/or AP/IB.</p>
			<p>Students reported with a student level of 33 should be coded with a program type = 8.</p>
			<p>Codes 16 and 34 valid only for Enrollment and Financial Aid Files, not for Teacher Education File.</p>

			<p>Missing Value: Does not apply; field must be completed. Exception: Not submitted on the Degrees Granted file.</p>
			<p>Edit Specs: - Error if not a valid code; codes 16 and 34 valid only for Enrollment and Financial Aid Files. - For 2 year programs, only 11, 12, 15, 19, and 20 are valid. - Error if not in admitted status - Error will be generated for code "54" as an explanation is required</p>
			<p>Format: Numeric, 2 place integer</p>
			<p>Updates: December 1989; removed code for Extended Studies Program, June 1991; added cumulative credit hour range verification with student level, June 1996; reconfigured structure, added codes 16, 20, 33, and 34, and deleted codes 35 and 36, July 2002; Dec 2009 replaced code 21, 32 with 52,53,54; Updated 5/10/2013 to allow for non-degree codes in educator preparation; Updated 8/16/2013 to remove Regis only references for codes 16 & 34 and to clarify code 20; added code 22, Feb 2015</p>
9	31	Tuition Classification	<p>Definition: Classification of student for the purpose of tuition assessment. Institutions must be in compliance with DHE's FTE</p>

			Reporting Guidelines and Procedures implemented for FY2003. Also see page on Tuition Classification—Detail.
			Codes/Notes: 1 - In-state-Colorado resident
			2 - Out-of-State
			3 - Unclassified--allowable only for students enrolled exclusively cash-funded courses. Use this value only when in-or out-of-state residency is not available. Students enrolled in state-funded extended campus courses should have a tuition classification of 1 or 2
			Special treatment of out-of-state student groups as provided for by Colorado statutes summarized in Tuition Classification Detail field:
			Missing Value: Does not apply; field must be completed.
			Edit Specs: - Error if value > 3. - Error if 3 and resident instruction hours are greater than 0.
			Format: Numeric, 1 place integer

			<p>Updates: June 1991; added code 4 on limited basis, July 2002; deleted code 4, FY2004</p>
10	32	Program Code	<p>Definition: For Enrollment and Degrees Awarded file: The program code that identifies the student's stated program at the time of the data report, where program code is defined as the assigned classification of instructional program code associated with the approved program. For Student Course Enrollment file and Credit Prior Learning file: The six-digit Classification of Instructional Program (CIP) code that identifies the specific field of the student course enrollment. CIP Code does not need to correspond to approved degree/certificate programs for the institution.</p>
			<p>Codes/Notes: Formerly called major. The six-digit Classification of Instructional Program (CIP) code that identifies the specific field of study the individual is enrolled in.</p>
			<p>For the Student Course Enrollment file and Credit Prior Learning file, , this does not correspond to the approved list of degree programs. This field will describe the course of enrollment.</p>
			<p>For the Degrees File, refer to the list of operating postsecondary programs for valid CIP codes approved for an institution. This list is different from the Approved Postsecondary Degree Publication and includes programs still eligible to report degrees during phase-out cycle. The institutional data contact person at each institution has the most recent copy of this list or you may request a correct copy of the list from the Commission.</p>
			<p>For the Undergraduate Applicant File and Enrollment File, students whose major is undeclared should be reported as '240102' except for CCCS institutions which use '999999' . This code is invalid on the Degrees Granted file. For students accepted in a undergraduate degree program or program area but whose specific major is undeclared, (e.g. Engineering), an institution may identify majors by the use of the appropriate program code in combination with program sequence code of '99'. (e.g. Engineering:140101 and program sequence code 99) The institution must offer the specific program at the</p>

			<p>baccalaureate level in order to report these discipline areas (e.g. cannot report pre-law since no undergraduate law program offered, cannot report pre-pharmacy if no pharmacy program is available on campus). If the student anticipates transferring into a program at another institution, this student must be reported in the liberal arts program, if offered, or as undeclared.</p>
			<p>The program area reported in this field will be the primary program unit of analysis for federal reports, enrollment projections, and standard Commission reports.</p>
			<p>Missing Value: Blank, only if non-degree seeking student.</p>
			<p>Edit Specs: For Enrollment and Degrees Awarded: Error if code reported is not found in the list of DHE approved programs for the reporting institution. For Student Course Enrollment: Must be a valid 6-digit CIP code</p>
			<p>Format: Alphanumeric, 6 integers</p>
			<p>Updates: December 1989; August 2012 - updated language to specify that CIP is the degree program code</p>
			<p>January 2015; - updated Undeclared Major should be reported as '240102' except for CCCS institutions which use '999999'</p>
			<p>Removed from definition old wording "99 + four digit cip code" replaced with wording for pre-program instructions when specific major is not yet know in conjunction with '99' sequence code. Dec. 2018</p>
11	38	Program Sequence Number	<p>Definition: The assigned sequence number that will differentiate programs classified by the same CIP code and degree level at an institution.</p>

			Codes/Notes: Formerly called Major Sequence Number.
			For the majority of programs this field will be blank since the sequence number is assigned only to a small number of programs. Refer to the list of operating postsecondary programs for valid CIP codes and sequence numbers approved for an institution. Please contact the Commission Office for the most recent copy of this list.
			Where the major sequence is required, the number should be reported in 2 digit format (i.e. 02, 03, etc.) The program sequence code '99' is reserved for pre-programs(pre-nursing, pre-engineering, etc) CCCS institutions may submit alpha character sequence codes
			Missing Value: Blank, if not applicable.
			Edit Specs: Error if the Program Code and Program Sequence Number do not match the institution's approved program list for the reporting institution.

