

SURDS Educator Preparation File Field Definitions

| Field # | Starting Position | Field Name | Field Definitions/Descriptions |
|---------|-------------------|------------------|--|
| 1 | 1 | Record Type | Definition: A flag that indicates which record type is being reported. |
| | | | Codes/Notes: Enrollment=1, UAF=2, Degrees=3, Financial Aid=4, Student Course=5, Educator Preparation=6 |
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| | | | Missing Value: Does not apply; field must be completed. |
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| | | | Edit Specs: File specific value. |
| | | | |
| | | | Format: Numeric, 1 place integer |
| | | | Updates: |
| 2 | 2 | Institution Code | Definition: The unique code designations for Colorado postsecondary institutions. |
| | | | Codes/Notes: The number assigned to each higher education institution identifying an institution with a 4-digit institutional code. See Institution Code in Glossary. |
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| | | | Missing Value: Does not apply; field must be completed. |
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| | | | Edit Specs: Error if a value is reported that is not the code assigned to the reporting institution. |
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| | | | Format: Alphanumeric, 4 characters |
| | | | Updates: July 1987 |

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| 3 | 6 | Report Term | <p>Definition: The enrollment period identified by the term on which the data are based</p> <hr/> <p>Codes/Notes: 1 - Summer</p> <p>2 - Fall</p> <p>3 - Winter (only for institutions on a quarter system)</p> <p>4 - Spring</p> <p>5 - Interim</p> <p>9 - Total report year (Only used in Financial Aid reporting)</p> <hr/> <p>For Education Preparation file: Report period should be by term, beginning with summer and continuing through the following fall and spring terms. Term 9 is not valid for this file.</p> <hr/> <p>For Financial Aid file: Term is 9, FA file is a fiscal year file beginning with Fall data and ending with trailing summer data</p> <hr/> <hr/> <hr/> <p>Missing Value: Does not apply; field must be completed.</p> <hr/> <p>Edit Specs: Error if term value is anything other than 1,2,3,4,5,9</p> <hr/> <hr/> <p>Format: Numeric, 1 place integer (T)</p> <hr/> <p>Updates: Expanded to four-digit format, year 2000 file conversions, September 1998.</p> <p>Simplified text of definition section and removed term & year examples dating back to a previous data element format. Also corrected edit spec section to show that '9' is acceptable. Dec, 2018</p> <hr/> |
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| 4 | 7 | Report Year | <p>Definition: The enrollment period identified by the calendar year on which the data are based (YYYY) The year in which the term occurs. When the term code is "9" which signifies the total report year, use 4 digits of the fiscal year of the report period. The fiscal year is derived by the following. If the term is =3, the fiscal year is the same as the report year. If the term is =2, the fiscal year equals the report year + 1.</p> <p>Codes/Notes:</p> <p>AY 2018 and FY 2018 matrix Example</p> <table border="1" data-bbox="651 615 1425 961"> <thead> <tr> <th>Academic</th> <th>Report Term</th> <th>Report</th> <th>FinAid Fiscal</th> </tr> <tr> <th>Year</th> <th></th> <th>Year</th> <th>YEAR</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>1</td> <td>2017</td> <td>2017</td> </tr> <tr> <td>2018</td> <td>2</td> <td>2017</td> <td>2018</td> </tr> <tr> <td>2018</td> <td>3</td> <td>2018</td> <td>2018</td> </tr> <tr> <td>2018</td> <td>4</td> <td>2018</td> <td>2018</td> </tr> <tr> <td>2018</td> <td>5</td> <td>2018</td> <td>2018</td> </tr> <tr> <td>2019</td> <td>1</td> <td>2018</td> <td>2018</td> </tr> </tbody> </table> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs: Error if year value does not represent current reporting year.</p> <p>Format: Numeric, 4 place integer (YYYY)</p> <p>Updates: Expanded to four-digit format, year 2000 file conversions.</p> <p>Simplified text of definition section and removed term & year examples dating back to a previous data element format. Added AY, term, FY matrix. Corrected Edit Spec section. Dec. 2018</p> | Academic | Report Term | Report | FinAid Fiscal | Year | | Year | YEAR | 2018 | 1 | 2017 | 2017 | 2018 | 2 | 2017 | 2018 | 2018 | 3 | 2018 | 2018 | 2018 | 4 | 2018 | 2018 | 2018 | 5 | 2018 | 2018 | 2019 | 1 | 2018 | 2018 |
|----------|-------------|-------------|---|----------|-------------|--------|---------------|------|--|------|------|------|---|------|------|------|---|------|------|------|---|------|------|------|---|------|------|------|---|------|------|------|---|------|------|
| Academic | Report Term | Report | FinAid Fiscal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year | | Year | YEAR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018 | 1 | 2017 | 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018 | 2 | 2017 | 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018 | 3 | 2018 | 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018 | 4 | 2018 | 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018 | 5 | 2018 | 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019 | 1 | 2018 | 2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 11 | Gender | <p>Definition: The gender of the individual.</p> <p>Codes/Notes: 1 - Male 2 - Female Formerly identified as sex.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | | <p>When gender is unknown, because IPEDS surveys do not provide an unknown gender option, DHE-generated IPEDS facsimiles are based on the following procedure, implemented March 2002 with the Fall 2001 Enrollment File and FY2002 Degree File uploaded to NCES. Students whose ID ends with an even digit will be reported to NCES as male; students with an ID that ends with an odd number will be reported as female.</p> |
| | | | <p>Missing Value: Blank, if unknown.</p> |
| | | | <p>Edit Specs: Error if not blank or not = '1' or '2'.</p> |
| | | | <p>Format: Numeric, 1 place integer</p> |
| | | | <p>Updates: October 31, 1985; modified IPEDS proration methodology, March 2002.</p> |
| | | | <p>Modified to better communicate how unknown gender is reported to IPEDS. Dec. 2018</p> |
| 6 | 12 | Date Of Birth | <p>Definition: The date of birth as designated on the individual's legal birth registration or certificate.</p> |
| | | | <p>Codes/Notes: YYYYMMDD</p> |
| | | | <p>YYYY = four-digit year of birth</p> |
| | | | <p>MM = two-digit month of birth</p> |
| | | | <p>DD = two-digit day of birth</p> |
| | | | <p>This field is used to compute a student's age. The Commission computes a student's age for students enrolled in the summer and fall terms as of September 15, and for those enrolled in the winter and spring terms as of February 15. If the student is born on either September 15 or February 15, age is determined by subtracting the year of birth from the report year. Any birth dates before the 15th are calculated by subtracting the year of birth from the report year. Any birth dates after the 15th are calculated by subtracting the year of birth from the report year and then subtracting 1 from that difference.</p> |
| | | | <p>Missing Value: Blank, if unknown.</p> |

