SURDS Undergraduate Applicant File Field Definitions

Field #	Starting Position	Field Name	Field Definitions/Descriptions
1	1	Record Type	**Definition:** A flag that indicates which record type is being reported.
			Codes/Notes: Enrollment=1, UAF=2, Degrees=3, Financial Aid=4, Student Course=5, Educator Preparation=6, Credit Prior Learning=C
			Missing Value: Does not apply; field must be completed.
			Edit Specs: File specific value.
			Format: AlphaNumeric, 1 place integer
			Updates: CPL = 8 added June '23
2	2	Institution Code	**Definition:** The unique code designations for Colorado postsecondary institutions.
			Codes/Notes: The number assigned to each higher education institution identifying an institution with a 4-digit institutional code. See Institution Code in Glossary.
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if a value is reported that is not the code assigned to the reporting institution.
			Format: Alphanumeric, 4 characters
			Updates: July 1987

3	6	Report Term	**Definition:** The enrollment period identified by the term on which the data are based
			Codes/Notes: 1 - Summer
			2 - Fall
			3 - Winter (only for institutions on a quarter system)
			4 - Spring
			5 - Interim
			9 - Total report year (Only used in Financial Aid reporting)
			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.
			For Financial Aid file: Term is 9, FA file is a fiscal year file beginning with Fall data and ending with trailing summer data
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if term value is anything other than 1,2,3,4,5,9
			Format: Numeric, 1 place integer (T)
			Updates: Expanded to four-digit format, year 2000 file conversions, September 1998.
			Simplified text of definition section and removed term & year examples dating back to a previous data element format. Also corrected edit spec section to show that '9' is acceptable. Dec, 2018

4	7	Report Year	**Definition:** The enrollment period identified by the calendar year on which the data are based (YYYY) The year in which the term occurs. When the term code is "9" which signifies the total report year, use 4 digits of the fiscal year of the report period. The fiscal year is derived by the following. If the term is =3, the fiscal year is the same as the report year. If the term is =2, the fiscal year equals the report year + 1.
			Codes/Notes:
			AY 2018 and FY 2018 matrix Example

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

Missing Value: Does not apply; field must be completed.

Edit Specs: Error if year value does not represent current reporting year.

Format: Numeric, 4 place integer (YYYY)

Updates: Expanded to four-digit format, year 2000 file conversions.

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

5	11	Student ID	**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

			Codes/Notes: If the Student Identification Number is assigned, the number should be used in all future reports by the institution for that student unless corrected or replaced by Social Security Number. Note: Use of an SSN is the only way CCHE can track a student for retention and graduation analyses across institutions.
			If an individual's social security number is not available for use by an institution, the institution may report any student identification number up to 9 characters that is unique for that student. The institution also must report the Student Identification Type as "1," indicating that this number is not a Social Security Number.
			Hyphens are **not** entered as part of the identification number.
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank. If Student Identification Type is 0 or blank, error if value contains alpha characters or the last 6 digits are all zeroes or is < 000000100 or >= 800000000— This edit to be implemented with submissions for FY04 and modified to 900000000+ (vs 800000000+) December 2011.
			Format: Alphanumeric, 9-place integer
			Updates: July 1988; edit specs modified July 2003; Dec 2011 - changed upper limit from 800000000;
6	20	Gender	**Definition:** The gender of the individual.
			Codes/Notes: 1 - Male
			2 - Female
			Formerly identified as sex.

			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 2001Enrollment 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.
			Missing Value: Blank, if unknown.
			Edit Specs: Error if not blank or not = '1' or '2'.
			Format: Numeric, 1 place integer
			Updates: October 31, 1985; modified IPEDS proration methodology, March 2002.
			Modified to better communicate how unknown gender is reported to IPEDS. Dec. 2018
7	21	Date Of Birth	**Definition:** The date of birth as designated on the individual's legal birth registration or certificate.
			Codes/Notes: YYYYMMDD
			YYYY = four-digit year of birth
			MM = two-digit month of birth
			DD = two-digit day of birth
			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.
			Missing Value: Blank, if unknown.

				Edit Specs: Error if computed age is negative or if >110 Warning if computed age is < 14 or > 90
				Format: Numeric, 8 place integer
				Updates: Expanded to four-digit format, year 2000 file conversions, September 1998; July 2006 age for warning;
8	29	Ethnicity		**Definition:** Field Deleted
				Codes/Notes: 1 - Non-Resident Alien
				2 - Black, non-Hispanic
				3 - American Indian or Alaskan Native
				4 - Asian or Pacific Islander
				5 - Hispanic
				6 - White, non-Hispanic
				THIS FIELD HAS BEEN PHASED OUT
				ONLY BLANKS WILL BE ACCEPTED BEGINNING IN FY2010-11
				PLEASE REPORT RACE/ETHNICITY IN FIELDS 14-20
				Missing Value: Blank, if unknown.
				Edit Specs: Error if > 6.
				Format: Numeric, 1 place integer
				Updates: June 1996; modified edits related to tuition classification, July 2002. Replaced in FY2010-11 with individual race/ethnicity columns.
9	30	Student Level		**Definition:** The level at which a student is classified during the term which is being reported, based upon the total credits obtained toward completion of a degree/certificate program.

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

				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.
				Students reported in the IPEDS Graduation Rate Survey and DHE's Quality Indicator System cohorts must meet three criteria:
				be reported as first-time, full-time, and degree-seeking.
				- 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.
				Students reported with a student level of 33 should be coded with a program type = 8.
				Codes 16 and 34 valid only for Enrollment and Financial Aid Files, not for Teacher Education File.
				Missing Value: Does not apply; field must be completed. Exception: Not submitted on the Degrees Granted file.

			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
			Format: Numeric, 2 place integer
			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
10	32	Tuition Classification	**Definition:** Classification of student for the purpose of tuition assessment. Institutions must be in compliance with DHE's FTE Reporting Guidelines and Procedures implemented for FY2003. Also see page on Tuition Classification—Detail.
			Codes/Notes: 1 - In-state-Colorado resident
			2 - Out-of-State
			3 - Unclassified--allowable only for students enrolled exclusively cash-funded courses. **Use this value only when in- or out-of-state residency is not available.** Students enrolled in state-funded extended campus courses should have a tuition classification of 1 or 2
			Special treatment of out-of-state student groups as provided for by Colorado statutes summarized in Tuition Classification Detail field:
			Missing Value: Does not apply; field must be completed.

			Edit Specs: - Error if value > 3. - Error if 3 and resident instruction hours are greater than 0.
			Format: Numeric, 1 place integer
			Updates: June 1991; added code 4 on limited basis, July 2002; deleted code 4, FY2004
11	33	Program Code	**Definition:** For Enrollment and Degrees Awarded file: The program code that identifies the student's stated program at the time of the data report, where program code is defined as the assigned classification of instructional program code associated with the approved program. For Student Course Enrollment file and Credit Prior Learning file: The six-digit Classification of Instructional Program (CIP) code that identifies the specific field of the student course enrollment. CIP Code does not need to correspond to approved degree/certificate programs for the institution.
			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.
			For the Student Course Enrollment file and Credit Prior Learning file, , this does not correspond to the approved list of degree programs. This field will describe the course of enrollment.
			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.

				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.
				The program area reported in this field will be the primary program unit of analysis for federal reports, enrollment projections, and standard Commission reports.
				Missing Value: Blank, only if non-degree seeking student.
				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
				Format: Alphanumeric, 6 integers
				Updates: December 1989; August 2012 - updated language to specify that CIP is the degree program code

			January 2015; - updated Undeclared Major should be reported as '240102' except for CCCS institutions which use '999999'
			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
12	39	Program Sequence Number	**Definition:** The assigned sequence number that will differentiate programs classified by the same CIP code and degree level at an institution.
			Codes/Notes: Formerly called Major Sequence Number.
			For the majority of programs this field will be blank since the sequence number is assigned only to a small number of programs. Refer to the list of operating postsecondary programs for valid CIP codes and sequence numbers approved for an institution. Please contact the Commission Office for the most recent copy of this list.
			Where the major sequence is required, the number should be reported in 2 digit format (i.e. 02, 03, etc.) The program sequence code '99' is reserved for pre-programs(pre-nursing, pre-engineering, etc) CCCS institutions may submit alpha character sequence codes
			Missing Value: Blank, if not applicable.
			Edit Specs: Error if the Program Code and Program Sequence Number do not match the institution's approved program list for the reporting institution.
			Format: Numeric, 2 characters
			Updates: December 1989
13	41	Registration Status	**Definition:** This classification divides students into three major categories—first-time, transfer, and continuing/readmit—and three smaller groups: high school concurrent, summer only, and study abroad.

