



TENNESSEE INDEPENDENT COLLEGES  
AND UNIVERSITIES ASSOCIATION

## *Enrollment & Completions Codebook*

*Format and Instructions*

*2010-2011*

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# General Instructions

## COMPLETIONS REPORT

The completions report consists of a record of every student (undergraduate, graduate, and first-professional) earning a degree or certificate from the institution, exported into an Excel-compatible file format (e.g. .XLS, .CSV, or tab-delimited). Data should be reported on ALL students graduating from an institution, not just TELS recipients.

## General Guidelines

1. A report will be run once per year for the prior Summer, Fall, and Spring terms.

## Reporting Dates

June 15<sup>th</sup>

## Definitions

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).

## Submitting Completions Data to TICUA

To ensure the privacy of completions data during transmission, all completions reports should be submitted via TICUA's secure web site. The latest version of the instructions on accessing this web site can be located on TICUA's Research web page located at <http://www.ticua.org/research/>

## How Data Will Be Used

The data will be used to report institutional information in our annual *Characteristics* report and to satisfy institutional reporting requirements relating to TELS awards. The data will also be used to highlight key trends and important policy issues facing private colleges and universities. The data replace a number of former surveys conducted by TICUA.

## Data Privacy and Security

TICUA has taken all reasonable steps to ensure that the data shared with the Association are secure, and that access to the data is restricted.

## **ENROLLMENT AND FINANCIAL AID REPORT**

The enrollment and financial aid report consists of a record of every student (undergraduate, graduate, and first-professional) attending the institution in a particular term exported into an Excel-compatible file format (e.g. .XLS, .CSV, tab-delimited). Except where noted, data should be reported on all students. Please use the sheet on the enrollment and financial aid report template titled "Blank Enrollment Report" to report the students. You should check TICUA's research web page each semester to make sure you have the latest copy of the reporting template – not doing so may require revisions of your submission due to missing / changed data elements.

### **General Guidelines**

- 1 Enrollment and financial aid data shall be reported in the term in which the ending date of the course falls.
- 2 A report will be run for each term (fall, spring and summer).
- 3 For consistency, please use data from the census or report date(s) at your institution.

### **Reporting Dates**

Fall -	October 1 <sup>st</sup>
Spring -	March 15 <sup>th</sup>
Summer -	August 15 <sup>th</sup>

### **Duplicate Records Check**

Student records will be checked to determine whether a duplicate record exists in the file. The student identifier fields (STDTNU and INTNUM) are used to match the records.

### **Submitting Enrollment and Financial Aid Data to TICUA**

To ensure the privacy of enrollment and financial aid data during transmission, all reports should be submitted via TICUA's secure web site. The latest version of the instructions on accessing this web site can be located on TICUA's research web page located at <http://www.ticua.org/research/>

A data-checking program has also been created to help ease the reporting process – it is located on TICUA's research page as well. Please make sure to run this program before submitting your reports – this will greatly cut down on the amount of time it takes to finish the process.

### **How Data Will Be Used**

The data will be used to report institutional information in our annual *Characteristics* report to satisfy institutional reporting requirements relating to TELS awards. The data will also be used to highlight key trends and important policy issues facing private colleges and universities. The data replace a number of former surveys conducted by TICUA.

### **Data Privacy and Security**

TICUA has taken all reasonable steps to ensure that the data shared with the Association are secure, and that access to the data is restricted.

## **Data Element Directory ~ Completions**

### **Institution FICE Code (FICECODE)**

---

#### *Description*

The six-digit FICE code corresponding to your institution. FICE codes for Tennessee and other institutions can be found at [http://www.ticua.org/data\\_collection](http://www.ticua.org/data_collection).

#### *Valid Responses*

Six-digit number in form #####

#### *Examples*

003258

003854

#### *Edit*

An error will occur if the field is not equal to a valid six-digit FICE code.

### **Internal Student Number (INTNUM)**

---

#### *Description*

The institution internal student number must be unique for each student enrolled. All students must have either a STDTNU or an INTNUM. Internal student numbers should be consistent across a student's career (ie: they should have the same INTNUM for all semesters enrolled). They may contain a mix of characters and digits, to a maximum length of 25 characters.

#### *Valid Responses*

Unique number.

#### *Examples*

123456789

123-45-6789

LMU12345678

### *Edit*

An error will be generated if the field is not a unique value.

