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ABSTRACT

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe those student-related data elements: (1) required to support current National Center for Higher Education Systems (NCHEMS) products; (2) anticipated as being required for future NCHEMS products; and (3) commonly maintained by institutions for operational and reporting purposes. It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist. (Author/HS)

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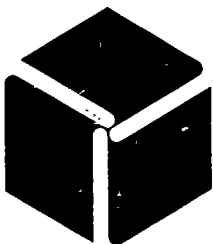
ED 071636

# DATA ELEMENT DICTIONARY: STUDENT

**PRELIMINARY  
DRAFT**  
for review purposes only

Second Edition  
Technical Report 33

National  
Center for  
Higher  
Education  
Management  
Systems  
at WICHE



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The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

- . . . to increase educational opportunities for westerners.
- . . . to expand the supply of specialized manpower in the West.
- . . . to help universities and colleges improve both their programs and their management.
- . . . to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

DATA ELEMENT DICTIONARY: STUDENT

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Second Edition

Technical Report No. 33

1972

James S. Martin

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National Center for Higher Education Management Systems at  
Western Interstate Commission for Higher Education

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## ABSTRACT

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the project Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for purposes of soliciting comments and suggestions for improvements.

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories.

The definitions of data elements included in this publication will be revised to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere..

It should also be emphasized that this document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

## PREFACE

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the Data Element Dictionary Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for the purposes of soliciting comments and suggestions for improvements.

We urge the readers to review this document and forward their comments, criticisms, and suggestions directly to the author or members of the staff by March 1, 1973.

Ben Lawrence  
Director



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This second edition of the Data Element Dictionary is the product of the efforts of many individuals. In particular, we are indebted to the members of the Data Element Dictionary Task Force, who generously contributed their time and efforts in the development of this edition:

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## CHAPTER I

### INTRODUCTION

The primary mission of the National Center for Higher Education Management Systems (NCHEMS) at WICHE is to assist higher education institutions and agencies with the development of improved resource allocation and management systems.

To meet these objectives, the Center has undertaken the development of:

1. Procedures for making information available to assist higher education administrators with internal management.
2. Analytical methods and tools.
3. Procedures to facilitate the exchange of comparable data among institutions and agencies of higher education.

The purpose of these procedures and tools will be to assist decision makers in institutions and agencies of higher education in improved analysis, planning, and resource allocation.

All of the developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The Data Element Dictionary (DED) is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS projects.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

The first edition of the Data Element Dictionary (Thomas, 1970) was the first product produced by the Center and as such concentrated on forecasting data elements that would be supportive of other NCHEMS efforts in the area of developing planning and management systems. The second edition of the Data Element Dictionary has incorporated changes to the first edition resulting from:

1. Reactions to the first edition by the higher education community.
2. The development of other related NCHEMS products.
3. Further efforts of the DED Task Force and Center staff in developing data bases for higher education information systems.

Elements appearing in the first edition of the Data Element Dictionary have been retained with the exception of a few data elements that the Data Element Dictionary Task Force felt were no longer appropriate.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories, i.e.,

values and definitions of those values within each data element. Data categories and definitions suggested represent common usage except in those identified instances for which national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

The definitions of data elements included in this publication will be revised when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere. In particular, the Information Exchange Procedures project will be specifying values and definitions of those values for many of the data elements.

This document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

An attempt has been made to restrict the Data Element Dictionary to only basic elemental (i.e., nonderivable) data elements. In a few cases where derived data elements were typically found to be stored by many institutions, these have also been included.

The complete Data Element Dictionary will be released in the five sections listed below:

1. Course-Related Elements
2. Facilities-Related Elements
3. Finance-Related Elements
4. Staff-Related Elements
5. Student-Related Elements

These five sections do not represent specific institutional files; rather, they represent logical groupings of data items that are separated for purposes of presentation.

CHAPTER II  
DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to students who are enrolled at or have applied to the institution.

For purposes of the Data Element Dictionary, a student is defined as:

*An individual who has formally applied for admission at the institution.*

or:

*An individual who is making a demand on the instructional resources of the institution.*

The student-related data elements identified in this section of the Data Element Dictionary have been grouped into five data blocks for convenient presentation and examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. The five blocks of student-related data elements are:

1. 001-099 Demographic and Biographical Data

This block defines a series of data elements that describe the student's current demographic and biographical characteristics.

2. 101-199 Previous Educational Experience Data

This block of data elements is designed to define information about each previous educational experience of the student, including the student's terminal secondary educational experience. This block of data elements should be collected for each educational experience of the student, regardless of whether or not the student received a degree or certificate for that experience.

3. 201-299 Admittance Data

This block of data elements is designed to define information regarding the student's admission to a specific institutional program or degree objective. This block, or the appropriate subset thereof, should be generated for each attempted admission by the student.

Note: Data elements 210-215 would most likely have multiple occurrences.

4. 301-399 Term Data

This block of data elements is designed to define information about a student for each term (quarter, semester, etc.) that the student is enrolled in a course.



5. 401-499 Course Data

This block of data elements is designed to define information about each course attempted by the student. These data elements are typically used for generating student transcripts.

Most NCHEMS products require that data blocks 2-5 be maintained historically. These five data blocks would be arranged in a hierarchy as illustrated below:

Demographic and Biographical Data

\*Previous Educational Experience

Admittance Data

\*Term Data

-Course Data

Thus, each student (or applicant) would have one Demographic and Biographical block of data elements along with one or more Previous Educational Experience data blocks. In addition, each student would have one or more Admittance data blocks with each Admittance block having one or more Term data blocks associated with it. Similarly, each Term data block would have multiple Course data blocks associated with it.

Institutions should structure their data bases so as to link these five data blocks appropriately.

The description of each data element contains the following information:

1. ELEMENT NUMBER - A three-digit number to identify each data element. The first digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.
2. ELEMENT TITLE - A brief identification of the data element.
3. DEFINITION - A brief description of the data element.
4. CODES OR RECORDING INSTRUCTIONS - A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions.
5. USES - An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category. In addition, those elements required to complete the Higher Education General Information Survey (HEGIS) are identified.

The following abbreviations or acronyms are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP

Manpower Accounting Manual	PCM
Program Measures	PM
Resource Requirements Prediction Models	RRPM
Student Flow Models	SFM

6. COMMENTS - Additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.
7. DATE ISSUED - Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.

## CHAPTER III

### INDICES

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## DED - STUDENT

## Alphabetical Index by NCHEMS Product

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	Housing Status	011
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	Marital Status	010
	Parents' Income	028
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## STUDENT - continued

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	Father's Education	027
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HEGIS INDEX

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Major Field of Degree	106
Sex	004
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CHAPTER IV  
DEMOGRAPHIC AND BIOGRAPHICAL DATA

<u>DED No.</u>	<u>Title</u>
001	Name
002	Student Identification Number
003	Social Security Number
004	Sex
005	Birth Date
006	Citizenship
007	Civil Rights Racial Category
008	Geographic Location at First Admission - County
009	Geographic Location at First Admission - State
010	Marital Status
011	Housing Status
012	Fee Residency Status
013	Address - Type of Contact
014	Address - Name
015	Address - Relationship
016	Address - Street/Apartment
017	Address - City
018	Address - State
019	Address - Zip Code
020	Address - Country
021	Address - Telephone Number

<u>DED No.</u>	<u>Title</u>
022	Staff Identification Number
023	Highest Academic Degree or Diploma
024	Mother's Occupation
025	Father's Occupation
026	Mother's Education
027	Father's Education
028	Parents' Income

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

001  
ELEMENT  
NUMBER

ELEMENT TITLE

Name

DEFINITION

The legal combination of words by which the student is known.

CODES OR RECORDING INSTRUCTIONS:

Literal text, which may include the following subelements:

- a. Last name
- b. Prefix
- c. Suffix
- d. First name
- e. Middle name
- f. Maiden name

USES

COMMENTS:

Institutions would normally use delimiters in order to identify various subelements, if required.

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002

**ELEMENT  
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY  
Student Related Data Elements**

**ELEMENT TITLE**

Student Identification Number

**DEFINITION:**

The unique number assigned by the institution to identify each individual considered to be a student at that institution.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

**COMMENTS:**

If Social Security Number is used as a Student Identification Number, this element is not necessary.

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements**

003  
**ELEMENT  
NUMBER**

**ELEMENT TITLE** Social Security Number

**DEFINITION:**

The number assigned to an individual under the Federal Insurance Contribution Act.

**CODES OR RECORDING INSTRUCTIONS:**

**USES** SFM

**COMMENTS:**

**DATE ISSUED** September 1972

004  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Sex

DEFINITION:

The sex of the student, male or female.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>
M	Male
F	Female

USES

PM, SFM, HEGIS, SAM

COMMENTS:

DATE ISSUED

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

005  
ELEMENT  
NUMBER

ELEMENT TITLE Birth Date

DEFINITION:

The calendar date of birth as designated on the legal registration or certificate.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

SFM

COMMENTS:

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006  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE      Citizenship

DEFINITION:

The country in which the student is legally a citizen.

\*  
CODES OR RECORDING INSTRUCTIONS:

\*Two character code - See Appendix 3.

\*Existing U. S. Department of Commerce Standard.

USES      HEGIS, PM

COMMENTS:

If the student is a citizen of more than one country, choose one arbitrarily.