			Codes/Notes: 1 - First-Time
			3 - Transfer
			5 - Continuing or Readmit
			6 - Study abroad, with no hours of any kind
			7 - High school concurrent
			9 - Summer Only
			Missing Value: Unacceptable, must be completed.
			Edit Specs: See matrix with student level (Figure II). UAF: 1, 3, 5, 7, and 9 valid; 5, 7, and 9 are excluded from admission standard calculations. 5 valid only if student is on the UAF for assessment only. Value 6 valid only if total hours = zero. Value 9 valid only in summer terms. Cannot be 1st time (1) at the same level (undergrad, grad) in the same institution more than once unless summer and immediately following fall Error if not in admitted status
			Format: Alpha-numeric, 1 place integer
			Updates: October 1985; Restructured field
			The values as listed and defined are not necessarily mutually exclusive. Therefore determining the proper value requires using a hierarchical decision rule.
			If the student is a HS concurrent (including fast track, including PSEO, including those that are neither) in the term, code as 7, HS concurrent. May be in their first term at your institution or not. May be degree-seeking or not. Definition: Students age 18 or younger who have not graduated from HS or earned a GED.
			ELSE if summer only, code as 9. Definition: Students in this category cannot automatically continue on to the fall or spring term without applying for admission. May be their first summer term at your institution or not. Legal value only for summer terms. Generally non-degree only.
			ELSE, if enrolled for no hours, on file only due to Study Abroad participation, report as 6

			ELSE, if reporting for fall, was the student a registration-type 1 or 3 on the immediately prior summer term file? The student must be enrolled in the fall.
			If yes, report as the same code in fall (1 or 3) and STOP
			If no, go on
			ELSE, decide if this term is the student's first term at your institution at the current level, where level is undergrad or grad as defined in the STUDENT LEVEL values
			If no (current term not the first term at your institution at this level), ·Were all prior terms at your institution as a HS concurrent? ·If no, has any prior terms at your institution not as a HS concurrent, or don't know, report as 5, continuing/readmit. ·If yes, ·Has the student earned college credit at any other institution, at the current level (grad or UG), since HS? ·If no or don't know, report as 1, first time. ·If yes, report as 3, transfer.
			If yes (current term was first term at your institution at this level) ·Has the student earned college credit at any other institution since HS? ·If no or don't know, report as 1, first time ·If yes, report as 3, transfer
			Finally, if the process above yields a 5/continuing, is the student considered a new transfer at your institution this term? This occurs in some institutions when students formally apply to (that is, apply to, are admitted to, then enroll in) a degree program from non-degree status.
			If yes (student considered a new transfer by the institution), report as 3, transfer
			Note that a student could conceivably be reported as a 3 on files for several terms– 1 or 2 terms as a new non-degree undergrad [a summer file and a fall file] with prior work elsewhere after HS, 1 or 2 terms as a transfer from UG non-degree to degree, 1 or 2 more as a transfer to graduate level non-degree work with prior grad work elsewhere, and 1-2 more from grad non-degree to degree.

			Students reported as 3's/transfers in undergrad degree programs (levels 11-15) on the enrollment file who were previously enrolled as non-degree students at the same institution (except as high school concurrents) must be reported on the UAF as transfers with prior institution code = own institution code.
			Changes effective with files for summer 2003 (FY 2003-04)
			·HS concurrent given a separate value, which takes precedence over all else and includes continuing HS concurrents. Students with value 7 HS Concurrent would usually have been 2's or 5's or 4's in the old scheme with program type 5. ·Summer only separated and includes continuing. In old scheme would usually have been 2's with program type 6. ·New value for study abroad only. Would probably not have been on the file before. ·Old value 4, readmit, dropped – value 5, continuing, becomes continuing AND readmit ·Old value 2, first-time other, dropped. Some students who would have been 2's before would be 1's in the revised scheme, with student level 19, or 39 (non-degree). Others will be 3's now, if prior same-level post-HS work at another institution is known. This includes all level 20's.
14	42	State (Time of Entry)	**Definition:** Code reported in the Enrollment File identifies the state in which a student resided during the first term and will be used to identify state in which a student resided for the first enrolled term after admission to the institution for first time freshmen and transfer students when not available in UAF. This code does not indicate tuition classification since out of state students may reside in Colorado at time of application, and in state students may apply from out of state residences.
			Codes/Notes: See State Code table in Glossary.
			Mandatory for students reported with first time freshmen or transfer registration status in Enrollment file. When reporting UAF, state required for students with registration status of first-time freshmen or transfer and admission status of applicant, accepted, or assessed/enrolled.

			Missing Value: Blank acceptable if unknown, except if registration status = first-time freshmen or transfer.
			Edit Specs: - Error check on first time and transfer students only - Error if value not blank and is not a valid code listed above.
			Format: AlphaNumeric, 2 place integer
			Updates: Added code for U.S. Territories, March 1995
15	44	County (Time of Entry)	**Definition:** Code reported in the UAF that identifies the Colorado county for student in one of the following categories: 1.applicant, not enrolled, at four-year institution—report county applicant resided in at the time of application to the institution; 2.applicant, enrolled, at four-year institution—report county applicant resided in at time of application, if available, or for the first term of enrollment 3.enrolled and/or assessed students reported in two-year institution UAF—report county student resided in at time of most recent application, if available, or for the first term of enrollment
			Codes/Notes: 001 to 125 - Various Colorado Counties
			998 - Out of Country
			999 - Out of State
			Mandatory for first time freshmen or transfer students. This data element is normally available only for in state students. Some out of state students, however, may have Colorado permanent addresses, and in those cases, report the appropriate county code when possible. Otherwise use the out of state or out of country code as appropriate. Can be determined from the zip code of student's permanent address, if not able to be determined directly. When reporting UAF, county required for students with registration status of first-time freshmen or transfer and admission status of applicant, accepted, or assessed/enrolled.

			Missing Value: Blank, if unknown or unavailable except if registration status is first-time freshmen or transfer; students residing out of state should be reported as 999, not blank.
			Edit Specs: - Error if value not blank and not a valid code from county table. - Error check on first time students and transfer students.
			Format: AlphaNumeric, 3 place integer
			Updates: October 1985; Broomfield County added November 2001
16	47	Year of HS Grad	**Definition:** Four-digit year in which the student graduated from high school.
			Codes/Notes: NNNN - four-digit year of graduation
			9999 - did not graduate from high school and did not complete a GED
			If student has GED, then a GED score should be reported in the GED Score field on Undergraduate Applicant File and Year of High School Graduation should be left blank.
			If student is high school concurrent, report student in registration status as 7, and Year of High School Graduation should be left blank.
			If student did not graduate from high school or year of high school graduation is unknown, leave blank.
			Missing Value: Field required for all first-time and assessed students in UAF and first-time in the Enrollment File, except for GED admits.
			Edit Specs: - Error if alphanumeric. - Error when date of birth and high school graduation year missing. - Error if year of high school graduation > report year. - Error of year of high school graduation is < report year –60. - Warning when date of birth indicates recent high school graduation year.

			Format: Numeric, 4 character
			Updates: Expanded to four-digit format, year 2000 file conversions; updated missing information on July 2001.
17	51	Admission Status	**Definition:** For four-year institutions, the Undergraduate Applicant File collects data about all undergraduate applicants (i.e., first time or transfer) to an institution, as well as students for whom assessment activity must be reported. If the student is an applicant, this field indicates his/her final status: (1) applied but not accepted; (2) accepted but not enrolled after census date; (3) enrolled and did not withdraw before census date. Neither readmit or continuing students are to be reported on the Undergraduate Applicant File unless the student is being reported for assessment purposes only.
			Codes/Notes: 1 - applicant, a first time student who has formally requested admission to an institution, but has not been accepted.
			2 - accepted, a first time student who has been notified that he/she has been approved for enrollment to an institution, but has not enrolled.
			3 - enrolled, a student who has registered at the institution at which he/she was accepted and did not withdraw before census date. Newly enrolled students who are assessed should be reported with this code.
			8 - assessed student, but not enrolled at institution
			9 - assessed student, enrolled at institution as a continuing or readmitted student (e.g., non-degree-seeking to degree-seeking status).
			Missing Value: Does not apply, must be completed.
			Edit Specs: Error if value < 1 or > 3 except for 8 or 9.