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| | | | <p>Edit Specs: Error if computed age is negative or if >110 Warning if computed age is < 14 or > 90</p> |
| | | | <p>Format: Numeric, 8 place integer</p> |
| | | | <p>Updates: Expanded to four-digit format, year 2000 file conversions, September 1998; July 2006 age for warning;</p> |
| 7 | 20 | Ethnicity | <p>Definition: Field Deleted</p> |
| | | | <p>Codes/Notes: 1 - Non-Resident Alien</p> |
| | | | <p>2 - Black, non-Hispanic</p> |
| | | | <p>3 - American Indian or Alaskan Native</p> |
| | | | <p>4 - Asian or Pacific Islander</p> |
| | | | <p>5 - Hispanic</p> |
| | | | <p>6 - White, non-Hispanic</p> |
| | | | <p>THIS FIELD HAS BEEN PHASED OUT</p> |
| | | | <p>ONLY BLANKS WILL BE ACCEPTED BEGINNING IN FY2010-11</p> |
| | | | <p>PLEASE REPORT RACE/ETHNICITY IN FIELDS 14-20</p> |
| | | | <p>Missing Value: Blank, if unknown.</p> |
| | | | <p>Edit Specs: Error if > 6.</p> |
| | | | <p>Format: Numeric, 1 place integer</p> |
| | | | <p>Updates: June 1996; modified edits related to tuition classification, July 2002. Replaced in FY2010-11 with individual race/ethnicity columns.</p> |

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| 8 | 21 | Student ID | <p>Definition: A number that uniquely identifies a student at an institution. Wherever possible, this should be the nine digit social security number assigned to an individual under the Federal Insurance Contribution Act. Social Security rules currently exclude use of numbers that are < 000000100 or >= 800000000</p> |
| | | | <p>Codes/Notes: If the Student Identification Number is assigned, the number should be used in all future reports by the institution for that student unless corrected or replaced by Social Security Number. Note: Use of an SSN is the only way CCHE can track a student for retention and graduation analyses across institutions.</p> |
| | | | <p>If an individual's social security number is not available for use by an institution, the institution may report any student identification number up to 9 characters that is unique for that student. The institution also must report the Student Identification Type as "1," indicating that this number is not a Social Security Number.</p> |
| | | | <p>Hyphens are not entered as part of the identification number.</p> |
| | | | <p>Missing Value: Does not apply; field must be completed.</p> |
| | | | <p>Edit Specs: Error if blank. If Student Identification Type is 0 or blank, error if value contains alpha characters or the last 6 digits are all zeroes or is < 000000100 or >= 800000000—This edit to be implemented with submissions for FY04 and modified to 900000000+ (vs 800000000+) December 2011.</p> |
| | | | <p>Format: Alphanumeric, 9-place integer</p> |
| | | | <p>Updates: July 1988; edit specs modified July 2003; Dec 2011 - changed upper limit from 800000000;</p> |

