

# Public Institution Data Dictionary



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## General Instructions

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The enrollment/lottery file consists of a record on each student attending the institution during the semester. The file is collected at the end of the term. A record should be generated for each student attending the institution, regardless of his/her courses. This includes continuing education and co-op students, as well as regular, resident students. The report from the institution should be submitted through the reporting institution's respective governing board to the Commission.

### **Due Dates to the Tennessee Higher Education Commission**

Summer 2011 , Fall Enrollment/Lottery 2011	Due January 9, 2012
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Spring Enrollment/Lottery 2012	Due July 9, 2012
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2011/2012 Completions	Due September 14, 2012
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## Definitions

Continuing Education Units:	Within the enrollment system, refer exclusively to students participating in individual continuing education unit (CEU) activities. One CEU is defined as ten (10) contact hours of participation in an organized continuing education experience.
Contract Course:	Any degree credit (type 0, 1, 2, or 5) course in which 50% or more of the instructional cost of offering the course is borne by a source other than the State of Tennessee, i.e. industry, federal government, etc. Instructional costs can consist of direct teaching personnel, other academic personnel, clerical and supporting personnel, instructional equipment, supplies, and rental space.
Credit for Calculation of Enrollment	Credit which the institution designates as regular credit type (0), occupational or certificate credit (type 1), extension credit (type 2), co-op credit (type 5), contract credit (type B), developmental credit (type D), or remedial credit (type R).
Credit Headcount Enrollment:	The sum of the full-time students and part-time credit students.
Full-time Equated Enrollment (FTE)	If the institution is a university, FTE is the sum of the full-time equated undergraduate and the full-time equated graduate/professional enrollments. If the institution is a two year school, FTE is the total number of degree credits taken by all students divided by 15.
Full-Time Equated Undergraduate Enrollment:	The total number of degree credits taken by undergraduate students divided by 15.
Full-Time Equated Graduate/Professional Enrollment	The total number of degree credits taken by graduate/professional students divided by 12.
Full-time Student	A student who is enrolled for credit for 12 or more hours of degree credit..
Full-time Student Enrollment:	The number of full-time students enrolled.
Graduate I Enrollment:	The number of Graduate I students enrolled.

Graduate I Student:	A student who is classified as a graduate special student, master's candidate, or Specialist in Education degree candidate.
Graduate II Enrollment:	The number of Graduate II students enrolled.
Graduate II Student:	A student who is classified as a doctoral student.
Lower Division Enrollment:	The number of lower division students enrolled.
Lower Division Student:	A student who is classified as a freshman, sophomore, or undergraduate special student.
Part-time Student:	A student who is enrolled for less than 12 hours of degree credit.
Short Course:	A course of 30 calendar days duration or less. This definition does not apply to the summer term.
Term:	A term extends from the first official day of activity up to the first official day of activity of the following term. The school year will consist of three regular terms (fall, spring, and summer).
Upper Division Enrollment:	The number of upper division students enrolled.
Upper Division Student:	A student who is classified as a junior, senior, or fifth-year undergraduate.

### **Pre-College Students**

Pre-college students are those persons who complete some college courses before graduating from high school. Clarifications for the coding of these students are listed below.

Students who took courses from Institution A during high school and then entered Institution B following high school graduation should be coded with a previous registration of "1", a registration type of "1" and a student level of "01". The cumulative hours field will show the work taken during high school if the current institution accepted it as valid transfer work. A transfer institution will not be coded on the Tennessee Higher Education Commission enrollment record. The institution's internal records may show (and probably should show) the institution from which the work was transferred.

Students who took courses from Institution A during high school and then entered Institution A following high school graduation should be coded with a previous registration of "1", a registration type of "1" and a level of "01". The cumulative hours field will show the work taken during high school if the current institution accepted it as valid transfer work. A transfer institution will not be coded on the Tennessee Higher Education Commission enrollment record. The institution's internal records may show (and probably should show) the institution from which the work was transferred.

Students who took enough college courses while in high school to be classified as a student level higher than freshmen when they graduated from high school and registered at Institution A or B, should be coded with the same three codes described above. The student level should be “forced” in as “01” for the first semester, but then can be coded as “02” for their second semester at the institution. The cumulative hours field will show the work taken during high school if the current institution accepted it as valid transfer work. A transfer institution will not be coded on the Tennessee Higher Education Commission enrollment record. The institution’s internal records may show (and probably should show) the institution from which the work was transferred.

Students who took college work while in high school and then registered at Institution A (perhaps in the summer) following high school graduation, but then moved to Institution B some subsequent semester, must be coded as a transfer student because they already would have been coded as a first-time freshman by Institution A.

### **Duplicate Records Edit**

Student records will be edited to determine whether duplicate records exist on the file. The student number field is used to match the records. A duplicate records error will occur if any of the following fields do not match on duplicate records: gender, year of birth, race, permanent address, citizenship, registration code, transfer institution code, term of registration, year of registration, student level, and major field.

Please remember that “NR” should not be used on year of birth for students taking CEUs at one location and regular credit at another location. Date of birth is required if credit type other than “6” is reported.

A student can have only one level. Levels other than “40” should be used for records of students who are taking credit type “6” at one location and regular type credit at another location.

### **Optional Reporting of Continuing Education Units**

If continuing education units are reported in the enrollment reporting system, the following guidelines apply. If a student is enrolled both in continuing education activities and also in other types of credit, the guidelines contained in the data element dictionary apply for reporting that record. If a student is enrolled only in continuing education, the data elements listed below should be reported in the column locations found in the record format table. For CEUs, year of birth, previous registration, transfer institution, and cumulative credits earned will not be edited.