## Student Number (STDTNU)

---

### *Description*

The student's Social Security number is used for the student identification number. If a student does not have a Social Security number, please contact TICUA with your procedure for assigning a student identification number. The student number must be unique for all students. Required for all TELS students.

### *Valid Responses*

Unique nine digit number in form ###-##-#### or #####.

### *Examples*

123-45-6789

987654321

### *Edit*

The field must be a unique nine-digit number in form ##### or ###-##-####.

## Year of Degree Award (AWARDEDYEAR)

---

### *Description*

The year in which the student actually received their degree – may or may not be the same as the completion year.

### *Valid Responses*

Four-digit year in form ####

### *Examples*

2010

2011

*Edit*

An error will be generated if the completion year is not a four digit integer.

Term of Degree Award (AWARDEDTERM)

---

*Description*

The term in which the student actually received their degree – may or may not be the same as the completion term.

*Valid Responses*

Fa, Sp, or Su

*Examples*

Fa

Su

*Edit*

An error will be generated if the completion term is not one of the valid responses listed above.

Degree Level (DEGREELEV)

---

*Description*

The type of degree awarded – Associate’s, Bachelor’s, Master’s, Doctoral, First-Professional Degree, Pre-Baccalaureate Certificate, Post-Baccalaureate Certificate, or Post-Master’s Certificate.

Note that first-professional degrees and certificates are only awarded in the following fields:

Chiropractic (D.C., D.C.M.)	Pharmacy (B. Pharm, Pharm D.)
Dentistry (D.D.S, D.M.D.)	Podiatry (Pod. D. D.P., D.P.M.)
Medicine (M.D.)	Veterinary Medicine (D.V.M.)
Optometry (O.D.)	Law (L.L.B., J.D.)
Osteopathic Medicine (D.O.)	Divinity/Ministry (B.D., M. Div.)
Rabbinical and Talmudic Studies (M.H.L, Rav)	

## *Valid Responses*

*(adapted from the Classification of Instructional Programs:2000 Edition)*

Four-letter code in form XXX corresponding to the type of degree listed above – ASO, BAC, MAS, DOC, FPD, UGC, PBC, or PMC.

## *Examples*

ASO

FPD

DOC

## *Edit*

An error will be generated if the degree level is not one of the valid responses listed above.

## First and Second Major Fields (MAJOR1 and MAJOR2)

---

## *Description*

The first and second academic major of the student. The major is reported using the appropriate six digit code from the Classification of Instruction Programs, 2000 or Classification of Instruction Programs, 2010 developed and published by the National Center for Educational Statistics. Links to both the CIP2000 and CIP2010 can be found [http://www.ticua.org/data\\_collection](http://www.ticua.org/data_collection). Institutions must choose to report all students using CIP200 or CIP2010 codes; a mixture of codes will not be accepted. MAJOR1 is required for all students, MAJOR2 is optional.

## *Valid Responses*

Six-digit code from the 2000 or 2010 Classification of Instructional Programs (CIP).

## *Examples*

12.2210

541100

## *Edit*

An error will be generated if MAJOR1 and MAJOR2 are not valid CIP2000 or CIP2010 codes in the form ##.#### or #####.

## GPA – Final Cumulative TELS (TELSGPA)

---

### *Description*

Required for all TELS students. This is the student's final TELS GPA at graduation. Defined in the same manner as the GPATELS variable in the enrollment report.

REMINDER: ALL CREDITS ATTEMPTED AT OTHER POSTSECONDARY INSTITUTIONS MUST BE INCLUDED IN THIS CALCULATION, EVEN IF THEY DO NOT COUNT TOWARD GRADUATION.

### *Valid Responses*

Numeric on a 4.0 scale (e.g. 2.50 or 3.24) with up to two digits to the right of the decimal place.

### *Examples*

3.00  
2.98

### *Edit*

An error will be generated if TELSGPA is missing for any TELS students.

## GPA – Final Cumulative Home (CUMGPA)

---

### *Description*

Student's final cumulative GPA from the reporting institution. Required for all students. Defined in the same manner as the GPAHME variable in the enrollment report.

### *Valid Responses*

Number on a 4.0 scale with up to two digits to the right of the decimal place.

### *Examples*

3.75  
0.75

### *Edit*

An error will be generated if CUMGPA is missing for any student.

## Credit Hours Earned – Final Cumulative Home (CUMHRS)

---

### *Description*

Total number of credits earned at or accepted by the reporting institution at graduation. Required for all students. Defined in the same manner as the ERNHME variable in the enrollment report.