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| 9 | 30 | Student ID Type | <p>Definition: The indicator to classify the Student Identification Number as believed to be either a social security number or a institutional-assigned identification number.</p> <hr/> <p>Codes/Notes: 0 – Indicates that the Student Identification Number is believed to be a social security number</p> <hr/> <p>1 – Indicates that the Student Identification Number is NOT a social security number.</p> <hr/> <p>Missing Value: Blank Not acceptable</p> <hr/> <p>Edit Specs: Must be "0" or "1" Error if blank</p> <hr/> <p>Format: Numeric, 1 place</p> <hr/> <p>Updates: Implemented, FY2004</p> |
| 10 | 31 | Student Level | <p>Definition: The level at which a student is classified during the term which is being reported, based upon the total credits obtained toward completion of a degree/certificate program.</p> <hr/> <p>Codes/Notes:</p> <hr/> <p>UNDERGRADUATE:</p> <p>Degree-Seeking</p> <p>11 - First Year (freshman)</p> <p>12 - Second Year (sophomore)</p> <p>13 - Third Year (junior)</p> <p>14 - Fourth Year & Beyond (senior)</p> <p>15 - Unclassified</p> <p>16 - Undergraduate Certificate with a Bachelor's</p> <hr/> <p>Non-Degree-Seeking</p> <p>19 - Non Degree-Seeking Undergraduate Students Without a Bachelor's Degree</p> |

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

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| | | <p>- First-time is based on the Registration Status field and requires a code of 1. - Full-time classification is derived from the sum of three credit hour fields (resident instruction + ESP + other); vocational hours are included in RI or other credit hours) and the total must be at least 12 credit hours. - The degree-seeking criterion is based on the Student Level field and requires a student be reported with either code 11, 12, 13, 14, or 15, acknowledging college credit earned for work done during high school through concurrent enrollment and/or AP/IB.</p> |
| | | <p>Students reported with a student level of 33 should be coded with a program type = 8.</p> |
| | | <p>Codes 16 and 34 valid only for Enrollment and Financial Aid Files, not for Teacher Education File.</p> |
| | | <p>Missing Value: Does not apply; field must be completed. Exception: Not submitted on the Degrees Granted file.</p> |
| | | <p>Edit Specs: - Error if not a valid code; codes 16 and 34 valid only for Enrollment and Financial Aid Files. - For 2 year programs, only 11, 12, 15, 19, and 20 are valid. - Error if not in admitted status - Error will be generated for code "54" as an explanation is required</p> |
| | | <p>Format: Numeric, 2 place integer</p> |
| | | <p>Updates: December 1989; removed code for Extended Studies Program, June 1991; added cumulative credit hour range verification with student level, June 1996; reconfigured structure, added codes 16, 20, 33, and 34, and deleted codes 35 and 36, July 2002; Dec 2009 replaced code 21, 32 with 52,53,54; Updated 5/10/2013 to allow for non-degree codes in educator preparation; Updated 8/16/2013 to remove Regis only references for codes 16 & 34 and to clarify code 20; added code 22, Feb 2015</p> |

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| 11 | 33 | Program Code | <p>Definition: For Enrollment and Degrees Awarded file: The program code that identifies the student's stated program at the time of the data report, where program code is defined as the assigned classification of instructional program code associated with the approved program. For Student Course Enrollment file: The six-digit Classification of Instructional Program (CIP) code that identifies the specific field of the student course enrollment. CIP Code does not need to correspond to approved degree/certificate programs for the institution.</p> <hr/> <p>Codes/Notes: Formerly called major. The six-digit Classification of Instructional Program (CIP) code that identifies the specific field of study the individual is enrolled in.</p> <hr/> <p>For the Student Course Enrollment file, this does not correspond to the approved list of degree programs. This field will describe the course of enrollment.</p> <hr/> <p>For the Degrees File, refer to the list of operating postsecondary programs for valid CIP codes approved for an institution. This list is different from the Approved Postsecondary Degree Publication and includes programs still eligible to report degrees during phase-out cycle. The institutional data contact person at each institution has the most recent copy of this list or you may request a correct copy of the list from the Commission.</p> <hr/> |
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| | | | <p>For the Undergraduate Applicant File and Enrollment File, students whose major is undeclared should be reported as '240102' except for CCCS institutions which use '999999' . This code is invalid on the Degrees Granted file. For students accepted in a undergraduate degree program or program area but whose specific major is undeclared, (e.g. Engineering), an institution may identify majors by the use of the appropriate program code in combination with program sequence code of '99'. (e.g. Engineering:140101 and program sequence code 99) The institution must offer the specific program at the baccalaureate level in order to report these discipline areas (e.g. cannot report pre-law since no undergraduate law program offered, cannot report pre-pharmacy if no pharmacy program is available on campus). If the student anticipates transferring into a program at another institution, this student must be reported in the liberal arts program, if offered, or as undeclared.</p> |
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| | | | <p>The program area reported in this field will be the primary program unit of analysis for federal reports, enrollment projections, and standard Commission reports.</p> |
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| | | | <p>Missing Value: Blank, only if non-degree seeking student.</p> |
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| | | | <p>Edit Specs: For Enrollment and Degrees Awarded: Error if code reported is not found in the list of DHE approved programs for the reporting institution. For Student Course Enrollment: Must be a valid 6-digit CIP code</p> |
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| | | | <p>Format: Alphanumeric, 6 integers</p> |
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| | | | <p>Updates: December 1989; August 2012 - updated language to specify that CIP is the degree program code</p> |