			<p>Format: Numeric, 2 characters</p>
			<p>Updates: December 1989</p>
12	40	Registration Status	<p>Definition: This classification divides students into three major categories—first-time, transfer, and continuing/readmit—and three smaller groups: high school concurrent, summer only, and study abroad.</p> <p>Codes/Notes: 1 - First-Time</p>

			3 - Transfer
			5 - Continuing or Readmit
			6 - Study abroad, with no hours of any kind
			7 - High school concurrent
			9 - Summer Only
			Missing Value: Unacceptable, must be completed.
			Edit Specs: See matrix with student level (Figure II). UAF: 1, 3, 5, 7, and 9 valid; 5, 7, and 9 are excluded from admission standard calculations. 5 valid only if student is on the UAF for assessment only. Value 6 valid only if total hours = zero. Value 9 valid only in summer terms. Cannot be 1st time (1) at the same level (undergrad, grad) in the same institution more than once unless summer and immediately following fall Error if not in admitted status
			Format: Alpha-numeric, 1 place integer

			<p>Updates: October 1985; Restructured field</p>
			<p>The values as listed and defined are not necessarily mutually exclusive. Therefore determining the proper value requires using a hierarchical decision rule.</p>
			<p>If the student is a HS concurrent (including fast track, including PSEO, including those that are neither) in the term, code as 7, HS concurrent. May be in their first term at your institution or not. May be degree-seeking or not. Definition: Students age 18 or younger who have not graduated from HS or earned a GED.</p>
			<p>ELSE if summer only, code as 9. Definition: Students in this category cannot automatically continue on to the fall or spring term without applying for admission. May be their first summer term at your institution or not. Legal value only for summer terms. Generally non-degree only.</p>
			<p>ELSE, if enrolled for no hours, on file only due to Study Abroad participation, report as 6</p>
			<p>ELSE, if reporting for fall, was the student a registration-type 1 or 3 on the immediately prior summer term file? The student must be enrolled in the fall.</p>
			<p>If yes, report as the same code in fall (1 or 3) and STOP</p>
			<p>If no, go on</p>

			<p>ELSE, decide if this term is the student's first term at your institution at the current level, where level is undergrad or grad as defined in the STUDENT LEVEL values</p>
			<p>If no (current term not the first term at your institution at this level), ·Were all prior terms at your institution as a HS concurrent? ·If no, has any prior terms at your institution not as a HS concurrent, or don't know, report as 5, continuing/readmit. ·If yes, ·Has the student earned college credit at any other institution, at the current level (grad or UG), since HS? ·If no or don't know, report as 1, first time. ·If yes, report as 3, transfer.</p>
			<p>If yes (current term was first term at your institution at this level) ·Has the student earned college credit at any other institution since HS? ·If no or don't know, report as 1, first time ·If yes, report as 3, transfer</p>
			<p>Finally, if the process above yields a 5/continuing, is the student considered a new transfer at your institution this term? This occurs in some institutions when students formally apply to (that is, apply to, are admitted to, then enroll in) a degree program from non-degree status.</p>
			<p>If yes (student considered a new transfer by the institution), report as 3, transfer</p>
			<p>Note that a student could conceivably be reported as a 3 on files for several terms– 1 or 2 terms as a new non-degree undergrad [a summer file and a fall file] with prior work elsewhere after HS, 1 or 2 terms as a transfer from UG non-degree to degree, 1 or 2 more as a transfer to graduate level non-degree work with prior grad work elsewhere, and 1-2 more from grad non-degree to degree.</p>
			<p>Students reported as 3's/transfers in undergrad degree programs (levels 11-15) on the enrollment file who were previously enrolled as non-degree students at the same institution (except as high school concurrents) must be reported on the UAF as transfers with prior institution code = own institution code.</p>
			<p>Changes effective with files for summer 2003 (FY 2003-04)</p>
			<p>·HS concurrent given a separate value, which takes precedence over all else and includes continuing HS concurrents. Students with value 7 HS Concurrent would usually have been 2's or 5's or 4's in the old scheme with program type 5. ·Summer only separated and includes continuing. In old scheme would usually have been 2's with program type 6. ·New value for study abroad only. Would probably not have been on the file before. ·Old value 4, readmit, dropped – value 5, continuing, becomes continuing AND readmit ·Old value 2, first-time other, dropped. Some students who would have been 2's before</p>

			would be 1's in the revised scheme, with student level 19, or 39 (non-degree). Others will be 3's now, if prior same-level post-HS work at another institution is known. This includes all level 20's.
13	41	State (Time of Entry)	<p>Definition: Code reported in the Enrollment File identifies the state in which a student resided during the first term and will be used to identify state in which a student resided for the first enrolled term after admission to the institution for first time freshmen and transfer students when not available in UAF. This code does not indicate tuition classification since out of state students may reside in Colorado at time of application, and in state students may apply from out of state residences.</p> <p>Codes/Notes: See State Code table in Glossary.</p> <p>Mandatory for students reported with first time freshmen or transfer registration status in Enrollment file. When reporting UAF, state required for students with registration status of first-time freshmen or transfer and admission status of applicant, accepted, or assessed/enrolled.</p> <p>Missing Value: Blank acceptable if unknown, except if registration status = first-time freshmen or transfer.</p> <p>Edit Specs: - Error check on first time and transfer students only - Error if value not blank and is not a valid code listed above.</p> <p>Format: AlphaNumeric, 2 place integer</p> <p>Updates: Added code for U.S. Territories, March 1995</p>
14	43	County (Time of Entry)	<p>Definition: Code reported in the UAF that identifies the Colorado county for student in one of the following categories: 1.applicant, not enrolled, at four-year institution—report county applicant resided in at the time of application to the institution; 2.applicant, enrolled, at four-year institution—report county applicant resided in at time of application, if available, or for the first term of enrollment 3.enrolled and/or</p>

			<p>assessed students reported in two-year institution UAF— report county student resided in at time of most recent application, if available, or for the first term of enrollment</p>
			<p>Codes/Notes: 001 to 125 - Various Colorado Counties</p>
			<p>998 - Out of Country</p>
			<p>999 - Out of State</p>
			<p>Mandatory for first time freshmen or transfer students. This data element is normally available only for in state students. Some out of state students, however, may have Colorado permanent addresses, and in those cases, report the appropriate county code when possible. Otherwise use the out of state or out of country code as appropriate. Can be determined from the zip code of student's permanent address, if not able to be determined directly. When reporting UAF, county required for students with registration status of first-time freshmen or transfer and admission status of applicant, accepted, or assessed/enrolled.</p>
			<p>Missing Value: Blank, if unknown or unavailable except if registration status is first-time freshmen or transfer; students residing out of state should be reported as 999, not blank.</p>

			<p>Edit Specs: - Error if value not blank and not a valid code from county table. - Error check on first time students and transfer students.</p>
			Format: AlphaNumeric, 3 place integer
			Updates: October 1985; Broomfield County added November 2001
15	46	Year of HS Grad	<p>Definition: Four-digit year in which the student graduated from high school.</p>
			Codes/Notes: NNNN - four-digit year of graduation
			9999 - did not graduate from high school and did not complete a GED
			If student has GED, then a GED score should be reported in the GED Score field on Undergraduate Applicant File and Year of High School Graduation should be left blank.
			If student is high school concurrent, report student in registration status as 7, and Year of High School Graduation should be left blank.