### *Valid Responses*

Number with up to two digits to the right of the decimal place.

### *Examples*

110.25  
17.25

## ***Data Element Directory ~ Enrollment***

### **FICE Code (FICECODE)**

---

#### ***Description***

The six-digit FICE Code corresponding to your institution. Required for all students. FICE codes for Tennessee and other institutions can be found at [http://www.ticua.org/data\\_collection](http://www.ticua.org/data_collection).

#### ***Valid Responses***

Six-digit number in form #####

#### ***Examples***

003258  
003854

#### ***Edit***

An error will occur if the field is not equal to a valid six-digit FICE code.

### **Internal Student Number (INTNUM)**

---

#### ***Description***

The institution internal student number must be unique for each student enrolled. All students must have either a STDTNU or an INTNUM. Internal student numbers should be consistent across a student's career (ie: they should have the same INTNUM for all semesters enrolled). They may contain a mix of characters and digits, to a maximum length of 25 characters.

#### ***Valid Responses***

Unique number.

#### ***Examples***

123456789  
123-45-6789  
LMU12345678

#### ***Edit***

An error will be generated if the field is not a unique value.

## Student Number (STDTNU)

---

### *Description*

The student's Social Security number is used for the student identification number. If a student does not have a Social Security number, please contact TICUA with your procedure for assigning a student identification number. The student number must be all numeric and unique. All students must have either a STDTNU or an INTNUM.

Please note: For all TELS students, this field must be populated with the student's Social Security number.

### *Valid Responses*

Unique nine-digit number in form ###-##-#### or #####.

### *Examples*

123456789  
123-45-6789

### *Edit*

An error will be generated if the student number is not a unique nine-digit number in form ###-##-#### or #####, or if the field is omitted for a student receiving a TELS award.

## Registration Term (TERM)

---

### *Description*

The term for which the report is being generated – fall, spring, or summer. Required for all students.

### *Valid Responses*

Fa, Sp or Su

### *Examples*

Sp  
Su

### *Edit*

An error will be generated if the field is not one of the above valid responses.

## Registration Year (YEAR)

---

### *Description*

The year for which the report is being generated. Required for all students.

### *Valid Responses*

Four digit year in form ####

### *Examples*

2010

2011

### *Edit*

An error will be generated if the field is not a four digit integer.

## Race/Ethnicity (RACE)

---

### *Description*

Indicates a student's racial/ethnic origin. The code is designed to provide information in the form collected by IPEDS. Required for all students.

<u>Numeric Code</u>	<u>Race/Ethnicity</u>	<u>Definition</u>
1	Non-resident Alien	A person who 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.
2	Black or African-American	A person having origins in any of the Black racial groups of Africa.
3	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
4	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
5	Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish

		culture or origin, regardless of race.
6	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
7	Unclassified	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.
8	Two or more races	Students who classify themselves as more than one race
9	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

### *Valid Responses*

One-digit numeric code corresponding to above.

### *Examples*

2  
3

### *Edit*

An error will be generated if the field is not one of the above valid responses. An error will also be generated if a student is listed as a US citizen but has a RACE value of 1.

## Gender (GENDER)

---

### *Description*

The student’s gender - male, female, or unknown. Required for all students.

### *Valid Responses*

M, F or U

### *Examples*

M  
U

### *Edit*

An error will be generated if the field is not one of the above valid responses.

## Citizenship (CITZEN)

---

### *Description*

Classification of each student according to their U.S. citizenship status. Use PR for Permanent Residents. Required for all students.

### *Valid Responses*

Y, N, or PR

### *Examples*

Y  
N  
PR

### *Edit*

An error will be generated if the field is not one of the above valid responses. If a student is listed as CITZEN = "Y" or "PR", then their PCNTRY value must be equal to "US".

## Resident Status – Lottery (RESIDT)

---

### *Description*

This is the Tennessee Education Lottery Definition of Residency. Required for all students. Students must be a Tennessee resident for one year as of May 1 immediately preceding enrollment and be a Tennessee resident as defined by the Board of Regents Chapter 0240-2-2, classifying students as in-state (I) or out-of-state (O).

Note: If a student living out of state (for example, in a TN border state) is receiving a TELS award, then they would be classified as in-state.

### *Valid Responses*

I or O

### *Examples*

O  
I

### *Edit*

An error will be generated if the field is not one of the above valid responses.

## Date of Birth (BIRTHD)

---

### *Description*

The student's date of birth. Required for all students.