#### **CEU Data Elements:**

Institution Code, Location Code, Student Number, Gender, Year of Birth, Race, Permanent Address, Resident Status (use code 6), Citizenship, Registration Type (use code 6), Term, Year, Student Level (use code 40), First Type Credit (use code 6), First Type Credit Hours (# CEUs), Major Field (use “N”)

# Public Institution End of Term Enrollment/Lottery File Layout

<u>Data Element</u>	<u>Layout</u>
Institution	XX
System	X
Student ID Number	Char(9)
First Name	Char(50)
Middle Initial	Char(1)
Last Name	Char(50)
Gender	Char(1)
BirthDate	XX/XX/XXXX
Race	X
Resident Status	X
Lottery Residency Status	X
Citizenship Status	X
ZIP code of Permanent Residence	XXXXX
State Code	Char(2)
County of Permanent Residence	Char(3)
Previous Registration Type	X
Registration Type	X
Year of Registration	XXXX
Term of Registration	X
Student Level	XX
Transfer Institution	Char(5)
Student Major	Char(10)
Credit Type 1	Char(1)
Delivery Method 1	Char(2)
Credit Hours 1	XXXX
Fee Paying Status 1	Char(1)
Location 1	Char(2)
Credit Type 2	Char(1)
Delivery Method 2	Char(2)
Credit Hours 2	XXXX
Fee Paying Status 2	Char(1)
Location 2	Char(2)
Credit Type 3	Char(1)
Delivery Method 3	Char(2)
Credit Hours 3	XXXX
Fee Paying Status 3	Char(1)
Location 3	Char(2)
Credit Type 4	Char(1)
Delivery Method 4	Char(2)
Credit Hours 4	XXXX
Fee Paying Status 4	Char(1)
Location 4	Char(2)
Credit Type 5	Char(1)
Delivery Method 5	Char(2)

Credit Hours 5	XXXX
Fee Paying Status 5	Char(1)
Location 5	Char(2)
Credit Type 6	Char(1)
Delivery Method 6	Char(2)
Credit Hours 6	XXXX
Fee Paying Status 6	Char(1)
Location 6	Char(2)
Credit Type 7	Char(1)
Delivery Method 7	Char(2)
Credit Hours 7	XXXX
Fee Paying Status 7	Char(1)
Location 7	Char(2)
Credit Type 8	Char(1)
Delivery Method 8	Char(2)
Credit Hours 8	XXXX
Fee Paying Status 8	Char(1)
Location 8	Char(2)
Credit Type 9	Char(1)
Delivery Method 9	Char(2)
Credit Hours 9	XXXX
Fee Paying Status 9	Char(1)
Location 9	Char(2)
Credit Type 10	Char(1)
Delivery Method 10	Char(2)
Credit Hours 10	XXXX
Fee Paying Status 10	Char(1)
Location 10	Char(2)
Cumulative Hours Earned	XXXXX
Cumulative Home GPA Earned	XXXX
Cumulative Credits Attempted (Lottery Hours)	XXXXX
Cumulative Home +Transfer GPA Earned	XXXX
High School Code (College Board Codes)	Char(6)
Year of High School Graduation	XXXX
Month of High School Graduation	XX
High School Curriculum Type	X
Overall High School GPA (GED score if applicable)	XXXX
Number of Advanced Placement Courses Taken	XX
ACT Composite Score	XX
ACT Reading Score	XX
ACT Science Score	XX
ACT English Score	XX
ACT Math Score	XX
ACT Writing Score	XX
SAT Composite Score	XXXX
SAT Math Score	XXX
SAT Verbal Score	XXX
Lottery Scholarship Type	Char(1)
Lottery Scholarship Amount	XXXXXX
Lost Scholarship Reason	Char(1)
Regain Award Flag	X

Repeat Course Flag	X
Rem/Dev Flag	X
Term Hours Attempted	XXXX
Term Hours Earned	XXXX
Term GPA	XXXX
Withdrawal Flag	X
Hours Enrolled at the Census Date	XXXX
Term Institutional Aid Amount	XXXXXX
Term Pell Amount	XXXXXX



# Public Institution Data Dictionary

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Rem/Dev Flag	72

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## **Institution**

### ***Description***

This element consists of a two-digit code used by the institution to identify itself as the reporting institution on each record it submits.

### ***Codes***

11	University of Memphis
14	Austin Peay State University
23	East Tennessee State University
24	Middle Tennessee State University
45	Tennessee State University
50	Tennessee Technological University
88	ETSU-College of Medicine
02	Columbia State Community College
15	Jackson State Community College
51	Cleveland State Community College
59	Dyersburg State Community College
60	Motlow State Community College
61	Walters State Community College
63	Volunteer State Community College
64	Roane State Community College
65	Chattanooga State Community College
70	Southwest Tennessee Community College
73	Northeast State Community College
90	Nashville State Community College
96	Pellissippi State Community College
30	University of Tennessee, Knoxville
31	University of Tennessee Veterinary College
33	University of Tennessee, Space Institute
37	University of Tennessee, Martin
53	University of Tennessee, Chattanooga
86	University of Tennessee, Medical Health Sci Center

### ***Edit***

The institution code must be one of the above codes.

## **System**

### ***Description***

This element consists of a one-digit code used to identify the system of the reporting institution on each record it submits.

### ***Codes***

- 1 Tennessee Board of Regents Universities
- 2 Tennessee Board of Regents Community Colleges
- 3 University of Tennessee
- 4 Tennessee Board of Regents Technology Centers
- 5 Independent Colleges and Universities

### ***Edit***

The system code must be one of the above codes.

## **Student ID Number**

### ***Description***

The student's social security number is used for the student identification number. If a student does not have a social security number, assign a unique nine character identifier.

Guidelines for updating the student number are as follows:

A social security number change file should be sent to THEC. This file should contain the erroneous number and the updated correct number for the student as well as the system and institution. Please note that having an incorrect student identification number in THEC's student information system could result in incorrect reporting of student outcomes and therefore a loss of formula funding.

### ***Edit***

The student ID number should be nine digits.

## First Name

### *Description*

The student's first name.

### *Edit*

Can be no longer than 50 characters.

## **Middle Initial**

### ***Description***

The student's middle initial.

### ***Edit***

Must only be one character.

## Last Name

### *Description*

The student's last name.

### *Edit*

Can be no longer than 50 characters.



## **Gender**

### ***Description***

This data element indicates whether the student is a male or female.

### ***Codes***

<u>Gender</u>	<u>Code</u>
Male	M
Female	F

### ***Edit***

An error will be indicated if the gender does not contain an “M” or an “F”.

## **Date of Birth**

### ***Description***

The date of the student's birth in mm/dd/yyyy format.

