University System of Georgia

SIRS SDED

Fall 2001 Edition

Original Edition: January 31, 2001
Third printing: March 9, 2001
Fourth printing: March 29, 2001
Fifth printing: May 4, 2001
### ELEMENT TITLE:
Current Social Security Number

### DEFINITION:
The official Social Security number which uniquely identifies a student.

### CODES, CATEGORIES, AND COMMENTS:

1. **Element Size:** 9

2. **Valid Codes:**
   - This is the student’s current Social Security number.
   - In rare cases, a student may not have a Social Security number. For example, international students do not have a Social Security number. If the student does not have a valid Social Security number, this field should be blank.
   - **Do not enter “dummy” SSNs in this field.**
   - SIRS will capture any change in SSN from term to term.

### BANNER TABLES:
The student’s SSN must be entered in SPAPERS (SPBPERS_SSN in table SPBPERS).

### DATE ISSUED:
6-00 for Fall 2000

### DATE OF LAST UPDATE:
**ELEMENT TITLE**: Student Identification Number

**DEFINITION**: An identification number that uniquely identifies a student.

**CODES, CATEGORIES, AND COMMENTS**:

1. **Element Size**: 9
2. **Valid Codes**: any 9-digit combination of numbers and characters

**BANNER TABLES**: Students selected for SIRS reporting must have a General Student record that is effective for the term of reporting and identified in the system using the Identification Form (SPAIDEN). SPRIDEN_ID in TABLE SPRIDEN.

**DATE ISSUED**: July 1981

Before Fall 2000, this element had the same name and number (S101--Identification Number, Student), but it contained both SSNs and student identification numbers. In most cases, this was the SSN. However, “dummy” numbers were sometimes assigned in the format of IIIX-00-XXXX, where II was the institution code number (General Operations Data Element NORMS) and the X’s were consecutively assigned by the institution. The center digits remained 00 in such cases. After the implementation of Banner, a “dummy” number might have contained a leading “@”.

**DATE OF LAST UPDATE**: 6-00 for Fall 2000
<table>
<thead>
<tr>
<th><strong>ELEMENT TITLE</strong></th>
<th>Previous Student Identification Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEFINITION</strong></td>
<td>A number previously submitted to SIRS that uniquely identified a student and has been updated in S101.</td>
</tr>
</tbody>
</table>

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 9
2. **Valid Codes:**

   Any nine-digit combination of numbers and characters

**BANNER TABLES:** SPRIDEN_ID (SPAIDEN) where SPRIDEN_Change_IND= “T” in the previous term.

**DATE ISSUED:** 6-00 for Fall 2000

**DATE OF LAST UPDATE:**

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Page 3
**ELEMENT TITLE:** Sex Code  
**DEFINITION:** One alphabetic character designating the student's sex.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 1

2. **Valid Codes:**
   - F - Female
   - M - Male

**BANNER TABLES:** Sex is extracted from SPAPERS. Biographical and demographic data must be entered in the General Person Form, SPBPERS_SEX in TABLE SPBPERS.

**DATE ISSUED:** 7-81  
**DATE OF LAST UPDATE:** 5-85
ELEMENT TITLE: Race/Ethnic Identification Code

DEFINITION: The race/ethnic group to which an individual appears to belong, is regarded in the community as belonging, or categorizes himself/herself as belonging.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 1

2. Valid Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Race/Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Asian or Pacific Islander</td>
</tr>
<tr>
<td>B</td>
<td>Black (Non-Hispanic Origin)</td>
</tr>
<tr>
<td>H</td>
<td>Hispanic</td>
</tr>
<tr>
<td>I</td>
<td>American Indian or Alaskan Native</td>
</tr>
<tr>
<td>W</td>
<td>White (Non-Hispanic Origin)</td>
</tr>
<tr>
<td>M</td>
<td>Multiracial</td>
</tr>
</tbody>
</table>

Note: This is self-reported data. If a student refuses to indicate race, the institution should make a judgement and assign the student to one of the six groups. If no information is available, assign the student to the majority race/ethnic group at the institution.

BANNER TABLES: Biographical and demographic data must be entered in the General Person Form (SPAPERS). For race, there is a SIRS translation table (ZOAETHC) that must be used regardless of whether the institution uses different race codes from the SIRS standard. SPBPERS_ETHN_CODE in TABLE SPBPERS.

DATE ISSUED: July 1981

DATE OF LAST UPDATE: 5-85, 5-94
ELEMENT TITLE: Birth Date

DEFINITION: The calendar date of birth as designated on the individual's legal birth certificate or registration.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 8 digits in form: YYYYMMDD
2. Valid Codes:
   Example: October 10, 1999 should be coded 19991010

BANNER TABLES: Birth date must be entered in the General Person Form (SPAPERS). SPBPERS_BIRTH_DATE in TABLE SPBPERS.

DATE ISSUED: 7-81
Before Fall 1998, this was a six-digit field with two digits for year.

DATE OF LAST UPDATE: 5-85, 5-86, 10-98, 11-98
**ELEMENT TITLE:** Citizenship Status Code

**DEFINITION:** Code to identify the student’s U. S. citizenship status.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 1

2. **Valid Codes:**

   - **Citizen**
     - C  U.S. citizen

   - **Alien**
     - A  Non-resident Alien: Those persons who have not been admitted to the United States for permanent residence.
     - R  Resident Alien: Non-citizens who have been lawfully admitted for permanent residence.

**BANNER TABLES:** Citizenship Status must be entered in the General Person Form (SPAPERS). SPBPERS_CITZ_CODE in table SPBPERS.

**DATE ISSUED:** 7-81

Before Summer 1999, Code N was used for “Naturalized U.S. Citizen,” and Code C was used for “Born U.S. Citizen.”

**DATE OF LAST UPDATE:** 3-83, 5-85, 10-98, 8-99

The requirement that resident aliens must show that they “hold a green card, Form 1-151” was removed in Summer 1999.
**ELEMENT TITLE**: Country of Citizenship

**DEFINITION**: Code indicating country of citizenship.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size**: 2

2. **Valid Codes**:

   Use standard FIPS codes.

   See Appendix B for codes.

   **Note**: U.S. possessions, protectorates, and territories should be treated as states and thus coded **US**. US includes American Samoa, N. Mariana Islands, Guam, Puerto Rico, Trust Territory of the Pacific Islands, Virgin Islands.

**BANNER Tables**: Data must be entered on the Residency Information Form (ZOARESI). ZOBRESI_NATN_CODE in table ZOBRESI.

**DATE ISSUED**: 7-81

**DATE OF LAST UPDATE**: 3-83, 5-85
**ELEMENT TITLE:** State of Legal Residence at Matriculation (State of Origin)

**DEFINITION:** The state of legal residence at the time of first matriculation to the institution as an Undergraduate, Graduate, or First Professional student. For most students, this information is collected at time of application and is not later updated.

This field is used to record the student’s state of origin. It is not used to provide data on residency for fee-paying purposes. (Use S307 for that purpose).

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2 alphabetic characters

2. **Valid Codes:**
   - See Appendix C

   Note: This element can change only when a student matriculates into a different general level (e.g., from Undergraduate to Graduate student level, from Undergraduate to First Professional or from Graduate to First Professional level; see element S301 for definition of levels).

   *** Linked to element S109–County of Origin***

**BANNER TABLES:** Data must be entered on the Residency Information Form (ZOARESI). ZOBRESI_STAT_CODE_RESD in table ZOBRESI.

**DATE ISSUED:** 7-81

Before Spring 1999, this variable was entitled “State of Geographic Origin.”

**DATE OF LAST UPDATE:** 3-83, 5-85, 8-86, 11-98
**ELEMENT TITLE:** County of Origin at Matriculation

**DEFINITION:** The county of residence in which the student legally resided at the time of matriculation to the institution as an Undergraduate, Graduate, or First Professional student. For most students, this information is collected at the time of application and is not later updated.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3 numeric digits

2. **Valid Codes:**

   See Appendix D

   Note: This element can change only when a student matriculates into a different general level (e.g., from Undergraduate to Graduate student level, from Undergraduate to First Professional or from Graduate to First Professional level; see element S301 for definition of levels).

   *** Linked to element S108***

**BANNER TABLES:** County of Origin must be entered on the Residency Information Form (ZOARESI). ZOBRESI_CNTY_CODE in table ZOBRESI.

**DATE ISSUED:** 7-81

**DATE OF LAST UPDATE:** 3-83, 5-85, 8-86, 11-98
**ELEMENT TITLE:** Matriculation Year and Term

**DEFINITION:** The fiscal year and term in which the student first enrolled at the institution as an Undergraduate, Graduate, or First Professional student.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 5 numeric digits

2. **Valid Codes:** (YYYYT)
   
   Term Codes
   1 = Summer Term
   2 = Fall Semester
   4 = Spring Semester

   Examples:
   - Spring 1999 = 19994
   - Summer 2000 = 20011

Refer to Data Element S301 for definitions of student levels.

This code must change when a student changes from an undergraduate to graduate or professional level. For example, for a student who first enrolled as a freshman in Fall Semester 2000 (coded as 20012), graduated with a baccalaureate degree in 2005, and then enrolled as a graduate student in Fall Semester 2005, use a new code for the record on that student in the Fall 2005 report.

Note: Code 3 is used in historical SIRS files to indicate Winter Quarter. Before Fall 1998 (or Fall 1999 for Georgia Tech), codes 1, 2, and 4 also referred to quarters.

**BANNER TABLES:** Term code must be entered on SGASTDN. Term is selected by matching the field SGBSTDN_TERM_CODE_MATRIC (SGASTDN) with ZORTRM (ZOATRMT) to extract the SIRS YYYYT equivalent. Institutions must enter SGBSTDN_TERM_CODE_MATRIC. Although the field is optional in BANNER, it is required for SIRS.

**DATE IssUED:** 7-81

Use caution in using this field for past SIRS data. Before Fall 1998, this was a three-digit field using fiscal year and quarter codes (1, 2, 3, 4). For example, Fall 1986 was coded 872. Beginning Fall 1999, 1, 2, and 4 were used to also indicate semesters. Before Spring 1999, the title was Matriculation Date. GIT used Code 3 through 1999 to indicate Winter Quarter.

**DATE OF LAST UPDATE:** 3-83, 5-85, 10-98, 11-98
**ELEMENT TITLE:** Graduation Year and Term

**DEFINITION:** The *fiscal* year and term in which the student received a degree from this institution.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 5 numeric digits

2. **Valid Codes:** (YYYYT)

   **Semester Codes**
   
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summer Term</td>
<td>Spring 1999 = 19994</td>
</tr>
<tr>
<td>2</td>
<td>Fall Semester</td>
<td>Summer 2000 = 20011</td>
</tr>
<tr>
<td>4</td>
<td>Spring Semester</td>
<td></td>
</tr>
</tbody>
</table>

   **Historical Codes Used Prior to Fall 1998 (GIT used codes prior to Fall 1999):**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summer Quarter</td>
</tr>
<tr>
<td>2</td>
<td>Fall Quarter</td>
</tr>
<tr>
<td>3</td>
<td>Winter Quarter</td>
</tr>
<tr>
<td>4</td>
<td>Spring Quarter</td>
</tr>
</tbody>
</table>

**BANNER TABLES:** Term must be entered on SHADEGR. The field is used to select the translated SHRDGMR_TERM_CODE_GRAD using the table ZORTRMT (ZOATRMT).

**DATE ISSUED:** 7-81

Before Fall 1998, this was a three-digit field using fiscal year and quarter codes (1, 2, 3, 4). For example, Fall 1986 was coded 872.

Beginning Fall 1998, 1, 2, and 4 were used to also indicate semesters (except for GIT, where change occurred in Fall 1999).

**DATE OF LAST UPDATE:** 5-85, 10-98

Use *extreme caution* comparing data between the quarter calendar and semester calendar; after Fall 1998, the same term code indicates very different terms from before Fall 1998.
**ELEMENT TITLE:** Name of Student

**DEFINITION:** The legal combination of words by which the student is currently known.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 110 alphabetic characters

2. **Valid Codes:**
   - First 60 characters = Last Name
   - Next 15 characters = First Name
   - Next 15 characters = Middle Name
   - Last 20 characters = Suffix (Jr., Sr., III, etc.)

**BANNER TABLES:** The student’s name is selected from table SPRIDEN (SPAIDEN) from SPRIDEN_LAST_NAME, SPRIDEN_FIRST_NAME, AND SPRIDEN_MI. The suffix is from table SPBPER From SPBPER_NAME_SUFFIX.

**DATE ISSUED:** 7-81

Before Fall 2000, first name, middle initial, and last name were collected at the institutional SIRS level only.

**DATE OF LAST UPDATE:** 5-85, 06-00
**ELEMENT TITLE:** High School Graduation Year

**DEFINITION:** The calendar year the student received a high school diploma.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 4 numeric digits

2. **Valid Codes:**

   Use year of high school graduation for high school graduates (for example, 1998 should be recorded as 1998).

   For students who have not graduated from high school, code as follows:

   - For GED students, use the year the student would have graduated from high school.
   - For joint enrollment and early admission students, use the anticipated date of graduation.
   - If date of high school graduation is unknown for students who have been out of high school more than five years, estimate a date.
   - For home school students, use the year of home school completion.

   This field should be blank for graduate and professional students. It may be blank for transfer students.

**BANNER TABLES:** HS graduation year must be entered on SORHSCH (SOAHSCH), and SIRS extracts from SORHSCH_GRADUATION_DATE.

**DATE ISSUED:** 7-81

Before Winter 1998, the year the GED test was taken was recorded for GED students. Before Fall 1998, the last two digits of the year were used.

**DATE OF LAST UPDATE:** 3-83, 5-85, 12-97, 10-98
**ELEMENT TITLE**: High School Code

**DEFINITION**: Code for identifying the high school from which the student graduated.

**CODES, CATEGORIES, AND COMMENTS:**
1. **Element Size**: 6 alpha/numeric digits

2. **Valid Codes**: Refer to document *School Code List* (published annually by The College Entrance Examination Board).

This field should be missing for graduate and professional students, students who graduated from a high school without a CEEB code, and students who did not graduate from high school. It may be missing for transfer students.

Use the following codes for missing data:

- **119999** For students from Georgia high schools which no longer exist.
- **555555** For students from Georgia high schools without a College Board code.
- **777777** For **auditors** for whom institution has waived requirement of high school diploma.
- **888888** For GED students.
- **999999** For students from out-of-state high schools, if unknown.
- **HS4444** For home school students, including those who have taken the GED.

**BANNER TABLES**: Entered on SORHSCH (SOAHSCH) from SORHSCH_SBGI_CODE. The SBGI code is checked against SOBSBGI (SOASBGI). If there is no assigned ETS code, use a SBGI code beginning with a “W.”

**DATE ISSUED**: 7-81

In Summer 1997, code HS4444 was added.

