



Reporting Guidelines & Data Dictionary

2024-2025

<http://www.asusystem.edu/research>

This *Data Dictionary* serves as the operational manual for the electronic submission of institutional data to the Arkansas State University System Office. The primary purpose of this document is to provide a framework for the institutions within the ASU System to provide accurate, consistent, and timely data.

In addition to outlining the various file layouts and data definitions commonly used by the System, this document contains a summary of reporting policies and deadlines, a listing of institutional contacts, relevant online links, and other applicable information. This is considered to be a living document that undergoes routine examination and revision to meet the changing data needs of the System, state and federal government, and individual institutions within the ASU System.

The data derived from this document are used to make informed governing decisions concerning ASU's System of institutions. The data are also used by the Arkansas Department of Higher Education, legislature, various media outlets, and other public and private entities within the State of Arkansas and beyond.

Please feel free to contact the office at the following address with any questions or comments:

Arkansas State University System
501 Woodlane Street, Suite 600
Little Rock, Arkansas 72201

Phone: 501-660-1015

Email: eatchison@asusystem.edu

Web: <http://www.asusystem.edu/research>

The Arkansas State University System understands the unsung nature of working with institutional data and would like to recognize and thank the dedicated and helpful individuals who work with data on a regular basis at the ASU System campuses.

These professionals routinely help our office balance institutional autonomy with system consistency while constantly working to ensure the accurate, consistent, and timely reporting of institutional data. We appreciate their hard work and thank them for their continued help.

FILE INFORMATION:

File Overview: The file overview provides a summary of the type of data file collected and its intended use.

Reporting Schedule: This outlines when the file is due to the system office.

Relevant Links: Any relevant links to provide information or context for the data collected are provided in this section.

File Layout: An overview of the file layout with the element number, type, title, and length are provided in a concise table.

File Elements: This section houses the following information for each data file element.

Edit Overview: This provides detailed edits for each data field.

DATA ELEMENT INFORMATION:

HEADER ELEMENT NUMBER: A numerical reference for each field that is connected to the validation coding and edit reports. It is structured in the following way: (Data file number)-(Element number).

REPORT ELEMENT TYPE: This provides a description of the type of data element and which section of the file is being referenced.

REPORT ELEMENT TITLE: This provides the title of the data element which should describe the information collected.

DEFINITION: This field contains the definition of the field. This may

CODING INSTRUCTIONS: This section provides specific instructions for how to assign coding to a field and the valid data values for the field.

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: This provides the number columns assigned to the field.

DATE ISSUED / REVISED: This provides a historical record of the data element.

SOURCE: The source for the definition or data values will be provided here.

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The following reporting specifications, policies, and procedures have been established to ensure the accuracy, consistency, and timeliness of ASU System data:

Reporting Specifications

To facilitate the proper handling and timely use of System data, the requested institutional data in this document will be securely submitted in an electronic format. The data will be collected according to the pre-determined, published schedule outlined in the *Data Dictionary* and *Data Reporting Calendar*. These deadlines should be strictly observed to ensure the timeliness of data reporting.

Delinquent and Preliminary Reporting Policies

Delinquent Reporting Policies

1. An institution's data will be considered delinquent if not received by the ASU System Office by noon on the first working day after its due date.
2. Once data become delinquent, a reminder will be sent by e-mail to the institution's representative on the Strategic Research Working Group (SRWG).
3. If data are not received after 5 working days from the due date, a written notice will be forwarded to the President who will subsequently contact the appropriate Chancellor.
4. Once data are submitted to the System Office, edit reports will be returned to the institutions within 3 working days.

Preliminary Reporting Policies

5. Any data received, whether it be in electronic or written format, will be considered preliminary for ten (10) working days after the due date.
6. During this preliminary period, institutions will have the opportunity to audit and revise their data as well as provide written explanations for any exceptions occurring in the data.
7. If the data still have a considerable number of problems after the preliminary period has expired, with no written explanations detailing the exceptions, the President and the appropriate Chancellor will be notified of the type and frequency of the problems.
8. Once the preliminary period has expired, the data will become final and published by ASU System Office. It will subsequently be released to the Board, state legislature, media, and other agencies upon request.
9. To revise final data after the preliminary period has expired, the Chancellor should provide a written statement detailing the reason for the requested change.



Adult Education (AE)

File Overview

Adult Education

Adult education programs (e.g., high school equivalency, English as a second language) provide important basic skills to individuals as they prepare to enter or further progress in the workforce. Providing adult education programs is an essential part of the mission of higher education institutions. Adult education data has been identified as a key metric for measuring student success both into and through postsecondary education.

This file includes the number of students completing adult education programs during the previous academic year, beginning with July 1 and ending with June 30. The elements in this file are used to measure those completing adult education programs and track their progress into postsecondary programs of study. This file includes enrolled students in adult education programs and does not include students who self-pay and are not included in the national reporting system.

Reporting Schedule

Adult Education

This file is reported annually by institutions that provide this type of instruction to students. These files are due to ASU System on the designated deadline as published in the ASU System Data Reporting Calendar. This file is subject to the Delinquent and Preliminary Reporting Policies outlined in the *Data Dictionary*.

Relevant Links

Adult Education

This individual file criteria, the entire *Data Dictionary*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.asusystem.edu/research/reporting.html>

Arkansas Division of Workforce Services - Adult Education:

<https://aalrc.org/>

Literacy, Adult and Community Education System (LACES) Data Dictionary:

<https://dws.arkansas.gov/wp-content/uploads/LACES-Data-Dictionary.pdf>

Score Scale and Content Descriptions for the GED tests:

https://ged.com/score_scale/

Test of Adult Basic Education (TABE):

https://tabetest.com/PDFs/TABE_11_12_Scoring_Best_Practice_Guidelines.pdf

TABE Complete Language Assessment System – English:

https://tabetest.com/PDFs/TABE_CLAS-E_Scoring_Table.pdf

U.S. Department of Education, Office of Career, Technical, and Adult Education, Division of Adult Education and Literacy

<https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/index.html>

File Layout

Adult Education

<u>Header Element Type</u>	<u>Header Element Number</u>	<u>Header Element Description</u>	<u>Columns Used</u>
Identification	AE-001	Record Type	01-02
Identification	AE-002	Data Type	03-03
Identification	AE-003	FICE Code	04-09
Identification	AE-004	Academic Year	10-13
<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	AE-101	Record Type	01-02
Identification	AE-102	Data Type	03-03
Adult Education	AE-401	Student ID Number	04-12
Adult Education	AE-402	LACES ID Number	13-21
Adult Education	AE-403	Student First Name	22-56
Adult Education	AE-404	Student Middle Name	57-76
Adult Education	AE-405	Student Last Name	77-111
Adult Education	AE-406	Student Name Suffix	112-114
Adult Education	AE-407	Gender	115-115
Adult Education	AE-408	Date of Birth	116-123
Adult Education	AE-409	U. S. Citizenship	124-124
Adult Education	AE-410	Ethnicity	125-125
Adult Education	AE-411	Race	126-126
Adult Education	AE-412	Country of Origin	127-129
Adult Education	AE-413	State of Residence	130-131
Adult Education	AE-414	County of Residence	132-134
Adult Education	AE-415	TABE Intake Date	135-142
Adult Education	AE-416	TABE Reading Score	143-145
Adult Education	AE-417	TABE Mathematics Score	146-148
Adult Education	AE-418	TABE Language Score	149-151
Adult Education	AE-419	GED Mathematics Score	152-154

Adult Education	AE-420	GED Language Arts Score	155-157
Adult Education	AE-421	GED Social Studies Score	158-160
Adult Education	AE-422	GED Science Score	161-163
Adult Education	AE-423	GED Combined Score	164-166
Adult Education	AE-424	TABE CLAS-E Reading Score	167-169
Adult Education	AE-425	TABE CLAS-E Listening Score	170-172
Adult Education	AE-426	TABE CLAS-E Writing Score	173-175
Adult Education	AE-427	TABE CLAS-E Speaking Score	176-178

Trailer Element Type	Trailer Element Number	Trailer Element Description	Columns Used
Trailer	AE-005	Record Type	01-02
Trailer	AE-006	Data Type	03-03

Record Length: 178 characters

Edits: All records should meet the coding criteria outlined in this section.

Specific Instructions:

The file should be generated as a flat file in a fixed width format and saved as a .TXT file with the following naming conventions: *Institution FICE Code_AE_Academic_Year* (e.g., for fall 2020, ASU would be 001090_AE_2021).

ASU-Beebe	001091_AE_XXXX
ASU-Mountain Home	042544_AE_XXXX
ASU-Newport	042034_AE_XXXX
ASU Mid-South	023482_AE_XXXX
ASU Three Rivers	009976_AE_XXXX

Population Reported:

This file contains records for students who complete the TABE CLAS-E or GED test requirements to be considered a completer of an adult education program. This file includes enrolled students in adult education programs and does not include students who self-pay and are not included in the national reporting system. If a student only completes the TABE CLAS-E during the specified timeframe, populate the GED test score fields with spaces. Similarly, if a student completes the GED during the specified timeframe but did not complete the TABE CLAS-E during the timeframe, populate the TABE CLAS-E fields with spaces.

All students should have a TABE intake exam reported since this exam is administered after the TABE CLAS-E is completed (for those who completed TABE CLAS-E) and before the GED tests are administered.

HEADER ELEMENT NUMBER: AE-001

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type.

01 - Designated header record

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 7/01/2022

SOURCE: ASUS

HEADER ELEMENT NUMBER: AE-002

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type.

A - Adult Education data file

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Columns 03-03]

DATE ISSUED: 7/01/2022

SOURCE: ASUS

HEADER ELEMENT NUMBER: AE-003

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Institutional FICE Code

DEFINITION:

This field contains the institution's six-digit FICE (Federal Interagency Committee on Education) code.
Note: As of 1998, this code is no longer used in federal data sets such as the Integrated Postsecondary Education Data System (IPEDS), having been replaced by the Office of Postsecondary Education (OPE) identification code.

CODING INSTRUCTIONS:

This file is reported annually by institutions that provide this type of instruction to students which is currently limited to public community colleges.

Use the following codes for reporting each student's institution:

<u>FICE</u>	<u>Institution</u>
001091	Arkansas State University - Beebe
042544	Arkansas State University - Mountain Home
042034	Arkansas State University - Newport
023482	Arkansas State University Mid-South
009976	Arkansas State University Three Rivers

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 6 [Columns 04-09]

DATE ISSUED: 7/01/2022

SOURCE: ASUS

HEADER ELEMENT NUMBER: AE-004

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Academic Year

DEFINITION:

This field reflects the appropriate academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

The academic year in which the program completion occurs. The last year of an academic year is the reporting year (e.g., use “2022” for reporting completers from July 1, 2021 to June 30, 2022).

EDIT:

All columns contain numeric characters. Any entry other than the current academic year will generate an error.

SPACES NEEDED: 4 [Columns 10-13]

DATE ISSUED: 7/01/2022

SOURCE: ASUS

REPORT ELEMENT NUMBER: AE-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type:

02 - Designated data file record

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 7/01/2022

SOURCE: ASUS

REPORT ELEMENT NUMBER: AE-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type:

A - Adult Education data file

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Column 03-03]

DATE ISSUED: 7/01/2022

SOURCE: ASUS

REPORT ELEMENT NUMBER: AE-401

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: Student Identification Number

DEFINITION:

This field contains the unique nine-digit number assigned to an individual for purposes of identification. The student's Social Security Number (SSN) should be used in all cases except where that number is not available. In those extenuating cases a temporary identification number may be used until a SSN is obtained.

CODING INSTRUCTIONS:

Provide the student's SSN. Over the years that this number is used to identify the student, it should remain constant (except when a temporary number is replaced by an SSN assigned by the Social Security System). In the case where an SSN is not available, provide the LACES ID number.

EDIT:

Any entry other than nine numeric characters will generate an error.

SPACES NEEDED: 9 [Columns 04-12]

DATE ISSUED: 7/01/2022

SOURCE: ASUS

REPORT ELEMENT NUMBER: AE-402

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: LACES Identification Number

DEFINITION:

This field contains the unique nine-digit number assigned to an individual for purposes of identification within the LACES system.

CODING INSTRUCTIONS:

Provide the student's LACES identification number. For identification numbers less than 9 columns, left justify and pad with spaces.

EDIT:

Any entry other than nine numeric characters will generate an error.

SPACES NEEDED: 9 [Columns 13-21]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-403

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: Student First Name

DEFINITION:

This field contains the student's first name.

CODING INSTRUCTIONS:

Enter the first name of the student, omitting special non-alphabetic characters and numbers but hyphens and apostrophes are allowed. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters, apostrophes, or hyphens will generate an error. If no first name is reported (all spaces) a warning will be generated.

SPACES NEEDED: 35 [Columns 22-56]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-404

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: Student Middle Name

DEFINITION:

This field contains the student's middle name.

CODING INSTRUCTIONS:

Enter the first name of the student, omitting special non-alphabetic characters and numbers but hyphens and apostrophes are allowed. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters, apostrophes, or hyphens will generate an error.

SPACES NEEDED: 20 [Columns 57-76]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-405

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: Student Last Name

DEFINITION:

This field contains the student's last name.

CODING INSTRUCTIONS:

Enter the last name of the student, omitting special non-alphabetic characters and numbers but hyphens and apostrophes are allowed. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters, apostrophes, or hyphens will generate an error. If no last name is reported (all spaces) an error will be generated.

SPACES NEEDED: 35 [Columns 77-111]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-406

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: Student Name Suffix

DEFINITION:

This field contains the generational suffix of the student (e.g. Jr, Sr, III, IV, etc.)

CODING INSTRUCTIONS:

Enter the generational suffix of the student, omitting special non-alphabetic characters and numbers. Do not include any periods. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters will generate an error.

SPACES NEEDED: 3 [Columns 112-114]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-407

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: Gender

DEFINITION:

This field identifies the gender of the student based on the following priorities:

- First - categorizes self as belonging to
- Second - regarded in the community as belonging to
- Last - appears as belonging to

Institutions should make every effort to collect demographic information on each student.

CODING INSTRUCTIONS:

Report the gender of each student using following coding conventions:

F = Female

M = Male

O = Other

EDIT:

Any entry (including null or blank values) other than an "F", "M", or "O" will generate an error.

SPACES NEEDED: 1 [Column 115-115]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-408

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: Date of Birth

DEFINITION:

This field indicates the student's calendar date of birth.

CODING INSTRUCTIONS:

Enter date of birth utilizing following format: MMDDYYYY. If, for example, a student was born on September 09, 1968, then enter "09091968."

The System office uses pivot dates to calculate students' ages for a given period. Pivot dates facilitate the consistent and accurate reporting of student ages for each academic year. The System Office uses June 30th as a pivot date to determine each student's age.

EDIT:

Any entry other than eight numeric valid date characters will generate an error. Ages less than 18 and greater than 80 will generate a warning.

SPACES NEEDED: 8 [Columns 116-123]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-409

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: U. S. Citizenship

DEFINITION:

This field reports citizenship status of a student.

CODING INSTRUCTIONS:

Report the citizenship status of each student using the following codes:

Y - Yes, is a U. S. citizen

N - No, is not a U. S. Citizen

U - Citizenship is unknown/unreported

EDIT: Any entry other than Y or N will generate an error. Students reported as 'U' will generate a warning.

SPACES NEEDED: 1 [Column 124-124]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-410

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: Ethnicity

DEFINITION:

This field denotes a student's ethnic origin by broad ethnic group.

Institutions should make every effort to collect demographic information on each student. This information may be obtained from student applications, college transcripts, and other sources. Hispanic ethnicity corresponds to the IPEDS definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

CODING INSTRUCTIONS:

Designate the student's reported race or ethnicity category using the following codes:

Y – Hispanic / Latino

N – Not Hispanic / Latino

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Column 125-125]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-411

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: Race

DEFINITION:

This field denotes a student's race by broad race group.

Institutions should make every effort to collect demographic information on each student. This information may be obtained from student applications, college transcripts, and other sources.

CODING INSTRUCTIONS:

Designate the student's reported race or ethnicity category using the following codes:

I - American Indian / Alaskan Native

A - Asian

B - Black or African American

P - Native Hawaiian / Pacific Islander

W - White

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Column 126-126]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-412

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: Country of Origin

DEFINITION:

This field contains the abbreviation for the country of origin of the student. A student's geographic origin is based on his legal residence at time of admission to college and never changes while in attendance at the same institution. [LACES view: Demographics]

CODING INSTRUCTIONS:

Enter the country of origin abbreviation for the student. See below for a listing of valid UN country abbreviations. If no value is entered, report UNK.

<u>Country</u>	<u>Code</u>	<u>Country</u>	<u>Code</u>	<u>Country</u>	<u>Code</u>
Afghanistan	AFG	Cameroon	CMR	Finland	FIN
Åland Islands	ALA	Canada	CAN	France	FRA
Albania	ALB	Cape Verde	CPV	French Guiana	GUF
Algeria	DZA	Cayman Islands	CYM	French Polynesia	PYF
American Samoa	ASM	Central African Rep	CAF	French Southern Terr	ATF
Andorra	AND	Chad	TCD	Gabon	GAB
Angola	AGO	Chile	CHL	Gambia	GMB
Anguilla	AIA	China	CHN	Georgia	GEO
Antarctica	ATA	Christmas Island	CXR	Germany	DEU
Antigua & Barbuda	ATG	Cocos (Keeling) Isl	CCK	Ghana	GHA
Argentina	ARG	Colombia	COL	Gibraltar	GIB
Armenia	ARM	Comoros	COM	Greece	GRC
Aruba	ABW	Congo	COG	Greenland	GRL
Australia	AUS	Congo, Dem Rep	COD	Grenada	GRD
Austria	AUT	Cook Islands	COK	Guadeloupe	GLP
Azerbaijan	AZE	Costa Rica	CRI	Guam	GUM
Bahamas	BHS	Côte d'Ivoire	CIV	Guatemala	GTM
Bahrain	BHR	Croatia	HRV	Guernsey	GGY
Bangladesh	BGD	Cuba	CUB	Guinea	GIN
Barbados	BRB	Cyprus	CYP	Guinea-Bissau	GNB
Belarus	BLR	Czech Republic	CZE	Guyana	GUY
Belgium	BEL	Denmark	DNK	Haiti	HTI
Belize	BLZ	Djibouti	DJI	Heard & McDonald Isl	HMD
Benin	BEN	Dominica	DMA	Holy See	VAT
Bermuda	BMU	Dominican Republic	DOM	Honduras	HND
Bhutan	BTN	Ecuador	ECU	Hong Kong	HKG
Bosnia Herzegovina	BIH	Egypt	EGY	Hungary	HUN
Botswana	BWA	El Salvador	SLV	Iceland	ISL
Bouvet Island	BVT	England	ENG	India	IND
Brazil	BRA	Equatorial Guinea	GNQ	Indonesia	IDN
British Indian Ocean	IOT	Eritrea	ERI	Iran	IRN
Brunei Darussalam	BRN	Estonia	EST	Iraq	IRQ
Bulgaria	BGR	Ethiopia	ETH	Ireland	IRL
Burkina Faso	BFA	Falkland Isl	FLK	Isle of Man	IMN
Burundi	BDI	Faroe Islands	FRO	Israel	ISR
Cambodia	KHM	Fiji	FJI	Italy	ITA

<u>Country</u>	<u>Code</u>	<u>Country</u>	<u>Code</u>	<u>Country</u>	<u>Code</u>
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Jamaica	JAM	Niue	NIU	Switzerland	CHE
Japan	JPN	Northern Ireland	NIR	Syrian Arab Republic	SYR
Jersey	JEY	Northern Mariana Isl	MNP	Taiwan	TWN
Jordan	JOR	Norfolk Island	NFK	Tajikistan	TJK
Kazakhstan	KAZ	Norway	NOR	Tanzania, Unit Rep	TZA
Kenya	KEN	Oman	OMN	Thailand	THA
Kiribati	KIR	Pakistan	PAK	Timor-Leste	TLS
Korea, Dem Ppl Rep	PRK	Palau	PLW	Togo	TGO
Korea	KOR	Palestinian Terr	PSE	Tokelau	TKL
Kosovo	KOS	Panama	PAN	Tonga	TON
Kuwait	KWT	Papua New Guinea	PNG	Trinidad & Tobago	TTO
Kyrgyzstan	KGZ	Paraguay	PRY	Tunisia	TUN
Lao Ppl Dem Rep	LAO	Peru	PER	Turkey	TUR
Latvia	LVA	Philippines	PHL	Turkmenistan	TKM
Lebanon	LBN	Pitcairn	PCN	Turks & Caicos Isl	TCA
Lesotho	LSO	Poland	POL	Tuvalu	TUV
Liberia	LBR	Portugal	PRT	Uganda	UGA
Libyan Arab Jamah	LBY	Puerto Rico	PRI	Ukraine	UKR
Liechtenstein	LIE	Qatar	QAT	United Arab Emirates	ARE
Lithuania	LTU	Réunion	REU	United Kingdom	GBR
Luxembourg	LUX	Romania	ROU	US Minor Outlying Isl	UMI
Macao	MAC	Russian Federation	RUS	United States	USA
Macedonia	MKD	Rwanda	RWA	Unknown	UNK
Madagascar	MDG	Saint Barthélemy	BLM	Uruguay	URY
Malawi	MWI	Saint Helena	SHN	Uzbekistan	UZB
Malaysia	MYS	Saint Kitts & Nevis	KNA	Vanuatu	VUT
Maldives	MDV	Saint Lucia	LCA	Venezuela	VEN
Mali	MLI	Saint Martin (French)	MAF	Viet Nam	VNM
Malta	MLT	Saint Pierre & Miquel	SPM	Virgin Islands, British	VGB
Marshall Islands	MHL	Saint Vincent & Gren	VCT	Virgin Islands, US	VIR
Martinique	MTQ	Samoa	WSM	Wales	WAL
Mauritania	MRT	San Marino	SMR	Wallis & Futuna	WLF
Mauritius	MUS	Sao Tome & Principe	STP	Western Sahara	ESH
Mayotte	MYT	Saudi Arabia	SAU	Yemen	YEM
Mexico	MEX	Scotland	SCT	Zambia	ZMB
Micronesia	FSM	Senegal	SEN	Zimbabwe	ZWE
Moldova, Rep	MDA	Serbia	SRB		
Monaco	MCO	Seychelles	SYC		
Mongolia	MNG	Sierra Leone	SLE		
Montenegro	MNE	Singapore	SGP		
Montserrat	MSR	Slovakia	SVK		
Morocco	MAR	Slovenia	SVN		
Mozambique	MOZ	Solomon Islands	SLB		
Myanmar	MMR	Somalia	SOM		
Namibia	NAM	South Africa	ZAF		
Nauru	NRU	S Georgia & S Sandwi	SGS		
Nepal	NPL	South Sudan	SSD		
Netherlands Antilles	ANT	Spain	ESP		
Netherlands	NLD	Sri Lanka	LKA		
New Caledonia	NCL	Sudan	SDN		
New Zealand	NZL	Suriname	SUR		
Nicaragua	NIC	Svalbard Jan Mayen	SJM		
Niger	NER	Swaziland	SWZ		
Nigeria	NGA	Sweden	SWE		

EDIT: Any value other than those listed above will return an error.