			Format: Numeric, 1 place integer
			Updates: December 1989; added codes 8 and 9, FY2002
			July 2015; Removed "Code not applicable to two-year institutions." from codes 1 and 2
			July 2015; Removed "Two-year institutions use codes 3, 8 or 9 only." from Edit Specs
			wording clean up so that 'enrollment' definition and Code/notes sections are in sync. Dec. 2018
18	52	Program Type Indicator	**Definition:** Field Deleted
			Codes/Notes:
			Field Deleted
			Missing Value:
			Edit Specs: ONE SPACE
			Format: AlphaNumeric, 1 place
			Updates: Field Deleted
19	53	Transcript Type	**Definition:** Indicates the type of high school transcript that the student provides for admission purposes.
			Codes/Notes: 0 - Traditional U.S. high school transcript, listing courses, grades, and GPA.
			1 - International high school transcript conferred by a high school operating outside the United States
			2 - Performance or competency-based transcript, listing performance levels within content areas.
			3 - Combination transcript that includes both traditional grading and performance-based evaluation.
			4 - Portfolio assessment without an accompanying transcript.
			5 - Home school transcript, not validated by the appropriate school district
			9 - Missing transcript, student did not furnish a transcript

			Under DHE policy, students who receive a traditional transcript (0) and meet or exceed the index score associated with the institution to which they applied will meet the admission standards. Students who receive an international transcript (1) are exempt from the standards. Students who receive a performance-based transcript (2 or 3) will meet the admission standards of the institutions participating in the pilot project. Institutions may admit students who provide a portfolio (4) in place of a transcript or who provide a home school transcript (5) or who fail to provide a transcript (9), but these students will be considered window students. This field is applicable to first-time students and students who are transferring less than 12 hours.
			It is the institution's responsibility to assess transcripts and to be able to justify to an auditor whether or not a transcript is classified as "international." A non-resident alien could present a traditional U.S. high school transcript. A U.S. military dependent could present a traditional U.S. high school transcript from an American school operating outside the United States.
			Missing Value: Must be completed.
			Edit Specs: Error if > 5 and < 9; error if >9. Error if not in admitted status
			Format: Numeric, 1 place integer
			Updates: Field converted from International Transcript to accommodate performance-based, alternative transcript, and high school pilot study, June 1996; changed missing transcript code from blank to 9, July 2003.
20	54	High School Code	**Definition:** The code that identifies the secondary school from which a student graduated, comprised of a 2 digit state code plus a 4 digit institutional code.
			Codes/Notes:

				A high school code must be reported if the student is first-time or is enrolled through a PSEO or Fast Track program. Use the 6 digit American College Testing (ACT) number for Colorado high school codes. Do not enter the hyphens in the school codes from the table. Refer to the ACT website for an unknown high school code (http://www.act.org). Search for high school codes; select Colorado and enter known information about high school in question. If the high school does not have an entry on the ACT website, contact DHE for an assigned code.
				Use the following ACT code for a student who is home schooled: 969999.
				If a students achieve High School Equivalency thru GED: 960000
				If a students achieve High School Equivalency thru TASC: 960001
				If a students achieve High School Equivalency thru HiSET: 960002
				For students who graduated from high school in other states, enter at least the appropriate 2 digit state code in the first two positions and leave the rest of the field blank if the institution code is not available.
				Do **not** use 060000 to indicate an unknown Colorado high school. ACT has assigned this code to Adams City High School in Commerce City. For a Colorado high school graduate with an **unknown** high school, be sure to leave the last four positions **blank**.
				Beginning in 1992-93, community colleges must report this data element on the enrollment file, for any first time student who graduated from a Colorado high school within the previous three years.

			Missing Value: Blank acceptable if unknown, unavailable, except if student is 1) first-time freshman or assessed in Undergraduate Applicant File or 2) reported as first-time freshman or a high school concurrent in Enrollment File.
			Edit Specs: The field is divided into the state code (first two digits) and institution code (last four digits) for the edit. - Error if state code is not a valid code from the table on State page, unless student is homeschooled or GED - Error if state code is '06' and institution code is not a valid ACT code or four blanks for unknown. - Error if code is 069999; use code '06' followed by four blanks (left justified) if unknown Colorado high school code.
			Format: AlphaNumeric, 6 place integer
			Updates: Added reporting requirement for two-year institutions, December 1992; November 2011 - GED HS Code set to 960000 to match current practice; added TASC & HiSET codes Sept 2019
21	60	HS GPA	**Definition:**
			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. Convert grade point averages that were not reported on a four point scale to a scale equivalent to:
			4 - A
			3 - B
			2 - C
			1 - D
			0 - F
			with 4.00 the highest possible GPA and 0.0 the lowest.
			To convert a GPA:

Grade Scale	Divide By		
3	0.75		
4	1		
5	1.25		
6	1.5		
7	1.75		
8	2		
9	2.25		
10	2.5		
11	2.75		
12	3		

Conversions for a GPA based on a scaling system other than above are left to the discretion of each institution. The only requirement is that the institution converts the grades to a four point system in a consistent manner.

Missing Value: Blank, if unknown

Edit Specs: - Error if < 0 or > 4.00. - Error if not in admitted status - Warning if field is 0.

Format: AlphaNumeric, 1 place integer plus 2 place decimal (9V99) (decimal point is implied)

Updates: Required missing GPA to be a blank, not zero, March 1998

22	63	ACT Flag	**Definition:** Source of the reported ACT composite.
			Codes/Notes:
			1. Test administered prior to October 1989, original ACT Assessment
			2. Test administered since October 1989, Enhanced ACT Assessment

			In fall 1989, the ACT Testing service revised the tests that comprise the standard ACT test for undergraduates. This field is used to identify the source or test type (original vs. enhanced) of the ACT composite reported on the undergraduate applicant file.
			Missing Value: Blank, if no ACT composite score reported
			Edit Specs: Error if value is < 1 or > 2. Error if blank and ACT: composite not blank Error if not in admitted status
			Format: Numeric, 1 place integer
			Updates: Replaced H.S. GPA—Academic variable with this field, with ACT Flag distinguishing between original and enhanced ACT, December 1989. Effective with the summer/fall 2002 UAF, refers to the ACT composite ONLY, not to the component scores (English, math, etc.), which may come from different test versions and/or administrations.
23	64	SAT Flag	**Definition:** Source of the SAT test scores reported for use in the admissions index
			Codes/Notes: In April 1995, the Educational Testing Service revised the scoring for the SAT Math and SAT verbal tests to recenter the scores. This field is used to differentiate between the two test series.
			1= Test administered prior to April 1995, Original SAT
			2= Test administered since April 1995, Recentered SAT
			3= Recentered score calculated from an Original SAT score
			4= Test administered March 2016 and after, Redesigned SAT

			The flag indicates source/version of the SAT verbal and SAT math scores, from a single SAT administration, reported for use in the admissions index, NOT the source/version of SAT-v and SAT-m used and reported for assessment, which may come from separate administrations and/or different test versions.
			Missing Value: Blank (no SAT scores reported for use in admissions index)
			Edit Specs: Error if value is < 1 or > 4. Error if blank and SAT: Verbal (Admissions Index) and SAT: Math (Admissions Index) not blank Error if not in admitted status
			Format: Numeric, 1 place integer
			Updates: Added code to distinguish recentered scores taken since April 1995 from those scores taken from SAT prior to April 1995, July 1995. Effective with the summer/fall 2002 file, applies only to the SAT scores reported for use in the admissions index, not those reported for assessment. Added "4=Test administered March 2016 and after, Redesigned SAT" Sept, 2016
24	65	Colo Guaranteed Admission	**Definition:**
			Codes/Notes: Field Deleted
			Field Deleted
			Missing Value: Field Deleted
			Edit Specs: ONE SPACE
			Format: AlphaNumeric, 1 place
			Updates: Field Deleted
25	66	HS Rank	**Definition:** The percentile in which a student is ranked within his/her high school graduating class as reported on the high school transcript.

