THEC TSAC

Tennessee Higher Education Commission-
Tennessee Student Assistance Corporation

University of Tennessee Data Dictionary: 2023-2024 (Public)

Version 1.01

FOR INTERNAL USE ONLY

Table of Contents

CHANGES **6**

VERSION 1.01 6
VERSION 1.00 6

GENERAL INSTRUCTIONS **7**

DUE DATES TO THE TENNESSEE HIGHER EDUCATION COMMISSION 7
DEFINITIONS 7
LOTTERY SCHOLARSHIP FIELDS 11
FILE NAMING INSTRUCTIONS 12
BEGINNING-OF-TERM DATA ELEMENTS 14
END-OF-TERM DATA ELEMENTS 16
END-OF-TERM ENROLLMENT/LOTTERY FILE LAYOUT 17
COMPLETIONS FILE LAYOUT 21
COURSE LEVEL FILE LAYOUT 22

ENROLLMENT DATA ELEMENTS **23**

INSTITUTION 23
SYSTEM 24
STUDENT ID NUMBER 24
FIRST NAME 25
MIDDLE INITIAL 25
LAST NAME 26
GENDER 26
DATE OF BIRTH 27
RACE 28
RESIDENT STATUS 29
LOTTERY RESIDENT STATUS 30
CITIZENSHIP STATUS 31
ZIP CODE OF PERMANENT RESIDENCE 31
STATE CODE 32
COUNTY OF PERMANENT RESIDENCE 32
PREVIOUS REGISTRATION TYPE 33
REGISTRATION TYPE 34
YEAR OF REGISTRATION 35
TERM OF REGISTRATION 35
STUDENT LEVEL 36
Undergraduate Student Levels *36*
Graduate Student Levels *36*
Professional-Degree Student Levels *37*
Graduate Student Levels *37*
Graduate Medical Residency Student Level *38*
Non-Degree Student Level *38*
TRANSFER INSTITUTION 39
STUDENT MAJOR 40
CREDIT TYPE 41
DELIVERY METHOD 45
CREDIT HOURS 47

Fee Paying Status 48
Location 52
Cumulative Credits Earned 53
Cumulative Home GPA Earned 54
Cumulative Credits Attempted (Lottery Hours) 55
Cumulative Home + Transfer GPA Earned (Lottery GPA) 56
High School Code 57
Year of High School Graduation 58
Month of High School Graduation 59
High School Diploma Type 60
Overall High School GPA (or GED if applicable) 61
Number of Advanced Placement Courses Taken 62
ACT Composite Score 63
ACT Reading Score 64
ACT Science Score 64
ACT English Score 65
ACT Math Score 65
ACT Writing Score 66
SAT Cumulative Score 66
SAT Math Score 67
SAT Verbal Score 67
Lottery Scholarship Type 68
Lottery Scholarship Amount 69
Lost Scholarship Reason 70
Census Date Lost Scholarship Reason 71
Regain Award Flag 72
Repeat Course Flag 73
Term Hours Attempted 74
Term Hours Earned 74
Term GPA 75
Withdrawal Flag 76
Hours Enrolled at the Census Date 76
Term Institutional Aid Amount 77
Term Pell Amount 78
PLA Type 78
PLA Hours 79
Transfer Hours 80
Cumulative Home Hours Earned 81
Learning Support – Writing 82
Learning Support – Math 82
Learning Support – Reading 83
Gateway – Writing 83
Gateway – Math 84
Gateway – Reading 84
Tennessee Promise Eligibility Flag 85
Tennessee Promise Award Amount 86
Tennessee Promise Lost Scholarship Reason 87
Veterans Code 88
Reverse Transfer Flag 89

Reverse Transfer Institution 90

COMPLETIONS DATA ELEMENTS 91

Institution 91
System 92
Location 93
Student ID Number 94
Year of Award 94
Term of Award 95
Year of Completion 95
Term of Completion 96
Level of Award 97
Type of Degree 98
First Major 98
Second Major 99
Additional Major 99
Cumulative Credits Earned 100
Cumulative Home GPA 100

COURSE LEVEL DATA ELEMENTS 101

Institution 101
System 102
First Name 102
Last Name 103
Middle Name 103
Birth Date 104
Year Reported 104
Term Reported 105
Student ID Number 105
Section Location 106
Subject Code 107
Course Number 107
Course Section 108
Course Title 108
Course Level 109
Grade Credit Hours 109
Instructional Method 110
Course CIP 111
Fee Pay Type Code 112
Credit Type Code 116

APPENDIX A: STATE CODES 120

APPENDIX B: COUNTRY CODE 121

APPENDIX C: COUNTY CODES 125

APPENDIX D: BORDER COUNTY CODES 127

APPENDIX E: STUDY ABROAD LOCATION CODES 129

APPENDIX F: PLA TYPE 130

APPENDIX G: DEGREE TYPES 134

This page intentionally left blank.

Changes

Version 1.01

Section	Element Name	Type of Change
Appendix B: Country Codes		Updated codes to match the FIPS (Federal Information Processing Standard) 10-4

Version 1.00

Section	Element Name	Type of Change
General Instructions	Due Dates	Updated the due dates for the enrollment file
File Naming Convention		Updated directions and examples
Enrollment Data Elements	Institution	Added warning for missing institutions
Enrollment Data Elements	Race Code	Added warning for missing codes
Enrollment Data Elements	Credit Type Code	Added warning for missing codes
Enrollment Data Elements	Fee Pay Status	Added warning for missing codes
Enrollment Data Elements	Delivery Method Type	Added warning for missing codes
Completions Data Elements	Institution	Added warning for missing institutions
Course Level Data Elements	Credit Type Code	Added warning for missing codes
Course Level Data Elements	Fee Pay Status	Added warning for missing codes
Appendix B: Country Codes		Updated codes to match the ISO (International Organization for Standardization)

Note: Changes are highlighted in yellow.
Warnings are highlighted in green.

General Instructions

Due Dates to the Tennessee Higher Education Commission

Required File	Due Date
Summer 2023 Enrollment/Lottery	October 15, 2023
Fall 2023 Enrollment/Lottery	February 1, 2024
Spring 2024 Enrollment/Lottery	July 1, 2024
2023-2024 Completions	September 14, 2024
Summer 2023 Course Level	October 15, 2024
Fall 2023 Course Level	March 1, 2024
Spring 2024 Course Level	August 1, 2024

Definitions

Term	Description
Continuing Education Units (CEU)	Within the enrollment system, refer exclusively to students participating in individual continuing education unit (CEU) activities. One (1) CEU is defined as 10 contact hours of participation in an organized continuing education experience.
Contract Course	Any degree credit (type ∅, 1, 2, or 5) course in which 50% or more of the instructional cost of offering the course is borne by a source other than the State of Tennessee, i.e. industry, federal government, etc.; instructional costs can consist of direct teaching personnel, other academic personnel, clerical and supporting personnel, instructional equipment, supplies, and rental space.

Term	Description
Credit for Calculation of Enrollment	Credit which the institution designates as regular credit type (Ø), occupational or certificate credit (type 1), extension credit (type 2), co-op credit (type 5), contract credit (type B), developmental credit (type D), or remedial credit (type R)
Credit Headcount Enrollment	The sum of the full-time students and part-time credit students
Full-Time Equated Enrollment (FTE)	If the institution is a university, FTE is the sum of the full-time equated undergraduate and the full-time equated graduate/professional enrollments. If the institution is a two-year school, FTE is the total number of degree credits taken by all students divided by 15.
Full-Time Equated Undergraduate Enrollment	The total number of degree credits taken by undergraduate students divided by 15
Full-Time Equated Graduate/Professional Enrollment	The total number of degree credits taken by graduate/professional students divided by 12
Full-Time Student	A student who is enrolled for credit for 12 or more hours of degree credit
Full-Time Student Enrollment	The number of full-time students enrolled
Graduate I Enrollment	The number of Graduate I students enrolled
Graduate I Student	A student who is classified as a graduate special student, master's candidate, or Specialist in Education degree candidate
Graduate II Enrollment	The number of Graduate II students enrolled
Graduate II Student	A student who is classified as a doctoral student
Lower Division Enrollment	The number of lower division students enrolled
Lower Division Student	A student who is classified as a freshman, sophomore, or undergraduate special student

Term	Description
Part-Time Student	A student who is enrolled for less than (<) 12 hours of degree credit
Short Course	A course of 30 calendar days duration or less; this definition does not apply to the summer term.
Term	A term extends from the first official day of activity up to the first official day of activity of the following term. The school year will consist of three (3) regular terms (fall, spring, and summer).
Upper Division Enrollment	The number of upper division students enrolled
Upper Division Student	A student who is classified as a junior, senior, or fifth-year undergraduate

Pre-College Students

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

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

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

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

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

Duplicate Records

The file submission should only contain one enrollment record per term, per year, per institution, per student. If a duplicate record is found an error will be generated.

Date of Birth for CEU

Please remember that "NR" should not be used on year of birth for students taking CEUs at one location and regular credit at another location.

Student Level

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

Optional Reporting of Continuing Education Units

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

CEU Data Elements: Institution Code, Location Code, Student ID, Gender, Date of Birth, Race, Permanent Address, Resident Status, Citizenship, Registration Type (use code 6), Term, Year, Student Level (use code 40), Credit Type 1 (use code 6), Credit Hours 1(# CEUs), Major Field (use "N")

Report of Graduates

The Annual Report of Graduates consists of information on each student who completed academic programs during the 2023-2024 year. The collection is defined as all the academic terms Fall 2023 term, Spring 2024 term, and the Summer 2024 term.

Course Level

The course level data file should be a comma delimited .csv file, containing undergraduate students only.

Lottery Scholarship Fields

Lottery students are determined by the following three (3) fields listed below; each field must be present for a student to be considered a lottery student:

Lottery Scholarship Type

Lottery Scholarship Amount

Lost Scholarship Reason

Below is a list of data elements that are required if a student is a lottery recipient:

LOTTERY FIELDS:

Lottery Scholarship Type

Lottery Scholarship Amount

Lost Scholarship Reason

Census Date Lost Scholarship Reason

Lottery Residency Status

Cumulative Credits Attempted

Cumulative Home +Transfer GPA Earned (Lottery GPA)

High School Code (College Board Codes)

Year of High School Graduation

Month of High School Graduation

High School Curriculum Type

Overall High School GPA (GED score if applicable)

Number of Advanced Placement Courses Taken

Regain Award Flag

Repeat Course Flag

File Naming Instructions

Each file submitted should follow the naming convention detailed below. For enrollment, course level, and ad-hoc files, the file name should contain the system name abbreviation, term and year of the data being submitted, and the file type code. For the completions file, replace the term and year with the academic year of the data being submitted.

The file will not be processed if the file's name is not formatted correctly.

Enrollment

Example: UT_Sum2023_E.csv

UT	Sum	2023	E	.csv
System Abbr.	Term Abbr	Term Year	File Type Code	Extension
1	2.a	2.b	3	4

Completions

Example: UT_2023-2024_C.csv

UT	2023-2024	C	.csv
System Abbr	Academic Year	File Type Code	Extension
1	2.c	3	4

Course Level

Example: UT_Spr2024_L.csv

UT	Spr	2024	L	.csv
System Abbr	Term Abbr	Term Year	File Type Code	Extension
1	2.a	2.b	3	4

1	
System Name	**Code**
University of Tennessee	UT

2.a	
Term	**Code**
Summer	Sum
Fall	Fall
Spring	Spr

2.b
Term Year
2023, 2024, etc.

2.c
Academic Year
2023-2024

3	
File Type Name	**Code**
Enrollment	E
Course Level	L
Completions	C
Ad-hoc	A

Beginning-of-Term Data Elements

Data Element	Element Number
Institution	1
System	2
Student ID Number	3
First Name	4
Middle Initial	5
Last Name	6
Gender	7
Date of Birth	8
Race	9
Resident Status	10
Lottery Residency Status	11
Citizenship Status	12
ZIP code of Permanent Residence	13
State Code	14
County of Permanent Residence	15
Previous Registration Type	16
Registration Type	17
Year of Registration	18
Term of Registration	19
Student Level	20
Transfer Institution	21
Student Major	22
Credit Type 1-10	23, 28, 33, 38, 43, 48, 53, 58, 63, 68
Delivery Method 1-10	24, 29, 34, 39, 44, 49, 54, 59, 64, 69
Credit Hours 1-10	25, 30, 35, 40, 45, 50, 55, 60, 65, 70
Fee Paying Status 1-10	26, 31, 36, 41, 46, 51, 56, 61, 66, 71
Location 1-10	27, 32, 37, 42, 47, 52, 57, 62, 67, 72
High School Code (College Board Codes)	77
Year of High School Graduation	78
Month of High School Graduation	79
High School Curriculum Type	80
Overall High School GPA (GED score if applicable)	81
Number of Advanced Placement Courses Taken	82
ACT Composite Score	83
ACT Reading Score	84
ACT Science Score	85
ACT English Score	86
ACT Math Score	87

Data Element	Element Number
ACT Writing Score	88
SAT Composite Score	89
SAT Math Score	90
SAT Verbal Score	91
Lottery Scholarship Type	92
Lottery Scholarship Amount	93
Census Date Lost Scholarship Reason	95
Regain Award Flag	96
Hours Enrolled at the Census Date	102
PLA Type 1-10	105, 107, 109, 111, 113, 115, 117, 119, 121, 123
PLA Hours 1-10	106, 108, 110, 112, 114, 116, 118, 120, 122, 124
Transfer Hours	125
Tennessee Promise Eligibility Flag	133
Tennessee Promise Award Amount	134
Veterans Code	136
Reverse Transfer Flag	137
Reverse Transfer Institution	138

End-of-Term Data Elements

Data Element	Element Number
Cumulative Credits Earned	73
Cumulative Home GPA Earned	74
Cumulative Credits Attempted	75
Cumulative Home +Transfer GPA Earned (Lottery GPA)	76
Lost Scholarship Reason	94
Repeat Course Flag	97
Term Hours Attempted	98
Term Hours Earned	99
Term GPA	100
Withdrawal Flag	101
Term Institutional Aid Amount	103
Term Pell Amount	104
Cumulative Home Hours Earned	126
Learning Support - Writing	127
Learning Support - Math	128
Learning Support - Reading	129
Gateway - Writing	130
Gateway - Math	131
Gateway - Reading	132
Tennessee Promise Lost Scholarship Reason	135

End-of-Term Enrollment/Lottery File Layout

Data Element	Column Name	Size	Field Char	Element Number
Institution	Institution	2	N	1
System	System	1	N	2
Student ID Number	StudentID	9	N	3
First Name	FirstName	50	A	4
Middle Initial	MiddInit	1	A	5
Last Name	LastName	50	A	6
Gender	Gender	1	A	7
Date of Birth	BirthDate	10	N	8
Race	Race	1	N	9
Resident Status	RezStatus	1	N	10
Lottery Residency Status	LotRezStatus	1	N	11
Citizenship Status	CitizenshipStatus	1	N	12
ZIP code of Permanent Residence	PermZip	5	N	13
State Code	StateCode	2	A/N	14
County of Permanent Residence	PermCounty	3	A/N	15
Previous Registration Type	PrevReg	1	N	16
Registration Type	RegType	1	N	17
Year of Registration	RegYear	4	N	18
Term of Registration	RegTerm	1	N	19
Student Level	StudentLevel	2	N	20
Transfer Institution	TransferInst	6	A/N	21
Student Major	StudentMajor	10	A/N	22
Credit Type 1	CreditType1	1	A/N	23
Delivery Method 1	DeliveryMethod1	2	N	24
Credit Hours 1	CreditHours1	4	N	25
Fee Paying Status 1	FeePayStat1	1	A/N	26
Location 1	Location1	2	A/N	27
Credit Type 2	CreditType2	1	A/N	28
Delivery Method 2	DeliveryMethod2	2	N	29
Credit Hours 2	CreditHours2	4	N	30
Fee Paying Status 2	FeePayStat2	1	A/N	31
Location 2	Location2	2	A/N	32
Credit Type 3	CreditType3	1	A/N	33
Delivery Method 3	DeliveryMethod3	2	N	34
Credit Hours 3	CreditHours3	4	N	35