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

007

ELEMENT  
NUMBER

ELEMENT TITLE

Civil Rights Racial Category

DEFINITION:

An indication of the student's ethnic origin.

CODES OR RECORDING INSTRUCTIONS:

Civil rights compliance reporting requires the following categories:

Code	Category
1	Oriental
2	American Indian
3	Negro
4	Spanish-Surnamed American*
5	All Other (Include Caucasian)

\* Includes all students of Mexican, Puerto Rican, Cuban, or Spanish origin.

One alternative currently being used by some institutions of higher education is:

Code	Category	Definition
1	Asian American	Students who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan, or Filipino descent.
2	Black American	Students who identify themselves ethnically as being of Black or Afro-American descent.
3	American Indian	Students who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include White Americans.
4	Chicano or Mexican American	Students who identify themselves as being of Chicano or Mexican American descent.
5	All Other American Ethnic Minorities	Students who identify themselves ethnically with a minority group other than those listed above, such as: Puerto Ricans, Cubans, Spanish, or Latin Americans, etc.
6	White American	Students who identify themselves as native born U. S. citizens of European descent.
7	Foreign Students	Students who carry F or J visa.
8	Refuse to Indicate	Students who decline to indicate ethnic background.

USES

PM, SFM

COMMENTS:

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008

National Center for Higher Education Management Systems

ELEMENT  
NUMBER

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE

Geographic Location at First Admission - County

DEFINITION:

An institutionally defined code for the county in which the student resided at the time of first admission to the institution.

CODES OR RECORDING INSTRUCTIONS:

USES

SFM, PM

COMMENTS:

It is anticipated that this data element would normally be collected for in-state students only.

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DATA ELEMENT DICTIONARY  
Student Related Data Elements

009

ELEMENT  
NUMBER

ELEMENT TITLE

Geographic Location at First Admission - State

DEFINITION:

The U. S. Postal Service code for the state in which the student resided at the time of first admission to the institution.

CODES OR RECORDING INSTRUCTIONS:

Two-digit code. See Appendix 2.

USES

SFM, PM

COMMENTS:

If non-U. S., code "ZZ".

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010

## National Center for Higher Education Management Systems

ELEMENT  
NUMBERDATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE      Marital Status

## DEFINITION:

An institutionally defined code for the legal status of the student with respect to wedlock.

## CODES OR RECORDING INSTRUCTIONS:

<u>Category</u>	<u>Definition</u>
Single	The state of never having been or not presently married.
Married	The state of having a spouse.
Legally Separated	The state of having the conjugal relationship of husband and wife terminated by court decree.
Widowed	The state of being deprived of one's spouse through his or her death.
Divorced	The state of having the marriage dissolved by judicial declaration.

## USES

PM, SAM

## COMMENTS:

For many institutions, "Single" or "Married" may be sufficient categories.

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

011  
ELEMENT  
NUMBER

**ELEMENT TITLE** Housing Status

**DEFINITION:**

An institutionally defined classification of the type of housing in which the student resides; e.g., institution-operated dormitory, fraternity/sorority, private housing, etc.

**CODES OR RECORDING INSTRUCTIONS:**

**USES** PM, SAM

**COMMENTS:**

For many institutions, "on campus" or "off campus" may be sufficient categories.

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012

National Center for Higher Education Management Systems

ELEMENT  
NUMBER

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE

Fee Residency Status

DEFINITION:

An institutionally defined code for the student's residence status for purposes of fee and tuition payments; e.g., in-state; in-state, out-of-district; out-of-state.

CODES OR RECORDING INSTRUCTIONS:

USES

PM, HEGIS, SAM

COMMENTS:

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National Center for Higher Education Management Systems

013

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements**

**ELEMENT**  
**NUMBER**

**ELEMENT TITLE**

Address - Type of Contact

**DEFINITION:**

The type of individual for whom the following address elements are applicable.  
(DED numbers 014-021)

**CODES OR RECORDING INSTRUCTIONS:**

<u>Code</u>	<u>Category</u>
P	Parent or Legal Guardian
L	Student Local Address
M	Student Permanent Address
E	Emergency Notification

The above codes and categories represent one suggested possible set. An alternative set of codes and categories may be equally appropriate.

**USES**

**COMMENTS:**

All address data elements (DED 013-021) can be expected to have multiple occurrences.

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014

ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE

Address - Name

DEFINITION:

The legal combination of words by which this contact is known.

CODES OR RECORDING INSTRUCTIONS:

Literal text, which may include the following subelements:

- a. Last name
- b. Prefix
- c. Suffix
- d. First name
- e. Middle name
- f. Maiden name

USES

COMMENTS:

This element is not necessary if type of contact is student local address or student permanent address.

Institutions would normally use delimiters in order to identify various subelements, if required.

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DATA ELEMENT DICTIONARY  
Student Related Data Elements

015  
ELEMENT  
NUMBER

**ELEMENT TITLE** Address - Relationship

**DEFINITION:**

The individual's relationship to the student, if appropriate. (Father, Spouse, Guardian, etc.)

**CODES OR RECORDING INSTRUCTIONS:**

Name or abbreviation.

**USES**

**COMMENTS:**

This element is not necessary if type of contact is student local address or student permanent address.

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016  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Address - Street/Apartment

DEFINITION:

The street identification or P. O. Box number of the location at which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

Literal list, which may include:

- a. House Number
- b. Apartment Number.
- c. Street
- d. Post Office Box Number

USES

COMMENTS:

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**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements**

**ELEMENT  
NUMBER**

**ELEMENT TITLE**

Address - City

**DEFINITION:**

The city in which the individual may be found or reached.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

SAM\*

**COMMENTS:**

\*When "type of contact" is student local address.

**DATE ISSUED**

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018

**ELEMENT  
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements

**ELEMENT TITLE**

Address - State

**DEFINITION:**

The U. S. Postal Service designation of the state in which the individual may be found or reached.

**CODES OR RECORDING INSTRUCTIONS:**

Two-digit code - See Appendix 2.

**USES**

**COMMENTS:**

**DATE ISSUED**

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**DATA ELEMENT DICTIONARY**  
Student Related Data Elements

019  
**ELEMENT  
NUMBER**

**ELEMENT TITLE** Address - Zip Code

**DEFINITION:**

The U. S. Postal Service Zip Code designation for the location at which the individual may be found or reached.

**CODES OR RECORDING INSTRUCTIONS:**

Five-digit numeric zip code as provided in the U. S. Postal Service Manual.

**USES**

**COMMENTS:**

**DATE ISSUED** September 1972

020  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Address - Country

DEFINITION:

The country in which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

\*A two-digit code - See Appendix 3.

\*Existing U. S. Department of Commerce Standard.

USES

COMMENTS:

DATE ISSUED September 1972



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DATA ELEMENT DICTIONARY  
Student Related Data Elements

021  
ELEMENT  
NUMBER

ELEMENT TITLE

Address - Telephone Number

DEFINITION:

The telephone number of the individual or that telephone number through which he may be reached.

CODES OR RECORDING INSTRUCTIONS:

Actual telephone number.

Area Code (3 digits); Exchange (3 digits); Number (4 digits), Extension (4 digits).

Omit hyphens.

USES

COMMENTS:

DATE ISSUED

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022

National Center for Higher Education Management Systems

**ELEMENT  
NUMBER**

**DATA ELEMENT DICTIONARY  
Student Related Data Elements**

**ELEMENT TITLE**

Staff Identification Number

**DEFINITION:**

The staff identification number of the student. This element should be coded only if the student is also an employee of the institution.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

**COMMENTS:**

This element is a linking element to the Staff Section.

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DATA ELEMENT DICTIONARY  
Student Related Data Elements

023  
ELEMENT  
NUMBER

ELEMENT TITLE

Highest Academic Degree or Diploma

DEFINITION:

An institutionally defined code to indicate the highest degree, certificate, or diploma earned by the student.

CODES OR RECORDING INSTRUCTIONS:

Category

No academic credential  
High school diploma or GED  
Trade or craft certificate  
Professional certificate  
Associate Degree  
Bachelor's Degree  
Master's Degree  
Professional Degree  
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES

PM

COMMENTS:

Honorary degrees would normally not be included.

DATE ISSUED

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024  
ELEMENT  
NUMBER

## National Center for Higher Education Management Systems

### DATA ELEMENT DICTIONARY Student Related Data Elements

ELEMENT TITLE      Mother's Occupation

#### DEFINITION:

The occupational category of the student's mother.

#### CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Officials and Managers	Occupations requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations.
2	Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.
3	Technicians	Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post high school education or through equivalent on the job training.
4	Sales Worker	Occupations engaging wholly or primarily in direct selling.
5	Office and Clerical	Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual.
6	Craftsman (Skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.
7	Operatives (Semiskilled)	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill levels that can be mastered in a few weeks and require only limited training.
8	Laborers (Unskilled)	Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.
9	Service Worker	Workers in both protective and nonprotective service occupations.
10	Homemaker	
11	Other	

USES      SFM

#### COMMENTS:

The above categories and definitions represent one possible set recommended for use. The categories\* selected are those used for Equal Employment Opportunity compliance reporting. An alternative set of categories and definitions may be equally appropriate.

\*With the exception of Homemaker and Other.