### ***Example***

12/01/1990

### ***Edit***

The date of birth should be 10 characters long. The month, day and year should be numeric with '/' between each element.

## Race

### *Description*

This element indicates a student's racial origin. The code is designed to provide information in the form the U.S. federal government requires.

### *Codes*

<u>Race</u>	<u>Description</u>	<u>Code</u>
Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.	1
Alaskan Native	A person having origins in the Alaskan region of North America and who maintain cultural identification through tribal affiliation or community recognition.	2
Black, Not Hispanic	A person having origins in any of the Black racial groups of Africa (Black/Negro).	3
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.	4
White, Not Hispanic	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.	5
Unclassified	This is not to be used as a category on the institution's collection form. It is to be the category for students who classify themselves as "human", "none of your business", etc. All reasonable efforts should be made to place the student in one of the other categories before using this one.	6
American Indian	A person having origins in any of the original peoples of North America, excluding Alaska, and who maintain cultural identification through tribal affiliation or community recognition.	7
Multiracial	A person having more than one race.	8

### *Edit*

An error message will be generated if the race code is not an integer between 1 and 9.

## **Resident Status**

### ***Description***

This element contains the legal residence status of the student. This field is determined by the student's legal residence.

### ***Codes***

1 – In State

2 – Out of State

### ***Edit***

The resident status should be either '1' or '2'.

## **Lottery Resident Status**

### ***Description***

This element contains the resident status of the student with respect to the lottery. TSAC's website defines lottery residency as "Be a Tennessee resident, as defined by Chapter 0240-2-2, Classifying Students In-State and Out-of-State, of regulations promulgated by the Board of Regents, for one year as of May 1 immediately preceding enrollment in an eligible postsecondary institution."

### ***Codes***

1 – In State

2 – Out of State

### ***Edit***

The lottery resident status should be either 1 or 2.

## Citizenship Status

### ***Description***

This element is used to classify students according to their legal citizenship status.

### ***Codes***

<u>Citizenship</u>	<u>Code</u>
United States citizen	1
Foreign citizen with temporary U.S. residence	2
Foreign citizen with permanent U. S. residence	3

### ***Edit***

An error will be generated if the citizenship status is not a 1, 2 or 3.

## **ZIP Code of Permanent Residence**

### ***Description***

This is the student's permanent zip code at the time of current semester registration. It is the home address when he or she is not a student. An unemancipated person whose parent is out of the country on temporary assignment, such as military, would use the appropriate state or Tennessee code for permanent address.

### ***Examples***

37206

### ***Edit***

The zip code must be a five digit integer.

## **State Code**

### ***Description***

This element contains the two character state/country code. If the student is a U.S. citizen the appropriate state should be placed here. If the student is a non U.S. citizen the appropriate country code should be placed here.

### ***Codes***

See appendix A.

### ***Edit***

An error will be generated if the state code is not provided.



## **County of Permanent Residence**

### ***Description***

This element contains the three character county code for the student's permanent address.

### ***Codes***

See appendix B.

### ***Edit***

An error will be generated if the county code is not provided.

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## Previous Registration Type

### ***Description***

This element is used to describe the previous enrollment status of the student.

### ***Codes***

<u>Previous Registration</u>	<u>Definition</u>	<u>Code</u>
First-Time-at Institution Student	A student who has never before attended the institution.	1
Returning Student	A student who was registered at the institution during the preceding term, or in the case of the fall term, during the preceding spring or summer term.	2
Readmitted Student	A student who has previously attended the institution and who is not a returning student.	3
Pre-College Student	A high school student taking college courses in advance of high school graduation. For these students, the registration type must be 6 and the student level must be "06".	4

### ***Edit***

An error will occur if the previous registration type is not one of the above codes.

## Registration Type

### *Description*

This element is used to describe the current enrollment status of the student.

### *Codes*

<u>Registration Type</u>	<u>Definition</u>	<u>Code</u>
First-time College Student	A student who has not been previously enrolled for work creditable toward a bachelors or associate degree or certificate in any college, university, or technical institute since they graduated from high school, but who is now enrolled for work creditable toward such a degree. A first-time college student may be a full-time or part-time student. This code should be used only for the individual's first term in college; later terms are coded "6".	1
First-time Graduate or Professional Student	A student who has not been previously enrolled for work creditable toward an advanced degree at any university, and who is enrolled for work creditable toward such a degree. A first-time graduate or professional student may be a full-time or part-time student.	2
Transfer Student	A student who last attended another institution from which credit is acceptable toward the degree or certificate in progress by the student. This code should be used for all graduate (resident) medical students at UT Health Science Center and ETSU College of Medicine.	3
Transient Student	A transient or term special student is one who is regularly enrolled and in good standing at an institution other than the reporting institution and who is taking a course(s) at the reporting institution which he/she intends to transfer to his regular institution.	4
First-time professional and transfer student	Restricted to students at UT Memphis and ETSU College of Medicine.	5

Student not classified in one of the above categories

A high school student enrolling at a university or college before graduating from high school should be classified with a Previous Registration Code of “4”, a Registration Code of “6”, and a Student Level of “06”.

6

***Edit***

An error will occur if the registration type is not one of the above codes.

## **Year of Registration**

### ***Description***

This element indicates the four digit year for which the report is being generated.

### ***Examples***

2004

2005

### ***Edit***

An error will be generated if a valid four digit year of registration is not present.

## Term of Registration

### *Description*

This element indicates the term for which the report is being generated. All summer terms will be considered together, i.e. one report will be generated for each student enrolled during the summer, and the total number of credit hours he/she took will be reported without regard to a specific summer term.

### *Codes*

<u>Term of Registration</u>	<u>Code</u>
Fall Regular	1
Spring Regular	3
Summer Regular	4

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### *Edit*

A valid term of registration must be present.

## Student Level

### ***Description***

This data element indicates the student's level. If a student is working toward a degree or certificate at the reporting institution, the individual is classified according to the level or progress within that program. If a student is not working toward a degree or certificate at the reporting institution, the student is classified according to the degree level he or she has already attained, or as a continuing education student.