**DATE OF LAST UPDATE**: 3-83, 5-85, 6-87, 2-94, 6-97, 6-00
ELEMENT TITLE: High School Grade Point Average

DEFINITION: The result obtained by dividing the total number of credit hours attempted at the high school level into the total number of quality points earned at that level. The HSGPA should only include data from academic courses. Beginning in Summer 2001, this average should include only the 16 CPC courses taken in high school.

CODES, CATEGORIES, AND COMMENTS:
1. Element Size: 3 numeric codes with two implied decimal places
2. Valid Codes:

<table>
<thead>
<tr>
<th>Quality Point Code</th>
<th>Numeric Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Use the following missing data codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>444</td>
<td>For home school students</td>
</tr>
<tr>
<td>777</td>
<td>For auditors for whom institution has waived requirement of high school diploma. (Note that this field may have been misused during FY00 to indicate a Presidential Exception for admissions purposes at institutions using Banner.)</td>
</tr>
<tr>
<td>888</td>
<td>For GED students</td>
</tr>
<tr>
<td>999</td>
<td>For foreign students or students from ungraded high schools</td>
</tr>
</tbody>
</table>

This field should be blank for graduate and professional students. The field may be blank for transfer students. Note that a HSGPA of “0” means that the student made all “F’s,” not that the HSGPA is missing.

BANNER TABLES: Entered on table SORHSCH (SOAHSC) from SORHSCH_GPA.

DATE ISSUED: 7-81
DATE OF LAST UPDATE: 3-83, 5-85, 5-86, 6-87, 6-97, 6-00

In Summer 1997, 444 was added as a missing data code.
**ELEMENT TITLE:** SAT VERBAL

**DEFINITION:** The standard score the student made on the verbal portion of the SAT I test.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2 numeric digits

2. **Valid Codes:** Must be in the range 20-80

   Required for all students matriculating from high school, GED, or from home schools who are not being admitted as non-traditional students. Report if available for all students, regardless of student level or admissions type.

   Use the following missing data codes:

   98 For foreign students or non-native English speaking students who have been exempted from the SAT, code 98.

   99 For non-traditional students without SAT, code 99.

   Do not remove SAT scores from records of returning students.

   All scores must be recentered after Summer 1996.

**Note to SIRS Users:** Be sure to restrict data to valid codes (do not use missing data codes as values in calculations). Multiply SAT by 10 to get true range of SAT from 200 to 800.

**BANNER TABLES:** SAT scores are selected from table SORTEST (SOATEST) from SORTEST_TEST_SCORE.

**DATE ISSUED:** 7-81

**DATE OF LAST UPDATE:** 3-83, 5-85, 6-87, 11-96, 10-98, 11-98
<table>
<thead>
<tr>
<th>ELEMENT TITLE:</th>
<th>SAT MATH</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEFINITION:</td>
<td>The standard score the student made on the math portion of the SAT I test.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODES, CATEGORIES, AND COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Element Size: 2 numeric digits</td>
</tr>
<tr>
<td>2. Valid Codes: Must be in the range 20-80</td>
</tr>
<tr>
<td>Required for all students matriculating from high school, GED, or from home schools who are not being admitted as non-traditional students. Report if available for all students, regardless of student level or admissions type.</td>
</tr>
<tr>
<td>Use the following missing data codes:</td>
</tr>
<tr>
<td>98 For foreign students or non-native English speaking students who have been exempted from the SAT, code 98.</td>
</tr>
<tr>
<td>99 For non-traditional students without SAT, code 99.</td>
</tr>
<tr>
<td>Do not remove SAT scores from records of returning students.</td>
</tr>
<tr>
<td>All scores must be recentered after Summer 1996.</td>
</tr>
</tbody>
</table>

**Note to SIRS Users:** Be sure to restrict data to valid codes (do not use missing data codes as values in calculations). Multiply SAT by 10 to get true range of SAT from 200 to 800.

**BANNER TABLES:** SAT scores are selected from table SORTEST (SOATEST) from SORTEST_TEST_SCORE.

**DATE ISSUED:** 7-81

**DATE OF LAST UPDATE:** 3-83, 5-85, 6-87, 11-96, 6-00
**ELEMENT TITLE:** Transfer College

**DEFINITION:** The most previous institution attended prior to the first matriculation date at the present institution, whether admitted as a transfer student or not.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2 numeric digits

2. **Valid Codes:** Refer to element G103 (General Operations Data Element dictionary) - Institution Code (Norms) for codes.

   **Notes:**

   1. For undergraduate students, use the code for the previous institution attended.
   2. Until Summer 2002, for graduate and professional students, enter the institution that awarded the baccalaureate degree. (This will be replaced with a new field in Summer 2002.)
   3. For student level 51 (unclassified undergraduate with a baccalaureate degree—see element S301), use the institution which awarded the previous college degree.
   4. Enter the code of technical institutes (see appendix).
   5. For all non-system/non-DTAE Georgia institutions, use code **88**.
   6. For all out-of-state institutions, use code **99**.

   Leave blank for students with no previous college. Beginning Summer 2002, leave blank for graduate and professional students.

**BANNER TABLES:** Entered on SOAPCOL. SHRTRIT- Transfer articulation (SHATRNS) and SORDEGR (SOAPCOL) are checked for entries that would indicate this student has valid transfer data.

**DATE ISSUED:** 7-81

**DATE OF LAST UPDATE:** 3-83, 5-85, 6-88, 5-95, 11-98, 6-00
ELEMENT TITLE: Cumulative Transfer Hours Earned, Undergraduates

DEFINITION: The cumulative transfer hours earned at and accepted from all post-secondary institutions previously attended from which your institution normally accepts credit.
Excludes institutional credit hours.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 3 numeric digits (right-justified)

2. Valid Codes:
   Round to the nearest hour. Examples: 33.5 hours = 034
   110.0 hours = 110

   Must be blank for Graduate and First Professional students (see element S301) and for non-transfer students.

   000 is different from a blank. 000 means that a student is a transfer with attempted transfer hours but no earned transfer hours.

   Grades of D or F that do not transfer are not included here.

BANNER TABLES: Entered on SOAPCOL. SHRTRIT- Transfer articulation- (SHATRNS) and SORDEGR (SOAPCOL) are first checked for entries that would indicate this student has valid transfer data.

DATE ISSUED: 7-81

DATE OF LAST UPDATE: 3-83, 5-85, 2-97, 11-98

Before Summer 1997, S208 reflected the total number of credit hours earned at the transfer college (see S207).
In Spring 1999, the statement "undergraduate students whose transfer credits will be recorded after a probationary period must have transfer hours coded 000--a blank field will be in error" was removed, because it was not consistent with policy.
**ELEMENT TITLE:** Cumulative Transfer GPA, Undergraduates

**DEFINITION:** The cumulative transfer GPA based on all attempted credit hours at postsecondary institutions previously attended from which your institution normally accepts credit. The result obtained by dividing the total number of credit hours attempted at all postsecondary institutions previously attended into the total number of quality points earned at previous institutions.

Excludes institutional credit hours and vocational course hours. This is sometimes called the “Regents Transfer GPA” by Banner institutions. This transfer GPA is calculated in a standard way across all institutions.

**CODES, CATEGORIES, AND COMMENTS:**
1. **Element Size:** 3 numeric digits with two implied decimal places (right-justified).

2. **Valid Codes:** 000 - 400 for undergraduates with transfer hours attempted

   Examples: 3.50 = 350  
   2.75 = 275

   000 Means that the student attempted credit hours, but he/she made all “F’s.”

   Blank (null) Must be blank for undergraduate students with no transfer credit and for graduate and First Professional students (see element S301). Must be blank when the student attempted hours at another institution, but no transfer GPA exists (because the student withdrew from all courses; transferred from a non-graded institution, such as for the freshman year at MIT; or took only remedial courses).

**BANNER TABLES:** Entered on SOAPCOL. SHRTRIT- Transfer articulation (SHATRNS) and SORDEGR (SOAPCOL) are checked for entries that would indicate this student has valid transfer data.

**DATE ISSUED:** 7-81

Before Summer 1997, S209 was the result obtained by dividing the total number of credit hours attempted at the previous transfer college (see S207) into the total number of quality points earned at that institution.

**DATE OF LAST UPDATE:** 3-83, 5-85, 2-94, 2-97, 11-98
<table>
<thead>
<tr>
<th>ELEMENT TITLE:</th>
<th>ACT English</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEFINITION:</td>
<td>The standard score the student made on the English portion of the ACT Assessment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODES, CATEGORIES, AND COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Element Size: 2 numeric digits</td>
</tr>
<tr>
<td>2. Valid Codes: Must be in the range 01-36</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a score is entered into one ACT field, scores must be entered into all ACT fields.</td>
</tr>
<tr>
<td>Leave blank if there is no ACT score. Do not remove ACT scores from SIRS records of returning students.</td>
</tr>
<tr>
<td>Do not convert ACT score to SAT score.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BANNER TABLES:</th>
<th>Entered on table SORTEST (SOATEST) from SORTEST_TEST_SCORE as Code A01.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE ISSUED:</td>
<td>11-86</td>
</tr>
<tr>
<td>DATE OF LAST UPDATE:</td>
<td>11-89, 11-98</td>
</tr>
</tbody>
</table>

For scores from tests administered before 10/89, the ACT concordance value was reported in SIRS. After Spring 1989, the concordance value may not be reported. Beginning Fall 2000, if an ACT score was entered into one ACT field, scores must be entered into all ACT fields. 99s are not allowed after that point.
**ELEMENT TITLE:** ACT Math  

**DEFINITION:** The standard score the student made on the Math portion of the ACT Assessment.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2 numeric digits  
2. **Valid Codes:** Must be in the range 01-36.

**NOTES:**

If a score is entered into one ACT field, scores must be entered into all ACT fields.  
Leave blank if there is no ACT score. Do not remove ACT scores from SIRS records of returning students.  

**Do not convert ACT score to SAT score.**

**BANNER TABLES:** Entered on table SORTEST (SOATEST) from SORTEST_TEST_SCORE as Code A02.

**DATE ISSUED:** 11-86  
For scores from tests administered before 10/89, the ACT concordance value was reported in SIRS. After Spring 1989, the concordance value may not be reported.
Beginning Fall 2000, if an ACT score was entered into one ACT field, scores must be entered into all ACT fields. 99s are not allowed after that point.

**DATE OF LAST UPDATE:** 11-89, 11-98
ELEMENT TITLE: ACT Reading

DEFINITION: The standard score the student made on the Reading portion of the ACT Assessment.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 2 numeric digits

2. Valid Codes: Must be in the range 01-36.

NOTES:

If a score is entered into one ACT field, scores must be entered into all ACT fields.

Leave blank if there is no ACT score. Do not remove ACT scores from SIRS records of returning students.

Do not convert ACT score to SAT score.

BANNER TABLES: Entered on table SORTEST (SOATEST) from SORTEST_TEST_SCORE as Code A03.

DATE ISSUED: 11-86

DATE OF LAST UPDATE: 11-89, 11-98

For scores from tests administered before 10/89, the ACT concordance value was reported in SIRS. After Spring 1989, the concordance value may not be reported. Beginning Fall 2000, if an ACT score was entered into one ACT field, scores must be entered into all ACT fields. 99s are not allowed after that point.
<table>
<thead>
<tr>
<th>ELEMENT TITLE</th>
<th>ACT Science Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEFINITION</td>
<td>The standard score the student made on the Science Reasoning portion of the ACT Assessment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODES, CATEGORIES, AND COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Element Size:</strong> 2 numeric digits</td>
</tr>
<tr>
<td>2. <strong>Valid Codes:</strong> Must be in the range 01-36.</td>
</tr>
</tbody>
</table>

**NOTES:**
If a score is entered into one ACT field, scores must be entered into all ACT fields.
Leave blank if there is no ACT score. Do not remove ACT scores from SIRS records of returning students.

**Do not convert ACT score to SAT score.**

**BANNER TABLES:** Entered on table SORTEST (SOATEST) from SORTEST_TEST_SCORE as Code A04.

**DATE ISSUED:** 11-86

**DATE OF LAST UPDATE:** 11-89, 11-98

For scores from tests administered before 10/89, the ACT concordance value was reported in SIRS. After Spring 1989, the concordance value may not be reported.
Beginning Fall 2000, if an ACT score was entered into one ACT field, scores must be entered into all ACT fields. 99s are not allowed after that point.
<table>
<thead>
<tr>
<th>ELEMENT TITLE: ACT Composite Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEFINITION: The standard composite score the student made on the ACT Assessment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODES, CATEGORIES, AND COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Element Size:</strong> 2 numeric digits</td>
</tr>
<tr>
<td>2. <strong>Valid Codes:</strong> Must be in the range 01-36.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a score is entered into one ACT field, scores must be entered into all ACT fields.</td>
</tr>
<tr>
<td>Leave blank if there is no ACT score. Do not remove ACT scores from SIRS records of returning students.</td>
</tr>
<tr>
<td>Do not convert ACT score to SAT score.</td>
</tr>
</tbody>
</table>

| BANNER TABLES: Entered on table SORTEST (SOATEST) from SORTEST_TEST_SCORE as Code A05. |

<table>
<thead>
<tr>
<th>DATE ISSUED: 11-86</th>
</tr>
</thead>
<tbody>
<tr>
<td>For scores from tests administered before 10/89, the ACT concordance value was reported in SIRS. After Spring 1989, the concordance value may not be reported. Beginning Fall 2000, if an ACT score was entered into one ACT field, scores must be entered into all ACT fields. 99s are not allowed after that point.</td>
</tr>
</tbody>
</table>

| DATE OF LAST UPDATE: 11-89, 11-98 |
**ELEMENT TITLE:** College Preparatory Curriculum, English

**DEFINITION:** The *current* status of the student's satisfaction of the College Preparatory Curriculum in the area of English.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 1

2. **Valid Codes:**
   
   - **S** = Satisfied in high school
   - **#** = Number of CPC English courses *not* completed in high school (number of course deficiencies)
     
     Valid codes: 1, 2, 3, or 4
   
   - **E** = Exempt (graduated high school more than five years prior to first matriculation or has earned 30 or more transfer hours from another institution)
   
   - **N** = Not applicable (non-degree, certificate, career associate, non-undergraduate student, student from foreign high school, or transient student.)
   
   - **C** = Requirement met or satisfied in prior institution(s)
   
   - **L** = Requirement met or satisfied at local (reporting) institution
   
   - **X** = Satisfied by College Placement Exam or COMPASS at local (reporting) institution
   
   - **T** = Originally entered reporting institution with a deficiency. Subsequently satisfied deficiency at a different institution and re-enrolled at reporting institution, or transferred back to reporting institution with 30 hours of core curriculum course work. (For SIRS purpose, a student may have a mixture of T, R, S and L codes for S216-S220.)
   