SPACES NEEDED: 3 [Columns 127-129]

DATE ISSUED: 7/01/2022

SOURCE: ASUS, LACES

REPORT ELEMENT NUMBER: AE-413

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: State of Residence

DEFINITION:

This field contains the abbreviation for the state of residence of the student at time of admission to college.

CODING INSTRUCTIONS:

Enter the student's state of origin. See below for valid values.

<u>Value</u>	<u>Geography</u>	<u>Value</u>	<u>Geography</u>	<u>Value</u>	<u>Geography</u>
AL	Alabama	ME	Maine	PA	Pennsylvania
AK	Alaska	MD	Maryland	PR	Puerto Rico
AZ	Arizona	MA	Massachusetts	RI	Rhode Island
AR	Arkansas	MI	Michigan	SC	South Carolina
CA	California	MN	Minnesota	SD	South Dakota
CO	Colorado	MS	Mississippi	TN	Tennessee
CT	Connecticut	MO	Missouri	TX	Texas
DE	Delaware	MT	Montana	UT	Utah
DC	District of Columbia	NE	Nebraska	VT	Vermont
FL	Florida	NV	Nevada	VA	Virginia
GA	Georgia	NH	New Hampshire	VI	Virgin Islands
HI	Hawaii	NJ	New Jersey	WA	Washington
ID	Idaho	NM	New Mexico	WV	West Virginia
IL	Illinois	NY	New York	WI	Wisconsin
IN	Indiana	NC	North Carolina	WY	Wyoming
IA	Iowa	ND	North Dakota	TE	U.S. Territory
KS	Kansas	OH	Ohio	MP	Military Posting
KY	Kentucky	OK	Oklahoma	FC	Foreign Country
LA	Louisiana	OR	Oregon		

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 2 [Columns 130-131]

DATE ISSUED: 7/01/2022

SOURCE: ASUS, LACES

REPORT ELEMENT NUMBER: AE-414

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: County of Residence

DEFINITION:

This field contains the code for the county of origin of the student. A student's geographic origin is based on his legal residence at time of admission to college and never changes while in attendance at the same institution.

CODING INSTRUCTIONS:

Enter the student's county of origin. This field should not change, but may change if the student comes back as a graduate student. See below for a listing of valid Arkansas county codes and border county codes.

<u>Code</u>	<u>County</u>	<u>State</u>	<u>Code</u>	<u>County</u>	<u>State</u>	<u>Code</u>	<u>County</u>	<u>State</u>
001	Arkansas	AR	037	Lafayette	AR	073	White	AR
002	Ashley	AR	038	Lawrence	AR	074	Woodruff	AR
003	Baxter	AR	039	Lee	AR	075	Yell	AR
004	Benton	AR	040	Lincoln	AR	999	Out of State	
005	Boone	AR	041	Little River	AR			
006	Bradley	AR	042	Logan	AR			
007	Calhoun	AR	043	Lonoke	AR			
008	Carroll	AR	044	Madison	AR			
009	Chicot	AR	045	Marion	AR			
010	Clark	AR	046	Miller	AR			
011	Clay	AR	047	Mississippi	AR			
012	Cleburne	AR	048	Monroe	AR			
013	Cleveland	AR	049	Montgomery	AR			
014	Columbia	AR	050	Nevada	AR			
015	Conway	AR	051	Newton	AR			
016	Craighead	AR	052	Ouachita	AR			
017	Crawford	AR	053	Perry	AR			
018	Crittenden	AR	054	Phillips	AR			
019	Cross	AR	055	Pike	AR			
020	Dallas	AR	056	Poinsett	AR			
021	Desha	AR	057	Polk	AR			
022	Drew	AR	058	Pope	AR			
023	Faulkner	AR	059	Prairie	AR			
024	Franklin	AR	060	Pulaski	AR			
025	Fulton	AR	061	Randolph	AR			
026	Garland	AR	062	Saline	AR			
027	Grant	AR	063	Scott	AR			
028	Greene	AR	064	Searcy	AR			
029	Hempstead	AR	065	Sebastian	AR			
030	Hot Spring	AR	066	Sevier	AR			
031	Howard	AR	067	Sharp	AR			
032	Independence	AR	068	St Francis	AR			
033	Izard	AR	069	Stone	AR			
034	Jackson	AR	070	Union	AR			
035	Jefferson	AR	071	Van Buren	AR			
036	Johnson	AR	072	Washington	AR			

EDIT: Any value other than those above will generate an error.

SPACES NEEDED: 3 [Columns 132-134]

DATE ISSUED: 7/01/2022

SOURCE: ASUS, LACES

REPORT ELEMENT NUMBER: AE-415

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: TABE Intake Test Date

DEFINITION:

This field indicates the date a student was administered the Test of Adult Basic Education (TABE) intake exam.

CODING INSTRUCTIONS:

Enter date that the student was administered an initial TABE intake exam.

Utilize the following format: MMDDYYYY. If, for example, a student took the TABE Intake exam on September 15, 2020, then enter "09152020."

EDIT:

Any entry other than eight numeric valid date characters will generate an error. Reported dates exceeding 5 years before the completion year will generate a warning.

SPACES NEEDED: 8 [Columns 135-142]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-416

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: TABE 11/12 Reading Intake Score

DEFINITION:

This field contains the TABE intake Reading exam score.

CODING INSTRUCTIONS:

Enter the score the student achieved on the TABE intake exam. TABE Reading scores range from 300 to 800.

EDIT: Any entry other than a numeric value within the range listed above will generate an error.

SPACES NEEDED: 3 [Columns 143-145]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-417

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: TABE 11/12 Mathematics Intake Score

DEFINITION:

This field contains the TABE intake Mathematics exam score.

CODING INSTRUCTIONS:

Enter the score the student achieved on the TABE intake exam. TABE Mathematics scores range from 300 to 800.

EDIT: Any entry other than a numeric value within the range listed above will generate an error.

SPACES NEEDED: 3 [Columns 146-148]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-418

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: TABE 11/12 Language Intake Score

DEFINITION:

This field contains the TABE intake Language exam score.

CODING INSTRUCTIONS:

Enter the score the student achieved on the TABE intake exam. TABE Language scores range from 300 to 800.

EDIT: Any entry other than a numeric value within the range listed above will generate an error.

SPACES NEEDED: 3 [Columns 149-151]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-419

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: GED Mathematical Reasoning Score

DEFINITION:

This field contains the GED Mathematical Reasoning test score. If a student only completes the TABE CLAS-E during the specified timeframe, populate the GED test score fields with spaces.

CODING INSTRUCTIONS:

Enter the score the student achieved on the GED Mathematical Reasoning exam. GED Mathematical Reasoning scores range from 100 to 200.

EDIT: Any entry other than a numeric value within the range listed above for the specified test will generate an error.

SPACES NEEDED: 3 [Columns 152-154]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-420

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: GED Reasoning Through Language Arts Score

DEFINITION:

This field contains the test score for the GED Reasoning Through Language Arts test. If a student only completes the TABE CLAS-E during the specified timeframe, populate the GED test score fields with spaces.

CODING INSTRUCTIONS:

Enter the score the student achieved on the GED Reasoning Through Language Arts exam. GED Reasoning Through Language Arts scores range from 100 to 200.

EDIT: Any entry other than a numeric value within the range listed above for the specified test will generate an error.

SPACES NEEDED: 3 [Columns 155-157]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-421

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: GED Social Studies Score

DEFINITION:

This field contains the test score for the GED Social Studies test. If a student only completes the TABE CLAS-E during the specified timeframe, populate the GED test score fields with spaces.

CODING INSTRUCTIONS:

Enter the score the student achieved on the GED Social Studies exam. GED Social Studies scores range from 100 to 200.

EDIT: Any entry other than a numeric value within the range listed above for the specified test will generate an error.

SPACES NEEDED: 3 [Columns 158-160]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-422

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: GED Science Score

DEFINITION:

This field contains the test score for the GED Science test. If a student only completes the TABE CLAS-E during the specified timeframe, populate the GED test score fields with spaces.

CODING INSTRUCTIONS:

Enter the score the student achieved on the select exam. GED Science scores range from 100 to 200.

EDIT: Any entry other than a numeric value within the range listed above for the specified test will generate an error.

SPACES NEEDED: 3 [Columns 161-163]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-423

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: GED Combined Score

DEFINITION:

This field contains the test score for the overall GED test. If a student only completes the TABE CLAS-E during the specified timeframe, populate the GED test score fields with spaces.

CODING INSTRUCTIONS:

Enter the score the student achieved on the select exam. GED combined scores range from 400 to 800.

EDIT: Any entry other than a numeric value within the range listed above for the specified test will generate an error. A sum of the reported scores in elements AE-417 through AE-420 must match the score reported here.

SPACES NEEDED: 3 [Columns 164-166]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-424

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: TABE CLAS-E Reading Score

DEFINITION:

This field contains the TABE CLAS-E Reading test score. If a student completes the GED during the specified timeframe but did not complete the TABE CLAS-E during the timeframe, populate the TABE CLAS-E fields with spaces.

CODING INSTRUCTIONS:

Enter the score the student achieved on the TABE CLAS-E Reading exam. TABE CLAS-E Reading scores range from 250 to 680.

EDIT: Any entry other than a numeric value within the range listed above for the specified test will generate an error.

SPACES NEEDED: 3 [Columns 167-169]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-425

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: TABE CLAS-E Listening Score

DEFINITION:

This field contains the test score for the TABE CLAS-E Listening test. If a student completes the GED during the specified timeframe but did not complete the TABE CLAS-E during the timeframe, populate the TABE CLAS-E fields with spaces.

CODING INSTRUCTIONS:

Enter the score the student achieved on the TABE CLAS-E Listening exam. TABE CLAS-E Listening scores range from 230 to 710.

EDIT: Any entry other than a numeric value within the range listed above for the specified test will generate an error.

SPACES NEEDED: 3 [Columns 170-172]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-426

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: TABE CLAS-E Writing Score

DEFINITION:

This field contains the test score for the TABE CLAS-E Writing test. If a student completes the GED during the specified timeframe but did not complete the TABE CLAS-E during the timeframe, populate the TABE CLAS-E fields with spaces.

CODING INSTRUCTIONS:

Enter the score the student achieved on the TABE CLAS-E Writing exam. TABE CLAS-E Writing scores range from 200 to 730.

EDIT: Any entry other than a numeric value within the range listed above for the specified test will generate an error.

SPACES NEEDED: 3 [Columns 173-175]

DATE ISSUED: 7/01/2022

SOURCE: LACES

REPORT ELEMENT NUMBER: AE-427

REPORT ELEMENT TYPE: Adult Education

REPORT ELEMENT TITLE: TABE CLAS-E Speaking Score

DEFINITION:

This field contains the test score for the TABE CLAS-E Speaking test. If a student completes the GED during the specified timeframe but did not complete the TABE CLAS-E during the timeframe, populate the TABE CLAS-E fields with spaces.

CODING INSTRUCTIONS:

Enter the score the student achieved on the TABE CLAS-E Speaking exam. TABE CLAS-E Speaking scores range from 230 to 678.

EDIT: Any entry other than a numeric value within the range listed above for the specified test will generate an error.

SPACES NEEDED: 3 [Columns 176-178]

DATE ISSUED: 7/01/2022

SOURCE: LACES

TRAILER ELEMENT NUMBER: AE-005

REPORT ELEMENT TYPE: Trailer

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type.

99 - Designated trailer record

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 7/01/2022

SOURCE: ASUS

TRAILER ELEMENT NUMBER: AE-006

REPORT ELEMENT TYPE: Trailer

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type.

A - Revised Cohort file

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Columns 03-03]

DATE ISSUED: 7/01/2022

SOURCE: ASUS

Edit Overview

Adult Education

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
AE-001	Record Type	None	Any value other than '01'	None
AE-002	Data Type	None	Any value other than 'A'	None
AE-003	Institutional FICE Code	None	Null and alpha values; numeric values other than 6-digit FICE codes	None
AE-004	Academic Year	None	Null and alpha values; numeric values other than the current year	None
AE-101	Record Type	None	Any value other than '02'	None
AE-102	Data Type	None	Any value other than 'A'	None
AE-401	Student Identification Number	None	Null and alpha values	None
AE-402	LACES Identification Number	None	Null and alpha values	None
AE-403	Student First Name	All spaces	Missing, numeric, and null values	None
AE-404	Student Middle Name	All spaces	Numeric values	None
AE-405	Student Last Name	All spaces	Missing, numeric, and null values	None
AE-406	Student Name Suffix	None	Numeric values	None
AE-407	Gender	None	Any value other than 'M', 'F', or 'O'	Proportion of students by gender codes
AE-408	Date of Birth	Ages over 80 and less than 18	Any entry other than a valid birth date	Proportion of students by age category as of 6/30: <18, 18-24, 25-34, 35-44, 45-54, 55-64, >64
AE-409	U. S. Citizenship	Values of 'U'	Any value other than 'Y', 'N', or 'U'	None
AE-410	Ethnicity	None	Any value other than 'Y' or 'N'	Proportion of students by ethnicity
AE-411	Race	None	Any value other than 'A', 'B', 'I', 'P' or 'W'	Proportion of students by race
AE-412	Country of Origin	None	Any value other than valid country code	None
AE-413	State of Residence	None	Any value other than valid state code	None
AE-414	County of Residence	None	Any value other than valid county code	None
AE-415	TABE Intake Date	Values 5 years or older	Any entry other than a valid date	None
AE-416	TABE Reading Score	None	Any entry > 800 or < 300	Average score
AE-417	TABE Mathematics Score	None	Any entry > 800 or < 300	Average score
AE-418	TABE Language Score	None	Any entry > 800 or < 300	Average score
AE-419	GED Mathematics Score	None	Any entry > 200 or < 100	Average score
AE-420	GED Language Arts Score	None	Any entry > 200 or < 100	Average score
AE-421	GED Social Studies Score	None	Any entry > 200 or < 100	Average score
AE-422	GED Science Score	None	Any entry > 200 or < 100	Average score
AE-423	GED Combined Score	None	Any entry > 800 or < 400	Average score
AE-424	TABE CLAS-E Reading Score	None	Any entry > 680 or < 250	Average score
AE-425	TABE CLAS-E Listening Score	None	Any entry > 710 or < 230	Average score
AE-426	TABE CLAS-E Writing Score	None	Any entry > 730 or < 200	Average score
AE-427	TABE CLAS-E Speaking Score	None	Any entry > 678 or < 230	Average score



Employee (E)

File Overview

Employee

This file contains personnel data for each part-time and full-time employee on the payroll of the institution as of the official reporting date. This includes all permanent employees, temporary adjunct employees involved in instruction, and other temporary employees who are not ad hoc employees. It also includes graduate students employed for the primary purpose of assisting in administrative, instruction, or research functions.

This file excludes temporary ad hoc employees, sometimes known as casual employees, who perform a function that is very short in duration, usually less than a month. It also excludes all other students (e.g., work-study) as well as individuals affiliated with the institution but not on the payroll.

Information generated from this employee file will serve a number of functions that include, but are not limited to, the following: (1) support employee management and decision-making functions at institutional and System levels; (2) monitor employee retention and retirement eligibility; and (3) study employee diversity.

Reporting Schedule

Employee

This Employee file will be generated on November 1st of each fall term. When this census date occurs during the weekend or on holidays, the file should be generated on the last working day before the weekend or holiday. **It will be due to the System office on or before November 30th.** The file should be securely uploaded to the System-designated location and contain each element listed in this section according to the prescribed file layout.

The data reported on this Employee file should match IPEDS employee data reported on the Human Resources survey component as part of the IPEDS Spring Collection. Institutions should ensure state and federal employee reporting match.

This file is subject to the Delinquent and Preliminary Reporting Policies outlined in the *Data Dictionary*.

Relevant Links

Employee

This individual file, the entire *Data Dictionary*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.asusystem.edu/research/reporting.html>

Bureau of Labor Statistics SOC Code Direct Match Title Resource :

https://www.bls.gov/soc/2018/soc_2018_direct_match_title_file.pdf

Equal Employment Opportunity Commission Form 221 – Higher Education State Information (EEO-6):

<https://play.google.com/books/reader?id=dEA2AAAAIAAJ&hl=en&pg=GBS.PA1>

Fair Labor Standards Act of 1938, as amended (§ 29 U.S.C. 201):

<https://www.law.cornell.edu/uscode/text/29/chapter-8>

IPEDS Glossary:

<https://surveys.nces.ed.gov/ipeds/public/glossary>

IPEDS Standard Occupational Classification (SOC) resource link:

<https://surveys.nces.ed.gov/ipeds/VisHRSOCBrowse.aspx>

Uniform Classification and Compensation Act (AR Code § 21-5-201, 2017):

<https://law.justia.com/codes/arkansas/2017/title-21/chapter-5/subchapter-2/>

File Layout

Employee

<u>Header Element Type</u>	<u>Header Element Number</u>	<u>Header Element Description</u>	<u>Columns Used</u>
Identification	E-001	Record Type	01-02
Identification	E-002	Data Type	03-03
Identification	E-003	FICE Code	04-09
Identification	E-004	Academic Year	10-13
<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	E-101	Record Type	01-02
Identification	E-102	Data Type	03-03
Identification	E-103	Term	04-04
Employee	E-401	Employee ID Number	05-13
Employee	E-402	Employee First Name	14-48
Employee	E-403	Employee Middle Name	49-68
Employee	E-404	Employee Last Name	69-103
Employee	E-405	Employee Name Suffix	104-106
Employee	E-406	Gender	107-107
Employee	E-407	Date of Birth	108-115
Employee	E-408	Non-Resident	116-116
Employee	E-409	Hispanic Ethnicity	117-117
Employee	E-410	Asian Race	118-118
Employee	E-411	Black Race	119-119
Employee	E-412	American Indian Race	120-120
Employee	E-413	White Race	121-121
Employee	E-414	Native Hawaiian Race	122-122
Employee	E-415	Current Legal Resident State	123-124
Employee	E-416	Current Legal Resident County	125-127
Employee	E-417	Campus Assignment Code	128-130
Employee	E-418	Pay Status	131-131

Employee	E-419	Workload Status	132-132
Employee	E-420	Job Status	133-133
Employee	E-421	Employee Classification	134-134
Employee	E-422	Position Working Title	135-174
Employee	E-423	Appropriated Title	175-214
Employee	E-424	EEO Category	215-215
Employee	E-425	SOC Category	216-221
Employee	E-426	Current Employment Date	222-229
Employee	E-427	Adjusted Service Date	230-237
Employee	E-428	Seniority Date	238-245
Employee	E-429	Appointment Amount	246-252
Employee	E-430	Fringe Benefits Amount	253-259
Employee	E-431	Appointment Length	260-261
Employee	E-432	Tenure Status	262-262
Employee	E-433	Academic Rank	263-264
Employee	E-434	Highest Degree Earned	265-266
Employee	E-435	Terminal Degree	267-267
Employee	E-436	Faculty Status	268-268
Employee	E-437	Percent Teaching For-Credit	269-271
Employee	E-438	Percent Teaching Non-Credit	272-274
Employee	E-439	College-Assigned Employee ID Number	275-284
Employee	E-440	IPEDS Reported Gender	285-285
Employee	E-441	Direct Supervisor ID	286-295
Trailer Element Type	Trailer Element Number	Trailer Element Description	Columns Used
Trailer	E-005	Record Type	01-02
Trailer	E-006	Data Type	03-03

Record Length: 295 characters

Specific Instructions:

This Employee file will be generated as of November 1st (in order to match IPEDS reporting). This file contains personnel data for each part-time and full-time employee on the payroll of the institution as of the reporting date. This includes all permanent employees, temporary adjunct employees involved in instruction, and other temporary employees who are not in ad hoc positions. It also includes graduate students employed for the primary purpose of assisting in administration, instruction or research functions. The file should be generated as a flat file in a fixed width format and saved as a .TXT file with the following naming conventions: *Institution Code_E_Academic_Year* (e.g., for fall 2020, ASU would be 001090_E_2021).