Fee Paying Status 3	FeePayStat3	1	A/N	36
Location 3	Location3	2	A/N	37
Credit Type 4	CreditType4	1	A/N	38
Delivery Method 4	DeliveryMethod4	2	N	39
Credit Hours 4	CreditHours4	4	N	40
Fee Paying Status 4	FeePayStat4	1	A/N	41
Location 4	Location4	2	A/N	42
Credit Type 5	CreditType5	1	A/N	43
Delivery Method 5	DeliveryMethod5	2	N	44
Credit Hours 5	CreditHours5	4	N	45
Fee Paying Status 5	FeePayStat5	1	A/N	46
Location 5	Location5	2	A/N	47
Credit Type 6	CreditType6	1	A/N	48
Delivery Method 6	DeliveryMethod6	2	N	49
Credit Hours 6	CreditHours6	4	N	50
Fee Paying Status 6	FeePayStat6	1	A/N	51
Location 6	Location6	2	A/N	52
Credit Type 7	CreditType7	1	A/N	53
Delivery Method 7	DeliveryMethod7	2	N	54
Credit Hours 7	CreditHours7	4	N	55
Fee Paying Status 7	FeePayStat7	1	A/N	56
Location 7	Location7	2	A/N	57
Credit Type 8	CreditType8	1	A/N	58
Delivery Method 8	DeliveryMethod8	2	N	59
Credit Hours 8	CreditHours8	4	N	60
Fee Paying Status 8	FeePayStat8	1	A/N	61
Location 8	Location8	2	A/N	62
Credit Type 9	CreditType9	1	A/N	63
Delivery Method 9	DeliveryMethod9	2	N	64
Credit Hours 9	CreditHours9	4	N	65
Fee Paying Status 9	FeePayStat9	1	A/N	66
Location 9	Location9	2	A/N	67
Credit Type 10	CreditType10	1	A/N	68
Delivery Method 10	DeliveryMethod10	2	N	69
Credit Hours 10	CreditHours10	4	N	70
Fee Paying Status 10	FeePayStat10	1	A/N	71
Location 10	Location10	2	A/N	72
Cumulative Credits Earned	CumCreditsEarned	5	N	73
Cumulative Home GPA Earned	CumHomeGPAEarned	4	N	74
Cumulative Credits Attempted	CumCreditsAttempted	5	N	75
Cumulative Home +Transfer GPA Earned (Lottery GPA)	LotteryGPA	4	N	76
High School Code (College Board Codes)	HSCode	6	A/N	77

Year of High School Graduation	HSGradYear	4	N	78
Month of High School Graduation	HSGradMonth	2	N	79
High School Curriculum Type	HSCurriculumType	1	N	80
Overall High School GPA (GED score if applicable)	OverallHSGPAGED	4	N	81
Number of Advanced Placement Courses Taken	APCrsTaken	2	N	82
ACT Composite Score	ACTComposite	2	N	83
ACT Reading Score	ACTReading	2	N	84
ACT Science Score	ACTScience	2	N	85
ACT English Score	ACTEnglish	2	N	86
ACT Math Score	ACTMath	2	N	87
ACT Writing Score	ACTWriting	2	N	88
SAT Composite Score	SATComposite	4	N	89
SAT Math Score	SATMath	3	N	90
SAT Verbal Score	SATVerbal	3	N	91
Lottery Scholarship Type	LotScholType	1	N	92
Lottery Scholarship Amount	LotScholAmount	6	N	93
Lost Scholarship Reason	LostScholReason	1	A	94
Census Date Lost Scholarship Reason	Census_LSR	1	A	95
Regain Award Flag	RegainAward	1	N	96
Repeat Course Flag	RepeatCourse	1	N	97
Term Hours Attempted	TrmHrsAttempted	4	N	98
Term Hours Earned	TrmHrsEarned	4	N	99
Term GPA	TermGPA	4	N	100
Withdrawal Flag	WithdrawalFlag	1	N	101
Hours Enrolled at the Census Date	CensusHrs	4	N	102
Term Institutional Aid Amount	TermAidAmt	6	N	103
Term Pell Amount	TermPellAmt	6	N	104
PLA Type 1	PLAType1	3	A/N	105
PLA Hours 1	PLAHours1	4	N	106
PLA Type 2	PLAType2	3	A/N	107
PLA Hours 2	PLAHours2	4	N	108
PLA Type 3	PLAType3	3	A/N	109
PLA Hours 3	PLAHours3	4	N	110
PLA Type 4	PLAType4	3	A/N	111
PLA Hours 4	PLAHours4	4	N	112
PLA Type 5	PLAType5	3	A/N	113
PLA Hours 5	PLAHours5	4	N	114
PLA Type 6	PLAType6	3	A/N	115
PLA Hours 6	PLAHours6	4	N	116
PLA Type 7	PLAType7	3	A/N	117
PLA Hours 7	PLAHours7	4	N	118

PLA Type 8	PLAType8	3	A/N	119
PLA Hours 8	PLAHours8	4	N	120
PLA Type 9	PLAType9	3	A/N	121
PLA Hours 9	PLAHours9	4	N	122
PLA Type 10	PLAType10	3	A/N	123
PLA Hours 10	PLAHours10	4	N	124
Transfer Hours	TransferHours	5	N	125
Cumulative Home Hours Earned	CumHomeHrsEarned	5	N	126
Learning Support - Writing	LS_Writing	1	A	127
Learning Support - Math	LS_Math	1	A	128
Learning Support - Reading	LS_Reading	1	A	129
Gateway - Writing	GW_Writing	1	A	130
Gateway - Math	GW_Math	1	A	131
Gateway - Reading	GW_Reading	1	A	132
Tennessee Promise Eligibility Flag	TN_PromiseFlag	1	N	133
Tennessee Promise Award Amount	TN_PromiseAmt	6	N	134
Tennessee Promise Lost Scholarship Reason	TN_PromiseLostSchol	1	A/N	135
Veterans Code	VET_CODE	1	A/N	136
Reverse Transfer Flag	RTFlag	1	N	137
Reverse Transfer Institution	RTInstitution	2	N	138

Completions File Layout

Data Element	Column Name	Size	Field Char	Element Number
Institution	Institution	2	N	1
System	System	1	N	2
Location	Location	2	A/N	3
Student ID	StudentID	9	A/N	4
Year of Award	AwardYear	4	N	5
Term of Award	AwardTerm	1	N	6
Year of Completion	CompletionYear	4	N	7
Term of Completion	CompletionTerm	1	N	8
Level of Award	AwardLevel	2	N	9
Type of Degree	DegreeType	6	A/N	10
First Major	FirstMajor	10	N	11
Second Major	SecondMajor	10	N	12
Additional Major	AdditionaMajor	10	N	13
Cumulative Hours Earned	TotalHrsEarned	5	N	14
Cumulative Home GPA	FinalGPA	4	N	15

Course Level File Layout

Data Element	Column Name	Size	Field Char	Element Number
Institution	INSTITUTION	2	N	1
System	SYSTEM	1	N	2
First Name	FIRST_NAME	60	A	3
Last Name	LAST_NAME	60	A	4
Middle Name	MIDDLE_NAME	60	A	5
Birth Date	BIRTH_DATE	11	N	6
Year Reported	YEAR_REPORTED	4	N	7
Term Reported	TERM_REPORTED	1	N	8
Student ID Number	STUDENT_ID_NUMBER	9	N	9
Section Location	SECTION_LOCATION	2	A/N	10
Subject Code	SUBJECT_CODE	4	A	11
Course Number	COURSE_NUMBER	5	N	12
Course Section	COURSE_SECTION	5	A/N	13
Course Title	COURSE_TITLE	50	A/N	14
Course Level	COURSE_LEVEL	2	A	15
Grade Credit Hours	GRADE_CREDIT_HOURS	6	N	16
Instructional Method	INSTRUCTIONAL_METHOD	3	A/N	17
Course CIP	COURSE_CIP	6	A/N	18
Fee Pay Type Code	FEEPAYTYPE_CODE	1	A/N	19
Credit Type Code	CREDITTYPE_CODE	1	A/N	20

Enrollment Data Elements

Institution

Data Element Number: 1

Description:

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

Codes:

Institution	Code
University of Tennessee, Knoxville	30
University of Tennessee, Veterinary College	31
University of Tennessee, Space Institute	33
University of Tennessee, Martin	37
University of Tennessee, Southern	41
University of Tennessee, Chattanooga	53
University of Tennessee, Medical Health Science Center	86

Edit:

An error will occur if the following is *not* true:

1. This field is blank.
2. The institution code is *not* one of the above codes.

Cross-Checks:

3. *The system code and institution code do not match.*

   >> E.g., A UT University has a system code of '2' (TBR Community Colleges) instead of a '3'.

Warnings:

>> Missing institutions will be listed as warnings.

System

Data Element Number: 2

Description:

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

Codes:

Institution	Code
University of Tennessee	3

Edit:

An error will occur if the following is *not* true:

1. This field is blank.
2. The system code is *not* one of the codes listed above.

Cross-Checks:

3. *The system code and institution code do not match.*

   >> E.g., A UT University has a system code of '2' (TBR Community Colleges) instead of a '3'.

Student ID Number

Data Element Number: 3

Description:

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

Edit:

An error will occur if one or more of the following is true:

1. The student ID is blank.
2. The length of the student ID is *not* equal to nine (9) alphanumeric characters.
3. The file submission should only contain one (1) enrollment record per term, per year, per institution, per student. If a duplicate record is found, an error will be generated.

First Name

Data Element Number: 4

Description:

This field holds the student's first name.

Edit:

An error will occur if the following is true:

1. The first name is blank.
2. The first name is greater than (>) 50 characters.
3. The first name contains special characters.

   >> Exception: An apostrophe (') is allowed.

Middle Initial

Data Element Number: 5

Description:

This field holds the initial of the student's middle name. If a student does not have a middle name, the field should be left blank.

Edit:

An error will occur if the following is true:

1. The field contains more than one (1) character.
2. The middle initial is *not* an alphabetic character.

Last Name

Data Element Number: 6

Description:

This field holds the student's last name. The suffix should be removed from the last name field (e.g., Jr, Sr, etc.).

Edit:

An error will occur if the following is true:

1. The last name is blank.
2. The last name is greater than (>) 50 characters.
3. The last name contains special characters.
    a. Exception: An apostrophe (') is allowed.
    b. Exception: The value "St." is allowed if it comes at the beginning of the last name.

Gender

Data Element Number: 7

Description:

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

Codes:

Description	Code
Male	M
Female	F
Unknown	U

Edit:

An error will occur if the following is true:

1. The gender is blank.
2. The gender code is *not* one of the above codes.

Date of Birth

Data Element Number: 8

Description:

This data element holds the student's date of birth. The date should be formatted MM/DD/YYYY with the slashes included. A leading zero (Ø) should be used for single-digit months and days.

Examples:

12/01/1990

01/01/1990

Edit:

An error will occur if the following is true:

1. The date of birth is *not* 10 characters in length.
2. The date of birth is *not* formatted correctly.

   >> E.g., MM/DD/YYYY (Forward slashes are required.)
3. The date of birth is blank.
4. The date of birth is *not* a valid date.
5. The date of birth is outside an acceptable range.
   a. (The Current Year – Date of Birth) < 8,

      or

   b. (The Current Year – Date of Birth) > 100.

Race

Data Element Number: 9

Description:

This element indicates a student's racial origin and is designed to provide information in the form the U.S. Federal Government requires.

Codes:

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

Edit:

An error will occur if the following is true:

1. The race is blank.
2. The race is *not* one of the above codes.

Warnings:

>> Missing race codes will be listed as warnings.

Resident Status

Data Element Number: 10

Description:

This element contains the legal residence status of the student.

Codes:

Description	Code
In-State	1
Out-of-State	2
Foreign	3

Edit:

An error will occur if the following is true:

1. The resident status is blank.
2. The resident status is *not* one of the above codes.

Lottery Resident Status

Data Element Number: 11

Description:

This element contains the resident status of the student with respect to the Tennessee Lottery. TSAC's website defines lottery residency as:

"Be a Tennessee resident, as defined by Chapter 0240-2-2, Classifying Students In-State and Out-of-State, of regulations promulgated by the Board of Regents, for one year as of May 1 immediately preceding enrollment in an eligible postsecondary institution."

This element should be left blank for non-lottery students.

Codes:

Description	Code
In-State	1
Out-of-State	2

Edit:

An error will occur if the following is true:

Lottery Students:

1. The lottery resident status code is *not* one of the above codes.

Cross-Checks:

2. *The lottery resident status is blank, and the student has a lottery scholarship.*

Citizenship Status

Data Element Number: 12

Description:

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

Codes:

Description	Code
United States Citizen	1
Foreign Citizen With Temporary U.S. Residence	2
Foreign Citizen With Permanent U.S. Residence	3

Edit:

An error will occur if the following is *not* true:

1. The citizenship status is blank.
2. The citizenship status is *not* one of the above codes.

ZIP Code of Permanent Residence

Data Element Number: 13

Description:

This is the student's permanent zip code at the time of current semester registration. It is the home address when he or she is not a student. An unemancipated person whose parent is out of the country on temporary assignment, such as military, would use the appropriate state code from Appendix A in lieu of a zip code. A full list of zip codes is available for download here.

Examples:

37206

Edit:

An error will occur if the following is *not* true:

Lottery Students:

1. The zip code is invalid.

Cross-Checks:

2. *The zip code is blank for lottery students, and the state code is a valid U.S. state.*

State Code

Data Element Number: 14

Description:

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

Codes:

See Appendix A for a list of state codes and Appendix B for a list of country codes..

Edit:

An error will occur if the following is true:

1. The state code is blank.
2. The state code's length is *not* equal to two (2).
3. The state code is invalid.

County of Permanent Residence

Data Element Number: 15

Description:

This element contains the three-character county code for the student's permanent address. Out-of-state students should use 'O-S', and foreign students should use 'FOR'. The county code must be a valid code for the reported U.S. state code. A full list of county FIPS codes is available for download here.

Codes:

See Appendix C for a list of Tennessee county codes.

Edit:

An error will occur if the following is true:

Lottery Students:

1. The county code is blank.
2. The county code is invalid.

Previous Registration Type

Data Element Number: 16

Description:

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

Codes:

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

Edit:

An error will occur if the following is true:

1. The previous registration type is blank.
2. The previous registration type is *not* one of the above codes.

Registration Type

Data Element Number: 17

Description:

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

Codes:

Registration Type	Definition	Code
First-Time College Student	A student who has not been previously enrolled for work creditable toward a bachelor's or associate degree or certificate in any college, university, or technical institute since they graduated from high school but who is now enrolled for work creditable toward such a degree; a first-time college student may be a full-time or part-time student. This code should be used only for the individual's first term in college; later terms are coded "6".	1
First-Time Graduate or Professional Student	A student who has not been previously enrolled for work creditable toward an advanced degree at any university and who is enrolled for work creditable toward such a degree; a first-time graduate or professional student may be a full-time or part-time student.	2
Transient Student	A transient or term special student is one who is regularly enrolled and in good standing at an institution other than the reporting institution and who is taking a course(s) at the reporting institution which he/she intends to transfer to their regular institution	4
First-Time Professional and Transfer Student	Restricted to students at UT Memphis and ETSU College of Medicine	5
Student Not Classified in One of the Above Categories	A high school student enrolling at a university or college before graduating from high school should be classified with a Previous Registration Code of "4", a Registration Code of "6", and a Student Level of "06".	6

Edit:

An error will occur if the following is true:

1. The registration type is blank.

2. The registration type is *not* one of the above codes.

Year of Registration

Data Element Number: 18

Description:

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

Examples:

2023
2024

Codes:

An error will occur is the following is true:

1. The year of registration is blank.
2. The year of registration is *not* the year for which the report was created.

Term of Registration

Data Element Number: 19

Description:

This element indicates the term for which the report is being generated.