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# National Center for Higher Education Management Systems

## DATA ELEMENT DICTIONARY Student Related Data Elements

025

ELEMENT  
NUMBER

**ELEMENT TITLE** Father's Occupation

**DEFINITION:**

The occupational category of the student's father.

**CODES OR RECORDING INSTRUCTIONS:**

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Officials and Managers	Occupations requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations.
2	Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.
3	Technicians	Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post high school education or through equivalent on the job training.
4	Sales Worker	Occupations engaging wholly or primarily in direct selling.
5	Office and Clerical	Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual.
6	Craftsman (Skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.
7	Operatives (Semiskilled)	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill levels that can be mastered in a few weeks and require only limited training.
8	Laborers (Unskilled)	Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.
9	Service Worker	Workers in both protective and nonprotective service occupations.

**USES**

SFM

**COMMENTS:**

The above categories and definitions represent one possible set recommended for use. The categories\* selected are those used for Equal Employment Opportunity compliance reporting. An alternative set of categories and definitions may be equally appropriate.

\*with the exception of "other"

**DATE ISSUED**

September 1972.

026

## National Center for Higher Education Management Systems

ELEMENT  
NUMBERDATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Mother's Education

## DEFINITION:

An institutionally defined code to indicate the highest degree, certificate, or diploma earned by the student's mother.

## CODES OR RECORDING INSTRUCTIONS:

Category

No academic credential  
High school diploma or GED  
Trade or craft certificate  
Professional certificate  
Associate Degree  
Bachelor's Degree  
Master's Degree  
Professional Degree  
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

## USES

SFM

## COMMENTS:

## DATE ISSUED

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**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE** Father's Education**DEFINITION:**

An institutionally defined code to indicate the highest degree, certificate, or diploma earned by the student's father.

**CODES OR RECORDING INSTRUCTIONS:**Category

No academic credential  
High school diploma or GED  
Trade or craft certificate  
Professional certificate  
Associate Degree  
Bachelor's Degree  
Master's Degree  
Professional Degree  
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

**USES** SFM**COMMENTS:****DATE ISSUED** September 1972

028  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Parents' Income

DEFINITION:

The adjusted gross annual income (as defined by the Internal Revenue Code) for a student's parents except where the income of one or both parents would not be relevant to a determination of such student's financial need.

CODES OR RECORDING INSTRUCTIONS:

Actual dollar amount. (Rounded to nearest whole dollar)

USES

SFM, PM

COMMENTS:

This element does not include the student's income unless he is a self-supporting student. This element is also required for institutional participation in federal student financial aid programs.

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CHAPTER V  
PREVIOUS EDUCATIONAL EXPERIENCE DATA

<u>DED No.</u>	<u>Title</u>
101	Institution Name
102	Institution Type
103	Institution Code
104	Degree/Certificate
105	Degree/Certificate Date
106	Major Field of Degree
107	Previous Credits Attempted for Quality Points
108	Previous Quality Points Earned
109	Accepted Previous Credits
110	Class Standing
111	Graduating Class Size
112	Beginning Date - Year
113	Ending Date - Year

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

101  
ELEMENT  
NUMBER

**ELEMENT TITLE** Institution Name

**DEFINITION:**

The name of the institution where the student attempted or completed the educational experience described in this block of data elements.

**CODES OR RECORDING INSTRUCTIONS:**

**USES** SFM

**COMMENTS:**

**DATE ISSUED** September 1972

102  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Institution Type

DEFINITION:

An institutionally defined code for the type of institution described by this block of data elements; e.g., university, four year college, high school, GED, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

103  
ELEMENT  
NUMBER

ELEMENT TITLE

Institution Code

DEFINITION:

The code designation for the institution as described in the data element number 101.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code defined by the Federal Interagency Committee on Education (FICE) and published by the U. S. Office of Education in the "Higher Education Directory" is recommended.

USES

SFM

COMMENTS:

FICE codes are valid to describe institutions of higher education only.

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104

## National Center for Higher Education Management Systems

ELEMENT  
NUMBERDATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE

Degree/Certificate

DEFINITION:

The title or award conferred upon the student for the successful completion of a given curriculum or program.

CODES OR RECORDING INSTRUCTIONS:

No academic credential  
High school diploma or GED  
Trade or craft certificate  
Professional certificate  
Associate Degree  
Bachelor's Degree  
Master's Degree  
Professional Degree  
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES

SFM, PM

COMMENTS:

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements

105  
**ELEMENT  
NUMBER**

**ELEMENT TITLE** Degree/Certificate Date

**DEFINITION:**

Calendar date on which degree or certificate was awarded.

**CODES OR RECORDING INSTRUCTIONS:**

Four-digit numeric code - YYYY

See Appendix 1.

**USES**

**COMMENTS:**

**DATE ISSUED** September 1972

106

**ELEMENT  
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY  
Student Related Data Elements**

**ELEMENT TITLE**

Major Field of Degree

**DEFINITION:**

The degree or certificate program in which the student was enrolled or has completed.  
HEGIS Taxonomy preferred.

**CODES OR RECORDING INSTRUCTIONS:**

Four-digit numeric code.

For HEGIS Taxonomy, see Appendix 4.

**USES**

HEGIS, SFM, PM

**COMMENTS:**

**DATE ISSUED**

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

107

ELEMENT  
NUMBER

ELEMENT TITLE

Previous Credits Attempted for Quality Points

DEFINITION:

The total number of previous credits attempted for quality points by the student during the educational experience described by this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

Actual number of credits.

USES

COMMENTS:

This element and element (108) may be used to calculate the student's grade point average (G.P.A.).

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108

National Center for Higher Education Management Systems

**ELEMENT  
NUMBER**

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements**

**ELEMENT TITLE** Previous Quality Points Earned

**DEFINITION:**

The number of quality points earned by the student during this educational experience, where a quality point is defined as:

a numerical value assigned to the grade a student receives in a course in order to provide a quantitative determination of the student's scholarship. (AACRAO)

**CODES OR RECORDING INSTRUCTIONS:**

Actual number of quality points.

**USES**

**COMMENTS:**

This element and element (107) may be used to calculate the student's grade point average (G.P.A.).

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

109  
ELEMENT  
NUMBER

**ELEMENT TITLE** Accepted Previous Credits

**DEFINITION:**

The total number of credits accepted from the educational experience described by this block of data elements, including those not attempted for quality points.

**CODES OR RECORDING INSTRUCTIONS:**

Actual number of credits.

**USES**

**COMMENTS:**

**DATE ISSUED**

September 1972

110  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE      Class Standing

DEFINITION:

The academic standing of the student in the graduating class at the institution where this degree/certificate was conferred.

CODES OR RECORDING INSTRUCTIONS:

Actual number with "1" being the highest possible standing.

USES

COMMENTS:

This information is usually obtained from the student's transcript submitted at the time of application for admission.

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

111  
ELEMENT  
NUMBER

ELEMENT TITLE      Graduating Class Size

DEFINITION:

The number of students in the graduating class at the institution where this degree/certificate was conferred.

CODES OR RECORDING INSTRUCTIONS:

Actual number of students.

USES

COMMENTS:

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112  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Beginning Date - Year

DEFINITION:

The calendar year in which the educational experience described by this block of data elements began.

CODES OR RECORDING INSTRUCTIONS:

Two low-order digits of calendar year.

USES

COMMENTS:

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

113  
ELEMENT  
NUMBER

ELEMENT TITLE Ending Date - Year

DEFINITION:

The calendar year in which the educational experience described by this block of data elements terminated.

CODES OR RECORDING INSTRUCTIONS:

Two low-order digits of calendar year.

USES

COMMENTS:

This element is not needed if degree or certificate was awarded.

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CHAPTER VI  
ADMITTANCE DATA

<u>DED No.</u>	<u>Title</u>
201	Admission - Date Valid
202	Admission Application Date
203	Admission Request - Campus Location
204	Admission Request - Student Level
205	Admission Request - Student Status
206	Admission Request - Degree Type
207	Admission Request - Major Field of Study
208	Admission Action
209	Admission Action Date
210	Entrance Test Score - Name (Type)
211	Entrance Test Score - Form/Name
212	Entrance Test Score - Raw Score
213	Entrance Test Score - Percentile Score
214	Entrance Test Score - Date
215	Expected Completion Date

National Center for Higher Education Management Systems

201

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements

**ELEMENT  
NUMBER**

**ELEMENT TITLE**

Admission - Date Valid

**DEFINITION:**

Calendar date when the admission request described in this block of data elements would be effective.

**CODES OR RECORDING INSTRUCTIONS:**

Six-digit numeric code - YYMMDD

See Appendix 1.

**USES**

SFM

**COMMENTS:**

**DATE ISSUED**

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202  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE

Admission Application Date

DEFINITION:

The calendar date that the application form submitted by the student is received.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED

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National Center for Higher Education Management Systems

203

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT  
NUMBER

ELEMENT TITLE

Admission Request - Campus Location

DEFINITION:

Institutionally defined code for campus to which student is making application.