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| | | | <p>January 2015; - updated Undeclared Major should be reported as '240102' except for CCCS institutions which use '999999'</p> <p>Removed from definition old wording "99 + four digit cip code" replaced with wording for pre-program instructions when specific major is not yet know in conjunction with '99' sequence code. Dec. 2018</p> |
| 12 | 39 | TED Endorsement Area | <p>Definition: The Educator Preparation endorsement program in which the candidate is enrolled. Candidates may be enrolled in more than one endorsement program.</p> <p>Codes/Notes:</p> <p>01 Administrator (6.08)</p> <p>02 Agriculture, Food and Natural Resources (4.03)</p> <p>04 Audiologist, School (7.01)</p> <p>05 Business and Marketing Education (4.05)</p> <p>07 Counselor, School (7.09)</p> <p>19 Culturally and Linguistically Diverse Bilingual Education Specialist (4.23)</p> <p>21 Culturally and Linguistically Diverse Education (4.22)</p> <p>57 Dance Education (4.20)</p> <p>08 Drama Theatre Arts (4.07)</p> <p>09 Early Childhood Education (4.01)</p> <p>47 ECE Special Education (5.09)</p> <p>46 ECE Special Education: Specialist (5.05)</p> <p>10 Elementary Education (4.02)</p> <p>11 English Language Arts (4.09)</p> <p>12 Family and Consumer Sciences (4.12)</p> <p>48 Gifted Education, Core (5.06)</p> <p>55 Gifted Education, Director (6.06)</p> <p>54 Gifted Education, Specialist (5.07)</p> <p>14 Health (4.11)</p> <p>16 Instructional Technology (4.08)</p> <p>15 Instructional Technology Specialist (6.07)</p> <p>51 Librarian, Teacher (6.02)</p> <p>23 Mathematics (4.14)</p> <p>59 Mentor Teacher (4.24)</p> <p>58 Middle School math (4.23)</p> <p>24 Music (K-12) (4.15)</p> |