   - **Z** = Satisfied by achieving the minimum required score on the SATII test or tests

**BANNER TABLES:** The CPC English code is selected from ZORNCST_CPC_TRANSLATION (ZOANCST) where the ZORNSCST_NCST_CODE = SHRNCRS_NCST_CODE (ZOAGARP) and SHRNCRS_NCRQ_CODE = CPCE. CPC English information is not required of Joint Enrollment students. The SIRS extractor will overlay information from Banner institutions with a null if S301 equals 11.

**DATE ISSUED:** 3-88

**DATE OF LAST UPDATE:** 6-88, 1-91, 2-94, 11-96, 2-97, 11-98

Before Summer 1997, S216 reflected CPC completion of the subject area of English. “R” was used in place of “#” to indicate any CPC deficiency in the subject area. Before Summer 1997, “E” applied to those who graduated before Spring 1988 or those who had earned 45 or more transfer hours. The hour requirements for codes "E" and "T" were changed from 45 QCH to 30 SCH in Summer 1998. In Summer 1999, "Z" was added.
ELEMENT TITLE: College Preparatory Curriculum, Math

DEFINITION: The current status of the student's satisfaction of the College Preparatory Curriculum in the area of mathematics.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 1

2. Valid Codes:

   S = Satisfied in high school
   # = Number of CPC math courses not completed in high school (number of course deficiencies)
       Valid codes: 1, 2, 3, or 4
   E = Exempt (Graduated high school more than five years prior to first matriculation or has earned 30 or more transfer hours from another institution)
   N = Not applicable (non-degree, certificate, career associate, non-undergraduate student, student from foreign high school, or transient student.)
   C = Requirement met or satisfied in prior institution(s)
   L = Requirement met or satisfied at local (reporting) institution
   X = Satisfied by College Placement Exam or COMPASS at local (reporting) institution
   T = Originally entered reporting institution with a deficiency. Subsequently satisfied deficiency at a different institution and re-enrolled at reporting institution, or transferred back to reporting institution with 30 hours of core curriculum course work. (For SIRS purpose, a student may have a mixture of T, R, S and L codes for S216-S220.)
   Z = Satisfied by achieving the minimum required score on the SATII test (s)

BANNER TABLES: The CPC math code is selected from ZORNCST_CPC_TRANSLATION (ZOANCST) where the ZORNSCST_NCST_CODE = SHRNCRS_NCST_CODE (ZOAGARP) and SHRNCRS_NCRQ_CODE = CPCM. The SIRS extractor will overlay information from Banner institutions with a null if S301 equals 11 (Joint Enrollment).

DATE ISSUED: 3-88

Before Summer 1997, S217 reflected the status of CPC completion of the subject area of math. “R” was used in place of “#” to indicate any CPC deficiency in the subject area. Before Summer 1997, “E” applied to those who graduated before Spring 1988 or those who had earned 45 or more transfer hours. The hour requirements for codes “E” and “T” were changed from 45 QCH to 30 SCH in Summer 1998. In Summer 1999, “Z” was added.

**ELEMENT TITLE:** College Preparatory Curriculum, Science

**DEFINITION:** The current status of the student's satisfaction of the College Preparatory Curriculum in the area of science.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 1
2. **Valid Codes:**
   - **S** = Satisfied in high school
   - **#** = Number of CPC science courses not completed in high school (number of course deficiencies)
   - **Valid codes:** 1, 2, or 3
   - **E** = Exempt (Graduated high school more than five years prior to first matriculation or has earned 30 or more transfer hours from another institution)
   - **N** = Not applicable (non-degree, certificate, career associate, joint enrollment, non-undergraduate student, student from foreign high school, or transient student.)
   - **C** = Requirement met or satisfied in prior institution(s)
   - **L** = Requirement met or satisfied at local (reporting) institution
   - **T** = Originally entered reporting institution with a deficiency. Subsequently satisfied deficiency at a different institution and re-enrolled at reporting institution, or transferred back to reporting institution with 30 hours of core curriculum course work. (For SIRS purpose, a student may have a mixture of T, R, S and L codes for S216-S220.)
   - **Z** = Satisfied by achieving the minimum required score on the SATII test or tests

**BANNER TABLES:** The CPC science code is selected from ZORNCST_CPC_TRANSLATION (ZOANCST) where the ZORNCST_NCST_CODE = SHRNCRS_NCST_CODE (ZOAGARP) and SHRNCRS_NCRQ_CODE = CPCN. The SIRS extractor will overlay information from Banner institutions with a null if S301 equals 11 (Joint Enrollment).

**DATE ISSUED:** 3-88

Before Summer 1997, S218 reflected the status of CPC completion of the subject area of science. “R” was used in place of “#” to indicate any CPC deficiency in the subject area. Before Summer 1997, “E” applied to those who graduated before Spring 1988 or those who had earned 45 or more transfer hours. The hour requirements for codes “E” and “T” were changed from 45 QCH to 30 SCH in Summer 1998. In Summer 1999, "Z" was added.

**DATE OF LAST UPDATE:** 1-91, 2-94, 11-96, 2-97
**ELEMENT TITLE:** College Preparatory Curriculum, Social Science

**DEFINITION:** The current status of the student's satisfaction of the College Preparatory Curriculum in the area of social science.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 1

2. **Valid Codes:**
   - **S** = Satisfied in high school
   - **#** = Number of CPC social science courses not completed in high school (number of course deficiencies)
     - Valid codes: 1, 2, or 3
   - **E** = Exempt (Graduated high school more than five years prior to first matriculation or has earned 30 or more transfer hours from another institution)
   - **N** = Not applicable (non-degree, certificate, career associate, joint enrollment, non-undergraduate student, student from foreign high school, or transient student.)
   - **C** = Requirement met or satisfied in prior institution(s)
   - **L** = Requirement met or satisfied at local (reporting) institution
   - **T** = Originally entered reporting institution with a deficiency. Subsequently satisfied deficiency at a different institution and re-enrolled at reporting institution, or transferred back to reporting institution with 30 hours of core curriculum course work. (For SIRS purpose, a student may have a mixture of T, R, S and L codes for S216-S220.)
   - **Z** = Satisfied by achieving the minimum required score on the SATII test or tests

**BANNER TABLES:** The CPC social science code is selected from ZORNCST_CPC_TRANSLATION (ZOANCST) where the ZORNCSCT_NCST_CODE = SHRNCRS_NCST_CODE (ZOAGARP) and SHRNCRS_NCRQ_CODE = CPCS. The SIRS extractor will overlay information from Banner institutions with a null if S301 equals 11 (Joint Enrollment).

**DATE ISSUED:** 3-88 Before Summer 1997, S219 reflected the status of CPC completion of the subject area of social science. “R” was used in place of “#” to indicate any CPC deficiency in the subject area. Before Summer 1997, “E” applied to those who graduated before Spring 1988 or those who had earned 45 or more transfer hours. The hour requirements for codes “E” and “T” were changed from 45 QCH to 30 SCH in Summer 1998. In Summer 1999, “Z” was added.

**DATE OF LAST UPDATE:** 1-91, 2-94, 11-96, 2-97, 11-98
**ELEMENT TITLE:** College Preparatory Curriculum, Foreign Language

**DEFINITION:** The current status of the student’s satisfaction of the College Preparatory Curriculum in the area of foreign language.

**CODES, CATEGORIES, AND COMMENTS:**
1. **Element Size:** 1

2. **Valid Codes:**
   - **S** = Satisfied in high school
   - **#** = Number of CPC foreign language courses not completed in high school (number of course deficiencies)
     - Valid codes: 1 or 2
   - **E** = Exempt (Graduated high school more than five years prior to first matriculation or has earned 45 or more transfer hours from another institution)
   - **N** = Not applicable (non-degree, certificate, career associate, joint enrollment, non-undergraduate student, student from foreign high school, or transient student.)
   - **C** = Requirement met or satisfied in prior institution(s)
   - **L** = Requirement met or satisfied at local (reporting) institution
   - **T** = Originally entered reporting institution with a deficiency. Subsequently satisfied deficiency at a different institution and re-enrolled at reporting institution, or transferred back to reporting institution with 45 hours of core curriculum course work. (For SIRS purpose, a student may have a mixture of T, R, S and L codes for S216-S220.)
   - **Z** = Satisfied by achieving the minimum required score on the SATII test(s) or other tests

**BANNER TABLES:** The CPC foreign language code is selected from ZORNCST_CPC_TRANSLATION (ZOAN CST) where the ZORNCST_NCST_CODE = SHRNCRS_NCST_CODE (ZOAGARP) and SHRNCRS_NCRQ_CODE = CPCF. The SIRS extractor will overlay information from Banner institutions with a null if S301 equals 11 (Joint Enrollment).

**DATE ISSUED:** 3-88

**DATE OF LAST UPDATE:** 1-91, 2-94, 11-96, 2-97, 11-98

Before Summer 1997, S217 reflected the status of CPC completion of the subject area of foreign language. “R” was used in place of “#” to indicate any CPC deficiency in the subject area. Before Summer 1997, “E” applied to those who graduated before Spring 1988 or those who had earned 45 or more transfer hours. The hour requirements for codes “E” and “T” were changed from 45 QCH to 30 SCH in Summer 1998. In Summer 1999, “Z” was added.
ELEMENT TITLE: Student Level

DEFINITION: The proportion of total requirements the student has obtained toward the completion of a degree or certificate program in which he or she is enrolled according to the number of years normally required to obtain them.

CODES, CATEGORIES, AND COMMENTS:
1. Element Size: 2
2. Valid Codes:

Undergraduate
- 10 Freshman - Student who has earned 0 - 29 college semester credit hours.
- 20 Sophomore - Student who has earned 30 - 59 college semester credit hours (for associate level colleges, this includes all students with 30 or more hours).
- 30 Junior - Student who has earned 60 - 89 college semester credit hours.
- 40 Senior - Student who has earned 90 or more college semester credit hours.

Other
- 11 Joint Enrollment - Student who is jointly enrolled in high school and college.
- 50 Unclassified Undergraduate--Transient - Special category of student taking one or more courses which he/she has permission to transfer.
- 51 Unclassified Undergraduate--Other - Student who has a bachelor’s degree who is enrolled for credit at the undergraduates level but not pursuing another degree.
- 52 Auditor (only) - Student admitted only to audit one or more classes.
- 60 Post-Baccalaureate - Student who has a Baccalaureate degree who is taking first professional or graduate courses but who is not working toward a degree.

Graduate
- 70 Graduate - Student pursuing a Masters, an Education Specialist, or a Doctoral degree (Ph.D or Ed.D.)

Professional
- 80 First Professional - Student enrolled in Veterinary Medicine, Law, Medicine, Dentistry, or Doctor of Pharmacy.
- 90 Medical/Dental/Veterinary Medicine Interns and Residents - Student enrolled as an intern or resident.

This data element is linked to Data Elements S110 and S312.

BANNER TABLES: The Student Level is pulled from the General Student form (SGASTDN) from the field SGBSTDN_LEVL_CODE. This field is matched against the table ZORSVLVL (the form ZOASLVL).
**ELEMENT TITLE:** Major Code

**DEFINITION:** The Classification of Instruction Program (CIP) code for the student's chosen primary field of study which leads to award of a degree or certificate.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 8

2. **Valid Codes:** The National Center for Education Statistics document, *A Classification of Instructional Programs* (1990), serves as a reference for appropriate codes. The institution title is matched with the closest CIP title to determine the code.

   The official source of valid CIP codes for each institution is the Board of Regents' *Inventory of Degrees and Majors Authorized*.

   Note: Two-year core curriculum offerings (transfer) are considered a single program and should be reported as CIP code 24010100 (Liberal Arts and General Studies).

   Two-year career programs should be coded with the appropriate CIP Code as shown in the *Inventory*.

   For undeclared majors, use code 99999999.

   This field should be blank (null) for non-degree, transient, and joint enrollment students only (this will be handled in extraction for Banner institutions).

**BANNER TABLES:** Major codes must be defined on the Major, Minor, Concentration Code Validation Form (STVMAJR). Major codes must have a CIPC code defined, and CIPC codes must first be defined on STVCIPC and also must have a CIPC code extension, if applicable, defined on the CIPC Extension Rules Form (ZOACIPE). Linked to elements S312 and C110 and C111 (Curriculum Data Element Dictionary). SGBSTDN_MAJR_CODE_1 in table SGBSTDN (SGASTDN).

**DATE ISSUED:** 7-81

The title of the field was changed from “Major Area Code” to “Major Code” in Fall 2000.

**DATE OF LAST UPDATE:** 3-83, 5-85, 5-86, 2-94, 6-00
**ELEMENT TITLE:** Credit Hours Attempted, Current Term  
(previous title: Quarter Credit Hours Enrolled, Current Term)

**DEFINITION:** The sum of the course credit hours attempted during the current term (equivalent to all courses registered for current term); it thus includes all hours for which the student was registered at the end of official registration.

Includes institutional credit hours.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2 (right justified)

2. **Valid Codes:**

   Example: 9 Semester hours = 09

   **Notes:**

   Include institutional credit hours (such as learning support, Regents’ Test remediation courses)

   If a student enrolls in a course, but later withdraws from the course after the end of the official registration and drop/add period, count the hours for that course for this student in this field.

   Cumulative GPA is **not** based on this field.

**BANNER TABLES:** The Student Course Registration Form (SFAREGS) contains a field "Cred" used to report the sum of hours attempted during the current term. Table SFRSTCR from SFRSTCR_CREDIT_HR.

**DATE ISSUED:** 7-81

**DATE OF LAST UPDATE:** 3-83, 5-85, 10-98, 6-00

In Fall 1998, “quarter” changed to “semester.” Before Spring 1998, the title of S303 was “Quarter Credit Hours Enrolled”. Before institutions implemented Banner, fractional hours were rounded rather than truncated.
**ELEMENT TITLE:** Institutional Cumulative Credit Hours Attempted for GPA–USG Standard Definition (Called Regents’ GPA Hours in Banner)

**DEFINITION:** The number of credit hours attempted at your institution for calculation of a standard System cumulative GPA.

Excludes institutional credit hours attempted and transfer credit hours attempted.

This field uses a consistent definition of hours attempted across the System. This field is not affected by varying institutional rules on renewal or repeat of courses. This may not be consistent with hours calculated by the institution for institutional use. The hours reported in this field are not equivalent to HOPE hours attempted.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3 (right justified)

2. **Valid Codes:**

   Example: 9 Semester hours = 009

   Notes:
   - For graduate students, do not include work attempted while the student was classified as an undergraduate.
   - Do not include institutional hours (such as learning support hours).
   - Do not include hours attempted for courses where grade is I, IP, Pass/Fail and W.
   - Do not include transfer hours.
   - Include all hours counted toward "Regents" GPA.