CODES OR RECORDING INSTRUCTIONS:

USES

SFM

COMMENTS:

DATE ISSUED

September 1972

204

**ELEMENT  
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY  
Student Related Data Elements**

**ELEMENT TITLE**

Admission Request - Student Level

**DEFINITION:**

An institutionally defined code that indicates the student's entering academic level; e.g., Freshman, Special, Professional, etc.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

PM, SFM

**COMMENTS:**

**DATE ISSUED**

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National Center for Higher Education Management Systems

205

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT  
NUMBER

**ELEMENT TITLE** Admission Request - Student Status

**DEFINITION:**

An institutionally defined code which indicates the student's status with regard to admission at this institution, e.g., New, First time transfer, Re-Admit, etc.

**CODES OR RECORDING INSTRUCTIONS:**

**USES** PM, SFM

**COMMENTS:**

**DATE ISSUED** September 1972

206

**ELEMENT  
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY  
Student Related Data Elements**

**ELEMENT TITLE**

Admission Request - Degree Type

**DEFINITION:**

The type of degree program for which the student is applying; e.g., B.A., M.S., Ph.D., etc.

**CODES OR RECORDING INSTRUCTIONS:**

Four-character abbreviation of degree type.

**USES**

PM, SFM, HEGIS

**COMMENTS:**

**DATE ISSUED**

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

207

ELEMENT  
NUMBER

ELEMENT TITLE

Admission Request - Major Field of Study

DEFINITION:

The student's indicated field of primary emphasis for the admission request described by this block of data elements, HEGIS Taxonomy code preferred.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code.

For HEGIS Taxonomy, see Appendix 4.

USES

PAI, SFM

COMMENTS:

If institutional codes are used, they should be able to map to HEGIS codes.

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208

**ELEMENT  
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements**

**ELEMENT TITLE**

Admission Action

**DEFINITION:**

An institutionally defined code for the type of action taken with regard to the student's application for admission; e.g., Incomplete, Being evaluated, Accepted for admission, Denied admission.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

SFM

**COMMENTS:**

**DATE ISSUED**

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National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements

209

**ELEMENT  
NUMBER**

**ELEMENT TITLE**

Admission Action Date

**DEFINITION:**

The calendar date on which action was taken on the admission request described by this block of data elements.

**CODES OR RECORDING INSTRUCTIONS:**

Six-digit numeric code - YYMMDD

See Appendix 1.

**USES**

**COMMENTS:**

**DATE ISSUED**

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210  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Entrance Test Score - Name (Type)

DEFINITION:

An institutionally defined code for the name or type of entrance examination for which the student has submitted a result to support his admission request (ACT, SAT, GRE, etc.).

CODES OR RECORDING INSTRUCTIONS:

USES SFM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

211

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT  
NUMBER

**ELEMENT TITLE** Entrance Test Score - Form/Name

**DEFINITION:**

The name or other identifier of the specific entrance test for which a score was reported to the institution, e.g., Math, English, Composite, etc.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

SFM

**COMMENTS:**

**DATE ISSUED**

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212

National Center for Higher Education Management Systems

ELEMENT  
NUMBER

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE

Entrance Test Score - Raw Score

DEFINITION:

The student's raw score on the entrance examination described in the previous two data elements.

CODES OR RECORDING INSTRUCTIONS:

USES

PM, SFM

COMMENTS

DATE ISSUED

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National Center for Higher Education Management Systems

213

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT  
NUMBER

**ELEMENT TITLE** Entrance Test Score - Percentile Score

**DEFINITION:**

The student's percentile score on the entrance examination described in data elements 210 and 211.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

PM, SFM

**COMMENTS:**

**DATE ISSUED**

September 1972

214  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Entrance Test Score - Date

DEFINITION:

Calendar date on which this entrance examination was taken.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code-YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements**

**ELEMENT  
NUMBER**

**ELEMENT TITLE**

Expected Completion Date

**DEFINITION:**

The calendar date upon which the student expects to complete the academic objectives for which this admission request pertains.

**CODES OR RECORDING INSTRUCTIONS:**

Four-digit numeric code - YYYY

See Appendix I.

**USES**

**COMMENTS**

**DATE ISSUED**

September 1972

## CHAPTER VII

### TERM DATA

<u>DED No.</u>	<u>Title</u>
301	Term Date - Beginning
302	Term Date - Ending
303	Current Major Field of Study
304	Advisor Identifier
305	Student Level - Institutional Standard
306	Student Level - Exchange Standard
307	Student Status
308	Financial Aid - Type
309	Financial Aid - Amount
310	Number of Hours Worked
311	Termination Status
312	Academic Status

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements

301  
**ELEMENT  
NUMBER**

**ELEMENT TITLE** Term Date - Beginning

**DEFINITION:**

Calendar date on which this term begins.

**CODES OR RECORDING INSTRUCTIONS:**

Six-digit numeric code - YYMMDD

See Appendix 1.

**USES**

**COMMENTS:**

**DATE ISSUED** September 1972



302

**ELEMENT  
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY  
Student Related Data Elements**

**ELEMENT TITLE**

Term Date - Ending

**DEFINITION:**

Calendar date on which this term ends.

**CODES OR RECORDING INSTRUCTIONS:**

Six-digit numeric code - YYYYMMDD

See Appendix 1.

**USES**

**COMMENTS:**

**DATE ISSUED**

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

303  
ELEMENT  
NUMBER

**ELEMENT TITLE** Current Major Field of Study

**DEFINITION:**

The student's stated major field of concentration at the time of this registration.  
HEGIS Taxonomy preferred.

**CODES OR RECORDING INSTRUCTIONS:**

Four-digit numeric code.

For HEGIS Taxonomy, see Appendix 4.

For students whose major is undeclared, the HEGIS code would be '9999'. If appropriate, many undeclared students may be coded using the first two digits of the HEGIS code followed by '99'; e.g., undeclared in School of Business-- '0599'.

**USES**

RRPM, SFM, IEP, HEGIS, SAM, PM

**COMMENTS:**

**DATE ISSUED**

September 1972

304

National Center for Higher Education Management Systems

**ELEMENT  
NUMBER**

**DATA ELEMENT DICTIONARY  
Student Related Data Elements**

**ELEMENT TITLE**

Advisor Identifier

**DEFINITION:**

The staff identification number of the student's advisor for this term.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

FAA

**COMMENTS:**

This is a linking element to the Staff section.

**DATE ISSUED**

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

305

ELEMENT  
NUMBER

ELEMENT TITLE

Student Level - Institutional Standard

DEFINITION:

The categorization by institutional standards of the student's progress toward a specific degree or certificate; e.g., Freshman, Sophomore, Junior, Senior, Graduate, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

SFM, RRPM, HEGIS, SAM, PM, FAA, IEP

COMMENTS:

DATE ISSUED

September 1972

306  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Student Level - Exchange Standard

DEFINITION:

The categorization by NCHEMS exchange standards of the student's progress toward a specific degree or certificate.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Lower Division	Up to and including 50% completion toward a baccalaureate degree; 0-89 quarter hours or 0-59 semester hours.
2	Upper Division	Over 50% completion toward a baccalaureate degree; over 89 quarter hours or over 59 semester hours.
3	Graduate I	A student who holds a baccalaureate degree and who has completed less than 45 quarter hours or 30 semester hours of graduate work.
4	Graduate II	A student who holds a baccalaureate degree and who has completed 45 or more quarter hours or 30 or more semester hours of graduate work and has been admitted to an advanced graduate program. Include registered Postdoctoral students.

USES IEP, SFM

COMMENTS:

These categories and definitions are preliminary at this time and are subject to modification as the Information Exchange Procedure project progresses. This element is derivable from the previous data element (305) and thus institutions would probably not store this data element.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

307

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements

**ELEMENT  
NUMBER**

**ELEMENT TITLE**

Student Status

**DEFINITION:**

An institutionally defined code that identifies the type of registration under which the student is attending the institution; e.g., New student, Continuing, Returning, etc.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

SFM, PM

**COMMENTS:**

**DATE ISSUED**

September 1972

308  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE      Financial Aid - Type

DEFINITION:

An institutionally defined code that indicates the type of financial aid the student is receiving, independent of funds that are being administered by the institution; e.g., National Defense Student Loans, College Work Study Program, etc.

CODES OR RECORDING INSTRUCTIONS:

USES      SFM, PM, HEFM

COMMENTS:

Include also Veterans and Social Security benefits.

There may be multiple occurrences of this data element.

DATE ISSUED      September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

309  
ELEMENT  
NUMBER

**ELEMENT TITLE** Financial Aid - Amount

**DEFINITION:**  
The dollar amount of income received in the financial aid source described in the previous data element. (Number 308)

**CODES OR RECORDING INSTRUCTIONS:**  
Rounded dollar amount.

**USES** SFM, PM, HEFM

**COMMENTS:**  
There may be multiple occurrences of this data element.

**DATE ISSUED** September 1972



310  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE      Number of Hours Worked

DEFINITION:

The number of hours per week that the student is gainfully employed during this term.

CODES OR RECORDING INSTRUCTIONS:

Actual number of hours.

USES      SFM

COMMENTS:

DATE ISSUED      September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

311  
ELEMENT  
NUMBER

**ELEMENT TITLE** Termination Status

**DEFINITION:**

An institutionally defined code for the student's reason for departing from the institution; e.g., voluntary withdrawal, involuntary withdrawal, graduated, etc.

**CODES OR RECORDING INSTRUCTIONS:**

**USES** SFM, HEGIS

**COMMENTS:**

Include departures occurring both during the term and after the term has ended.