ASU	001090_E_XXXX
ASU-Beebe	001091_E_XXXX
ASU-Mountain Home	042544_E_XXXX
ASU-Newport	042034_E_XXXX
ASU Mid-South	023482_E_XXXX
ASU Three Rivers	009976_E_XXXX
HSU	001098_E_XXXX

These employees should not be limited by their source of funding and should include employees paid from both E&G and non-E&G funds.

This file excludes temporary ad hoc employees (casual employees) who perform a function that is not academic in nature and very short in duration, usually less than a month. Examples include ticket takers and concession workers at campus events, support staff during registration, clean-up crews after campus events, etc. It also excludes all other students (e.g., work-study) as well as individuals affiliated with the institution but not on the payroll.

The System Office occasionally struggles with balancing institutional autonomy with system consistency. The EEO and SOC categories in this file represents one of these struggles as institutions can interpret EEO and SOC categories differently. Institutions are encouraged to routinely reconcile these EEO and SOC categories with their Human Resources office to help ensure their accuracy and consistency.

Edits: All records should meet the coding criteria outlined in this section. The System Office compares this file with the employee information reported to IPEDS. The System Office's employee data and institution-reported IPEDS employee data should be comparable since both include employees on the payroll as of November 1st and exclude ad hoc or casual employees

HEADER ELEMENT NUMBER: E-001

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type.

01 - Designated header record

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

HEADER ELEMENT NUMBER: E-002

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type.

E - Employee data file

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Columns 03-03]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

HEADER ELEMENT NUMBER: E-003

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Institutional FICE Code

DEFINITION:

This field contains the institution's six-digit FICE (Federal Interagency Committee on Education) code.
Note: As of 1998, this code is no longer used in federal data sets such as the Integrated Postsecondary Education Data System (IPEDS), having been replaced by the Office of Postsecondary Education (OPE) identification code.

CODING INSTRUCTIONS:

Use the following codes for reporting each employee's institution:

<u>FICE</u>	<u>Institution</u>
001090	Arkansas State University
001091	Arkansas State University - Beebe
042544	Arkansas State University - Mountain Home
042034	Arkansas State University - Newport
023482	Arkansas State University Mid-South
009976	Arkansas State University Three Rivers
001098	Henderson State University

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 6 [Columns 04-09]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

HEADER ELEMENT NUMBER: E-004

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Academic Year

DEFINITION:

This field reflects the appropriate academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

The academic year in which the enrollment occurs. The last year of an academic year is the reporting year (e.g., use “2020” for all reporting semesters in the 2019-20 academic year).

EDIT:

All columns contain numeric characters. Any entry other than the current academic year will generate an error.

SPACES NEEDED: 4 [Columns 10-13]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type:

02 - Designated data file record

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type:

E - Employee data file

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Column 03-03]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-103

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Term

DEFINITION:

This field contains the term code for the data file being reported.

CODING INSTRUCTIONS:

Use the following numeric codes for reporting the term:

- 1 - Fall
- 4 - End of fiscal year

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Columns 04-04]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-401

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Identification Number

DEFINITION:

This field contains the unique nine-digit number assigned to an individual for purposes of identification. The employee's Social Security Number (SSN) should be used in all cases except where that number is not available. In those extenuating cases a temporary identification number may be used until a SSN is obtained.

CODING INSTRUCTIONS:

Provide the employee's SSN. Over the years that this number is used to identify the employee, it should remain constant (except when a temporary number is replaced by an SSN assigned by the Social Security System).

EDIT:

Any entry other than ten numeric characters will generate an error.

SPACES NEEDED: 9 [Columns 05-13]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-402

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee First Name

DEFINITION:

This field contains the employee's first name.

CODING INSTRUCTIONS:

Enter the first name of the employee, omitting special non-alphabetic characters and numbers but hyphens and apostrophes are allowed. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters, apostrophes, or hyphens will generate an error. If no first name is reported (all spaces) a warning will be generated.

SPACES NEEDED: 35 [Columns 14-48]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-403

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Middle Name

DEFINITION:

This field contains the employee's middle name.

CODING INSTRUCTIONS:

Enter the first name of the employee, omitting special non-alphabetic characters and numbers but hyphens and apostrophes are allowed. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters, apostrophes, or hyphens will generate an error.

SPACES NEEDED: 20 [Columns 49-68]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-404

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Last Name

DEFINITION:

This field contains the employee's last name.

CODING INSTRUCTIONS:

Enter the first name of the employee, omitting special non-alphabetic characters and numbers but hyphens and apostrophes are allowed. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters, apostrophes, or hyphens will generate an error. If no last name is reported (all spaces) an error will be generated.

SPACES NEEDED: 35 [Columns 69-103]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-405

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Name Suffix

DEFINITION:

This field contains the generational suffix of the employee enrolled (e.g. Jr, Sr, III, IV, etc.)

CODING INSTRUCTIONS:

Enter the generational suffix of the employee, omitting special non-alphabetic characters and numbers. Do not include any periods. Left-justify and pad remaining columns with spaces.

EDIT:

Any entry other alphabetic characters will generate an error.

SPACES NEEDED: 3 [Columns 104-106]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-406

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Gender

DEFINITION:

This field identifies the gender of the employee based on the following priorities:

- First - categorizes self as belonging to
- Second - regarded in the community as belonging to
- Last - appears as belonging to

Institutions should make every effort to collect demographic information on each employee..

CODING INSTRUCTIONS:

Report the gender of each employee using following coding conventions:

F = Female

M = Male

U = Unknown / Not reported

EDIT:

Any entry (including null or blank values) other than an "F", "M", or "U" will generate an error.

SPACES NEEDED: 1 [Column 107-107]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-407

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Date of Birth

DEFINITION:

This field indicates the employee's calendar date of birth.

CODING INSTRUCTIONS:

Enter date of birth utilizing following format: MMDDYYYY. If, for example, an employee was born on September 09, 1968, then enter "09091968."

The System office uses pivot dates to calculate employees' ages for a given term. Pivot dates facilitate the consistent and accurate reporting of employee ages for each academic term. The System Office uses the following pivot dates to determine each employee's age by term:

Fall Term - November 1st

EDIT:

A warning will occur for those employees with a calculated age of over 80 or under 18. Any entry other than eight numeric valid date characters will generate an error. Ages less than 18 and greater than 80 will generate a warning.

SPACES NEEDED: 8 [Columns 108-115]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-408

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Non-Resident Status

DEFINITION:

This field reports non-resident status of an employee, according to the following IPEDS definition: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

CODING INSTRUCTIONS:

Report the non-resident alien status of each employee using the following codes:

Y - Yes, employee is a non-resident

N - No, employee is a U.S. Citizen or Permanent U.S. Resident

EDIT: Any entry other than Y or N will generate an error.

SPACES NEEDED: 1 [Column 116-116]

DATE ISSUED: 10/01/2020, 6/1/21 revised to specifically collect non-resident alien status

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-409

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Hispanic Ethnicity

DEFINITION:

This field denotes an employee's ethnic origin by broad ethnic group. The ethnic group of the individual is based on the following priorities:

- First - categorizes self as belonging to
- Second - regarded in the community as belonging to
- Last - appears as belonging to

Institutions should make every effort to collect demographic information on each employee. This information may be obtained from employee applications, college transcripts, and other sources. Hispanic ethnicity corresponds to the IPEDS definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 117-117]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-410

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Asian Race

DEFINITION:

This field denotes an employee's ethnic origin by broad race group. The race group of the individual is based on the following priorities:

- First - categorizes self as belonging to
- Second - regarded in the community as belonging to
- Last - appears as belonging to

Institutions should make every effort to collect demographic information on each employee. This information may be obtained from employee applications, college transcripts, and other sources. Asian race corresponds to the IPEDS definition: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 118-118]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-411

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Black or African American Race

DEFINITION:

This field denotes an employee's ethnic origin by broad race group. The race group of the individual is based on the following priorities:

- First - categorizes self as belonging to
- Second - regarded in the community as belonging to
- Last - appears as belonging to

Institutions should make every effort to collect demographic information on each employee. This information may be obtained from employee applications, college transcripts, and other sources. Black race corresponds to the IPEDS definition: A person having origins in any of the black racial groups of Africa.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 119-119]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-412

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: American Indian or Alaskan Native Race

DEFINITION:

This field denotes an employee's ethnic origin by broad race group. The race group of the individual is based on the following priorities:

- First - categorizes self as belonging to
- Second - regarded in the community as belonging to
- Last - appears as belonging to

Institutions should make every effort to collect demographic information on each employee. This information may be obtained from employee applications, college transcripts, and other sources. American Indian or Alaskan Native race corresponds to the IPEDS definition: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 120-120]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-413

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: White Race

DEFINITION:

This field denotes an employee's ethnic origin by broad race group. The race group of the individual is based on the following priorities:

- First - categorizes self as belonging to
- Second - regarded in the community as belonging to
- Last - appears as belonging to

Institutions should make every effort to collect demographic information on each employee. This information may be obtained from employee applications, college transcripts, and other sources. White race corresponds to the IPEDS definition: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 121-121]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-414

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Native Hawaiian or Pacific Islander Race

DEFINITION:

This field denotes an employee's ethnic origin by broad race group. The race group of the individual is based on the following priorities:

- First - categorizes self as belonging to
- Second - regarded in the community as belonging to
- Last - appears as belonging to

Institutions should make every effort to collect demographic information on each employee. This information may be obtained from employee applications, college transcripts, and other sources. Native Hawaiian or Pacific Islander race corresponds to the IPEDS definition: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

CODING INSTRUCTIONS:

Designate the employee's appropriate ethnicity category using the following codes:

Y - Yes

N - No

U - Unknown / Not reported

EDIT: Any value other than Y, N, or U as noted above, will generate an error.

SPACES NEEDED: 1 [Column 122-122]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-415

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Current Legal Resident State

DEFINITION:

This field contains the geographic state abbreviation for the current legal residence of the employee.

CODING INSTRUCTIONS:

Enter the geographic code of the employee's current legal residence. Employees located at the ASU Campus Querétaro should be coded as "MX".

VALID VALUES:

Value	Geography	Value	Geography	Value	Geography
AL	Alabama	ME	Maine	PA	Pennsylvania
AK	Alaska	MD	Maryland	PR	Puerto Rico
AZ	Arizona	MA	Massachusetts	RI	Rhode Island
AR	Arkansas	MI	Michigan	SC	South Carolina
CA	California	MN	Minnesota	SD	South Dakota
CO	Colorado	MS	Mississippi	TN	Tennessee
CT	Connecticut	MO	Missouri	TX	Texas
DE	Delaware	MT	Montana	UT	Utah
DC	District of Columbia	NE	Nebraska	VT	Vermont
FL	Florida	NV	Nevada	VA	Virginia
GA	Georgia	NH	New Hampshire	VI	Virgin Islands
HI	Hawaii	NJ	New Jersey	WA	Washington
ID	Idaho	NM	New Mexico	WV	West Virginia
IL	Illinois	NY	New York	WI	Wisconsin
IN	Indiana	NC	North Carolina	WY	Wyoming
IA	Iowa	ND	North Dakota	TE	U.S. Territory
KS	Kansas	OH	Ohio	MP	Military Posting
KY	Kentucky	OK	Oklahoma	FC	Foreign Country
LA	Louisiana	OR	Oregon	MX	Mexico

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 2 [Columns 123-124]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-416

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Current Legal Resident County

DEFINITION:

This field contains the geographic county code for the current legal residence of the employee.

CODING INSTRUCTIONS:

Enter the employee's current legal residence county. See below for a listing of valid Arkansas county codes and border county codes. Employees with a current legal residence county code not in Arkansas or a border county should be reported as "999".

<u>Code</u>	<u>County</u>	<u>State</u>	<u>Code</u>	<u>County</u>	<u>State</u>
000	Unknown	--	038	Lawrence	AR
001	Arkansas	AR	039	Lee	AR
002	Ashley	AR	040	Lincoln	AR
003	Baxter ²	AR	041	Little River	AR
004	Benton	AR	042	Logan	AR
005	Boone	AR	043	Lonoke ^{1,3}	AR
006	Bradley	AR	044	Madison	AR
007	Calhoun	AR	045	Marion ²	AR
008	Carroll	AR	046	Miller	AR
009	Chicot	AR	047	Mississippi	AR
010	Clark ⁵	AR	048	Monroe	AR
011	Clay	AR	049	Montgomery	AR
012	Cleburne ¹	AR	050	Nevada	AR
013	Cleveland	AR	051	Newton	AR
014	Columbia	AR	052	Ouachita	AR
015	Conway	AR	053	Perry	AR
016	Craighead ³	AR	054	Phillips	AR
017	Crawford	AR	055	Pike	AR
018	Crittenden ⁴	AR	056	Poinsett ³	AR
019	Cross	AR	057	Polk	AR
020	Dallas ⁵	AR	058	Pope	AR
021	Desha	AR	059	Prairie ^{1,3}	AR
022	Drew	AR	060	Pulaski ¹	AR
023	Faulkner ^{1,3}	AR	061	Randolph	AR
024	Franklin	AR	062	Saline ⁵	AR
025	Fulton	AR	063	Scott	AR
026	Garland	AR	064	Searcy	AR
027	Grant ⁵	AR	065	Sebastian	AR
028	Greene	AR	066	Sevier	AR
029	Hempstead	AR	067	Sharp	AR
030	Hot Spring ⁵	AR	068	St Francis	AR
031	Howard	AR	069	Stone	AR
032	Independence	AR	070	Union	AR
033	Izard	AR	071	Van Buren	AR
034	Jackson ³	AR	072	Washington	AR
035	Jefferson	AR	073	White ^{1,3}	AR
036	Johnson	AR	074	Woodruff ¹	AR
037	Lafayette	AR	075	Yell	AR

<u>Code</u>	<u>County</u>	<u>State</u>
101	Bowie	TX
102	Cass	TX
201	Adair	OK
202	Delaware	OK
203	Le Flore	OK
204	Mccurtain	OK
205	Sequoyah	OK
301	Barry	MO
302	Dunklin	MO
303	Mcdonald	MO
304	Oregon	MO
305	Ozark	MO
306	Pemiscot	MO
307	Ripley	MO
308	Taney	MO
401	Dyer	TN
402	Lauderdale	TN
403	Shelby	TN
404	Tipton	TN
501	Coahoma	MS
502	DeSoto	MS
503	Tunica	MS
504	Bolivar	MS
601	Claiborne	LA
602	Union	LA
603	Webster	LA
604	Morehouse	LA
999	Out Of State	NA

COUNTY SERVICE AREAS:

¹ ASU-Beebe

² ASU-Mountain Home

³ ASU-Newport

⁴ ASU Mid-South

⁵ ASU Three Rivers

EDIT: County codes should correspond with the relevant state codes in E-415. Any value other than those above will generate an error.

SPACES NEEDED: 3 [Columns 125-127]

DATE ISSUED: 10/01/2020

SOURCE: ADHE

REPORT ELEMENT NUMBER: E-417

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Campus Assignment Code

DEFINITION:

This field denotes an employee's primary campus to which they are assigned. The campus code is based on the following priorities:

- First - location where a majority of employee's base salary is assigned in the institution budget
- Second - location where employee spends the majority of time working

Dual Credit: High school staff paid by the institution are to be coded at the location of the class. High school staff working at the high school should be coded as "High School" using the appropriate 'X09' institution code.

Online/Remote: Employees working primarily as remote or online should be coded as "Remote" using the appropriate "X24" location unless there is reasonable justification for a remote employee to be coded at specific off-campus location.

Other Locations: If the employee works at a location not listed in the available codes, the employee should be coded as "Other Locations" using the appropriate [X25] institution code.

VALID VALUES:

<u>Code</u>	<u>Institution Location</u>
001	ASU System Office
101	Arkansas State University (Main Campus)
102	Arkansas State University (Beebe)
103	Arkansas State University (Blytheville)
104	Arkansas State University (Forrest City)
105	Arkansas State University (Mountain Home)
106	Arkansas State University (Newport)
107	Arkansas State University (West Memphis)
108	Arkansas State University (Paragould)
109	Arkansas State University (High School)
110	Arkansas State University (Queretaro)
124	Arkansas State University (Remote)
125	Arkansas State University (Other Locations)
201	Arkansas State University - Beebe (Main Campus)
202	Arkansas State University - Beebe (Heber Springs)
203	Arkansas State University - Beebe (Searcy)
204	Arkansas State University - Beebe (Little Rock Air Force Base)
209	Arkansas State University - Beebe (High School)
224	Arkansas State University - Beebe (Remote)
225	Arkansas State University - Beebe (Other Locations)
301	Arkansas State University - Mountain Home (Main Campus)
309	Arkansas State University - Mountain Home (High School)
324	Arkansas State University - Mountain Home (Remote)
325	Arkansas State University - Mountain Home (Other Locations)

<u>Code</u>	<u>Institution Location</u>
401	Arkansas State University - Newport (Main Campus)
402	Arkansas State University - Newport (Jonesboro)
403	Arkansas State University - Newport (Marked Tree)
404	Arkansas State University - Newport (Grimes Unit)
405	Arkansas State University - Newport (McPherson Unit)
409	Arkansas State University - Newport (High School)
424	Arkansas State University – Newport (Remote)
425	Arkansas State University - Newport (Other Locations)
501	Arkansas State University Mid-South (Main Campus)
509	Arkansas State University Mid-South (High School)
524	Arkansas State University Mid-South (Remote)
525	Arkansas State University Mid-South (Other Locations)
601	Arkansas State University Three Rivers (Main Campus)
602	Arkansas State University Three Rivers (High School Career Center)
603	Arkansas State University Three Rivers (Sheridan Center)
604	Arkansas State University Three Rivers (Saline County CTC)
609	Arkansas State University Three Rivers (High School)
624	Arkansas State University Three Rivers (Remote)
625	Arkansas State University Three Rivers (Other Locations)
701	Henderson State University (Main Campus)
702	Henderson State University (National Park College)
703	Henderson State University (Ouachita Baptist University)
704	Henderson State University (Landmark Building)
709	Henderson State University (High School)
724	Henderson State University (Remote)
725	Henderson State University (Other Locations)

EDIT: Any value other than those listed above will generate an error. Institution location codes should correspond with the appropriate FICE code reported in E-003.

SPACES NEEDED: 3 [Columns 128-130]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-418

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Pay Status

DEFINITION:

This field describes the pay status of employees as set out in the Fair Labor Standards Act.

Fair Labor Standards Act of 1938, as amended (§ 29 U.S.C. 201):

<https://www.law.cornell.edu/uscode/text/29/chapter-8>

CODING INSTRUCTIONS:

E = Exempt employee - An exempt employee is a term that refers to a category of employees set out in the Fair Labor Standards Act (FLSA). Exempt employees do not receive overtime pay nor do they qualify for minimum wage. When an employee is "exempt" it primarily means that they are exempt from receiving overtime pay.

