

06/04/93

Revised: 06/10/98, **07/17/06**

ITEM 001

DISK FILE BEGINNING POSITION 1
FIELD LENGTH 9

A	E	G
X	X	X

SOCIAL SECURITY NUMBER

If the student does not have a social security number, each institution will assign an identification number unique to that student **using Format 1 or Format 2 as indicated below**. ~~These assigned numbers must begin with three nines and be a total of nine digits in length. The remaining six digits will be assigned by the institution.~~

~~Example of an "assigned ID Number": 999001499.~~

FORMAT 1

99X-NN-NNNN

Where **X** is an alpha designating the institution and **N** represents a numeric position. The following list represents positions 1-3 of generated SSN's for each campus:

ASU	99A
ECU	99B
ECSU	99C
FSU	99D
NCAT	99E
NCCU	99F
UNCSA	99G
NCSU	99H
UNCP	99I
UNCA	99J
UNCH	99K
UNCC	99L
UNCG	99M
UNCW	99N
WCU	99O
WSSU	99P

FORMAT 2

XBB-BB-BBBB

Where **X** is an alpha designating the institution and **B** represents a positions 2-9 of the Banner ID number. Following are alpha identifiers for each campus:

ASU	A
ECU	B
ECSU	C
FSU	D
NCAT	E
NCCU	F
UNCSA	G
NCSU	H
UNCP	I
UNCA	J
UNCH	K
UNCC	L
UNCG	M
UNCW	N
WCU	O
WSSU	P

Edit: Must be a valid social security number (see appendix E) or a valid assigned number.

06/04/93
Revised: 06/29/98

ITEM 002

DISK FILE BEGINNING POSITION 10
FIELD LENGTH 6

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

REPORTING INSTITUTION

Six-digit FICE code for institution reporting this data.

Codes:

002906 = ASU
002923 = ECU
002926 = ECSU
002928 = FSU
002905 = NCA&T
002950 = NCCU
003981 = UNCSA
002972 = NCSU
002907 = UNC-A
002974 = UNC-CH
002975 = UNC-C
002976 = UNC-G
002954 = **UNC-P**
002984 = UNC-W
002981 = WCU
002986 = WSSU

Edit: Must be one of the above codes.

06/04/93

Revised: 08/20/97, 06/26/98, 05/30/00, **06/29/05**

ITEM 003

DISK FILE BEGINNING POSITION 16

FIELD LENGTH 5

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

SUBMISSION DATE

Century, year, and term for which report is submitted.

Codes:

- 0 = Winter Trimester
- 1 = Spring Semester or Trimester (Use "A" for extension for courseload, course description, and course grade files)
- ~~2 = Summer Semester (UNCSA and ECSU)~~
- 3 = Graduated File (for students graduated 9/1 through 6/30)
- ~~4 = Summer Session II~~
- ~~5 = Summer Session III (NCA&T)~~
- 6 = Fall Semester or Trimester (Use "D" for extension for courseload, course description, and course grade files)
- 7 = Summer School **SDF** Submission for courses **beginning** prior to July 1 (to be used ~~only~~ for courseload file, course description file, course grade file, and **summer SDF**). Use "B" for extension courses.
- 8 = Summer School SDF Submission for courses **beginning** after June 30 (to be used for courseload file, course description file, course grade file, and summer SDF). Use "C" for extension courses.
- 9 = Graduated File (for students graduated 7/1 through 8/31)

Example: Fall Semester or trimester of 1998 would be coded as 19986.

Edit: Year must match year on control card and semester must be one of the above codes. Use code 7 or 8 only for submission date of summer SDF; **refer to beginning dates above.**

06/04/93
Revised: 06/10/98

ITEM 004

DISK FILE BEGINNING POSITION **21**

FIELD LENGTH **5**

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

MATRICULATION DATE

This is the **century, year, and term** when:

- a) the applicant intends to matriculate or
- b) the enrolled student first matriculated in the degree program indicated by item 15.