**DATE ISSUED** September 1972

312  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Academic Status

DEFINITION:

An institutionally defined code for the student's academic status as of the term described by this block of data elements, e.g., good standing, probation, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

CHAPTER VIII

COURSE DATA

<u>DED No.</u>	<u>Title</u>
401	Course Title
402	Course Identifier
403	Section Identifier
404	Course Credit
405	Grade Received

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

401  
ELEMENT  
NUMBER

**ELEMENT TITLE** Course Title

**DEFINITION:**

The official title for this course as it appears in the institutional catalog.

**CODES OR RECORDING INSTRUCTIONS:**

Literal title.

**USES**

**COMMENTS**

**DATE ISSUED** September 1972

402

ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Course Identifier

DEFINITION:

Official institutional number or other code that serves uniquely to identify this course. May include prefix and/or suffix,

CODES OR RECORDING INSTRUCTIONS:

USES

RRPM, IEP

COMMENTS:

This is a linking element to the Course section.

DATE ISSUED September 1972

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements**

403  
**ELEMENT  
NUMBER**

**ELEMENT TITLE**

Section Identifier

**DEFINITION:**

A unique identifier for the section within this course.

**CODES OR RECORDING INSTRUCTIONS:**

**USES**

**COMMENTS:**

This is a linking element to the Course section.

**DATE ISSUED**

September 1972

404  
ELEMENT  
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE Course Credit

DEFINITION:

Number of credits that will (would) be earned by the student for successful completion of this course.

CODES OR RECORDING INSTRUCTIONS:

Actual credit, to hundredths.

USES PM

COMMENTS:

DATE ISSUED, September 1972



**ELEMENT TITLE**

Grade Received

**DEFINITION:**

The institutionally defined rating or evaluation of the student's achievement for this course in terms of the institution's grading system.

**CODES OR RECORDING INSTRUCTIONS:**

Actual grade including "+" or "-", if appropriate.

**USES**

**COMMENTS:**

**DATE ISSUED**

September 1972

## APPENDIX 1

### STANDARD FORMAT FOR CALENDAR DATE

The specification for calendar date used in the Data Element Dictionary is the one adopted by the U. S. Department of Commerce, National Bureau of Standards as reported in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this standard, "Calendar Date is represented by a numeric code of six consecutive positions that represent (from left to right, in high to low order sequence) the Year, the Month and the Day, as identified by the Gregorian Calendar."

The first two positions represent the tens and units identification of the year. For example, the year 1914 is represented as 14, and the year 1915 is represented as 15.

The third and fourth positions represent the twelve months of the year, i.e.,

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

The fifth and sixth positions represent the days of the month, which are expressed as 01 through 31.

Examples of calendar date coding are: December 1, 1909, is coded as 091201; 31 January, 1964, is coded as 640131; 1967 January 15 is coded as 670115.

When the day of the month is not known, insert zeroes in the last two digits of the date field.

## APPENDIX 2

### STANDARD ABBREVIATIONS FOR STATES OF THE UNITED STATES

The two-character alphabetic codes below are recognized by the United States Postal Service and recommended for use as the standard code set in the NCHEMS Data Element Dictionary.

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

### APPENDIX 3

#### STANDARD ABBREVIATIONS FOR COUNTRIES OF THE WORLD

The standard value set recommended to represent countries of the world is that of the U. S. Department of Commerce, National Bureau of Standards as reported in Federal Information Processing Standards (FIPS) publication number 10 dated June 15, 1970.

Countries, Dependencies, and Areas of Special Sovereignty  
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
A			
AC	ANTIGUA	BR	BRAZIL
AF	AFGHANISTAN	BT	BHUTAN
AG	ALGERIA	BU	BULGARIA
AL	ALBANIA	BV	BOUVET ISLAND
AN	ANDORRA	BX	BRUNEI
AO	ANGOLA	BY	BURUNDI
AQ	AMERICAN SAMOA		
AR	ARGENTINA		C
AS	AUSTRALIA		
AT	ASHMORE AND CARTIER ISLANDS	CA	CANADA
AU	AUSTRIA	CB	CAMBODIA
AY	ANTARCTICA	CD	CHAD
	B	CE	CEYLON
BA	BAHRAIN	CF	CONGO(BRAZZA VILLE)
BB	BARBADOS	CG	CONGO (KINSHASA)
BC	BOTSWANA	CH	CHINA, COMMUNIST
BD	BERMUDA	CI	CHILE
BE	BELGIUM	CJ	CAYMAN ISLANDS
BF	BAHAMAS	CK	COCOS ISLANDS
BH	BRITISH HONDURAS	CL	CENTRAL AND SOUTHERN LINE ISLANDS
BL	BOLIVIA	CM	CAMEROON
BM	BURMA	CN	COMORO ISLANDS
BP	BRITISH SOLOMON ISLANDS	CO	COLOMBIA
BQ	UNITED STATES MISC. CARIBBEAN ISLANDS	CS	COSTA RICA
		CT	CENTRAL AFRICAN REPUBLIC
		CU	CUBA
		CV	CAPE VERDE

Countries, Dependencies, and Areas of Special Sovereignty  
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
CW	COOK ISLANDS	GJ	GRENADA
CY	CYPRUS	GL	GREENLAND
CZ	CZECHOSLOVAKIA	GN	GILBERT AND ELLICE ISLANDS
	D	GP	GUADELOUPE
DA	DENMARK	GQ	GUAM
DM	DAHOMEY	GR	GREECE
DO	DOMINICA	GT	GUATEMALA
DR	DOMINICAN REPUBLIC	GV	GUINEA
	E	GY	GUYANA
		GZ	GAZA STRIP
			H
EC	ECUADOR	HA	HAITI
EG	UNITED ARAB REPUBLIC.	HK	HONG KONG
EI	IRELAND	HM	HEARD AND McDONALD ISLANDS
EK	EQUATORIAL GUINEA	HO	HONDURAS
EQ	CANTON AND ENDERBURY ISLANDS	HU	HUNGARY
ES	EL SALVADOR		I
ET	ETHIOPIA		
	F	IC	ICELAND
FA	FALKLAND ISLANDS	ID	INDONESIA
FG	FRENCH GUIANA	IN	INDIANA
FI	FINLAND	IO	BRITISH INDIAN OCEAN TERRITORY
FJ	FIJI	IQ	UNITED STATES MISC. PACIFIC ISLANDS
FO	FAEROE ISLANDS	IR	IRAN
FP	FRENCH POLYNESIA	IS	ISRAEL
FR	FRANCE	IT	ITALY
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS (excluding Terre Adelie)	IU	ISRAEL-SYRIA DEMILITARIZED ZONES
FT	FRENCH TERRITORY OF AFARS AND ISSAS	IY	IRAQ-SAUDI ARABIA NEUTRAL ZONE
	G	IZ	IRAQ
			J
GA	GAMBIA	JA	JAPAN
GB	GABON	JM	JAMAICA
GC	GERMANY, SOVIET ZONE OF	JN	JAN MAYEN
GE	GERMANY, FEDERAL REPUBLIC OF	JO	JORDAN
GH	GHANA	JQ	JOHNSTON ATOLL
GI	GIBRALTAR		

Countries, Dependencies, and Areas of Special Sovereignty  
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
	K		N
KE	KENYA	NA	NETHERLANDS ANTILLES
KN	KOREA, NORTH	NC	NEW CALEDONIA
KS	KOREA, REPUBLIC OF	NE	NIUE
KT	CHRISTMAN ISLAND (INDIAN OCEAN)	NF	NORFOLK ISLAND
KU	KUWAIT	NG	NIGER
		NH	NEW HEBRIDES
	L	NI	NIGERIA
LA	LAOS	NL	NETHERLANDS
LE	LEBANON	NO	NORWAY
LI	LIBERIA	NP	NEPAL
LS	LIECHTENSTEIN	NR	NAURU
LT	LESOTHO	NS	SURINAM
LU	LUXEMBOURG	NU	NICARAGUA
LY	LIBYA	NZ	NEW ZEALAND
			P
	M	PA	PARAGUAY
MA	MADAGASCAR	PC	PITCAIRN ISLAND
MB	MARTINIQUE	PE	PERU
MC	MACAO	PF	FRENCH POLYNESIA
ME	SPANISH TERRITORIES IN NORTHERN MOROCCO	PG	SPRATLY ISLAND
MG	MONGOLIA	PK	PAKISTAN
MH	MONTSERRAT	PL	POLAND
MI	MALAWI	PN	PANAMA
ML	MALI	PO	PORTUGAL
MN	MONACO	PP	PAPUA AND NEW GUINEA
MO	MOROCCO	PQ	CANAL ZONE
MP	MAURITIUS	PT	PORTUGUESE TIMOR
MQ	MIDWAY ISLANDS	PU	PORTUGUESE GUINEA
MR	MAURITANIA		Q
MT	MALTA	QA	QATAR
MU	MUSCAT AND OMAN		R
MV	MALDIVES		
MX	MEXICO		
MY	MALAYSIA	RE	REUNION
MZ	MOZAMBIQUE	RH	SOUTHERN RHODESIA