N = Non-exempt employee - Under the FLSA, workers may be considered non-exempt if they either earn less than the \$684 weekly minimum or if they have limited scope for self-supervision.

EDIT: Any characters other than those listed above will generate an error.

SPACES NEEDED: 1 [Column 131-131]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, FLSA

REPORT ELEMENT NUMBER: E-419

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Workload Status

DEFINITION:

This field shows the employee's workload status at the university for this reporting period.

CODING INSTRUCTIONS:

F = Full-time employee - A full-time employee is employed in an academic or non-academic position and is considered to have a Full-Time Equivalent (FTE) of 1.0 or higher.

P = Part-time employee - A part-time employee is employed in an academic or non-academic position and is considered to have a Full-Time Equivalent (FTE) of less than 1.0.

EDIT: Any characters other than those listed above will generate an error.

SPACES NEEDED: 1 [Column 132-132]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-420

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Job Status

DEFINITION:

This field shows the employee's leave status for this reporting period.

CODING INSTRUCTIONS:

0 = Not on leave of absence - an employee who is not on a leave of absence

1 = Leave of absence with pay - an employee who has met all of the institutionally-specific requirements to be on a leave of absence (paperwork, supervisor approval, etc.) and is receiving compensation while away from the institution. This generally includes faculty on sabbatical and employees who use personal and medical leave to supplement their pay while away from work. This includes all leaves of absence (administrative, family, medical, military, etc.). *This does not include short-term leave.*

2 = Leave of absence without pay - an employee who has met all of the institutionally-specific requirements to be on a leave of absence (paperwork, supervisor approval, etc.) and is not receiving compensation while away from the institution. This generally includes employees who do not have accrued personal and medical leave to supplement their pay while away from work. This includes all leaves of absence (administrative, family, medical, military, etc.). *This does not include short-term leave.*

EDIT: Any characters other than those listed above will generate an error.

SPACES NEEDED: 1 [Column 133-133]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-421

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Employee Classification

DEFINITION:

This field provides the employee designation of classified or non-classified (a.k.a. unclassified) under the Uniform Classification and Compensation Act (Act 199 of 1969, as amended).

Uniform Classification and Compensation Act (AR Code § 21-5-201, 2017):

<https://law.justia.com/codes/arkansas/2017/title-21/chapter-5/subchapter-2/>

CODING INSTRUCTIONS:

C = Classified – Classified staff positions are grouped or classed, under the Arkansas Uniform Classification and Compensation Act, with positions that have similar duties and responsibilities and that require similar knowledge, abilities, skills, education, and experience. These positions range from clerical/secretarial, accountants, computer technicians/analyst, custodial/maintenance workers, and skilled trades.

N = Non-Classified - Non-Classified staff positions are not assigned to a pay grade, but each non-classified title has a maximum salary for each year of the biennium, called a line-item maximum, which is specified in the campus appropriations act. The actual pay for each non-classified position is determined by the University and department budget and by the employee's qualifications. Faculty titles and most administrative titles are also non-classified.

EDIT: Any characters other than those listed above will generate an error.

SPACES NEEDED: 1 [Column 134-134]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-422

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Position Working Title

DEFINITION:

This field provides the employee's official working job title. This title may be determined by a supervisor, listed on an appointment letter, and/or used for the organizational chart.

CODING INSTRUCTIONS:

Enter the official working job title of the employee. Left-justify and pad remaining columns with spaces.

EDIT: If no working title is reported (all spaces) a warning will be generated. The specific entries will not be edited due to the potential use of alphabetic, numeric, and special characters.

SPACES NEEDED: 40 [Column 135-174]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-423

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Appropriated Title

DEFINITION:

This field provides the employee's official appropriated job title.

CODING INSTRUCTIONS:

Enter the appropriated job title of the employee. Left-justify and pad remaining columns with spaces.

EDIT: If no appropriated title is reported (all spaces) an error will be generated. This specific entries will not be edited due to the potential use of alphabetic, numeric, and special characters.

SPACES NEEDED: 40 [Column 175-214]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-424

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Equal Employment Opportunity Commission Job Category

DEFINITION:

The following categories refer to the primary occupational appointments of employees as determined by the institution and as defined by Form 221 of the U.S. Equal Employment Opportunity Commission (1993).

Each employee must be accounted for in only one of the occupational activity categories. If an employee is engaged in two or more separate activities, the employee should be reported according to his or her primary activity. The institution should determine what constitutes the primary activity.

1 = Executive, Administrative and Managerial – Include all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution department or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgement, and to direct the work of others. Report in this category all officers holder such titles as President, Vice President, Dean, Director, or the equivalent, as well as officers subordinate to ay of these administrators with such titles as Associate Dean, Executive Officer of academic department heads, or the equivalent if their principal activity is administrative.

NOTE: Supervisors of faculty and professional employees are included here, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance) are to be reported within the specific categories of the personnel they supervise.

2 = Faculty (Instruction/Research/Public Service) – Include all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, report in this category deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent).

Librarians and counselors are normally reported in the Other professionals category; however, some institutions treat them like faculty. If they are reported as faculty, the institution must also report them by tenure and academic rank (Term Instructor). Report adjunct faculty employed on a part-time basis or on a full-time basis in the primary occupation for which they were hired.

3 = Other Professionals (Support/Service) – Include in this category persons employed for the primary purpose of performing academic support, student service and institutional support activities and whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, personnel, counselors, systems analysts, coaches, lawyers, and pharmacists, for example.

4 = Technical and Paraprofessional – Include all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many 2-year technical institutions, junior colleges or through equivalent on-the-job training. Include computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licenses practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and

similar occupational activity categories which are institutionally defined as technical assignments.

Include persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

5 = Clerical and Secretarial – Include all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeeping, stenographers, clerk typists, office-machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full time in the bookstore, and library clerks who are not recognized as librarians.

6 = Skilled Craft – Include all persons whose assignments require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, carpenters, compositors and typesetters, upholsterers.

7 = Service/Maintenance – Include persons whose assignments require limited degrees of previously acquired skills and knowledge and workers who perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, security personnel.

8 = Student Instruction/Research Assistants (Graduate Assistants) – Report all students employed on a part-time basis for the primary purpose of assisting in administration, classroom or laboratory instruction, or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Include graduate-level students receiving financial assistance in the form of a graduate assistantship that work within other academic or administrative offices. For example, a graduate student may receive a graduate assistantship to work within the Registrar's office.

9 = Unreported – Applicable only for ASU's part-time, hourly, non-student, extra help staff. These staff have an appropriated title (E-423) of "Hourly Non Student Extra Help".

CODING INSTRUCTIONS:

Designate the primary occupational activity of the employee using the following codes:

- 1 = Executive, Administrative and Managerial
- 2 = Faculty (Instruction/Research/Public Service)
- 3 = Other Professionals
- 4 = Technical and Paraprofessional
- 5 = Clerical and Secretarial
- 6 = Skilled Craft
- 7 = Service/Maintenance
- 8 = Graduate Assistants
- 9 = Unreported

Equal Employment Opportunity Commission Form 221 – Higher Education State Information (EEO-6):
<https://play.google.com/books/reader?id=dEA2AAAAIAAJ&hl=en&pg=GBS.PA1>

EDIT:

Any value other than "1" through "9". Codes of "9" are should not have a SOC code of "11-0000" or "25-1000"

The EEO category is a significant element in this file. Institutions are encouraged to routinely reconcile these categories with their Human Resources office to help ensure their accuracy and consistency.

SPACES NEEDED: 1 [Column 215-215]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, EEOC

REPORT ELEMENT NUMBER: E-425

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Standard Occupational Classification Code

DEFINITION:

The following categories refer to the primary occupational appointments of employees as determined by the Department of Labor in conjunction with the National Center for Education Statistics IPEDS Surveys.

Each employee must be accounted for in only one of the occupational activity categories. If an employee is engaged in two or more separate occupational activities, the employee should be reported according to his or her primary activity.

EEO-2 (Element E-423) faculty with instruction, research, and public service responsibilities should be coded as Postsecondary Teachers (25-1000). EEO-1 (Element E-423) administrators should be coded as Management Occupations (11-0000).

Supervisors of workers in Major Groups 13-0000 through 29-0000 typically have work experience and perform activities similar to those of the workers they supervise, and therefore should be classified with the workers they supervise.

CODING INSTITUTIONAL STAFF INSTRUCTIONS: Report the SOC code with no dash.

- 11-0000 - Management Occupations
- 13-0000 - Business and Financial Operations Occupations
- 15-0000 - Computer, Engineering, and Science Occupations
- 17-0000 - Architecture and Engineering Occupations
- 19-0000 - Life, Physical, and Social Science Occupations
- 21-0000 - Community and Social Service Occupations
- 23-0000 - Legal Occupations
- 25-1000 - Postsecondary Teachers
- 25-2000 - Preschool, Elementary, Middle, Secondary, and Special Education Teachers
- 25-3000 - Other Teachers and Instructors
- 25-4010 - Archivists, Curators, and Museum Technicians
- 25-4020 - Librarians and Media Collections Specialists
- 25-4030 - Library Technicians
- 25-9000 - Other Educational Instruction and Library Occupations
- 27-0000 - Arts, Design, Entertainment, Sports, and Media Occupations
- 29-0000 - Healthcare Practitioners and Technical Occupations
- 31-0000 - Healthcare Support Occupations
- 33-0000 - Protective Service Occupations
- 35-0000 - Food Preparation and Serving Related Occupations
- 37-0000 - Building and Grounds Cleaning and Maintenance Occupations
- 39-0000 - Personal Care and Service Occupations
- 41-0000 - Sales and Related Occupations
- 43-0000 - Office and Administrative Support Occupations
- 45-0000 - Farming, Fishing, and Forestry Occupations
- 47-0000 - Construction and Extraction Occupations
- 49-0000 - Installation, Maintenance, and Repair Occupations
- 51-0000 - Production Occupations
- 53-0000 - Transportation and Material Moving Occupations

CODING GRADUATE ASSISTANTS INSTRUCTIONS:

25-9044	Graduate Assistant - Teaching
Select appropriate SOC code related to field of research.	Graduate Assistant - Research
11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	Graduate Assistant - Other

IPEDS Standard Occupational Classification (SOC) resource link:

<https://surveys.nces.ed.gov/ipeds/public/hrsoc-browse>

EDIT: Any code other than one of the six numeric valid numeric characters in the table above will generate an error. Institutions may report the full detail SOC codes using all six (6) digits but must be able to translate these into the code structure presented here for reporting to IPEDS.

The SOC Code is a significant element in this file. Institutions are encouraged to routinely reconcile these categories with their Human Resources office to help ensure their accuracy and consistency.

SPACES NEEDED: 6 [Columns 216-221]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-426

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Current Employment Date

DEFINITION:

The calendar date indicating the beginning of the employee's current *continuous* employment by this institution.

CODING INSTRUCTIONS:

Use the following eight-digit numeric code scheme:

MMDDYYYY

For example, John works at ASU-MH from July 1, 2010 until June 30, 2017. He has two years of interrupted employment and returns to work at ASU-MH on September 1, 2019. His current employment date should read "09012019".

EDIT: Any code other than eight numeric valid date characters will generate an error. The date must be on or before Nov. 1 of the reporting year.

SPACES NEEDED: 8 [Columns 222-229]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-427

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Adjusted Service Date

DEFINITION:

The adjusted service date is the date used to reflect employment where an individual may receive credit for prior work. Note: Time employed in K-12 does not count toward service time.

CODING INSTRUCTIONS:

Use the following eight-digit numeric code scheme:

MMDDYYYY

For example, Laura works at A-State and has the same current employment date (E-425) and adjusted service data date because she has not worked for another state entity where she received credit for that time and has not had a break in service and returned to work. Jackie has a current employment data date with A-State of "06012011", but because of her prior service with an agency that gives credit for service worked, her adjusted service date is reported as "02151993".

For part-time non-benefitted staff (E-419), report Current Employment Date (E-426).

EDIT: Any code other than eight numeric valid date characters will generate an error. The date must be on or before Nov. 1 of the reporting year.

SPACES NEEDED: 8 [Columns 230-237]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-428

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Seniority Date

DEFINITION:

Seniority date is utilized by payroll to determine the date in which the number of years of service begin counting toward bonus eligibility. Differentiation in reporting by employee may be found due to its historical use, changes to dates and differentiation between classified, non-classified, administrators such as Department Chairs. This field is used in conjunction with Employee Classification (E-421) to determine the eligibility of the employee for a career service bonus.

For part-time staff (E-419), report Current Employment Date (E-426).

CODING INSTRUCTIONS:

Use the following eight-digit numeric code scheme:

MMDDYYYY

EDIT: Any code other than eight numeric valid date characters will generate an error. The date must be on or before Nov. 1 of the reporting year.

SPACES NEEDED: 8 [Columns 238-245]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-429

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Appointment Amount

DEFINITION:

This field reflects the appointment amount (base pay) of the full-time employee's salary based on his or her primary responsibility for the current fiscal year. If the Vice-President for Student Affairs is teaching one course, include the appointment salary for his or her vice-president position, not the teaching stipend. It does not necessarily reflect actual salary since it does not include additional monies for overtime, teaching overloads, etc.

CODING INSTRUCTIONS:

This figure should be rounded to the nearest whole dollar and right justified with leading zeros.

EDIT: Any entry other than seven numeric characters will generate an error. Numeric entries other than "0000000" for part-time employees (Element E-419) will generate an error. Appointment amounts less than \$10,000 and greater than \$500,000 for full-time employees will generate a warning.

SPACES NEEDED: 7 [Columns 246-252]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-430

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Fringe Benefits

DEFINITION:

This field reflects the total dollar amount of fringe benefits provided to full-time employees based on the employee's base salary for his or her primary responsibility for the current fiscal year. Examples of fringe benefit contributions include retirement plans, health plans, disability plans, and social security.

CODING INSTRUCTIONS:

NOTE: This field should only be reported for end of the fiscal year reporting, Term = "4" (E-103). For Term = "1", report 7 spaces. This figure should be rounded to the nearest whole dollar and right justified with leading zeros.

EDIT: Any entry other than seven numeric characters will generate an error. Numeric entries other than "0000000" for part-time employees (Element E-419) will generate an error. Fringe benefit amounts less than \$1,000 and greater than \$100,000 will generate a warning.

SPACES NEEDED: 7 [Columns 253-259]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-431

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Appointment Length (in Months)

DEFINITION:

This field reflects the appointment length (in months) of the full-time employee's salary based on his or her primary responsibility.

CODING INSTRUCTIONS:

Full-time employees: Report the number of months the employee is scheduled to work for the current fiscal year. This figure should be right justified with leading zeros. The figure should also be directly related to the Appointment Amount (Element E-429). The Appointment Amount (E-429) and Appointment Length should be on the same scale. Full-time employees (E-419 = 'F') who have appointment lengths in half-month denominations should be rounded down to the whole number of months. For example, Albert is employed as a 10.5 month faculty member and his appointment length is reported as '10'.

Part-time employees: Report "00".

EDIT: Any entry other than two numeric characters will generate an error. Numeric entries other than "00" for part-time employees in Element E-419 will generate an error.

SPACES NEEDED: 2 [Columns 260-261]

DATE ISSUED: 10/01/2020, 12/01/2020 – Expended coding to account for half-months in appointment length.

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-432

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Tenure Status

DEFINITION:

This field reflects the faculty category of the employee. Supplemental faculty are individuals who have a non-recurring appointment even if the same individual receives a temporary appointment in several successive terms.

CODING INSTRUCTIONS:

Enter the tenure status of the employee using the following codes. Code librarians according to the appropriate category for your institution. Colleges that do not grant tenure must use codes 3. Supplemental faculty (adjunct) and graduate assistants should also use code 3.

- 1 - Tenured
- 2 - On tenure track
- 3 - Non-tenure track

EDIT: Any entry other than those listed above will generate an error.

SPACES NEEDED: 1 [Column 262-262]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-433

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Academic Rank

DEFINITION:

This field shows the institutionally-defined academic rank of instructional staff.

CODING INSTRUCTIONS:

For those employees who do not have academic rank, code “99”. Two-year institutions may utilize various levels of Instructor rank such as “Advanced Instructor”, “Master Instructor”, etc. If these rank categories exist, report the corresponding code. Otherwise, indicate the employee’s current academic rank using the following codes:

- 01 - Professor
- 02 - Associate Professor
- 03 - Assistant Professor
- 04 - Instructor
- 05 - Lecturer
- 06 - Graduate Assistant/Teaching Assistant/Associate and Research Assistant/Associate
- 08 - No Rank
- 09 - Undesignated
- 94 - Advanced Instructor
- 95 - Senior Instructor
- 96 - Master Instructor
- 99 - Not applicable

Faculty members with “Emeritus” status or its equivalent should be reported as Adjunct Instructors (08) regardless of prior academic rank.

EDIT: Any entry other than two numeric characters listed above will generate an error. Employees coded as graduate assistants (‘8’) in E-424 should be coded as ‘06’ here.

SPACES NEEDED: 2 [Columns 263-264]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-434

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Highest Degree Earned

DEFINITION:

This field should reflect the highest earned degree held by an instructional employee (Academic Rank of 01-05, 94-96 in E-433). If Academic Rank (E-433) is coded as 06, 08, 09, or 99, you may include the employee's highest degree earned but it is not required. If no highest degree earned is reported for Academic Ranks of 06, 08, 09, or 99 enter '99'. This field should not include honorary degrees or degrees-in-progress.

CODING INSTRUCTIONS:

Report the degree level of the employee's highest degree earned. In some instances the MFA, MSW, and MLS degrees may be considered to be terminal. These master's degrees are to be coded with other master's degrees using the "07" code. Under no circumstances are they to be coded as doctoral degrees.

- 00 - Life experiences
- 01 - Certificate of Proficiency
- 02 - Technical Certificate
- 03 - Associate Degree
- 04 - Advanced Certificate
- 05 - Baccalaureate Degree
- 06 - Post-baccalaureate Certificate
- 07 - Master's Degree
- 08 - Specialist Degree, Post-Master's Certificate, or Post-First Professional Certificate/Degree
- 17 - Doctoral Degree - Research/Scholarship
- 18 - Doctoral Degree - Professional Practice
- 19 - Doctoral Degree – Other
- 99 - Unknown / Not Reported

EDIT: Any entry other than two numeric characters listed above will generate an error.

SPACES NEEDED: 2 [Columns 265-266]

DATE ISSUED: 10/01/2020, 1/10/2022 revised to allow for coding for all academic ranks categories.

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-435

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Terminal Degree

DEFINITION:

This field should determine if the degree level reported in E-433 is considered a terminal degree.

CODING INSTRUCTIONS:

Report the appropriate code designation. In some instances the MFA, MSW, and MLS degrees may be considered to be terminal. These master's degrees are to be coded with other master's degrees using the "07" code in E-433. Under no circumstances are they to be coded as doctoral degrees in E-433.

Y - Yes

N - No

EDIT: Any entry other than those listed above will generate an error.

SPACES NEEDED: 1 [Column 267-267]

DATE ISSUED: 10/01/2020, 1/10/2022 revised to allow for coding for all academic ranks categories.

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-436

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Faculty Status

DEFINITION:

This field reports if the employee has been assigned faculty status by the institution. This status is designated by the institution according to the institution's policies. "Faculty" may include staff with academic appointments (instruction, research, public service) and other staff members who are appointed as faculty members. The designation "faculty" is separate from the activities to which the staff members are currently assigned. For example, a president, provost, or librarian may also be appointed as a faculty member. Graduate assistants do not have faculty status.

CODING INSTRUCTIONS:

Report the appropriate code designation.

Y - Yes

N - No

EDIT: Any entry other than those listed above will generate an error. Graduate assistants identified in E-424 ('8') and E-433 ('06') should be coded as "N".

SPACES NEEDED: 1 [Column 268-268]

DATE ISSUED: 10/01/2020

SOURCE: ASUS, IPEDS

REPORT ELEMENT NUMBER: E-437

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Percent of Teaching For-Credit

DEFINITION:

This field reports the percentage of teaching that is classified as for credit for instructional staff. For example, Katie teaches 4 courses in fall 2020. Three 3-hour courses are credit and the other 3 hours of instruction are noncredit. You would report 75% ('075') for this field.

CODING INSTRUCTIONS:

Report the percent of teaching for-credit courses in the current fall term as a three-digit whole number (e.g., 50% should be reported as "050"). Non-instructional staff should be coded as "999".