If this date is unknown leave this field blank.

Codes:

- 0 = Winter Trimester
- 1 = Spring Semester or Trimester
- 2 = Summer Semester (UNCSA and ECSU)
- 3 = Summer Session I
- 4 = Summer Session II
- 5 = Summer Session III (NCA&T)
- 6 = Fall Semester or Trimester

Example: Fall Semester or trimester of **1998** should be coded as **19986**.

Edit: Must be a valid year and one of the above codes. Must not be greater than item 3 (submission date).

If item 5 (acceptance status) is not blank or item 6 (enrollment status) is 1 or 2, this date must be the current semester or one of the immediately preceding summer terms (if this is a fall semester).

If item 6 (enrollment status) is 3 or 4, this date must not be the current semester or one of the immediately preceding summer terms (if this is a fall semester). If item 6 (enrollment status) is 4, this date may be blank.

If item 7 (graduated status) is zero and the student is less than 28 years old, this date should not be more than 10 years ago.

06/04/93
Revised: 06/10/98

ITEM 005
DISK FILE BEGINNING POSITION **26**
FIELD LENGTH 1

A E G
X

ACCEPTANCE STATUS

This field should be left blank unless this record is to be included in the applicant sub-file. Report only those applicants on whom an admission decision can be made. Any record with this item not blank will be counted on the applied line of the OCR B1 report.

Codes:

- 1 = Accepted
- 2 = Rejected
- 3 = No action (Use this code for students who provided all information necessary for a decision but on whom no decision was made. DO NOT include students that did not provide all information necessary for a decision since these students are not to be included in the student data file.)
- 4 = Waiting list (Use this code for students who have provided all information necessary for acceptance and would have been accepted if class space had been available.)

Edit: Must be zero, blank, or one of the above codes. At least one of items 5, 6, and 42 must be coded greater than zero.

06/04/93

Revised: 06/20/97, 06/10/98, 8/31/04, **6/12/09**

ITEM 006

DISK FILE BEGINNING POSITION 27

FIELD LENGTH 1

 A E G
 X

ENROLLMENT STATUS

This field should be left blank unless this record is to be included in the enrolled students sub-file. Definition of degree credit enrollment (resident and extension): enrollment which includes full-time and part-time college-level students taking work creditable toward a bachelor's or higher degree or some other formal recognition below the baccalaureate, whether class meets day or evening. However, this should include students still in high school but taking college-level courses for degree credit. This excludes students in non-degree credit extension, correspondence, adult education, auditors, special non-credit students, short courses, and students enrolled for individual lessons only.

Codes:

- 1 = New Student - Terminal Occupational, First-Time Freshmen, Special and Unclassified, **First Professional**, and/or Graduate students who have no college credits at this program level prior to the immediately previous summer sessions. Students who transfer in with acceptable credits at this level are to be classified as "New Transfer Students".
- 2 = New Transfer Student - A student new at a given level for this term who has recognized college credits from other institution(s) and is admitted as a transfer student. Such students given graduate credit for course work taken elsewhere should be considered as new graduate transfer students. Students who transfer in during the immediately previous summer sessions are to be classified as new transfer students.
- 3 = Continuing Student - A student enrolled at the same institution and in the same program level in the previous regular session.
- 4 = Returning Student - One who was readmitted to the same program level of instruction after an absence of one or more regular sessions. A former student transferring back to his original institution after attendance at another institution is classified as a returning student, provided he is in the same program level. Otherwise, he would be classified as a new transfer.
- 5 = Auditor Only.
- 6 = Unclassified -You may use this code in lieu of trying to decide which category above may be appropriate.

Edit: Must be zero, blank, or one of the above codes. When applicant and enrolled sub-files are combined to form a single record, two additional edit checks are performed. First - if this item is coded 1 or 2 and item 15 (degree intent) is not 8 (unclassified), then item 5 (acceptance status) must be 1 (accepted). Second - if this item is coded 3 or 4, then item 5 (acceptance status) must be zero or blank. If item 6 (enrollment status) is 6, then item 15 (degree intent) must be 8.