Countries, Dependencies, and Areas of Special Sovereignty  
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
RO	ROMANIA		
RP	PHILIPPINES		U
RQ	PUERTO RICO		
RW	RWANDA	UG	UGANDA
		UK	UNITED KINGDOM
		UR	SOVIET UNION
	S	US	UNITED STATES
		UV	UPPER VOLTA
SA	SAUDI ARABIA	UY	URUGUAY
SB	ST. PIERRE AND MIQUELON		
SC	ST. CHRISTOPHER-NEVIS- ANGUILLA		V
SE	SEYCHELLES	VC	ST. VINCENT
SF	SOUTH AFRICA	VE	VENEZUELA
SG	SENEGAL	VI	BRITISH VIRGIN ISLANDS
SH	ST. HELENA	VN	VIET-NAM, NORTH
SK	SIKKIM	VQ	VIRGIN ISLANDS (U.S.)
SL	SIERRA LEONE	VS	VIET-NAM, REPUBLIC OF
SM	SAN MARINO	VT	VATICAN CITY
SN	SINGAPORE		
SO	SOMALIA		W
SP	SPAIN		
SQ	SWAN ISLANDS	WA	SOUTH-WEST AFRICA
SS	SPANISH SAHARA	WB	WEST BERLIN
ST	ST. LUCIA	WF	WALLIS AND FUTUNA
SU	SUDAN	WQ	WAKE ISLAND
SV	SVALBARD	WS	WESTERN SAMOA
SW	SWEDEN	WZ	SWAZILAND
SY	SYRIA		
SZ	SWITZERLAND		Y
	T		
		YE	YEMEN
		YO	YUGOSLAVIA
TC	TRUCIAL STATES	YQ	RYUKYU ISLANDS, SOUTHERN
TD	TRINIDAD AND TOBAGO	YS	SOUTHERN YEMEN
TH	THAILAND		
TK	TURKS AND CAICOS ISLANDS		Z
TL	TOKELAU ISLANDS		
TN	TONGA	ZA	ZAMBIA
TO	TOGO		
TP	SAO TOME AND PRINCIPE		
TQ	TRUST TERRITORY OF THE PACIFIC ISLANDS		
TS	TUNISIA		
TU	TURKEY		
TW	CHINA, REPUBLIC OF		
TZ	TANZANIA		



APPENDIX 4\*

THE HEGIS TAXONOMY\*

Section I:

**CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING**

<i>Title</i>	<i>Code</i>		<i>Code</i>
Accounting .....	0502	Biochemistry .....	0414
Administration, business .....	0506	Bioengineering .....	0905
Administration, educational .....	0827	Biological and physical sciences (interdisciplinary) .....	4902
Administration, public .....	2102	Biology, cellular .....	0417
Administration, special education .....	0809	Biology, general .....	0401
Adult education .....	0807	Biology, marine .....	0418
Advertising .....	0604	Biology, molecular .....	0416
Aeronautical engineering .....	0902	Biomedical communication .....	1217
Aerospace engineering .....	0902	Biomedical engineering .....	0905
Aerospace science .....	1803	Biometrics .....	0419
African languages (non-Semitic) .....	1116	Biophysics .....	0415
African studies .....	0305	Biostatistics .....	0419
Afro-American studies .....	2211	Black culture studies .....	2211
Agricultural businesses .....	0112	Botany, general .....	0402
Agricultural economics .....	0111	Business administration .....	0506
Agricultural engineering .....	0903	Business, agricultural .....	0112
Agricultural management .....	0110	Business economics .....	0517
Agriculture, general .....	0101	Business education .....	0838
Agriculture technologies .....	0116	Business, general .....	0501
Agronomy .....	0102	Business, international .....	0513
American Indian cultural studies .....	2212	Business management .....	0506
American studies .....	0313	Business statistics .....	0503
Analytical chemistry .....	1909	Cafeteria management .....	1307
Anatomy .....	0412	Catalan .....	1199
Animal science .....	0104	Cell biology .....	0417
Anthropology .....	2202	Cell physiology .....	0417
Applied design .....	1009	Ceramic engineering .....	0916
Applied mathematics .....	1703	Ceramics .....	1009
Arabic .....	1112	Chemical engineering .....	0906
Archeology .....	2203	Chemistry, general .....	1905
Architectural engineering .....	0904	Child development .....	1305
Architecture .....	0202	Chinese .....	1107
Architecture, naval .....	0923	Chiropractic .....	1221
Art .....	1002	Cinematography .....	1010
Art appreciation .....	1003	City planning .....	0206
Art, commercial .....	1009	Civil engineering .....	0908
Art education .....	0831	Classics .....	1504
Art history .....	1003	Clinical psychology .....	2003
Asian studies, general .....	0301	Clinical social work .....	1222
Astronautical engineering .....	0902	Clothing .....	1303
Astronomy .....	1911	Commerce education .....	0838
Astrophysics .....	1912	Commerce, general .....	0501
Atmospheric sciences .....	1913	Commercial art .....	1009
Audiology .....	1220	Communication media .....	0605
Bacteriology .....	0403	Communications, general .....	0601
Banking .....	0504	Communications engineering .....	0909
Biblical languages .....	2303	Community college education .....	0806
		Community planning .....	0206
		Community services, general .....	2101
		Comparative literature .....	1503
		Computer programming .....	0704
		Computer sciences, general .....	0701
		Construction engineering .....	0908
		Consumer economics .....	1304

\*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Continuing education .....	0807	Fashion design .....	1009
Corrections .....	2105	Field crops .....	0102
Counseling, educational .....	0826	Finance .....	0504
Counseling, psychology for .....	2004	Fine arts, general .....	1001
Creative writing .....	1507	Finnish .....	1199
Criminology .....	2209	Fish management .....	0107
Crop management .....	0102	Floriculture .....	0109
Curriculum .....	0829	Foods and nutrition .....	1306
Cytology .....	0417	Food science .....	0113
		Food technology .....	0113
Dairy sciences .....	0105	Foreign languages, general .....	1101
Dance .....	1008	Forensic science .....	1506
Danish .....	1114	Forestry .....	0114
Data processing .....	0703	Forestry technologies .....	0116
Debate .....	1506	French .....	1102
Demography .....	2215	Fruit production .....	0108
Dental hygiene .....	1213		
Dental specialties .....	1205	Game management .....	0107
Dental technologies .....	1224	General liberal arts and sciences (interdisciplinary) .....	4901
Dentistry, D.D.S. or D.M.D. degree .....	1204	Genetics .....	0422
Developmental psychology .....	2009	Geochemistry .....	1915
Dietetics .....	1306	Geography .....	2206
Distributive education .....	0838	Geological engineering .....	0911
Dramatic arts .....	1007	Geology .....	1914
Drawing .....	1002	Geophysical engineering .....	0912
Driver education .....	0836	Geophysics .....	1916
		German .....	1103
Earth sciences, general .....	1917	Government .....	2207
East Asian studies .....	0302	Greek, classical .....	1110
Eastern European studies .....	0311	Guidance, education .....	0826
Ecology .....	0420		
Economics .....	2204	Health care administration .....	1202
Economics, agricultural .....	0111	Health education .....	0837
Economics, business .....	0517	Health professions, general .....	1201
Education of the culturally disadvantaged .....	0813	Hebrew .....	1111
Education of the deaf .....	0812	Helping services .....	2104
Education of the emotionally disturbed .....	0816	Higher education, general .....	0805
Education, general .....	0801	Histology .....	0413
Education of the gifted .....	0811	History .....	2205
Education of mentally retarded .....	0810	History of education .....	0821
Education of the multiple handicapped .....	0820	Home decoration .....	1302
Education of the physically handicapped .....	0819	Home economics, general .....	1301
Education, religious .....	2304	Home equipment .....	1302
Education of the visually handicapped .....	0814	Home management .....	1304
Educational administration .....	0827	Horticulture .....	0108
Educational evaluation .....	0825	Hospital administration .....	1202
Educational measurement .....	0825	Hotel management .....	0508
Educational psychology .....	0822	Humanities and social sciences (interdisciplinary) .....	4903
Educational research .....	0824	Husbandry, animal .....	0104
Educational statistics .....	0824	Husbandry, dairy .....	0105
Educational supervision .....	0823		
Educational testing .....	0825	Ichthyology .....	0499
Electrical engineering .....	0909	India studies .....	0303
Electronics engineering .....	0909	Indian (Asiatic) .....	1113
Elementary education, general .....	0802	Industrial arts education .....	0839
Embryology .....	0427	Industrial engineering .....	0913
Engineering, general .....	0901	Industrial psychology .....	2008
Engineering mechanics .....	0921	Industrial relations .....	0516
Engineering and other disciplines (interdisciplinary) .....	4904	Information sciences .....	0702
Engineering physics .....	0919	Information sciences, general .....	0701
Engineering technologies .....	0925	Information systems .....	0702
English as a foreign language .....	1508	Inorganic chemistry .....	1906
English, general .....	1501	Institutional management .....	1307
English, literature .....	1502	Instruction .....	0829
Entomology .....	0421	Insurance .....	0512
Environmental design, general .....	0201	Interior decoration .....	1009
Environmental engineering .....	0922	Interior design .....	0203
European studies, general .....	0310	International business .....	0513
Experimental psychology (animal and human) .....	2002	International public service .....	2106
		International relations .....	2210
Family life education .....	0837	Investments .....	0505
Family relations .....	1305	Islamic studies .....	0306
Farm management .....	0110	Italian .....	1104

