



THEC  TSAC

Tennessee Higher Education Commission-
Tennessee Student Assistance Corporation

**Western Governors University
Data Dictionary: 2025-2026
(Public)**

Version 1.01

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Changes

VERSION 1.01

Section	Element Name	Type of Change
Entire document		Updated dictionary to be ADA compliant

VERSION 1.00

Section	Element Name	Type of Change
General Instructions	Due Dates	Updated the due dates for the enrollment and completions files
File Naming Convention		Updated directions and examples
Enrollment Data Elements	Year of Registration	Updated examples
Completion Data Elements	Year of Award	Updated examples
Completion Data Elements	Year of Completion	Updated examples

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 2025 Enrollment/Lottery	October 15, 2025
Fall 2025 Enrollment/Lottery	February 1, 2026
Spring 2026 Enrollment/Lottery	July 1, 2026
2025-2026 Completions	September 14, 2026

DEFINITIONS

Term	Description
Report of Graduates	The Annual Report of Graduates consists of information on each student who completed academic programs during the 2025-2026 year. The collection is defined as all the academic terms Fall 2025 term, Spring 2026 term, and the Summer 2026 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).

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.

File Naming Instructions

Each file submitted should follow the naming convention detailed below. For enrollment 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 or if the file extension is not csv.

Enrollment

Example: **WGU_Sum2025_E.csv**

WGU	Sum	2025	E	.csv
System Abbr.	Term Abbr	Term Year	File Type Code	Extension
1	2.a	2.b	3	4

Completions

Example: **WGU_2024-2025_C.csv**

WGU	2025-2026	C	.csv
System Abbr	Academic Year	File Type Code	Extension
1	2.c	3	4

1	
Institution Name	Code
Western Governors University	WGU

2.a	
Term	Code
Summer	Sum
Fall	Fall
Spring	Spr

3	
File Type Name	Code
Enrollment	E
Completions	C
Ad-hoc	A

2.b
Term Year
2025, 2026, etc.

2.c
Academic Year
2025-2026

End-of-Term Enrollment/Lottery File Layout

Data Element	Column Name	Size	Field Char	Element Number
Institution	Institution	2	N	1
Student ID Number	StudentID	9	N	2
First Name	FirstName	50	A	3
Middle Initial	MiddleInit	1	A	4
Last Name	LastName	50	A	5
Date of Birth	BirthDate	10	N	6
Gender	Gender	1	A	7
Race	Race	1	N	8
County Code	CountyCode	3	A/N	9
Year of Registration	RegYear	4	N	10
Term of Registration	RegTerm	1	N	11
Transfer Institution	TransferInst	6	A/N	12
Transfer Hours	TransferHrs	5	N	13
Student Major	StudentMajor	6	A/N	14
Program Code	ProgramCode	10	A/N	15
Cumulative Competency Units Attempted	CumCompAttempted	4	N	16
Cumulative Competency Units Earned	CumCompEarned	4	N	17
Term Competency Units Attempted	TrmCompAttempted	4	N	18
Term Competency Units Earned	TrmCompEarned	4	N	19
Pass Fail	PassFailFlag	1	N	20
Withdrawal Flag	WithdrawalFlag	1	N	21
Term Institutional Aid Flag	TermAidFlag	1	N	22
Term Pell Flag	TermPellFlag	1	N	23

Completions File Layout

Data Element	Column Name	Size	Field Char	Element Number
Institution	Institution	2	N	1
Student ID Number	StudentID	9	A/N	2
Award Year	AwardYear	4	N	3
Award Term	AwardTerm	1	N	4
Year of Completion	YearOfCompletion	4	N	5
Term of Completion	TermOfCompletion	1	N	6
Degree Awarded	DegreeAwarded	6	A/N	7
First Major	FirstMajor	10	N	8
Second Major	SecondMajor	10	N	9
Program Code	ProgramCode	10	A/N	10
Cumulative Competency Units Earned	CumCompUnitsEarned	3	N	11

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
Business College	1
Health Professions College	2
Information Technology College	3
Teachers College	4

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.

Warnings:

>> *Missing institutions will be listed as warnings.*

Student ID Number

Data Element Number: 2

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: 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 (>) 50 characters.
3. The first name contains special characters.
>> Exception: An apostrophe (') is allowed.

Middle Initial

Data Element Number: 4

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: 5

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.

Date of Birth

Data Element Number: 6

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 (0) 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. $(\text{The Current Year} - \text{Date of Birth}) < 8$,
 - or
 - b. $(\text{The Current Year} - \text{Date of Birth}) > 100$.

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

Race

Data Element Number: 8

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.*

County of Permanent Residence

Data Element Number: 9**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 A](#) 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.

Year of Registration

Data Element Number: 10

Description:

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

Examples:

2025

2026

Codes:

An error will occur if 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: 11

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.

Transfer Institution

Data Element Number: 12

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. 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.

Transfer Hours

Data Element Numbers: 13

Description:

This element holds the total number of hours a student earned at a transfer institution.

Examples:

Transfer Hours	Code
8	8
17	17
48	48

Edit:

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

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

Cross-Checks:

3. *The transfer hours are blank, **and** the transfer institution is not blank.*

Student Major

Data Element Number: 14

Description:

This element contains the academic major of the student. The major is reported using the appropriate six digit CIP code from the Integrated Postsecondary Education Data System (IPEDS) which is run by the National Center for Education Statistics (NCES). CIP codes can be found [here](#).

Codes:

Type of Student

Student With Declared Major

Code

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.