### ***Codes***

<u>Student Level</u>	<u>Definition</u>	<u>Codes</u>
<b>Undergraduate Student Levels</b>		
Freshman	The term "freshman" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	01
Sophomore	The term "sophomore" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	02
Junior	The term "junior" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	03
Senior	The term "senior" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	04
Fifth-year undergraduate	This term refers to students enrolled in programs which normally take five years to complete, e.g. some engineering programs or medical technology degrees. Do not use "fifth-year undergraduate" to describe a student who takes five years to complete a four-year degree.	05
Undergraduate special	This is a student who is (1) non-degree seeking and holds no degree or certificate; or (2) non-degree seeking, holding any level degree, but taking only courses for undergraduate credit; or (3) non-degree seeking, holding no bachelor's degree, and taking courses for both graduate and undergraduate credit; or (4) one seeking a Technical Certificate of Credit	06

## Graduate Student Levels

Graduate special	A student who is (1) non-degree seeking, holding a bachelor's or higher degree, taking courses for graduate credit only; or (2) non-degree seeking, holding a bachelor's or higher degree, taking courses for both graduate and undergraduate credit; or (3) holding a bachelor's degree, and seeking a Graduate Certificate of Credit.	10
Master's candidate	A student who has been formally admitted to graduate school for the purpose of pursuing a Master's degree.	11
Specialist in Education candidate	A student who has been formally admitted to a graduate school for the purpose of pursuing Specialist in Education degree.	12
Doctoral candidate, early stage	A student who has been formally admitted to graduate study and whose major academic endeavor consists of formal course work directed toward fulfilling requirements for a doctoral degree.	30
Doctoral candidate, late stage	A student who has been advanced to candidacy for a doctoral degree, or one whose principal academic endeavor consists of independent study, research, or work toward fulfilling requirements for a doctoral degree.	31
Post-doctoral student	A student who holds a doctoral degree and who is pursuing a program of study or training for which a doctoral degree is requisite.	32

## Professional degree student levels

First year professional student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, or DVM degree and is in the first year of his studies toward that degree.	21
Second year professional student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, or DVM degree and is in the second year of his studies toward that degree.	22
Third year professional student	A student who has been accepted into a program leading to the JD, MD, DDS,	23



	PharmD, or DVM degree and is in the third year of his studies toward that degree.	
Fourth year professional student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, or DVM degree and is in the fourth year of his studies toward that degree.	24
Masters Professional		25
<b>Graduate Medical Residency Student Level</b>		
First Year Resident	A person holding the MD, DDS, or DVM degree and who has been admitted to advanced professional study in a residency program and is in the first, second, third, or fourth year of that study.	35
Second Year Resident		
Third Year Resident		
Fourth Year Resident		
<b>Non-degree Student Level</b>		
Continuing education student	A student who is participating exclusively in individual continuing education unit activities.	40

***Edit***

An error will occur if the student level is not one of the above codes. There are three edit cross checks which are made:

1. Student level and major field codes not a valid combination for the specific degree level;
2. Major field code is equal to “U” and student level is not “01”, “02”, “03”, or “04”; and
3. Major field code is equal to “N” and student level is not equal to “06” or “10” or “40”.

## Transfer Institution

### ***Description***

This element indicates the institution from which a student has transferred, or in the case of graduate (resident) medical students at UT Health Science Center and ETSU College of Medicine, the student's undergraduate institution. If a student is identified as a transfer student under Registration Type (code 3), the appropriate transfer institution code should be reported in this element. Use the six digit FICE code of the transfer institution to report this element.

### ***Codes***

If no FICE code exists for an institution, the alternate codes listed below may be used. Please left-justify the alternate codes listed below within the field.

<u>Transfer Institution</u>	<u>Code</u>
Foreign Institutions	A
Two-year public institutions	T1
Two-year independent institutions	T2
Four-year or more public institutions	F1
Four-year or more independent institutions	F2
Miscellaneous code to be used as a last resort and/or if the transfer institution is unknown	99999

### ***Edit***

An error message will appear if the transfer institution code is not one of the above codes.

An edit cross check is made if one or more of the following conditions is true.

1. The registration type code is equal to "3" and the transfer institution code is not valid.
2. The transfer institution is not blank and the registration type is not valid.

## Student Major

### ***Description***

This element contains the academic major of the student. The major is reported using the appropriate code from the Academic Program Inventory of the Tennessee Higher Education Commission. The Academic Program Inventory major code is based upon the Classification of Instruction Programs, developed and published by the National Center for Educational Statistics. The format for this existing code has changed to use the CIP 2010 code.

### ***Codes***

<u>Type of Student</u>	<u>Code</u>
Student With Declared Major	Use the appropriate ten-digit major code for the reporting institution from the Tennessee Higher Education Commission's Academic Program Inventory.
Undergraduate Student With Undeclared Major	Place a "U" in the first column of the major field and leave the remaining columns of the field blank.
Special Student or Student in CEU Courses (For a definition of undergraduate special or graduate special, see data element "Student Level".)	Place an "N" in the first column of the field and leave the remaining columns of the field blank. Do not use "N" for students seeking a Technical Certificate of Credit or Graduate Certificate of Credit. These must be reported with appropriate Academic Program Inventory major codes.

### **Graduate Medical Residents (Dental, Medical, or Veterinary)**

For graduate medical residents of UT Memphis or ETSU College of Medicine, use one of the appropriate codes from the list below.

#### Dental Residency Codes

Oral Surgery	31.51.2801.00
Endodontics	31.51.2803.00
Periodontics	31.51.2807.00
General Practice	31.51.2899.01
Advanced Education in General Dentistry	31.51.2899.02

#### Medical Residency Codes

Allergy	31.51.2902.00
Anesthesiology	31.51.2903.00
Cardiovascular Disease	31.51.2905.00
Child Psychiatry	31.51.2908.00
Dermatology	31.51.2913.00
Diagnostic Radiology	31.51.2915.00
Endocrinology	31.51.2917.00
Family Practice	31.51.2918.00
Forensic Pathology	31.51.2919.00