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| | | | 25 Nurse, School (7.05) |
| | | | 26 Occupational Therapist, School (11.02) |
| | | | 27 Orientation and Mobility Specialist, School(7.03) |
| | | | 28 Physical Education (4.16) |
| | | | 29 Physical Therapist, School (7.04) |
| | | | 30 Principal (3.03) |
| | | | 31 Psychologist, School (7.06) |
| | | | 32 Reading Specialist (6.04) |
| | | | 33 Reading Teacher (6.03) |
| | | | 34 Science (4.17) |
| | | | 35 Social Studies (4.18) |
| | | | 36 Social Worker, School (7.07) |
| | | | 45 Special Education Specialist: Deaf/Hard of Hearing (5.04) |
| | | | 44 Special Education Specialist: Visually Impaired (5.03) |
| | | | 41 Special Education, Director (6.05) |
| | | | 42 Special Education, Generalist (5.08) |
| | | | 43 Special Education, Specialist (5.02) |
| | | | 37 Speech (4.19) |
| | | | 38 Speech/Language Pathologist, School (7.08) |
| | | | 53 Technology Education (4.13) |
| | | | 40 Trade and Industry Education (4.21) |
| | | | 49 Undeclared or Unknown (no more than 5% of submission) |
| | | | 03 Visual Arts (4.04) |
| | | | 13 World Language (4.10) |
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| | | <p>If students are enrolled in more than one endorsement program, then they need to be shown as one record for each endorsement. Also, the “Educator Preparation File” is not just for “teacher endorsements.” It is for ANY program that qualifies an individual for any endorsement on a license to work in a P-12 school, like principals, school counselors, etc. If you are unsure what endorsement programs your institution is approved to offer, see the “List of Endorsement Codes by Institution” link below. Note that some endorsement programs are for initial licensure only, some are for add-on only (the candidate already has or is working on an endorsement for an initial license), and the others can be for either initial or add-on.</p> |
| | | |
| | | <p>(Administrator and Principal are “initial” when obtained for the first time, regardless of whether the candidate holds a teaching license.)</p> |
| | | |
| | | <p>List of Endorsement Codes by Institution (live validation list provided to confirm what endorsement areas are approved at your institution)</p> |
| | | |
| | | |
| | | <p>Missing Value: Blank not acceptable.</p> |
| | | |
| | | <p>Edit Specs: Error if a value is reported that is not an active endorsement area code</p> |
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| | | <p>Format: Alphanumeric, 2 place integer (leading zero)</p> |
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| | | | <p>Updates: For 2012 - Effective with files submitted September 2012, the following endorsements will no longer be reported in the Educator Preparation File because there is no reliable way to predict which of the candidates in these programs will go on to work in a K-12 setting: Audiologist, School Counselor, School Nurse, School Physical Therapist, School Occupational Therapist, Orientation and Mobility Specialist, School Psychologist, School Social Worker and Speech/Language Pathologist. In the cases where completers of these endorsements do go on to work in schools, DHE will still be able to link them to the institution that prepared them using the Enrollment and Degree Files in SURDS. These two files will also allow DHE to pull those educators who completed an education-related degree that was not paired with any endorsement, such as for professional development, moving up on their district's salary scale, etc.</p> |
| | | | <p>Updates: Effective AY2018-19 all candidates seeking endorsements as Special Service Providers (SSPs) should have a record in the file. The following endorsement areas are considered SSPs and should be included in the file if there are current candidates/completers at your institution.</p> |
| | | | <ul style="list-style-type: none"> o School Audiologist |
| | | | <ul style="list-style-type: none"> o School Counselor |
| | | | <ul style="list-style-type: none"> o School Nurse |
| | | | <ul style="list-style-type: none"> o School Occupational Therapist |
| | | | <ul style="list-style-type: none"> o School Orientation and Mobility Specialist |
| | | | <ul style="list-style-type: none"> o School Physical Therapist |
| | | | <ul style="list-style-type: none"> o School Psychologist |
| | | | <ul style="list-style-type: none"> o School Social Worker |
| | | | <ul style="list-style-type: none"> o School Speech-Language Pathologist |
| | | | |
| 13 | 41 | Term GPA | <p>Definition: Grade point average (GPA) that will be recorded in students' transcript for the current term at the reporting institution, computed at the end of the reported term. Based on a four point system.</p> |
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| | | <p>Codes/Notes: The grade point average should be reported on a four-point scale where the highest score equals 4 and 0 is the lowest. Report three decimal positions as shown in the format.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------|-----------|--|-------------|-----------|--|--|---|------|--|--|---|---|--|--|---|------|--|--|---|-----|--|--|---|------|--|--|---|---|--|--|---|------|--|--|----|-----|--|--|----|------|--|--|----|---|--|--|
| | | <p>Convert grade point averages that were not reported on a four point scale to a scale equivalent to:</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 4 - A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 3 - B | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2 - C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 - D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 0 - F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | with 4.00 the highest possible GPA and 0.0 the lowest. To convert a GPA: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"> <thead> <tr> <th>Grade Scale</th> <th>Divide By</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>3</td> <td>0.75</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>1.25</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>1.5</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>1.75</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>2.25</td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>2.5</td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>2.75</td> <td></td> <td></td> </tr> <tr> <td>12</td> <td>3</td> <td></td> <td></td> </tr> </tbody> </table> | Grade Scale | Divide By | | | 3 | 0.75 | | | 4 | 1 | | | 5 | 1.25 | | | 6 | 1.5 | | | 7 | 1.75 | | | 8 | 2 | | | 9 | 2.25 | | | 10 | 2.5 | | | 11 | 2.75 | | | 12 | 3 | | |
| Grade Scale | Divide By | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 0.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 1.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 1.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 1.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 2.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 2.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 2.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <p>Conversions for a GPA based on a scaling system other than above are left to the discretion of each institution. The only requirement is that the institution converts the grades to a four point system in a consistent manner.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <p>Conversions for a GPA based on a scaling system other than above are left to the discretion of each institution. The only requirement is that the institution converts the grades to a four point system in a consistent manner.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <p>Missing Value: Blank, if unknown.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <p>Edit Specs: - Error if < 0 or > 4.00. - Warning if field is 0.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | <p>Format: Alphanumeric, 1 place integer plus 3 place decimal (9V999) (decimal point is implied)</p> |
| | | | <p>Updates: Required missing GPA to be a blank, not zero, March 1998</p> |
| 14 | 45 | Student ID Inst | <p>Definition: A number that uniquely identifies a student at an institution. This number is assigned by the institution and is typically used in place of the Social Security Number.</p> |
| | | | <p>Codes/Notes: Hyphens are not entered as part of the identification number.</p> |
| | | | <p>Missing Value: Optional use determined by institution</p> |
| | | | <p>Edit Specs: None</p> |
| | | | <p>Format: Alphanumeric, 9-place integer or less</p> |
| | | | <p>Updates: July 1988; edit specs modified July 2003, December 2004, February 2005 and March 2005; Jan 2012 - New; July 2012 - New</p> |
| 15 | 54 | Race/Ethnicity Non Resident | <p>Definition: Definition:A flag that indicates whether the student is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.</p> |
| | | | <p>Codes/Notes: This is a yes/no field signifying the selection of this category. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)</p> |
| | | | <p>Missing Value: Does not apply; field must be completed.</p> |
| | | | <p>Edit Specs: Error if blank Error if not 1 or 0</p> |
| | | | <p>Format: Numeric, 1 place integer</p> |