			Codes/Notes: Allow for one decimal position as shown in the format. Also, note that this item represents a percentile, not a fraction and values cannot equal 0 or 100.
			99.9 highest percentile value
			00.1 lowest percentile value
			Calculation:
			1. Divide Rank by Graduating Class Size
			2. Subtract from 1.00
			3. Multiply by 100
			Example:

Graduating	Class Rank	Percentile	
250	33	86.8	
250	1	99.6	
250	250	0.1	

			Missing Value: Blank, if unknown or unavailable
			Edit Specs: Error if not blank and value < .1 or > 99.9 Error if not in admitted status
			Format: Numeric, two place integer plus one place decimal (99V9) (the decimal value is implied)
			Updates: October 1985
26	69	ACT Composite	**Definition:** Overall score achieved on ACT exam.
			Codes/Notes:
			Composite ACT score, computed as the arithmetic average of the four ACT subtest scores

			The ACT Composite Score may be based on multiple administrations of the test.
			ACT composite score as a whole number. When this score is reported, make sure and enter two trailing zeroes. For example, code a score of 19 as 1900; code a computed score of 19.7 as 1970.
			Beginning in October 1989, an enhanced ACT test was administered. While either version of the test may be used to determine the student's acceptance, indicate the version of the test from which the scores were taken in the ACT FLAG field.
			Missing Value: Blank, if unknown or unavailable
			Edit Specs: Error if not blank and value is < 1 or > 36 Error if blank and ACT subscores reported Error if blank and ACT flag not blank. Warning if blank and SAT scores blank if eligible for freshman standards at four-year institution. Error if score is not
			Format: Numeric, 4 digits; (99V99) (the decimal point is implied)
			Updates: December 1989; became required reporting and separated from subscores, July 2002. ; Updated, May 2013 to allow multiple administrations;
27	73	ACT English	**Definition:** Score achieved on ACT examination in English section that is used for assessment
			Codes/Notes: The ACT Score should be based **the highest component score regardless of administration** of the test.
			Missing Value: Blank, if unknown or unavailable

				Edit Specs: Error if not blank and value < 1 or > 36; also, error if blank and any of ACT: Math (Assessment), ACT: Science, ACT: Reading (Assessment) or ACT: Composite are not blank. Error if blank and Writing Assessment Indicator = '01'.
				Format: Numeric, 2 place integer
				Updates: December 7, 1989; became required reporting and separated subscores from composite to allow for differing test administrations, July 1, 2002. ; Updated, May 2013 to allow multiple administrations;
28	75	ACT Math		**Definition:** Score achieved on ACT examination in mathematics section that is used for assessment and used by institutions to calculate ACT composite (Field 25 of UAF)
				Codes/Notes: The ACT Score should be based **the highest component score regardless of administration** of the test.
				Missing Value: Blank, if unknown or unavailable
				Edit Specs: Error if not blank and value < 1 or > 36; also, error if blank and any of ACT: English (Assessment), ACT: Science, ACT: Reading (Assessment) or ACT: Composite are not blank. Error if blank and Math Assessment Indicator = '01'.
				Format: Numeric, 2 place integer
				Updates: June 1991; became required reporting and separated subscores from composite to allow for differing test administrations, July 2002. ; Updated, May 2013 to allow multiple administrations;
29	77	ACT Science		**Definition:** Score achieved on ACT examination in the science section and used by institutions to calculate ACT composite (Field 25 of UAF)

			Codes/Notes: The ACT Score should be based **the highest component score regardless of administration** of the test.
			Blank, if unknown or unavailable.
			Missing Value:
			Edit Specs: Error if not blank and value < 1 or > 36; also, error if blank and any of ACT: English (Assessment), ACT: Math (Assessment), or ACT: Reading (Assessment) or ACT: Composite are not blank.
			Format: Numeric, 2 place integer
			Updates: December 1989; became required reporting and separated subscores from composite to allow for differing test administrations, July 2002.; Updated, May 2013 to allow multiple administrations;
30	79	ACT Reading	**Definition:** Score achieved on ACT examination in the reading comprehension section that is used for assessment and used by institutions to calculate ACT composite (Field 25 of UAF)
			Codes/Notes: The ACT Score should be based **the highest component score regardless of administration** of the test.
			Missing Value: Blank, if unknown or unavailable.
			Missing Value: Blank, if unknown or unavailable.
			Edit Specs: Error if not blank and value < 1 or > 36; also, error if blank and any of ACT: English (Assessment), ACT: Math (Assessment), ACT: Science or ACT: Composite are not blank. Error if blank and Reading Assessment Indicator = '01'.
			Format: Numeric, 2 place integer

			Updates: December 1989; June 1991; became required reporting and separated subscores from composite to allow for differing test administrations, July 2002. ; Updated, May 2013 to allow multiple administrations;
31	81	SAT Verbal	**Definition:** The score achieved on the verbal or language section of the Scholastic Aptitude Test (SAT) exam that is used for the assessment decision. The March 2016 SAT redesign calls this "Evidenced-Based Reading and Writing". Combined with the SAT Math score, the calculated composite is used by DHE in the calculation of the index score. Report even if ACT scores also are available.
			Codes/Notes: The SAT Score should be based **the highest component score regardless of administration** of the test.
			Missing Value: Blank, if unavailable.
			Edit Specs: Error if not blank and value < 200 or > 800, or if not blank and SAT: Math (Admissions) is blank.
			Format: Numeric, 3 place integer
			Updates: July 1987; Updated, May 2013 to allow multiple administrations;
32	84	SAT Math	**Definition:** The score achieved on the mathematics section of the Scholastic Aptitude Test (SAT) exam that is used for the assessment decision. Combined with the SAT Verbal score, the calculated composite is used by DHE in the calculation of the index score. Report even if ACT scores also are available.
			Codes/Notes: The SAT Score should be based **the highest component score regardless of administration** of the test.
			Report even if ACT scores are also available.

			Missing Value: Blank, if unavailable.
			Edit Specs: Error if not blank and value < 200 or > 800, or if not blank and SAT: Verbal (Assessment) is blank.
			Format: Numeric, 3 place integer
			Updates: Implemented, July 2002; Updated, May 2013 to allow multiple administrations;
33	87	GED Score	**Definition:** Score achieved on the Tests of General Educational Development.
			Codes/Notes: The GED examination is a test of equivalency for the high school diploma. It is used as a measurement for students who do not have a high school diploma but have taken the GED. It is evaluated against the GED standards described in the DHE Admission Standards Policy.
			Beginning in January 2002, testing centers began administering a new version of the test. The differentiating identifier of the 2002 version is a three-digit score. Scores from the previous 1988 version cannot be combined with scores on the 2002 series (i.e., scores must be from the same version, either 1988 or 2002).
			Because the score from the 2002 version is three digits, convert that score to two digits for SURDS reporting by dividing it by 10. If necessary, round to the nearest integer, rounding .5 up.
			Missing Value: Blank, if unknown or unavailable.
			Edit Specs: Error if not blank and value < 20 or > 80; Year of High School Graduation must be blank if score reported in GED field. Error if not in admitted status
			Format: Numeric, 2 place integer

			Updates: Added error listing for age range, June 1996; added provisions for 2002 test, July 2002.
34	89	Date Last Attend	**Definition:** Field Deleted
			Codes/Notes: Field Deleted
			Field Deleted
			Missing Value: Field Deleted
			Edit Specs: SIX SPACES
			Format: AlphaNumeric, 6 places
			Updates: Field Deleted
35	95	Transfer GPA	**Definition:** The cumulative grade point average of a student from the previously attended postsecondary institutions prior to transfer used to determine admission status. Based on four point system.
			Codes/Notes: Convert grades that were not reported on a four point scale as described on H.S. GPA Transcript page.
			If a former special student or two year program student (for ASC and MESA) at the institution is reported as a transfer student entering a four year degree program, report the GPA earned by the student at the institution before transfer.
			Note the implied decimal point in the Format. For example, enter a GPA of 2.7 as '270'.
			Missing Value: Blank, if unknown or unavailable.
			Edit Specs: Error if not blank and < 0.01 or > 4.00. Error if not in admitted status Error if age is not between 17 and 20 Warning if all blank or less than 1.00.
			Format: AlphaNumeric, 1 place integer plus 2 place decimal (9V99) (decimal point is implied)
			Updates: July 1988