Gastroenterology	31.51.2920.00
General Surgery	31.51.2921.00
Infectious Diseases	31.51.2927.00
Internal Medicine	31.51.2928.00
Nephrology	31.51.2932.00
Neurological Surgery	31.51.2933.00
Neurology	31.51.2934.00
Obstetrics & Gynecology	31.51.2938.00
Ophthalmology	31.51.2941.00
Orthopedic Surgery	31.51.2942.00
Otolaryngology	31.51.2943.00
Pathology	31.51.2944.00
Pediatric Cardiology	31.51.2945.00
Pediatric Hematology/Oncology	31.51.2947.00
Pediatric Nephrology	31.51.2948.00
Pediatric Surgery	31.51.2950.00
Pediatrics	31.51.2951.00
Plastic Surgery	31.51.2953.00
Psychiatry	31.51.2955.00
Pulmonary Disease	31.51.2957.00
Rheumatology	31.51.2960.00
Thoracic Surgery	31.51.2962.00
Urology	31.51.2963.00
Peripheral Vascular Surgery	31.51.2964.00
Pediatric Allergy/Immunology	31.51.2999.01
Radiology	31.51.2999.02
Transitional	31.51.2999.03
Hematology/Oncology	31.51.2999.04
Pediatric Emergency Medicine	31.51.2999.05
Pediatric Genetics	31.51.2999.06
Pediatric Infectious Diseases	31.51.2999.07
Pediatric Intensive Care	31.51.2999.08
Pediatric Neo-natology	31.51.2999.09
Pediatric Urology	31.51.2999.10

#### Veterinary Medical Residency Codes

Anesthesiology	31.51.3001.00
Internal Medicine	31.51.3005.00
Lab Animal Medicine	31.51.3006.00
Microbiology	31.51.3007.00
Ophthalmology	31.51.3009.00
Pathology	31.51.3010.00
Radiology	31.51.3013.00
Surgery	31.51.3014.00
Theriogeneology	31.51.3015.00
Zoo Animals	31.51.3017.00
Cardiology	31.51.3099.01
Exotic Animals	31.51.3099.02
Bacteriology	31.51.3099.03
Microbiology & Bacteriology	31.51.3099.04
Virology	31.51.3099.05

***Edit***

An error will occur if the major field is not equal to “U” or “N” or does not appear on the institution’s Academic Program Inventory.

An edit cross check is made under the following circumstances:

1. Student level and major field is not a valid combination for the specific degree level.
2. Major field is equal to “U” and student level is not equal to “01” through “04”.
3. Major field is equal to “N” and student level is not equal to “06” or “10” or “40”.

## Credit Type

### *Description*

There are ten data elements available for reporting the specific types of credit for which a student is enrolled.

### *Codes*

<u>Credit Type</u>	<u>Definition</u>	<u>Codes</u>
Regular Credit	Residence work (main campus or established off-campus site) creditable toward an associate, bachelors, professional, or graduate degree	0
Occupational or Certificate Program	Undergraduate credit in occupational or credit certificate programs (programs that prepare students for specific semiskilled, skilled, or technical occupations).	1
Extension Credit	Work creditable toward a degree or certificate which is established by an institution in cooperative efforts with outside agencies. Courses taken at an established off-campus site or center should not be coded as extension credit.	2
Institutional Credit (Community Service)	Work classified as credit work by the institution and which is not acceptable toward a degree or certificate and which is community (type 3) or is remedial or subcollege in nature (type 4). Credit hour value assigned to type 3 should be reported in CEUs. Type 4 credit hour assignments should be made similarly to regular course work in the same subject.	3
Institutional Credit	Work classified as credit work by the institution and which is not acceptable toward a degree or certificate and which is community (type 3) or is remedial or subcollege in nature (type 4). Credit hour value assigned to type 3 should be reported in CEUs. Type 4 credit hour assignments should be made similarly to regular course work in the same subject.	4
Co-op Credit	Credit received by students in cooperative programs during those terms when they are off campus working. Co-op credit counts toward a student's degree, but it is not regular credit in that it is not generated through use of the institution's facilities or faculty. It is counted the same as regular credit.	5
Non-credit Community Service Continuing Education	Credit value assignment is made in CEUs.	6
Audit	Credit value assignment should be whatever the credit hour value of the	7

	course audited would normally be assigned.	
Non-credit Remedial	It is designed to correct and prevent further learning difficulties which interfere with a student's expected progress in any of several required courses. Credit value assignment should be similar to that for regular course work in the same subject.	8
Non-credit Co-op	Credit value assignment should be "0100". This credit type should be used for graduate medical resident students.	9
Job Training Partnership Act (JTPA) Credit	Course work taken under the federally funded job training partnership act.	A
Contract Course Credit	Work received from any degree credit (types 0,1,2, or 5) course where 50% or more of the instructional cost of offering the course is borne by a source other than the State of Tennessee, i.e. industry, federal government, etc. Instructional costs can consist of direct teaching personnel, other academic personnel, clerical and supporting personnel, instructional equipment, supplies, and rental space.	B
Developmental I Course Credit	Credit received by students enrolled in development I. Developmental I courses are defined as those courses numbered 0800 to 0899 or a 3 digit equivalent. These courses are designed to assist students in developing proficiency in the basic academic competencies defined by the college board in its EQ project, e.g. reading, writing, math, reasoning, study skills, etc.	D
Workforce Development Credit	Course work undertaken under the federally funded workforce investment training program.	P
Remedial Course Credit (NOT for Universities)	Credit received by students enrolled in remedial courses. Remedial courses are defined as those courses numbered from 0700 to 0799 or a 3 digit equivalent. These courses are designed to assist students in developing proficiency in the basic skills at the level established by the State	R

	Department of Education's proficiency test objectives, e.g. writing, reading, math,, study skills, etc. (NOT for Universities)	
Remedial Course Credit (For Universities)	Credit received by students enrolled in remedial courses. Remedial courses are defined as those courses numbered from 0700 to 0799 or a 3 digit equivalent. These courses are designed to assist students in developing proficiency in the basic skills at the level established by the State Department of Education's proficiency test objectives, e.g. writing, reading, math,, study skills, etc. <i>These courses are taught by a public community college through a contract basis.</i>	S
Remedial Course Credit (For Universities)	Credit received by students enrolled in remedial courses. Remedial courses are defined as those courses numbered from 0700 to 0799 or a 3 digit equivalent. These courses are designed to assist students in developing proficiency in the basic skills at the level established by the State Department of Education's proficiency test objectives, e.g. writing, reading, math,, study skills, etc. <i>These courses are taught on-line as part of the Regents on-line degree program.</i>	T
Remedial Course Credit (For Universities)	Credit received by students enrolled in remedial courses. Remedial courses are defined as those courses numbered from 0700 to 0799 or a 3 digit equivalent. <i>Credit for this instruction is received by students not coded as "S" or "T" but identified as needing remedial coursework or some interventions and are placed in alternative delivery courses where student degree credit hours are delivered.</i>	U
International Exchange/National Exchange/Study Abroad	Credit received by students studying abroad in an exchange program.	V

***Edit***

An error will occur if the credit type is not one of the above codes or if the credit type is blank and the credit hours are not blank.