EDIT: Any entry other than a three-digit number ranging from "000" to "100" or "999" for non-instructional staff will generate an error. Combining this field with E-438 should equal 100.

SPACES NEEDED: 3 [Columns 269-271]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-438

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Percent of Teaching Noncredit

DEFINITION:

This field reports the percentage of teaching that is classified as not-for credit, or noncredit, for instructional staff. For example, Katie teaches 4 courses in fall 2020. One 3-hour course is noncredit and the other 9 hours of instruction are for credit. You would report 25% ('025') for this field.

CODING INSTRUCTIONS:

Report the percent of teaching not-for-credit courses in the current fall term as a three-digit whole number (e.g., 50% should be reported as "050"). Non-instructional staff should be coded as "999".

EDIT: Any entry other than a three-digit number ranging from "000" to "100" or "999" for non-instructional staff will generate an error. Combining this field with E-437 should equal 100.

SPACES NEEDED: 3 [Columns 272-274]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-439

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: College Assigned Employee Identification Number

DEFINITION:

This field contains a unique identifying number assigned to an employee by the reporting institution. This number is used internally by the institution and should remain constant throughout the employee's tenure. Due to the System's dependence on Social Security Number, this number is not to be used as, or as a substitute for, the Employee Identification Number (element E-401).

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character ID in this field that matches the identification number internal to the institution. This figure should be left justified with trailing spaces.

EDIT: Any entry other than ten alphanumeric characters will generate an error.

SPACES NEEDED: 10 [Columns 275-284]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-440

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: IPEDS Reported Gender

DEFINITION:

This field identifies the gender of the employee reported to IPEDS. If an employee is reported as a "U" in E-406, the institution must assign a gender for reporting purposes in this field. For employees with a gender of "F" or "M" in E-406, the same value should be reported here.

CODING INSTRUCTIONS:

Report the gender of each employee using following coding conventions:

F = Female

M = Male

EDIT:

Any entry (including null or blank values) other than an "F", or "M" will generate an error. For employees with a value of "M" or "F" in E-406, values reported here that do not match will generate an error.

SPACES NEEDED: 1 [Column 285-285]

DATE ISSUED: 10/01/2021

SOURCE: ASUS

REPORT ELEMENT NUMBER: E-441

REPORT ELEMENT TYPE: Employee

REPORT ELEMENT TITLE: Direct Supervisor Identification Number

DEFINITION:

This field contains the unique identifying number assigned to the direct supervisors of an employee by the reporting institution. This number is used internally by the institution and should remain constant throughout the supervisor's tenure.

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character ID in this field that matches the identification number internal to the institution. This figure should be left justified with trailing spaces.

EDIT: Any entry other than ten alphanumeric characters will generate an error. Any entry that does not have a corresponding value in E-439 will generate a warning.

SPACES NEEDED: 10 [Columns 286-295]

DATE ISSUED: 8/01/2023

SOURCE: ASUS

TRAILER ELEMENT NUMBER: E-005

REPORT ELEMENT TYPE: Trailer

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type.

99 - Designated trailer record

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

TRAILER ELEMENT NUMBER: E-006

REPORT ELEMENT TYPE: Trailer

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type.

E - Employee data file

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Columns 03-03]

DATE ISSUED: 10/01/2020

SOURCE: ASUS

Edit Overview

Employee

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
E-001	Record Type	None	Any value other than '01'	None
E-002	Data Type	None	Any value other than 'E'	None
E-003	Institutional FICE Code	None	Null and alpha values; numeric values other than 6-digit FICE codes	None
E-004	Academic Year	None	Null and alpha values; numeric values other than the current year date + 1	None
E-101	Record Type	None	Any value other than '02'	None
E-102	Data Type	None	Any value other than 'E'	None
E-103	Term	None	Any value other than '1' or '4'	None
E-401	Employee Identification Number	None	Null and alpha values	None
E-402	Employee First Name	All spaces	Numeric values	None
E-403	Employee Middle Name	None	Numeric values	None
E-404	Employee Last Name	None	Missing, numeric, and null values	None
E-405	Employee Name Suffix	None	Numeric values	None
E-406	Employee Gender	None	Any value other than 'M', 'F', or 'U'	Proportion of staff by gender codes
E-407	Employee Date of Birth	Ages over 80 and less than 18	Any entry other than a valid employee birth date	Proportion of staff by age categories as of 11/1: <18, 18-24, 25-34, 35-44, 45-54, 55-64, >64
E-408	Non-Resident Status	None	Any value other than 'Y' or 'N'	Proportion of staff by IPEDS race / ethnicity categories, including non-resident alien
E-409	Hispanic Ethnicity	None	Any value other than 'Y', 'N', or 'U'	
E-410	Asian Race	None	Any value other than 'Y', 'N', or 'U'	
E-411	Black or African American Race	None	Any value other than 'Y', 'N', or 'U'	
E-412	Amer. Indian / Alaskan Native Race	None	Any value other than 'Y', 'N', or 'U'	
E-413	White Race	None	Any value other than 'Y', 'N', or 'U'	
E-414	Native Hawaiian / Pacific Isl Race	None	Any value other than 'Y', 'N', or 'U'	
E-415	Current Legal Resident State	None	Any value other than valid residence code	Proportion of staff by state
E-416	Current Legal Resident County	None	Values that do not correspond with the state reported in E-415.	Proportion of staff by county
E-417	Campus Assignment Code	None	Values that do not correspond with the institution's FICE code reported in E-003	Proportion of staff by campus assignment
E-418	Pay Status	None	Any value other than 'E' or 'N'	Proportion of staff by pay status
E-419	Workload Status	None	Any value other than 'F' or 'P'; Employees coded as '8' in E-424 and '06' in E-433 should be reported as 'P'	Proportion of staff by workload status
E-420	Job Status	None	Any value other than '0', '1', or '2'	Proportion of staff by job status
E-421	Employee Classification	None	Any value other than 'C' or 'N'	Proportion of staff by employee classification
E-422	Position Working Title	All spaces	None	None
E-423	Appropriated Title	None	All spaces	None

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
E-424	EEOC Job Category	None	Any value other than '1' through '9'. Code of '9' is only applicable for ASU's Hourly Non Student Extra Help. SOC codes of "110000" and "251000" are not valid in conjunction with EEO code "9".	Proportion of staff by EEOC category
E-425	Employee SOC Code	None	Any value other than valid codes on the full SOC table; EEO-2 in E-424 should be coded within 25-1XXX; EEO-1 should be coded within 11-XXXX; EEO-8 should be coded in one of the specified categories for graduate assistants	Proportion of staff by broad SOC category
E-426	Current Employment Date	None	Any entry other than a valid employment date. The date must be on or before Nov. 1 of the reporting year.	None
E-427	Adjusted Service Date	None	Any entry other than a valid employment date; Part-time staff should match Current Employment Date in E-426. The date must be on or before Nov. 1 of the reporting year.	None
E-428	Seniority Date	None		None
E-429	Appointment Amount	Amounts < \$10,000 and > \$500,000	Null values; any value other than '00000000' for part-time employees in E-419	None
E-430	Fringe Benefits Required for term '4' only (E-103)	Amounts < \$1,000 and > \$100,000	For Term of '1' anything other than null values; For Term of '4' null values; any value other than '00000000' for part-time employees in E-419	None
E-431	Appointment Length	Values between '01' and '03'	Null values; any value other than '00' for part-time employees in E-419; values greater than '12' for full-time employees in E-419	None
E-432	Tenure Status	None	Any value other than '1' through '3'; employees with academic ranks in E-433 of '06', '08', '09' and '99' should be reported as '3'	None
E-433	Academic Rank	None	Any value other than valid academic rank code; Graduate assistants should be coded as '8' in E-424	Proportion of staff by academic rank
E-434	Highest Degree Earned	None	Any value other than allowed values. Values of '99' for academic ranks of 01-05, 08 in E-433	
E-435	Terminal Degree	None	Any entry other than 'Y' or 'N'	
E-436	Faculty Status	None	Any entry other than 'Y' or 'N'	Proportion of staff by faculty status
E-437	Percent of Teaching For-Credit	None	Any value other than a three-digit number ranging from "000" to "100" or "999" for non-instructional staff; the sum of E-437 and E-438 should equal 100.	None
E-438	Percent of Teaching Noncredit	None		None
E-439	Institutional Employee ID Number	None	None	None
E-440	IPEDS Reported Gender	None	Any entry other than an 'F', or 'M' will generate an error. For employees with a value of 'M' or 'F' in E-406, values must match or will generate an error.	Proportion of staff by IPEDS gender codes
E-441	Direct Supervisor ID Number	Values without a match in E-439 in the file	Any entry other than ten alphanumeric characters will generate an error.	None



Revised Cohort (RC)

File Overview

Revised Cohort

This file includes the students initially identified as a member of a prior fall term's first-time degree/certificate-seeking cohort and **have not been excluded** from the cohort for any of the following reasons allowable by NCES:

1. Died or were totally and permanently disabled
2. To serve in the armed forces (including those called to active duty)
3. To serve with a foreign aid service of the Federal Government (e.g., Peace Corps)
4. To serve on official church missions

The elements in this file are used to calculate the revised cohort for an accurate determination of retention and graduation rates. This file is limited to students who **have not been excluded** from cohorts for reasons mentioned previously and were identified in a previous fall term (on-schedule) as being first-time in college, full-time (or part-time for the retention outcome), and degree/certificate-seeking.

In addition to the System Office using this information, IPEDS uses revised cohort data.

Reporting Schedule

Revised Cohort

This file is reported annually and is due to the ASU System Office on the designated deadline as published in the *ASU System Data Reporting Calendar*.

The data included in this file are subject to the Delinquent and Preliminary Reporting Policies outlined in the *ASU System Data Dictionary* and *ASU System Data Reporting Calendar*.

Relevant Links

Revised Cohort

This individual file, the entire *Data Dictionary*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.asusystem.edu/research/>

NCES definitions of the cohorts and time periods for each institution level can be found at the following address:

<https://surveys.nces.ed.gov/ipeds/public/survey-materials/index>

File Layout

Revised Cohort

<u>Header Element Type</u>	<u>Header Element Number</u>	<u>Header Element Description</u>	<u>Columns Used</u>
Header	RC-001	Record Type	01-02
Header	RC-002	Data Type	03-03
Header	RC-003	Institutional FICE Code	04-09
<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	RC-101	Record Type	01-02
Identification	RC-102	Data Type	03-03
Revised Cohort	RC-103	Registration Term	04-04
Revised Cohort	RC-104	Original Academic Year	05-08
Revised Cohort	RC-201	College-Assigned Student ID	09-18
Revised Cohort	RC-202	Student Identification Number (SSN)	19-27
Revised Cohort	RC-213	Enrollment Status	28-29
Revised Cohort	RC-215	Degree Intent	30-30
Revised Cohort	RC-216	Attendance Status	31-32
Revised Cohort	RC-401	Cohort Outcome	33-33
<u>Trailer Element Type</u>	<u>Trailer Element Number</u>	<u>Trailer Element Description</u>	<u>Columns Used</u>
Trailer	RC-005	Record Type	01-02
Trailer	RC-006	Data Type	03-03

Record Length: 33 Characters

Examples:

Amy enrolls as a part-time, first-time in college student at ASU-Beebe in fall 2020. Amy does not return to the institution in spring 2021 due to being called to active duty by the U.S. military. Amy would be excluded from the fall 2020 cohort when reporting fall-to-fall retention rates and removed from the revised cohort file submitted the next year.

Braden enrolls as a full-time, first-time in college student at Henderson State in fall 2015. Braden does not return to the institution in spring 2019 due to being killed in a car wreck. Braden is included when reporting fall-to-fall retention rates. Braden would be excluded from the fall 2015 cohort when reporting graduation rates 150% and graduation rates 200% and removed from the revised cohort file submitted in 2021 and 2023, respectively.

Specific Instructions:

This Revised Cohort file should be generated as a flat file in a fixed width format and saved as a .TXT file with the following naming conventions: *Institution Code_RC_Academic_Year* (e.g., for fall 2020, ASU would be 001090_R_2021).

ASU	001090_RC_XXXX
ASU-Beebe	001091_RC_XXXX
ASU-Mountain Home	042544_RC_XXXX
ASU-Newport	042034_RC_XXXX
ASU Mid-South	023482_RC_XXXX
ASU Three Rivers	009976_RC_XXXX
HSU	001098_RC_XXXX

File Elements

Revised Cohort File

HEADER ELEMENT NUMBER: RC-001

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type.

01 - Designated header record

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

HEADER ELEMENT NUMBER: RC-002

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type.

R – Revised Cohort file

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Columns 03-03]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

HEADER ELEMENT NUMBER: RC-003

REPORT ELEMENT TYPE: Header

REPORT ELEMENT TITLE: Institutional FICE Code

DEFINITION:

This field contains the institution's six-digit FICE (Federal Interagency Committee on Education) code.

Note: As of 1998, this code is no longer used in federal data sets such as the Integrated Postsecondary Education Data System (IPEDS), having been replaced by the Office of Postsecondary Education (OPE) identification code.

CODING INSTRUCTIONS:

Use the following codes for reporting each employee's institution:

<u>FICE</u>	<u>Institution</u>
001090	Arkansas State University
001091	Arkansas State University - Beebe
042544	Arkansas State University - Mountain Home
042034	Arkansas State University - Newport
023482	Arkansas State University Mid-South
009976	Arkansas State University Three Rivers
001098	Henderson State University

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 6 [Columns 04-09]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

REPORT ELEMENT NUMBER: RC-101

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type:

02 - Designated data file record

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

REPORT ELEMENT NUMBER: RC-102

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type:

R - Revised Cohort file

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Column 03-03]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

REPORT ELEMENT NUMBER: RC-103

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Registration Term

DEFINITION:

This field contains the term code for the data file being reported.

CODING INSTRUCTIONS:

Use the following numeric codes for reporting the term:

1 - Fall On-Schedule

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Columns 04-04]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

REPORT ELEMENT NUMBER: RC-104

REPORT ELEMENT TYPE: Identification

REPORT ELEMENT TITLE: Original Academic Year

DEFINITION:

This field reflects the appropriate academic year for which the institutions are reporting.

CODING INSTRUCTIONS:

The academic year in which the initial enrollment occurs. The last year of an academic year is the reporting year (e.g., use “2020” for all reporting semesters in the 2019-20 academic year).

All columns contain numeric characters.

If Cohort Outcome (RC-401) = 1, the current academic year date – 1.

If Cohort Outcome (RC-401) = 2, and if FICE = 001090 or 001098, the current academic year date – 6, else current academic year date – 3

If Cohort Outcome (RC-401) = 3, and if FICE = 001090 or 001098, the current academic year date – 8, else current academic year date – 4

For AY 2024 reporting, the following cohort years should be used:

Cohort Outcome 1 (*All institutions*): ‘2023’

Cohort Outcome 2 (A-State, HSU): ‘2018’

Cohort Outcome 2 (ASU-B, ASU-MH, ASU-N, ASUMS, ASUTR): ‘2021’

Cohort Outcome 3 (A-State, HSU): ‘2016’

Cohort Outcome 3 (ASU-B, ASU-MH, ASU-N, ASUMS, ASUTR): ‘2020’

EDIT:

Any entry other than allowable values using the above logic will generate an error.

SPACES NEEDED: 4 [Columns 05-08]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

REPORT ELEMENT NUMBER: RC-201

REPORT ELEMENT TYPE: Revised Cohort

REPORT ELEMENT TITLE: College-Assigned Student ID

DEFINITION:

This field contains a unique identifying number assigned to a student by the reporting institution. This number is used internally by the institution and should remain constant throughout the student's tenure. Due to the System's dependence on Social Security Number, this number is not to be used as, or as a substitute for, the Student Identification Number (element RC-202).

CODING INSTRUCTIONS:

Enter a ten-digit alphanumeric character in this field that matches the identification number internal to the institution.

EDIT: Any entry other than ten alphanumeric characters will generate an error.

SPACES NEEDED: 10 [Columns 09-18]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

REPORT ELEMENT NUMBER: RC-202

REPORT ELEMENT TYPE: Revised Cohort

REPORT ELEMENT TITLE: Student Identification Number

DEFINITION:

This field contains a unique nine-digit number assigned to a student for purposes of identification. Social Security number is to be used except for limited cases of foreign students and others for whom this number is not available. If a number other than Social Security number is used to identify a student, it will be the responsibility of the institution to insure that the number is unique within the institution and that the same number is assigned to the student each term the student is enrolled. An alternate ID structure is provided below in the event that a Social Security Number is unavailable.

CODING INSTRUCTIONS:

Enter a nine-digit number in this field, omitting any dashes. If an alternate ID is used, the first digit must contain the appropriate prefix listed below followed by numeric characters.

Alternate ID Structure:

<u>Prefix</u>	<u>Institution</u>
J	Arkansas State University
BB	Arkansas State University - Beebe
BC	Arkansas State University - Mountain Home
BD	Arkansas State University - Newport
BH	Arkansas State University Mid-South
BL	Arkansas State University Three Rivers
HC	Henderson State University

EDIT: Any entry other than nine characters will generate an error. Non-numeric characters are only allowed within the appropriate prefix.

SPACES NEEDED: 9 [Columns 19-27]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

REPORT ELEMENT NUMBER: RC-213

REPORT ELEMENT TYPE: Revised Cohort

REPORT ELEMENT TITLE: Enrollment Status

DEFINITION:

This field indicates the student's registration type for the current registration period, utilizing the following definitions:

01 - First-Time in College: (1) A student who has never attended a college or university; or (2) a student who has previously attended any college or university for the first time in the prior summer term; or (3) a recent high school graduate who graduated in May and enrolled the following Fall term (regardless of summer enrollment); or (4) a student with advanced standing (AP, CLEP or college credits earned before high school graduation).

As a general rule, recent high school graduates who enroll in the fall term after graduation should be counted as first-time in college, regardless of their academic activity between graduation and their fall enrollment. If a first-time in college student enrolls for summer courses at your institution and continues enrollment in the following fall term, report student as 01 for both summer and fall terms.

Students who skip the fall term and enter in the spring are still considered to be first-time in college if they have not attended another postsecondary institution.

Unusual Examples of First-time in College Students:

A student graduates from Central High School in May, earning 6 AP hours during high school, takes 6 credit hours at ASU-Beebe the following summer, and enrolls at Arkansas State University the following fall. The student would be a first-time in college student at ASU in the fall term.

A student graduates from Marion High School in May, earns 63 concurrent hours during high school, and enrolls at ASU Mid-South the following fall. The student would be a first-time in college student at ASU Mid-South (but have a junior student level).

CODING INSTRUCTIONS:

Indicate the registration type for this student using the previous codes. Right justify and add a leading zero where necessary.

EDIT: Any character other than "01" as noted above, will generate an error.

SPACES NEEDED: 2 [Columns 28-29]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

REPORT ELEMENT NUMBER: RC-215

REPORT ELEMENT TYPE: Revised Cohort

REPORT ELEMENT TITLE: Degree Intent

DEFINITION:

A code to denote the degree intent of the student and includes students pursuing certificate programs.

CODING INSTRUCTIONS:

Use the following coding conventions for this field:

2 - Degree-seeking, complete bachelor's degree at reporting institution: Students pursuing a bachelor's degree at the institution where enrolled.

4 - Degree-seeking, complete associate degree: Students pursuing an associate's degree at the institution where enrolled.

5 - Degree-seeking, complete basic certificate: Students pursuing a Basic Certificate requiring less than 9 hours at the institution where enrolled.

7 - Degree-seeking, complete Certificate of Proficiency: Students pursuing a Certificate of Proficiency requiring 9 to 29 hours at the institution where enrolled.

8 - Degree-seeking, complete Technical Certificate: Students pursuing a Technical Certificate requiring 30 or more hours at the institution where enrolled.

EDIT: Any entry other than numeric characters as noted above, will generate an error. If Cohort Outcome (RC-401) = 3 and FICE = 001090 or 001098, only report students with an assigned code = 2 - Degree-seeking, complete bachelor's degree at reporting institution.

SPACES NEEDED: 1 [Columns 30-30]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

REPORT ELEMENT NUMBER: RC-216

REPORT ELEMENT TYPE: Revised Cohort

REPORT ELEMENT TITLE: Attendance Status

DEFINITION:

A code to denote whether a student is enrolled full- or part-time during the reporting period.

CODING INSTRUCTIONS:

Use the following coding conventions for this field:

FT - Full-time: Undergraduate students enrolled in at least 12 credit hours during the fall regular term.

PT - Part-time: Undergraduate students enrolled in less than 12 credit hours during the fall regular term.