Codes:

Term of Registration	Code
Summer	4
Fall	1
Spring	3

Edit:

An error will occur if the following is true:

1. The term of registration is blank.
2. The term of registration is *not* the term for which the report was created.

Student Level

Data Element Number: 20

Description:

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

Codes:

Undergraduate Student Levels

Student Level	Definition	Code
Freshman	The term "freshman" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	01
Sophomore	The term "sophomore" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	02
Junior	The term "junior" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	03
Senior	The term "senior" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	04
Fifth-Year Undergraduate	This term refers to students enrolled in programs which normally take five (5) years to complete, e.g. some engineering programs or medical technology degrees. Do not use "fifth-year undergraduate" to describe a student who takes five years to complete a four-year degree.	05
Undergraduate Special	This is a student who is (1) non-degree seeking and holds no degree or certificate; or (2) non-degree seeking, holding any level degree, but taking only courses for undergraduate credit; or (3) non-degree seeking, holding no bachelor's degree, and taking courses for both graduate and undergraduate credit; or (4) one seeking a Technical Certificate of Credit.	06

Graduate Student Levels

Student Level	Definition	Code
Graduate Special	A student who is (1) non-degree seeking, holding a bachelor's or higher degree, taking courses for graduate credit only; or (2) non-degree seeking, holding a bachelor's or higher degree, taking courses for both graduate and undergraduate credit; or (3) holding a bachelor's degree, and seeking a Graduate Certificate of Credit	10
Master's Candidate	A student who has been formally admitted to graduate school for the purpose of pursuing a master's degree	11
Specialist-in-Education Candidate	A student who has been formally admitted to a graduate school for the purpose of pursuing a Specialist in Education degree	12

Professional-Degree Student Levels

Student Level	Definition	Code
Professional Non-Degree Seeking	A transient non-degree seeking student enrolled in professional studies	20
Second-Year Professional Student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, or DVM degree and is in the second year of their studies toward that degree	22
Third-Year Professional Student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, or DVM degree and is in the third year of their studies toward that degree	23
Fourth-Year Professional Student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, or DVM degree and is in the fourth year of their studies toward that degree	24
Master's Professional	---	25

Graduate Student Levels

Student Level	Definition	Code
Doctoral Candidate, Early Stage	A student who has been formally admitted to graduate study and whose major academic endeavor consists of formal course work directed toward	30

Student Level	Definition	Code
	fulfilling requirements for a doctoral degree	
Doctoral candidate, Late Stage	A student who has been advanced to candidacy for a doctoral degree, or one whose principal academic endeavor consists of independent study, research, or work toward fulfilling requirements for a doctoral degree	31
Post-Doctoral Student	A student who holds a doctoral degree and who is pursuing a program of study or training for which a doctoral degree is requisite	32

Graduate Medical Residency Student Level

Student Level	Definition	Code
First-Year Resident, Second-Year Resident, Third-Year Resident, or Fourth-Year Resident	A person holding the MD, DDS, or DVM degree and who has been admitted to advanced professional study in a residency program and is in the first, second, third, or fourth year of that study.	35

Non-Degree Student Level

Student Level	Definition	Code
Continuing-Education Student	A student who is participating exclusively in individual continuing education unit activities	40

Edit:

An error will occur if the following is true:

1. The student level code is blank.
2. The student level code is *not* one of the above codes.
3. The student level code's length is *not* equal to two (2).

Cross-Checks:

4. *The student has "U" for student major, and student level code does not equal "01", "02", "03", or "04".*
5. *The student has "N" for student major, and the student level code does not equal "06", "10", "20", or "40".*

Transfer Institution

Data Element Number: 21

Description:

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

Codes:

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

Transfer Institution	Code
Foreign Institutions	A
Two-year public institutions	T1
Two-year independent institutions	T2
Four-year or more public institutions	F1
Four-year or more independent institutions	F2
Miscellaneous code to be used as a last resort and/or if the transfer institution is unknown	999999

Edit:

An error will occur if the following is true:

1. The transfer institution is *not* a valid six-digit FICE code or one of the codes listed above.

Cross-Checks:

2. *A transfer institution is listed, and the registration type code is not equal to "3,"*
   or
3. *The registration type code is "3", and the transfer institution is blank.*

Student Major

Data Element Number: 22

Description:

This element contains the academic major of the student. The major is reported using the appropriate code from the Academic Program Inventory (API) of the Tennessee Higher Education Commission. The Academic Program Inventory major code is based upon the Classification of Instruction Programs (CIP), developed and published by the National Center for Educational Statistics (NCES). The API can be found here.

Codes:

Type of Student	Code
Student With Declared Major	Use the appropriate 10-digit major code for the reporting institution from the Tennessee Higher Education Commission's Academic Program Inventory (API).
Undergraduate Student With Undeclared Major	Place a "U" in the first column of the major field, and leave the remaining columns of the field blank.
Special Student or Student in CEU Courses (For a definition of undergraduate special or graduate special, see data element "Student Level".)	Place an "N" in the first column of the field, and leave the remaining columns of the field blank. Do not use "N" for students seeking a Technical Certificate of Credit or Graduate Certificate of Credit. These must be reported with appropriate Academic Program Inventory major codes.

Edit:

An error will occur if the following is true:

1. The student major is blank.
2. The student major is an invalid CIP code.

Cross-Checks:

3. *The student major is equal to "U", and the student level is not equal to "01", "02", "03", or "04".*
4. *The student major is equal to "N", and the student level is not equal to "06", "10", "20", or "40".*

Credit Type

Data Element Numbers: 23, 28, 33, 38, 43, 48, 53, 58, 63, 68

Description:

There are 10 data elements available for reporting the specific types of credit for which a student is enrolled.

Codes:

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

Credit Type	Definition	Codes
Non-Credit Community Service Continuing Education	Credit value assignment is made in CEUs.	6
Audit	Credit value assignment should be whatever the credit hour value of the course audited would normally be assigned.	7
Non-Credit Remedial	Designed to correct and prevent further learning difficulties which interfere with a student's expected progress in any of several required courses; credit value assignment should be similar to that for regular course work in the same subject.	8
Non-Credit Co-Op	Credit value assignment should be "0100". This credit type should be used for graduate medical resident students.	9
Job Training Partnership Act (JTPA) Credit	Course work taken under the federally funded Job Training Partnership Act	A
Contract Course Credit	Work received from any degree credit (types Ø, 1, 2, or 5) course where 50% or more of the instructional cost of offering the course is borne by a source other than the State of Tennessee, i.e. industry, federal government, etc.; instructional costs can consist of direct teaching personnel, other academic personnel, clerical and supporting personnel, instructional equipment, supplies, and rental space.	B
Developmental I Course Credit	Credit received by students enrolled in Development I; Developmental I courses are defined as those courses numbered 0800 to 0899 or a three-digit equivalent. These courses are designed to assist students in developing proficiency in the basic academic competencies defined by the college board in its EQ project, e.g. reading, writing, math, reasoning, study skills, etc.	D
Workforce Development Credit	Course work undertaken under the federally funded workforce investment training program	P
Remedial Course Credit (NOT for Universities)	Credit received by students enrolled in remedial courses. Remedial courses are defined as those courses numbered from 0700 to 0799 or a 3 digit	R

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

Edit:

An error will occur if the following is true:

1. The credit type is *not* one of the above codes.

Cross-Checks:

2. *The credit type is blank, and the credit hours are present.*
3. *The credit type is present, and the credit hours are blank.*

Warnings:

>> Missing credit type codes will be listed as warnings.

Delivery Method

Data Element Numbers: 24, 29, 34, 39, 44, 49, 54, 59, 64, 69

Description:

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

Codes:

Delivery Method	Description	Code
Conventional Methodology	This code should be used for course sections which are taught using the traditional method. Sections which are generally considered group instruction either for lecture, discussion group, and/or other traditional instructional medium should be coded as '01'. Physical education activities, science laboratory, and remedial sections should be included in this category.	01
Internet/Web-Based/Online Instruction Excluding Regents Online Degree Program and New College Online Degree Program –	Use this code for web-based courses delivered by the institution.	02
Other Computer Based Instruction	This code should be used for other computer-type delivery courses, including those taught by e-mail and courses taught using desktop video conferencing.	03
Video Broadcast	This code should be used for any course sections where the instruction and/or material are broadcast to another site. This would include one-way video and audio, one-way video two-way audio, two-way video and audio, and public broadcast across television.	04
Instructional Media	This code should be used for course sections which are taught using instructional media. This could include video disc, video tape, or audio tape.	05
Student Teaching and Field Supervision	This medium of instruction should apply to internships, cooperative experiences, field experience, intern-teaching or student-teaching type courses.	06

Delivery Method	Description	Code
Thesis	This instructional code should be assigned to both master's and specialists thesis-type courses.	07
Dissertation	This instructional code should be assigned to specific courses which are, in fact, dissertation courses. This code should only be used for doctoral level courses which are designated as dissertation.	08
Independent Study	This instructional medium code should be assigned to courses which are designated as independent study or for which students are enrolled on an independent study basis.	09
Clinical	This code should be assigned to course sections meeting at a clinical site, such as a hospital. It should not be used for labs.	10
Regents Online Degree Program	This instructional code should be used for courses taken online under the Tennessee Board of Regents' RODP program.	11
New College Online Degree Program	This instructional code should be used for courses taken online under UT's online degree program.	12
Other Non-Conventional Media	This code should be used in circumstances where courses do not fit any of the other mediums of instruction.	13
Emergency Remote Learning	An in-person course that is forced unexpectedly to transition to web-based mid-semester.	14
Hybrid Course Learning	An in-person course that is planned to transition to web-based, whether that occurs at the beginning of the term or some planned time thereafter	15

Edit:

An error will occur if the following is true:

1. The delivery method is *not* one of the above codes.
2. The delivery method's length is *not* equal to two (2).

Cross-Checks:

3. *The delivery method is blank and the credit type is not blank.*

Warnings:

>> Missing delivery method codes will be listed as warnings.

Credit Hours

Data Element Numbers: 25, 30, 35, 40, 45, 50, 55, 60, 65, 70

Description:

There are 10 data elements used to report the number of credit hours for which the student has enrolled. Credit Hours 1 are the number of hours taken by the student in the credit type reported under Credit Type 1. Use as many of the credit hour fields as necessary, and leave the remaining credit hour fields blank.

Examples:

For each credit hour field, a four-digit number is used. The first column in the credit hour field represents the tens' place. The second column in the field represents the ones' place. The third column in the field represents the tenths' place. The fourth column in the field represents the hundredth's place. Use leading zeros (Ø) where necessary.

Credit Hours	Code
6.5	0650
17	1700

Edit:

An error will occur if any of the following is true:

1. The credit hours contain non-numeric characters.
2. The credit hours are not in the correct format.

Cross-Checks:

3. *The credit hours are blank, and the credit type is not blank.*

Fee Paying Status

Data Element Numbers: 26, 31, 36, 41, 46, 51, 56, 61, 66, 71

Description:

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

Codes:

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

Fee Pay Type	Description	Code
In-State for Tuition Purposes	Use this code for all graduate (resident) medical students at UT Memphis and ETSU College of Medicine.	1
Out-of-State for Tuition Purposes	Out-of-state	2
Classification in Progress	Use whenever the student's status is officially under consideration by the administration. Any record so reported must be updated at the end of the term, or earlier, if possible. Updates should include: the student number, term(s) to be updated, and the "new" resident status code. UT and TBR institutions should send updates to their respective boards.	3
Students Who Do Not Pay tuition	Use this code for all students age 60 or older and all disabled students who are (1) paying only a service charge, or (2) taking both audit and degree-credit courses for which they are paying only a service charge. Use this code for all students age 65 or older, and all disabled students who are taking only audit courses. Use this code for retired state employees with 30 years of service to audit courses at any state-supported institution on a space-available basis.	4
Students Who Pay Only a Service Charge	Use this code for all students age 65 or older and all disabled students who are (1) paying only a service charge or (2) taking both audit and degree-credit courses for which they are paying only a service charge.	5
Not Applicable	Use this code for student level 40 only.	6
Academic Common	Use this code for students who participate in the	7

Fee Pay Type	Description	Code
Market Participant	SREB Academic Common Market program. Participants of the ACM should have a permanent address in one of the SREB states.	
Full-Time Employee of TN Board of Regents	Use this code for persons who are full-time employees of TBR. Full-time employment status is determined by the governing boards. Full-time employees are eligible to enroll in one course per term without paying tuition charges, maintenance fees, student activity fees, or registration fees.	8
Student Fee Reduction for Spouses and Children of Full-Time Employees of TN Board of Regents	Use this code for persons who are spouses or dependent children of full-time employees of TBR and are eligible for maintenance fee discount. Full-time employment status is determined by the governing boards.	9
Out-of-State Tuition Waiver for Full-Time Employees in the State	Use this code for part-time students who are not domiciled in this state, but who are employed full-time in the state. These students are eligible to be classified as in-state for tuition purposes only.	A
Full-Time Employee of University of Tennessee	Use this code for persons who are full-time employees of UT. Full-time employment status is determined by the governing boards. Full-time employees are eligible to enroll in one course per term without paying tuition charges, maintenance fees, student activity fees, or registration fees.	I
Student Fee Reduction for Spouses and Children of Full-Time Employees of University of Tennessee	Use this code for persons who are spouses or dependent children of full-time employees of UT and are eligible for maintenance fee discount. Full-time employment status is determined by the governing boards.	J
Full-time State of Tennessee Employee for One Course Fee Waiver	Use this code for persons who are full-time employees of the State of Tennessee. Full-time employees are eligible for enrollment in one course per term at any state-supported college or university or technology center without paying tuition charges, maintenance fees, student activity fees, or registration fees.	B
Student Fee Discount for Dependents of	Use this code for persons who are under the age of 24 whose parent is employed as a full-time certified	C

Fee Pay Type	Description	Code
Full-Time Certified Teachers	teacher in any public school in Tennessee and who are eligible to receive the 25% discount on tuition.	
Active Duty Military Personnel and Their Dependents Who Qualify for Fee Reduction	Use this code for active duty military personnel and their dependents who qualify for a fee reduction. The institution determines this reduction.	D
Student Fee Discount for Dependents of Full-Time State Employees	Use this code for persons who are under 24 years of age and whose parent is employed as a full-time state employee of Tennessee and who are eligible to receive the 25% discount on tuition.	E
Student Fee Discount for Dependent of Full-Time State Employee who Died While Employed	Use this code for persons who are under age 24, and whose parent died while employed as a full-time state employee of Tennessee, and who are eligible to receive the 25% discount on tuition.	F
Student Fee Discount for Dependent of Retired State Employee	Use this code for persons who are under age 24 and whose parent is a retired employee of the State of Tennessee after a minimum of 25 years of full-time creditable service and who are eligible to receive the 25% discount on tuition.	G
Out-of-State Tuition Waiver for Active-Duty Military Personnel Who Are Deployed or Transferred Out-of-State	Use this code for active-duty military personnel who begin a degree program while stationed in Tennessee or Ft. Campbell, KY and are deployed or transferred prior to completion of their degree program. These students may continue to enroll in the Tennessee institution and be classified as out-of-state residents, but shall be permitted to participate as if they were classified in-state residents. This classification remains in effect as long as he/she completes at least one (1) course for credit each 12-month period after the transfer or deployment. Exceptions may be made in cases of deployment to areas of armed conflict.	H
Graduate Assistant	Use this code for fee waivers for graduate assistants	L
Relief Student Victims	Use this code for students seeking relief from a major catastrophe or disaster.	R
Dependents of Retired	Use this code for students who are dependents of a	M

Fee Pay Type	Description	Code
Teachers	retired teacher	
Out-of-State Veteran	Use this code for out-of-state veterans.	V
Part-Time TBR CC Employee	Use this code for eligible part-time TBR employees that receive a one-course fee waiver.	P

Edit:

An error will occur if one of the following is true:

1. The fee pay status is *not* one of the above codes.

Cross-Checks:

2. *The fee pay status is blank and the credit type is not blank.*

Warnings:

>> Missing fee pay status codes will be listed as warnings.

The edit check below is under review and has been removed until further notice:

>> The fee pay status is equal to "7" or "A", *and* the resident status equals "1", *and* the county code is *not* one listed in Appendix D: Border County Codes.