06/04/93

Revised: 06/10/98, **08/31/04**

ITEM 007

DISK FILE BEGINNING POSITION **28**

FIELD LENGTH 1

A E G
 X

GRADUATION STATUS

This item will be generated by the validate program from item 42 (year and term graduated). This field will be left blank unless this record is to be included in the graduated student subfile.

Codes:

1 = Graduated before July 1

2 = Graduated on or after July 1 and therefore belongs on next year's IPEDS C (Completions)

Edit: Will be generated from item 42.

06/04/93
Revised: 06/10/98

ITEM 008
DISK FILE BEGINNING POSITION **29**
FIELD LENGTH 3

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

COUNTY OR STATE OF RESIDENCE

County or state of legal residence for tuition purposes. If for tuition purposes the student is deemed to be an "in-state resident", code the county of such residence.

If the student is deemed to be an "out-of-state" resident for tuition purposes, code the state of such residence.

In special cases where no in-state address can be determined but a student is accepted as an in-state resident for tuition purposes, use the county of your institution, if no other NC county is reported.

If a student's home address is in NC and legal residence for tuition purposes is determined to be out-of-state and the state of such residence cannot be determined, use "state unknown" category.

See Appendix B for codes. ***Note that codes in appendix B have been expanded to delineate the US Territories to match the requirements for the IPEDS Fall Enrollment Report.***

Edit: Must be a code from Appendix B. If item 12 (citizenship) is "N" (non-resident alien) and this item is not "999", then a warning message is generated.

06/04/93

Revised: 06/10/98, 10/7/02

ITEM 009

DISK FILE BEGINNING POSITION **32**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

RACE

This item is required for every record on the file.

Codes:

- 1 = White (not of Hispanic origin). Students having origins in any of the original peoples of Europe, North Africa, the Middle East.
- 2 = Black (not of Hispanic origin). Students having origins in any of the black racial groups of Africa.
- 3 = American Indian or Alaskan Native. Students having Origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- 4 = Asian or Pacific Islander. Students having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes for example, China, Japan, Korea, the Philippine Islands, *American Samoa, India, and Vietnam.*
- 5 = Hispanic. Students of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 6 = Other. **Non-Resident Alien, Unknown, or students that the institution cannot classify in one of the above race categories.**

Edit: Must be one of the above codes. ~~If code is 6 and item 12 (citizenship) is not "N" (non-resident alien), then a warning message will be printed.~~

06/04/93
Revised: 06/10/98

ITEM 010
DISK FILE BEGINNING POSITION **33**
FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

SEX

This item is required for every record on the file.

Codes:

M = Male

F = Female

Edit: Must be one of the above codes.

06/04/93
Revised: 06/10/98

ITEM 011

DISK FILE BEGINNING POSITION **34**

FIELD LENGTH **8**

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

YEAR, MONTH, AND DAY OF BIRTH - CCYYMMDD

This item is required for every record on the file.

Example: A student born in April **21** of 1945 would be coded as **19450421**.

Edit: Month must be from 01 to 12, **day must be from 01 to 31 (depending on the month)**, and year must be numeric. A warning message is generated if the individual is more than 80 years old or less than 12 years old. **If birth date unknown, use "*****". If only day is unknown, use "**" in day field and the actual year and month in the rest of the field.**

06/04/93

Revised: 06/10/98, **06/23/05**

ITEM 012

DISK FILE BEGINNING POSITION **42**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

CITIZENSHIP

This item is required for every record on the file.

Codes:

R = Resident Alien - Persons who are not citizens or nationals of the United States ~~but who have been lawfully admitted for permanent residence in the United States and hold a "green card" - Form I-151.~~ **and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.**

N = Non-Resident Alien - Persons who are **not citizens or nationals of the U.S. and who are in this country on a visa or temporary basis** and do not have the right to remain indefinitely.