### *Valid Responses*

Date in form MM/DD/YYYY

### *Examples*

01/22/1991

07/21/1986

### *Edit*

An error will be generated if the field is not a valid date.

## Permanent Address ZIP Code (PZIP)

---

### *Description*

This is the student's permanent ZIP code at the time of current registration. It is the home ZIP code 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 ZIP code. This data element should be reported for US citizens and permanent residents only. Nine digit ZIP codes (+4's) should be stripped to their first 5 digits.

### *Valid Responses*

Numeric code in form #####

### *Examples*

37024

35322

### *Edit*

An error will be generated if the field is not a valid five-digit zip code.

## Permanent County Code (PCOUNTY)

---

### *Description*

This is the code for the student's permanent county of residence at the time of current registration according to the county codes list at: [http://www.ticua.org/data\\_collection](http://www.ticua.org/data_collection). This data element should be reported for TN residents, and for students who are living in a border state and are receiving the lottery scholarship. For example, if a student lives in Jackson County (in Alabama) then the county code for this student would be AL071.

### *Valid Responses*

Three-digit code corresponding to county name OR five-digit code corresponding to student's state and county number for students living in border states.

### *Examples*

001  
015  
MS033  
999

### *Edit*

An error will be generated if the field is not a three-digit integer. An error will also be generated if a student classified as RESIDT="O" has a PCOUNTY value.

## Permanent Address State Code (PSTATE)

---

### *Description*

This is the student's permanent state code at the time of current registration. Required for all students with a permanent country code (PCNTRY) of 'US'. A complete list of all valid state codes can be found at [http://www.ticua.org/data\\_collection](http://www.ticua.org/data_collection).

### *Valid Responses*

Two letter text code.

### *Examples*

TN  
AZ

### *Edit*

An error will be generated if a student has a permanent country of other than the US but has a PSTATE code listed or if a student has a permanent country of US and no PSTATE code listed. An error will also be generated if the field is not a valid two-letter text code.

## Permanent Address Country Code (PCNTRY)

---

### *Description*

This is the student's permanent country code at the time of current registration. Required for all students. It is the home country code 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 country code. Use the two-letter FIPS codes used for SEVIS (the Student and Exchange Visitor Information System) reports. Access a list of these country codes in the Federal Information Processing Standards Publication "Countries, Dependencies and Areas of Special Sovereignty".

### *Valid Responses*

Two-letter text code.

### *Examples*

US  
BU

### *Edit*

An error will be generated if the field is not a valid two-letter text code. An error will also be generated if a student is listed as a US citizen but has a permanent country of other than the US. An error will also be generated if a student has a permanent country of "US" but has a race code of "1" (non-resident alien).

## Student Level (SLEVEL)

---

### *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. Required for all students. If a student is not working toward a degree or certificate at the reporting institution, the student is classified as a continuing education student.

### *Codes*

<u>Code</u>	<u>Student Level</u>	<u>Definition</u>
<b>Undergraduate Student Levels</b>		
1	Freshman	The term "freshman" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.
2	Sophomore	The term "sophomore" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.
3	Junior	The term "junior" is institutionally defined to describe the level of a student working toward an

undergraduate degree or certificate.

- 4 Senior The term “senior” is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.
- 5 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.
- 6 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.

**Graduate Student Levels**

- 7 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.
- 8 Master’s candidate A student who has been formally admitted to graduate school for the purpose of pursuing a Master’s degree.
- 9 Specialist in Education candidate A student who has been formally admitted to a graduate school for the purpose of pursuing Specialist in Education degree.
- 10 Doctoral student, 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.
- 11 Doctoral student, 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.
- 12 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.

**Professional degree student levels**

- |    |                                  |   |
|----|----------------------------------|---|
| 13 | First year professional student  | A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, OD, or DVM degree and is in the first year of his studies toward that degree.  |
| 14 | Second year professional student | A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, OD, or DVM degree and is in the second year of his studies toward that degree. |
| 15 | Third year professional student  | A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, OD, or DVM degree and is in the third year of his studies toward that degree.  |
| 16 | Fourth year professional student | A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, OD, or DVM degree and is in the fourth year of his studies toward that degree. |

**Graduate Medical Residency Student Level**

- |    |  |   |
|----|--|---|
| 17 | First Year Resident<br>Second Year Resident<br>Third Year Resident<br>Fourth 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. |
|----|--|---|

**Non-degree Student Level**

- |    |                              |  |
|----|------------------------------|--|
| 18 | Continuing education student | A student who is participating exclusively in individual continuing education unit activities. |
|----|------------------------------|--|

*Valid Responses*

Numeric code corresponding to categories above.