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| | | | <p>Updates: Added – December 2009, Required beginning in Summer 2010; Modified Nov 2012 to conform to IPEDS definitions.</p> <p>http://nces.ed.gov/ipeds/glossary/?charindex=N</p> |
| 16 | 55 | Race/Ethnicity Hispanic | <p>Definition: A flag that indicates whether a student specified this ethnicity as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.</p> <p>Codes/Notes: This is a yes/no field signifying the selection of ethnicity categories. “1” specifies a “yes” response and “0” specifies a “no” response (or not completed)</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs: Error if blank Error if not 1 or 0</p> <p>Format: Numeric, 1 place integer</p> <p>Updates: Added – December 2009;</p> |
| 17 | 56 | Race/Ethnicity Native American | <p>Definition: A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.</p> <p>Codes/Notes: This is a yes/no field signifying the selection of race categories. “1” specifies a “yes” response and “0” specifies a “no” response (or not completed)</p> <p>Missing Value: Does not apply; field must be completed.</p> |

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| | | | <p>Edit Specs: Error if blank Error if not 1 or 0</p> <p>Format: Numeric, 1 place integer</p> <p>Updates: Added – December 2009;</p> |
| 18 | 57 | Race/Ethnicity Asian | <p>Definition: A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.</p> <p>Codes/Notes: This is a yes/no field signifying the selection of race categories. “1” specifies a “yes” response and “0” specifies a “no” response (or not completed)</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs: Error if blank Error if not 1 or 0</p> <p>Format: Numeric, 1 place integer</p> <p>Updates: Added – December 2009;</p> |
| 19 | 58 | Race/Ethnicity Black | <p>Definition: A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.</p> <p>Codes/Notes: This is a yes/no field signifying the selection of race categories. “1” specifies a “yes” response and “0” specifies a “no” response (or not completed)</p> <p>Missing Value: Does not apply; field must be completed.</p> |

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| | | | <p>Edit Specs: Error if blank Error if not 1 or 0</p> <p>Format: Numeric, 1 place integer</p> <p>Updates: Added – December 2009;</p> |
| 20 | 59 | Race/Ethnicity Pacific Islander | <p>Definition: A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.</p> <p>Codes/Notes: This is a yes/no field signifying the selection of race categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs: Error if blank Error if not 1 or 0</p> <p>Format: Numeric, 1 place integer</p> <p>Updates: Added – December 2009</p> |
| 21 | 60 | Race/Ethnicity White | <p>Definition: A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.</p> <p>Codes/Notes: This is a yes/no field signifying the selection of race categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)</p> |

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| | | | <p>Missing Value: Does not apply; field must be completed.</p> |
| | | | |
| | | | <p>Edit Specs: Error if blank Error if not 1 or 0</p> |
| | | | |
| | | | <p>Format: Numeric, 1 place integer</p> |
| | | | |
| | | | <p>Updates: Added – December 2009;</p> |
| | | | |
| 22 | 61 | Alt Cert Enrollment | <p>Definition: Field Deleted</p> |
| | | | |
| | | | <p>Codes/Notes: (Edited 9/24/2012); Also, for institutions that are designated agencies, report candidates even if they are not reported on the SURDS enrollment file. This will be true for some public institutions that, for example, do not consider Alternative Licensure Candidates to be enrolled in credit-bearing coursework. This may also include students who are enrolled as non-credit students through the institution’s Extended Studies unit.</p> |
| | | | |
| | | | |
| | | | <p>NO LONGER UTILIZED BY DHE PLEASE LEAVE BLANK</p> |
| | | | |
| | | | <p>ONLY BLANKS WILL BE ACCEPTED BEGINNING IN 2016-2017</p> |
| | | | |
| | | | |
| | | | <p>Does not apply; field must be completed. Error if not 0 or 1 for a listed institution.</p> |
| | | | |
| | | | <p>Error if blank (Effective 2011-12)</p> |
| | | | <p>Error if not 1 or 0</p> |
| | | | <p>Error if 1 and not CCU, MSUD, UCCS, UCD, WSCU</p> |
| | | | |
| | | | <p>Numeric, 1 place integer</p> |
| | | | |
| | | | |
| | | | <p>Missing Value:</p> |
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| | | | <p>Edit Specs:</p> |
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| | | | <p>Format:</p> |