36	98	Transfer GPA Credit HR	**Definition:** The total credit hours from which the Transfer GPA was computed.
			Codes/Notes: To establish a statewide approach for reporting credit hours from which the Transfer GPA was computed, it is necessary that criteria be established. Individual admission offices have adopted slightly different policies regarding the calculation of transfer GPA and the credit hours on which the calculation is based. DHE does not intend to dictate admission policy regarding applicable transfer credit hours.
			However, for credits reported on the Undergraduate Applicant File, it is expected that institutions will comply with the minimum policies outlined below.
			1. All transfer credit hour decisions for an institution should be based on the same institutional admission decision criteria system. (i.e. Use credits from most recently attended institution only; or use credits from all institutions attended within the last 20 years; etc.)
			2. All transfer credit hours should be reported in semester hours. Convert quarter hours to equivalent semester hours using the following ratio:
			2/3 quarter hours = semester hours round to nearest integer. This guideline is for general data consistency.
			Missing Value: Blank, if no credits
			Edit Specs: Error if < 0 or > 300 Error if blank and registration status = 3 Error if not in admitted status Error if age is not between 17 and 20
			Format: AlphaNumeric, 3 place integer
			Updates: June 1991
37	101	Level Prior Transfer	**Definition:** Field Deleted

			Codes/Notes: Field Deleted
			Field Deleted
			Missing Value: Field Deleted
			Edit Specs: TWO SPACES
			Format: AlphaNumeric, 2 places
			Updates: Field Deleted
38	103	Degree Prior Transfer	**Definition:** The highest degree/certificate/recognition achieved at the postsecondary institution in which a student was previously enrolled.
			Codes/Notes: This field applies only to transfer students
			0=None
			1=Certificate, less than 1 year
			2=Certificate, at least 1 year but less than 2 years
			3=Certificate, at least 2 years but less than 4 years
			4=Associate of Applied Science
			5=Associate degree, all Associate degrees except Applied Science
			6=Bachelor's Degree
			7=Master's Degree
			8=First Professional Degree
			9=Doctoral Degree program
			Missing Value: Blank, if unknown or unavailable
			Edit Specs: Error if contains a value > 9 and < 0 Error if not in admitted status
			Format: Numeric, 1 place integer
			Updates: July 1, 1988
39	104	Filler	**Definition:**
			Codes/Notes:

			Missing Value:
			Edit Specs:
			Format: AlphaNumeric
			Updates:
40	105	Transfer Inst Code	**Definition:** The unique code that identifies the most recently attended postsecondary institution
			Codes/Notes: The number assigned to each higher education institution by the American College Testing service, identifying an institution with a 4 digit institutional code. See Attachment 8.02 for a list of the codes to use for Colorado institutions.
			Do NOT use the ETS code for reporting Transfer Institution code. The use of this code may produce unexpected transfer and migration results.
			For students who transferred from an institution **in another state**, enter at least the appropriate 2 digit state code in the first two positions and leave the rest of the field blank if the institution code is not available. For Colorado institutions, please use the institution code.
			Missing Value: Blank, if unknown
			Edit Specs: Error if not blank and not a valid ACT code. Error if blank and Registration Status =3 applies to 4yr Inst only. Error if not in admitted status Error if age is not between 17 and 20
			Format: AlphaNumeric, 4 place integer
			Updates:
			Jul-87
41	109	Transfer Inst Name	**Definition:** Field Deleted

			Codes/Notes: Field Deleted
			Field Deleted
			Missing Value: Field Deleted
			Edit Specs: 28 SPACES
			Format: AlphaNumeric, 28 places
			Updates: Field Deleted
42	137	GOS	**Definition:** A code which indicates whether the student is a recipient of the Governor's Opportunity Scholarship.
			Codes/Notes: The scholarship program was implemented fiscal year 1999-2000 (fall term).
			1 = yes, recipient
			2 = no, not a recipient
			Missing Value: Blank
			Edit Specs: Error if < 1 or > 2. Error if not in admitted status
			Format: Numeric, 1 place integer
			Updates: October 1999
43	138	Fiscal year	**Definition:** Field Deleted
			Codes/Notes: Field Deleted
			Field Deleted
			Missing Value: Field Deleted
			Edit Specs: 4 SPACES
			Format: AlphaNumeric, 4 places
			Updates: Field Deleted

44	142	Math Assess Ind	**Definition:** The basis for assessing if this student needs remediation in mathematics. Do not report the basis for determining course level placement within remedial mathematics.
			Codes/Notes: 00 - Assessment pending
			01 - ACT (mathematics section)
			02 - COMPASS (Mathematics Test)
			03 - Accuplacer
			04 - ASSET
			05 - SAT (mathematics/quantitative)
			06 - Institutionally-designed instrument
			98 - Assessment waived
			99 - Assessment exempted
			Enrolled students who have not been assessed and do not fall into one of the exempt categories below should be reported as pending. An assessment is waived (or not applicable) only when a student has a documented learning disability.
			Institutions may exempt student from assessment requirements. The exemptions are limited to:
			1. Students who have earned a baccalaureate degree;
			2. Students who have earned a transfer-oriented associate degree (i.e., A.A. or A.S.); excludes AGS and AAS graduates;
			3. Student who are pursuing a vocational certificate;
			4. Students who have been previously assessed in mathematics at a Colorado public institution;
			5. Students who have successfully completed a remedial course in mathematics;
			6. Student who have successfully completed a college-level course in mathematics;
			7. All concurrently enrolled high school students until they are matriculated as degree-seeking by an institution;
			8. Exchange students (students coming from another institution, state, or country for study for a defined period of time (e.g., academic term or year).
			9. Students classified as non-degree-seeking.

			Note 1: Successfully completed refers to students earning a grade of C- or higher or a Satisfactory completion.
			Note 2: If an institution's assessment requirement is more stringent than DHE's (e.g., requiring assessment of certificate-seekers), institutions should report the assessment and its related fields.
			Missing Value: Blanks acceptable only when admission status = 1 or 2. Blank for admission status = 3 acceptable if student level = 19 or 20.
			Edit Specs: Error if value > 06 except 98 and 99.
			Format: AlphaNumeric, 2 place integer
			Updates: Implemented, FY2002
45	144	Math Placement	**Definition:** The indicator if student is required by the institution to be remediated in mathematics.
			Codes/Notes: 0 - No assessment reported (for student whose assessment is pending, waived, or exempted)
			1 - Yes, this student requires mathematics remediation
			2 - No, this student does not require mathematics remediation
			See Figure VII for valid combinations of this field and assessment indicator.
			Missing Value: Blanks acceptable only when admission status = 1 or 2. Blank for admission status = 3 acceptable if student level = 19 or 20.
			Edit Specs: Error if value >= 3.
			Format: Numeric, 1 place integer
			Updates: Implemented, FY2002

46	145	Writing Assess Ind	**Definition:** The basis for assessing if this student needs remediation in writing. Do not report the basis for determining course level placement within remedial writing.
			Codes/Notes: 00 - Assessment pending
			01 - ACT (English section)
			02 - COMPASS (Language Test)
			03 - Accuplacer
			04 - ASSET (Language Usage Test)
			05 - SAT (verbal)
			06 - Institutionally-designed instrument
			98 - Assessment waived
			99 - Assessment exempted
			Enrolled students who have not been assessed and do not fall into one of the exempt categories below should be reported as pending. An assessment is waived (or not applicable) only when a student has a documented learning disability.
			Institutions may exempt student from assessment requirements. The exemptions are limited to:
			1. Students who have earned a baccalaureate degree;
			2. Students who have earned a transfer-oriented associate degree (i.e., A.A. or A.S.); excludes AGS and AAS graduates;
			3. Student who are pursuing a vocational certificate;
			4. Students who have been previously assessed in writing at a Colorado public institution;
			5. Students who have successfully completed a remedial course in writing;
			6. Student who have successfully completed a college-level course in writing;
			7. All concurrently enrolled high school students until they are matriculated as degree-seeking by an institution;
			8. Exchange students (students coming from another institution, state, or country for study for a defined period of time (e.g., academic term or year).
			9. Students classified as non-degree-seeking.