**BANNER TABLES:** Cumulative hours attempted are selected from ZHRRRLGA_HOURS_ATTEMPTED.

**DATE ISSUED:** 7-81

In Spring 1998, "college-level" was dropped from the definition of hours.
Before Fall 2000, this field was entitled Cumulative Credit Hours Attempted (Your Institution)–S304.
**ELEMENT TITLE:** Institutional Cumulative Credit Hours **Attempted** for GPA—Your Institution’s Definition

**DEFINITION:** The number of credit hours attempted at your institution.

This field represents the hours the institution uses to calculate the institutional GPA, and it thus may exclude repeated courses according to varying institutional procedures.

Excludes institutional credit and transfer credit.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3 (right justified)
2. **Valid Codes:**
   - Example: 9 Semester hours = 009
   - For graduate students, do not include work attempted while the student was classified as an undergraduate.
   - For fractional credit hours, truncate.
   - Exclude institutional credit and transfer credit.

*This field should not be used to make comparisons across the System.*

**BANNER TABLES:** Banner Cumulative GPA Hours: SHRLGPA_HOURS_ATTEMPTED from SHRLGPA.

**DATE ISSUED:** Fall 2000

**DATE OF LAST UPDATE:**
**ELEMENT TITLE**: Institutional Cumulative Credit Hours Earned—System Definition

**DEFINITION**: The number of credit hours earned at your institution (called “Regents’ GPA Hours Earned” by Banner institutions).

Excludes institutional credit and transfer credit.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size**: 3 (right justified)

2. **Valid Codes**:
   
   Example: 50 Semester hours = 050
   
   For graduate students, do not include work attempted while the student was classified as an undergraduate.
   
   For fractional credit hours, truncate.
   
   Exclude institutional credit hours.

**BANNER TABLES**: ZHRLGA from ZHRLGA_HOURS_EARNED

**DATE ISSUED**: 7-81

In Spring 1998, “college-level” was dropped from the definition of credit hours. Before Banner implementation, fractional hours were rounded rather than truncated.

**DATE OF LAST UPDATE**: 5-85, 10-98, 6-00
**ELEMENT TITLE:** HOPE GPA

**DEFINITION:** The result obtained by dividing the total number of college-level credit hours attempted at all institutions into the total number of college-level quality points earned.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3

2. **Valid Codes:**
   - Example: 3.50 = 350
   - Must be in the range of 000 - 400.

   *Institutions may use this field for SIRS reporting beginning in Fall 2001. Institutions must report this field in SIRS by Summer 2002.*

**BANNER TABLES:** Stored in ZHRHACC in field ZHRHACC_GPA

**DATE ISSUED:** Summer 2002

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** HOPE Hours Attempted

**DEFINITION:** The number of college-level credit hours attempted at all institutions.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3

2. **Valid Codes:**
   
   Example: 9 Semester hours = 009

_Institutions may use this field for SIRS reporting beginning in Fall 2001. Institutions must report this field in SIRS by Summer 2002._

**BANNER TABLES:** Stored in ZHRHACC in field ZHRHACC_ATTEMPTED

**DATE ISSUED:** Summer 2002

**DATE OF LAST UPDATE:**
| **ELEMENT TITLE:** | Institutional Cumulative GPA–USG Standard Definition  
(Called Regents GPA at Banner institutions.) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEFINITION:</strong></td>
<td>The result obtained by dividing the total number of college-level credit hours attempted at your institution into the total number of college-level quality points earned at your institution.</td>
</tr>
<tr>
<td></td>
<td>This GPA definition is common across the System, and it is not affected by varying institutional procedures for how to count repeated courses.</td>
</tr>
<tr>
<td></td>
<td><strong>Excludes institutional credit and transfer credit.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CODES, CATEGORIES, AND COMMENTS:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Element Size:</strong> 3 (two implied decimal places)</td>
</tr>
</tbody>
</table>
| **2. Valid Codes:**  
  Example: 3.50 = 350  
  Must be in range of 000 - 400 or null.  
  Do not include institutional credit or transfer credit.  
  For graduate students, do not include work attempted and earned while the student was classified as an undergraduate.  
  Leave blank for a student who has received all ‘S’ grades.  
  If GPA is missing, leave field blank; do not use “000” if GPA is missing.  
  Corresponds to the hours reported in S304. |

| **BANNER:** ZHRRRLGA from ZHRRRLGA_GPA. |

<table>
<thead>
<tr>
<th><strong>DATE ISSUED:</strong></th>
<th>7-81</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE OF LAST UPDATE:</strong></td>
<td>3-83, 5-85, 2-94, 11-96, 08-00</td>
</tr>
</tbody>
</table>
**ELEMENT TITLE:** Institutional Cumulative GPA–Your Institution’s Definition

**DEFINITION:** The result obtained by dividing the total number of college-level credit hours attempted at your institution into the total number of college-level quality points earned at your institution.

This GPA definition varies across the System, and it reflects varying institutional repeat policies.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3 (two implied decimal places)

2. **Valid Codes:** Must be in the range of 000 – 400 or null.

   Example: 3.50 = 350

   Exclude institutional credit.

   For graduate students, do not include work attempted and earned while the student was classified as an undergraduate.

   Leave blank for a student who has received all ‘S’ grades.

   “000” is different from a blank.

   This GPA appears on the student's transcript.

   Note: This GPA is based on the hours reported in S304B.

**BANNER TABLES:** SHRLGPA from SHRLGPA_GPA.

**DATE ISSUED:** 06-00 for Fall 2000 collection.

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** State of Current Legal Residence  

**DEFINITION:** For current term, the state in which the student is legally domiciled for tuition purposes.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2

2. **Valid Codes:** See Appendix C

**Note:** This field may differ from State of Residence at Matriculation (generally collected at time of application).

**BANNER TABLES:** State of residence must be entered in table ZOBRESI (ZOARESI) from ZOBRESI_STAT_CODE_RESID.

**DATE ISSUED:** 7-81  
In Fall 1998, “quarter” changed to “semester.”
In Spring 1998, the definition was changed to include “for the current term” and “for tuition purposes,” and the note was deleted specifying that S307 would equal S108 in the term of matriculation.

**DATE OF LAST UPDATE:** 5-85, 10-98
ELEMENT TITLE: Fee Classification Code for Tuition Purposes

DEFINITION: The student's in-state or out-of-state tuition and fee waiver status.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 1
2. Valid Codes:
   Residents:
   - R Resident. No tuition waiver; student classified as being legally domiciled in Georgia.
   - S Senior Citizen Waiver. Georgia resident qualified for enrollment under the provision of Amendment #23 of the Georgia Constitution; 62 years of age or older.

   Non-Residents:
   - A Academic Common Market Waiver. Waiver of non-resident fees for students selected to participate in a program offered through the Academic Common Market.
   - B Border Student Waiver. Waiver of non-resident fees for student resident of an out-of-state county bordering a Georgia county in which the reporting institution is located.
   - C Consular Waiver. Waiver of non-resident fees for career consular officers and their dependents stationed in Georgia under orders of their respective governments.
   - D Medical and Dental Waiver. Waiver of non-resident fees for medical and dental residents and medical and dental interns at the Medical College of Georgia.
   - F Dependent Student Waiver. Waiver of non-resident fees for students who are financially dependent upon a parent, spouse or guardian who has been a legal resident of Georgia for 12 consecutive months.
   - G Non-Resident Graduate Student Waiver. Waiver of non-resident fee for graduate student as a result of an assistantship.
   - I International Student Waiver. Waiver of non-resident fees for international students. The number of waivers is based on an institutional allotment.
   - M Military Waiver. Waiver of non-resident fees for military personnel and their dependents stationed in Georgia and on active duty.
   - N Non-Resident. Student classified as not being legally domiciled in Georgia and paying non-resident fees.
   - O Out-of-State Waiver. Waiver of non-resident fees for an out-of-state student. The number of waivers is based on an institutional allotment. University of Georgia, Georgia Institute of Technology, Georgia State University, and Medical College of Georgia are authorized additional non-resident fee waivers for graduate students based on established quotas.
   - P Public School Teacher Waiver. Waiver of non-resident fees for full-time teachers in public schools of Georgia (including full-time teachers on Georgia military bases) and their dependent children.
   - T Other Waiver. Non-resident tuition waiver based on other approved institutional circumstances.
   - U University System Employee Waiver. Waiver of non-resident fees for full-time employees of University System and their dependents.
   - X Georgia Department of Industry, Trade, and Tourism (DITT) Waivers.

BANNER TABLES: Residency and waiver status are selected by matching SGBSTDN_RESD_CODE (SGASTDN) with the Georgia conversion table, ZPRRESD (ZPARESD).

DATE ISSUED: 7-81

DATE OF LAST UPDATE: 5-85, 6-88, 2-97, 6-97, 6-99

In Summer 1997, Codes A, C, D, F, G, I, M, O, P, T, and U were added, and code W was removed.
In Spring 1998, title and definition were changed.
Note: O + I cannot exceed 2% of previous Falls' EFT.
In Summer 1999, X was added to the list of valid codes for Non-Residents.
**ELEMENT TITLE:** Minor at Time of Graduation

**DEFINITION:** A code for the field of study in which a student earns a minor.

Collected at time of graduation only.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 8

2. **Valid Codes:**

   Use *A Classification of Instructional Programs* (National Center for Education Statistics, 1990) as the reference for the appropriate codes. The institutional CIP title should be matched with the closest CIP title to determine the code.

   Example: Journalism = 09040100

   Note: Linked to element S302.

**BANNER TABLES:** SHRDGMR from SHRDGMR_MAJR_CODE_MINR_1.

**DATE ISSUED:** 7-81

In Spring 1998, the definition was narrowed to exclude specialization, emphases, or degree concentrations. In Fall 2000, the variable was changed from an institutional option to a required field.

**DATE OF LAST UPDATE:** 3-83, 5-85, 2-94, 08-00
**ELEMENT TITLE:** Degree Level Code  

**DEFINITION:** A code designating degree or certificate level toward which the student is working.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 1

2. **Valid Codes:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z</td>
<td>Certificate of less than one year</td>
</tr>
<tr>
<td>C</td>
<td>One-year vocational-related certificate</td>
</tr>
<tr>
<td>E</td>
<td>Two-year vocational-related certificate</td>
</tr>
<tr>
<td>V</td>
<td>Career Associate</td>
</tr>
<tr>
<td>A</td>
<td>Associate (Transfer)</td>
</tr>
<tr>
<td>B</td>
<td>Bachelors</td>
</tr>
<tr>
<td>N</td>
<td>Non-degree seeking undergraduate</td>
</tr>
<tr>
<td>X</td>
<td>Non-degree seeking, post-baccalaureate</td>
</tr>
<tr>
<td>F</td>
<td>Advanced Certificate, Post-Baccalaureate</td>
</tr>
<tr>
<td>M</td>
<td>Masters</td>
</tr>
<tr>
<td>S</td>
<td>Educational Specialist</td>
</tr>
<tr>
<td>D</td>
<td>Doctorate</td>
</tr>
<tr>
<td>P</td>
<td>First Professional - includes Veterinary Medicine, Law, Medicine, Dentistry, and Doctor of Pharmacy</td>
</tr>
<tr>
<td>N</td>
<td>Non-degree seeking undergraduate</td>
</tr>
</tbody>
</table>

A *degree* is defined as an award (e.g., Bachelor of Science, Associate of Science) conferred upon the student for the successful completion of a given program or curriculum. This definition also applies to certificates.

**This field cannot be blank, null, or missing.**

<table>
<thead>
<tr>
<th>Less than Bachelor</th>
<th>Bachelor</th>
<th>Graduate</th>
<th>Non-Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Level Codes</td>
<td>Degree Level Codes</td>
<td>Degree Level Codes</td>
<td>Degree Level Codes</td>
</tr>
<tr>
<td>Z, C, E, V, and A</td>
<td>B</td>
<td>F, M, S, D, and P</td>
<td>N and X</td>
</tr>
</tbody>
</table>

**BANNER TABLES:** For Type 1 records, the value for this field is selected from `STVDEGC_DLEV_CODE` (STVDEGC) where `STVDEGC_CODE = SGBSTDN_DEGC_CODE_1` (SGASTDN).

For “G” records: `SHRDGMR_DEGC_CODE` for the awarded degree is returned and matched with STVDEGC to get `STVDEGC_DLEV_CODE` (STVDEGC), the degree level code. Except for “Z,” “N,” and “X,” the combination of acronym, level, and CIP code must be authorized in *Degrees and Majors Authorized for your institution*. Use the acronym CER0 for “Z” certificates that have fewer than 20 hours.

**DATE ISSUED:** 7-81

Code Z was added effective for all active students (Type 1 and 3) in Summer 1997 and effective for all other students (Type G and 2 records) in Fall 1997. In Summer 2000, the definition of X was changed from “other” to “Non-degree seeking post-baccalaureate.” In Summer 2000, Q, First Professional B, including Baccalaureate degrees at UGA only in Forest Resources, Pharmacy, Journalism, and Social Work, was removed.

**DATE OF LAST UPDATE:** 3-83, 5-85, 5-86, 6-87, 2-97, 05–00

In Summer 2000, the definition of X was changed from “other” to “Non-degree seeking post-baccalaureate.” In Summer 2000, Q, First Professional B, including Baccalaureate degrees at UGA only in Forest Resources, Pharmacy, Journalism, and Social Work, was removed.
ELEMENT TITLE: Student Location Code

DEFINITION: Code for designating student enrolled at off-campus centers.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 1

2. Valid Codes:
   1. Enrolled in at least one on-campus or regular off-campus course.
   2. Enrolled exclusively in off-campus Residence Center, external degree, or Cooperative Doctorate locations. These programs/locations require specific Board approval.

BANNER TABLES: This field is selected by counting the number of courses (SSASECT) for a student which have a SSBSECT_SESS_CODE (SSASECT) equal to 'A' or 'B.' If this is greater than 0, then the location code is set to '1'; otherwise, it is set to '2.'

DATE ISSUED: 5/86

DATE OF LAST UPDATE:
**ELEMENT TITLE:** Degree Acronym

**DEFINITION:** An alphabetic field for recording the actual degree or certificate acronym for the award as recorded in *Degrees and Majors Authorized*.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 6 (left justified)

2. **Valid Codes:**
   
   A *degree* is defined as an award (e.g., Bachelor of Science, Associate of Science) conferred upon the student for the successful completion of a given program or curriculum. This definition also applies to certificates.

**NOTES:**

S302 + S314 + S316 (within an institution) constitute a unique degree in D&MA. You must be certain that the combination of acronym, level, and CIP code are authorized in D&MA for your institution. The acronym must be in *USG Degrees and Majors Authorized*, except for CER0 and for students who are coded N or X or S314.

Use the acronym CER0 for “Z” certificates that have fewer than 20 hours.

This field must not be blank.