C = U. S. Citizen.

Edit: Must be one of the above codes.

06/04/93

Revised: 06/10/98, 05/30/00, **08/31/04**

ITEM 013

API FIELD OF STUDY

This item is no longer needed.

06/04/93

Revised: 06/10/98, 08/31/04, **7/22/09**

ITEM 014

DISK FILE BEGINNING POSITION 43

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
	X	X

TEACHER, SCHOOL LEADER and SPECIAL SERVICE CERTIFICATION

This field is used to determine whether or not the student has been accepted to, is enrolled in, and/or completed a teacher, principal, school leader, or special service certification program at your institution. For the enrolled SDF, the flag should be set to "Y" or default to "N". For the graduated SDF, the flag should be set to "Y" or "C" or default to "N".

Codes:

Y = Yes, the student has been accepted to, and is currently enrolled in, a program that prepares the individual for North Carolina teacher, principal, school leader, or special service license (PK-12).

N = No

C = The student has completed all of the academic requirements of a program that prepares the individual for North Carolina teacher, principal, school leader, or special service license (PK-12). Note: Requirements for completion relate to all academic requisites, including student teaching. The individual should be eligible to be recommended for a North Carolina license. The processing of paperwork for licensure or actual recommendation are not determinants of program completion.

See Glossary of Terminologies in *****Appendix ___** .

Codes:

Y = Yes

N = No

C = Completed Teacher Certification Requirements (graduated students only)

Edit: Must be one of the above codes. **Code "C" can only be used on the graduated SDF. If item014 equal "C" item042 must contain a valid graduation date.**

06/04/93

Revised: 06/29/98, 06/23/05, **5/28/09**

ITEM 015

DISK FILE BEGINNING POSITION **44**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

DEGREE INTENT

This is the degree the individual is currently working toward. It is not necessarily the student's ultimate educational goal. If this is a graduated student, this item applies to the degree he or she has just earned.

Codes:

1 = below bachelor's

2 = four-year diploma (UNCSA)

3 = bachelor's

4 = master's

5 = post master's certificate program (i.e., intermediate/specialist)

6 = doctorate (Discontinued as of 07/01/09)

7 = first professional (Discontinued as of 07/01/09)

8 = unclassified

9 = high school (UNCSA, NCSSM)

0 = post baccalaureate certificate (i.e., ~~professional engineer at NCSU, and computer science certificate at WSSU~~)

P = Doctor's degree – professional practice (as of 07/01/09)

R = Doctor's degree – research/scholarship (as of 07/01/09)

Edit: Must be one of the above codes. Codes 2 and 9 may be used only by UNCSA. ~~Code 0 may be used only by NCSU and WSSU.~~ With code 0, use 6 in class level (item 18). **Please note: Degree Intent will be checked against degree abbreviation in the CIP code (Items 080 and 081).**

06/04/93

Revised: 06/10/98, 06/12/02

ITEM 016

DISK FILE BEGINNING POSITION **45**

FIELD LENGTH 3

A E G
X

STATE EMPLOYEE TUITION FREE CREDIT HOURS

If this student is a state employee and is therefore taking a tuition free course, indicate here the number of tuition free credits that the student is taking. Otherwise leave this field blank. This item has two places to the right of the decimal. Do not code the decimal point. Fill with trailing zeros.

Example: Student receiving 3 credits tuition free would be coded as "300".

Edit: Must be zero, blank, or a number **not less than 1 or** greater than 5 credit hours. Must not be greater than the total of item 19 (resident credit hours) and item 20 (extension credit hours).