## Delivery Method

### ***Description***

This element contains the method of delivery for the credit type. Choose the method that is most used during the course.

### ***Codes***

01 *Conventional Methodology* – This code should be used for course sections which are taught using the traditional method. Sections which are generally considered group instruction either for lecture, discussion group, and/or other traditional instructional medium should be coded as ‘01’. Physical education activities, science laboratory, and remedial sections should be included in this category.

02 *Internet/Web Based/On-line Instruction Excluding Regents On-Line Degree Program and New College On-Line Degree Program* – Use this code for web-based courses delivered by the institution.

03 *Other Computer Based Instruction* – This code should be used for other computer -type delivery courses including those taught by E-mail, and courses taught using desktop video conferencing.

04 *Video Broadcast* – This code should be used for any course sections where the instruction and/or material are broadcast to another site. This would include one-way video and audio, one-way video two-way audio, two-way video and audio, and public broadcast across television.

05 *Instructional Media* – This code should be used for course sections which are taught using instructional media. This could include video disc, video tape, or audio tape.

06 *Student Teaching and Field Supervision* – This medium of instruction should apply to internships, cooperative experiences, field experience, intern teaching or student teaching type courses.

07 *Thesis* – This instructional code should be assigned to both masters and specialists thesis-type courses.

08 *Dissertation* – This instructional code should be assigned to specific courses which are, in fact, dissertation courses. This code should only be used for doctoral level courses which are designated as dissertation.

09 *Independent Study* - This instructional medium code should be assigned to courses which are designated as independent study or for which students are enrolled on an independent study basis.

10 *Clinical* - This Code should be assigned to course sections meeting at a clinical site, such as a hospital. It should not be used for Labs.

11 *Regents On-line Degree Program* – This instructional code should be used for courses taken online under the Tennessee Board of Regents’ RODP program.

12 *New College Online Degree Program* – This instructional code should be used for courses taken on line under UT’s on-line degree program.

13 *Other Non-Conventional Media* - This code should be used in circumstances where courses do not fit any of the other mediums of instruction.

***Edit***

The delivery method must be one of the above codes. An error will occur if the delivery method is blank and the credit type is not blank.

## Credit Hours

### ***Description***

There are ten data elements used to report the number of credit hours for which the student is enrolled. Credit Hours 1 are the number of hours being taken by the student in the credit type reported under First Type Credit. Use as many of the credit hour fields as necessary and leave the remaining credit hour fields blank.

### ***Examples***

For each credit hour field, a four-digit field is used. The first column in the credit hour field represents the tens' place. The second column in the field represents the digits' place. The third column in the field represents the tenths' place. The fourth column in the field represents the hundredth's place. Please do not leave any column blank. Use leading zeros where necessary.

<u>Credit Hours</u>	<u>Code</u>
6.5	0065
17	0170

### ***Edit***

An error will occur if the hours are not numeric.

If the credit type is not blank and the credit hours are blank an error will occur.

## Fee Paying Status

### ***Description***

This element contains the fee paying status for the student for the associated credit hours.

### ***Codes***

In-state for tuition purposes	Use this code for all graduate (resident) medical students at UT Memphis and ETSU College of Medicine.	1
Out-of-state for tuition purposes		2
Classification in progress	Use whenever the student's status is officially under consideration by the administration. Any record so reported must be updated at the end of the term, or earlier, if possible. Updates should include: the student number, term(s) to be updated, and the "new" resident status code. UT and TBR institutions should send updates to their respective boards.	3
Students who do not pay tuition	Use this code for all students age 60 or older and all disabled students who are (1) paying only a service charge, or (2) taking both audit and degree-credit courses for which they are paying only a service charge. Use this code for all students age 65 or older, and all disabled students who are taking only audit courses. Use this code for retired state employees with 30 years of service to audit courses at any state supported institution on a space available basis.	4
Students who pay only a service charge	Use this code for all students age 65 or older and all disabled students who are (1) paying only a service charge, or (2) taking both audit and degree-credit courses for which they are paying only a service charge.	5
Not applicable	Use this code for student level 40 only.	6
Academic Common Market participant	Use this code for students who participate in the SREB Academic Common Market program. Participants of the ACM should have a permanent address in one of the SREB states.	7
Full-time employee of TN Board of Regents	Use this code for persons who are full-time employees of TBR. Full-time employment status is determined by the governing boards. Full-time employees are eligible to enroll in one course per	8

	term without paying tuition charges, maintenance fees, student activity fees, or registration fees.	
Student Fee reduction for spouses and children of full-time employees of TN Board of Regents	Use this code for persons who are spouses or dependent children of full-time employees of TBR and are eligible for maintenance fee discount. Full-time employment status is determined by the governing boards.	9
Out-of-State Tuition Waiver for Full-Time Employees in the State	Use this code for part-time students who are not domiciled in this state, but who are employed full-time in the state. These students are eligible to be classified as in-state for tuition purposes only.	A
Full-time employee of University of Tennessee	Use this code for persons who are full-time employees of UT. Full-time employment status is determined by the governing boards. Full-time employees are eligible to enroll in one course per term without paying tuition charges, maintenance fees, student activity fees, or registration fees.	I
Student Fee reduction for spouses and children of full-time employees of University of Tennessee	Use this code for persons who are spouses or dependent children of full-time employees of UT and are eligible for maintenance fee discount. Full-time employment status is determined by the governing boards.	J
Full-time State of Tennessee employee for one course fee waiver	Use this code for persons who are full-time employees of the State of Tennessee. Full-time employees are eligible for enrollment in one course per term at any state-supported college or university or technology center without paying tuition charges, maintenance fees, student activity fees, or registration fees.	B
Student fee discount for dependents of full-time certified teachers	Use this code for persons who are under the age of 24 whose parent is employed as a full-time certified teacher in any public school in Tennessee, and who are eligible to receive the 25% discount on tuition.	C
Active duty military personnel and their dependents who qualify for fee reduction	Use this code for active duty military personnel and their dependents who qualify for a fee reduction. This reduction is determined by the institution.	D
Student fee discount for dependents of full-time State	Use this code for persons who are under 24 years of age and whose parent is employed as a full-	E