EDIT: Any entry other than characters as noted above, will generate an error. If Cohort Outcome (RC-401) = 1, institutions are expected to have both full-time and part-time students reported. If Cohort Outcome (RC-401) = 2 or 3, institutions are expected to only report full-time students. If Cohort Outcome (RC-401) = 1 and no students are reported as part-time, this will generate a warning.

SPACES NEEDED: 2 [Columns 31-32]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

REPORT ELEMENT NUMBER: RC-401

REPORT ELEMENT TYPE: Revised Cohort

REPORT ELEMENT TITLE: Cohort Outcome

DEFINITION:

A code to denote the outcome that will be measured using the revised cohort of students.

CODING INSTRUCTIONS:

Use the following coding conventions for this field:

1 - Fall-to-Fall Retention: This cohort outcome category collects data on the cohort of full-time and part-time, first-time degree/certificate-seeking undergraduate students and tracks their retention status at the fall census date one (1) year after their initial term of entry. This includes students who have completed a program of study during the one year time period. All institutions will report revised cohorts from one (1) year prior to the current fall term.

2 - Graduation Rates 150%: This cohort outcome category collects data on the cohort of full-time, first-time degree/certificate-seeking undergraduate students and tracks their completion status at 150% of the normal time to complete all requirements of their program of study. Four-year institutions will report revised cohorts six (6) years prior to the current fall term. Two-year institutions will report revised cohorts three (3) years prior to the current fall term.

3 - Graduation Rates 200%: This cohort outcome category collects data on the cohort of full-time, first-time degree/certificate-seeking undergraduate students and tracks their completion status at 200% of the normal time to complete all requirements of their program of study. Four-year institutions will report revised cohorts eight (8) years prior to the current fall term. Two-year institutions will report revised cohorts four (4) years prior to the current fall term.

EDIT: Any entry other than characters as noted above, will generate an error.

SPACES NEEDED: 1 [Columns 33-33]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

TRAILER ELEMENT NUMBER: RC-005

REPORT ELEMENT TYPE: Trailer

REPORT ELEMENT TITLE: Record Type

DEFINITION:

This field contains the record type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the record type.

99 - Designated trailer record

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 2 [Columns 01-02]

DATE ISSUED: 8/01/2021

SOURCE: ASUS

TRAILER ELEMENT NUMBER: RC-006

REPORT ELEMENT TYPE: Trailer

REPORT ELEMENT TITLE: Data Type

DEFINITION:

This field contains the data type for the data file being reported.

CODING INSTRUCTIONS:

Use the following code for reporting the data type.

R - Revised Cohort file

EDIT: Any value other than those listed above will generate an error.

SPACES NEEDED: 1 [Columns 03-03]

DATE ISSUED: 08/01/2021

SOURCE: ASUS

Edit Overview

Revised Cohort

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
RC-001	Record Type	None	Any value other than '01'	None
RC-002	Data Type	None	Any value other than 'R'	None
RC-003	Institutional FICE Code	None	Null and alpha values; numeric values other than 6-digit FICE codes	None
RC-101	Record Type	None	Any value other than '02'	None
RC-102	Data Type	None	Any value other than 'R'	None
RC-103	Term	None	Any value other than '1'	None
RC-104	Academic Year	None	<p>Null and alpha values; If CO = 1, numeric values other than the current year date – 1</p> <p>If CO = 2, if FICE = 001090 or 001098, numeric values other than the current year date – 6, else current year date – 3</p> <p>If CO = 3, if FICE = 001090 or 001098, numeric values other than the current year date – 8, else current year date – 4</p>	None
RC-201	College-Assigned Student ID	None	None	None
RC-202	Student Identification Number	Alpha values	Null values	None
RC-213	Enrollment Status	None	Any value other than '01'	None
RC-215	Degree Intent	None	<p>Any value other than '2', '4', '5', '7', or '8'.</p> <p>If Cohort Outcome (RC-401) = 3 and FICE = 001090 or 001098, only report students with an assigned code = 2 - Degree-seeking, complete bachelor's degree at reporting institution.</p>	None
RC-216	Attendance Status	If CO = 1, a zero count of students as 'PT'	<p>If CO = 1, any value other than 'FT' or 'PT'</p> <p>If CO = 2 or 3, any value other than 'FT'</p>	If CO = 1, proportion of students by attendance status
RC-401	Cohort Outcome (CO)	None	Any value other than '1', '2', or '3'	Count of students by revised cohort outcome
RC-005	Record Type	None	Any value other than '99'	None
RC-006	Data Type	None	Any value other than 'R'	None

Notes: The ASU System Office also compares this file with the information reported to IPEDS.



Graduated Student

File Overview

Graduated Student

This file includes the number of students receiving degrees or certificates during either the previous academic year, beginning with the July 1 and ending with June 30, or in July and August of the current academic year.

The elements in this file are used to audit institutionally-conferred and institutionally-approved degrees and certificates and ensure those awards match the list of AHECB-approved programs produced by ADHE. The awards in this file are also used for the following: (1) academic program review, (2) approval of possible new programs, and (3) System publications.

In addition to the System office using this information, ADHE, IPEDS, and SREB also use these credential data for their reporting. SREB solely bases its institutional classifications on the number of credentials awarded across different academic disciplines. The Carnegie classifications used by IPEDS are determined by several other variables in addition to credentials awarded.

Reporting Schedule

Graduated Student

This file is reported twice annually; the first file represents all graduated students between July and August of the previous academic year and the second file represents graduated students in July and August of the current academic year. These files are due to ADHE on the designated deadline as published in the *ADHE Manual* and the *ASU System Data Reporting Calendar*.

The ASU System-specified data included in this file are subject to the Delinquent and Preliminary Reporting Policies outlined in the *ASU System Data Dictionary* and *ASU System Data Reporting Calendar*.

Relevant Links

Graduated Student

This individual file, the entire *Data Dictionary*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.asusystem.edu/research/>

Arkansas Division of Higher Education Approved Programs List can be found at the following address:

<https://www.adhe.edu/students-parents/colleges-universities/degree-information/>

Southern Regional Education Board (SREB) institutional categories, which are based on degrees awarded, can be found at the following address:

<https://www.sreb.org/general-information/criteria-and-definitions>

Carnegie classifications, also based on degrees awarded, can be found at the following address:

<http://carnegieclassifications.iu.edu/>

File Layout

Graduated Student

Header Element Type	Header Element Number	Header Element Description	Columns Used
Header	GS-001	Record Type	01-02
Header	GS-002	Data Type	03-03
Header	GS-003	Institutional FICE Code	04-09
Header	GS-004	Academic Year	10-13

Report Element Type	Report Element Number	Report Element Description	Columns Used
Identification	GS-101	Record Type	01-02
Identification	GS-102	Data Type	03-03
Graduated Student	GS-201	College-Assigned Student ID	04-13
Graduated Student	GS-202	AHEIS Primary Identification Number (SSN)	14-22
Graduated Student	GS-203	Reverse Transfer	23-23
Graduated Student	GS-204	Initial Enrollment Status	24-24
Graduated Student	GS-205	Initial Term Attendance Status	25-26
Graduated Student	GS-206	Initial Admission Date	27-32
Graduated Student	GS-207	Gender	33-33
Graduated Student	GS-208	Non-Resident Alien / Non-US Citizen	34-34
Graduated Student	GS-209	Credit Hours Completed	35-37
Graduated Student	GS-210	Graduation Date	38-43
Graduated Student	GS-211	Degree Level	44-45
Graduated Student	GS-212	Program 2020 CIP Code	46-47
Graduated Student	GS-213	Detail 2020 CIP Code	48-51
Graduated Student	GS-214	First Degree Code	52-55
Graduated Student	GS-215	Double-Major Degree Code	56-59
Graduated Student	GS-216	Triple-Major Degree Code	60-63
Graduated Student	GS-217	Equivalent Education Specialization 2020 CIP Code	64-65
Graduated Student	GS-218	Equivalent Education Specialization Detail 2020 CIP Code	66-69

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Graduated Student	GS-219	Asian Race	70-70
Graduated Student	GS-220	Black Race	71-71
Graduated Student	GS-221	Hispanic Ethnicity	72-72
Graduated Student	GS-222	American Indian Race	73-73
Graduated Student	GS-223	White Race	74-74
Graduated Student	GS-224	Native Hawaiian Race	75-75
Graduated Student	GS-225	Age at Graduation	76-77
Graduated Student	GS-226	CIP Code of Minor	78-79
Graduated Student	GS-227	CIP Detail of Minor	80-83
Graduated Student	GS-228	Reserved for future data collection	84-108
Graduated Student	GS-401	Final Grade Point Average*	109-113
Graduated Student	GS-402	First Major Concentration*	114-117
Graduated Student	GS-403	Second Major Concentration*	118-121
Graduated Student	GS-404	Third Major Concentration*	122-125
Graduated Student	GS-405	Institutional Use	126-208
<u>Trailer Element Type</u>	<u>Trailer Element Number</u>	<u>Trailer Element Description</u>	<u>Columns Used</u>
Trailer	GS-005	Record Type	01-02
Trailer	GS-006	Data Type	03-03

Record Length: 208 Characters

Specific Instructions: There should be one record for each student per AHEIS term code. Elements with a * represent ASU System-specific fields.

Honorary and posthumous degrees should not be reported on this file. This is in accordance with IPEDS reporting.

Reporting for Multiple Degrees

Students receiving multiple awards in the same academic year should be listed multiple times on the file. For example, if a student earned A.A. in Liberal Arts and a C.P. in Computer Science, he or she would have two different records on the graduated student file (one record for each credential earned). Students earning multiple awards must have completed all of the institutional requirements for each degree listed on the Graduated Student file. These awards may have been completed simultaneously (dual degree) or at different times (second degree) as long as each award was completed within the same reporting period (academic year).

Examples:

A student earns a T.C. in Accounting & Finance and a C.P. in Banking. Institution awarding credentials should report that student twice on the Graduated Student file as having two separate awards because they are different academic levels.

A student earns a B.S. in Chemistry and a B.A. in Biology. Institution awarding credentials should report that student twice on the Graduated Student file as having two separate degrees because a B.A. and a B.S. are different degrees.

A student earns a B.A. in Anthropology and a B.A. in Sociology. Institution awarding credentials should report that student once on the Graduated Student file as having one degree because the degrees have the same degree name and are from the same academic college. This would likely constitute a double major rather than a double degree.

Edits: Degrees and certificates reported must match those approved by the AHECB.

Creating a View

Graduated Student

Use the below script within your institutional databases to create a separate view for you to query the System-specific institutional use fields:

```
create or alter view graduated_student_view as
select a.fice_code, a.academic_year, a.college_id, a.ssn_id, a.reverse_transfer,
a.init_enroll_status, a.init_attend_status, a.init_admit_date, a.gender, a.non_us_resident,
a.completed_hours, a.graduation_date, a.degree_level, a.cip_code, a.cip_detail, a.degree_1,
a.degree_2, a.degree_3, a.ee_cip_code, a.ee_cip_detail, a.asian, a.black, a.hispanic,
a.amerind, a.white, a.hawaiian, a.age, a.minor_cip_code, a.minor_cip_detail, a.reserved,
cast(left(a.inst_use,5) as varchar) as final_gpa, substring(a.inst_use,6,4) as degree_1_conc,
substring(a.inst_use,10,4) as degree_2_conc, substring(a.inst_use,14,4) as degree_3_conc,
substring(a.inst_use,18,83) as addtl_use, a.TransID, a.GraduatedStudentFileID
from graduated_student_table as a;
```

REPORT ELEMENT NUMBER: GS-401

REPORT ELEMENT TYPE: Graduated Student

REPORT ELEMENT TITLE: Final Grade Point Average

DEFINITION:

This field provides the student's grade point average for the program they are completing at the time of graduation.

CODING INSTRUCTIONS:

Report the grade point average as calculated by your institution for the credential awarded. The entry should have four (4) numeric characters separated by a decimal point in column 110 (GPA = 3.245).

EDIT:

Any entry other than 4 numeric characters, with a decimal point in column 110 will result in an error. GPAs above 4.000 will result in an error. GPAs below 2.000 will result in a warning.

SPACES NEEDED: 5 [Columns 109-113]

DATE ISSUED: 07/01/2021

REPORT ELEMENT NUMBER: GS-402

REPORT ELEMENT TYPE: Graduated Student

REPORT ELEMENT TITLE: First Major Concentration

DEFINITION:

This field provides the student's concentration for the primary major program they are completing at the time of graduation.

CODING INSTRUCTIONS:

Report the code of the concentration, if applicable. Leave four blank spaces if no concentration is reported. The entry should have four (4) characters.

EDIT:

Any entry other than 4 valid characters that align with the institutions degree, major, and concentration crosswalk will result in an error.

SPACES NEEDED: 4 [Columns 114-117]

DATE ISSUED: 07/01/2021

REPORT ELEMENT NUMBER: GS-403

REPORT ELEMENT TYPE: Graduated Student

REPORT ELEMENT TITLE: Second Major Concentration

DEFINITION:

This field provides the student's concentration for the second major program they are completing at the time of graduation.

CODING INSTRUCTIONS:

Report the code of the concentration, if applicable. Leave four blank spaces if no concentration is reported. The entry should have four (4) characters.

EDIT:

Any entry other than 4 valid characters that align with the institutions degree, major, and concentration crosswalk will result in an error.

SPACES NEEDED: 4 [Columns 118-121]

DATE ISSUED: 07/01/2021

REPORT ELEMENT NUMBER: GS-404

REPORT ELEMENT TYPE: Graduated Student

REPORT ELEMENT TITLE: Third Major Concentration

DEFINITION:

This field provides the student's concentration for the third major program they are completing at the time of graduation.

CODING INSTRUCTIONS:

Report the code of the concentration, if applicable. Leave four blank spaces if no concentration is reported. The entry should have four (4) characters.

EDIT:

Any entry other than 4 valid characters that align with the institutions degree, major, and concentration crosswalk will result in an error.

SPACES NEEDED: 4 [Columns 122-125]

DATE ISSUED: 07/01/2021

Edit Overview

Graduated Student

Element Number	Report Element Description	Questionable (Warning) Values	Error Values	Data Summary
GS-401	Final Grade Point Average	Values below 2.00	Missing values and values above 4.00	None
GS-402	First Major Concentration	None	Values that do not align with major and degree code combinations	
GS-403	Second Major Concentration	None	Values that do not align with major and degree code combinations	
GS-404	Third Major Concentration	None	Values that do not align with major and degree code combinations	

Notes:

It should also be noted that the ASU System Office runs a variety of credential reports by ethnicity, gender, location, etc. The ASU System Office also compares this file with the degree information reported to IPEDS. The ASU System Office degree data and IPEDS degree data should have an exact match for the July through June reporting period.



Noncredit Workforce Course

File Overview

Noncredit Workforce Course

Non-Credit Workforce Education/Training is defined as those postsecondary activities (seminar, workshop, course, customized training, etc.) that develop or enhance the skills of existing employees or members of any business or industry. Also included is any training provided to individuals, whether employed or unemployed, which is designed to meet the employment needs of the student and/or employer by enhancing occupational, technical, and/or soft (communication, computational, and interpersonal) skills.

These activities carry no institutional credit applicable toward a degree, diploma or certificate; however, competencies and skills attained through Workforce Training/Education could be applicable toward a prior learning credit.

This file was established to provide contextual course information regarding data submitted in the Non-Credit Workforce Student file. The CEUs and Course Enrollment for each course reported are used to calculate contact hours for each non-credit course. The formula used to calculate contact hours for each course is:

Contact Hours = CEU X Enrollment X 10

For example, a course with 12 students enrolled that is worth 1.5 CEUs will calculate as 180 contact hours (12 X 1.5 X 10 = 180).

This entire *Data Dictionary*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.asusystem.edu/research/>

File Layout

Noncredit Workforce Course

<u>Header Element Type</u>	<u>Header Element Number</u>	<u>Header Element Description</u>	<u>Columns Used</u>
Header	N-001	Record Type	01-02
Header	N-002	Data Type	03-03
Header	N-003	Institutional FICE Code	04-09
Header	N-004	Academic Year	10-13
<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	N-101	Record Type	01-02
Identification	N-102	Data Type	03-03
Workforce Course	N-103	Unique Course Sequence Number	04-09
Workforce Course	N-201	Course Title	10-29
Workforce Course	N-202	Program-Level CIP Code	30-31
Workforce Course	N-203	Detail-Level CIP Code	32-35
Workforce Course	N-204	Course Type	36-36
Workforce Course	N-205	Course Method	37-38
Workforce Course	N-206	Distance Delivery	39-40
Workforce Course	N-207	Workforce Students Completing Course	41-43
Workforce Course	N-208	CEU	44-49
Workforce Course	N-209	Department Code	50-53
Workforce Course	N-210	Receiving Course Location	54-55
Workforce Course	N-211	County Code	56-58
Workforce Course	N-212	Non-Traditional Site	59-108
Workforce Course	N-213	College-Assigned ID	109-118
Workforce Course	N-214	AHEIS Primary Instructor ID	119-127
Workforce Course	N-215	Course Start Date	128-135
Workforce Course	N-215	Course End Date	136-143
Workforce Course	N-216	Reserved for future data collection	144-168
Workforce Course	N-401	Course Number*	169-177
Workforce Course	N-402	Institutional Use Field	178-268

<u>Trailer Element Type</u>	<u>Trailer Element Number</u>	<u>Trailer Element Description</u>	<u>Columns Used</u>
Trailer	N-005	Record Type	01-02
Trailer	N-006	Data Type	03-03

Record Length: 268 Characters

Specific Instructions: There should be one record for each student per AHEIS term code. Elements with a * represent ASU System-specific fields.

File Elements

Noncredit Workforce Course

REPORT ELEMENT NUMBER: N-401

REPORT ELEMENT TYPE: Workforce Course

REPORT ELEMENT TITLE: Course Number

DEFINITION:

This field contains the institutional course number non-credit workforce course being reported.

CODING INSTRUCTIONS:

Enter the course / catalog number for this course. Examples: WKFO1001. This is an alpha-numeric field only. Do not include punctuation. Values should be left-justified with trailing spaces.

EDIT: Any entries with punctuation or other non-alphanumeric special characters (e.g., #, @, !)

SPACES NEEDED: 9 [Columns 169-177]

DATE ISSUED: 9/01/2021

SOURCE: ASUS

Edit Overview

Noncredit Workforce Course

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
N-401	Course Number	None	Any entries with punctuation or other non-alphanumeric special characters	None



Noncredit Workforce Student

File Overview

Noncredit Workforce Student

Non-Credit Workforce Education/Training is defined as those postsecondary activities (seminar, workshop, course, customized training, etc.) that develop or enhance the skills of existing employees or members of any business or industry. Also included is any training provided to individuals, whether employed or unemployed, which is designed to meet the employment needs of the student and/or employer by enhancing occupational, technical, and/or soft (communication, computational, and interpersonal) skills.

These activities carry no institutional credit applicable toward a degree, diploma or certificate; however, competencies and skills attained through Workforce Training/Education could be applicable toward a prior learning credit.

This file was established in Academic Year 2019 to allow for compliance with Act 605 of 2009 in reporting for the Arkansas Challenge Workforce Scholarship that is available to students taking pre-approved non-credit workforce courses. This file was expanded in Academic Year 2020 to include the required reporting of demographics for students who receive Career Pathways Initiative (CPI) tuition assistance, federal funding, or other state aid to assist in paying the tuition and/or fees of a non-credit workforce course.

Reporting Schedule

Noncredit Workforce Student

This file is reported annually and are due on the designated deadline as published in the *AHEIS Manual* and *ASU System Data Reporting Calendar*.

The data included in this file are subject to the Delinquent and Preliminary Reporting Policies outlined in the *ASU System Data Dictionary* and *ASU System Data Reporting Calendar*.