06/04/93

Revised: 06/10/98, 08/31/04, 09/27/05, 07/18/06, **7/22/09**

ITEM 017

DISK FILE BEGINNING POSITION 48

FIELD LENGTH 1

 A E G
 X

OVER 65 TUITION WAIVER INDICATOR/TUITION OFFSET/TUITION WAIVER

If tuition has been waived and/or student has been granted in-state tuition, use one of the codes below. ~~If the student is over 65 years of age and tuition has been waived, code "Y". If in-state tuition has been granted for Hurricane Katrina evacuee, code "K", or for military student, code "M".~~ Otherwise leave this field blank.

Codes:

Y = Tuition has been waived for students over 65 years of age

~~K = In-state tuition granted for Hurricane Katrina evacuee~~

M = In-state tuition granted for military student

F = Student has received full scholarship from a recognized entity

A = Student is participating in Academic Common Market

T = Student is participating in Teacher Residency Program

X = Exchange students not paying tuition to the UNC institution where enrolled

O = Other students for whom tuition is waived (e.g., emergency workers)

Edit: Must be blank or "Y". ~~If age is less than 65 this item must be blank.~~ one of the above codes if condition described above applies. If codes "M", "F", "A", or "T" are used, then Item 95 must be coded.

06/04/93

Revised: 06/10/98, 08/31/04, **5/28/09**

ITEM 018

DISK FILE BEGINNING POSITION **49**

FIELD LENGTH 1

A E G
X

CLASS LEVEL

The following codes indicate the class level the student has achieved. This is not necessarily the length of time the student has been involved in the program.

Codes:

1 = first year undergraduate

2 = second year undergraduate

3 = third year undergraduate

4 = fourth year undergraduate

5 = fifth year or more undergraduate

6 = unclassified undergraduate (item 15 = 8)

7 = graduate

8 = first professional (Discontinued as of 07/01/09)

9 = high school (UNCSA, NCSSM)

Edit: Must be one of the above codes. Code 9 may be used only by UNCSA and NCSSM. If item 15 (degree intent) is 1, then this must be 1 or 2. If item 15 is 2 or 3, then this must be 1 through 5. If item 15 is 4, 5, **P or R 6**, then this must be 7. ~~If item 15 is 7, then this must be 8.~~ If item 15 is 8, then this must be 6 **or 7, or 8**. If item 15 is 9, then this must be 9. If item 6 (enrollment status) is 1 (new student), then this item must not be 2, 3, 4, or 5.

06/04/93

Revised: 06/11/96, 06/10/98, **08/31/04**

ITEM 019

DISK FILE BEGINNING POSITION **50**

FIELD LENGTH 4

A E G
X

RESIDENT CREDIT HOURS ENROLLED

Resident credit hours enrolled this term or semester at the time the file was frozen for reporting purposes. Exclude remedial hours that are taught by another campus under a contract program. This item has two places to the right of the decimal. Do not code the decimal point. Fill with trailing zeros. Include state employee credit hours if resident credit.

Please note that for this field, zero and blank have different meanings (see item 21).

If this is an enrolled resident student who is receiving no credit, this must be coded as zero and not left blank.

If this student is enrolled in extension courses only, this field must be left blank.

Example: Student enrolled in 15 credit hours would be coded as "1500".

Edit: Must be numeric or blank. Enrolled students must have a numeric value for at least one of items 19 and 20. If this item is greater than 21 credits, a warning message is generated.

06/04/93

Revised: 06/10/98, **08/31/04**

ITEM 020

DISK FILE BEGINNING POSITION **54**

FIELD LENGTH 4

A E G
X

EXTENSION CREDIT HOURS ENROLLED

Extension credit hours enrolled this term or semester at the time the file was frozen for reporting purposes. This item has two places to the right of the decimal. Do not code the decimal point. Fill with trailing zeros. Include state employee credit hours if extension credit. If this student is enrolled in resident credit courses only, this field must be left blank.

Example: Student enrolled in five extension credit hours would be coded"0500".

Edit: Must be a number greater than zero or blank. Enrolled students must have a numeric value for at least one of items 19 and 20. If this item (or the total of items 19 and 20) is greater than 21 credits, a warning message will be generated.