Location

Data Element Numbers: 27, 32, 37, 42, 47, 52, 57, 62, 67, 72

Description:

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

Codes:

Location code assignments will be made using the following guidelines:

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

Edit:

An error will occur if one of the following is true:

1. The location code is *not*:
   a. An approved code for the reported system and institution within THEC's Off-Campus Location Inventory,
      or
   b. One of the approved study abroad codes. (See Appendix E: Study Abroad Location Codes.),
      or
   c. Active.
2. The location code is *not* blank, and the corresponding credit type is blank.

Cumulative Credits Earned

Data Element Number: 73

Description:

This element reports the total number of credits earned at or accepted by the reporting institution. The first column in the field is for the hundreds' position. The second column in the field is for the tens' position. The third column in the field is for the digits' position. The fourth column in the field is for the tenths' position. The fifth column in the field is for the hundredths' position. For transfer students, it is recognized that there may be a delay in the processing of credits to be accepted so that a time lag of one (1) term may be unavoidable. Please note that the implied decimal is not coded.

Examples:

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

Earned Credit Hours	Code
110.25	11025
17.25	01725
14.33	01433
Ø	00000

Edit:

An error will occur if the following is true:

1. The cumulative credits earned is *not* a numerical value.
2. The cumulative credits earned is *not* formatted correctly.

Cross-Checks:

3. *The cumulative credits earned field is blank, and the student is reported as an undergraduate. (See Student Level for a list of undergraduate student level codes.)*
4. *The cumulative credits earned field is not blank, and the student is reported as a graduate. (See Student Level for a list of graduate student level codes.)*

Cumulative Home GPA Earned

Data Element Number: 74

Description:

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

Examples:

GPA Earned	Code
2.128	3128
2.54	2540

Edit:

An error will occur if the following is true:

1. The cumulative home GPA is *not* a numerical value.
2. The cumulative home GPA is *not* in the correct format.

Cross-Checks:

3. *The cumulative home GPA earned is blank, and:*
   a. *The student is not a first-time freshman, or*
   b. *The student is not a transfer student.*

Warnings:

>> The cumulative home GPA is greater than (>) 4000 (4.0).

Cumulative Credits Attempted (Lottery Hours)

Data Element Number: 75

Description:

This element is the total cumulative hours attempted in the student's college career at all institutions. Please note that the decimal is understood and should not be coded.

Examples:

Attempted Credit Hours	Coding
110.25	11025
17.25	01725
10	01000
ø	00000

Edit:

An error will occur if the following is true:

Lottery Students:

1. The cumulative credits attempted is *not* a numerical value.
2. The cumulative credits attempted is *not* formatted correctly.

Cross-Checks:

1. *The cumulative credits attempted is blank, and:*
    a. *The lottery scholarship type is not blank, and*
    b. *The student is an undergraduate.*

Cumulative Home + Transfer GPA Earned (Lottery GPA)

Data Element Number: 76

Description:

This element is the cumulative GPA earned in the student's college career at all institutions. If the student does not have a GPA then use zeros (Ø). Please note that the decimal is understood and should not be coded.

Examples:

GPA Earned	Code
3.128	3128
2.54	2540

Edit:

An error will occur if the following is true:

Lottery Students:

1. The cumulative home + transfer GPA earned is *not* a numerical value.
2. The cumulative home + transfer GPA earned is *not* formatted correctly.

Cross-Checks:

3. *The cumulative home + transfer GPA earned is blank, and*
   a. *The lottery scholarship type is not blank, and*
   b. *It is not the student's first semester at the institution (previous registration type of '1' and registration type of '1').*

Warnings:

>> The (cumulative home) + (transfer GPA earned) is greater than (>) 4000 (4.0).

High School Code

Data Element Numbers: 77

Description:

This element contains the College Board (CEEB) code for the student's high school of graduation and is required for lottery recipients.

Codes:

CEEB codes can be searched for here.

Edit:

An error will occur if the following is true:

Lottery Students:

1. The high school code is invalid.
2. The high school code's length is *not* equal to six (6).

Cross-Checks:

3. *The high school code is blank, and the reported high school diploma type is '1' or '2'. (See High School Diploma Type for a list of all high school diploma type codes and their descriptions.)*
   a. *And the lottery scholarship type is not blank.*

Non-Lottery Students:

1. The high school code is invalid.
2. The high school code's length is *not* equal to six (6).

Year of High School Graduation

Data Element Number: 78

Description:

This element holds the four-digit year of the student's high school graduation and is required for lottery recipients.

Codes:

2004

2003

Edit:

An error will occur if the following is true:

Lottery Students:

1. The year of high school graduation is *not* a numerical value.
2. The year of high school graduation's length is *not* equal to 4.

Cross-Checks:

2. *The lottery scholarship type is not blank, and:*
   a. *The year of high school graduation is blank, and*
   b. *The high school diploma type is equal to '1' or '2' (See High School Diploma Type for a list of all high school diploma type codes and their descriptions.)*
   c. *And the student level is '01' (Freshman).*

Non-Lottery Students:

1. The year of high school graduation is *not* a numerical value.
2. The year of high school graduation's length is *not* equal to four (4).

Month of High School Graduation

Data Element: 79

Description:

This element holds the two-digit month of the student's high school graduation and is required for lottery recipients.

Examples:

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

Edit:

An error will occur if the following is true:

Lottery Students:

1. The month of high school graduation is *not* one of the above codes.

Cross-Checks:

1. *The lottery scholarship type is not blank, and:*
   a. *The month of high school graduation is blank, and*
   b. *The high school diploma type is equal to '1' or '2'. (See High School Diploma Type for a list of all high school diploma type codes and their descriptions.)*
   c. *And the student level is '01' (Freshman).*

Non-Lottery Students:

1. The month of high school graduation is *not* one of the above codes.

High School Diploma Type

Data Element Number: 80

Description:

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

Codes:

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

Edit:

An error will occur if the following is true:

Lottery Students:

1. The high school diploma type is *not* one of the above codes.

Cross-Checks:

1. *The high school diploma type is blank, and*
   a. *The previous registration type is equal to '1', and*
   b. *The registration type is equal to '1', and*
   c. *And the lottery scholarship type is not blank.*

Non-Lottery Students:

1. The high school diploma type code is *not* blank or one of the codes listed above.

Overall High School GPA (or GED if applicable)

Data Element Number: 81

Description

This is the overall high school GPA as reported on the students' high school transcript. Include weighted scores if they are available. Please note that the decimal is understood and should not be coded.

Examples:

GPA	Code
3.09	3090
2.75	2750
3.243	3243

Edit:

An error will occur if the following is true:

Lottery Students:

1. The overall high school GPA (or GED score) is *not* a numerical value.
2. The overall high school GPA (or GED score) is *not* formatted correctly.

Cross-Checks:

3. *The lottery scholarship type is <u>not</u> blank, and:*
   a. *The overall high school GPA (or GED score) is blank, and*
      i. *The high school diploma type is equal to '1', '2', or '6',*

      or

   b. *The overall high school GPA (or GED score) is Ø,*
      i. *And the high school diploma type is '1' or '2'.*

Non-Lottery Students:

1. The overall high school GPA (or GED score) is *not* a numerical value.
2. The overall high school GPA (or GED score) is *not* formatted correctly.

Number of Advanced Placement Courses Taken

Data Element Number: 82

Description:

This element will be the number of Advanced Placement courses a student took in high school. If a student did not take any Advanced Placement courses, then '00' should be used.

Examples:

Note: Blanks are not allowed; use '00' instead.

03

10

00

Edit:

An error will occur if the following is true:

Lottery Students:

1. The number of advanced placement courses taken is *not* a numerical value.
2. The number of advanced placement courses is *not* formatted correctly.

Cross-Checks:

1. *The lottery scholarship type is <u>not</u> blank, and:*
   a. *The number of advanced placement courses taken is blank.*

ACT Composite Score

Data Element Number: 83

Description:

This is a two-digit element containing the ACT composite score for the student. The composite score is the average of the four ACT subtests rounded to an integer. For composite scores less than (<) 10, use a leading zero (Ø). If the student does not have an ACT composite score, the field should be left blank.

Examples:

22

29

14

Edit:

An error will occur if the following is true:

1. The ACT composite score is *not* a numerical value.
2. The ACT composite score is Ø.
3. The ACT composite score is greater than (>) 36.
4. The ACT composite score's length is *not* equal to two (2).

Cross-Checks:

1. *The ACT composite score is blank, and the*
    a. *ACT Reading Score is not blank, and*
    b. *ACT Science Score is not blank, and*
    c. *ACT English Score is not blank, and*
    d. *ACT Math Score is not blank.*

ACT Reading Score

Data Element Number: 84

Description:

This is a two-digit element containing the ACT reading subscore for the student. For reading scores less than (<) 10, use a leading zero (Ø). If the student does not have an ACT reading score, the field should be left blank.

Examples:

12
16

Edit:

An error will occur if the following is true:

1. The ACT reading score is *not* a numerical value.
2. The ACT reading score is Ø.
3. The ACT reading score is greater than (>) 36.
4. The ACT reading score's length is *not* equal to two (2).

ACT Science Score

Data Element Number: 85

Description:

This is a two-digit element containing the ACT science subscore for the student. For science scores less than (<) 10, use a leading zero (Ø). If the student does not have an ACT science score, the field should be left blank.

Examples:

12
16

Edit:

An error will occur if the following is true:

1. The ACT science score is *not* a numerical value.
2. The ACT science score is Ø.
3. The ACT science score is greater than (>) 36.
4. The ACT science score's length is *not* equal to two (2).

ACT English Score

Data Element Number: 86

Description:

This is a two-digit element containing the ACT English subscore for the student. For English scores less than (<) 10, use a leading zero (Ø). If the student does not have an ACT English score, the field should be left blank.

Examples:

12
16

Edit:

An error will occur if the following is true:

1. The ACT English score is *not* a numerical value.
2. The ACT English score is Ø.
3. The ACT English score is greater than (>) 36.
4. The ACT English score's length is *not* equal to two (2).

ACT Math Score

Data Element Number: 87

Description:

This is a two-digit element containing the ACT math subscore for the student. For math scores less than (<) 10, use a leading zero (Ø). If the student does not have an ACT math score, the field should be left blank.

Examples:

12
16

Edit:

An error will occur if the following is true:

1. The ACT math score is *not* a numerical value.
2. The ACT math score is Ø.
3. The ACT math score is greater than (>) 36.
4. The ACT math score's length is *not* equal to two (2).

ACT Writing Score

Data Element Number: 88

Description:

This is a two-digit element containing the ACT writing subscore for the student. For writing scores less than (<) 10, use a leading zero (Ø). If the student does not have an ACT writing score, the field should be left blank.

Examples:

12
16

Edit:

An error will occur if the following is true:

1. The ACT writing score is *not* a numerical value.
2. The ACT writing score is Ø.
3. The ACT writing score is greater than (>) 36.
4. The ACT writing score's length is *not* equal to two (2).

SAT Cumulative Score

Data Element Number: 89

Description:

This is a four-digit element containing the SAT cumulative score for the student. For SAT cumulative scores less than (<) 1000, use a leading zero (Ø). If the student does not have an SAT cumulative score, this field should be left blank.

Examples:

1200
0950

Edit:

An error will occur if the following is true:

1. The SAT cumulative score is *not* a numerical value.
2. The SAT cumulative score is Ø.
3. The SAT cumulative score's length is *not* equal to four (4).

SAT Math Score

Data Element Number: 90

Description:

This is a three-digit element containing the SAT math score for the student. If the student does not have an SAT math score, this field should be left blank.

Examples:

735

400

Edit:

An error will occur if the following is true:

1. The SAT math score is *not* a numerical value from 200 to 800.

SAT Verbal Score

Data Element Number: 91

Description:

This is a three-digit element containing the SAT verbal score for the student. If the student does not have an SAT verbal score, this field should be left blank.

Examples:

735

400

Edit:

An error will occur if the following is true:

1. The SAT verbal score is *not* a numerical value from 200 to 800.

Lottery Scholarship Type

Data Element Number: 92

Description:

This element holds the type of lottery scholarship the student received. Only one code should be entered for each student. The General Assembly Merit Scholarship and the Need-Based Supplemental Award assumes that the student has the Tennessee HOPE Scholarship. For students who have not received the lottery scholarship this field should be left blank.

Codes:

Lottery Scholarship Type	Code
Tennessee HOPE Scholarship	1
General Assembly Merit Scholarship	2
Need-Based Supplemental Award (Aspire)	3
Tennessee HOPE Access Grant	4
Wilder-Naifeh Technical Skills Grant	5
Dual Enrollment Grant	6
HOPE Foster Care Grant	7
Nontraditional Component	8
Helping Heroes Grant	9

Edit:

An error will occur if the following is true:

1. The lottery scholarship type is *not* equal to one of the codes listed above.

Cross-Checks:

1. *The lottery scholarship type is blank, and:*
    a. *The lottery scholarship amount is not blank, and*
    b. *The lost scholarship reason is not blank.*

Lottery Scholarship Amount

Data Element Number: 93

Description:

This element holds the monetary amount of the lottery scholarship for the reporting semester only. This element is not the cumulative amount. Note that the decimal is understood and the amount should be six digits in length. Use leading zeros (Ø) where necessary. For students who have not received the lottery scholarship, this field should be left blank.

Examples:

Lottery Scholarship Amount	Code
$2,250.00	225000
$850.50	085050
$100.00	010000
$0.00	000000

Edit:

An error will occur if the following is true:

1. The lottery scholarship amount is *not* a numerical value.
2. The lottery scholarship amount is *not* formatted correctly.
3. The lottery scholarship amount is *not* six (6) digits in length.

Cross-Checks:

4. *The lottery scholarship amount is blank, and*
    a. *The lottery scholarship type is not blank, and*
    b. *The lost scholarship reason is not blank.*

Lost Scholarship Reason

Data Element Number: 94

Description:

This element holds the code indicating the reason a student lost the lottery scholarship at the end of the reported term. For students who have not received the lottery scholarship this field should be left blank.

Codes:

Reason	Code
Cumulative Higher Ed. GPA	A
Maximum TELS Total Hours Attempted	B
24 Attempted Hours (Hope Access Grant)	C
Enrollment Status Change	D
Non-Continuous Enrollment	E
Received Bachelor's Degree	F
Maximum Time or Hours on TELS Reached	G
Reached 8 Consecutive FTE Semesters	H
Other	O
Has Not Lost Lottery Scholarship	Z

Edit:

An error will occur if the following is true:

1. The lost scholarship reason is *not* one of the above codes.

Cross-Checks:

2. *The lost scholarship reason is blank, and:*
    a. *The lottery scholarship type is not blank, and*
    b. *The lottery scholarship amount is not blank.*

Census Date Lost Scholarship Reason

Data Element Number: 95

Description:

This element holds the code indicating the reason a student lost the lottery scholarship as of the census date. For students who have not received the lottery scholarship this field should be left blank.

Codes:

Reason	Code
Cumulative Higher Ed. GPA	A
Maximum TELS Total Hours Attempted	B
24 Attempted Hours (Hope Access Grant)	C
Enrollment Status Change	D
Non-Continuous Enrollment	E
Received Bachelor's Degree	F
Maximum Time or Hours on TELS Reached	G
Reached 8 Consecutive FTE Semesters	H
Other	O
Has Not Lost Lottery Scholarship	Z

Edit:

An error will occur if the following is true:

1. The census date lost scholarship reason is *not* blank or one of the above codes.

Regain Award Flag

Data Element Number: 96

Description:

This is a single-digit element that indicates whether or not a student has regained the lottery scholarship. It is required for lottery recipients. For students who have not received the lottery scholarship, this field should be left blank.

Codes:

Regain Award	Code
Student has not lost and regained a lottery scholarship	Ø
Student has lost and regained a lottery scholarship	1

Edit:

An error will occur if the following is true:

Lottery Students:

1. The regain award flag is *not* one of the above codes.

Cross-Checks:

2. *The regain award flag is blank, and the lottery scholarship type code is not blank.*

Non-Lottery Students:

1. The regain award flag is *not* blank.

Repeat Course Flag

Data Element Number: 97

Description:

This is a single-digit element that indicates whether or not a student has repeated a course and is required for lottery students. For students who have not received the lottery scholarship, this field should be left blank.