Relevant Links

Noncredit Workforce Student

This entire *Data Dictionary*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.asusystem.edu/research/>

U.S. Census definitions related to the assignment and usage of NAICS codes can be found at the following address:

<https://surveys.nces.ed.gov/ipeds/public/survey-materials/index>

File Layout

Noncredit Workforce Student

<u>Header Element Type</u>	<u>Header Element Number</u>	<u>Header Element Description</u>	<u>Columns Used</u>
Header	S-001	Record Type	01-02
Header	S-002	Data Type	03-03
Header	S-003	Institutional FICE Code	04-09
Header	S-004	Academic Year	10-13

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	S-101	Record Type	01-02
Identification	S-102	Data Type	03-03
Workforce Student	S-103	College-Assigned ID	04-13
Workforce Student	S-201	Student First Name	14-48
Workforce Student	S-202	Student Middle Name	49-68
Workforce Student	S-203	Student Last Name	69-103
Workforce Student	S-204	Student Name Suffix	104-106
Workforce Student	S-205	Unique Course Sequence Number	107-112
Workforce Student	S-206	Workforce Challenge Recipient	113-113
Workforce Student	S-207	CPI Tuition Assistance Recipient	114-114
Workforce Student	S-208	Federal Aid Recipient	115-115
Workforce Student	S-209	Other State Aid Recipient	116-116
Workforce Student	S-210	AHEIS Primary Student ID	117-125
Workforce Student	S-211	Date of Birth	126-133
Workforce Student	S-212	Gender	134-134
Workforce Student	S-213	Non-U.S. Citizen	135-135
Workforce Student	S-214	Asian	136-136
Workforce Student	S-215	Black	137-137
Workforce Student	S-216	Hispanic Ethnicity	138-138
Workforce Student	S-217	American Indian	139-139
Workforce Student	S-218	White	140-140
Workforce Student	S-219	Native Hawaiian	141-141
Workforce Student	S-220	CEUs Attempted	142-147
Workforce Student	S-221	CEUs Completed	148-153
Workforce Student	S-222	Reserved for future data collection	154-178

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Workforce Student	S-401	NAICS Code*	179-180
Workforce Student	S-402	Institutional Use Field	181-278

<u>Trailer Element Type</u>	<u>Trailer Element Number</u>	<u>Trailer Element Description</u>	<u>Columns Used</u>
Trailer	N-005	Record Type	01-02
Trailer	N-006	Data Type	03-03

Record Length: 278 Characters

Specific Instructions: There should be one record for each student per AHEIS term code. Elements with a * represent ASU System-specific fields.

REPORT ELEMENT NUMBER: N-401

REPORT ELEMENT TYPE: Workforce Course

REPORT ELEMENT TITLE: NAICS Code

DEFINITION:

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. This field contains the code

CODING INSTRUCTIONS:

- 00 - Unreported
- 11 - Agriculture, Forestry, Fishing and Hunting
- 21 - Mining, Quarrying, and Oil and Gas Extraction
- 22 - Utilities
- 23 - Construction
- 31 - Manufacturing (Food and Apparel)
- 32 - Manufacturing (Nonmetallic)
- 33 - Manufacturing (Metal, Electrical, and Miscellaneous)
- 42 - Wholesale Trade
- 44 - Retail Trade
- 48 - Transportation
- 49 - Warehousing
- 51 - Information
- 52 - Finance and Insurance
- 53 - Real Estate and Rental and Leasing
- 54 - Professional, Scientific, and Technical Services
- 55 - Management of Companies and Enterprises
- 56 - Administrative, Support, Waste Management, and Remediation Services
- 61 - Educational Services
- 62 - Health Care and Social Assistance
- 71 - Arts, Entertainment, and Recreation
- 72 - Accommodation and Food Services
- 81 - Other Services (except Public Administration)
- 92 - Public Administration

NAICS resource link:

<https://www.census.gov/naics/>

EDIT: Any code other than one of the six numeric valid numeric characters in the table above will generate an error.

SPACES NEEDED: 2 [Columns 179-180]

DATE ISSUED: 9/01/2021

SOURCE: ASUS

Edit Overview

Noncredit Workforce Student

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
N-401	NAICS Code	None	Any entry other than a valid NAICS code.	None



Student (1)

File Overview

Student

This file includes information on all students enrolled at an institution who are taking academic courses while paying, or making financial arrangements to pay (including loans, scholarships, etc.), for the courses. This file is used to produce enrollment reports and publications, conduct academic program reviews, and provide numerous other studies for the System, legislature, media, and general public.

Include all students enrolled in courses awarding academic credit. Each record must reflect the student's status as of the institution's census date, which is the 11th class day for fall and spring terms and the 5th class day for summer terms. The 11th class day is declared by the institution in their submitted academic calendar and may be subject to change due to unscheduled campus closures such as inclement weather closings. To calculate the census date, count each day of on-campus or virtual instruction. On the census date the institution must take a snapshot of student registrations. The time of the snapshot is up to each institution as long as it is on the designated census date for that term. Students enrolled in courses that begin after the census date should be reported as an off-schedule enrollment.

Exclude students who are auditing all courses which they are enrolled. The end-of-term grade of AU in the end-of-term file is included in the event the student's enrollment status is changed to audit during the term. Exclude students who have cancelled registrations, which include students who have not attended class by the census date and/or who have not paid or have not made payment arrangements with the institution.

On-/Off-Schedule

Student

A course is considered on-schedule if the course starts before census day (11th class day of fall/spring or 5th class day of summer terms). The census date is determined by the academic calendar and may be adjusted by campus administration if needed due to inclement weather or other school closing event.

If the class starts later than census date it is considered off-schedule. Off-schedule courses are reported within the term file of the following on-schedule term. For example, Fall Off-Schedule courses are reported as Fall Off-Schedule within the Spring term file. Although they are reported in the file of the following term, the term code should be listed appropriately. If a student is enrolled in the off-schedule and the following on-schedule term, that student will have two records within that student file, one for each term. If a course is considered off-schedule, there must be a coordinating instructor, student, and registration file within the DAT file as with any other term.

Reporting Schedule

Student

The Student file is the first file of the Term File Data Submission (.DAT). This data submission also includes the Student, Credit Course, and Student Registration data. The data file is submitted as one file using the file naming convention <inst abbr>YYT.DAT where YY is the calendar year of the data being reported and T is the primary, on-schedule term being reported.

The ASU System-specified data included in this file are subject to the Delinquent and Preliminary Reporting Policies outlined in the *ASU System Data Dictionary* and *ASU System Data Reporting Calendar*.

Relevant Links

Student

The entire *Data Dictionary*, *Data Reporting Calendar*, and other publications, can be found at the Office of Strategic Research's website: <https://www.asusystem.edu/offices/research/>

ACT High School Codes: <http://www.actstudent.org/regist/lookups/>

ADHE Research & Analytics: <https://www.adhe.edu/institutions/institutional-research>

ADHE Approved Degree Programs: <https://adhe.edu/students-parents/degree-information>

IPEDS Glossary: <https://surveys.nces.ed.gov/ipeds/VisGlossaryAll.aspx>

File Layout

Student

<u>Header Element Type</u>	<u>Header Element Number</u>	<u>Header Element Description</u>	<u>Columns Used</u>
Header	1-001	Record Type	01-02
Header	1-002	Data Type	03-03
Header	1-003	Institutional FICE Code	04-09
Header	1-004	Academic Year	10-13

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	1-101	Record Type	01-02
Identification	1-102	Data Type	03-03
Identification	1-103	Registration Term	04-04
Student	1-201	College-Assigned Student ID	05-14
Student	1-202	Student ID Number	15-23
Student	1-203	Student First Name	24-58
Student	1-204	Student Middle Name	59-78
Student	1-205	Student Last Name	79-113
Student	1-206	Student Name Suffix	114-116
Student	1-207	Current Legal Resident State	117-118
Student	1-208	Tuition Status	119-119
Student	1-209	Tuition Waiver	120-120
Student	1-210	Country of Origin	121-123
Student	1-211	State of Origin	124-125
Student	1-212	County of Origin	126-128
Student	1-213	Enrollment Status	129-130
Student	1-214	Student Level	131-132
Student	1-215	Degree Intent	133-133
Student	1-216	Attendance Status	134-135
Student	1-217	First Degree Major Code	136-139
Student	1-218	Second Degree Major Code	140-143
Student	1-219	Total Credit Hours	144-145
Student	1-220	ACT High School Code	146-151

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Student	1-221	High School Completion Status	152-152
Student	1-222	High School Graduation Year	153-156
Student	1-223	High School Grade Point Average	157-161
Student	1-224	GED Test Score	162-165
Student	1-225	Transfer FICE Code	166-171
Student	1-226	Entrance Exam Test Type	172-172
Student	1-227	Entrance Exam Score	173-176
Student	1-228	Math Test Type	177-178
Student	1-229	Math Test Score	179-181
Student	1-230	English Test Type	182-183
Student	1-231	English Test Score	184-186
Student	1-232	Reading Test Type	187-188
Student	1-233	Reading Test Score	189-191
Student	1-234	ACT Science Score	192-193
Student	1-235	Gender	194-194
Student	1-236	Date of Birth	195-202
Student	1-237	Non-Resident Alien / Non-US Citizen	203-203
Student	1-238	Hispanic Ethnicity	204-204
Student	1-239	Asian Race	205-205
Student	1-240	Black Race	206-206
Student	1-241	American Indian Race	207-207
Student	1-242	White Race	208-208
Student	1-243	Native Hawaiian Race	209-209
Student	1-244	Student Confidentiality Flag	210-210
Student	1-245	First Generation	211-211
Student	1-245	ADHE Reserved	212-237
Student	1-401	First Major Code*	238-241
Student	1-402	Second Major Code*	242-245
Student	1-403	Athletic Participation*	246-247
Student	1-404	Athletic Scholarship*	248-248
Student	1-405	Campus Residency*	249-249
Student	1-406	Transfer Credit Hours Earned*	250-252

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Student	1-407	Transfer Grade Point Average*	253-257
Student	1-408	Transfer Credential Earned*	258-259
Student	1-409	Institutional Use Field	260-337
<u>Trailer Element Type</u>	<u>Trailer Element Number</u>	<u>Trailer Element Description</u>	<u>Columns Used</u>
Trailer	1-005	Record Type	01-02
Trailer	1-006	Data Type	03-03

Record length: 337 characters.

Specific Instructions: There should be one record for each student per AHEIS term code. Elements with a * represent ASU System-specific fields.

File Elements

Student

REPORT ELEMENT NUMBER: 1-401

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: First Major Code

DEFINITION:

This field contains a unique identifying number assigned to the primary program of study for a student. Values are found in the Banner table STVMAJR.

CODING INSTRUCTIONS:

Enter a four-character code in this field that aligns with the code internal to the institution. These codes should also align with the First Degree Major Code reported to ADHE on the AHECB Approved Degree Programs list.

EDIT: Any entry other than four alphanumeric characters will generate an error.

SPACES NEEDED: 4 [Columns 238-241]

DATE ISSUED: 9/01/2023

SOURCE: ASU System

REPORT ELEMENT NUMBER: 1-402

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Second Major Code

DEFINITION:

This field contains a unique identifying number assigned to the secondary program of study for a student. Values are found in the Banner table STVMAJR.

CODING INSTRUCTIONS:

Enter a four-character code in this field that aligns with the code internal to the institution. These codes should also align with the Second Degree Major Code reported to ADHE on the AHECB Approved Degree Programs list.

EDIT: Any entry other than four alphanumeric characters will generate an error.

SPACES NEEDED: 4 [Columns 242-245]

DATE ISSUED: 9/01/2023

SOURCE: ASU System

REPORT ELEMENT NUMBER: 1-403

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Athletic Participation

DEFINITION:

This field contains the number that reflects the primary sport in which the athlete participated during the term reported.

CODING INSTRUCTIONS:

Enter a two-digit code in this field that aligns with the below schema:

- 01 – Football
- 02 – Men’s Basketball
- 03 – Women’s Basketball
- 04 – Baseball
- 05 – Track/Cross Country
- 06 – Golf
- 07 – Swimming
- 08 – Tennis
- 09 – Volleyball
- 10 – Other sport not listed
- 11 – Softball
- 12 – Soccer
- 99 – Not a student athlete

Football takes precedence over any other sport, and men's basketball takes precedence over any other sport except for football.

EDIT: Any entry other than the code defined above will generate an error.

SPACES NEEDED: 2 [Columns 246-247]

DATE ISSUED: 9/01/2023

SOURCE: ASU System

REPORT ELEMENT NUMBER: 1-404

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Athletic Scholarship

DEFINITION:

This field contains the code that reflects the scholarship status for the athlete during the term reported.

CODING INSTRUCTIONS:

Enter a two-digit code in this field that aligns with the below schema:

- 1 – Full athletic grant
- 2 – Partial athletic grant
- 3 – No athletic grant
- 9 – Not applicable - not a student athlete

An athletic grant is defined as a scholarship given to a student for tuition, fees, room, board, books, and other educational expenses at your institution that is awarded on the basis of a student's athletic ability.

EDIT: Any entry other than the values provided above will generate an error.

SPACES NEEDED: 1 [Columns 248-248]

DATE ISSUED: 9/01/2023

SOURCE: ASU System

REPORT ELEMENT NUMBER: 1-405

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Campus Residency

DEFINITION:

This field contains the code that reflects the on-campus housing status for the student during the term reported.

CODING INSTRUCTIONS:

Enter a one-digit code in this field that aligns with the below schema:

- 0 – Student does not live in institution-affiliated dormitories or living quarters for students
- 1 – Student lives in institution-affiliated dormitories or living quarters for students

EDIT: Any entry other than four alphanumeric characters will generate an error.

SPACES NEEDED: 1 [Columns 249-249]

DATE ISSUED: 9/01/2023

SOURCE: ASU System

REPORT ELEMENT NUMBER: 1-406

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Cumulative Transfer Credit Hours Earned

DEFINITION:

This field contains the total number of semester credit hours granted toward the degree here for work done at other institutions.

CODING INSTRUCTIONS:

Right-justify with leading zeros and report whole numbers only.

EDIT: Any entry other than three numeric characters will generate an error. A warning will be generated if element 1-125 (Transfer FICE Code) is reported and this element is all zeros. The field is reserved for students with an enrollment status (1-213) of '03'.

SPACES NEEDED: 3 [Columns 250-252]

DATE ISSUED: 9/01/2023

SOURCE: ASU System

REPORT ELEMENT NUMBER: 1-407

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Transfer Grade Point Average

DEFINITION:

This field contains the cumulative grade point average for credit hours earned in Element 1-406.

CODING INSTRUCTIONS:

Right-justify and include leading zeros; this number should be rounded to three decimal places.

EDIT: Any entry other than four numeric characters with a decimal in the second position will generate an error. Any value greater than 4.00 will generate an error. A warning will be generated if element 1-125 (Transfer FICE Code) is reported and this element is all zeros. The field is reserved for students with an enrollment status (1-213) of '03'.

SPACES NEEDED: 5 [Columns 253-257]

DATE ISSUED: 9/01/2023

SOURCE: ASU System

REPORT ELEMENT NUMBER: 1-408

REPORT ELEMENT TYPE: Student

REPORT ELEMENT TITLE: Transfer Credential Earned

DEFINITION:

This field contains the code that reflects the highest undergraduate degree level awarded by a previous institution which the student transferred credit.

CODING INSTRUCTIONS:

Enter a two-digit code in this field that aligns with the below schema:

- 00 – Certificate of Proficiency (less than 9 credit hours)
- 01 – Certificate of Proficiency (9 or more credit hours)
- 02 – Technical Certificates
- 03 – Associate Degree
- 04 – Advanced Certificate
- 99 – No credential earned

EDIT: Any entry other than two numeric characters will generate an error. The field is reserved for students with an enrollment status (1-213) of '03'.

SPACES NEEDED: 2 [Columns 258-259]

DATE ISSUED: 9/01/2023

SOURCE: ASU System

Edit Overview

Student

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
1-401	First Major Code	None	Any entry other than valid codes.	None
1-402	Second Major Code	None	Any entry other than valid codes.	
1-403	Athletic Participation	None	Any entry other than valid codes.	
1-404	Athletic Scholarship	None	Any entry other than valid codes.	
1-405	Campus Residency	None	Any entry other than valid codes.	
1-406	Transfer Credit Hours Earned	All zeros are reported but Transfer FICE Code is reported	Any entry other than three numeric characters. Reserved for students with an enrollment status of '03'.	
1-407	Transfer Grade Point Average	All zeros are reported but Transfer FICE Code is reported	Any entry other than four numeric characters with a decimal in the second position. Reserved for students with an enrollment status of '03'.	
1-408	Transfer Credential Earned	None	Any entry other than two numeric characters. Reserved for students with an enrollment status of '03'.	



Term Instructor (4)

File Overview

Term Instructor

The Term Instructor file contains academic and other information on those employees who are on the institution's payroll and serve in an instructional capacity at the institution. All faculty with their ID reported in a Credit Course File record must be reported in the Term Instructor File. Do not submit non-teaching, academic positions in this file.

Reporting Schedule

Term Instructor

The Term Instructor file is the second file of the Term File Data Submission (.DAT). This data submission also includes the Student, Credit Course, and Student Registration data. The data file is submitted as one file using the file naming convention <inst abbr>YYT.DAT where YY is the calendar year of the data being reported and T is the primary, on-schedule term being reported.

The ASU System-specified data included in this file are subject to the Delinquent and Preliminary Reporting Policies outlined in the *ASU System Data Dictionary* and *ASU System Data Reporting Calendar*.

Relevant Links

Term Instructor

The entire *Data Dictionary*, *Data Reporting Calendar*, and other publications, can be found at:

<http://www.asusystem.edu/research/reporting.html>

The current listing of institutional FICE codes can be found at:

<https://ifap.ed.gov/ifap/fedSchoolCodeList.jsp>

File Layout

Term Instructor

Header Element <u>Type</u>	Header Element <u>Number</u>	Header Element <u>Description</u>	Columns <u>Used</u>
Header	4-001	Record Type	01-02
Header	4-002	Data Type	03-03
Header	4-003	Institutional FICE Code	04-09
Header	4-004	Academic Year	10-13

Report Element <u>Type</u>	Report Element <u>Number</u>	Report Element <u>Description</u>	Columns <u>Used</u>
Identification	4-101	Record Type	01-02
Identification	4-102	Data Type	03-03
Identification	4-103	Instructional Term	04-04
Instructor	4-201	College-Assigned Instructor ID	05-14
Instructor	4-202	Instructor ID Number	15-23
Instructor	4-203	Instructor First Name	24-58
Instructor	4-204	Instructor Middle Name	59-78
Instructor	4-205	Instructor Last Name	79-113
Instructor	4-206	Instructor Name Suffix	114-116
Instructor	4-207	Contract Term	117-118
Instructor	4-208	Contract Salary	118-124
Instructor	4-209	Maximum (LIM) Salary**	125-131
Instructor	4-210	Gender**	132-132
Instructor	4-211	Non-Resident Alien / Non-US Citizen**	133-133
Instructor	4-212	Highest Degree Attained**	134-135
Instructor	4-213	Terminal Degree**	136-136
Instructor	4-214	Date of Birth**	137-144
Instructor	4-215	Academic Rank**	145-146
Instructor	4-216	Tenure Status**	147-147
Instructor	4-217	Primary CIP Code**	148-149
Instructor	4-218	Percent of Time Employed**	150-152
Instructor	4-219	Course Credit Hours**	153-154
Instructor	4-220	Instructional Assignment**	155-157

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Instructor	4-221	Position Title Code**	158-159
Instructor	4-222	Asian Race**	160-160
Instructor	4-223	Black Race**	161-161
Instructor	4-224	Hispanic Ethnicity**	162-162
Instructor	4-225	American Indian Race**	163-163
Instructor	4-226	White Race**	164-164
Instructor	4-227	Native Hawaiian Race**	165-165
Instructor	4-228	Reserved for future data collection	166-190
Instructor	4-401	Field of Study for Highest Degree*	191-194
Instructor	4-402	Institution of Highest Degree*	195-200
Instructor	4-403	Institutional Use Field	201-290
 Trailer Element Type	 Trailer Element Number	 Trailer Element Description	 Columns Used
Trailer	04-005	Record Type	01-02
Trailer	04-006	Data Type	03-03

Record Length: 290 characters

Specific Instructions: Elements with a * represent ASU System-specific fields. Elements with a ** should be reported every term, on-schedule and off-schedule.

REPORT ELEMENT NUMBER: 4-401

REPORT ELEMENT TYPE: Instructor

REPORT ELEMENT TITLE: Field of Study for Highest Degree Earned

DEFINITION:

This field contains the major field of study for the highest degree earned as reported in 4-212, 'Highest Degree Attained'.

CODING INSTRUCTIONS:

Enter the appropriate four-character alphanumeric major code. Values are found in the Banner table STVMAJR.

EDIT: Any value other than a valid major code will generate an error.

SPACES NEEDED: 4 [Columns 191-194]

DATE ISSUED: 9/01/2023

REPORT ELEMENT NUMBER: 4-402

REPORT ELEMENT TYPE: Instructor

REPORT ELEMENT TITLE: Institution of Highest Degree Earned

DEFINITION:

This field shows the FICE code for the institution awarding the highest degree. It should correspond with the degree reported in 4-212, 'Highest Degree Earned' and 4-401, 'Field of Study for Highest Degree Earned'.

CODING INSTRUCTIONS:

Record the institution's six-digit FICE code as listed in the Higher Education Directory. Foreign universities should be coded as '999999'. Use six zeros, '000000', for persons without degrees.