06/04/93

Revised: 06/11/96, 06/10/98, 08/31/04, **6/12/09**

ITEM 021

DISK FILE BEGINNING POSITION 58

FIELD LENGTH 3

 A E G
 X

FTE OF DEGREE CREDIT HOURS

Full-time equivalent of this student using **both resident credit and extension** enrollment. Exclude remedial hours that are taught by another campus under a contract program.

Undergraduate Codes:

Semester

100 - 12 or more credit hours
075 - 9 thru 11.99
050 - 6 thru 8.99
025 - 0.00 thru 5.99
000 - 0

Trimester (UNCSA only)

8 or more credit hours
6 thru 7.99
4 thru 5.99
0 thru 3.99
0

Graduate ~~and First Professional~~ Codes:

Semester

100 - 9 or more
075 - 6 thru 8.99
050 - 3 thru 5.99
025 - 0 thru 2.99
000 - 0

Trimester (UNCSA only)

6 or more
4 thru 5.99
2 thru 3.99
0 thru 1.99
0

Edit: This item must match the appropriate table above using **the sum of** item 19 (resident credit hours) **and item 20 (extension credit hours)**.

06/04/93

Revised: 06/01/95, 6/17/97, 06/10/98

ITEM 022

DISK FILE BEGINNING POSITON 61

FIELD LENGTH 6

A E G
L L L

TRANSFER INSTITUTION

FICE code of transfer institution. Transfer institution is defined as the most recently attended institution from which your institution has granted transferred credits. This information is required of all new transfer applicants (rejected, no action, accepted not enrolled, accepted enrolled). If this is not a transfer student, leave this field blank. If this is a continuing or returning transfer student, this item must be the same FICE code as original matriculation as a new transfer.

See Appendix C for codes.

Additional codes:

999994 = Out-of-state hospital nursing school

999995 = North Carolina hospital nursing school

999996 = Unknown out-of-state institution

999997 = Unknown North Carolina institution

999998 = Foreign institution

Edit: Valid FICE code for transfers. For New Transfers: if item 6 (enrollment status) is 2 then this item must not be blank. For continuing or returning transfers: if high school information is not in the record (indicating first-time freshmen status in previous years) then this item must not be blank (indicating new transfer status in previous year). If item 61 (original enrollment status) is 2, then this item must not be blank.

06/02/94

Revised: 06/01/95, 06/10/98, 05/30/00, **09/27/05**

ITEM 023

DISK FILE BEGINNING POSITION 67

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
L	L	L

DATA AVAILABILITY EXCEPTION CODE

This item is optional for Fall 1994 Applied/Enrolled SDF, Spring 1995 Applied/Enrolled SDF, and Graduated SDF 1995. It will be required beginning with the Fall 1995 Applied/Enrolled SDF.

Any of the following codes can be used to explain the lack of available data on elements 29 - 34. When one of these codes is used, data elements 29 - 34 may be left blank and will be edited only if left non-blank.

Care should be taken not to overuse these codes, since their use may reflect data collection efforts, admissions practices, and institutional academic policy.

Codes:

- A = Degree Credit Extension
- B = Evening College
- C = Graduated from foreign high school
- D = Lifelong Learning
- E = Agricultural Institute (NCSU only)
- F = GED recipient
- G = Adult high school diploma
- H = Home schooling
- I = High school refuses to release information
- J = Portfolio
- K = Readmitted (returning) student with missing data
- L = Admissions Partnership **or High School** Program (ASU ~~only~~, **NCA&T, UNCG**)
- M = Four-Year Diploma Program (UNCSA only)
- N = Jamaican Program (WCU only)
- O = Early College High School**

Edit: Must be one of the above codes or blank.