Codes:

Repeat Course	Code
Student has not repeated a course	Ø
Student has repeated a course	1

Edit:

An error will occur if the following is true:

Lottery Students:

1. The repeat course flag is *not* one of the above codes.

Cross-Checks:

2. *The repeat course flag is blank, and the lottery scholarship type code is not blank.*

Non-Lottery Students:

1. The repeat course flag is *not* blank.

Term Hours Attempted

Data Element Number: 98

Description:

This is the total number of credit hours attempted by the student for the term being reported. Please note that the decimal is understood and should not be coded. The hours should be four-digits in length; use leading zeros (Ø) where necessary.

Examples:

Term Hours Attempted	Code
6.5	0650
10.00	1000
17.00	1700
Ø	0000

Edit:

An error will occur if the following is true:

1. The term hours attempted is blank.
2. The term hours attempted is *not* formatted correctly.
3. The term hours attempted is less than (<) term hours earned.
4. The term hours attempted is *not* a numerical value

Term Hours Earned

Data Element Number: 99

Description:

This is the total number of credit hours earned by the student for the term being reported. Please note that the decimal is understood and should not be coded. The hours should be four digits in length; use leading zeros (Ø) where necessary.

Edit:

An error will occur if the following is true:

1. The term hours earned is blank.
2. The term hours earned is *not* formatted correctly.
3. The term hours earned is greater than (>) term hours attempted.
4. The term hours earned is *not* a numerical value.

Term GPA

Data Element Number: 100

Description:

This element is the GPA earned by the student for the term being reported. Please note that the decimal is understood and should not be coded. The GPA should be four digits in length; use trailing zeros (Ø) where necessary.

Examples:

GPA Earned	Code
3.128	3128
2.54	2540

Edit:

An error will occur if the following is true:

1. The term GPA is *not* a numerical value.
2. The term GPA is *not* formatted correctly.
3. The term GPA is *not* four (4) digits in length.

Cross-Checks:

4. The term GPA is blank,

a. And the student level is coded as an undergraduate (01, 02, 03, 04, and 05),

i. And the student is not a first-time freshman

ii. Or a withdrawal student.

b. Or a transfer student.

c. Or a dual enrolled student.

Withdrawal Flag

Data Element Number: 101

Description:

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

Codes:

Withdrawal	Code
Student did not withdraw	Ø
Student withdrew from coursework after the 14th day	1

Edit

An error will occur if the following is not true:

1. The withdrawal flag is blank.
2. The withdrawal flag is *not* one of the above codes.

Hours Enrolled at the Census Date

Data Element Number: 102

Description:

The total number of credit hours the student was enrolled in on the institutions census date (usually 14th day of class). The hours should be four-digits in length; use leading zeros (Ø) where necessary.

Examples:

Term Hours Attempted	Code
6.5	0650
10.00	1000
17.00	1700
Ø	0000

Edit:

An error will occur if the following is true:

1. The hours enrolled at the census date is blank.
2. The hours enrolled at the census date is *not* a numerical value.
3. The hours enrolled at the census date are *not* formatted correctly.

Term Institutional Aid Amount

Data Element Number: 103

Description:

The total amount of institutional aid the student received during the reporting term; note that the decimal is understood: $1,000.00 = 100000. The aid amount should be seven (7) digits in length; use leading zeros (Ø) where necessary.

Examples:

Amount Awarded	Code
$500.00	0050000
$850.50	0085050
$1,000.00	0100000
$30,100.00	3010000
Ø	0000000

Edit:

An error will occur if the following is true:

1. The term institutional aid amount is blank.
2. The term institutional aid amount is *not* a numerical value.
3. The term institutional aid amount is *not* formatted correctly.

Warnings:

>> The term institutional aid amount is greater than (>) $30,100.00 (3010000).

Term Pell Amount

Data Element Number: 104

Description:

The total amount of Pell Grant the student received during the reporting term; note that the decimal is understood: $1,000.00 = 100000. The aid amount should be six (6) digits in length; use leading zeros (Ø) where necessary.

Examples:

Amount Awarded	Code
$500.00	050000
$850.50	085050
$1,000.00	100000
Ø	000000

Edit:

An error will occur if the following is true:

1. The term Pell amount is blank.
2. The term Pell amount is *not* a numerical value.
3. The term Pell amount is *not* formatted correctly.

PLA Type

Data Element Numbers: 105, 107, 109, 111, 113, 115, 117, 119, 121, 123

Description:

This element contains the three-character PLA Type code. Only PLA Types that are associated with hours creditable toward a degree or certificate should be reported.

Codes:

See Appendix F: PLA Type.

Edit:

An error will occur if the following is true:

1. The PLA type is *not* one of the codes found in Appendix F

Cross-Checks:

2. *The PLA type is blank, and the PLA hours are not blank.*

PLA Hours

Data Element Numbers: 106, 108, 110, 112, 114, 116, 118, 120, 122, 124

Description:

There are 10 data elements used to report the number of PLA hours, creditable toward a degree or certificate, for which the student has earned. PLA Hours 1 is the number of hours earned by the student in the PLA Type reported under PLA Type 1. Use as many of the PLA Hours fields as necessary, and leave the remaining PLA Hours fields blank.

Examples:

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

Credit Hours	Code
6.5	0650
17	1700

Edit:

An error will occur if the following is true:

1. The PLA hours are not a numerical value.

Cross-Checks:

2. *The PLA hours are blank, and the PLA type is not blank.*

Transfer Hours

Data Element Number: 125

Description:

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

Examples:

Please do not leave any columns in the field blank. Be sure to use leading zeros (Ø) where necessary.

Credit Hours	Code
6.5	00650
17	01700

Edit:

An error will occur is the following is true:

1. The transfer hours are *not* a numerical value.
2. The transfer hours are *not* formatted correctly.
3. The transfer hours is *not* five (5) digits in length.

Cumulative Home Hours Earned

Data Element Number: 126

Description:

This element reports the total number of credits earned — that are creditable toward a degree or certificate — at the reporting institution. The first column in the field is for the hundreds' position. The second column in the field is for the tens' position. The third column in the field is for the digits' position. The fourth column in the field is for the tenths' position. The fifth column in the field is for the hundredths' position. Please note that the implied decimal is not coded. This field is to be left blank for student levels other than undergraduates.

Examples:

Please do not leave any columns in the field blank. Be sure to use leading zeros (Ø) where necessary.

Earned Home Credit Hours	Code
110.25	11025
17.25	01725
14.33	01433
Ø	00000

Edit

An error will occur if the following is true:

1. The cumulative home hours earned field is *not* a numerical value.
2. The cumulative home hours earned are *not* formatted correctly.

Cross-Checks:

3. The cumulative home hours earned is blank, and the student is coded as an undergraduate.

Learning Support – Writing

Data Element Number: 127

Description:

This element is a flag indicating whether or not the student completed all of the required Writing learning support competencies.

Codes:

Description	Code
Completed All Learning Support Writing Competencies	Y
Did Not Complete All Learning Support Writing Competencies	Blank

Edit

An error will occur if the following is true:

1. The learning support writing flag is not 'Y' or blank.

Learning Support – Math

Data Element Number: 128

Description:

This element is a flag indicating whether or not the student completed all of the required Math learning support competencies.

Codes:

Description	Code
Completed All Learning Support Math Competencies	Y
Did Not Complete All Learning Support Math Competencies	Blank

Edit

An error will occur if the following is true:

1. The learning support math flag is not 'Y' or blank.

Learning Support – Reading

Data Element Number: 129

Description:

This element is a flag indicating whether or not the student completed all of the required Reading learning support competencies.

Codes:

Description	Code
Completed All Learning Support Reading Competencies	Y
Did Not Complete All Learning Support Reading Competencies	Blank

Edit

An error will occur if the following is true:

1. The learning support reading flag is not 'Y' or blank.

Gateway – Writing

Data Element Number: 130

Description:

This element is a flag indicating whether or not the student completed the first college-level Writing course with a passing grade of "D" or higher.

Codes:

Description	Code
Completed First College-Level Writing Course	Y
Did Not Complete First College-Level Writing Course	Blank

Edit:

An error will occur if the following is true:

1. The gateway writing flag is *not* 'Y' or blank.

Gateway – Math

Data Element Number: 131

Description:

This element is a flag indicating whether or not the student completed a college level Math course with a passing grade of "D" or higher.

Codes:

Description	Code
Completed First College-Level Math Course	Y
Did Not Complete First College-Level Math Course	Blank

Edit:

An error will occur if the following is true:

1. The gateway math flag is *not* 'Y' or blank.

Gateway – Reading

Data Element Number: 132

Description:

This element is a flag indicating whether or not the student completed a General Education course (excluding English 1010, Math, or Physical Education) with a passing grade of "D" grade or higher.

Codes:

Description	Code
Completed First College-Level Reading Course	Y
Did Not Complete First College-Level Reading Course	Blank

Edit:

An error will occur if the following is true:

1. The gateway reading flag is *not* 'Y' or blank.

Tennessee Promise Eligibility Flag

Data Element Number: 133

Description:

This element is a flag indicating if the student is eligible for the Tennessee Promise Scholarship. **This element only applies to systems with participating institutions.**

Codes:

Description	Code
Not Eligible for the Tennessee Promise Scholarship	Blank
Eligible for the Tennessee Promise Scholarship	1

Edit:

An error will occur if the following is not true:

1. The Tennessee Promise eligibility flag is *not* blank or a '1'.

Cross-Checks:

2. *The Tennessee Promise eligibility flag is blank, and the Tennessee Promise award amount is not blank.*
3. *The Tennessee Promise eligibility flag is '1', and the Tennessee Promise lost scholarship reason is a valid lost scholarship reason code.*

Tennessee Promise Award Amount

Data Element Number: 134

Description:

This element holds the monetary amount of the Tennessee Promise scholarship for the reporting semester only. This element is not the cumulative amount. Note that the decimal is understood. The amount should be six digits in length; use leading zeros (Ø) where necessary. For students who have not received the Tennessee Promise scholarship, this field should be blank. This element only applies to systems with participating institutions.

Examples:

Tennessee Promise Award Amount	Code
$2,250.00	225000
$850.50	085050
$500.00	050000
$0.00	000000

Edit:

An error will occur if the following is true:

1. The Tennessee Promise award amount is *not* a numerical value.
2. The Tennessee Promise award amount is *not* formatted correctly.

Cross-Checks:

1. *The Tennessee Promise award amount is blank and the Tennessee Promise eligibility flag is '1'.*
2. *The Tennessee Promise award amount is not blank and the Tennessee Promise lost scholarship reason is a valid lost scholarship reason code.*

Tennessee Promise Lost Scholarship Reason

Data Element Number: 135

Description:

This element holds the code indicating the reason a student lost the Tennessee Promise scholarship. For students who have not received the Tennessee Promise scholarship, this field should be blank. This element only applies to systems with participating institutions.

Codes:

Lost Scholarship Reason	Code
Verification Incomplete	N01
Not Enrolled	N02
Not Enrolled Full-time	N03
Tuition/Fees Covered By Gift Aid	N04
Graduated	N05
Drop from Full-time to Part-time Status	N06
Academic Progress Not Met	N07
Leave of Absence	N08
Appeals Pending	N09
Ineligible Degree	N10
Diploma Received	N11
Program Complete	N12
Associate's Degree Received	N13
Received five (5) Semesters	N14
Not a Tennessee Resident	N15

Edit:

An error will occur if the following is true:

1. The Tennessee Promise lost scholarship reason is not blank *or* one of the above codes.

Cross-Checks:

1. *The Tennessee Promise lost scholarship reason is one of the above codes, and the Tennessee Promise award amount is not blank.*
2. *The Tennessee Promise lost scholarship reason is one of the above codes, and the Tennessee Promise eligibility flag is '1'.*

Veterans Code

Data Element Number: 136

Description:

This element identifies a student's Veteran status.

Codes:

Description	Code
No or Unknown Military Experience	0
Active Duty	1
Reserves or National Guard	2
Veteran	3
Receiving Military Dependent Benefits	4
Active Duty using GIBill	5
Veteran using GIBIll	6
Dependents receiving GIBill	7
Unknown Military experience receiving Military Benefits	8

Edit:

An error will occur if the following is true:

1. Veterans code is *not* one of the above codes.

Reverse Transfer Flag

Data Element Number: 137

Description:

Note: This data element applies to 4-year institutions only.

This data element indicates if the student enrolled at a 4-year institution from a 2-year institution via the Reverse Transfer program.

Codes:

Description	Code
Student enrolled at a 4-year institution via the Reverse Transfer program	1

Edit:

An error will occur if the following is true:

1. The reverse transfer flag is *not* '1' or blank.

Cross-Checks:

1. *The reverse transfer flag is blank, and the reverse transfer institution is not blank.*

Reverse Transfer Institution

Data Element Number: 138

Description:

Note: This data element applies to 4-year institutions only.

This data element indicates the community college a student attended prior to transferring to a 4-year institution via the Reverse Transfer program.

Codes:

Institution	Code
Columbia State Community College	02
Jackson State Community College	15
Cleveland State Community College	51
Dyersburg State Community College	59
Motlow State Community College	60
Walters State Community College	61
Volunteer State Community College	63
Roane State Community College	64
Chattanooga State Community College	65
Southwest Tennessee Community College	70
Northeast State Community College	73
Nashville State Community College	90
Pellissippi State Community College	96

Edit:

An error will occur if the following is true:

1. The reverse transfer institution is *not* one of the above codes.

Cross-Checks:

2. *The reverse transfer institution is blank, and the reverse transfer flag is '1'.*

Completions Data Elements

Institution

Data Element Number: 1

Description:

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

Codes:

Institution	Code
University of Tennessee, Knoxville	30
University of Tennessee, Veterinary College	31
University of Tennessee, Space Institute	33
University of Tennessee, Martin	37
University of Tennessee, Southern	41
University of Tennessee, Chattanooga	53
University of Tennessee, Memphis, Health Science Center	86

Edit:

An error will occur if the following is *not* true:

1. This field is blank.
2. The institution code is *not* one of the above codes.

Cross-Checks:

3. *The system code and institution code do not match.*

   >> E.g., A UT University has a system code of '2' (TBR Community Colleges) instead of a '3'.

Warnings:

>> Missing institutions will be listed as warnings.

System

Data Element Number: 2

Description:

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

Codes:

System	Code
University of Tennessee	3

Edit:

An error will occur if the following is *not* true:

1. This field is blank.
2. The system code is *not* the code listed above.

Cross-Checks:

3. *The system code and institution code do not match.*

   >> E.g., An UT University has a system code of '2' (TBR Community Colleges) instead of a '3'.

Location

Data Element Number: 3

Description:

This element is used by the institution to identify the off-campus location where the degree requirements were met if they were not met on-campus. For the record to be generated for an off-campus location, the criteria listed below must be met.

1. All formal degree requirements may be satisfied at the off-campus location.
2. The last term of work was taken at the off-campus location.
3. The off-campus location is a Tennessee Higher Education Commission (THEC) approved branch campus or off-campus center.
4. The Tennessee Higher Education Commission has approved the major area(s) and degree combination for that location.

Codes:

If the record generated is for the main campus, leave this element blank. If the record is generated for an off-campus location, valid off-campus location code must be reported. Consult the Academic Program Inventory as published by the Tennessee Higher Education Commission for academic programs approved for off-campus locations.

Edit:

The code will be edited against the Academic Program Inventory to determine whether the reported location code has been approved to offer the degree and major areas reported under those data elements.

An error will occur if one of the following is true:

1. The location code is *not*:
    a. An approved code for the reported system and institution within THEC's Off-Campus Location Inventory,
    or
    b. Active.
    c. An off-campus center

Student ID Number

Data Element Number: 4

Description:

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

Edit:

An error will occur if one or more of the following is true:

1. The student ID is blank.
2. The length of the student ID is *not* equal to nine (9) alphanumeric characters.

Year of Award

Data Element Number: 5

Description:

This element indicates the 4-digit year during which the degree or certificate was awarded.

Examples:

2023
2024

Codes:

An error will occur is the following is true:

1. The year of award is blank.
2. The year of award is *not* the year for which the report was created.

Term of Award

Data Element Number: 6

Description:

This element indicates the academic term in which the degree/certificate was awarded.