*Examples*

1  
11

*Edit*

An error will be generated if the field is not one of the above valid responses.

## Registration Type (REGTYPE)

---

### *Description*

This element is used to describe the current enrollment status of the student. Required for all students. Students who do not fit in categories 1 – 5 should be classified as 6.

<u>Registration Type</u>	<u>Definition</u>	<u>Code</u>
First-time freshman (first-time college student)	A student who has not been previously enrolled for work creditable toward a bachelor's 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 be either full-time or part-time. 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 either full or part-time.	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 only for the individual's first term as a transfer student; later terms are coded "6".	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/her regular institution.	4
Student not classified in one of the above categories	Continuing students and students that do not fall into any of the above categories (e.g. dual enrollment students).	6

### *Valid Responses*

One-digit numeric code.

### *Examples*

2  
6  
1

### *Edit*

An error will be generated if the field is not one of the above valid responses.

## Transfer Institution (TFICE)

---

### *Description*

The most recent institution from which a student has transferred. Only first-time transfer students are included.

Codes for all U. S. institutions can be found in the Higher Education Directory, published by the Higher Education Publications, Inc.

A list of FICE Codes for Tennessee and other institutions can be found at [http://www.ticua.org/data\\_collection](http://www.ticua.org/data_collection).

### **Alternate Responses:**

If no FICE code exists for an institution, the alternate codes listed below may be used.

<u>Code</u>	<u>Transfer Institution</u>
F	Foreign Institutions
T1	Two-year public institutions
T2	Two-year independent institutions
F1	Four-year or more public institutions
F2	Four-year or more independent institutions
999999	Unaccredited US colleges & universities; Also a miscellaneous code to be used as a last resort if the transfer institution is unknown

### *Valid Responses*

Six-digit FICE code maintained by the National Center for Educational Statistics in form #####.

### *Examples*

999999  
007783

### *Edit*

An error will be generated if student is listed as a first-semester transfer student (FirstTR="Y"), but does not have a TFICE code listed. An error will also be generated if a code is listed, but it is not a valid six-digit FICE code or one of the alternate codes listed above.

## Major of Study (MAJOR1)

---

### *Description*

The first academic major of the student. The major is reported using the appropriate six digit code from the Classification of Instruction Programs, 2000 or Classification of Instruction Programs, 2010 developed and published by the National Center for Educational Statistics. Links to both the CIP2000 and CIP2010 can be found [http://www.ticua.org/data\\_collection](http://www.ticua.org/data_collection). Institutions must choose to report all students using CIP200 or CIP2010 codes; a mixture of codes will not be accepted.

### *Valid Responses*

Six-digit code from the 2000 or 2010 Classification of Instructional Programs (CIP). Unknown/undeclared majors should be reported as 000000.

### *Examples*

12.1111  
332500

### *Edit*

An error will be generated if the student major field is not a valid CIP code in the form ##.#### or #####. An error will also be generated if a student does not have a major listed and their student level is greater than sophomore (SLEVEL > 2).

## Credits Attempted - Cumulative Home (ATMHME)

---

### *Description*

Total number of credits attempted at the reporting institution using institutional guidelines. Required for all students. This incorporates all credits accepted by the institution, including any transfer credits accepted.

Please note: this variable DOES NOT include the student's current semester hours.

### *Valid Responses*

Number with up to two digits to the right of the decimal place.

### *Examples*

110.25  
17.25  
0.00

### *Edit*

An error will be generated if ATMHME is missing.

## Cumulative Attempted TELS Credit Hours (ATMTELS)

---

### *Description*

This is the Tennessee Education Lottery Definition of attempted credits. Required for all TELS students. Refer to the public legislation act and regulations (available at [www.ticua.org/data\\_collection](http://www.ticua.org/data_collection)) for more information.

Cumulative Attempted TELS Credit Hours includes all credits attempted AFTER high school graduation, GED completion, or home school program completion, including repeated courses, developmental and remedial courses, independent studies, distance learning courses, internship and co-op programs, alternative programs, and courses earned as a transient student; it excludes credits attempted BEFORE high school graduation, GED completion, or home school program completion; it excludes credits attempted as part of a certificate program unless these hours count toward graduation; and it excludes audit hours and continuing education hours.