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| | | | Updates: | | |
| | | | Added – July 2011; Added CSU-Pueblo & DU - Feb 2012; Removed CSU-Pueblo, DU & Regis – Sept 2012; Added UCD – Sept 2012; Removed Regis - May 2013; Field Deleted - June 2017 | | |
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| 23 | 62 | Inst Recommendation | <p>Definition: Did the candidate complete your IHE’s licensure/endorsement program requirements and was the candidate eligible to receive an institutional recommendation for licensure/endorsement? This does not require that the candidate received an Institutional Recommendation, just that the candidate was eligible to receive it and that the candidate completed your IHE’s licensure/endorsement program. Also, it is possible for a candidate enrolled in a master’s degree, for instance, that is paired with an endorsement program, to complete the requirements of the endorsement program portion (and be eligible for an Institutional Recommendation) but not complete the master’s degree—this candidate should still be reported as a “1” in this field. Alternative licensure candidates should NOT be reported in this enrollment file; alternative licensure candidates are reported separately in the Designated Agency Data Collection, which is administered by the Colorado Department of Education. Mark this field as “yes” only for the term in which the candidate completed a particular licensure/endorsement program and became eligible for an institutional recommendation; all preceding terms during which the candidate was enrolled for this particular license/endorsement must be marked “no”.</p> <p>Codes/Notes: This is a yes/no field. “1” specifies a “yes” response and “0” specifies a “no” response.</p> <p>Several institutions offer educator preparation globally through distance programs and typically only report Colorado residents.</p> <p>Missing Value: Does not apply; field must be completed.</p> <p>Edit Specs: Error if blank (Effective 2011-12) Error if not 1 or 0</p> <p>Format: Numeric, 1 place integer</p> |
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| | | | <p>Updates: Added – July 2011; Updated August 2012: This field is a proxy for “program completer.” At the August 10, 2012 DAG meeting it was decided not to change this field to bring this definition of “completer” in line with the federal Title II definition, which prohibits use of passage of the state content tests (PLACE or Praxis II) as criteria for having met all program requirements. Instead, CDE and DHE will follow up with USDOE Title II folks to see if they can change their definition to match this. Also, when it comes to state reporting requirements on the effectiveness of educator preparation programs [per C.R.S. 23-1-121(6)], if you code a candidate as “1” in Field 22 (Completer) then you are claiming that individual as a completer of your program for future program effectiveness analyses.</p> |
| 24 | 63 | Initial Licensure | <p>Definition: Was the student who completed all the program requirements in Field 23 in an initial licensure or add-on endorsement program? “Initial licensure program” means an endorsement program that is preparing someone to be an educator who has never held an educator license previously. “Add-on” endorsement program means an endorsement program that was completed at the same time as an initial program or after an initial program-- that is the candidate was working towards initial licensure in one endorsement and an add-on endorsement simultaneously (such as an initial licensure program in Elementary Education and is adding onto that an endorsement in Special Education Generalist) or the candidate was an already licensed teacher coming back for an additional endorsement. This field is only for those candidates who received a “1” in Field 23, that is they completed the requirements of the endorsement program.</p> |
| | | | <p>Codes/Notes: This is a yes/no/does not apply field. Field 24 may be a 1, 0 or blank.</p> |
| | | | <p>Codes/Notes: This is a yes/no/does not apply field. Field 24 may be a 1, 0 or blank.</p> |
| | | | |
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| | | <p>"1" specifies that the student – program data for this row of the file represent an initial licensure program and</p> |
| | | <p>"0" specifies an add-on endorsement.</p> |
| | | <p>Please note that the following endorsements are only available as add-on endorsements and must be coded "0" in field 24; these endorsements cannot be marked as initial licensure:</p> |
| | | <p>19 Culturally and Linguistically Diverse Bilingual Education Specialist</p> |
| | | <p>21 Culturally and Linguistically Diverse Education</p> |
| | | <p>48 Gifted Education, Core</p> |
| | | <p>55 Gifted Education, Director</p> |
| | | <p>54 Gifted Education, Specialist</p> |
| | | <p>15 Instructional Technology Specialist</p> |
| | | <p>51 Librarian, Teacher</p> |
| | | <p>32 Reading Specialist</p> |
| | | <p>33 Reading Teacher</p> |
| | | <p>41 Special Education, Director</p> |
| | | <p>43 Special Education, Specialist</p> |
| | | <p>Blank specifies that the student was not a completer (is still enrolled) and this field does not apply</p> |
| | | <p>Also, just to try and prevent confusion, a "license" is the initial piece of paper that someone gets to be an educator (teacher, principal, etc.). The "endorsement" is a stamp on the license to be a certain type of teacher. So, for instance, a candidate who has never been a teacher before and completes both Science (8.17) and Culturally & Linguistically Diverse (8.23) gets a CDE teaching license with the endorsements "Secondary Science" (which would be the initial endorsement) and "Culturally & Linguistically Diverse Education," (which would be the add-on endorsement) which would allow that person to teach high school science and also work with students who don't speak English as their first language. A veteran teacher who completes your institution's Principal (3.03) preparation program, gets their initial Principal License, which is different than a teaching license.</p> |
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| There are three allowable combinations of Fields 23 and 24: | | | |
| | | | |
| <u>Field 23</u> | <u>Field 24</u> | <u>Signifies</u> | |
| 1 | 1 | Completed an initial licensure program | |
| 1 | 0 | Completed an add-on endorsement (candidate was already licensed) | |
| 1 | Blank | Error | |
| 0 | Blank | Valid | |
| 0 | Not Blank | Error | |
| | | | |
| Examples: | | | |
| Mary is enrolled in an undergraduate program in elementary education and is eligible for institutional recommendation for licensure. | | | |
| | | | |
| Field 12 | Field 23 | Field 24 | |
| (Endorsement Area) | (Completer) | (Initial) | |
| 10 | 1 | 1 | |
| | | | |
| ***** | | | |
| Frank is enrolled in an undergraduate program in elementary education but has not yet fulfilled the requirements necessary to be eligible for institutional recommendation for licensure. | | | |
| | | | |
| | Field 23 | Field 24 | |
| Field 12 | | | |
| 10 | 0 | Blank | |
| | | | |