Codes:

Term of Award	Code
Summer	4
Fall	1
Spring	3

Edit:

An error will occur if the following is true:

1. The term of award is blank.
2. The term of award is *not* one of the codes listed above.

Year of Completion

Data Element Number: 7

Description:

This element indicates the 4-digit year during which requirements for the degree or certificate were completed. This element will differ from the year of award only if no formal graduation ceremonies were held at the end of the term in which requirements were completed.

Examples:

2023
2024

Codes:

An error will occur is the following is true:

1. The term of completion is 1 or 4 and the year of completion is *not* equal to the processing year minus one.
2. The term of completion is 3 and the year of completion is *not* equal to the processing year.

Term of Completion

Data Element Number: 8

Description:

This element indicates the academic term in which the degree/certificate was completed. This element will differ from term of award only if no formal graduation ceremonies were held at the end of the term in which requirements were completed.

Codes:

Term of Completion	Code
Summer	4
Fall	1
Spring	3

Edit:

An error will occur if the following is true:

1. The term of completion is blank.
2. The term of completion is *not* one of the codes listed above.

Level of Award

Data Element Number: 9

Description:

This element indicates the level of the academic majors reported in major fields 1, 2, and 3 followed by the specific degree or certificate awarded. The level and degree codes must be a valid combination. The level code must represent an approved level for the academic major. The degree code must be reported as indicated on the listing Academic Inventory of Programs in Public Institutions, as published by the Tennessee Higher Education Commission.

This element is edited in conjunction with the academic majors that are shown in the 3 major fields (if the major field is not blank). Together they are validated against the Academic Program Inventory for the institution and must represent a valid major and degree level associated with the specific reporting institution.

Codes:

Description	Code
Certificate less than one year (2.1)	21
Certificate at least one year but less than two years (2.2)	22
Associate degree (2.3)	23
Certificate at least two years but less than four years (2.4)	24
Bachelor's degree (2.5)	25
First-professional degree (3.1)	31
Post-professional degree (3.2)	32
Post-baccalaureate certificate (4.1)	41
Master's degree (4.2)	42
Educational Specialist degree (4.3)	43
Doctoral degree (4.4)	44

Edit:

An error will occur if the following is true:

1. The level of award is blank.
2. The level of award is not one of the above codes.

Type of Degree

Data Element Number: 10

Description:

This element designates the specific degree or certificate awarded. The code must be reported as indicated on the listing Academic Inventory of Programs in Public Institutions, as published by the Tennessee Higher Education Commission. See Appendix G for a list of degrees.

Examples:

BS
BARCH
MS
EDS
PHD

Edit:

An error will occur if the following is true:

1. The type of degree is blank.
2. The type of degree is invalid.

First Major

Data Element Number: 11

Description:

This element is used to report the area in which the degree or certificate was awarded. If a degree is awarded with two major areas, then one is designated as the primary major and is reported under "First Major" and the other is designated as the secondary major and is reported under "Second Major". If a student only has one major area, the second major should be left blank.

Codes:

The codes to be used are the ten-digit codes of the Academic Program Inventory as found in the listing Academic Inventory of Programs in Public Institutions, published by the Tennessee Higher Education Commission.

Edit:

An error will occur if the following is true:

1. The first major is blank.
2. The first major is an invalid CIP code.

Second Major

Data Element Number: 12

Description:

This element is used to report the second major area in which the degree was awarded. If a student only has one major area, the second major should be left blank.

Codes:

The codes to be used are the ten-digit codes of the Academic Program Inventory as found in the listing Academic Inventory of Programs in Public Institutions, published by the Tennessee Higher Education Commission.

Edit:

An error will occur if the following is true:

1. The second major is an invalid CIP code.

Additional Major

Data Element Number: 13

Description:

This element is used to report an additional major area in which a degree was awarded. If a student only has one major area, the additional major should be left blank.

Codes:

The codes to be used are the ten-digit codes of the Academic Program Inventory as found in the listing Academic Inventory of Programs in Public Institutions, published by the Tennessee Higher Education Commission.

Edit:

An error will occur if the following is true:

1. The additional major is an invalid CIP code.

Cumulative Credits Earned

Data Element Number: 14

Description:

This field reports the total number of credits earned at and/or accepted by the reporting institution at the time of the student's graduation. The first column in the field is for the hundreds' position. The second column in the field is for the tens' position. The third column is the ones position. The fourth column is the tenths position. The fifth column is the hundredths position.

Examples:

Earned Credit Hours	Code
123.00	12300
145.50	14550

Edit:

An error will occur if the following is true:

1. The cumulative credits earned is *not* a numerical value.
2. The cumulative credits earned is *not* formatted correctly.

Cumulative Home GPA

Data Element Number: 15

Description:

This data element represents the final Grade Point Average (GPA) at graduation which includes both transfer work, if applicable toward the degree earned, and work completed at the graduating institution.

Examples:

GPA Earned	Code
3.975	3975
4.0	4000

Edit:

An error will occur if the following is true:

1. The cumulative home GPA is *not* a numerical value.
2. The cumulative home GPA is *not* in the correct format.
3. The cumulative home GPA is *not* greater than zero

Course Level Data Elements

Institution

Data Element Number: 1

Description:

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

Codes:

Institution	Code
University of Tennessee, Knoxville	30
University of Tennessee Veterinary College	31
University of Tennessee, Space Institute	33
University of Tennessee, Martin	37
University of Tennessee, Southern	41
University of Tennessee, Chattanooga	53
University of Tennessee, Medical Health Sci Center	86

Edit:

An error will occur if the following is *not* true:

1. This field is blank.
2. The institution code is *not* one of the above codes.

Cross-Checks:

3. *The system code and institution code do not match.*

   >> E.g., An UT has a system code of '2' (TBR Community College) instead of a '3'.

Warnings:

>> Missing institutions will be listed as warnings.

System

Data Element Number: 2

Description:

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

Codes:

System	Code
University of Tennessee	3

Edit:

An error will occur if the following is *not* true:

1. This field is blank.
2. The system code is *not* one of the codes listed above.

Cross-Checks:

3. *The system code and institution code do not match.*

   >> E.g., An UT institution has a system code of '2' (TBR Community College) instead of a '3'.

First Name

Data Element Number: 3

Description:

This field holds the student's first name.

Edit:

An error will occur if the following is true:

1. The first name is blank.
2. The first name is greater than (>) 60 characters.
3. The first name contains special characters.

   >> Exception: An apostrophe (') is allowed.

Last Name

Data Element Number: 4

Description:

This field holds the student's last name. The suffix should be removed from the last name field (e.g., Jr, Sr, etc.).

Edit:

An error will occur if the following is true:

1. The last name is blank.
2. The last name is greater than (>) 60 characters.
3. The last name contains special characters.
    a. Exception: An apostrophe (') is allowed.
    b. Exception: The value "St." is allowed if it comes at the beginning of the last name.

Middle Name

Data Element Number: 5

Description:

This field holds the student's middle name. If a student does not have a middle name, the field should be left blank.

Edit:

An error will occur if the following is true:

1. The middle name is greater than (>) 60 characters.
2. The middle name contains special characters.

    >> Exception: An apostrophe (') is allowed.

Birth Date

Data Element Number: 6

Description:

This data element holds the student's birth date. The date should be formatted MM/DD/YYYY with the slashes included. A leading zero (Ø) should be used for single-digit months and days.

Examples:

12/01/1990
01/01/1990

Edit:

An error will occur if the following is true:

1. The birth date is *not* 10 characters in length.
2. The birth date is *not* formatted correctly.

   >> E.g., MM/DD/YYYY (Forward slashes are required.)
3. The birth date is blank.
4. The birth date is *not* a valid date.
5. The birth date is outside an acceptable range.
   a. (The Current Year – Birth Date) < 8,

   or

   b. (The Current Year – Birth Date) > 100.

Year Reported

Data Element Number: 7

Description:

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

Examples:

2023
2024

Codes:

An error will occur is the following is true:

1. The year reported is blank.
2. The year reported is *not* the year for which the report was created.

Term Reported

Data Element Number: 8

Description:

This element indicates the term for which the report is being generated.

Codes:

Term of Registration	Code
Summer	4
Fall	1
Spring	3

Edit:

An error will occur if the following is true:

1. The term reported is blank.
2. The term reported is *not* the term for which the report was created.

Student ID Number

Data Element Number: 9

Description:

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

Edit:

An error will occur if one or more of the following is true:

1. The student ID is blank.
2. The length of the student ID is *not* equal to nine (9) alphanumeric characters.
3. If a duplicate record is found, an error will be generated.

Section Location

Data Element Number: 10

Description:

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

Codes:

Location code assignments will be made using the following guidelines:

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

Edit:

An error will occur if one of the following is true:

1. The section location code is *not*:
    a. An approved code for the reported system and institution within THEC's Off-Campus Location Inventory,

    or

    b. One of the approved study abroad codes. (See Appendix E: Study Abroad Location Codes.),

    or

    c. Active.
2. The section location code is *not* blank, and the corresponding credit type is blank.

Subject Code

Data Element Number: 11

Description:

This element is used to identify the subject area for a course, such as ENGL for English.

Examples:

ENGL

Edit

An error will occur if the following is not true:

1. The subject code is blank.
2. The subject code is *not* one of the above codes.

Course Number

Data Element Number: 12

Description:

This element is a numeric code used to identify the course, and is combined with Subject Code for a unique catalog level course offering.

Examples:

1010

Edit

An error will occur if the following is not true:

1. The course number is blank.
2. The course number is *not* a numeric code.

Course Section

Data Element Number: 13

Description:

This element is an alphanumeric code used to identify the course section. There are often many sections of a course offering in a given term.

Examples:

T01

Edit

An error will occur if the following is not true:

1. The course section is blank.

Course Title

Data Element Number: 14

Description:

This element holds the title assigned to a course offering in a given term. There can be multiple titles for a single course in some cases, such as if the student is taking a course for honor's credit, so when grouping data one needs to select the first or max title.

Examples:

Composition I

Edit

An error will occur if the following is not true:

1. The course title is blank.

Course Level

Data Element Number: 15

Description:

This element is used to identify whether the course is undergraduate (UG), developmental (DS), or continuing education (CE). Most continuing education is not collected.

Codes:

Course Level	Code
Undergraduate	UG
Developmental	DS
Continuing Education	CE

Edit

An error will occur if the following is not true:

1. The course level is blank.
2. The course level code is *not* one of the above codes.

Grade Credit Hours

Data Element Number: 16

Description:

This element holds the number of credit hours the course is worth, regardless of the grade.

Examples:

Grade Credit Hours	Coding
110.25	011025
17.25	001725
10	001000
Ø	000000

Edit:

An error will occur if any of the following is true:

1. The grade credit hours contain non-numeric characters.
2. The grade credit hours are not in the correct format.

Instructional Method

Data Element Number: 17

Description:

This element is used to identify the delivery method of the course section. Note that sections of the same course can have different delivery methods.

Codes:

Course Level	Code
Conventional	CON
Clinical	CLN
Computer Based Inst.	CIM
Desktop Video	DVC
Hybrid	HYB
Independent Study	IND
Non-Conventional Media	NCM
Practicum	PRA
TNeCampus	RD1
TNeCampus	RD3
Two-way Video	TWY
Video Disc	VDC
Campus Online	WEB

Edit

An error will occur if the following is not true:

1. The instructional method is blank.
2. The instructional method code is *not* one of the above codes.

Cross-Checks:

3. *The instructional method does not match the instructional method description.*

Course CIP

Data Element Number: 18

Description:

This element contains the 6-digit (Federal) CIP tied to a course in Banner. This is the CIP for the specific course, not the CIP tied to a program. This is generally populated, but is sometimes NULL. These are not standardized or monitored by TBR or THEC.

Examples:

CIP

230101

Edit:

An error will occur if the following is true:

1. The course CIP is not 6-digits in length.
2. The course CIP contains non-numeric characters.

Fee Pay Type Code

Data Element Number: 19

Description:

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

Codes:

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

Fee Pay Type	Description	Code
In-State for Tuition Purposes	Use this code for all graduate (resident) medical students at UT Memphis and ETSU College of Medicine.	1
Out-of-State for Tuition Purposes	Out-of-state	2
Classification in Progress	Use whenever the student's status is officially under consideration by the administration. Any record so reported must be updated at the end of the term, or earlier, if possible. Updates should include: the student number, term(s) to be updated, and the "new" resident status code. UT and TBR institutions should send updates to their respective boards.	3
Students Who Do Not Pay tuition	Use this code for all students age 60 or older and all disabled students who are (1) paying only a service charge, or (2) taking both audit and degree-credit courses for which they are paying only a service charge. Use this code for all students age 65 or older, and all disabled students who are taking only audit courses. Use this code for retired state employees with 30 years of service to audit courses at any state-supported institution on a space-available basis.	4
Students Who Pay Only a Service Charge	Use this code for all students age 65 or older and all disabled students who are (1) paying only a service charge or (2) taking both audit and degree-credit courses for which they are paying only a service charge.	5
Not Applicable	Use this code for student level 40 only.	6
Academic Common	Use this code for students who participate in the	7

Fee Pay Type	Description	Code
Market Participant	SREB Academic Common Market program. Participants of the ACM should have a permanent address in one of the SREB states.	
Full-Time Employee of TN Board of Regents	Use this code for persons who are full-time employees of TBR. Full-time employment status is determined by the governing boards. Full-time employees are eligible to enroll in one course per term without paying tuition charges, maintenance fees, student activity fees, or registration fees.	8
Student Fee Reduction for Spouses and Children of Full-Time Employees of TN Board of Regents	Use this code for persons who are spouses or dependent children of full-time employees of TBR and are eligible for maintenance fee discount. Full-time employment status is determined by the governing boards.	9
Out-of-State Tuition Waiver for Full-Time Employees in the State	Use this code for part-time students who are not domiciled in this state, but who are employed full-time in the state. These students are eligible to be classified as in-state for tuition purposes only.	A
Full-Time Employee of University of Tennessee	Use this code for persons who are full-time employees of UT. Full-time employment status is determined by the governing boards. Full-time employees are eligible to enroll in one course per term without paying tuition charges, maintenance fees, student activity fees, or registration fees.	I
Student Fee Reduction for Spouses and Children of Full-Time Employees of University of Tennessee	Use this code for persons who are spouses or dependent children of full-time employees of UT and are eligible for maintenance fee discount. Full-time employment status is determined by the governing boards.	J
Full-time State of Tennessee Employee for One Course Fee Waiver	Use this code for persons who are full-time employees of the State of Tennessee. Full-time employees are eligible for enrollment in one course per term at any state-supported college or university or technology center without paying tuition charges, maintenance fees, student activity fees, or registration fees.	B
Student Fee Discount for Dependents of	Use this code for persons who are under the age of 24 whose parent is employed as a full-time certified	C

Fee Pay Type	Description	Code
Full-Time Certified Teachers	teacher in any public school in Tennessee and who are eligible to receive the 25% discount on tuition.	
Active Duty Military Personnel and Their Dependents Who Qualify for Fee Reduction	Use this code for active duty military personnel and their dependents who qualify for a fee reduction. The institution determines this reduction.	D
Student Fee Discount for Dependents of Full-Time State Employees	Use this code for persons who are under 24 years of age and whose parent is employed as a full-time state employee of Tennessee and who are eligible to receive the 25% discount on tuition.	E
Student Fee Discount for Dependent of Full-Time State Employee who Died While Employed	Use this code for persons who are under age 24, and whose parent died while employed as a full-time state employee of Tennessee, and who are eligible to receive the 25% discount on tuition.	F
Student Fee Discount for Dependent of Retired State Employee	Use this code for persons who are under age 24 and whose parent is a retired employee of the State of Tennessee after a minimum of 25 years of full-time creditable service and who are eligible to receive the 25% discount on tuition.	G
Out-of-State Tuition Waiver for Active-Duty Military Personnel Who Are Deployed or Transferred Out-of-State	Use this code for active-duty military personnel who begin a degree program while stationed in Tennessee or Ft. Campbell, KY and are deployed or transferred prior to completion of their degree program. These students may continue to enroll in the Tennessee institution and be classified as out-of-state residents, but shall be permitted to participate as if they were classified in-state residents. This classification remains in effect as long as he/she completes at least one (1) course for credit each 12-month period after the transfer or deployment. Exceptions may be made in cases of deployment to areas of armed conflict.	H
Graduate Assistant	Use this code for fee waivers for graduate assistants	L
Relief Student Victims	Use this code for students seeking relief from a major catastrophe or disaster.	R
Dependents of Retired	Use this code for students who are dependents of a	M

Fee Pay Type	Description	Code
Teachers	retired teacher	
Out-of-State Veteran	Use this code for out-of-state veterans.	V
Part-Time TBR CC Employee	Use this code for eligible part-time TBR employees that receive a one-course fee waiver.	P

Edit:

An error will occur if one of the following is true:

1. The fee pay type code is *not* one of the above codes.

Cross-Checks:

2. *The fee pay type code is blank and the credit type is not blank.*

Warnings:

>> Missing fee pay status codes will be listed as warnings.