Please note: this variable DOES NOT include the student's current semester hours.

### *Valid Responses*

Number with up to two digits to the right of the decimal place.

### *Examples*

110.25  
17.25  
0.00

### *Edit*

An error will be generated if ATMTELS is blank for any TELS students.

## Credits Earned - Cumulative Home (ERNHME)

---

### *Description*

Total number of credits earned at or accepted by the reporting institution. Required for all students.

Please note: this variable DOES NOT include the student's current semester hours.

### *Valid Responses*

Number with up to two digits to the right of the decimal place.

### *Examples*

110.25  
17.25  
0.00

### *Edit*

An error will be generated if ERNHME is missing.

## Current Term Credit Hours (CURHRS)

---

### *Description*

The number of credit hours for which the student is enrolled at the institutionally defined census or report date for the term reported. Required for all students.

### *Valid Responses*

Number with up to one digit to the right of the decimal place.

### *Examples*

110.0  
17.5  
0.0

### *Edit*

An error will be generated if CURHRS is missing.

## Remedial/Developmental Hours (RemDevHrs)

---

### *Description*

Please indicate the number of credit hours students are enrolled in remedial and/or developmental courses this semester. Required for all TELS students.

### *Valid Response*

Numeric with up to one digit to the right of the decimal place.

### *Examples*

0.0  
3.5

### *Edit*

An error will be generated if RemDevHrs is missing for any TELS students.

## GPA – Cumulative Home (GPAHME)

---

### *Description*

Student cumulative GPA from the reporting institution. Required for all students. This incorporates all credits accepted by the institution.

### *Valid Responses*

Number on a 4.0 scale with up to two digits to the right of the decimal place.

## *Examples*

3.75

0.75

## *Edit*

An error will be generated if GPAHME is missing for any student.

## GPA – Cumulative TELS (GPATELS)

---

### *Description*

Required for all TELS students. This is the Tennessee Education Lottery Definition of GPA. Refer to the public act and regulations (available at [www.ticua.org/data\\_collection](http://www.ticua.org/data_collection)) for more information.

The TELS GPA calculation is based on Institutional grading policy, but it must be on a 4 point scale. It must calculate GPA on all credits attempted AFTER high school graduation, GED completion, or home school program completion, including repeated courses, developmental and remedial courses, independent studies, distance learning courses, internship and co-op programs, alternative programs, and courses earned as a transient student EXCEPT for withdrawals and current incompletes; it excludes credits attempted before high school graduation, GED completion, or home school program completion; it excludes credits attempted as part of a certificate program unless these hours count toward graduation; and it excludes audit hours and continuing education hours. If your institution does not assign quality points to pass/fail courses, they may be excluded from this calculation.

REMINDER: ALL CREDITS ATTEMPTED AT OTHER POSTSECONDARY INSTITUTIONS MUST BE INCLUDED IN THIS CALCULATION, EVEN IF THEY DO NOT COUNT TOWARD GRADUATION.

### *Valid Responses*

Numeric on a 4.0 scale (e.g. 2.50 or 3.24) with up to two digits to the right of the decimal place.

## *Examples*

3.00

2.98

## *Edit*

An error will be generated if GPATELS is missing for any TELS students.

## Month and Year of Initial TELS Award Receipt (InTELS)

---

### *Description*

The first month and year a student receives a TELS award at any institution. Required for all TELS students.

## *Valid Responses*

Date in form MM/YYYY

## *Examples*

12/2008

08/2006

## *Edit*

An error will be generated if a student has a value greater than zero in HOPESC or HOPEGR and InTELS is blank.

## Lost TELS Reason (LostTELS)

---

### *Description*

Required for all TELS students. This element holds the code for the reason a student lost his/her TELS award. The student's record level data will be reported to THEC each semester until the student graduates or exceeds eligibility (6 years enrolled or max of 124 hours).

A—Cumulative Higher Education GPA.

B—Reached Maximum Cumulative Attempted TELS Credit Hours. The student has reached the maximum number of hours allowed in the TELS program. This is usually 120 hours except in a few majors.

C—24 Attempted Hours (Hope Access grant only). The student has a HOPE Access Grant and has reached the maximum 24 attempted hours allowed by the Access Grant.

D—Enrollment Status Change without permission. A student changed from full-time to part-time in the semester by dropping a class. A student must be full-time to retain the grant.

E—Non-continuous Enrollment. A student did not register for a semester causing them to lose the grant.