			<p>If student did not graduate from high school or year of high school graduation is unknown, leave blank.</p>
			<p>Missing Value: Field required for all first-time and assessed students in UAF and first-time in the Enrollment File, except for GED admits.</p>
			<p>Edit Specs: - Error if alphanumeric. - Error when date of birth and high school graduation year missing. - Error if year of high school graduation > report year. - Error of year of high school graduation is < report year -60. - Warning when date of birth indicates recent high school graduation year.</p>
			<p>Format: Numeric, 4 character</p>
			<p>Updates: Expanded to four-digit format, year 2000 file conversions; updated missing information on July 2001.</p>
16	50	Credit Hours RI (State-funded)	<p>Definition: The total credits attempted by the student during the reporting period eligible to be reported as resident instruction according to DHE FTE Reporting Guidelines.</p>
			<p>Codes/Notes: Since some institutions compute fractional credits, space is allotted for one decimal position. Round to the</p>

			<p>nearest decimal value if necessary. If no decimal value is reported, <u>enter a trailing zero</u>. For example, code 12 credit hours as 120; code 1.5 credit hours as 015.</p>
			<p>Credits attempted via interinstitutional enrollments may be included. State-funded credit hours excludes credits attempted by academic exemption tests (e.g. CLEP) accrued by exemption or other transcribed academic credit (e.g., AP; CLEP; prior learning).</p>
			<p>All student credit hours reported during any report period in a single academic year must use a single basis, either quarter or semester. Only UCHSC may concurrently offer courses with quarter credit hours while others are semester credit hours but UCHSC must convert all hours to the equivalent semester hours.</p>
			<p>Students reported in the IPEDS Graduation Rate Survey and DHE’s Quality Indicator System cohorts must meet three criteria: be reported as first-time in fall, full-time in fall, and a degree-seeking undergraduate in fall. - First-time is based on the Registration Status field and requires a code of 1.</p>
			<p>- Full-time classification is derived from the sum of three credit hour fields (resident instruction + ESP + other); vocational hours are included in RI or other credit hours). The total must be at least 12 credit hours.</p>
			<p>- The degree-seeking undergraduate criterion is based on the Student Level field and requires a student be reported with one of codes 11, 12, 13, 14, or 15, with 12-15 acknowledging college credit earned for work done during high school through concurrent enrollment and/or AP/IB.</p>
			<p>Missing Value: Blank if no credits</p>

			<p>Edit Specs: - Error if < 0 or > 30. - Warning if > 21.</p>
			<p>Format: AlphaNumeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)</p>
			<p>Updates: December 1989</p>
17	53	Credit Hours ESP (Cash-funded)	<p>Definition: The total academic credits attempted by the student during the report period through the Extended Studies Program. For SURDS reporting purposes, Extended Studies Program instruction includes the following at four year institutions: •Credit based cash-funded instruction ?delivered at an off-campus physical location ?delivered by an institution’s extended studies unit on the sponsoring institution’s campus ?delivered at a distance •Off campus instruction that has been approved for COF eligibility by the Commission Removed 2/24/2012, These reported in RI Hours •Remedial credit hours delivered as cash funded</p>
			<p>Codes/Notes: Since some institutions compute fractional credits, space is allotted for one decimal position. Round to the nearest decimal value if necessary. If no decimal value is reported, <u>enter a trailing zero</u>. For example, code 12 credit hours as 120; code 1.5 credit hours as 015.</p>
			<p>Students reported in the IPEDS Graduation Rate Survey and DHE’s Quality Indicator System cohorts must meet three criteria: be reported as first-time in fall, full-time in fall, and a degree-seeking undergraduate in fall.</p>
			<p>First-time is based on the Registration Status field and requires a code of 1.</p>
			<p>Full-time classification is derived from the sum of three credit hour fields (resident instruction + ESP + other); vocational hours are included in RI or other credit hours). The total must be at least 12 credit hours.</p>
			<p>The degree-seeking undergraduate criterion is based on the Student Level field and requires a student be reported with one of codes 11, 12, 13, 14, or 15, with 12-15 acknowledging college credit earned for work done during high school through concurrent enrollment and/or AP/IB.</p>
			<p>Report remedial credit hours here for those institutions that deliver remedial courses as cash-funded (i.e., cannot claim</p>

			state funding). MSCD and UCD cannot deliver remedial as cash- or state-funded.
			Missing Value: Blank, if no credits
			Edit Specs: - Error if not blank and < 0 or > 30 - Warning if > 21.
			Format: AlphaNumeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)
			Updates: June 1991; Feb 2012 - removed COF eligible hours definition
18	56	Credit Hours Other (excluded from state-funding)	<p>Definition: The total academic credits attempted by the student during the report period through programs which were not eligible to be reported as resident instruction according to the DHE FTE Reporting Guidelines and Procedures.</p> <p>Codes/Notes: Since some institutions compute fractional credits, space is allotted for one decimal position. Round to the nearest decimal value if necessary. If no decimal value is reported, <u>enter a trailing zero</u>. For example, code 12 credit hours as 120; code 1.5 credit hours as 015.</p>