Juanita is enrolled in a graduate program to obtain an additional endorsement in reading but hasn't yet completed the program requirements. She already has an initial license.

| | | | |
|----------|----------|----------|--|
| | Field 23 | Field 24 | |
| Field 12 | | | |
| 32 | 0 | Blank | |

Once Juanita completes the requirements for institutional recommendation for her additional endorsement in reading, the report becomes:

| | | | |
|----------|----------|----------|--|
| | Field 23 | Field 24 | |
| Field 12 | | | |
| 32 | 1 | 0 | |

Alicia enrolls in a graduate degree program to obtain an initial license in elementary ed simultaneously with a master's degree. She has completed all the requirements to be eligible for institutional recommendation for initial licensure but has not completed her master's degree. She is reported as being an initial license program completer.

| | | | |
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| | Field 23 | Field 24 | |
| Field 12 | | | |
| 10 | 1 | 1 | |

| | | | |
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| | | <p>Jen is enrolled in an undergraduate program in elementary education and working on the requirements for an endorsement in CLD, which is only offered as an additional endorsement. Jen simultaneously completes the requirements for her initial license in elementary education and the CLD endorsement and is eligible for institutional recommendation in both. Note: If students are enrolled in more than one endorsement program then they need to be shown as one record for each endorsement.</p> | |
| | | | |
| | | Field 23 | Field 24 |
| Field 12 | | | |
| 10 | 1 | 1 | |
| 21 | 1 | 0 | |
| | | | |
| ***** | | | |
| | | <p>Ebony has just completed an elementary education program with a dual endorsement in special education for initial licensure.</p> | |
| | | | |
| Field 12 | Field 23 | Field 24 | |
| 10 | 1 | 1 | |
| 42 | 1 | 1 | |
| | | | |
| <p>Missing Value: Blank acceptable if field 23 is 0, otherwise must be 1 or 0</p> | | | |
| <p>Edit Specs: Error if not 1, 0 or blank Error if blank and field 23 is "1" Error if value is not blank and Field 23 is "0"</p> | | | |
| <p>Format: Numeric, 1 place integer</p> | | | |
| <p>Updates: Added – July 2012; Updated July 2019</p> | | | |
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| | | | Missing Value: Blank acceptable if field 23 is 0, otherwise must be 1 or 0 |
| | | | |
| | | | Edit Specs: Error if not 1, 0 or blank Error if blank and field 23 is "1" Error if value is not blank and Field 23 is "0" |
| | | | |
| | | | Format: Numeric, 1 place integer |
| | | | |
| | | | Updates: Added – July 2012; Updated Sept 2012 |