**BANNER TABLES:**

For Type 1 records:

Acronym is linked to Degree Level Code (selected from STVDEGC_DLEV_CODE (STVDEGC) where STVDEGC_CODE = SGBSTDN_DEGC_CODE_1 (SGASTDN). SGASTDN is used for the degree acronym.

For “G” records:

SHRDGMR_DEGC_CODE for the awarded degree is returned. This is matched with STVDEGC to get STVDEGC_DLEV_CODE (STVDEGC).

**DATE ISSUED:** 7-81

Prior to Spring 1998, the title was Degree Recognition Code.

**DATE OF LAST UPDATE:** 3-83, 5-86, 10-98
<table>
<thead>
<tr>
<th>ELEMENT TITLE:</th>
<th>Collegiate Placement Exam—English—Placement Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEFINITION:</td>
<td>The placement score made by the student on the English section of the Collegiate Placement Examination.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODES, CATEGORIES, AND COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Element Size: 2</td>
</tr>
<tr>
<td>2. Valid Codes: Must be in the range of 35-99.</td>
</tr>
<tr>
<td>If these are multiple test scores for placement, use the most recent.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BANNER TABLES:</th>
<th>Entered on SORTEST (SOATEST) in field SORTEST_TEST_SCORE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE ISSUED:</th>
<th>7-81; System, Fall 2001</th>
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</thead>
<tbody>
<tr>
<td>DATE OF LAST UPDATE:</td>
<td>5-85, 2-94, 05-99; Fall 2001</td>
</tr>
</tbody>
</table>

Before Fall 2001, the data element was for institutional use only.
<table>
<thead>
<tr>
<th>ELEMENT TITLE:</th>
<th>Collegiate Placement Exam—English—Exit Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEFINITION:</td>
<td>The exit score made by the student on the English section of the Collegiate Placement Examination.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>CODES, CATEGORIES, AND COMMENTS:</th>
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</thead>
<tbody>
<tr>
<td>1. Element Size: 2</td>
</tr>
<tr>
<td>2. Valid Codes: Must be in the range of 35-99.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</tr>
</thead>
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</thead>
<tbody>
<tr>
<td>DATE OF LAST UPDATE:</td>
<td>5-85, 2-94, 05-99, Fall 2001</td>
</tr>
</tbody>
</table>

Before Fall 2001, the data element was for institutional use only.
**ELEMENT TITLE:** Collegiate Placement Exam or COMPASS—English—Exit Test Date

**DEFINITION:** The date the student passed the exit test (CPE or COMPASS) in English.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 8

2. **Valid Codes:** YYYYMMDD
   
   Where “Y” is year, “M” is month and "D" is day.

This field will be required for students who passed the CPE or COMPASS tests after Summer 2001.

**BANNER TABLES:** Use the date the requirement was satisfied (the date that the Banner process updated the requirement to “satisfied”). This is generally run at the end of term, and it is not equivalent to the date the test was taken.

The date on ZOAGARP that CPEE was satisfied (SHRNCRS_NCST_DATE)

**DATE ISSUED:** Fall 2001

**DATE OF LAST UPDATE:**
### ELEMENT TITLE: COMPASS Exam—Writing—Placement Test Score

**DEFINITION:** The placement score made by the student on the writing section of the COMPASS Examination.

### CODES, CATEGORIES, AND COMMENTS:

1. **Element Size:** 2
2. **Valid Codes:** Must be in the range of 01-99

### BANNER TABLES:
Entered on SORTEST (SOATEST) in field SORTEST_TEST_SCORE

### DATE ISSUED:
Fall 2001
**ELEMENT TITLE:** COMPASS Exam—Writing—Exit Test Score

**DEFINITION:** The exit score made by the student on the writing section of the COMPASS Examination.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2

2. **Valid Codes:** Must be in the range of 01-99

**BANNER TABLES:** Entered on SORTEST (SOATEST) in field SORTEST_TEST_SCORE

**DATE ISSUED:** Fall 2001

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** Collegiate Placement Exam—Reading—Placement Test Score  

**DEFINITION:** The placement score made by the student on the reading section of the Collegiate Placement Examination.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2
2. **Valid Codes:** Must be in the range of 35-99.

**BANNER TABLES:** Entered on SORTEST (SOATEST) in field SORTEST_TEST_SCORE

**DATE ISSUED:** 7-81; System, Fall 2001
**DATE OF LAST UPDATE:** 5-85, 2-94, 05-99, Fall 2001

Before Fall 2001, the data element was for institutional use only.
**ELEMENT TITLE:** Collegiate Placement Exam—Reading—Exit Test Score

**DEFINITION:** The exit score made by the student on the reading section of the Collegiate Placement Examination.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2
2. **Valid Codes:** Must be in the range of 35-99.

**BANNER TABLES:** Entered on SORTEST (SOATEST) in field SORTEST_TEST_SCORE

**DATE ISSUED:** 7-81; System, Fall 2001

Before Fall 2001, the data element was for institutional use only.

**DATE OF LAST UPDATE:** 5-85, 2-94, 05-99; Fall 2001
**ELEMENT TITLE:** Collegiate Placement Exam or COMPASS—Reading— Exit Test Date

**DEFINITION:** The date the student passed the exit test (CPE or COMPASS) in Reading.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 8

2. **Valid Codes:** YYYYMMDD
   - where “Y” is year, “M” is month, and "D" is day.

This field will be required for students who passed the CPE or COMPASS tests after Summer 2001.

**BANNER TABLES:** Use the date the requirement was satisfied (the date that the Banner process updated the requirement to “satisfied”). This is generally run at the end of term, and it is not equivalent to the date the test was taken.

The date on ZOAGARP that CPEE was satisfied (SHRNCRS_NCST_DATE)

**DATE ISSUED:** Fall 2001

**DATE OF LAST UPDATE:**
ELEMENT TITLE: COMPASS Exam—Reading—Placement Test Score

DEFINITION: The placement score made by the student on the Reading section of the COMPASS Examination.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 2

2. Valid Codes: Must be in the range of 01-99

BANNER TABLES: Entered on SORTEST (SOATEST) in field SORTEST_TEST_SCORE

DATE ISSUED: Fall 2001

DATE OF LAST UPDATE:
### ELEMENT TITLE: COMPASS—Reading—Exit Test Score

### DEFINITION: The exit score made by the student on the reading section of the COMPASS exam.

### CODES, CATEGORIES, AND COMMENTS:

1. **Element Size:** 2

2. **Valid Codes:** Must be in the range of 01-99

### BANNER TABLES: Entered on SORTEST (SOATEST) in field SORTEST_TEST_SCORE

### DATE ISSUED: Fall 2001

### DATE OF LAST UPDATE:
<table>
<thead>
<tr>
<th><strong>ELEMENT TITLE:</strong></th>
<th>Collegiate Placement Exam— Mathematics— Placement Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEFINITION:</strong></td>
<td>The placement score made by the student on the mathematics section of the Collegiate Placement Examination.</td>
</tr>
<tr>
<td><strong>CODES, CATEGORIES, AND COMMENTS:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Element Size:</td>
<td>2</td>
</tr>
<tr>
<td>2. Valid Codes:</td>
<td>Must be in the range of 35-99.</td>
</tr>
<tr>
<td><strong>BANNER TABLES:</strong></td>
<td>Entered on SORTEST (SOATEST) in field SORTEST_TEST_SCORE</td>
</tr>
<tr>
<td><strong>DATE ISSUED:</strong></td>
<td>7-81; System, Fall 2001</td>
</tr>
<tr>
<td><strong>DATE OF LAST UPDATE:</strong></td>
<td>5-85, 2-94, 05-99, Fall 2001</td>
</tr>
<tr>
<td></td>
<td>Before Fall 2001, the data element was for institutional use only.</td>
</tr>
</tbody>
</table>
**ELEMENT TITLE:** Collegiate Placement Exam—Mathematics—Exit Test Score

**DEFINITION:** The exit score made by the student on the math section of the Collegiate Placement Examination.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2
2. **Valid Codes:** Must be in the range of 35-99.

**BANNER TABLES:** Entered on SORTEST (SOATEST) in field SORTEST_TEST_SCORE

**DATE ISSUED:** 7-81; System, Fall 2001

Before Fall 2001, the data element was for institutional use only.

**DATE OF LAST UPDATE:** 5-85, 2-94, 05-99, Fall 2001
**ELEMENT TITLE:** Collegiate Placement Exam or COMPASS—LS Mathematics Exit Test Date

**DEFINITION:** The date the student passed the exit test (Collegiate Placement Examination or COMPASS) in mathematics.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 8

2. **Valid Codes:** YYYYMMDD
   
   where “Y” is year, “M” is month, and "D" is day.

   This field will be required for students who passed the CPE or COMPASS tests after Summer 2001.

**BANNER TABLES:** Use the date the requirement was satisfied (the date that the Banner process updated the requirement to “satisfied”). This is generally run at the end of term, and it is not equivalent to the date the test was taken.

This is the date on ZOAGARP on which CPEE was satisfied (SHRNCRS_NCST_DATE).

**DATE ISSUED:** Fall 2001

**DATE OF LAST UPDATE:**
<table>
<thead>
<tr>
<th><strong>ELEMENT TITLE:</strong></th>
<th>COMPASS—Algebra—Placement Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEFINITION:</strong></td>
<td>The score made by the student on the algebra section of the COMPASS exam.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CODES, CATEGORIES, AND COMMENTS:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Element Size:</td>
<td>2</td>
</tr>
<tr>
<td>2. <strong>Valid Codes:</strong></td>
<td>Must be in the range of 01-99</td>
</tr>
</tbody>
</table>

| **BANNER TABLES:** | Entered on SORTEST (SOATEST) in field SORTEST_TEST_SCORE |

<table>
<thead>
<tr>
<th><strong>DATE ISSUED:</strong></th>
<th>Fall 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE OF LAST UPDATE:</strong></td>
<td></td>
</tr>
</tbody>
</table>
ELEMENT TITLE: COMPASS Exam—Algebra—Exit Test Score

DEFINITION: The score made by the student on the algebra section of the COMPASS Examination for exit.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 2
2. Valid Codes: Must be in the range of 01-99

BANNER TABLES: Entered on SORTEST (SOATEST) in field SORTEST_TEST_SCORE

DATE ISSUED: Fall 2001

DATE OF LAST UPDATE:
**ELEMENT TITLE:** Learning Support Program Date of Completion--English

**DEFINITION:** The month and calendar year in which the student successfully completed the English Learning Support requirements.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 6

2. **Valid Codes:** YYYYMM
   
   where “Y” is year, and “M” is the code for month.

   Reported in term following exit.

   Use the date that the requirement was satisfied, i.e., the date the process that updated the requirement to “satisfied” was run. Do not use the date the test was taken.

   Reported for both Type 1 and Type 2 records, if applicable.

**BANNER TABLES:** The date on ZOAGARP that the learning support requirement was satisfied (SHRNCRS_NCST_DATE).

**DATE ISSUED:** 7-81; System, Fall 2001

Before Fall 1998, this was a 3-digit field using quarter codes (982). From then until Fall 2001, quarter codes were used for semesters 1, 2, and 4 (where 4 denotes the semester that begins in January). This was used for institutional purposes in producing the DS report until Fall 2001.
**ELEMENT TITLE:** Learning Support Program Date of Completion--Reading

**DEFINITION:** The month and calendar year in which the student successfully completed the Reading Learning Support requirements.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 6

2. **Valid Codes:** YYYYMM
   
   where “Y” is year, and “M” is the code for semester.

   Reported in term following exit.

   Use the date that the requirement was satisfied, i.e., the date the process that updated the requirement to “satisfied” was run. Do not use the date the test was taken.

   Reported for both Type 1 and Type 2 records, if applicable.

**BANNER TABLES:** The date on ZOAGARP that the learning support requirement was satisfied (SHRNCRS_NCST_DATE).

**DATE ISSUED:** 7-81; System, Fall 2001

Before Fall 1998, this was a 3-digit field using quarter codes (982). From then until Fall 2001, quarter codes were used for semesters 1, 2, and 4 (where 4 denotes the semester that begins in January). This was used for institutional purposes in producing the DS report until Fall 2001.

**DATE OF LAST UPDATE:** 3-83, 5-85, 10-98
ELEMENT TITLE: Learning Support Program Date of Completion--Mathematics

DEFINITION: The month and calendar year in which the student successfully completed the mathematics Learning Support requirements.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 6

2. Valid Codes: YYYYMM
   where “Y” is year, and “M” is the code for semester.

   Reported in term following exit.

   Use the date that the requirement was satisfied, i.e., the date the process that updated the requirement to “satisfied” was run. Do not use the date the test was taken.

   Reported for both Type 1 and Type 2 records, if applicable.

BANNER TABLES: The date on ZOAGARP that the learning support requirement was satisfied (SHRNCRS_NCST_DATE).

DATE ISSUED: 7-81; System, Fall 2001

Before Fall 1998, this was a 3-digit field using quarter codes (982). From then until Fall 2001, quarter codes were used for semesters 1, 2, and 4 (where 4 denotes the semester that begins in January). This was used for institutional purposes in producing the DS report until Fall 2001.

DATE OF LAST UPDATE: 3-83, 5-85, 10-98
**ELEMENT TITLE:** Regents' Test Pass/Fail Status--Essay

**DEFINITION:** Indicator of whether the student has taken and passed the essay part of the Regents' Test.

**CODES, CATEGORIES, AND COMMENTS:**
1. **Element Size:** 1

2. **Valid Codes:**
   - **P** Passed essay
   - **F** Failed essay
   - **M** Local procedures will be (or have been) used to certify competence for a student whose native language is not English
   - **S** Local procedures will be (or have been) used to certify competence for a student with a visual, hearing, or motor impairment
   - **D** Indicates the student holds a baccalaureate or higher degree from a regionally accredited institution of higher education and thus is not required to complete the Regents' Test in order to receive a degree from a University System institution
   - **Blank** Exam not taken

**BANNER TABLES:** Derived from the code entered on ZOAGARP that is translated on ZOANCST.

**DATE ISSUED:** 3-85

**DATE OF LAST UPDATE:** 5-85, 12-86, 10-98; Fall 2001

**ELEMENT TITLE:** Regents' Test Pass/Fail Status--Reading  

**DEFINITION:** Indicator of whether the student has taken and passed the reading part of the Regents' Test.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 1

2. **Valid Codes:**

   - **P** Passed reading
   - **F** Failed reading
   - **M** Local procedures will be (or have been) used to certify competence for a student whose native language is not English
   - **S** Local procedures will be (or have been) used to certify competence for a student with a visual, hearing, or motor impairment
   - **D** Indicates the student holds a baccalaureate or higher degree from a regionally accredited institution of higher education and thus is not required to complete the Regents' Test in order to receive a degree from a University System institution
   - Blank Exam not taken

**BANNER TABLES:** Derived from the code entered on ZOAGARP that is translated on ZOANCST.

**DATE ISSUED:** 3-85  

**DATE OF LAST UPDATE:** 5-85, 12-86, 10-98; Fall 2001, 1-02
**ELEMENT TITLE**: Regents’ Test Remediation Status

**DEFINITION**: Indicator of whether the student is enrolled in remediation for the essay and/or reading parts of the Regents’ Test.