			<p>Examples:</p> <ul style="list-style-type: none"> - Avocational courses - Limited enrollment (closed) courses - Sponsored courses - Tutorial - Tuition Waivers <p>Missing Value: Blank, if no credits</p> <p>Edit Specs: - Error if not blank and < 0 or > 30. - Warning if > 21.</p> <p>Format: AlphaNumeric, 2 place integer, 1 place decimal (99V9) (the decimal point is implied)</p> <p>Updates: June 1991; deleted reference to Type C instruction, July 2002</p>
19	59	Cumulative GPA	<p>Definition: Cumulative grade point average (GPA) at the reporting institution, computed at the end of the reported term from all college-level courses to which a grade is assigned since enrolling at the institution at the current level (i.e., undergraduate, graduates, first professional). Based on a four point system.</p> <p>Codes/Notes: The grade point average should be reported on a four point scale where the highest score equals 4 and 0 is the lowest.</p> <p>If the institutional grading system is on a different scale, convert grades as indicated on H.S. GPA Transcript page. If the institution uses a weighted grading system for Advanced Placement courses and the student achieves a GPA greater than 4 in a four-point scale, report only the maximum value of "4.000".</p> <p>Report three decimal positions as shown in the format.</p>

			<p>Missing Value: Blank, if unknown.</p>
			<p>Edit Specs: - Error if < 0 or > 4000 - Warning if field is 0.</p>
			<p>Format: AlphaNumeric, 1 place integer with the decimal carried out to the thousandths example 4.000 GPA is reported as 4000 (the decimal point is implied)</p>
			<p>Updates: Required missing GPA to be a blank, not zero, March 16, 1998</p>
20	63	Program Code2	<p>Definition: See definition/description of Program Code.</p>
			<p>Codes/Notes:</p>
			<p>Missing Value:</p>
			<p>Edit Specs:</p>
			<p>Format:</p>
			<p>Updates:</p>
21	69	Program Sequence Number2	<p>Definition: See definition/description of Program Sequence.</p>
			<p>Codes/Notes:</p>

			Missing Value:
			Edit Specs:
			Format:
			Updates:
22	71	Term GPA	<p>Definition: Grade point average (GPA) that will be recorded in students' transcript for the current term at the reporting institution, computed at the end of the reported term. Based on a four point system.</p>
			<p>Codes/Notes: The grade point average should be reported on a four-point scale where the highest score equals 4 and 0 is the lowest. Report three decimal positions as shown in the format.</p>
			Convert grade point averages that were not reported on a four point scale to a scale equivalent to:
			4 - A
			3 - B
			2 - C
			1 - D

			0 - F
			with 4.00 the highest possible GPA and 0.0 the lowest. To convert a GPA:
			Grade Scale
			Divide By
			3
			0.75
			4
			1
			5
			1.25
			6
			1.5
			7
			1.75
			8
			2
			9
			2.25
			10
			2.5
			11
			2.75
			12
			3
			Conversions for a GPA based on a scaling system other than above are left to the discretion of each institution. The only requirement is that the institution converts the grades to a four point system in a consistent manner.
			Conversions for a GPA based on a scaling system other than above are left to the discretion of each institution. The only requirement is that the institution converts the grades to a four point system in a consistent manner.
			Missing Value: Blank, if unknown.

			Edit Specs: - Error if < 0 or > 4.00. - Warning if field is 0.
			Format: Alphanumeric, 1 place integer plus 3 place decimal (9V999) (decimal point is implied)
			Updates: Required missing GPA to be a blank, not zero, March 1998
23	75	High School Code	Definition: The code that identifies the secondary school from which a student graduated, comprised of a 2 digit state code plus a 4 digit institutional code.
			Codes/Notes:

			<p>A high school code must be reported if the student is first-time or is enrolled through a PSEO or Fast Track program. Use the 6 digit American College Testing (ACT) number for Colorado high school codes. Do not enter the hyphens in the school codes from the table. Refer to the ACT website for an unknown high school code (http://www.act.org). Search for high school codes; select Colorado and enter known information about high school in question. If the high school does not have an entry on the ACT website, contact DHE for an assigned code.</p>
			<p>Use the following ACT code for a student who is home schooled: 969999.</p>
			<p>If a students achieve High School Equivalency thru GED: 960000</p>
			<p>If a students achieve High School Equivalency thru TASC: 960001</p>
			<p>If a students achieve High School Equivalency thru HiSET: 960002</p>
			<p>For students who graduated from high school in other states, enter at least the appropriate 2 digit state code in the first two positions and leave the rest of the field blank if the institution code is not available.</p>

			Do not use 060000 to indicate an unknown Colorado high school. ACT has assigned this code to Adams City High School in Commerce City. For a Colorado high school graduate with an unknown high school, be sure to leave the last four positions blank .
			Beginning in 1992-93, community colleges must report this data element on the enrollment file, for any first time student who graduated from a Colorado high school within the previous three years.
			For full list of current codes, please refer to ACT website (http://www.actstudent.org/regist/lookuphs/)
			Missing Value: Blank acceptable if unknown, unavailable, except if student is 1) first-time freshman or assessed in Undergraduate Applicant File or 2) reported as first-time freshman or a high school concurrent in Enrollment File.
			Edit Specs: The field is divided into the state code (first two digits) and institution code (last four digits) for the edit. - Error if state code is not a valid code from the table on State page, unless student is homeschooled or GED - Error if state code is '06' and institution code is not a valid ACT code or four blanks for unknown. - Error if code is 069999; use code '06' followed by four blanks (left justified) if unknown Colorado high school code.
			Format: AlphaNumeric, 6 place integer
			Updates: Added reporting requirement for two-year institutions, December 1992; November 2011 - GED HS Code set to 960000 to match current practice; added TASC & HiSET codes Sept 2019