			Note 1: Successfully completed refers to students earning a grade of C- or higher or a Satisfactory completion.
			Note 2: If an institution's assessment requirement is more stringent than DHE's (e.g., requiring assessment of certificate-seekers), institutions should report the assessment and its related fields.
			Missing Value: Blanks acceptable only when admission status = 1 or 2. Blank for admission status = 3 acceptable if student level = 19 or 20
			Edit Specs: Error if value > 06 except 98 and 99.
			Format: AlphaNumeric, 2 place integer
			Updates: Implemented, FY2002
47	147	Writing Placement	**Definition:** The indicator if student is required by the institution to be remediated in writing.
			Codes/Notes: 0 - No assessment reported (for student whose assessment is pending, waived, or exempted)
			1 - Yes, this student requires writing remediation
			2 - No, this student does not require writing remediation
			Missing Value: Blanks acceptable only when admission status = 1 or 2. Blank for admission status = 3 acceptable if student level = 19 or 20
			Edit Specs: Error if value >= 3.
			Format: Numeric, 1 place integer
			Updates: Implemented, FY2002
48	148	Reading Assess Ind	**Definition:** The basis for assessing if this student needs remediation in reading. Do not report the basis for determining course level placement within remedial reading.

			Codes/Notes: 00 - Assessment pending	
			01 - ACT (Reading section)	
			02 - COMPASS (Reading Skills Test)	
			03 - Accuplacer	
			04 - ASSET (Reading Skills Test)	
			05 - SAT (Verbal)	
			06 - Institutionally-designed instrument	
			07 - Nelson-Denny exam	
			98 - Assessment waived	
			99 - Assessment exempted	
			Enrolled students who have not been assessed and do not fall into one of the exempt categories below should be reported as pending. An assessment is waived (or not applicable) only when a student has a documented learning disability.	
			Institutions may exempt student from assessment requirements. The exemptions are limited to:	
			1. Students who have earned a baccalaureate degree;	
			2. Students who have earned a transfer-oriented associate degree (i.e., A.A. or A.S.); excludes AGS and AAS graduates;	
			3. Student who are pursuing a vocational certificate;	
			4. Students who have been previously assessed in reading at a Colorado public institution;	
			5. Students who have successfully completed a remedial course in reading;	
			6. All concurrently enrolled high school students until they are matriculated as degree-seeking by an institution;	
			7. Exchange students (students coming from another institution, state, or country for study for a defined period of time (e.g., academic term or year).	
			8. Students classified as non-degree-seeking.	
			Note 1: Successfully completed refers to students earning a grade of C- or higher or a Satisfactory completion.	

			Note 2: If an institution's assessment requirement is more stringent than DHE's (e.g., requiring assessment of certificate-seekers), institutions should report the assessment and its related fields.
			Missing Value: Blanks acceptable only when admission status = 1 or 2. Blank for admission status = 3 acceptable if student level = 19 or 20.
			Edit Specs: Error if value > 07 except 98 and 99.
			Format: AlphaNumeric, 2 place integer
			Updates: Implemented, FY2002
49	150	Reading Placement	**Definition:** The indicator if student is required by the institution to be remediated in reading.
			Codes/Notes: 0 - No assessment reported (for student whose assessment is pending, waived, or exempted)
			1 - Yes, this student requires reading remediation
			2- No, this student does not require reading remediation
			Missing Value: Blanks acceptable only when admission status = 1 or 2. Blank for admission status = 3 acceptable if student level = 19 or 20.
			Edit Specs: Error if value >= 3.
			Format: Numeric, 1 place integer
			Updates: Implemented, FY2002
50	151	Degree Level	**Definition:** Degree File—The level of degree/diploma/certificate conferred by the institution upon the student for the successful completion of a program. Enrollment and Undergraduate Applicant Files— The level of degree/diploma/certificate/ formal award sought by the student for the successful completion of a program.

			Codes/Notes:	
			(See Glossary below for description of each category.)	
			Certificates-	
			01 - Certificate (1-29 semester or trimester credit hours, or 1 to 44 quarter credit hours)	
			02 - Certificate (at least 30 but less than 60 semester or trimester credit hours, or at least 45 but less then 90 quarter credit hours)	
			03 - Certificate (60 or more semester or trimester credit hours, or 90 or more quarter credit hours)	
			04 - Post-Bachelor Certificate	
			05 - Post-Master's Certificate	
			Degrees-	
			11 - Associate of Applied Science	
			12 - Associate of General Studies	
			13 - Associate Degree (AA or AS)	
			21 - Bachelor's Degree	
			31 - Master's Degree	
			33 - Specialist Degree	
			52 - Doctoral - Research/Scholarship	
			53 - Doctoral - Professional Practice	
			54 - Doctoral - Other (Explanation Required)	
			If a student receives two awards for completing two programs in two totally independent courses of study, report both completions by submitting two records for the student with each program coded in its appropriate category.	
			Missing Value: acceptable if non-degree-seeking student	
			Edit Specs: Error if value not in student level/degree level table for appropriate file. Error if for a degree/certificate level not authorized for an approved program. Error if not in admitted status Error will be generated for code "54" as an explanation is required	

			Format: AlphaNumeric, 2 place integer
			Updates:
			December 1989; December 1991; added field to Enrollment and Undergraduate Applicant Files, added code 33, and deleted code 04, July 2002; December 2009- new codes 52, 53, 54; December 2014 - removed "Regis only" for code 05, added code 04, added code 33
			April 2021-added credit hour thresholds for awards below Bachelors
51	153	SAT Verbal Assess	**Definition:** FIELD REMOVED
			Codes/Notes: FIELD REMOVED
			FIELD REMOVED
			Missing Value: FIELD REMOVED
			Edit Specs: FIELD REMOVED
			Format: Numeric, 3 place integer
			Updates: Implemented, July 2002; Removed, May 2013 -
52	156	SAT Math Assess	**Definition:** FIELD REMOVED
			Codes/Notes: FIELD REMOVED
			FIELD REMOVED
			Missing Value: FIELD REMOVED
			Edit Specs: FIELD REMOVED
			Format: Numeric, 3 place integer
			Updates: Implemented, July 2002; Removed, May 2013 -

53	159	Student ID Type	**Definition:** The indicator to classify the Student Identification Number as believed to be either a social security number or a institutional-assigned identification number.
			Codes/Notes: 0 – Indicates that the Student Identification Number is believed to be a social security number
			1 – Indicates that the Student Identification Number is NOT a social security number.
			Missing Value: Blank Not acceptable
			Edit Specs: Must be "0" or "1" Error if blank
			Format: Numeric, 1 place
			Updates: Implemented, FY2004
54	160	Tuition Classification Detail	**Definition:** Related to Tuition Classification, describes specific tuition classification categories
			Codes/Notes:
			Codes 0 – 2 for use in FY2004; codes 3 and higher to be mandatory (if applicable) in FY2005.
			0 – Not applicable
			1 –Non-Resident Alien
			2 –Colorado/New Mexico reciprocity—This code is valid for only ASC, CMU, FLC, USC, WSC, LCC, OJC, PCC, and TSJC
			3 –U. S. Armed Forces and their dependents
			4 –Canadian Military Personnel and their dependents
			5 –Olympic Training Center athletes
			6 –Chinese and Russian students in graduate public policy programs
			7 –WICHE Regional Graduate Program
			8 –WICHE Undergraduate Exchange Program (WUE)
			9 –Colorado Educational Exchange Program
			A - In-state tuition classification but charged out of state tuition for no verification

			B - Economic Development
			C - Faculty Dependent
			D - Honorably Discharged Veteran
			E - COF Affidavit
			F - Veterans Choice/Isakson and Roe Act benefit recipient
			G - Persons Moving to Colorado for Employment
			H - Unaccompanied Homeless Youth
			I – American Indian residency
			J – Refugee or Special Immigrant
			(2) DHE-Approved Reciprocity Agreements. C.R.S. 23 1 112 allows students participating in this program to be claimed by Colorado institutions for state general fund, up to the maximum number of FTE allocated to the institution by DHE. Colorado has approved reciprocity agreements with New Mexico and Utah in SURDS files. Report student as in-state in SURDS files.
			(3) U.S. Armed Forces and Their Dependents. C.R.S. 23 7 103(1)(c)(I) and (II) allows U.S. military personnel and dependents to be granted in-state tuition status, prior to having been domiciled in Colorado for twelve continuous months, upon moving to Colorado on a permanent change-of-station basis, for courses that are not taken on military bases. Credits generated in off-base courses may be reported for FTE general fund support, but these credit hours must be separately identified in the End of Year FTE Report. Report student as in-state in SURDS files.