**CODES, CATEGORIES, AND COMMENTS**:

1. **Element Size**: 1

2. **Valid Codes**:
   - **B**: Taking both RT remedial reading and English (writing) this semester
   - **E**: Taking RT remedial English (writing) this semester
   - **R**: Taking RT remedial reading this semester
   - Blank: Taking neither RT remedial English (writing) nor reading this semester

**BANNER TABLES**: Derived from the student’s enrollment in courses that have a Regents’ Test Remediation Status Grade Mode.

**DATE ISSUED**: 3-85

Prior to Fall 1998, the word “quarter” was used.

**DATE OF LAST UPDATE**: 5-85, 10-98
**ELEMENT TITLE:** Total Credit Hours Earned and Transferred

**DEFINITION:** The number of college-level credit hours earned at the current institution, plus total number of college-level credit hours accepted from transfer colleges.

Excludes institutional credit hours.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3 (right justified)

2. **Valid Codes:** Round to the nearest hour

   Example: 68.25 hours = 068

   Exclude institutional credit hours

   The portion of this element dealing with hours earned at the current institution will be identical to S305. The portion dealing with transfer credit will reflect only those hours (earned at all previous institutions) which have been accepted as college-level credit at the current institution.

**BANNER TABLES:** SHRLGPA from SHRLGPA_HOURS_EARNED where SHRLGPA_GPA_TYPE_IND = “O”

**DATE ISSUED:** 5-86

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** Learning Support Requirement Indicator - English

**DEFINITION:** An indication of the status of the student in regard to the Learning Support requirements in the area of English.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 1

2. **Valid Codes:**

   - **S**  **System Requirement.** Student required to take Learning Support courses because he/she has met neither the System SAT-V minimum nor the System CPE/COMPASS English minimum. This code also includes CPC English deficient students who do not meet the System CPE/COMPASS English minimum, regardless of SAT-V.

   - **I**  **Institutional Requirement.** Student required by the institution to enroll in Learning Support courses even though he/she is eligible based on University System minimum scores to be admitted without Learning Support requirements. Students enrolled in Certificate and Associate degree career programs should also be coded I. (Policy 402.0201)

   - **V**  **Student volunteered to enroll in Learning Support courses.**

   - **Blank**  **No requirement in Learning Support English.**

   Notes: If a student has a System or institutional requirement this field should retain that value after matriculation; the requirement code for students would remain fixed thereafter as S or I. S419 would denote the student's progress in meeting exit requirements. The code for students coded S or I at initial entry should not be changed if the student later volunteers to enroll in Learning Support. Students volunteering for Learning Support should be reported only for the semester(s) during which they were enrolled.

**BANNER TABLES:** Derived from the code entered on ZOAGARP and translated on ZOANCST.

**DATE ISSUED:** 2-94

Prior to Fall 1998, the word “quarter” was used.

In Spring 1998, COMPASS was added as equivalent to CPE.

**DATE OF LAST UPDATE:** 5-94, 10-98
**ELEMENT TITLE:** Learning Support Program Current Enrollment Indicator - English

**DEFINITION:** An indication of the status of the student in regard to current enrollment in learning support courses in the area of English.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 1

2. **Valid Codes:**

   - **Y** Yes, student is currently enrolled in Learning Support Course in English
   - **N** No, student is not currently enrolled in Learning Support course in English and has not completed this requirement
   - **C** Student had an LS requirement in English and satisfied exit requirements of the learning support in English.  
     **This code must be submitted with Type 2 records, if applicable.**
   - **D** Student was dismissed from the institution for failure to exit this area.  
     **This code must be submitted with Type 2 records, if applicable.**
   - **Blank** No LS requirement is recorded on S418.

<table>
<thead>
<tr>
<th>Status Code S418</th>
<th>Enrollment Indicator S419</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>must be</td>
</tr>
<tr>
<td>I</td>
<td>must be</td>
</tr>
<tr>
<td>V</td>
<td>must be</td>
</tr>
<tr>
<td>Blank</td>
<td>must be</td>
</tr>
</tbody>
</table>

**BANNER TABLES:** Derived from the student’s enrollment in courses with Learning Support Grade Modes. For "D" codes, the institution enters a two-character code manually on ZOAGARP. Then the extraction takes this two-character code and translates it on another form to the single character "D."

**DATE ISSUED:** 2-94

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** Learning Support Requirement Indicator - Mathematics

**DEFINITION:** An indication of the status of the student in regard to the Learning Support requirements in the area of math.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 1

2. **Valid Codes:**

   - **S System Requirement.** Student required to take Learning Support courses because he/she has met neither the System SAT-M minimum nor the System CPE/COMPASS English minimum. This code also includes CPC math deficient students who do not meet the System CPE/COMPASS math minimum, regardless of SAT-M.

   - **I Institutional Requirement.** Student required by the institution to enroll in Learning Support courses even though he/she is eligible based on University System minimum scores to be admitted without Learning Support requirements. Students with institutional requirements who are enrolled in Certificate and Associate degree career programs should also be coded I. (Policy 402.0201)

   - **V Student volunteered to enroll in Learning Support courses.**

   - **Blank No requirement in Learning Support Math.**

**Notes:** If a student has a System or institutional requirement this field should retain that value after matriculation; the requirement code for students would remain fixed thereafter as S or I. S421 would denote a student's progress in meeting exit requirements. The code for students coded S or I at initial entry should not be changed if the student later volunteers to enroll in Learning Support.

   Student volunteering for Learning Support should be reported only for the semester(s) during which they were enrolled.

**BANNER TABLES:** Derived from the code entered on ZOAGARP and translated on ZOANCST.

**DATE ISSUED:** 2-94

Prior to Fall 1998, the word quarter was used.

In Spring 1999, the word “COMPASS” as equivalent to CPE was added.

**DATE OF LAST UPDATE:** 5-94, 10-98
**ELEMENT TITLE:** Learning Support Program Current Enrollment Indicator - Mathematics

**DEFINITION:** An indication of the status of the student in regard to current enrollment in learning support courses in the area of mathematics.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 1

2. **Valid Codes:**
   - **Y**  Yes, student is currently enrolled in Learning Support Course in math
   - **N**  No, student is not currently enrolled in Learning Support course in math and has not completed this requirement
   - **C**  Student had an LS requirement in math and satisfied exit requirements of the learning support in math.
     - This code must be submitted with Type 2 records, if applicable.
   - **D**  Student was dismissed from the institution for failure to exit this area.
     - This code must be submitted with Type 2 records, if applicable.
   - **Blank**  No LS requirement is recorded on S420

<table>
<thead>
<tr>
<th>Status Code S420</th>
<th>Enrollment Indicator S421</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>must be Y, N, C, or D</td>
</tr>
<tr>
<td>I</td>
<td>must be Y, N, C, or D</td>
</tr>
<tr>
<td>V</td>
<td>must be Y</td>
</tr>
<tr>
<td>Blank</td>
<td>must be Blank</td>
</tr>
</tbody>
</table>

**BANNER TABLES:** Derived from the student's enrollment in courses with Learning Support Grade Modes. For "D" codes, the institution enters a two-character code manually on ZOAGARP. Then the extraction takes this two-character code and translates it on another form to the single character "D."

**DATE ISSUED:** 2-94

**DATE OF LAST UPDATE:**
**Element Title:** Learning Support Requirement Indicator - Reading

**Definition:** An indication of the status of the student in regard to the Learning Support requirements in the area of reading.

**Codes, Categories, and Comments:**

1. **Element Size:** 1

2. **Valid Codes:**

   **S System Requirement.** Student required to take Learning Support courses because he/she has met neither the System SAT-V minimum nor the System CPE/COMPASS English minimum. This code also includes CPC English deficient students who do not meet the System CPE/COMPASS reading minimum, regardless of SAT-V.

   **I Institutional Requirement.** Student required by the institution to enroll in Learning Support courses even though he/she is eligible based on University System minimum scores to be admitted without Learning Support requirements. Students with institutional requirements who are enrolled in Certificate and Associate degree career programs should also be coded I. (Policy 402.0201)

   **V** Student volunteered to enroll in Learning Support courses.

   **Blank** No requirement in Learning Support Reading.

**Notes:** If a student has a System or institutional requirement this field should retain that value after matriculation; the requirement code for students would remain fixed thereafter as S or I. S423 would denote a student's progress in meeting exit requirements. The code for students coded S or I at initial entry should not be changed if the student later volunteers to enroll in Learning Support.

Student volunteering for Learning Support should be reported only for the semester(s) during which they were enrolled.

**Banner Tables:** Derived from the code entered on ZOAGARP and translated on ZOANCST.
ELEMENT TITLE: Learning Support Program Current Enrollment Indicator - Reading

DEFINITION: An indication of the status of the student in regard to current enrollment in learning support courses in the area of reading.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 1

2. Valid Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Yes, student is currently enrolled in Learning Support Course in reading</td>
</tr>
<tr>
<td>N</td>
<td>No, student is not currently enrolled in Learning Support course in reading and has not completed this requirement</td>
</tr>
<tr>
<td>C</td>
<td>Student had an LS requirement in reading and satisfied exit requirements of the learning support in reading. <em>This code must be submitted with Type 2 records, if applicable.</em></td>
</tr>
<tr>
<td>D</td>
<td>Student was dismissed from the institution for failure to exit this area. <em>This code must be submitted with Type 2 records, if applicable.</em></td>
</tr>
<tr>
<td>Blank</td>
<td>No LS requirement is recorded on S422</td>
</tr>
</tbody>
</table>

**BANNER TABLES:** Derived from the student's enrollment in courses with Learning Support Grade Modes. For "D" codes, the institution enters a two-character code manually on ZOAGARP. Then the extraction takes this two-character code and translates it on another form to the single character "D."

<table>
<thead>
<tr>
<th>Status Code S422</th>
<th>Enrollment Indicator S423</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>must be Y, N, C, or D</td>
</tr>
<tr>
<td>I</td>
<td>must be Y, N, C, or D</td>
</tr>
<tr>
<td>V</td>
<td>must be Y</td>
</tr>
<tr>
<td>Blank</td>
<td>must be Blank</td>
</tr>
</tbody>
</table>

DATE ISSUED: 2-94

DATE OF LAST UPDATE:
**ELEMENT TITLE:** SAT II Test Score, Literature

**DEFINITION:** The score made by the student on the English literature SATII test.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3
2. **Valid Codes:** Valid scores range from 200 - 800.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:** 06-00

**DATE OF LAST UPDATE:**
**ELEMENT TITLE**: SAT II Test Score, Writing

**DEFINITION**: The score made by the student on the Writing SATII test.

**CODES, CATEGORIES, AND COMMENTS**: 

1. **Element Size**: 3
2. **Valid Codes**: Valid scores range from 200 - 800.

**BANNER TABLES**: SORTTEST from SORTTEST_TEST_SCORE.

**DATE ISSUED**: 06-00

**DATE OF LAST UPDATE**: 
**ELEMENT TITLE:** SAT II Test Score, Math IC

**DEFINITION:** The score made by the student on the Math IC SATII test.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3

2. **Valid Codes:** Valid scores range from 200 - 800.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:**

06-00

**DATE OF LAST UPDATE:**
ELEMENT TITLE: SAT II Test Score, Math IIC

DEFINITION: The score made by the student on the Math IIC SATII test.

CODES, CATEGORIES, AND COMMENTS:
1. Element Size: 3
2. Valid Codes: Valid scores range from 200 - 800.

BANNER TABLES: SORTEST from SORTEST_TEST_SCORE.
ELEMENT TITLE: SAT II Test Score, U.S. History

DEFINITION: The score made by the student on the U.S. History SATII test.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 3

2. Valid Codes: Valid scores range from 200 - 800.

BANNER TABLES: SORTEST from SORTEST_TEST_SCORE.

DATE ISSUED: 06-00

DATE OF LAST UPDATE:
**ELEMENT TITLE:** SAT II Test Score, World History

**DEFINITION:** The score made by the student on the World History SATII test.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3
2. **Valid Codes:** Valid scores range from 200 - 800.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:**
06-00

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** SAT II Test Score, Biology E/M

**DEFINITION:** The score made by the student on the Biology E/M (Ecological/Molecular) SAT II test. Enter the test score on either the Ecological or the Molecular version of the SAT II test.

**CODES, CATEGORIES, AND COMMENTS:**

1. Element Size: 3
2. Valid Codes: Valid scores range from 200 - 800.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:** 06-00

**DATE OF LAST UPDATE:**
ELEMENT TITLE: SAT II Test Score, Chemistry

DEFINITION: The score made by the student on the Chemistry SAT II test.

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 3
2. Valid Codes: Valid scores range from 200 - 800.

BANNER TABLES: SORTEST from SORTEST_TEST_SCORE.

DATE ISSUED: 06-00

DATE OF LAST UPDATE:
<table>
<thead>
<tr>
<th>ELEMENT TITLE:</th>
<th>SAT II Test Score, Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEFINITION:</td>
<td>The score made by the student on the Physics SAT II test.</td>
</tr>
<tr>
<td>CODES, CATEGORIES, AND COMMENTS:</td>
<td></td>
</tr>
<tr>
<td>1. Element Size:</td>
<td>3</td>
</tr>
<tr>
<td>2. Valid Codes:</td>
<td>Valid scores range from 200 - 800.</td>
</tr>
<tr>
<td>BANNER TABLES:</td>
<td>SORTEST from SORTEST_TEST_SCORE.</td>
</tr>
<tr>
<td>DATE ISSUED:</td>
<td>06-00</td>
</tr>
<tr>
<td>DATE OF LAST UPDATE:</td>
<td></td>
</tr>
</tbody>
</table>

Page 84
**ELEMENT TITLE:** GED Composite Test Score

**DEFINITION:** The composite score made by the student on the GED.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3

2. **Valid Codes:** Valid scores range from a minimum of 100 to a maximum of 400.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:** 06-00

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** GED Test Score–Writing Skills

**DEFINITION:** The score made by the student on the GED Writing Skills test.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2
2. **Valid Codes:** Valid scores range from a minimum of 20 to a maximum of 80.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:** 06-00

**DATE OF LAST UPDATE:**
<table>
<thead>
<tr>
<th><strong>ELEMENT TITLE:</strong></th>
<th>GED Test Score–Social Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEFINITION:</strong></td>
<td>The score made by the student on the GED Social Studies test.</td>
</tr>
</tbody>
</table>

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2

2. **Valid Codes:** Valid scores range from a minimum of 20 to a maximum of 80.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:** 06-00

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** GED Test Score-- Science

**DEFINITION:** The score made by the student on the GED Science test.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2

2. **Valid Codes:** Valid scores range from a minimum of 20 to a maximum of 80.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:** 06-00

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** GED Test Score--Literature and Arts

**DEFINITION:** The score made by the student on the GED Literature and Arts test.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2

2. **Valid Codes:** Valid scores range from a minimum of 20 to a maximum of 80.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:** 06-00

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** GED Test Score--Mathematics

**DEFINITION:** The score made by the student on the GED Mathematics.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2

2. **Valid Codes:** Valid scores range from a minimum of 20 to a maximum of 80.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:** 06-00

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** LSAT Test Score

**DEFINITION:** The score made by the student on the Law School Admission Test (LSAT).

This field is applicable only to University of Georgia and Georgia State University students who are entering Law School and whose admission, in part, is based on LSAT scores.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3

2. **Valid Codes:**
   - 120 through 180

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:** 06-00

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** GRE Test Score–Verbal

**DEFINITION:** The score made by the student on the Graduate Record Examination (GRE)–Verbal test.

**CODES, CATEGORIES, AND COMMENTS:**

1. Element Size: 3
2. Valid Codes: 200 through 800

This field is applicable only for those institutions with graduate programs.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:** 06-00 for 08-00 collection.
**ELEMENT TITLE:** GRE Test Score–Quantitative

**DEFINITION:** The score made by the student on the Graduate Record Examination (GRE) Quantitative test.

**CODES, CATEGORIES, AND COMMENTS:**

1. Element Size: 3
2. Valid Codes:
   - 200 through 800

This field is applicable only for those institutions with graduate programs.