24	81	Cumulative Credit Hours	<p>Definition: The total college-level credit hours completed by the student and counted toward a degree or certificate, computed at the end of the reported term. - Includes advanced placement credits - Includes transfer hours - Excludes remedial credit hours</p> <p>Codes/Notes: Since some institutions compute fractional credits, space is allotted for one decimal position. Round to the nearest decimal value if necessary. If no decimal value is reported, <u>enter a trailing zero</u>. For example, code 12 credit hours as 0120; code 7.5 credit hours as 0075.</p> <p>All student credit hours reported during any report period in a single academic year must use a single basis, either quarter or semester. Only UCHSC may concurrently offer courses with quarter credit hours while others are semester credit hours but UCHSC must convert all hours to the equivalent semester hours.</p> <p>The cumulative credit hours reported should correspond to the student level at the end of the term. This student level is the one that the student would be eligible for in the following term of enrollment.</p> <p><u>Note:</u> This data element is being collected to get a close ESTIMATE of the number of total credit hours accumulated by the student. Because of different institutional policies regarding incomplete, transfer evaluations, and failures, it is understood that this number will <u>not</u> always be absolutely accurate.</p> <p>Missing Value: Blank if no credits</p> <p>Edit Specs: - Error if < 0 - Error if student level = 12 and cumulative semester credit hours < 30 - Error if student level = 13 and cumulative semester credit hours < 60 - Error if student level = 14 and cumulative semester credit hours < 90 - Error if student level = 12 and cumulative quarter credit hours < 45 - Error if student level = 13 and cumulative quarter credit hours < 90 - Error if student level = 14 and cumulative quarter credit hours < 135 - Warning if credit hours exceeds 150% of degree level (i.e., 181+ credit hours for baccalaureate, 91+ credit hours for certificate or associate)</p>
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			<p>Format: AlphaNumeric, 3 place integer, 1 place decimal (999V9) (the decimal point is implied)</p>
			<p>Updates: Added cumulative credit hour range verification with student level, June 1996.</p>
25	85	Degree Level	<p>Definition: Degree File—The level of degree/diploma/certificate conferred by the institution upon the student for the successful completion of a program. Enrollment and Undergraduate Applicant Files—The level of degree/diploma/certificate/ formal award sought by the student for the successful completion of a program.</p>
			<p>Codes/Notes:</p>
			<p>(See Glossary below for description of each category.)</p>
			<p>Certificates-</p>
			<p>01 - Certificate (1-29 semester or trimester credit hours, or 1 to 44 quarter credit hours)</p>
			<p>02 - Certificate (at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less then 90 quarter credit hours)</p>
			<p>03 - Certificate (60 or more semester or trimester credit hours, or 90 or more quarter credit hours)</p>
			<p>04 - Post-Bachelor Certificate</p>
			<p>05 - Post-Master's Certificate</p>
			<p>Degrees-</p>
			<p>11 - Associate of Applied Science</p>
			<p>12 - Associate of General Studies</p>
			<p>13 - Associate Degree (AA or AS)</p>

			21 - Bachelor's Degree
			31 - Master's Degree
			33 - Specialist Degree
			52 - Doctoral - Research/Scholarship
			53 - Doctoral - Professional Practice
			54 - Doctoral - Other (Explanation Required)
			If a student receives two awards for completing two programs in two totally independent courses of study, report both completions by submitting two records for the student with each program coded in its appropriate category.
			Missing Value: acceptable if non-degree-seeking student
			Edit Specs: Error if value not in student level/degree level table for appropriate file. Error if for a degree/certificate level not authorized for an approved program. Error if not in admitted status Error will be generated for code "54" as an explanation is required
			Format: AlphaNumeric, 2 place integer
			Updates:
			December 1989; December 1991; added field to Enrollment and Undergraduate Applicant Files, added code 33, and deleted code 04, July 2002; December 2009- new codes 52, 53, 54; December 2014 - removed "Regis only" for code 05, added code 04, added code 33
			April 2021-added credit hour thresholds for awards below Bachelors
26	87	Student ID Type	Definition: The indicator to classify the Student Identification Number as believed to be either a social security number or a institutional-assigned identification number.
			Codes/Notes: 0 – Indicates that the Student Identification Number is believed to be a social security number

			1 – Indicates that the Student Identification Number is NOT a social security number.
			Missing Value: Blank Not acceptable
			Edit Specs: Must be "0" or "1" Error if blank
			Format: Numeric, 1 place
			Updates: Implemented, FY2004
27	88		Definition: Related to Tuition Classification, describes specific tuition classification categories

		<p>Tuition Classification Detail</p>	
			Codes/Notes:
			<p>Codes 0 – 2 for use in FY2004; codes 3 and higher to be mandatory (if applicable) in FY2005.</p>
			<p>0 – Not applicable</p>
			<p>1 –Non-Resident Alien</p>
			<p>2 –Colorado/New Mexico reciprocity—This code is valid for only ASC, CMU, FLC, USC, WSC, LCC, OJC, PCC, and TSJC</p>

			3 –U. S. Armed Forces and their dependents
			4 –Canadian Military Personnel and their dependents
			5 –Olympic Training Center athletes
			6 –Chinese and Russian students in graduate public policy programs
			7 –WICHE Regional Graduate Program
			8 –WICHE Undergraduate Exchange Program (WUE)
			9 –Colorado Educational Exchange Program
			A - In-state tuition classification but charged out of state tuition for no verification
			B - Economic Development
			C - Faculty Dependent

			D - Honorably Discharged Veteran
			E - COF Affidavit
			F - Veterans Choice/Isakson and Roe Act benefit recipient
			G - Persons Moving to Colorado for Employment
			H - Unaccompanied Homeless Youth
			I – American Indian residency
			J – Refugee or Special Immigrant

			<p>(2) <u>DHE-Approved Reciprocity Agreements</u>. C.R.S. 23 1 112 allows students participating in this program to be claimed by Colorado institutions for state general fund, up to the maximum number of FTE allocated to the institution by DHE. Colorado has approved reciprocity agreements with New Mexico and Utah in SURDS files. Report student as in-state in SURDS files.</p>
			<p>(3) <u>U.S. Armed Forces and Their Dependents</u>. C.R.S. 23 7 103(1)(c)(I) and (II) allows U.S. military personnel and dependents to be granted in-state tuition status, prior to having been domiciled in Colorado for twelve continuous months, upon moving to Colorado on a permanent change-of-station basis, for courses that are not taken on military bases. Credits generated in off-base courses may be reported for FTE general fund support, but these credit hours must be separately identified in the End of Year FTE Report. Report student as in-state in SURDS files.</p>
			<p>(4) <u>Canadian Military Personnel and Their Dependents</u>. C.R.S. 23-7-106 provides that any member of the military forces of Canada stationed in Colorado, or the dependent of any such member, shall receive in-state tuition status at any institution of higher education in this state. No member of the Canadian military shall be deemed to be stationed in this state unless he maintains a full-time principal residence in this state. In- state tuition status for Canadian military personnel or their dependents shall terminate at the conclusion of the current quarter or semester upon transfer to any station outside this state. Report student as out-of-state in SURDS files.</p>