06/04/93

Revised: 06/02/94, 6/29/98

ITEM 024

TWO-YEAR GRADUATE

This item is no longer needed. ~~Leave the space in the record blank.~~

06/11/93

Revised: 06/02/94, 06/01/95, 06/10/98

ITEM 025

DISK FILE BEGINNING POSITION 68

FIELD LENGTH 5

 A E G
L L L

TRANSFER CREDIT HOURS APPLIED TO DEGREE

This item contains transfer credit hours. See matrix below for inclusions and exclusions. For new transfers, this item may contain the number of transfer hours accepted at the time of admission, but by the time the student graduates, the hours reported on the graduated file may reflect the number of transfer hours applied to the degree. This item may be specific to the student's major or institutional academic policy.

Type of Coursework	Include if x	Comment
Transfer hours	X	
Pass/Fail		
Satisfactory/Unsatisfactory		
Activities that generate cr. hrs., but no quality points		
Graded coursework		
Advanced placement by institutional exam		
Credit by course validation		
Course credit by challenge exam		
AP/IB Courses (College Board/International Baccalaureate)		
CLEP Courses (College Board)		
Repeated courses		
Remedial		

This item has two places to the right of the decimal. Do not code the decimal point. Fill with trailing zeros.

Example: A student with 25.5 credit hours not earned at your institution would be coded "2550".

Edit: If item 22 (transfer FICE) is not blank, then this item must not be blank. If item 6 (enrollment status) or item 61 (original enrollment status) is 2, then this item must not be blank.

06/04/93

Revised: 06/02/94, 06/10/98, **08/31/04**

ITEM 026

DISK FILE BEGINNING POSITION **73**

FIELD LENGTH 1

A E G

X

HOUSING CODE

Indicate the current local residence of the student. This item is required.

Codes:

1 = residence hall/dorm

2 = married student housing

3 = other college-owned housing

4 = fraternity or sorority

5 = commuter

6 = unknown

Edit: Must be one of the above codes.

06/11/93

Revised: 06/02/94, 06/10/98, 08/31/04, **6/12/09**

ITEM 027

DISK FILE BEGINNING POSITION **74**

FIELD LENGTH 5

A E G
 L L

TOTAL DEGREE CREDIT HOURS EARNED AT YOUR INSTITUTION

Total credit hours earned at your institution. See matrix below for inclusions and exclusions.

Note: Include all coursework earned by the end-of-semester definition set by your institution. This item should include all non-remedial hours taken at your institution and should exclude hours failed and not completed at your institution.

Type of Coursework	Include if x	Comment
Transfer hours		
Pass/Fail	x	(only if P)
Satisfactory/Unsatisfactory	x	(only if S)
Activities that generate cr. hrs., but no quality points	x	
Graded coursework	x	
Advanced placement by institutional exam		
Credit by course validation		
Course credit by challenge exam		
AP/IB Courses (College Board/International Baccalaureate)		
CLEP Courses (College Board)		
Repeated courses		
Remedial	x	(only if applied to graduation)

This information must be included for enrolled and graduated (undergraduate **and** graduate) **and first professional law**) and is to be used in special studies. This item has two places to the right of the decimal. Do not code the decimal point. Fill with trailing zeros.

Example: A student who has received 75.25 credits would be coded "07525".

Edit: If item 6 (enrollment status) is 3 or 4 (continuing or returning student) and item 15 (degree intent) is 1 – **5, P, R, or 0 6** (undergraduate, master's, **doctors degree doctorate**), this item must be numeric. **If item 6 is 3 or 4 and item 15 is 7 (first professional) and item 13 (field of study) is 1400 (law), this item must be numeric.** If item 6 is 3 or 4 and item 15 is 8 (unclassified) and item 18 (class level) is 6 (unclassified undergraduate) or 7 (graduate) **–or [8 (first professional) and item 13 is 1400]**, this item must be numeric. If item 42 (year and semester graduated) is not blank or zero, then the above conditions apply and this item must be numeric.