**BANNER TABLES:** SORTEST from SORTEST_TEST_SCORE.

**DATE ISSUED:** 06-00 for 08-00 collection.

**DATE OF LAST UPDATE:**
**ELEMENT TITLE:** GRE Test Score–Analytical

**DEFINITION:** The score made by the student on the Graduate Record Examination (GRE) Analytical test.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 3

2. **Valid Codes:**
   - 200 through 800

This field is applicable only for those institutions with graduate programs.

**BANNER TABLES:** SORTTEST from SORTTEST_TEST_SCORE.

**DATE ISSUED:** 06-00 for 08-00 collection.

**DATE OF LAST UPDATE:**
ELEMENT TITLE: Permanent Address

DEFINITION: The permanent address of the student.

CODES, CATEGORIES, AND COMMENTS:
1. Element Size: 124
   Street 1  Size 30
   Street 2  Size 30
   Street 3  Size 30
   City      Size 20
   State     Size 2
   ZIP Code  Size 10
   Nation    Size 2

2. Valid Codes: Any combination of numbers and characters.

BANNER TABLES: SPRADDR from SPRADDR_ATYPE-CODE = (parameter for “PERMANENT ADDRESS”) in HARDCODES file.

DATE ISSUED:

DATE OF LAST UPDATE:
GENERAL OPERATIONS DATA ELEMENT DICTIONARY

The purpose of the General Operations Data Element Dictionary (GDED) is to provide standard names and definitions for data elements common to the data systems of the . The GDED is used by SIRS, FIS, CIR, RUR, and FIR.

The General Operations Data Element Dictionary defines two basic types of elements common to these USG data systems.

1. Uniform Codes

2. Operations codes (to identify the processing required for a particular record)

Each element may not be used in every data system. Check that system’s data element dictionary for more information.

Revised June 2000
## GENERAL OPERATIONS DATA ELEMENT DICTIONARY INDEX

<table>
<thead>
<tr>
<th>Element Title</th>
<th>Field Size</th>
<th>GDED #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year/Semester</td>
<td>5</td>
<td>G101</td>
</tr>
<tr>
<td>Institution Code–Norms</td>
<td>2</td>
<td>G102</td>
</tr>
<tr>
<td>Institution Code–FICE</td>
<td>6</td>
<td>G103</td>
</tr>
<tr>
<td>Institution Code–Accounting</td>
<td>3</td>
<td>G104</td>
</tr>
<tr>
<td>Technical Institution (DTAE) Code</td>
<td>2</td>
<td>G105</td>
</tr>
</tbody>
</table>

**UNIFORM CODES (G100 SERIES)**

**OPERATIONS CODES (G200 SERIES)**

<table>
<thead>
<tr>
<th>Element Title</th>
<th>Field Size</th>
<th>GDED #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Code</td>
<td>1</td>
<td>G201</td>
</tr>
</tbody>
</table>
**ELEMENT TITLE:** Fiscal Year/Semester

**DEFINITION:** The first four digits contain the fiscal year. The last digit designates the term or semester.

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 5 in form YYYYS

2. **Valid Codes:**

   Semester Codes
   
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summer Term</td>
<td>Spring 1999 = 19994</td>
</tr>
<tr>
<td>2</td>
<td>Fall Semester</td>
<td>Summer 2000 = 20011</td>
</tr>
<tr>
<td>4</td>
<td>Spring Semester</td>
<td></td>
</tr>
</tbody>
</table>

Prior to Fall 1998 (Fall 1999 for Georgia Tech), Code “3” was used to indicate Winter Quarter. During the same period, Codes 1, 2, and 4 referred to quarters. Use caution in comparing data.

**BANNER TABLES:** Term code is translated in table ZORTRMT (ZOATRMT) to extract the SIRS YYYY/T equivalent.

**DATE ISSUED:** 7-81

Before Fall 1998, the last 2 digits of the fiscal year (982) were used. The same codes, 1, 2, and 4 (plus “3” for Winter) were used for quarters.

**DATE OF LAST UPDATE:** 10-98, 01-01
**ELEMENT TITLE:** Institution Code–SIRS & Norms

**DEFINITION:** The two-digit code assigned the institution for the purpose of SIRS (and Norms Data).

**CODES, CATEGORIES, AND COMMENTS:**

1. **Element Size:** 2

2. **Valid Codes:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Norms Code</th>
<th>Norms Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td>Georgia Institute of Technology</td>
</tr>
<tr>
<td>03</td>
<td></td>
<td>Georgia State University</td>
</tr>
<tr>
<td>04</td>
<td></td>
<td>Medical College of Georgia</td>
</tr>
<tr>
<td>05</td>
<td></td>
<td>University of Georgia</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Georgia Southern University</td>
</tr>
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<td>16</td>
<td></td>
<td>Valdosta State University</td>
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<td>Albany State University</td>
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<td>Armstrong Atlantic State University</td>
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<tr>
<td>08</td>
<td></td>
<td>Augusta State University</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Clayton College &amp; State University</td>
</tr>
<tr>
<td>09</td>
<td></td>
<td>Columbus State University</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Fort Valley State University</td>
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<td>Georgia Southwestern State University</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td>Kennesaw State University</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>North Georgia College &amp; State University</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Savannah State University</td>
</tr>
<tr>
<td>02</td>
<td></td>
<td>Southern Polytechnic State University</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>State University of West Georgia</td>
</tr>
<tr>
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<td>99</td>
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**BANNER TABLES:** The SIRS code is entered on ZTVINST in field ZTVINST_SIRS_INST_CODE.

**DATE ISSUED:** 7-81

**DATE OF LAST UPDATE:** 3-88, 2-94, 8-96, 3-97
ELEMENT TITLE: Institution Code--FICE

DEFINITION: The six-digit code assigned the institution by the Federal Interagency Committee on Education (FICE).

CODES, CATEGORIES, AND COMMENTS:

1. Element Size: 6

2. Valid Codes:

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<td>Medical College of Georgia</td>
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<td>001598</td>
<td>University of Georgia</td>
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</tr>
<tr>
<td>001552</td>
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</tr>
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<td>008976</td>
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<tr>
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<td>001566</td>
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<td>001602</td>
<td>Georgia College and State University</td>
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<td>Georgia Southwestern State University</td>
</tr>
<tr>
<td>001577</td>
<td>Kennesaw State University</td>
</tr>
<tr>
<td>001585</td>
<td>North Georgia College &amp; State Univ.</td>
</tr>
<tr>
<td>001590</td>
<td>Savannah State University</td>
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BANNER TABLES: The institution code is entered on SHACTRL in field SHBCGPA_INST_FICE and must be entered on ZTVINST in field ZTVINST_FICE.

DATE ISSUED: 7-81

DATE OF LAST UPDATE: 3-88, 2-94, 8-96, 3-97
ELEMENT TITLE: Institution Code--Accounting

DEFINITION: The three-digit standard accounting code assigned the institution by the System Office.

CODES, CATEGORIES, AND COMMENTS:
1. Element Size: 3
2. Valid Codes:
   Accounting Code
   030 Georgia Institute of Technology
   090 Georgia State University
   120 Medical College of Georgia
   180 University of Georgia
   390 Georgia Southern University
   510 Valdosta State University
   210 Albany State University
   240 Armstrong Atlantic State University
   270 Augusta State University
   280 Clayton College & State University
   300 Columbus State University
   330 Fort Valley State University
   360 Georgia College & State University
   420 Georgia Southwestern State University
   430 Kennesaw State University
   450 North Georgia College & State University
   480 Savannah State University
   500 Southern Polytechnic State University
   540 State University of West Georgia
   570 Dalton State College
   610 Macon State College
   620 Abraham Baldwin Agricultural College
   630 Atlanta Metropolitan College
   690 Bainbridge College
   700 Coastal Georgia Community College
   710 Darton College
   720 East Georgia College
   730 Floyd College
   750 Gainesville College
   760 Georgia Perimeter College
   810 Gordon College
   840 Middle Georgia College
   870 South Georgia College
   890 Waycross College

BANNER TABLES: The institution accounting code is entered on ZTVINST in field ZTVINST_FCRU_INST_CODE.

DATE ISSUED: 7-81

DATE OF LAST UPDATE: 3-88, 2-94, 2-95, 8-96, 3-97
ELEMENT TITLE: Technical Institution Codes

DEFINITION: The two-digit code assigned the technical institutions by the System Office.

Note that these codes will be replaced by FICE codes beginning in Summer 2002.

CODES, CATEGORIES, AND COMMENTS:
1. Element Size: 2

2. Valid Codes:

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<thead>
<tr>
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<tr>
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</tr>
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<td>42  Altamaha Technical College</td>
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</tr>
<tr>
<td>43  Appalachian Technical College</td>
<td>60  Moultrie Technical College</td>
</tr>
<tr>
<td>44  Athens Area Technical College</td>
<td>61  North Georgia Technical College</td>
</tr>
<tr>
<td>45  Atlanta Technical College</td>
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<tr>
<td>46  Augusta Technical College</td>
<td>63  Northwestern Technical College</td>
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<tr>
<td>47  Carroll Technical College</td>
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<tr>
<td>48  Chattahoochee Technical College</td>
<td>65  Okefenokee Technical College</td>
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<tr>
<td>49  Columbus Technical College</td>
<td>66  Sandersville Technical College</td>
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<td>50  Coosa Valley Technical College</td>
<td>67  Savannah Technical College</td>
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<td>51  DeKalb Technical College</td>
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<td>52  East Central Technical College</td>
<td>69  Southeastern Technical College</td>
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<td>53  Flint River Technical College</td>
<td>70  Swainsboro Technical College</td>
</tr>
<tr>
<td>54  Griffin Technical College</td>
<td>71  Thomas Technical College</td>
</tr>
<tr>
<td>55  Gwinnett Technical College</td>
<td>72  Valdosta Technical College</td>
</tr>
<tr>
<td>56  Heart of Georgia Technical College</td>
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</table>

BANNER TABLES: The technical institution code is entered on ZOANORM in field ZORNORM_SIRS_NORM_CODE.

DATE ISSUED: 2-95

DATE OF LAST UPDATE:
**ELEMENT TITLE:** SIRS Transaction Code

**DEFINITION:** A code designating the type of a single student record in relation to a new or existing record.

**CODES, CATEGORIES, AND COMMENTS:**

1. Element Size: 1
2. Valid Codes:
   - 1 Active
   - 2 Not Present
   - 3 Co-op
   - G Graduate

**BANNER TABLES:** Not stored in Banner.

**DATE ISSUED:** 7-81

**DATE OF LAST UPDATE:**
SIRS Data Element Dictionary
Appendices A-D
SIRS Data Element Dictionary
Appendix A
Glossary of Terms
Users should note that some terms are maintained in the Glossary for historical purposes. For example, while the System is now on the semester calendar, the definition of “quarter” is maintained for those who use older SIRS files.

Academic Year  The consecutive period of three quarters, Fall, Winter and Spring quarters, or two semesters, Fall through Spring.

Aliens, Non-Resident  Persons who have been admitted to the United States but not for permanent residence.

Aliens, Resident  Persons who have been lawfully admitted for permanent residence (in past SIRS SDEDs, the student was specified as one holding a "green card," Form I-151) and who can hold permanent full-time employment within the United States.

American College Testing (ACT) Program Scores  An entrance test given by the American College Testing Program, composed of English, Math, Science, and Social Science sections, with a composite score.

Auditor  A person who has registered and paid fees for a course but who has elected not to receive credit for participation in the course.

Calendar  The System was on the quarter calendar through Summer 1998 (except for Georgia Institute of Technology, which was on the quarter calendar through Summer 1999).

Career Associate Degrees  Associate degree programs are designed to prepare a student for a particular occupation. These programs are not designed to provide preparation for transfer (they are not core curriculum programs).

Census Date, Enrollment  The officially designated day in an academic term, after the last day of drop/add, when the institution takes the official student count for the term. This date is recommended by the SIRS Committee and RACRA and finalized by the Chancellor's Office.

Classification of Instructional Programs Code (CIP)  A six-digit taxonomy code developed by the National Center for Education Statistics for classifying academic programs. The CIP taxonomy replaced the four-digit HEGIS taxonomy code in 1983.

College Preparatory Curriculum (CPC)  The minimum high school course of study required of students graduating from high school in and after the spring of 1988 for admission to programs leading to the baccalaureate degree. Failure to complete the CPC in high school can result in a student taking college courses without receiving college credit.

College Placement Examination (CPE)  An examination consisting of tests in reading, English, and mathematics, used for learning support (earlier termed “development studies”) placement testing of students enrolling in Summer 1988 or later. The exam is also used for LS exit testing.

COMPASS  A computerized examination comparable to the CPE, consisting of tests in reading, English, and mathematics, used for learning support (earlier termed “development studies”) placement and exit testing.
Contact Hour  A unit of measure that represents an hour (50 minutes) of scheduled instruction given
to one student in one week. For instruction delivered through lectures, one contact hour yields one
hour of credit. In physical education, laboratory or studio courses, two contact hours yield one
credit hour.

Continuing Education Courses  Non-degree credit activities offered through a variety of conferences,
institutes, short courses, seminars, and special training programs. Continuing education units
(CEU’s) are awarded for completion of such courses. CEUs are not reported through SIRS, and
continuing education courses are not reported through CIR.