			<p>(5) <u>Olympic Training Center Athletes</u>. C.R.S. 23-7-105 allows athletes living in Colorado Springs and training at the Olympic Training Center, or at a facility in Colorado Springs approved by the Olympic governing board to be considered in-state students for the purposes of assessing tuition and generating FTE reimbursable credits at any state-supported institution of higher education. Report student as in-state in SURDS files.</p>
			<p>(6) <u>Chinese and Russian students in Graduate Public Policy Programs</u>. C.R.S. 23-7-107 allows students from The Commonwealth of Independent States (Russia) and the People's Republic of China in graduate public policy programs to be allowed to receive in-state tuition. However, these students may not be counted as resident students for any purpose other than tuition classification. Report student as out-of-state in SURDS files.</p>
			<p>(7) <u>WICHE Regional Graduate Program</u>. C.R.S. 23-1-108(10) allows postgraduate or professional students participating in this program to be claimed by Colorado institutions as in-state students for the purposes of assessing tuition, enrollment reporting, and budgetary reporting. Report student as in-state in SURDS files.</p>
			<p>(8) <u>WICHE Undergraduate Exchange Program (WUE)</u>. Students participating in the WUE program are assessed 150% of the in-state tuition rate of the Colorado institution. The enrollment in the WICHE undergraduate program is not reportable for state general fund. Report student as out-of-state in SURDS files.</p>
			<p>(9) <u>Colorado Educational Exchange Program</u>. C.R.S. 23 3.3-601 allows students to be reported as in-state students for the purposes of assessing tuition, enrollment reporting, and budgetary reporting. The institution must be approved by DHE to participate in the Colorado Educational Exchange Program. No student may be a recipient or participant for more than one year. Report student as in-state in SURDS files.</p>

			<p>(A) <u>No verification of lawful presence</u>. Title 24-76.5-101-103; In-state resident charged out-of-state tuition based on no verification of lawful presence</p>
			<p>(B) <u>Economic Development</u>. HB07-1256 Grants in-state status to employees and employee's children (NOT spouses) if employee moved to Colorado as the result of the employer's moving "all or a portion of its operations to Colorado as a result of receiving an incentive from the Colorado Office of Economic Development or an incentive from a local government economic incentive program. Effective August 8, 2007</p>
			<p>(C) <u>Faculty Dependent</u>. HB07-1256 Grants in-state tuition to the child of a new faculty member (but NOT to the faculty member or spouse) at "a state-supported institution of higher education." Effective August 8, 2007</p>
			<p>(D) <u>Honorably Discharged Veterans</u>. H.B. 09-1039; Beginning with the fall semester of FY 2009-10, this legislation requires that state institutions of higher education charge resident tuition rates to honorably discharged veterans. State institutions of higher education may also extend the resident rate to spouses and dependents of veterans. S.B. 21-026 extends this classification to discharged LGBT veterans as defined in C.R.S. 28-5-100.3</p>
			<p>(E) <u>COF Affidavit</u>. Beginning in Fall 2013, this code is for identifying students completing a COF Affidavit for the</p>

		<p>enrollment period. Report student as in-state tuition classification in SURDS files.</p>
		<p>(F) <u>Veterans Choice/Isakson and Roe Act benefit recipient.</u> Veterans Choice Act Section 702; beginning in Fall 2015, this federal legislation requires that state institutions of higher education charge resident tuition rates to veterans or their dependents, if applicable, who are receiving benefits under the Post 9/11 GI Bill or Montgomery GI Bill and meet the criteria spelled out in the Veteran's Choice Act. Previously, under Veterans Choice Act, covered veterans had to enroll within 3 years of discharge to be eligible, that limitation was removed in 2020 with Isakson and Roe Act</p>
		<p>(G) <u>Persons Moving to Colorado for Employment. C.R.S. 23-7-111 grants in-state tuition classification to students whose parent or guardian moved to Colorado for the purpose of accepting a job in the state during the child's senior year of high school if: 1) the child moved with the parent that accepted the job and 2) the child graduated from a Colorado high school. Notably students classified as in-state for tuition classification purposes per this section are not eligible for COF or state financial aid. Additional details can be found here.</u></p>
		<p>HB 21-1330 (C.R.S. 23-7-111(4)) modified to add a new provision that a qualified person who is 1) moving to the state for the purpose of accepting a job with an employer that will pay their tuition and 2) demonstrates intent to establish permanent domicile in Colorado may be considered a resident for tuition purposes only. They cannot receive COF or state funded financial aid.</p>
		<p>(H) <u>Unaccompanied Homeless Youth. C.R.S. 23-7-103.5 allows a person under the age of 22 who meets the definition of "homeless" as outlined in 23-7-103.5 and in CCHE tuition classification guidelines to be classified as in-state for tuition classification purposes.</u></p>
		<p>(I) <u>American Indian Residency SB 21-029 (C.R.S. 23-7-112)</u>– Beginning in AY 21-22, grants resident tuition to American Indian students who are registered members of a federally recognized American Indian tribe with historic ties to Colorado</p>