Credit Type Code

Data Element Number: 20

Description:

There are 10 data elements available for reporting the specific types of credit for which a student is enrolled.

Codes:

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

Credit Type	Definition	Codes
Non-Credit Community Service Continuing Education	Credit value assignment is made in CEUs.	6
Audit	Credit value assignment should be whatever the credit hour value of the course audited would normally be assigned.	7
Non-Credit Remedial	Designed to correct and prevent further learning difficulties which interfere with a student's expected progress in any of several required courses; credit value assignment should be similar to that for regular course work in the same subject.	8
Non-Credit Co-Op	Credit value assignment should be "0100". This credit type should be used for graduate medical resident students.	9
Job Training Partnership Act (JTPA) Credit	Course work taken under the federally funded Job Training Partnership Act	A
Contract Course Credit	Work received from any degree credit (types Ø, 1, 2, or 5) course where 50% or more of the instructional cost of offering the course is borne by a source other than the State of Tennessee, i.e. industry, federal government, etc.; instructional costs can consist of direct teaching personnel, other academic personnel, clerical and supporting personnel, instructional equipment, supplies, and rental space.	B
Developmental I Course Credit	Credit received by students enrolled in Development I; Developmental I courses are defined as those courses numbered 0800 to 0899 or a three-digit equivalent. These courses are designed to assist students in developing proficiency in the basic academic competencies defined by the college board in its EQ project, e.g. reading, writing, math, reasoning, study skills, etc.	D
Workforce Development Credit	Course work undertaken under the federally funded workforce investment training program	P
Remedial Course Credit (NOT for Universities)	Credit received by students enrolled in remedial courses. Remedial courses are defined as those courses numbered from 0700 to 0799 or a 3 digit	R

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

Edit:

An error will occur if the following is true:

1. The credit type code is *not* one of the above codes.

Cross-Checks:

2. *The credit type code is blank, and the grade credit hours are present.*
3. *The credit type code is present, and the grade credit hours are blank.*

Warnings:

>> Missing credit type codes will be listed as warnings.

Appendix A: State Codes

Code	State Name
01	ALABAMA
02	ALASKA
04	ARIZONA
05	ARKANSAS
06	CALIFORNIA
08	COLORADO
09	CONNECTICUT
10	DELAWARE
11	DISTRICT OF COLUMBIA
12	FLORIDA
13	GEORGIA
15	HAWAII
16	IDAHO
17	ILLINOIS
18	INDIANA
19	IOWA
20	KANSAS
21	KENTUCKY
22	LOUISIANA
23	MAINE
24	MARYLAND
25	MASSACHUSETTS
26	MICHIGAN
27	MINNESOTA
28	MISSISSIPPI
29	MISSOURI
30	MONTANA
31	NEBRASKA
32	NEVADA

Code	State Name
33	NEW HAMPSHIRE
34	NEW JERSEY
35	NEW MEXICO
36	NEW YORK
37	NORTH CAROLINA
38	NORTH DAKOTA
39	OHIO
40	OKLAHOMA
41	OREGON
42	PENNSYLVANIA
44	RHODE ISLAND
45	SOUTH CAROLINA
46	SOUTH DAKOTA
47	TENNESSEE
48	TEXAS
49	UTAH
50	VERMONT
51	VIRGINIA
53	WASHINGTON
54	WEST VIRGINIA
55	WISCONSIN
56	WYOMING
57	FORT CAMPBELL
99	MILITARY BASE/DIPLOMATIC LOCATION
AA	ARMED FORCES - AMERICAS
AE	ARMED FORCES - EUROPE, CANADA, MIDDLE EAST, AFRICA
AP	ARMED FORCES - PACIFIC
??	UNKNOWN STATE

Appendix B: Country Code

Code	Country Name
AA	ARUBA
AC	ANTIGUA AND BARBUDA
AE	UNITED ARAB EMIRATES
AF	AFGHANISTAN
AG	ALGERIA
AJ	AZERBAIJAN
AL	ALBANIA
AM	ARMENIA
AN	ANDORRA
AO	ANGOLA
AQ	AMERICAN SAMOA
AR	ARGENTINA
AS	AUSTRALIA
AU	AUSTRIA
AV	ANGUILLA
AY	ANTARCTICA
BA	BAHRAIN
BB	BARBADOS
BC	BOTSWANA
BD	BERMUDA
BE	BELGIUM
BF	BAHAMAS
BG	BANGLADESH
BH	BELIZE
BK	BOSNIA AND HERZEGOVINA
BL	BOLIVIA (PLURINATIONAL STATE OF)
BM	MYANMAR
BN	BENIN
BO	BELARUS
BP	SOLOMON ISLANDS
BR	BRAZIL
BT	BHUTAN
BU	BULGARIA
BV	BOUVET ISLAND
BX	BRUNEI DARUSSALAM
BY	BURUNDI

Code	Country Name
CA	CANADA
CB	CAMBODIA
CD	CHAD
CE	SRI LANKA
CF	CONGO
CG	CONGO (DEMOCRATIC REPUBLIC OF THE)
CH	CHINA
CI	CHILE
CJ	CAYMAN ISLANDS
CK	COCOS (KEELING) ISLANDS
CM	CAMEROON
CN	COMOROS
CO	COLOMBIA
CQ	NORTHERN MARIANA ISLANDS
CS	COSTA RICA
CT	CENTRAL AFRICAN REPUBLIC
CU	CUBA
CV	CABO VERDE
CW	COOK ISLANDS
CY	CYPRUS
DJ	DJIBOUTI
DK	DENMARK
DO	DOMINICA
DR	DOMINICAN REPUBLIC
EC	ECUADOR
EG	EGYPT
EI	IRELAND
EK	EQUATORIAL GUINEA
EN	ESTONIA
ER	ERITREA
ES	EL SALVADOR
ET	ETHIOPIA
EZ	CZECHIA
FG	FRENCH GUIANA
FI	FINLAND
FJ	FIJI

Code	Country Name
FK	FALKLAND ISLANDS (MALVINAS)
FM	MICRONESIA (FEDERATED STATES OF)
FO	FAROE ISLANDS
FP	FRENCH POLYNESIA
FR	FRANCE
FS	FRENCH SOUTHERN TERRITORIES
GA	GAMBIA
GB	GABON
GG	GEORGIA
GH	GHANA
GI	GIBRALTAR
GJ	GRENADA
GK	GUERNSEY
GL	GREENLAND
GM	GERMANY
GP	GUADELOUPE
GQ	GUAM
GR	GREECE
GT	GUATEMALA
GV	GUINEA
GY	GUYANA
HA	HAITI
HK	HONG KONG
HM	HEARD ISLAND AND MCDONALD ISLANDS
HO	HONDURAS
HR	CROATIA
HU	HUNGARY
IC	ICELAND
ID	INDONESIA
IM	ISLE OF MAN
IN	INDIA
IO	BRITISH INDIAN OCEAN TERRITORY
IR	IRAN (ISLAMIC REPUBLIC OF)
IS	ISRAEL
IT	ITALY
IV	COTE D'IVOIRE
IZ	IRAQ
JA	JAPAN
JE	JERSEY
JM	JAMAICA
JO	JORDAN
KE	KENYA

Code	Country Name
KG	KYRGYZSTAN
KN	KOREA (DEMOCRATIC PEOPLE'S REPUBLIC OF)
KR	KIRIBATI
KS	KOREA (REPUBLIC OF)
KT	CHRISTMAS ISLAND
KU	KUWAIT
KZ	KAZAKHSTAN
LA	LAO PEOPLE'S DEMOCRATIC REPUBLIC
LE	LEBANON
LG	LATVIA
LH	LITHUANIA
LI	LIBERIA
LO	SLOVAKIA
LS	LIECHTENSTEIN
LT	LESOTHO
LU	LUXEMBOURG
LY	LIBYA
MA	MADAGASCAR
MB	MARTINIQUE
MC	MACAO
MD	MOLDOVA (REPUBLIC OF)
MF	MAYOTTE
MG	MONGOLIA
MH	MONTSERRAT
MI	MALAWI
MJ	MONTENEGRO
MK	NORTH MACEDONIA
ML	MALI
MN	MONACO
MO	MOROCCO
MP	MAURITIUS
MR	MAURITANIA
MT	MALTA
MU	OMAN
MV	MALDIVES
MX	MEXICO
MY	MALAYSIA
MZ	MOZAMBIQUE
NC	NEW CALEDONIA
NE	NIUE
NF	NORFOLK ISLAND

Code	Country Name
NG	NIGER
NH	VANUATU
NI	NIGERIA
NL	NETHERLANDS
NN	SINT MAARTEN
NO	NORWAY
NP	NEPAL
NR	NAURU
NS	SURINAME
NU	NICARAGUA
NZ	NEW ZEALAND
OD	SOUTH SUDAN
PA	PARAGUAY
PC	PITCAIRN
PE	PERU
PK	PAKISTAN
PL	POLAND
PM	PANAMA
PO	PORTUGAL
PP	PAPUA NEW GUINEA
PS	PALAU
PU	GUINEA-BISSAU
QA	QATAR
RE	REUNION
RI	SERBIA
RM	MARSHALL ISLANDS
RN	SAINT MARTIN
RO	ROMANIA
RP	PHILIPPINES
RQ	PUERTO RICO
RS	RUSSIAN FEDERATION
RW	RWANDA
SA	SAUDI ARABIA
SB	SAINT PIERRE AND MIQUELON
SC	SAINT KITTS AND NEVIS
SE	SEYCHELLES
SF	SOUTH AFRICA
SG	SENEGAL
SH	SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA
SI	SLOVENIA
SL	SIERRA LEONE

Code	Country Name
SM	SAN MARINO
SN	SINGAPORE
SO	SOMALIA
SP	SPAIN
ST	SAINT LUCIA
SU	SUDAN
SV	SVALBARD AND JAN MAYEN
SW	SWEDEN
SX	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS
SY	SYRIAN ARAB REPUBLIC
SZ	SWITZERLAND
TB	SAINT BARTHELEMY
TD	TRINIDAD AND TOBAGO
TH	THAILAND
TI	TAJIKISTAN
TK	TURKS AND CAICOS ISLANDS
TL	TOKELAU
TN	TONGA
TO	TOGO
TP	SAO TOME AND PRINCIPE
TS	TUNISIA
TT	TIMOR-LESTE
TU	TURKEY
TV	TUVALU
TW	TAIWAN (PROVINCE OF CHINA)
TX	TURKMENISTAN
TZ	TANZANIA, UNITED REPUBLIC OF
UC	CURACAO
UG	UGANDA
UK	UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND
UP	UKRAINE
US	UNITED STATES OF AMERICA
UV	BURKINA FASO
UY	URUGUAY
UZ	UZBEKISTAN
VC	SAINT VINCENT AND THE GRENADINES
VE	VENEZUELA (BOLIVARIAN REPUBLIC OF)
VI	VIRGIN ISLANDS (BRITISH)
VN	VIET NAM
VQ	VIRGIN ISLANDS (U.S.)

Code	Country Name
VT	HOLY SEE
WA	NAMIBIA
WE	PALESTINE, STATE OF
WF	WALLIS AND FUTUNA
WI	WESTERN SAHARA

Code	Country Name
WS	SAMOA
WZ	ESWATINI
YM	YEMEN
ZA	ZAMBIA
ZI	ZIMBABWE

Appendix C: County Codes

Code	County Name	FIPS
001	ANDERSON COUNTY	47001
003	BEDFORD COUNTY	47003
005	BENTON COUNTY	47005
007	BLEDSOE COUNTY	47007
009	BLOUNT COUNTY	47009
011	BRADLEY COUNTY	47011
013	CAMPBELL COUNTY	47013
015	CANNON COUNTY	47015
017	CARROLL COUNTY	47017
019	CARTER COUNTY	47019
021	CHEATHAM COUNTY	47021
023	CHESTER COUNTY	47023
025	CLAIBORNE COUNTY	47025
027	CLAY COUNTY	47027
029	COCKE COUNTY	47029
031	COFFEE COUNTY	47031
033	CROCKETT COUNTY	47033
035	CUMBERLAND COUNTY	47035
037	DAVIDSON COUNTY	47037
039	DECATUR COUNTY	47039
041	DEKALB COUNTY	47041
043	DICKSON COUNTY	47043
045	DYER COUNTY	47045
047	FAYETTE COUNTY	47047
049	FENTRESS COUNTY	47049
051	FRANKLIN COUNTY	47051
053	GIBSON COUNTY	47053
055	GILES COUNTY	47055
057	GRAINGER COUNTY	47057
059	GREENE COUNTY	47059
061	GRUNDY COUNTY	47061
063	HAMBLEN COUNTY	47063
065	HAMILTON COUNTY	47065
067	HANCOCK COUNTY	47067
069	HARDEMAN COUNTY	47069
071	HARDIN COUNTY	47071
073	HAWKINS COUNTY	47073

Code	County Name	FIPS
075	HAYWOOD COUNTY	47075
077	HENDERSON COUNTY	47077
079	HENRY COUNTY	47079
081	HICKMAN COUNTY	47081
083	HOUSTON COUNTY	47083
085	HUMPHREYS COUNTY	47085
087	JACKSON COUNTY	47087
089	JEFFERSON COUNTY	47089
091	JOHNSON COUNTY	47091
093	KNOX COUNTY	47093
095	LAKE COUNTY	47095
097	LAUDERDALE COUNTY	47097
099	LAWRENCE COUNTY	47099
101	LEWIS COUNTY	47101
103	LINCOLN COUNTY	47103
105	LOUDON COUNTY	47105
107	MCMINN COUNTY	47107
109	MCNAIRY COUNTY	47109
111	MACON COUNTY	47111
113	MADISON COUNTY	47113
115	MARION COUNTY	47115
117	MARSHALL COUNTY	47117
119	MAURY COUNTY	47119
121	MEIGS COUNTY	47121
123	MONROE COUNTY	47123
125	MONTGOMERY COUNTY	47125
127	MOORE COUNTY	47127
129	MORGAN COUNTY	47129
131	OBION COUNTY	47131
133	OVERTON COUNTY	47133
135	PERRY COUNTY	47135
137	PICKETT COUNTY	47137
139	POLK COUNTY	47139
141	PUTNAM COUNTY	47141
143	RHEA COUNTY	47143
145	ROANE COUNTY	47145
147	ROBERTSON COUNTY	47147

Code	County Name	FIPS
149	RUTHERFORD COUNTY	47149
151	SCOTT COUNTY	47151
153	SEQUATCHIE COUNTY	47153
155	SEVIER COUNTY	47155
157	SHELBY COUNTY	47157
159	SMITH COUNTY	47159
161	STEWART COUNTY	47161
163	SULLIVAN COUNTY	47163
165	SUMNER COUNTY	47165
167	TIPTON COUNTY	47167
169	TROUSDALE COUNTY	47169
171	UNICOI COUNTY	47171
173	UNION COUNTY	47173
175	VAN BUREN COUNTY	47175

Code	County Name	FIPS
177	WARREN COUNTY	47177
179	WASHINGTON COUNTY	47179
181	WAYNE COUNTY	47181
183	WEAKLEY COUNTY	47183
185	WHITE COUNTY	47185
187	WILLIAMSON COUNTY	47187
189	WILSON COUNTY	47189
TN?	TN UNKNOWN	47TN?
FOR	FOREIGN	OSFOR
O-S	OUT OF STATE	OSO-S
OS?	OS UNKNOWN	OSOS?