Continuing Education Unit (CEU) A unit awarded to participants in organized non-degree credit
activities; defined as 10 contact hours of participation in an organized continuing education
experience under responsible sponsorship, capable direction, and qualified instruction.

Cooperative Education (Co-op) Program  Program in which a student enrolls in college and then works
at a job related to his or her major during alternate terms; or enrolls and works at a program-
related job during the same term.

Core Curriculum  A specified curriculum in each institution for the general purpose of facilitating the
student’s educational progress and transferability in the first two-years of pursuit of the
baccalaureate degree, within and among the units of the University System. Each institution's core
curriculum is published on the Web.

Course  An organized set of activities pertaining to instruction in a particular subject matter, which is
conducted during a given period of time (usually a term) and for which credit toward graduation
or certification is usually given.

Credit by Examination  Academic credit which is awarded to the student by the institution based on
performance on examinations and is accepted in lieu of enrollment in and completion of credit
courses.

Credit Courses  Courses for which, upon successful completion, enrolled students are given credit that
can be applied to meet the requirements for achieving a degree or certificate at a given institution
(in contrast to continuing education courses or LS courses).

Credit Hour  The basic unit of measuring credit for instruction received.

Curriculum  The course of study (prescribed set of courses) leading to the attainment of a degree or
certificate.

Deactivated Program  The temporary suspension of an educational program, degree, or major. Such
action must be reported to Academic Affairs. The deactivation period should not exceed two
academic years, and during this period, no new students can be admitted. At the end of the period,
a decision should be made to reactivate or seek Board approval to discontinue (see Discontinued
Program). Deactivation does not remove a program from the list of authorized offerings for an
institution.
**Degree**  An award (e.g., Bachelor of Science, Associate of Science) conferred upon the student for the successful completion of a given program or curriculum.

**Degree Program Levels**  The levels at which an institution offers formal awards or recognition in each program:

1. **Certificate (one year or more) Program.** A career program designed for completion in one to two academic years and terminating in the award of a certificate. (Certificates of less than one year are not recorded in Degrees and Majors Authorized.)

2. **Associate Degree Program.** An educational program below the baccalaureate level that requires at least two but fewer than four academic years of postsecondary-education work, and that terminates in the award of an associate degree.

3. **Bachelor's Degree Program.** An educational program that generally requires four to five academic years and that terminates in the award of a bachelor's degree.

4. **Master's Degree Program.** An educational program at the graduate level that terminates in any earned academic degree carrying the title of master. In liberal arts and sciences, the degree customarily is granted on successful completion of one or two academic years of work beyond the bachelor's level. In professional fields, it is an advanced professional degree carrying the master's designation (for example MSW, Master of Social Work) earned after the baccalaureate.

5. **Education Specialist Program.** A self-contained degree program in education that is between the master's and doctor's degree both in time and depth. Generally, a minimum of 45 quarter credit hours or 30 semester credit hours beyond the Master's degree is required. The Ed.S. degree program is designed to provide advanced study for those preparing for positions in education which call for a higher level of specialization than that of the master's degree.

6. **First-Professional Degree Program.** An educational program that terminates in an earned degree in a professional field. Degrees included are Doctor of Medicine, Doctor of Dental Medicine, Doctor of Veterinary Medicine, Doctor of Pharmacy, and Juris Doctorate.

7. **Doctoral Degree Program.** An educational program at the graduate level that terminates in any earned academic degree carrying the title of doctor, including both Ph.D.s and Ed.D.s. Not included in this category are first professional degrees such as M.D. or D.D.M.

**Developmental Studies**  A program of study whereby a student who has below college-level proficiency in English, reading, or mathematics may develop those abilities to a college level. Developmental Studies courses are not considered college credit. Any student taking a developmental studies course is classified as a developmental studies student. DS is now called Learning Support (LS).

**Discipline**  A branch of knowledge such as biology, English, sociology, or history.

**Discontinued Program**  The termination of an educational program, degree, or major. The request for such action along with the rationale must be submitted to Senior Vice Chancellor for Academic Affairs for review and finally to the Board of Regents for approval. Discontinuation deletes the program from the authorized offerings of an institution. Discontinuation is equivalent to termination of a program.

**Early Admission Student**  An academically talented student who enrolls in a University System institution full-time following completion of the junior year in high school. Such students must meet established admissions criteria to enroll.
Equivalent Full-Time (EFT) Enrollment An enrollment unit used in the SER, calculated by dividing total quarter credit hours (QCH) generated at the institution by 15 for any quarter (EFT = Total QCH/15) or semester credit hours divided by 15 for any semester. The annual EFT enrollment is calculated by dividing total quarter credit hours for the fiscal year by 45 (Annual EFT = Total Fiscal Year QCH/45) or by 30 for semesters. Note that there are several other definitions of EFT enrollment in use in higher education.

External Degree Program An organized curriculum leading to a degree offered in its entirety by a System institution at an off-campus site. Such programs must be authorized by the Board, and it must be determined that all necessary facilities, faculty, staff, and supporting resources are available or can be provided at the off-campus location with standards equal to those maintained on campus.

FICE Code A six-digit code assigned by the Federal Interagency Committee on Education (FICE) to each higher education institution; this code never changes regardless of changes in an institution's level.

Financial Aid A system of financial assistance to help students meet their educational expenses.

First Professional Student Student enrolled in veterinary medicine, law, medicine, dentistry, pharmacy (doctorate). This definition satisfies federal reporting.

First Professional-B Student Used before Summer 2000 in SIRS to refer to undergraduate students enrolled in forestry, pharmacy (baccalaureate), journalism, or social work (beyond the sophomore level) at the University of Georgia only. When this code was in use, first professional students were called “First Professional-A” students.

Fiscal Year The twelve-month period of time beginning July 1 and ending the following June 30. In terms of academic quarters, a fiscal year includes the continuous period from Summer quarter through Spring quarter; in terms of semesters, a fiscal year includes Summer term, Fall semester, and Spring semester.

Full-Time Student, Graduate A graduate student who is enrolled in at least 10 quarter credit hours or 9 semester hours at the graduate level.

Full-Time Student, Undergraduate An undergraduate student who is enrolled in 12 or more quarter credit hours or 12 or more semester credit hours.

General Educational Developmental (GED) Test A high school equivalency examination.

Geographic Origin (County) The county of residence in which the student legally resided at the time of admission to the institution.

Geographic Origin (State) The state of legal residence at the time of first admission to the institution as an Undergraduate, Graduate, or First Professional student.

Graduate/Professional-Level Course Graduate level (Master's, Education Specialist, and Doctorate) and professional level (medicine, veterinary medicine, dentistry, and law) course.
**Graduate Student**  A student pursuing a course of study beyond the baccalaureate degree level (includes master's, education specialist, and doctoral programs; does not include professional programs).

**Grants (Student Financial Aid)** Student aid which does not have to be repaid.

**Guaranteed Student Loan** Program for eligible undergraduate and graduate students to borrow funds directly from banks, creditors, savings and loans, and other lenders who voluntarily participate in the program.

**Headcount Enrollment** Unduplicated number of enrolled students within an institution as of the official census date.

**HEGIS (Higher Education General Information Survey)** The federal data acquisition program formerly operated by the National Center for Education Statistics. The program was replaced by the Integrated Postsecondary Education Data System (IPEDS) beginning in 1986-87.

**HEGIS Taxonomy Code** The four-digit code for classifying instructional programs which was developed by the National Center for Education Statistics (NCES). The taxonomy was replaced in 1983 by the six-digit Classification of Instructional Program (CIP) code.

**Housing** Student residential units including single student, fraternity/sorority, and married student apartments, only if such units are owned or controlled by the college or university.

**Housing Capacity** Total student spaces available in institutional housing, as of the housing census date, including only those spaces normally occupied. Note that this information is no longer collected (June 2000).

**Housing Occupancy** The number of students living in institutional housing as of the housing census date; includes students living in over-capacity space as well as normal capacity space.

**In-state Student** Student who is legally domiciled in Georgia for tuition purposes.

**Institutional Credit** Credit assigned to remedial courses, such as learning support (or DS) courses or Regents’ Test remediation courses. This credit cannot be counted toward meeting the requirements for a certificate or degree.

**Integrated Postsecondary Education Data System (IPEDS)** The federal data acquisition system implemented by the Office for Educational Research and Improvement (OERI), U.S. Department of Education, in 1986-87. This system of surveys replaced the HEGIS surveys.

**Joint Enrollment Student** An academically talented student who is enrolled in courses for college credit while continuing in high school. Such students must meet established criteria to participate in the program.

**Learning Support** A program of study whereby a student who has below college-level proficiency in English, reading, or mathematics may develop those abilities to a college level. Learning Support courses are not considered college credit.
Legal Residence, State of  The state in which the student is legally domiciled for tuition purposes.

Loans (Student Financial Aid)  Money borrowed by the student to cover college costs which must be repaid along with interest over a specified period of time.

Lower Division/Level Courses  Learning Support (0-099 level numbers), freshman (1000 level numbers), and sophomore (2000 level numbers) courses.

Lower Division/Level Student  Undergraduate student who has successfully completed (generally) less than 90 quarter or 60 semester credit hours; includes student levels of freshman and sophomore. Before 1993, Developmental Studies was considered a student level.

Major  A field of study (e.g., political science) which leads to award of a degree. A major may be offered in more than one degree structure (e.g., B.A. in Political Science, B.S. in Political Science). University System academic program guidelines specify the following:

  Major  21 semester hours or more of upper-division courses in a field of study. Majors require BOR approval; minors do not.

  Minor  15 to 18 semester hours of coursework, with at least 9 hours of upper-division courses in a field of study other than the student's major.

Teaching Field  A broad teaching field within the secondary education major.

Merit Scholarship  Funds awarded in recognition of a student's special academic abilities, talents, interests or participation in certain programs without regard to financial need (non-need based).

Non-Degree Students  A student who has been admitted with the explicit understanding that he or she is not pursuing a formal degree or certificate. These students may earn credits.

Off-Campus  Courses offered anywhere other than in the facilities or on the grounds of the institution. Excluded are those instructional activities which are an integral part of on-campus instructional programs, but take students away from the campus for a special learning experience (e.g., clinical experiences, student teaching, field work).

Out-of-State Students  Students who are legally domiciled outside the State of Georgia for tuition purposes.

Part-Time Student, Graduate  A graduate student who is enrolled in less than 9 semester credit hours at the graduate level. This definition also includes First Professional students (medical, dentistry, law, and veterinary medicine students).

Part-Time Student, Undergraduate  An undergraduate student who is enrolled in less than 12 semester credit hours.

Pell Grant  Federal student aid program administered by the U.S. government; the grant is need-based and does not have to be repaid.
**Perkins Loan**  A federal low-interest loan program for undergraduate and graduate students. Repayment is required starting six months after graduation, or after leaving college or becoming less than a half-time student.

**Program Area (Budget Request)**  The five formula groups used for developing the University System budget request to the Governor and Legislature. Disciplines are grouped into the three following broad program areas ranging from low cost (Group 1) to high cost (Group 3). Groups 4 and 5 are designated as special programs and are assigned to a separate classification.

- **Group 1:** Law, Letters, Library Science, Psychology, Social Sciences
- **Group 2:** Area Studies, Business, Communications, Education, Home Economics, Mathematics, Public Affairs, Interdisciplinary Studies
- **Group 3:** Agriculture, Architecture, Biological Sciences, Computer Science, Engineering, Fine and Applied Arts, Foreign Languages, Health Professions, Physical Sciences, Technologies
- **Group 4:** Remedial or Learning Support Programs
- **Group 5:** Medicine, Dentistry, Veterinary Medicine

**Quarter**  The uniform calendar system whereby each institution in the University System structured its courses for the calendar year through Summer 1998. Each regular quarter during the academic year (Fall through Spring) consisted of the equivalent of eleven calendar weeks of instruction, including allowance for registration, examination, and reporting of grades to the registrar. Ten full weeks of instruction (a minimum of 47 class days) were required. The duration of a summer quarter was more flexible, either sub-divided and/or shortened, as long as the equivalent instruction time was met.

**Quarter Credit Hour (QCH)**  The measure of the activity of one student in course work for not less than 50 minutes a week over a period of one academic quarter (10 weeks) or the equivalent. A minimum of 500 minutes of instruction was required for each quarter credit hour awarded.

**Regents' Test**  Test developed by the University System to assess the status of student competence in the areas of reading and writing. The test is composed of a 60-item multiple choice test, designed to assess vocabulary, comprehension, and analysis skills, and an essay. Passing both parts of the test is a requirement for graduation from undergraduate degree programs (associate and baccalaureate).

**Scholastic Assessment Test (SAT) Scores**  An entrance test given by the Educational Testing Service which is composed of a quantitative (math) and a verbal section. The range of possible scores for each section is 200-800 in intervals of 10.

**Section**  A group of students who are scheduled to meet together for instruction as a regularly scheduled, organized class with one or more instructors under a specified course number or a group of students or a single student assigned to one or more instructors for independent or supervised study (including clinical work, student teaching, thesis supervision, etc.) under a specified course number, or a single student assigned to an instructor for individual teaching under a specified course number.
**Semester**  A semester is at least fifteen calendar weeks (minimum of 150 class days per year excluding registration and final examination periods) in length. All institutions begin classes during the same week, with the exception of the medical school component of Medical College of Georgia.

**Transfer Programs**  Associate degree level coursework which meets the requirements of the Core Curriculum and is therefore creditable toward a baccalaureate degree.

**Transfer Student**  A student who has attempted courses at another institution prior to matriculating at the present institution.

**Type of Institution**  A Board of Regents designation for System institutions:
- Research Universities
- Regional Universities
- State Universities
- State Colleges
- Two-Year Colleges

**Undergraduate Student**  A student enrolled in a bachelor's degree program, an associate-degree program, or a certificate (career or vocational-technical) program.

**Uniform Academic Calendar**  The earliest beginning and latest ending date for each term as approved by the Chancellor.

**Upper Division/Level**  Junior (3000 level number) and senior (4000, and sometimes 5000 level) courses.

**Upper Division/Level Student**  Undergraduate student who has successfully completed 60 semester credit hours or more; includes student levels juniors and seniors.
# APPENDIX B: List of Countries by Name

## Use With Data Element S107

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# University System of Georgia
## Student Data Element Dictionary
### APPENDIX C
#### Standard Abbreviations for States of the United States

**Use With Data Element:** SIRS S108--State of Legal Residence at Matriculation (State of Origin)

**Date Issued:** 7-81  
**Date of Last Update:** 3-83, 4-87, 2-94, 7-96, 12-96, 12-97, 7-00

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University System of Georgia  
Student Data Element Dictionary  
APPENDIX D  
Georgia County Codes

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Office of Strategic Research and Analysis  
May 4, 2001