		<p>(as designated by the Colorado Commission of Indian Affairs). They may be counted as residents for the 23-1-113.5 resident admissions report and are eligible for COF/state funded financial aid. Fort Lewis is exempt from these requirements.</p>
		<p>(J) <u>Refugee or Special Immigrant</u> C.R.S. 23-7-103 (2)(o)(II) grants in-state classification to students who settle in Colorado upon being admitted to the United States as refugees pursuant to 8 U.S.C. sec. 1157, or as special immigrants pursuant to Pub.L. 110-181, sec. 1244, as amended; Pub.L. 109-163, sec. 1059, as amended; or Pub.L. 111-8, Division F, Title VI, sec. 602, as amended .</p>
		<p>Missing Value: Blank not acceptable.</p>
		<p>Edit Specs: Error if value >2 for FY04; error if value >9 for FY05. Race/ethnicity must be non-resident alien if tuition classification-detail = 1 and tuition classification = 1. Error if tuition classification-detail greater than 0 (and not 8 or A) and tuition classification = 2 or 3. Error if not in admitted status</p>
		<p>Format: Numeric, 1 place integer</p>
		<p>Updates: (FY04)Implemented (see code note above). (July08) WICHE exception. (June12) CMU re-added to NM Reciprocity list after CCHE Meeting. (Oct13) Added COF Affidavit. (Oct15)Added Veterans Choice Act benefit recipient. (Apr16) Changed Tuition Classification Detail (8) "Report student as out-of-state". (Jun19) Added 'G' & 'H'. (July21) added 'I', 'J' and modified 'G' to include HB 21-1330 and modified 'F' to include Isakson and Roe Act.</p>

28	89	SASID	<p>Definition: Student identification number assigned by the state for use during enrollment in K-12. The purpose of this field is to link high school graduate data to higher education data. Without this field, there is no direct student link between the Colorado Department of Education and the Colorado Department of Higher Education. This link serves to inform several legislative reports (Progress & Outcomes, Remedial), matriculation reports, and P-20 policy analysis and research.</p> <p>Codes/Notes:</p> <p>Missing Value: Beginning in AY2010, all institutions must submit SASID for specified students.. For private degree granting institutions beginning submissions for Calendar Year 2012, this field does not apply.</p> <p>Edit Specs: Error if blank for any public institution beginning in AY2010 Error if blank and (Year of HS Grad >= 2007 and In-State (Colorado Public High School graduate)) OR high school Concurrent/ASCENT student Error if not numeric or less than 10 digits</p> <p>Format: AlphaNumeric, 10 place integer</p> <p>Updates: Implemented, Summer 2008; Jan 2013, expanded definition and added exemption for private degree granting institutions</p>
29	99	Race/Ethnicity Non Resident	<p>Definition: Definition:A flag that indicates whether the student is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.</p> <p>Codes/Notes: This is a yes/no field signifying the selection of this category. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)</p>

			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank Error if not 1 or 0
			Format: Numeric, 1 place integer
			Updates: Added – December 2009, Required beginning in Summer 2010; Modified Nov 2012 to conform to IPEDS definitions.
			http://nces.ed.gov/ipeds/glossary/?charindex=N
30	100	Race/Ethnicity Hispanic	Definition: A flag that indicates whether a student specified this ethnicity as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.
			Codes/Notes: This is a yes/no field signifying the selection of ethnicity categories. “1” specifies a “yes” response and “0” specifies a “no” response (or not completed)
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank Error if not 1 or 0

			Format: Numeric, 1 place integer
			Updates: Added – December 2009;
31	101	Race/Ethnicity Native American	<p>Definition: A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.</p> <p>Codes/Notes: This is a yes/no field signifying the selection of race categories. “1” specifies a “yes” response and “0” specifies a “no” response (or not completed)</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs: Error if blank Error if not 1 or 0</p> <p>Format: Numeric, 1 place integer</p> <p>Updates: Added – December 2009;</p>
32	102	Race/Ethnicity Asian	<p>Definition: A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.</p>

			<p>Codes/Notes: This is a yes/no field signifying the selection of race categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)</p>
			<p>Missing Value: Does not apply; field must be completed.</p>
			<p>Edit Specs: Error if blank Error if not 1 or 0</p>
			<p>Format: Numeric, 1 place integer</p>
			<p>Updates: Added – December 2009;</p>
33	103	Race/Ethnicity Black	<p>Definition: A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.</p>
			<p>Codes/Notes: This is a yes/no field signifying the selection of race categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)</p>
			<p>Missing Value: Does not apply; field must be completed.</p>
			<p>Edit Specs: Error if blank Error if not 1 or 0</p>
			<p>Format: Numeric, 1 place integer</p>
			<p>Updates: Added – December 2009;</p>

34	104	Race/Ethnicity Pacific Islander	Definition: A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.
			Codes/Notes: This is a yes/no field signifying the selection of race categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank Error if not 1 or 0
			Format: Numeric, 1 place integer
			Updates: Added – December 2009
35	105	Race/Ethnicity White	Definition: A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.
			Codes/Notes: This is a yes/no field signifying the selection of race categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)
			Missing Value: Does not apply; field must be completed.

			Edit Specs: Error if blank Error if not 1 or 0
			Format: Numeric, 1 place integer
			Updates: Added – December 2009;
36	106	Student ID Inst	<p>Definition: A number that uniquely identifies a student at an institution. This number is assigned by the institution and is typically used in place of the Social Security Number.</p> <p>Codes/Notes: Hyphens are not entered as part of the identification number.</p> <p>Missing Value: Optional use determined by institution</p> <p>Edit Specs: None</p> <p>Format: Alphanumeric, 9-place integer or less</p> <p>Updates: July 1988; edit specs modified July 2003, December 2004, February 2005 and March 2005; Jan 2012 - New; July 2012 - New</p>
37	115	State (Current)	<p>Definition: Code reported in the Enrollment File identifies the state in which a student resided during the current reporting period. This code does not indicate tuition classification. Used for IPEDS fall enrollment collection (students enrolled exclusively in distance education by student location).</p>