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.

Program Code

Data Element Number: 15

Description:

This element contains the WGU reference code identifying the Program in which the student is enrolled in. An updated list of program codes should be sent prior to each term submission.

Examples:

BAELED

MSHRM

Edit:

An error will occur if the following is true:

1. The program code is blank or NULL.
2. The program code is invalid.

Cumulative Competency Units Attempted

Data Element Number: 16

Description:

This element is the total cumulative competency units attempted in the student's college career at WGU- TN.

Examples:

Attempted Competency Units	Code
110	110
17	17
14	14
∅	0

Edit:

An error will occur if the following is true:

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

Cross-Checks:

3. *The cumulative competency units attempted field is blank, **and** the cumulative competency units earned is not blank.*
4. *The cumulative competency units attempted is less than the cumulative competency units earned*

Cumulative Competency Units Earned

Data Element Number: 17

Description:

This element reports the total number of units earned at or accepted by the reporting institution. For transfer students, it is recognized that there may be a delay in the processing of transfer units to be accepted, so that a time lag of one term may be unavoidable.

Examples:

Earned Competency Units	Code
110	110
17	17
14	14
∅	0

Edit:

An error will occur if the following is true:

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

Cross-Checks:

3. *The cumulative competency units earned is greater than the cumulative competency units attempted*

Term Competency Units Attempted

Data Element Number: 16

Description:

This element is the total number of unit hours attempted by the student for the term being reported.

Examples:

Attempted Competency Units	Code
12	12
6	6
0	0

Edit:

An error will occur if the following is true:

1. The term competency units attempted is *not* a numerical value.
2. The term competency units attempted is *not* formatted correctly.

Cross-Checks:

3. *The term competency units attempted field is blank, **and** the term competency units earned is not blank.*
4. *The term competency units attempted is less than the term competency units earned*

Term Competency Units Earned

Data Element Number: 17

Description:

This element is the total number of unit hours earned by the student for the term being reported.

Examples:

Earned Competency Units	Code
12	12
6	6
0	0

Edit:

An error will occur if the following is true:

1. The term competency units earned is *not* a numerical value.
2. The term competency units earned is *not* formatted correctly.

Cross-Checks:

3. *The term competency units earned is greater than the term competency units attempted.*

Pass-Fail Flag

Data Element Number: 18

Description:

This element is a single digit indicating if a student passed or failed the competency units for the term being reported.

Codes:

Pass/Fail	Code
Fail	∅
Pass	1

Edit:

An error will occur if the following is true:

1. The pass-fail flag is *not* one of the above codes.

Withdrawal Flag

Data Element Number: 19

Description:

This is a single digit element indicating if a student passed or failed the competency units for the term being reported.

Codes:

Withdrawal	Code
Student did not withdrawal	∅
Student did withdrawal	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.

Term Institutional Aid Flag

Data Element Number: 20

Description:

This element is a single digit indicating if a student received institutional aid for the term being reported.

Codes:

Institutional Aid Flag	Code
Did not receive Institutional Aid	∅
Received Institutional Aid	1

Edit:

An error will occur if the following is true:

1. The institutional aid flag is *not* one of the above codes.

Term Pell Flag

Data Element Number: 21

Description:

This element is a single digit indicating if a student received a Pell grant for the term being reported.

Codes:

Pell Flag	Code
Did not receive Pell grant	∅
Received Pell grant	1

Edit:

An error will occur if the following is true:

1. The term Pell flag is *not* one of the above codes.

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
Business College	1
Health Professions College	2
Information Technology College	3
Teachers College	4

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.

Warnings:

>> *Missing institutions will be listed as warnings.*

Student ID Number

Data Element Number: 2

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.

Award Year

Data Element Number: 3

Description:

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

Examples:

2025

2026

Codes:

An error will occur if 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.

Award Term

Data Element Number: 4

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: 5

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:

2025

2026

Codes:

An error will occur if 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: 6

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.

Degree Awarded

Data Element Number: 7

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 Program Inventory](#), as published by the Tennessee Higher Education Commission.

Codes:

See [Appendix B](#) for a list of award levels.

Award Level	Degree Type	Degree Awarded
25	BS	25BS
42	MBA	42MBA

Edit:

An error will occur if the following is true:

1. The degree awarded is blank.
2. The degree awarded is invalid.

First Major

Data Element Number: 8

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 major is reported using the appropriate six digit CIP code from the Integrated Postsecondary Education Data System (IPEDS) which is run by the National Center for Education Statistics (NCES). CIP codes can be found [here](#).

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: 9

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 major is reported using the appropriate six digit CIP code from the Integrated Postsecondary Education Data System (IPEDS) which is run by the National Center for Education Statistics (NCES). CIP codes can be found [here](#).

Edit:

An error will occur if the following is true:

1. The second major is an invalid CIP code.

Program Code

Data Element Number: 10

Description:

This element is used to report the WGU reference code identifying the program in which the student is enrolled in.

Examples:

BAELED

MSHRM

Edit:

An error will occur if the following is true:

1. The program code is blank or NULL.
2. The program code is invalid.

Cumulative Competency Units Earned

Data Element Number: 11

Description:

This element reports the total number of units earned at the reporting institution at the time of the student's graduation.

Examples:

Earned Credit Hours	Code
40	40
63	63
100	100

Edit:

An error will occur if the following is true:

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

Appendix A: 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	HAMBLÉN 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

Code	County Name	FIPS
175	VAN BUREN COUNTY	47175
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 B: Award Level

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