F—Received Bachelor's Degree.

G—Maximum time on TELS reached.

O—Other - student lost the TELS award for a reason other than those listed above.

Z—Has not lost Lottery Scholarship

## *Valid Responses*

One-letter code corresponding to categories above.

## *Examples*

A

D

## *Edit*

An error will be generated if a student has an InTELS date, but no award in HOPESC or HOPEGR and LostTELS is blank.

## Regain TELS Award Flag (RegainTELS)

---

### *Description*

This is a single letter flag that indicates if the student has lost and regained the TELS scholarship. 'Y' means the student has lost and regained the scholarship, 'N' indicates they have not lost and regained the scholarship. Required for all TELS students.

### *Valid Responses*

One letter code corresponding to above.

### *Examples*

Y  
N

### *Edit*

An error will be generated if a student is receiving a TELS award and is missing a RegainTELS value.

## Repeat Course Affecting TELS GPA Flag (RepeatTELS)

---

### *Description*

This is a single letter flag that indicates if the student has replaced a course that has affected their TELS GPA (GPATELS). 'Y' indicates they have repeated a course and that it has affected their TELS GPA, 'N' indicates they have not repeated a course that affected their TELS GPA. Required for all TELS students.

### *Valid Responses*

One letter code corresponding to above.

### *Examples*

Y  
N

### *Edit*

An error will be generated if a student is receiving a TELS award and is missing a RepeatTELS value.

## Non-Traditional HOPE Student Flag (NonTradHOPE)

---

### *Description*

This is a single letter flag that indicates if the student is receiving the HOPE Scholarship for Non-traditional students. 'Y' indicates they are receiving HOPE for non-traditional

students, 'N' indicates they are not receiving HOPE for non-traditional students. Required for all TELS students.

In short, a non-traditional HOPE student is over the age of 25, has entered the institution as a freshman or after not being enrolled for 2 years. The student also must have an Adjusted Gross Income (AGI) of 36,000 or less and must have a 2.75 GPA after 12 attempted hours to qualify. Please note that this is only a summary meant to clarify who is to be flagged Y in the NonTradHOPE field. For more detailed information, please contact TSAC or refer to Tennessee Code Annotated § 49-4-931.

### *Valid Responses*

One letter code corresponding to above.

### *Examples*

Y  
N

### *Edit*

An error will be generated if a student is receiving a HOPE award and is missing a NonTradHOPE value. An error will also be generated if NonTradHOPE is Y and the student's age is less than 25.

---

## High School Code (HSCODE)

---

### *Description*

This element contains the College Board code for the students' high school of graduation. Required for all TELS students. College Board high school codes can be found at [http://www.ticua.org/data\\_collection](http://www.ticua.org/data_collection).

### *Valid Responses*

Numeric in form #####

### *Examples*

122331  
002111

### *Edit*

An error will be generated if a student is receiving a TELS award and HSCODE is missing. An error will also be generated if the HSCODE value is not a valid CEEB code in the form #####.

---

## High School Diploma Type (GRADTYPE)

---

### *Description*

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

- 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

### *Valid Responses*

Number code corresponding to categories above.

### *Examples*

- 2
- 3

### *Edit*

An error will be generated if a student is receiving a TELS award and GRADTYPE is missing. An error will also be generated if the GRADTYPE value is not one of the above codes.

---

## High School Graduation Date (GRADDATE)

---

### *Description*

This element holds the two-digit month and four-digit year of the students' high school graduation. Required for all TELS students.

### *Valid Responses*

Date in form MM/YYYY.

### *Examples*

- 05/2010
- 12/2007

### *Edit*

An error will be generated if a student is receiving a TELS award and GRADDATE is missing. An error will also be generated if the GRADDATE value is not a valid date.

---

## High School GPA – (HSGPA)

---

### *Description*

This is the student's final high school GPA as reported on their transcript. Required for all TELS students.

### *Valid Responses*

Number with up to 2 digits to the right of the decimal place.

### *Examples*

2.00

3.25

### *Edit*

An error will be generated if a student is receiving a TELS award and HSGPA is missing.

---

## AP – Number of Advanced Placement Courses Taken (NUMAP)

---

### *Description*

This element will be the number of advanced placement (AP) courses a student took in high school. Required for all TELS students.

### *Valid Responses*

Two digit number in form ##

### *Examples*

10

03

### *Edit*

An error will be generated if a student is receiving a TELS award and NUMAP is missing.