Appendix D: Border County Codes

County Name	County Code	State Code	State County Code
ALLEN	003	21	21003
ASHE	009	37	37009
AVERY	011	37	37011
BRISTOL CITY	520	51	51520
CALLOWAY	035	21	21035
CATOOSA COUNTY	047	13	13047
CHRISTIAN COUNTY	047	21	21047
CLINTON	053	21	21053
CRITTENDEN	035	05	05035
CRITTENDEN COUNTY	035	05	05035
CUMBERLAND	057	21	21057
DADE COUNTY	083	13	13083
DESOTO	033	28	28033
DUNKIN COUNTY	069	29	29069
FANNIN COUNTY	111	13	13111
FANNIN COUNTY	111	13	13111
HAYWOOD	087	37	37087
JACKSON COUNTY	071	01	01071
LEE	105	51	51105
LIMESTONE	083	01	01083
LOGAN COUNTY	141	21	21141
MADISON COUNTY	089	01	01089
MADISON	115	37	37115
MARSHALL	093	28	28093
MCCREARY	147	21	21147
MISSISSIPPI COUNTY	093	05	05093
MITCHELL	121	37	37121
MONROE	171	21	21171
MURRAY COUNTY	213	13	13213
PEMISCOT COUNTY	155	29	29155
SCOTT	169	51	51169
SIMPSON	213	21	21213
TATE	137	28	28137
TODD COUNTY	219	21	21219

County Name	County Code	State Code	State County Code
TRIGG COUNTY	221	21	21221
TUNICA	143	28	28143
WALKER COUNTY	295	13	13295
WASHINGTON	191	51	51191
WATAUGA	189	37	37189
WAYNE	231	21	21231
WHITFIELD COUNTY	313	13	13313
YANCEY	199	37	37199

Appendix E: Study Abroad Location Codes

Study Abroad Code
OU
OV
OW
OX
OY
OZ
P0
Q0
Q1
Q2
Q3
Q4
Q5
Q6
Q7
Q8
Q9
R0
R2
R3
R4
R5
R6

Study Abroad Code
R7
R8
R9
S0
T0
U0
UZ
V0
W0
X0
Y0
Y4
Y5
Y6
Y7
Y8
Y9
Z0
Z6
Z7
Z8
Z9

Appendix F: PLA Type

PLA Code	PLA Title	PLA Description
NTT	ACT/SAT Achievement Test	This is the total number of credits applicable toward college credit obtained under the ACT/SAT Achievement tests
NTA	Advanced Placement Program	This is the total number of credits applicable toward college credit obtained under the Advanced Placement Program
N03	American Council on Education (ACE)-Military Credit	This is the total number of credits applicable toward college credit obtained under American Council on Education-Military Credit. Include all military training evaluated by ACE for college credit utilizing the ACE Guide to the Evaluation of Educational Experiences in the Armed Forces
N04	American Council on Education (ACE)-Workplace and Volunteer Training	This is the total number of credits applicable toward college credit obtained under American Council on Education-Workplace and Volunteer Training. Include all workplace and volunteer (non-military) training evaluated by ACE for college credit
N05	American Council on Education (ACE)-Other Assessed Credit	This is the total number of credits applicable toward college credit obtained under American Council on Education-Other Assessed Credit. Include all credits that do not fall into one of the two above ACE categories or any of the others within the PLA definitions, but have been evaluated by ACE for credit
NTC	College Level Exam Program (CLEP)	This is the total number of credits applicable toward college credit obtained under the College Level Exam Program (CLEP)
N07	DSST Credit by Examination Program (includes DANTES Examinations)	This is the total number of credits applicable toward college credit obtained under DSST (DANTES Subject Standardized Tests) Credit by Examination Program, formerly restricted to military personnel and known as the DANTES (Defense Activity for Non-Traditional Education Support) Program. Include college credit obtained under the DSST Examination Program or its predecessor, the DANTES Examination Program
NTD	Dual Credit by Assessment – Institutional	This is the total number of credits applicable toward college credit obtained under institutional Credit by Assessment that is tied to a specific postsecondary course taught at a high school

PLA Code	PLA Title	PLA Description
N09	Dual Credit by Assessment – State	This is the total number of credits applicable toward college credit obtained under statewide Credit by Assessment that is tied to a specific postsecondary course taught at a high school
NTE	Excelsior College Examination Program (ECE)	Excelsior College Examination (ECE) – from Jan. 2001 to the present
N11	Institutional Course Challenge Examinations	This is the total number of credits applicable toward college credit obtained under Institutional Course Challenge Examinations. An example is "Credit by Departmental Examination (ref SACS)" that does not meet dual credit definition
NTB	International Baccalaureate Credit	This is the total number of credits applicable toward college credit obtained under International Baccalaureate Credit
N13	National College Credit Recommendation Service (NCCRS)-Workplace and Volunteer	This is the total number of credits applicable toward college credit obtained under National College Credit Recommendation Service-Workplace and Volunteer Training Include all workplace and volunteer training evaluated by NCCRS for college credit
N14	National College Credit Recommendation Service (NCCRS)-Other Assessed Credit	This is the total number of credits applicable toward college credit obtained under National College Credit Recommendation Service- Other Assessed Credit. Include all other credits that do not fall into the above NCCRS Training category or any of the others with in the PLA definitions, but have been evaluated by NCCRS for credit
N15	Other Credit for Locally Assessed Training	This is the total number of credits applicable toward college credit obtained under Other Credit for Locally Assessed Training. Include credit for local business, nonprofit, volunteer, government, or other such training that has been evaluated by institutional faculty for college level credit but which is not as comprehensive as an apprenticeship, certification, or licensure program

PLA Code	PLA Title	PLA Description
NTM	Other Military Service Credit	This is the total number of credits applicable toward college credit obtained under Other Military Service Credit. Include any military credit that is awarded based on the direct evaluation by the local institution of service school transcripts (Joint Services Transcript (JST), AARTS (Army ACE Registry), SMART (Sailor/Marine ACE Registry), CCAF (Community College of the Air Force), CGI (Coast Guard Institute), ROCR), DD 214 (Report of Separation), Certificate of Release or Discharge from Active Duty, DD 295 (Application for the Evaluation of Learning Experience During Military Service), or other official documentation. This should not include any military credit evaluated by ACE.
N17	Other Prior Learning Credit	This is the total number of credits applicable toward college credit obtained under Other Prior Learning Credit. Include any other nontraditional course credit for the assessment of prior learning awarded under this category that has not been addressed in any of the other titles within this category
N18	Portfolio Assessments	This is the total number of credits applicable toward college credit obtained under Portfolio Assessments. Include college credit obtained for a portfolio (including written narrative and related documentation) compiled by the student, which has been evaluated by the institution or an external portfolio evaluation service for college level credit
N19	Technical or Professional Apprenticeships	This is the total number of credits applicable toward college credit obtained under Technical or Professional Apprenticeships. Include credit for combination of comprehensive on-the-job training and related instruction of theoretical and practical aspects for highly skilled occupations
NTR	Technical or Professional Certification	This is the total number of credits applicable toward college credit obtained under Technical or Professional Certification
NTS	Technical or Professional Licensure	This is the total number of credits applicable toward college credit obtained under Technical or Professional Licensure
N22	Thomas Edison State College Examination Program	This is the total number of credits applicable toward college credit obtained under the Thomas Edison State College Examination Program (TECEP). Include college credit obtained under the Thomas Edison State College Examination Program (TECEP)

PLA Code	PLA Title	PLA Description
NTQ	ACT Proficiency Exam Program	ACT Proficiency Exam Program (ACT PEP) - prior to Aug. 1998
NTG	Regents College Examination	Regents College Examination (RCE) - from Sept 1998 to Dec 2000
NTL	Lifelong Learning	This is the total number of credits applicable toward college credit obtained under Life Long Learning
NTY	Other Credit by Assessment	This is the total number of credits applicable toward college credit obtained under Other Credit by Assessment. Include any other nontraditional course credit awarded under this category

Appendix G: Degree Types

Code	Definition
1C4	
AA	Associate Degree
AAS	Associate of Applied Science
AET	Automotive Engineering Technology
AFA	Associate in Fine A
AS	Associate of Science
AST	Associate of Science in Teaching
AUD	Doctor of Audiology
BA	Bachelor of the Arts
BAC	Bachelor's Degree
BAM	Bachelor of Arts in Management
BARCH	Bachelor of Architecture
BAS	Bachelor of Applied Science
BBA	Bachelor of Business Administration
BE	Bachelor of Engineering
BFA	Bachelor of Fine Arts
BGS	Bachelor of General Studies
BIS	Bachelor of Interdisciplinary Studies
BLS	Bachelor of Liberal Studies
BM	Bachelor of Music
BME	Biomedical Engineering
BMED	Bachelor of Medicine
BMMUE	Bachelor of Music in Music Engineering Technology
BMMUED	Bachelor of Music Education
BMU	Bachelor of Music
BPS	Bachelor of Professional Studies
BS	Bachelor of Science
BSAE	Bachelor of Science in Aerospace Engineering
BSAG	Bachelor of Science in Agriculture
BSAGE	Bachelor of Science in Agricultural Engineering
BSAN	Bachelor of Science in Business Analytics
BSARE	Bachelor of Science in Architectural Engineering
BSAS	Bachelor of Applied Science
BSASP	Bachelor of Science and Arts in Audiology and Speech Pathology
BSBA	Bachelor of Science in Business Administration
BSBE	Bachelor of Science in Bioengineering
BSBME	Bachelor of Science in Biomedical Engineering

Code	Definition
BSBSE	
BSC	Bachelor of Science
BSCE	Bachelor of Science in Civil Engineering
BSCH	Bachelor of Science in Chemistry
BSCHE	Bachelor of Science in Chemical Engineering
BSCJ	Bachelor of Science in Criminal Justice
BSCMP	Bachelor of Science in Computers
BSCMPE	Bachelor of Science in Computer Engineering
BSCOM	Bachelor of Science in Communication
BSCOME	Bachelor of Science in Computer Engineering
BSCP	Bachelor of Science in Clinical Psychology
BSCPE	Bachelor of Science in Computer Engineering
BSCS	Bachelor of Science in Computer Science
BSCYT	Bachelor of Science in Cytotechnology
BSCYTO	Bachelor of Science in Cytotechnology
BSDH	of Science (BS) in Dental Hygiene
BSE	Bachelor of Science in Engineering
BSED	Bachelor of secondary Education
BSEDHE	Bachelor of Secondary Education in Health
BSEE	Bachelor of Science in Electrical Engineering
BSEH	Bachelor of Science in Environmental Health
BSEP	Bachelor of Science in Exercise Physiology
BSES	Bachelor of Science in Environmental Science or Bachelor of Science in Engineering Science
BSESS	
BSET	Bachelor of Science in Engineering Technology
BSF	Bachelor of Science Forestry
BSFAB	
BSFCS	Bachelor of Science in Family and Consumer Sciences
BSFS	Bachelor of Science in Foreign Service
BSHE	Bachelor of Science In Home Economics
BSHES	Bachelor of Science in Human Environmental Sciences
BSHHE	
BSHHP	Bachelor of Sport, Health and Human Performance
BSHHS	Bachelor of Science degree in Health and Human Services
BSHIIM	Bachelor of Science in Health Informatics and Information Management
BSHIM	Bachelor of Science in Health Information Management
BSHRA	Bachelor of Science in Human Resources Administration
BSID	Bachelor of Science in Interior Design
BSIE	Bachelor of Science in Industrial Engineering
BSIS	Bachelor of Science in Interdisciplinary Studies
BSIT	Bachelor of Science in Information Technology
BSME	Bachelor of Science, Mechanical Engineering

Code	Definition
BSMLS	Bachelor of Science in Medical Laboratory Science
BSMS	Bachelor of Science in Management Studies
BSMSE	Bachelor of Science in Materials Science and Engineering
BSMT	Bachelor of Science in Medical Technology
BSN	Bachelor of Science in Nursing
BSNE	Bachelor of Science in Nuclear Engineering
BSNRM	Bachelor of Science in Natural Resources Management
BSOHL	
BSOHLD	
BSOT	Bachelor of Science in Occupational Therapy
BSPA	Bachelor of Science in Public Affairs
BSPS	Bachelor of Science in Pharmaceutical Sciences
BSPSLS	
BSPT	Bachelor of Science in Physiotherapy
BSRHTM	Bachelor of Science in Retail, Hospitality, and Tourism Management
BSRT	Bachelor of Science in Respiratory Therapy
BSSM	Bachelor of Science in Sports Management
BSSW	Bachelor of Science in Social Work
BSTFL	Bachelor of Science Teaching English a Foreign Language
BSW	Bachelor of Social Work
BSWFS	Bachelor of Social Work Formal Studies
BUS	Bachelor of University Studies
C	Certificate
C1	
C2	
C3	
C4	
C441	
CER	Certificate
CERT	Certificate
D	Doctorate
DA	Doctor of Arts
DDS	Doctor of Dental Surgery
DIV	Master of Divinity
DMA	Doctor of Musical Arts
DMIN	Doctor of Ministry
DNP	Doctor of Nursing Practice
DNSC	Doctor of Nursing Science
DPT	Doctor of Physical Therapy
DrPH	Doctor of Public Health
DSN	Doctor of Science in Nursing
DSW	Doctor of Social Work

Code	Definition
DVM	Doctor of Veterinary Medicine
EDD	Doctorate in Education
EDS	Educational Specialist
GCRT	Graduate Certificate
IMBA	International Master of Business Administration
JD	Juris Doctorate
MA	Master of Arts
MAC	Master of Accounting
MACC	Master of Accountancy
MAED	Master of Education
MALS	Master of Arts in Liberal Studies
MARCH	Master of Architecture
MAREL	
MAT	Master of Arts in Teaching
MBA	Master of Business Administration
MBE	Master of Biomedical Engineering
MCJ	Master of Criminal Justice
MCLS	Master of Clinical Laboratory Science
MCM	Master of Communication Management
MCP	Master in City Planning
MCRP	Master of City and Regional Planning
MD	Doctor of Medicine
MDH	Master of Dental Hygiene
MDIV	Master of Divinity
MDS	Master of Dental Surgery
ME	Master of Engineering
MED	Master of Education
MFA	Master of Fine Arts
MHA	Masters of Health Administration
MHIIM	Master of Health Informatics and Information Management
MLA	Master of Liberal Arts
MM	Master of Music
MMAT	Master of Arts in Mathematics
MMIN	Master of Ministry
MMS-PA	Master of Medical Science-Physician Assistant
MMU	
MMUED	
MMusic	Master of Music Degree
MOT	Masters of Occupational Therapy
MPA	Master of Public Administration
MPH	Master of Public Health
MPM	Master's in Project Management

Code	Definition
MPPA	Master of Public Policy and Administration
MPS	Master of Professional Studies
MPT	Master of Physical Therapy
MS	Master of Science
MSAH	Masters of Science in Allied Health
MSANR	Master of Science degree in Agriculture and Natural Resources
MSAOM	Master of Science in Acupuncture and Oriental Medicine
MSCJ	Master of Criminal Justice
MSCLS	Master of Science in Clinical Laboratory Science
MSED	Master of Education
MSEH	Master of Science in Environmental Health
MSFCS	Master of Science in Family and Consumer Sciences
MSHES	
MSIO	Master of Science in Industrial-Organizational Psychology
MSLA	Master of Science in Legal Administration
MSN	Master of Science in Nursing
MSO	Masters of Science in Organizational Science
MSOT	Master of Science in Occupational Therapy
MSP	Master of Public Service Management
MSPT	Master of Science in Physical Therapy
MSSLP	Master of Science in Speech-Language Pathology
MSSW	Master of Science in Social Work
MST	Master of Science for Teachers or Master of Studies
MSW	Master of Social Work
MVTE	Master of Vocational Technical Education
PHARM	
PHARMD	Doctor of Pharmacy
PHD	Doctor of Philosophy
PSM	Professional Science Master's
SCDPT	Doctor of Science in Physical Therapy Science
TCP	Teacher Certification Program