			<p>Codes/Notes: See State Code table in Documentation.</p> <p>Missing Value: If unknown, report code/value for Unknown Location</p> <p>Edit Specs: - Error if value not blank and is not a valid code listed above.</p> <p>Format: AlphaNumeric, 2 place integer</p> <p>Updates: Added to Enrollment August 2012</p>
38	117	Military Type	<p>Definition: Description of student military classification, if applicable. This description is intended to further describe the student, regardless of whether this characteristic was a determining factor in the student’s tuition classification. For example, “Active Duty Military” personnel should be identified as such regardless of their assigned base or station or whether that status determined in-state tuition.</p> <p>Codes/Notes:</p> <p>Missing Value: None, Default=0</p> <p>Edit Specs: 0 - No Military Status 1 - Active US Military 2 - Reserve US Military, National Guard 3 - Dependent of Active US Military 4 - Canadian Military 5 - Honorably Discharged Veteran 6 - Other veteran</p> <p>Format: AlphaNumeric, 1 character</p> <p>Updates: Jan 2013, added "National Guard" to item "2"; changed item "3" to explicitly state active duty</p>
39	118	Privacy Notification (FERPA Block)	<p>Definition: Field specifies whether or not the student has an active FERPA block at the institution at the time of the data reporting period. Used by DHE to exclude students from data sharing processes that includes personally identifiable information.</p>

			Codes/Notes:			
			Missing Value: None, Default=0			
			Edit Specs: 0 = No, block not requested by student 1 = Yes, block requested by student			
			Format: AlphaNumeric, 1 character			
			Updates:			
40	119	Academic Designation	Definition: This field is used by the Community College System, Aims Community College and Colorado Mountain College. Use this field to report Degrees with Designation, and AGS CTE Transfer Agreements			
			Codes/Notes:			
			Banner Code/New SURDS Code	Program	Previous Code (Sequence)	
			Approved Degrees with Designation			
			AGBU	AGRICULTURAL BUSINESS / AS		
			AGRD	AGRICULTURAL EDUCATION / AS		
			ANSC	ANIMAL SCIENCE / AS		
			ANTH	ANTHROPOLOGY / AA	-	
			ATHD	ART HISTORY / AA		
			BIOD	BIOLOGY / AS		
			BSTR	BUSINESS / AA	BA	
			CHED	CHEMISTRY / AS		
			COMD	COMMUNICATION / AA		
			CRJT	CRIMINAL JUSTICE / AA		

			ECTD(effective 12/9/15)	EARLY CHILDHOOD EDUCATION /AA		
			ECET(prior to 12/9/2015)	EARLY CHILDHOOD EDUCATION /AA		
			ECON	ECONOMICS /AA	BC	
			EMTD(effective 12/9/2015)	ELEMENTARY EDUCATION / AA		
			EEDT(prior to 12/9/2015)	ELEMENTARY EDUCATION / AA		
			ENGD	ENGLISH / AA		
			EHLA	ENVIRONMENTAL HORTICULTURE- LANDSCAPE BUSINESS / AS		
			EQSD	EQUINE SCIENCE / AS		
			FERD	FERMENTATION / AS		
			FREN	FRENCH / AA	-	
			GEOL	GEOLOGY / AS		
			GEOM	GEOGRAPHY / AA		
			HBMD	HORTICULTURE BUSINESS MANAGEMENT / AS		
			HIST	HISTORY / AA	BE	
			MATH	MATHEMATICS / AS	BJ	
			MUSD	MUSIC / AA		
			PHIM	PHILOSOPHY / AA		

			PHYD	PHYSICS / AS		
			POLS	POLITICAL SCIENCE / AA	-	
			PSYA	PSYCHOLOGY / AA	BF	
			PSYS	PSYCHOLOGY / AS	BI	
			SARD	STUDIO ART / AA		
			SCSC	SOIL & CROP SCIENCE / AS		
			SOCL	SOCIOLOGY / AA	-	
			SPAN	SPANISH / AA	BG	
			THRD	THEATER / AA		

			AGS, CTE and other Transfer Agreements		
			CIS1	COMPUTER INFORMATION SYSTEMS	AB
			MSSC	MASS COMMUNICATIONS	AC
			3DAN	3D DESIGN AND ANIMATION	AD
			DMJ1	DIGITAL MEDIA / JOURNALISM	AE
			ITS3	INTERACTIVE TRAINING AND SIMULATIONS	AF
			MMTC	MULTIMEDIA TECH	AG
			LGA2	PARALEGAL	AH
			FWD	WRITING / DIRECTING	AI
			CVY	CINEMATOGRAPHY / VIDEOGRAPHY	AJ
			FPP	POST-PRODUCTION	AK
			FVA	WRITING / PRODUCING	AL
			ACSC	ACTING FOR THE SCREEN	AM
			EGGT	PRE-ENGINEERING	
			Missing Value: Blank if not applicable		
			Edit Specs: None		

			<p>Format: AlphaNumeric, 10 characters</p>
			<p>Updates: March 2013, clarified that this field is for degrees with designation, per 23-60-211 and 23-71-123, C.R.S. and included the table above showing crosswalk of previous codes with new Banner/SURDS codes. - May 2015, added newly approved Dwd's. - June 2015, moved Pre-Engineering (EGGT) to "AGS, CTE and Other Transfer Agreements" because students declaring this program will not complete an associate's degree before transferring. - December 2015, Banner codes for Early Childhood and Elementary Teacher Education Dwd's changed.</p>
41	129	First Generation	<p>Definition: A flag that indicates whether an undergraduate student is First Generation as defined in the Higher Education Act of 1965 which is: (A) an individual both of whose parents did not complete a baccalaureate degree; or (B) in the case of any individual who regularly resided with and received support from only one parent, an individual who's only such parent did not complete a baccalaureate degree.</p>
			<p>Codes/Notes: 0 = No, 1= Yes, Blank = Unknown</p>
			<p>This is a yes/no field signifying the selection of this category. "1" specifies a "yes" response, "0" specifies a "no" response, blank specifies "unknown". Flag is to be collected for undergraduate students only. Definition of "Parent" is to be determined by the institution. Element refers to the household environment a student grew up in.</p>
			<p>Through consultation with the Data Advisory Group two possible sources for this data element were identified, the undergrad admission application & FAFSA, however it is left to the discretion of the institution how best to collect. When using FAFSA data note that guidance for answering parents highest school completed questions are in alignment with the above HEA definition.</p>
			<p>Missing Value: Blank if unknown or student level >20.</p>
			<p>Edit Specs: Error if student level >20 and not blank; if not blank, 1, or 0</p>

			Format: AlphaNumeric, 1 character
			Updates: New - Nov. 2017