Japanese .....	1108	Operations research .....	0507
Jewelry .....	1009	Optometry .....	1209
Journalism .....	0602	Organic chemistry .....	1907
Junior college education .....	0806	Ornamental horticulture .....	0109
Junior high school education .....	0804	Ornithology .....	0499
Kindergarten education .....	0823	Osteopathic medicine, D.O. degree .....	1210
Korean .....	1199	Pacific area studies .....	0314
Labor relations .....	0516	Painting .....	1002
Landscape architecture .....	0204	Paleontology .....	1918
Latin .....	1109	Parasitology .....	0499
Latin American studies .....	0308	Park management .....	2103
Law enforcement .....	2105	Pathology, animal .....	0408
Law, general .....	1401	Pathology, human .....	0408
Learning theory .....	0822	Pathology, plant .....	0404
Liberal arts and sciences (interdisciplinary) .....	4901	Personnel management .....	0515
Library science, general .....	1601	Petroleum engineering .....	0907
Limnology .....	0499	Petroleum refining .....	0906
Linguistics .....	1505	Pharmaceutical chemistry .....	1910
Literature, comparative .....	1503	Pharmacology, animal .....	0409
Literature, English .....	1502	Pharmacology, human .....	0409
Management, business .....	0506	Pharmacology, plant .....	0405
Management, engineering .....	0913	Pharmacy .....	1211
Marine biology .....	0418	Philology .....	1505
Marine engineering .....	0923	Philosophy .....	1509
Marketing .....	0509	Philosophy of education .....	0821
Materials engineering .....	0915	Phonetics .....	1505
Mathematics, applied .....	1703	Photography .....	1011
Mathematics, education .....	0833	Physical chemistry .....	1908
Mathematics, general .....	1701	Physical education .....	0835
Mathematics, statistics .....	1702	Physical sciences, general .....	1901
Mechanical engineering .....	0910	Physical therapy .....	1212
Medical laboratory technologies .....	1223	Physics, general .....	1902
Medical record librarianship .....	1215	Physiological psychology .....	2010
Medical specialties .....	1207	Physiology, animal .....	0410
Medicine, M.D. degree .....	1206	Physiology, human .....	0410
Metallurgical engineering .....	0914	Physiology, plant .....	0406
Metallurgy .....	1920	Plant pathology .....	0404
Metalsmithing .....	1009	Plant pharmacology .....	0405
Meteorology .....	1913	Plant physiology .....	0406
Mexican-American cultural studies .....	2213	Podiatry .....	1716
Microbiology .....	0411	Political science .....	2207
Middle Eastern studies .....	0309	Poultry science .....	0106
Military science .....	1801	Pre-elementary education .....	0823
Mineral, engineering .....	0918	Programming, computer .....	0704
Mining engineering .....	0918	Psychology, clinical .....	2003
Molecular biology .....	0416	Psychology for counseling .....	2004
Molecular physics .....	1903	Psychology, developmental .....	2009
Music (liberal arts program) .....	1005	Psychology, education .....	0822
Music appreciation .....	1006	Psychology, general .....	2001
Music, composition .....	1004	Psychology, industrial .....	2008
Music education .....	0832	Psychology, physiological .....	2010
Music history .....	1006	Psychology, social .....	2005
Music, performing .....	1004	Psychometrics .....	2006
Music, theory .....	1004	Public address .....	1506
Musicology .....	1006	Public administration .....	2102
Natural resources management .....	0115	Public health .....	1214
Naval architecture .....	0923	Public utilities .....	0510
Naval science .....	1802	Purchasing .....	0509
Neurosciences .....	0425	Radio .....	0603
Norwegian .....	1114	Radiobiology .....	0423
Nuclear engineering .....	0920	Radiologic technologies .....	1225
Nuclear physics .....	1904	Range management .....	0117
Nursery science .....	0109	Reading education .....	0830
Nursing (baccalaureate and higher programs) .....	1203	Real estate .....	0511
Nutrition, scientific .....	0424	Recreation management .....	2103
Occupational therapy .....	1208	Regional planning .....	0206
Ocean engineering .....	0924	Rehabilitation services .....	1222
Oceanography .....	1919	Religious education .....	2304
		Religious music .....	2302
		Religious studies .....	1510
		Remedial education .....	0817

**Section II:**

Restaurant management .....	0508
Rhetoric .....	1506
Russian .....	1106
Russian studies .....	0307
Safety education .....	0836
Sanitary engineering .....	0922
Sanskrit .....	1199
Scandinavian languages .....	1114
Science education .....	0834
Sculpture .....	1002
Secondary education, general .....	0803
Secretarial studies .....	0514
Securities .....	0505
Seismology .....	1916
Semantics .....	1505
Slavic languages (other than Russian) .....	1115
Slavic studies .....	0307
Social foundations of education .....	0821
Social sciences, general .....	2201
Social psychology .....	2005
Social work .....	2104
Sociology .....	2208
Soil conservation .....	0103
Soil management .....	0103
Soil science .....	0103
South Asian studies .....	0303
Southeast Asian studies .....	0304
Spanish .....	1105
Special education, general .....	0808
Special learning disabilities .....	0818
Speech .....	1506
Speech correction .....	0815
Speech pathology .....	1220
Statistics, mathematical and theoretical .....	1702
Statistics in psychology .....	2007
Student personnel .....	0826
Swedish .....	1114
Systems analysis .....	0705
Systems, information .....	0702
Teaching of English as a foreign language .....	1508
Technical education .....	0839
Television .....	0603
Textile design .....	1009
Textile engineering .....	0917
Textiles, home economics .....	1303
Theological professions, general .....	2301
Toxicology .....	0426
Transportation .....	0510
Transportation engineering .....	0908
Urban architecture .....	0205
Urban studies .....	2214
Vegetable production .....	0108
Veterinary medicine, D.V.M. degree .....	1218
Veterinary medicine specialties .....	1219
Vietnamese .....	1199
Vocational education .....	0839
Weaving .....	1009
West European studies .....	0312
Wildlife management .....	0107
Writing, creative .....	1507
Zoology, general .....	0407

**TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE**

<i>Title</i>	<i>Code</i>
Accounting technologies .....	5002
Advertising design technologies .....	5012
Advertising technologies .....	5004
Aeronautical technologies .....	5302
Agriculture technologies .....	5402
Air conditioning technologies .....	5317
Airport management technologies .....	5004
Animal laboratory assistant technologies .....	5206
Appliance repair technologies .....	5310
Applied arts technologies .....	5012
Architectural drafting technologies .....	5304
Automotive technologies .....	5306
Aviation technologies .....	5302
Banking technologies .....	5003
Bible study .....	5502
Biological laboratory assistant technologies .....	5205
Broadcasting technologies .....	5008
Building technologies .....	5317
Business management technologies .....	5004
Business technologies, general .....	5001
Carpentry technologies .....	5317
Chemical technologies .....	5305
Civil technologies .....	5309
Commerce technologies, general .....	5001
Communications technologies .....	5008
Computer operator technologies .....	5104
Computer, peripheral equipment operation technologies .....	5104
Computer programmer technologies .....	5103
Construction technologies .....	5317
Corrections technologies .....	5505
Cosmetologist .....	5006
Data processing equipment maintenance technologies .....	5105
Data processing technologies, general .....	5101
Dental assistant technologies .....	5202
Dental hygiene technologies .....	5203
Dental laboratory technologies .....	5204
Diesel technologies .....	5307
Distribution technologies .....	5004
Drafting, architectural .....	5304
Education technologies .....	5503
Electrician technologies .....	5317
Electro diagnostic technologies .....	5217
Electromechanical technologies .....	5311
Electronics and machine technologies .....	5310
Engineering graphics .....	5303
Engineering technologies, general .....	5301
Environmental health technologies .....	5408
Finance technologies .....	5003
Fine arts technologies .....	5012
Fire control technology .....	5507
Fisheries technologies .....	5403
Food services technologies .....	5404
Forestry technologies .....	5403