Employees	time state employee of Tennessee, and who are eligible to receive the 25% discount on tuition.	
Student fee discount for dependent of full-time State Employee who died while employed	Use this code for persons who are under age 24 and whose parent died while employed as a full-time state employee of Tennessee, and who are eligible to receive the 25% discount on tuition.	F
Student fee discount for dependent of retired State Employee	Use this code for persons who are under age 24 and whose parent is a retired employee of the state of Tennessee after a minimum of 25 years of full-time creditable service and who are eligible to receive the 25% discount on tuition.	G
Out-of-state Tuition waiver for active-duty military personnel who are deployed or transferred out-of-state.	Use this code for active-duty military personnel who begin a degree program while stationed in Tennessee or Ft. Campbell, KY and are deployed or transferred prior to completion of their degree program. These students may continue to enroll in the Tennessee institution and be classified as out-of-state residents, but shall be permitted to participate as if they were classified in-state residents. This classification remains in effect as long as he/she completes at least 1 course for credit each 12-month period after the transfer or deployment. Exceptions may be made in cases of deployment to areas of armed conflict.	H
Graduate Assistant	Use this code for fee waivers for graduate assistants.	L

Note: Use code “1”, “2”, or “3” for all students age 60 or older who are taking only degree credit courses for which they are paying maintenance fees.

***Edit***

An error message will be generated if the resident status is not equal to one of the above codes.

There are three edit cross-checks which are made. They are as follows:

1. Resident status equal to “1” and the state code not equal to “47”, “57”, or one of the other state exceptions listed above.
2. Resident status equal to “2” and state code equals “47”, “57”, or one of the other state exceptions listed above.
3. If the resident status is equal to “7” (Academic Common Market participant), the permanent address and student level are validated against the Academic Program Inventory, which contains ACM program access data by state.

## **Location**

### ***Description***

This element is used by the institution to identify the location where student contact hours are generated. If the student is enrolled at the main campus, this element is left blank. If the student is enrolled at an established off-campus location, use the appropriate two-character code assignment from the Off-Campus Location Inventory.

### ***Codes***

Location code assignments will be made using the following guidelines:

1. Institutions should request off-campus location codes prior to the offering of the course from their respective governing board staff.
2. Appropriate governing board staff will then contact Higher Education Commission staff to receive location code assignments.

### ***Edit***

The location code must represent a location contained in the Higher Education Commission's Off-Campus Location Inventory.

## Cumulative Credits Earned

### *Description*

This element reports the total number of credits earned at or accepted by the reporting institution. The first column in the field is for the hundreds' position. The second column in the field is for the tens' position. The third column in the field is for the digits' position. The fourth column in the field is for the tenths' position. The fifth column in the field is for the hundredths' position. Please note that the implied decimal is not coded.

### *Examples*

Please do not leave any columns in the field blank. Be sure to use leading zeros where necessary. This field is to be left blank for student levels other than undergraduates.

<u>Earned Credit Hours</u>	<u>Coding</u>
110.25	11025
17.25	01725
14.33	01433
0	00000

### *Edit*

An error will occur if the Cumulative Credits Earned field is not numeric for undergraduate student levels and not blank for other student levels.



## **Cumulative Home GPA Earned**

### ***Description***

This element is the cumulative GPA at the home institution according to the home institution grading and transfer policy. Please note that the decimal is understood and should not be coded.

### ***Examples***

3128 for 3.128

2540 for 2.54

### ***Edit***

An error will occur if this field is blank unless it is the student's first semester at the reporting institution.

## **Cumulative Credits Attempted (Lottery Hours)**

### ***Description***

This element is the total cumulative hours attempted in the student's college career at all institutions.

### ***Examples***

11025 for 110.25 credit hours

1000 for 10 hours

### ***Edit***

An error will occur if this field is blank.

## **Cumulative Home + Transfer GPA Earned (Lottery GPA)**

### ***Description***

This element is the cumulative GPA earned in the student's college career at all institutions.

### ***Examples***

3128 for 3.128

### ***Edit***

An error will occur if this field is blank unless it is the student's first semester in higher education.

## **High School Code**

### ***Description***

This element contains the College Board (CEEB) code for the student's high school of graduation.

### ***Edit***

An error will occur if the high school diploma type is "1", "2", or "3" and the high school code is blank.

## Year of High School Graduation

### ***Description***

This element holds the four digit year of the student's high school graduation.

### ***Examples***

2004

2003

1999

### ***Edit***

This element should contain a four digit year or be blank if the student did not graduate from high school.

## Month of High School Graduation

### ***Description***

This element holds the two digit month of the student's high school graduation.

### ***Examples***

Month	Code
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

### ***Edit***

This element should contain one of the above codes or be blank if the student did not graduate from high school.

## **High School Diploma Type**

### ***Description***

This element contains a one-digit code for the high school diploma type. The codes are as follows:

### ***Codes***

- 1 – High School Diploma/met A89 admission requirements
- 2 – High School Diploma/did not meet A89 admission requirements
- 3 – No High School Diploma
- 4 – No High School Diploma/Early Admission
- 5 – No High School Diploma/Dual Enrollment
- 6 – GED
- 7 – Home School

### ***Edit***

An error will occur if the diploma type is not one of the above codes.

## **Overall High School GPA (or GED if applicable)**

### ***Description***

This is the overall high school GPA as reported on the students' high school transcript. Include weighted scores if they are available.

### ***Examples***

<u>GPA</u>	<u>Code</u>
3.09	3090
2.75	2750
3.243	3243

### ***Edit***

If the student is a high school graduate this field must not be blank. If the high school diploma type is 6 (GED) the GED score should go in this field.