				(4) <u>Canadian Military Personnel and Their Dependents</u>. C.R.S. 23-7-106 provides that any member of the military forces of Canada stationed in Colorado, or the dependent of any such member, shall receive in-state tuition status at any institution of higher education in this state. No member of the Canadian military shall be deemed to be stationed in this state unless he maintains a full-time principal residence in this state. In- state tuition status for Canadian military personnel or their dependents shall terminate at the conclusion of the current quarter or semester upon transfer to any station outside this state. Report student as out-of-state in SURDS files.
				(5) <u>Olympic Training Center Athletes</u>. C.R.S. 23-7-105 allows athletes living in Colorado Springs and training at the Olympic Training Center, or at a facility in Colorado Springs approved by the Olympic governing board to be considered in-state students for the purposes of assessing tuition and generating FTE reimbursable credits at any state-supported institution of higher education. Report student as in-state in SURDS files.
				(6) <u>Chinese and Russian students in Graduate Public Policy Programs</u>. C.R.S. 23-7-107 allows students from The Commonwealth of Independent States (Russia) and the People's Republic of China in graduate public policy programs to be allowed to receive in-state tuition. However, these students may not be counted as resident students for any purpose other than tuition classification. Report student as out-of-state in SURDS files.
				(7) <u>WICHE Regional Graduate Program</u>. C.R.S. 23-1-108(10) allows postgraduate or professional students participating in this program to be claimed by Colorado institutions as in-state students for the purposes of assessing tuition, enrollment reporting, and budgetary reporting. Report student as in-state in SURDS files.

				(8) <u>WICHE Undergraduate Exchange Program (WUE)</u>. Students participating in the WUE program are assessed 150% of the in-state tuition rate of the Colorado institution. The enrollment in the WICHE undergraduate program is not reportable for state general fund. Report student as out-of-state in SURDS files.
				(9) <u>Colorado Educational Exchange Program</u>. C.R.S. 23 3.3-601 allows students to be reported as in-state students for the purposes of assessing tuition, enrollment reporting, and budgetary reporting. The institution must be approved by DHE to participate in the Colorado Educational Exchange Program. No student may be a recipient or participant for more than one year. Report student as in-state in SURDS files.
				(A)<u>No verification of lawful presence</u>. Title 24-76.5-101-103; In-state resident charged out-of-state tuition based on no verification of lawful presence
				(B) <u>Economic Development</u>. HB07-1256 Grants in-state status to employees and employee's children (NOT spouses) if employee moved to Colorado as the result of the employer's moving "all or a portion of its operations to Colorado as a result of receiving an incentive from the Colorado Office of Economic Development or an incentive from a local government economic incentive program. Effective August 8, 2007
				(C) <u>Faculty Dependent</u>. HB07-1256 Grants in-state tuition to the child of a new faculty member (but NOT to the faculty member or spouse) at "a state-supported institution of higher education." Effective August 8, 2007

			(D) <u>Honorably Discharged Veterans</u>. H.B. 09-1039; Beginning with the fall semester of FY 2009-10, this legislation requires that state institutions of higher education charge resident tuition rates to honorably discharged veterans. State institutions of higher education may also extend the resident rate to spouses and dependents of veterans. S.B. 21-026 extends this classification to discharged LGBT veterans as defined in C.R.S. 28-5-100.3
			(E) <u>COF Affidavit</u>. Beginning in Fall 2013, this code is for identifying students completing a COF Affidavit for the enrollment period. Report student as in-state tuition classification in SURDS files.
			(F) <u>Veterans Choice/Isakson and Roe Act benefit recipient</u>. Veterans Choice Act Section 702; beginning in Fall 2015, this federal legislation requires that state institutions of higher education charge resident tuition rates to veterans or their dependents, if applicable, who are receiving benefits under the Post 9/11 GI Bill or Montgomery GI Bill and meet the criteria spelled out in the Veteran's Choice Act. Previously, under Veterans Choice Act, covered veterans had to enroll within 3 years of discharge to be eligible, that limitation was removed in 2020 with Isakson and Roe Act
			<u>(G) Persons Moving to Colorado for Employment. C.R.S. 23-7-111 grants in-state tuition classification to students whose parent or guardian moved to Colorado for the purpose of accepting a job in the state during the child's senior year of high school if: 1) the child moved with the parent that accepted the job and 2) the child graduated from a Colorado high school. Notably students classified as in-state for tuition classification purposes per this section are not eligible for COF or state financial aid. Additional details can be found here.</u>

				HB 21-1330 (C.R.S. 23-7-111(4)) modifiedto adda new provision that a qualified person who is 1) moving to the state for thepurpose of accepting a job with an employer that will pay their tuition and 2)demonstrates intent to establish permanent domicile in Colorado may be considered a resident for tuition purposes only. They cannot receive COF or state funded financial aid.
				(H) Unaccompanied Homeless Youth. C.R.S. 23-7-103.5 allows a person under the age of 22 who meets the definition of "homeless" as outlined in 23-7-103.5 and in CCHE tuition classification guidelines to be classified as in-state for tuition classification purposes.
				(I) American Indian Residency SB 21-029 (C.R.S. 23-7-112)– Beginning in AY 21-22, grants resident tuition to American Indian students who are registered members of a federally recognized American Indian tribe with historic ties to Colorado (as designated by the Colorado Commission of Indian Affairs). They may be counted as residents for the 23-1-113.5 resident admissions report and are eligible for COF/state funded financial aid. Fort Lewis is exempt from these requirements.
				(J) Refugee or Special Immigrant C.R.S. 23-7-103 (2)(o)(II) grants in-state classification to students who settle in Colorado upon being admitted to the United States as refugees pursuant to 8 U.S.C. sec. 1157, or as special immigrants pursuant to Pub.L. 110-181, sec. 1244, as amended; Pub.L. 109-163,sec. 1059, as amended; or Pub.L. 111-8, Division F, Title VI, sec. 602, as amended .
				Missing Value: Blank not acceptable.

			Edit Specs: Error if value >2 for FY04; error if value >9 for FY05. Race/ethnicity must be non-resident alien if tuition classification-detail = 1 and tuition classification = 1. Error if tuition classification-detail greater than 0 (and not 8 or A) and tuition classification = 2 or 3. Error if not in admitted status
			Format: Numeric, 1 place integer
			Updates: (FY04)Implemented (see code note above). (July08) WICHE exception. (June12) CMU re-added to NM Reciprocity list after CCHE Meeting. (Oct13) Added COF Affidavit. (Oct15)Added Veterans Choice Act benefit recipient. (Apr16) Changed Tuition Classification Detail (8) "Report student as out-of-state". (Jun19) Added'G' & 'H'. (July21) added 'I', 'J' and modified 'G' to include HB 21-1330 and modified 'F' to include Isakson and Roe Act.
55	161	HEAR English	**Definition:** HEAR requires applicants that graduate from high school in 2008 and 2009 to meet the Phase One coursework requirements; and applicants that graduate from high school in 2010 and later meet Phase Two requirements. These coursework requirements are in place to ensure that admitted students are prepared to be successful in college. This field specifically describes compliance with the English requirements.
			Codes/Notes: 1 = Meets requirement
			0 = Does not meet requirement
			Missing Value: Blank acceptable if not accepted, not enrolled or HS graduate 2007 or earlier.
			Edit Specs: Required only for four-year institutions Error if not blank and not 1 or 0 Error if not 1 or 0 and admission status = 2 or 3 and Year HS Grad >= 2008 (if Year of HS Grad is unavailable, age 18 as of Sept 15, 2008) Error if not 1 or 0 and transfer (Registration status = 3) and transfer credit hours < 30
			Format: Alpha-Numeric, 1 place integer

			Updates: New June 2008
56	162	HEAR Math 08	**Definition:** HEAR requires applicants that graduate from high school in 2008 and 2009 to meet the Phase One coursework requirements; and applicants that graduate from high school in 2010 and later meet Phase Two requirements. These coursework requirements are in place to ensure that admitted students are prepared to be successful in college. This field specifically describes compliance with the Mathematics requirements.
			Codes/Notes: 1 = Meets requirement
			0 = Does not meet requirement
			Missing Value: Blank acceptable if not accepted or enrolled, non-degree student or HS graduate 2007 or earlier.
			Edit Specs: Required only for four-year institutions Error if not blank and not 1 or 0 Error if not 1 or 0 and admission status = 2 or 3 and degree seeking and Year HS Grad > 2007 Error if not 1 or 0 and transfer (Registration status = 3) and transfer credit hours < 30
			Format: Alpha-Numeric, 1 place integer
			Updates: New June 2008
57	163	HEAR Science	**Definition:** HEAR requires applicants that graduate from high school in 2008 and 2009 to meet the Phase One coursework requirements; and applicants that graduate from high school in 2010 and later meet Phase Two requirements. These coursework requirements are in place to ensure that admitted students are prepared to be successful in college. This field specifically describes compliance with the Physical Science requirements.
			Codes/Notes: 1 = Meets requirement
			0 = Does not meet requirement