Graphic arts technologies .....	5012	Radiologic technologies .....	5207
Health services assistant technologies, general .....	5201	Real estate technologies .....	5004
Heating technologies .....	5317	Recreation technologies .....	5506
Home economics technologies .....	5405	Religion related occupations .....	5502
Horticulture technologies .....	5402	Rest home management technology .....	5218
Hospital food service technologies .....	5404	Restaurant management technologies .....	5010
Hotel management technologies .....	5010	Sales technologies .....	5004
Industrial management technologies .....	5004	Sanitation technologies .....	5408
Industrial technologies .....	5312	Secretarial technologies .....	5005
Inhalation therapy technologies .....	5215	Sheet metal technologies .....	5317
Input preparation technologies .....	5102	Social work related technologies .....	5506
Institutional management technologies .....	5218	Stewardess preparation .....	5006
Instrumentation technologies .....	5314	Surgical technologies .....	5211
Insurance technologies .....	5004	Surveying technologies .....	5309
Key punch operator technologies .....	5102	Teacher aide preparation .....	5503
Laboratory technologies, general .....	5407	Television broadcasting technologies .....	5008
Landscape technologies .....	5402	Television repair technologies .....	5310
Law enforcement technologies .....	5505	Textile technologies .....	5313
Library assistant technologies .....	5504	Tool design technologies .....	5303
Lithography technologies .....	5009	Transportation technologies .....	5011
Machine drafting and design technologies .....	5303	Welding technologies .....	5308
Machine repair technologies .....	5310	Wildlife technologies .....	5403
Marina equipment technologies .....	5004	X-ray technologies .....	5207
Marine technologies .....	5406		
Marketing technologies .....	5004		
Mechanical technologies .....	5315		
Mechanical technologies, general .....	5301		
Medical assistant technologies .....	5214		
Medical laboratory assistant technologies .....	5205		
Medical office assistant technologies .....	5214		
Medical record technologies .....	5213		
Mental health aide programs .....	5216		
Natural science technologies, general .....	5401		
Newspaper communication technologies .....	5008		
Nuclear technologies .....	5316		
Nursing, practical (L.P.N. or L.V.N.) .....	5209		
Nursing R.N. preparation .....	5208		
Occupational therapy technologies .....	5210		
Oceanographic technologies .....	5406		
Ocular care technologies .....	5212		
Office machine repair technologies .....	5310		
Office machine training .....	5005		
Ophthalmic technologies .....	5212		
Optical technologies .....	5212		
Optometric technologies .....	5212		
Personal service technologies .....	5006		
Personnel management technologies .....	5004		
Photogrammetry technologies .....	5309		
Photography technologies .....	5007		
Physical therapy technology .....	5219		
Plastics technologies .....	5305		
Plumbing technologies .....	5317		
Police technologies .....	5505		
Printing technologies .....	5009		
Programmer technologies .....	5103		
Psychiatric technologies .....	5216		
Public administration and management technologies .....	5508		
Public health inspection technologies .....	5408		
Public service technologies, general .....	5501		
Public utility technologies .....	5011		
Purchasing technologies .....	5004		
Radio broadcasting technologies .....	5008		
Radio repair technologies .....	5310		

APPENDIX 5  
DED - STUDENT  
SUGGESTED COBOL PICTURES

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Academic Status	312	X(01)
Accepted Previous Credits	109	9(03)
Address - City	017	X(13)
Address - Country	020	X(02)
Address - Name	014	X(30)
Address - Relationship	015	X(06)
Address - State	018	X(02)
Address - Street/Apartment	016	X(16)
Address - Telephone Number	021	9(14)
Address - Type of Contact	013	X(01)
Address - Zip Code	019	9(05)
Admission - Date Valid	201	9(06)
Admission Action	208	X(01)
Admission Action Date	209	9(06)
Admission Application Date	202	9(06)
Admission Request - Campus Location	203	X(03)
Admission Request - Degree Type	206	X(05)
Admission Request - Major Field of Study	207	9(04)
Admission Request - Student Level	204	9(01)
Admission Request - Student Status	205	9(01)
Advisor Identifier	304	X(09)
Beginning Date - Year	112	9(02)
Birth Date	005	9(06)
Citizenship	006	X(02)
Civil Rights Racial Category	007	9(01)
Class Standing	110	9(05)
Course Credit	404	99V9
Course Identifier	402	X(10)
Course Title	401	X(25)
Current Major Field of Study	303	9(02)
Degree/Certificate	104	X(01)
Degree/Certificate Date	105	9(04)
Ending Date - Year	113	9(02)
Entrance Test Score - Date	214	9(06)
Entrance Test Score - Form/Name	211	X(08)
Entrance Test Score - Name (Type)	210	X(04)
Entrance Test Score - Percentile Score	213	99V9
Entrance Test Score - Raw Score	212	X(03)
Expected Completion Date	215	9(04)

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Father's Education	027	X(01)
Father's Occupation	025	X(02)
Fee Residency Status	012	X(01)
Financial Aid - Amount	309	9(05)
Financial Aid - Type	308	9(03)
Geographic Location at First Admission - County	008	9(04)
Geographic Location at First Admission - State	009	X(02)
Grade Received	405	X(02)
Graduating Class Size	111	9(05)
Highest Academic Degree or Diploma	023	X(01)
Housing Status	011	9(02)
Institution Code	103	9(06)
Institution Name	101	X(20)
Institution Type	102	9(01)
Major Field of Degree	106	9(04)
Marital Status	010	X(01)
Mother's Education	026	X(01)
Mother's Occupation	024	X(02)
Name	001	X(30)
Number of Hours Worked	310	9(02)
Parents' Income	028	9(06)
Previous Credits Attempted for Quality Points	107	9(03)
Previous Quality Points Earned	108	9(03)
Section Identifier	403	X(04)
Sex	004	X(01)
Social Security Number	003	9(09)
Staff Identification Number	022	9(09)
Student Identification Number	002	X(09)
Student Level - Exchange Standard	306	9(02)
Student Level - Institutional Standard	305	9(02)
Student Status	307	9(01)
Term Date - Beginning	301	9(06)
Term Date - Ending	302	9(06)
Termination Status	311	9(01)

APPENDIX 6

DED - STUDENT

CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Admission Action, Most Recent	205	208	Admission Action
Admission Action, Original	201	208	Admission Action
Admission Action Date, Most Recent	207	209	Admission Action Date
Admission Action Date, Original	203	209	Admission Action Date
Admission Term, Original	204	201	Admission - Date Valid
Admission Type Most Recent	206	205	Admission Request - Student Status
Admission Type, Original	202	205	Admission Request - Student Status
Citizenship Classification	006	006	Citizenship
College(s) Previously Attended	109	101 102 103	Institution Name Institution Type Institution Code
Course Credit Amount	302	404	Course Credit
Course Descriptors	305	402	Course Identifier
Course Grade	303	405	Grade Received
Course Identification	301	401 402 403	Course Title Course Identifier Section Identifier
Date of Birth	005	005	Birth Date
Entrance Test Scores	106	210 211 212 213 214	Entrance Test Score - Name (Type) Entrance Test Score - Form/Name Entrance Test Score - Raw Score Entrance Test Score - Percentile Score Entrance Test Score - Date



STUDENT CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Financial Aid - Amount	021	309	Financial Aid - Amount
Financial Aid - Type	020	308	Financial Aid - Type
Geographic Origin	007	008	Geographic Location at First Admission - County
		009	Geographic Location at First Admission - State
Highest Previous Degree(s), Undergraduate	110	023	Highest Academic Degree or Diploma
Highest Previous Degree(s), Graduate	111	023	Highest Academic Degree or Diploma
High School Code	101	103	Institution Code
High School Class Rank	104	110	Class Standing
High School Class Size	105	111	Graduating Class Size
Local Address	008	013	Address - Type of Contact
		016	Address - Street/Apartment
		017	Address - City
		018	Address - State
		019	Address - Zip Code
		020	Address - Country
		021	Address - Telephone Number
Previous College Credits Accepted	114	109	Accepted Previous Credits
Previous College Credits Attempted for Quality Points	112	107	Previous Credits Attempted for Quality Points
Previous College Quality Points	113	108	Previous Quality Points Earned

STUDENT CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Race	013	007	Civil Rights Racial Category
Relative	010	014	Address - Name
		015	Address - Relationship
		016	Address - Street/Apartment
		017	Address - City
		018	Address - State
		019	Address - Zip Code
		020	Address - Country
		021	Address - Telephone Number
Resident - Status	012	012	Fee Residency Status
Student Employment	022	310	Number of Hours Worked
Student Housing	016	011	Housing Status
Student Level - Exchange Standard	213	306	Student Level - Exchange Standard
Student Level - Institu- tional Standard	212	305	Student Level - Institutional Standard
Student Name	001	001	Name
Student Number	002	002	Student Identification Number
Term Identification	304	301	Term Date - Beginning
		302	Term Date - Ending
Year of High School Graduation	102	105	Degree/Certificate Date

## STUDENT CHANGES - Continued

DELETIONS FROM PREVIOUS DED	DED NO.	DED NO.	ADDITIONS TO CURRENT DED
Credits Attempted for Quality Points, Cumulative at Current Institution	215 *	312	Academic Status
		202	Admission Application Date
Credits Earned, Cumulative at Current Institution	214 *	203	Admission Request - Campus Location
Dependents	015	204	Admission Request - Student Level
Family Relationships to Institution	011	112	Beginning Date - Year
Future Plans, Graduating Student	023	303	Current Major Field of Study
Future Plans, Nongraduating Student	024	104	Degree/Certificate
Graduate Credits, Cumulative	218 *	113	Ending Date - Year
High School Course Work Summary	107 *	215	Expected Completion Date
High School G.P.A.	103 *	027	Father's Education
High School G.P.A. By Major Academic Fields	108 *	025	Father's Occupation
Previous College Quality Points Accepted	115	106	Major Field of Degree
Quality Points, Cumulative at Current Institution	216 *	026	Mother's Education
Registration Date, Most Recent	210	024	Mother's Occupation
Registration Method, Most Recent	211	028	Parents' Income
Registration Type, Current	209 *	022	Staff Identification Number
Selective Service Number	018	307	Student Status
Selective Service Status	017	311	Termination Status
Undergraduate Credits, Cumulative	217		
Veteran's Benefit Status	019		

\*These elements are derivable from other elements that are in the second edition.

## REFERENCES

Thomas, Charles R. Data Element Dictionary: Students. First Edition. Boulder, Colorado: Western Interstate Commission for Higher Education, 1970.

2641911000045300:  
2.5M:173:GD:Hirsch:2BA67  
9341600000045200:  
1.5M:173:GD:Hirsch:2BA67

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