## **Number of Advanced Placement Courses Taken**

### ***Description***

This element will be the number of Advanced Placement courses a student took in high school.

### ***Examples***

03

10

### ***Edit***

This element should be an integer. If a student took no Advanced Placement courses in high school a zero should be placed in this space.

## ACT Composite Score

### ***Description***

This is a two digit element containing the ACT composite score for the student. The composite score is the average of the four ACT subtests rounded to an integer.

### ***Examples***

22

29

14

### ***Edit***

The element should be an integer from 1 to 36. Only if no ACT score is on record for a student should this field be left blank.

## ACT Reading Score

### ***Description***

This is a two digit element containing the ACT reading sub score for the student.

### ***Examples***

12

16

### ***Edit***

The element should be an integer from 1 to 36.

## ACT Science Score

### ***Description***

This is a two digit element containing the ACT science sub score for the student.

### ***Examples***

12

16

### ***Edit***

The element should be an integer from 1 to 36.

## ACT English Score

### ***Description***

This is a two digit element containing the ACT English sub score for the student.

### ***Examples***

12

16

### ***Edit***

The element should be an integer from 1 to 36.

## ACT Math Score

### ***Description***

This is a two digit element containing the ACT math sub score for the student.

### ***Examples***

12

16

### ***Edit***

The element should be an integer from 1 to 36.

## ACT Writing Score

### ***Description***

This is a two digit element containing the ACT writing sub score for the student.

### ***Examples***

12

16

### ***Edit***

The element should be an integer from 1 to 36.

## SAT Cumulative Score

### ***Description***

This is a four digit element containing the SAT cumulative score for the student.

### ***Examples***

1200

0950

### ***Edit***

The element should be a four digit integer.



## SAT Math Score

### *Description*

This is a three digit element containing the SAT math score for the student.

### *Examples*

735

400

### *Edit*

The element should be an integer from 200 to 800.

## SAT Verbal Score

### ***Description***

This is a three digit element containing the SAT verbal score for the student.

### ***Examples***

735

400

### ***Edit***

The element should be an integer from 200 to 800.

## Lottery Scholarship Type

### ***Description***

This element holds the type of lottery scholarship the student received. It is a one digit code.

### ***Codes***

1	Tennessee HOPE Scholarship
2	General Assembly Merit Scholarship
3	ASPIRE Award
4	Tennessee HOPE Access Grant
5	Wilder-Naifeh Technical Skills Grant
6	Dual Enrollment Grant
7	HOPE Foster Care Grant
8	Non-Traditional Hope
9	Helping Heros

Only one code should be entered for each student. The General Assembly Merit Scholarship and the Need-Based Supplemental Award assumes that the student has the Tennessee HOPE Scholarship.

### ***Edit***

If a student has a lottery scholarship, this field must contain one of the above codes.

## **Lottery Scholarship Amount**

### ***Description***

This element will hold the monetary amount of the lottery scholarship for the reporting semester only. This element is not the cumulative amount.

Note the decimal is understood: \$10,000.00 = 1000000

### ***Examples***

100000

225000

### ***Edit***

An error will occur if the lottery scholarship amount is blank and lottery scholarship type is not blank or if the lottery scholarship amount is zero and the lottery scholarship type is not blank.

## **Lost Scholarship Reason**

### ***Description***

This element will hold a code for the reason a student lost the lottery scholarship. For a student who has not lost the lottery scholarship, the field should contain 'Z'.

### ***Codes***

- A – Cumulative Higher Ed. GPA
- B – Maximum TELS total hours attempted
- C – 24 Attempted Hours (Hope Access Grant)
- D – Enrollment status change
- E – Non-continuous Enrollment
- F – Received Bachelor's Degree
- G – Maximum time on TELS reached.
- O – Other
- Z – Has not lost lottery scholarship

### ***Edit***

If a student has lost the lottery scholarship, the code must be one of the above codes other than Z.

## **Regain Award Flag**

### ***Description***

This is a single digit element that is '1' if a student has lost and regained a lottery scholarship and '0' if they have not lost and regained a lottery scholarship.

### ***Edit***

The flag must be either a 0 or 1.

## **Repeat Course Flag**

### ***Description***

This is a single digit element that is '1' if a student has replaced a course that affected his/her lottery GPA and '0' if they have not.

### ***Edit***

The flag must be either a 0 or 1.

## **Remedial/Developmental Flag**

### ***Description***

This is a single digit element that is '1' if a student has been recommended for remedial/developmental coursework and '0' if they have not.

### ***Edit***

The flag must be either a 0 or 1.



## **Term Hours Attempted**

### ***Description***

The total number of credit hours attempted by the student for the term being reported.

### ***Examples***

1000 for 10 hours

### ***Edit***

An error will occur if this field is blank.

## **Term Hours Earned**

### ***Description***

The total number of credit hours earned by the student for the term being reported.

### ***Examples***

1000 for 10 hours

### ***Edit***

An error will occur if this field is blank.

## Term GPA

### ***Description***

The term gpa earned by the student for the term being reported. Please note that the decimal is understood and should not be coded.

### ***Examples***

3128 for 3.128

2540 for 2.54

### ***Edit***

An error will occur if this field is blank.

## **Withdrawal Flag**

### ***Description***

This is a single digit element that is '1' if a student withdrew from all coursework after the 14<sup>th</sup> day during the semester and '0' if they did not.

### ***Examples***

0

1

### ***Edit***

An error will be generated if the withdrawal flag is not a 0 or a 1.

## **Hours Enrolled at the Census Date**

### ***Description***

The total number of credit hours the student was enrolled in on the institutions census date (usually 14<sup>th</sup> day of class).

### ***Examples***

1000 for 10 hours

### ***Edit***

An error will occur if this field is blank.

## Term Institutional Aid Amount

### *Description*

The total amount of institutional aid the student received during the reporting term.

Note the decimal is understood: \$10,000.00 = 1000000

### *Examples*

100000

225000

## Term Pell Amount

### *Description*

The total amount of Pell Grant the student received during the reporting term.  
Note the decimal is understood: \$10,000.00 = 1000000

### *Examples*

100000

225000