---

## ACT Composite Score (ACT)

---

### *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. Do not report residual scores. All TELS students are required to have either an ACT or SAT score listed.

### *Valid Responses*

Two digit number in form ##

### *Examples*

32

19

### *Edit*

An error will be generated if a student is receiving a TELS award and is missing both ACT and SAT values or if an invalid ACT score is reported.

## SAT Cumulative Score (SAT)

---

### *Description*

This is a four digit element containing the cumulative SAT score for the student. All TELS students are required to have either an ACT or SAT score listed.

### *Valid Responses:*

Four digit number in form ####

### *Examples*

0825  
1500

### *Edit*

An error will be generated if a student is receiving a TELS award and is missing both ACT and SAT values or if an invalid SAT score is reported.

## Financial Aid – Federal (FEDAID -> STFUSB)

---

### *Description*

These columns deal with financial aid awarded to a student from the federal government. All elements are required for all students. It is possible to have more than one type of aid per student per term. Report awards for the current term only. Columns are provided for the following federal programs:

Amount of Total Federal Aid (FEDAID) \*  
Federal PELL Grant (PELL)  
Federal Stafford (Subsidized) Loan (STFSUB)  
Federal Stafford (Unsubsidized) Loan (STFUSB)

\* Please note: This data element should total all federal aid received by the student including but not limited to Pell Grant, Stafford Loans, Perkins Loans, PLUS loans, SMART grants, Academic Competitiveness Grants (ACG), Supplemental Educational Opportunity Grants (SEOG), etc.

### *Valid Responses*

Numeric with two digits to the right of the decimal place.

### *Examples*

5750.00  
517.25  
0.00

### *Edit*

An error will be generated if any of the financial aid values are missing or greater than their semester maximum award amounts (ex: PELL - \$2775 per semester). An error will

also be generated if FEDAID (Total Federal Aid Award Amount) is not equal to or greater than the sum of the other federal award amounts (PELL, STFSUB, and STFUSB)

## Financial Aid – State (STAAID -> HOPEFO)

---

### *Description*

These columns deal with financial aid awarded to a student from the State of Tennessee. All elements are required for all students. It is possible to have more than one type of aid per student per term. Report awards for the current term only. Columns are provided for the following state programs:

Amount of Total State Aid (Including HOPE, TSAA, GAMS, etc) (STAAID)  
Amount of Tennessee Student Assistance Award Grant (TSAAG)  
Amount of Tennessee HOPE Access Grant (HOPEGR)  
Amount of Tennessee HOPE Scholarship (HOPESC)  
Amount of Tennessee HOPE ASPIRE Award (HOPESU) \*  
Amount of General Assembly Merit Scholarship (GMERIT)  
Amount of Tennessee HOPE Dual-Enrollment Grant (HOPEDU)  
Amount of Tennessee HOPE Foster Care Grant (HOPEFO)

\* Note: The HOPE ASPIRE Award was formerly known as the HOPE Scholarship Supplemental Award.

### *Valid Responses*

Numeric with two digits to the right of the decimal place.

### *Examples*

2000.00  
575.25  
0.00

### *Edit*

An error will be generated if any of the financial aid values are missing or greater than their semester maximum award amounts (ex: HOPESC - \$2000 a semester). An error will also be generated if STAAID (Amount of Total State Aid) is not equal to or greater than the sum of the other state financial aid awards (TSAAG, HOPEGR, HOPESC, HOPESU, GMERIT, HOPEDU, and HOPEFO)

## Financial Aid – Other (INSAID -> TOTLOA)

---

### *Description*

These columns deal with other types of financial aid awarded to a student. Required for all students. It is possible to have more than one type of aid per student per term. Report awards for the current term only. Columns are provided for the following programs -

Amount of Institutional Aid (INSAID)  
Amount of Private / Community Aid (PCAID)  
Amount of Total Loan Aid Received (including Federal) (TOTLOA) \*

\* Please note: This data element should total all loan aid received by the student including but not limited to Stafford loans, PLUS loans, Perkins loans, Private/Alternative loans, etc.

### *Valid Responses*

Numeric with two digits to the right of the decimal place.

### *Examples*

1010.00  
157.25  
0.00

### *Edit*

An error will be generated if TOTLOA (Amount of Total Loan Aid Received) is not equal to or greater than the sum of the other loan award amounts (STFSUB and STFUSB). An error will also be generated if any of the aid amounts are missing.