EDIT: Any value other than a valid FICE code, '999999', or '000000' will generate an error.

SPACES NEEDED: 6 [Columns 195-200]

DATE ISSUED: 9/01/2023

Edit Overview

Term Instructor

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
4-401	Field of Study for Highest Degree	None	Any entry other than valid codes.	None
4-402	Institution of Highest Degree Earned	None	Any entry other than valid codes.	None



Credit Course (5)

File Overview

Credit Course

The Course file is used to document credit hour production by academic level and discipline for an academic term. The information in this file will be used to determine average class size, estimate instructor course load, etc. It may also be linked to the Employee and Term Instructor files by the instructor ID to determine demographic and academic profiles of instructors.

Reporting Schedule

Credit Course

The Credit Course file is the third file of the Term File Data Submission (.DAT). This data submission also includes the Student, Credit Course, and Student Registration data. The data file is submitted as one file using the file naming convention <inst abbr>YYT.DAT where YY is the calendar year of the data being reported and T is the primary, on-schedule term being reported.

The ASU System-specified data included in this file are subject to the Delinquent and Preliminary Reporting Policies outlined in the *ASU System Data Dictionary* and *ASU System Data Reporting Calendar*.

Relevant Links

Credit Course

This individual file, the entire *Data Dictionary*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.asusystem.edu/research/>

Full-time equivalent (FTE) calculations meet the criteria outlined by the Southern Regional Education Board (SREB). More information about SREB can be found at the following address:

<http://www.sreb.org/>

The current listing of academic CIP codes can be found at the following addresses:

<https://nces.ed.gov/ipeds/cipcode/>

File Layout

Credit Course

<u>Header Element Type</u>	<u>Header Element Number</u>	<u>Header Element Description</u>	<u>Columns Used</u>
Header	5-001	Record Type	01-02
Header	5-002	Data Type	03-03
Header	5-003	Institutional FICE Code	04-09
Header	5-004	Academic Year	10-13

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Identification	5-101	Record Type	01-02
Identification	5-102	Data Type	03-03
Identification	5-103	Course Term	04-04
Course	5-201	Unique Course Sequence Number	05-10
Course	5-202	Course Name	11-40
Course	5-203	Course Number	41-50
Course	5-204	Course Section Number	51-54
Course	5-205	ACTS Course Number	55-62
Course	5-206	Course Program-Level CIP	63-64
Course	5-207	Course Detail-Level CIP	65-68
Course	5-208	Course Method of Instruction	69-70
Course	5-209	Distance Delivery	71-72
Course	5-210	Credit Hour Value	73-74
Course	5-211	High School Concurrent	75-75
Course	5-212	Course Level	76-76
Course	5-213	Academic Type	77-77
Course	5-214	Remedial Course Level	78-78
Course	5-215	College Assigned Instructor ID	79-88
Course	5-216	AHEIS Primary Instructor ID	89-97
Course	5-217	Linked Course Indicator	98-98
Course	5-218	Linked Course Sequence Number	99-104
Course	5-219	Course Enrollment	105-108
Course	5-220	Department Code	109-112
Course	5-221	Receiving Course Location	113-114
Course	5-222	In/Out-of-District Status	115-115

<u>Report Element Type</u>	<u>Report Element Number</u>	<u>Report Element Description</u>	<u>Columns Used</u>
Course	5-223	County Code	116-118
Course	5-224	Location	119-168
Course	5-225	Link Reason	169-169
Course	5-225	Partner Course	170-170
Course	5-225	Reserved for Future Data Collection	171-195
Course	5-401	Method of Instruction*	196-199
Course	5-402	Start Date*	200-207
Course	5-403	End Date*	208-215
Course	5-404	Maximum Enrollment*	216-219
Course	5-405	Primary Building*	220-225
Course	5-406	Primary Room Number*	226-235
Course	5-407	Primary Meeting Days*	236-242
Course	5-408	Primary Start Time*	243-246
Course	5-409	Primary End Time*	247-250
Course	5-410	Secondary Building*	251-256
Course	5-411	Secondary Room Number*	257-266
Course	5-412	Secondary Meeting Days*	267-273
Course	5-413	Secondary Start Time*	274-277
Course	5-414	Secondary End Time*	278-281
Course	5-415	Institutional Use Field	282-295
 Trailer Element Type	 Trailer Element Number	 Trailer Element Description	 Columns Used
Trailer	5-005	Record Type	01-02
Trailer	5-006	Data Type	03-03

Record Length: 295 characters

Specific Instructions: Elements with a * represent ASU System-specific fields.

File Elements

Credit Course

REPORT ELEMENT NUMBER: 5-401

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Instructional Method

DEFINITION:

This field reports the primary method of instruction utilized in the course. Values are found in Banner table GTVINSM.

CODING INSTRUCTIONS:

Enter the specific codes from the list below. Right pad with spaces.

ASM	Assessment
BLAP	Blended AP
BLC	Blended Learning Choice (New)
CAP	Capstone
CDR	CD ROM
CE	Continuing Education
COR	Correspondence
CVR	Site-to-Site Receiving
CVS	Site-to-Site Sending
CVWA	Compressed Video-Web Assisted
FLX	Flex
HYB	Hybrid Online
NT	Non-Traditional
ONL	Online
SOC	Seated on Campus
TOL	Traditional Online
TR	Traditional 100% Face-to-Face
TR1	Web Assist 51-99% Face-to-Face
TR2	Web Assist 26-50% Face-to-Face
TR3	Web Assist 1-25% Face-to-Face
WEB	Web 0% Face-to-Face
WEBA	Web Assisted
WEBJ	Web Online Jonesboro
ZHYB	Hybrid - Zoom

EDIT: Any entry other than eight numeric valid numeric characters will generate an error.

SPACES NEEDED: 4 [Columns 196-199]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 5-402

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Start Date for Scheduled Class Meetings

DEFINITION:

This field reports the month, the day, and the year when a class begins. All classes must have a start and end date.

CODING INSTRUCTIONS:

Enter the start date using the MMDDYYYY format. Example: If a class starts on September 1, 2023, report '09012023' in this field.

EDIT: Any entry other than eight valid numeric characters will generate an error.

SPACES NEEDED: 8 [Columns 200-207]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 5-403

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: End Date for Scheduled Class Meetings

DEFINITION:

This field reports the month, the day, and the year when a class ends. All classes must have a start and end date. The end date is inclusive of the final exam period.

CODING INSTRUCTIONS:

Enter the end date using the MMDDYYYY format.

Example: If a class ends on December 1, 2023, report '12012023' in this field.

EDIT: Any entry other than eight valid numeric characters will generate an error.

SPACES NEEDED: 8 [Columns 208-215]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 5-404

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Maximum Enrollment

DEFINITION:

This field reports the maximum number of students allowed to enroll in a course.

CODING INSTRUCTIONS:

Enter the maximum course enrollment for this course. Left pad with zeros. Valid values range from '0000' to '9999'.

EDIT: Any entry other than four numeric values will generate an error.

SPACES NEEDED: 4 [Columns 216-219]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 05-405

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Primary Building Location

DEFINITION:

This field reports the primary building location assigned to a course which is located in Banner table STVBLDG. Primary locations are determined by where the majority of instruction occurs.

CODING INSTRUCTIONS:

Enter the building location code for this course. Right pad with spaces where necessary.

EDIT: Any entry other than up to 6 alphanumeric characters will generate an error.

SPACES NEEDED: 6 [Columns 220-225]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 05-406

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Primary Room Number

DEFINITION:

This field reports the primary room number or name assigned to a course which is located in Banner table SLQROOM. Primary room numbers are determined by where the majority of instruction occurs.

CODING INSTRUCTIONS:

Enter the room number or name assignment for this course. Right pad with spaces if necessary.

EDIT: Any entry other than 10 alphanumeric characters will generate an error.

SPACES NEEDED: 10 [Columns 226-235]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 05-407

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Primary Meeting Days

DEFINITION:

This field reports the primary meeting days for a course. Primary meeting days are determined by when the majority of instruction occurs.

CODING INSTRUCTIONS:

Report the days of the week when this course is scheduled to meet using the following coding, using blank spaces if a course does not meet on a particular day:

<u>Column</u>	<u>Day</u>	<u>Code</u>
1	Monday	M
2	Tuesday	T
3	Wednesday	W
4	Thursday	R
5	Friday	F
6	Saturday	S
7	Sunday	U

EDIT: Any entry other than seven alphabetic characters will generate an error.

SPACES NEEDED: 7 [Columns 236-242]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 05-408

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Primary Start Time

DEFINITION:

This field reports the primary start time for a course using a 24-hour time format. Primary start times are determined by when the majority of instruction occurs. See below for a listing of example times.

<u>Start Time</u>	<u>Report</u>
8:00 AM	0800
12:00 PM	1200
2:30 PM	1430
6:00 PM	1800

CODING INSTRUCTIONS:

Enter the start time for this course. Left pad with zeros. Valid values ranges from '0000' to '2459'. For courses which do not have a specified meeting time, enter all spaces.

EDIT: Any entry other than four numeric valid time characters will generate an error.

SPACES NEEDED: 4 [Columns 243-246]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 05-409

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Primary End Time

DEFINITION:

This field reports the primary end time for a course using a 24-hour time format. Primary end times are determined by when the majority of instruction occurs. See below for a listing of example times.

<u>End Time</u>	<u>Report</u>
8:50 AM	0850
12:15 PM	1215
2:45 PM	1445
9:00 PM	2100

CODING INSTRUCTIONS:

Enter the end time for this course. Left pad with zeros. Valid values ranges from '0000' to '2459'. For courses which do not have a specified meeting time, enter all spaces.

EDIT: Any entry other than four numeric valid time characters will generate an error.

SPACES NEEDED: 4 [Columns 247-250]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 05-410

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Secondary Building Location

DEFINITION:

This field reports the secondary building location assigned to a course which is located in Banner table STVBLDG. Secondary locations are determined by where the majority of instruction occurs. For example, a four credit hour lecture and lab combined course (e.g. BIO 1034) may have three hours of instruction and one hour of lab. The one-hour of lab building location would be reported as the secondary building location.

CODING INSTRUCTIONS:

Enter the building location code for this course. Right pad with spaces where necessary.

EDIT: Any entry other than up to 6 alphanumeric characters will generate an error.

SPACES NEEDED: 6 [Columns 251-256]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 05-411

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Secondary Room Number

DEFINITION:

This field reports the secondary room number or name assigned to a course which is located in Banner table SLQROOM. Secondary room numbers are determined by where the majority of instruction occurs. For example, a four credit hour lecture and lab combined course (e.g. BIO 1034) may have three hours of instruction and one hour of lab. The one-hour of lab room number would be reported as the secondary room number.

CODING INSTRUCTIONS:

Enter the room number or name assignment for this course. Right pad with spaces if necessary.

EDIT: Any entry other than 10 alphanumeric characters will generate an error.

SPACES NEEDED: 10 [Columns 257-266]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 05-412

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Secondary Meeting Days

DEFINITION:

This field reports the secondary meeting days for a course. Secondary meeting days are determined by when the minority of instruction occurs. For example, a four credit hour lecture and lab combined e.g. (BIO 1034) may have three hours of instruction taught on Monday, Wednesday, and Friday and one hour of lab taught on Thursday. The one-hour of lab meeting day(s) would be reported as the secondary meeting day.

CODING INSTRUCTIONS:

Report the days of the week when this course is scheduled to meet using the following coding, using blank spaces if a course does not meet on a particular day:

<u>Column</u>	<u>Day</u>	<u>Code</u>
1	Monday	M
2	Tuesday	T
3	Wednesday	W
4	Thursday	R
5	Friday	F
6	Saturday	S
7	Sunday	U

EDIT: Any entry other than seven alphabetic characters will generate an error.

SPACES NEEDED: 7 [Columns 267-273]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 05-413

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Secondary Start Time

DEFINITION:

This field reports the secondary start time for a course using a 24-hour time format. Secondary start times are determined by when the majority of instruction occurs. For example, a four credit hour lecture and lab combined e.g. (BIO 1034) may have three hours of instruction that meets from 10:00 AM to 10:50 AM and one hour of lab that meets from 2:00 PM to 3:50 PM. The one-hour of lab secondary start time would be reported as 2:00 PM. See below for a listing of example times.

<u>Start Time</u>	<u>Report</u>
8:00 AM	0800
12:00 PM	1200
2:30 PM	1430
6:00 PM	1800

CODING INSTRUCTIONS:

Enter the start time for this course. Left pad with zeros. Valid values ranges from '0000' to '2459'. For courses which do not have a specified meeting time, enter all spaces.

EDIT: Any entry other than four numeric valid time characters will generate an error.

SPACES NEEDED: 4 [Columns 274-277]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

REPORT ELEMENT NUMBER: 05-414

REPORT ELEMENT TYPE: Course

REPORT ELEMENT TITLE: Secondary End Time

DEFINITION:

This field reports the secondary end time for a course using a 24-hour time format. Secondary end times are determined by when the minority of instruction occurs. For example, a four credit hour lecture and lab combined e.g. (BIO 1034) may have three hours of instruction that meets from 10:00 AM to 10:50 AM and one hour of lab that meets from 2:00 PM to 3:50 PM. The one-hour of lab secondary end time would be reported as 3:50 PM. See below for a listing of example times.

<u>End Time</u>	<u>Report</u>
9:00 AM	0900
12:15 PM	1215
2:45 PM	1445
9:00 PM	2100

CODING INSTRUCTIONS:

Enter the end time for this course. Left pad with zeros. Valid values ranges from '0000' to '2459'. For courses which do not have a specified meeting time, enter all spaces.

EDIT: Any entry other than four numeric valid time characters will generate an error.

SPACES NEEDED: 4 [Columns 278-281]

DATE ISSUED: 9/01/2023

SOURCE: ASUS

Edit Overview

Credit Course

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
5-401	Method of Instruction	None	Any entry other than valid codes.	None
5-402	Start Date		Entries that do not represent an 8-digit date value	
5-403	End Date		Entries that do not represent an 8-digit date value	
5-404	Maximum Enrollment		Non-numeric values	
5-405	Primary Building		Any entry other than valid codes.	
5-406	Primary Room Number		Any entry other than valid codes.	
5-407	Primary Meeting Days		Any entry other than valid codes.	
5-408	Primary Start Time		Entries that do not represent a 4-digit time value	
5-409	Primary End Time		Entries that do not represent a 4-digit time value	
5-410	Secondary Building		Any entry other than valid codes.	
5-411	Secondary Room Number		Any entry other than valid codes.	
5-412	Secondary Meeting Days		Any entry other than valid codes.	
5-413	Secondary Start Time		Entries that do not represent a 4-digit time value	
5-414	Secondary End Time		Entries that do not represent a 4-digit time value	



Student Financial Aid File (F)

Changes for the Current Year

Student Financial Aid File

Added F-401, Amount of Aid Awarded and F-402, Living Arrangement.

File Overview

Student Financial Aid File

The Student Financial Aid File is used to document *expenditures* (disbursements) for scholarships and financial aid made during the reporting *fiscal year*. This file may be linked to other System files by the student identification number to determine demographic and academic profiles of students receiving scholarships and financial aid in order to improve student access and outcomes.

Reporting Schedule

Student Financial Aid File

This file is reported annually in October. These files are due to ADHE on the designated deadline as published in the *ADHE Manual* and the *ASU System Data Reporting Calendar*.

The ASU System-specified data included in this file are subject to the Delinquent and Preliminary Reporting Policies outlined in the *ASU System Data Dictionary* and *ASU System Data Reporting Calendar*.

Relevant Links

Student Financial Aid File

This individual file, the entire *Data Dictionary*, *Data Reporting Calendar*, and other publications can be found at the following address:

<http://www.asusystem.edu/research/>

For more information on Arkansas' state-supported student financial aid programs, visit the Scholarship Application Management System website at the following address. It describes and outlines the financial aid awards offered by the state:

<https://sams.adhe.edu/>

For more information on Federal student financial aid programs, visit the U.S. Department of Education website at the following address. It describes and outlines the financial aid awards offered by the federal government:

<http://www.ed.gov/finaid.html>

File Layout

Student Financial Aid File

Header Element Type	Header Element Number	Header Element Description	Columns Used
Header	F-001	Record Type	01-02
Header	F-002	Data Type	03-03
Header	F-003	Institutional FICE Code	04-09
Header	F-004	Academic Year	10-13

Report Element Type	Report Element Number	Report Element Description	Columns Used
Identification	F-101	Record Type	01-02
Identification	F-102	Data Type	03-03
Financial Aid	F-201	College-Assigned Student ID	04-13
Financial Aid	F-202	AHEIS Primary Student ID	14-22
Financial Aid	F-203	ADHE Fund Code	23-30
Financial Aid	F-204	Institution Fund Code	31-45
Financial Aid	F-205	Amount Reduced by Stacking	46-50
Financial Aid	F-206	Fund Amount	51-56
Financial Aid	F-206	Reserved for Future Use	57-81
Financial Aid	F-401	Amount of Aid Awarded*	82-87
Financial Aid	F-402	Living Arrangement*	88-88
Financial Aid	F-403	Institutional Use Field	89-181

Trailer Element Type	Trailer Element Number	Trailer Element Description	Columns Used
Trailer	F-005	Record Type	01-02
Trailer	F-006	Data Type	03-03

Record Length: 181 characters

Specific Instructions: Elements with a * represent ASU System-specific fields.

Elements

Student Financial Aid File

REPORT ELEMENT NUMBER: F-401

REPORT ELEMENT TYPE: Financial Aid

REPORT ELEMENT TITLE: Amount of Aid Awarded

DEFINITION:

This field reflects the dollar amount of the scholarship/financial aid awarded to the student during the reported fiscal year. It should only include awarded amounts and should not include disbursed awards.

The scholarship and financial aid dollars derived from this report should match similar dollars reported on federal IPEDS reports because the IPEDS reports are based on financial aid awarded, which is different from aid disbursed.

CODING INSTRUCTIONS:

Do not report these amounts for student records where the ADHE Fund Code (F-203) reported is 'COA' or 'EFC'.

All amounts should be rounded to the nearest whole dollar.

Right justify and add leading spaces.

Edit: Since this element contains awarded amounts; and not pending amounts, five zeros (00000) is not a valid entry. There should be no zero (\$0) amounts in this field. Values less than \$20 and more than \$20,000 will generate a warning.

SPACES NEEDED: 6

DATE ISSUED:
08/2024

SOURCE: ASUS

REPORT ELEMENT NUMBER: F-402

REPORT ELEMENT TYPE: Financial Aid

REPORT ELEMENT TITLE: Living Arrangement

DEFINITION:

This field reflects the living arrangement of students during the reported fall term. Since this element is used to calculate average net price in IPEDS, all efforts should be made to gather and report data in categories 1, 2, or 3.

CODING INSTRUCTIONS:

Only report this information for student records where the ADHE Fund Code (F-203) reported is 'COA'.

Enter the specific codes from the list below. Right pad with spaces.

- 1 – On-campus
- 2 – Off-campus (with family)
- 3 – Off campus (not with family)
- 4 – Unknown

Edit: Any entry other than four numeric valid time characters will generate an error.

SPACES NEEDED: 1

DATE ISSUED:
08/2024

SOURCE: ASUS

Edit Overview

Student Financial Aid File

Element Number	Report Element Description	Warning (Questionable) Values	Error Values	Data Summary
F-401	Aid Amount Awarded	< \$20 or > \$20,000	Any entry other than numerical values or values of '0'.	None
F-402	Living Arrangement	None	Any entry other than valid codes.	

Arkansas State University

Office of Institutional Effectiveness

Office: 870-972-3027

Website: <https://www.astate.edu/a/irp/>

ASU – Beebe

Office of Institutional Research & Effectiveness

Office: 501-882-8923

Website: <http://www.asub.edu/about-us/institutional-research/index.aspx>

ASU – Mountain Home

Office of Institutional Research

Office: 870-508-6383

Website: <https://www.asumh.edu/pages/main/576/assessment>

ASU – Newport

Office of Institutional Research & Effectiveness

Office: 870-512-7818

Website: https://www.asun.edu/institutional_research

ASU Mid-South

Office of Institutional Research & Effectiveness

Office: 870-733-6782

Website: <https://www.asumidsouth.edu/institutional-research/>

ASU Three Rivers

Office of Enrollment Services and Registrar

Office: 501-332-0233

Website: http://asutr.edu/pages/institutional_data_and_information

Henderson State University

Office of Institutional Research

Office: 870-230-5458

Website: <https://www.hsu.edu/pages/about/administration/academic-affairs/institutional-research/>

ASU System Office

Office of Strategic Research

Office: 501-660-1015

Website: <http://www.asusystem.edu/research/>