			Missing Value: Blank acceptable if not accepted or enrolled, non-degree student or HS graduate 2007 or earlier.
			Edit Specs: Required only for four-year institutions Error if not blank and not 1 or 0 Error if not 1 or 0 and admission status = 2 or 3 and degree seeking and Year HS Grad > 2007 Error if not 1 or 0 and transfer (Registration status = 3) and transfer credit hours < 30
			Format: Alpha-Numeric, 1 place integer
			Updates: New June 2008
58	164	HEAR Social Sciences	**Definition:** HEAR requires applicants that graduate from high school in 2008 and 2009 to meet the Phase One coursework requirements; and applicants that graduate from high school in 2010 and later meet Phase Two requirements. These coursework requirements are in place to ensure that admitted students are prepared to be successful in college. This field specifically describes compliance with the Social Sciences requirements.
			Codes/Notes: 1 = Meets requirement
			0 = Does not meet requirement
			Missing Value: Blank acceptable if not accepted or enrolled, non-degree student or HS graduate 2007 or earlier.
			Edit Specs: Required only for four-year institutions Error if not blank and not 1 or 0 Error if not 1 or 0 and admission status = 2 or 3 and degree seeking and Year HS Grad > 2007 Error if not 1 or 0 and transfer (Registration status = 3) and transfer credit hours < 30
			Format: Alpha-Numeric, 1 place integer
			Updates: New June 2008

59	165	HEAR Electives	**Definition:** HEAR requires applicants that graduate from high school in 2008 and 2009 to meet the Phase One coursework requirements; and applicants that graduate from high school in 2010 and later meet Phase Two requirements. These coursework requirements are in place to ensure that admitted students are prepared to be successful in college. This field specifically describes compliance with the Academic Electives requirements.
			Codes/Notes: 1 = Meets requirement
			0 = Does not meet requirement
			Missing Value: Blank acceptable if not accepted or enrolled, non-degree student or HS graduate 2007 or earlier.
			Edit Specs: Required only for four-year institutions Error if not blank and not 1 or 0 Error if not 1 or 0 and admission status = 2 or 3 and degree seeking and Year HS Grad > 2007 Error if not 1 or 0 and transfer (Registration status = 3) and transfer credit hours < 30
			Format: Alpha-Numeric, 1 place integer
			Updates: New June 2008
60	166	HEAR Math 10	**Definition:** HEAR requires applicants that graduate from high school in 2008 and 2009 to meet the Phase One coursework requirements; and applicants that graduate from high school in 2010 and later meet Phase Two requirements. These coursework requirements are in place to ensure that admitted students are prepared to be successful in college. This field specifically describes compliance with the Mathematics requirements.
			Codes/Notes: 1 = Meets requirement
			0 = Does not meet requirement

			Missing Value: Blank acceptable if not accepted or enrolled, non-degree student or HS graduate 2009 or earlier.
			Edit Specs: Required only for four-year institutions Error if not blank and not 1 or 0 Error if not 1 or 0 and admission status = 2 or 3 and degree seeking and Year HS Grad > 2009 Error if not 1 or 0 and transfer (Registration status = 3) and transfer credit hours < 30
			Format: Alpha-Numeric, 1 place integer
			Updates: New July 2008
61	167	HEAR Foreign Language	**Definition:** HEAR requires applicants that graduate from high school in 2008 and 2009 to meet the Phase One coursework requirements; and applicants that graduate from high school in 2010 and later meet Phase Two requirements. These coursework requirements are in place to ensure that admitted students are prepared to be successful in college. This field specifically describes compliance with the Foreign Language requirements.
			Codes/Notes: 1 = Meets requirement
			0 = Does not meet requirement
			Missing Value: Blank acceptable if not accepted or enrolled, non-degree student or HS graduate 2009 or earlier.
			Edit Specs: Required only for four-year institutions Error if not blank and not 1 or 0 Error if not 1 or 0 and admission status = 2 or 3 and degree seeking and Year HS Grad > 2009 Error if not 1 or 0 and transfer (Registration status = 3) and transfer credit hours < 30
			Format: Alpha-Numeric, 1 place integer
			Updates: New July 2008

62	168	HEAR District Waiver	**Definition:** Per acceptance by the Department of Higher Education, the waiver request will specify that the school district cannot meet the requirements of the fourth year of mathematics, the one year of foreign language, or both and provide an explanation as to why the requirements can not be met. School district waivers will be effective for three years, until the graduating class of 2013. During the terms submitted between 2010 and 2013, if a student graduates from a high school in a "waiver" district, this data should be reported as described below.
			Codes/Notes: 1 = Student graduated from a high school in a district that requested a HEAR waiver
			0 = Student is not from a district that requested a HEAR waiver
			Missing Value: Blank acceptable if not accepted or enrolled, non-degree student or HS graduate 2009 or earlier.
			Edit Specs: Required only for four-year institutions Error if not blank and not 1 or 0 Error if not 1 or 0 and admission status = 2 or 3 and degree seeking and Year HS Grad > 2007 Error if not 1 or 0 and transfer (Registration status = 3) and transfer credit hours < 30 Error if 1 and High School Code is not invalid or complete (full high school code required)
			Format: Alpha-Numeric, 1 place integer
			Updates: New July 2008
63	169	Race/Ethnicity Non Resident	**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.

			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)
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank Error if not 1 or 0
			Format: Numeric, 1 place integer
			Updates: Added – December 2009, Required beginning in Summer 2010; Modified Nov 2012 to conform to IPEDS definitions.
			http://nces.ed.gov/ipeds/glossary/?charindex=N
64	170	Race/Ethnicity Hispanic	**Definition:** A flag that indicates whether a student specified this ethnicity as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.
			Codes/Notes: This is a yes/no field signifying the selection of ethnicity categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank Error if not 1 or 0
			Format: Numeric, 1 place integer
			Updates: Added – December 2009;

65	171	Race/Ethnicity Native American	**Definition:** A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.
			Codes/Notes: This is a yes/no field signifying the selection of race categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank Error if not 1 or 0
			Format: Numeric, 1 place integer
			Updates: Added – December 2009;
66	172	Race/Ethnicity Asian	**Definition:** A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.
			Codes/Notes: This is a yes/no field signifying the selection of race categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank Error if not 1 or 0
			Format: Numeric, 1 place integer
			Updates: Added – December 2009;

67	173	Race/Ethnicity Black	**Definition:** A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.
			Codes/Notes: This is a yes/no field signifying the selection of race categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank Error if not 1 or 0
			Format: Numeric, 1 place integer
			Updates: Added – December 2009;
68	174	Race/Ethnicity Pacific Islander	**Definition:** A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.
			Codes/Notes: This is a yes/no field signifying the selection of race categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank Error if not 1 or 0
			Format: Numeric, 1 place integer
			Updates:
			Added – December 2009

69	175	Race/Ethnicity White	**Definition:** A flag that indicates whether a student specified this race as describing themselves. This field will be available for Summer 2009 and is required beginning in Summer 2010. If your institution populates this field in 2009, you must also populate the old format race/ethnicity field as well.
			Codes/Notes: This is a yes/no field signifying the selection of race categories. "1" specifies a "yes" response and "0" specifies a "no" response (or not completed)
			Missing Value: Does not apply; field must be completed.
			Edit Specs: Error if blank Error if not 1 or 0
			Format: Numeric, 1 place integer
			Updates: Added – December 2009;
70	176	Student ID Inst	**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.
			Codes/Notes:
			Hyphens are **not** entered as part of the identification number.
			Missing Value: Optional use determined by institution
			Edit Specs: None
			Format: Alphanumeric, 9-place integer or less
			Updates: July 1988; edit specs modified July 2003, December 2004, February 2005 and March 2005; Jan 2012 - New; July 2012 - New