06/11/93

Revised: 06/02/94, 06/10/98, 08/31/04, **07/17/06**

ITEM 028

DISK FILE BEGINNING POSITION **79**

FIELD LENGTH 4

<u>A</u>	<u>E</u>	<u>G</u>	
	L	L	

INSTITUTIONAL CUMULATIVE GPA

Grade point average earned at your institution as calculated by your institution's academic policies (compare to data element 64). Use three places to the right of the decimal but do not code the decimal point. This information is only requested for undergraduates and graduated at baccalaureate level and is to be used in special studies.

Example: A perfect GPA is coded as "4000".

Edit: If item 6 (enrollment status) is 3 or 4 (continuing or returning student) and item 15 (degree intent) is **greater than 0 and** less than 4 (undergraduate) then this item must be numeric. If item 42 (year and semester graduated) is not blank or zero and item 15 (degree intent) is **greater than 0 and** less than 4 (undergraduate) this item must be numeric.

06/04/93

Revised: 06/16/95, 06/11/96, 06/10/98, 08/31/04, 07/17/06, **06/27/07**

ITEM 029

DISK FILE BEGINNING POSITION **83**

FIELD LENGTH 3

<u>A</u>	<u>E</u>	<u>G</u>
L	L	

SAT CRITICAL READING

This score is required on new freshman applicants (accepted not enrolled, accepted enrolled) as well as all continuing and returning undergraduate students and unclassified, if available, unless the ACT-Composite score is the only one available.

Code "999" if data is missing.

Edit: If item 5 (acceptance status) is 1 (accepted) and item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank, then this must be greater than 199 and less than 801 or 999 unless item 31 (ACT-Composite score) is supplied. If item 6 (enrollment status) is 1, 3, or 4 and item 15 (degree intent) is **greater than 0 and** less than 4 (undergraduate) or item 15 is 8 and item 18 (class level) is 6, then this item must be in the above stated ranges.

Policy for Reporting SAT

When available, SAT scores should be reported. If SAT scores were reported to your institution, these scores should be included on your Student Data File (SDF) even if ACT scores are reported on the SDF and even if SAT scores were not used as the basis for the admission's decision. The scores reported should be from an actual "taking" or administration of the test and not the result of a conversion from another test. If the test was taken more than once, the score reported should be the highest for the category.

06/04/93

Revised: 06/16/95, 06/11/96, 06/10/98, 08/31/04, 07/17/06, **06/27/07**

ITEM 030

DISK FILE BEGINNING POSITION **86**

FIELD LENGTH 3

<u>A</u>	<u>E</u>	<u>G</u>
L	L	

SAT MATH

This score is required on new freshman applicants (accepted not enrolled, accepted enrolled) as well as all continuing and returning undergraduate students and unclassified, if available, unless the ACT-Composite score is the only one available.

Code "999" if data is missing.

Edit: If item 5 (acceptance status) is 1 (accepted) and item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank, then this item must be greater than 199 and less than 801 or 999 unless item 31 (ACT-Composite) is supplied. If item 6 (enrollment status) is 1, 3, or 4 and item 15 (degree intent) is **greater than 0 and** less than 4 (undergraduate) or item 15 is 8 and item 18 (class level) is 6, then this item must be in the above stated ranges.

Policy for Reporting SAT

When available, SAT scores should be reported. If SAT scores were reported to your institution, these scores should be included on your Student Data File (SDF) even if ACT scores are reported on the SDF and even if SAT scores were not used as the basis for the admission's decision. The scores reported should be from an actual "taking" or administration of the test and not the result of a conversion from another test. If the test was taken more than once, the score reported should be the highest for the category.

06/04/93

Revised: 06/16/95, 06/11/96, 06/10/98, 05/30/00, 07/17/06, **06/27/07**

ITEM 031

DISK FILE BEGINNING POSITION 89

FIELD LENGTH 2

<u>A</u>	<u>E</u>	<u>G</u>
L	L	

ACT-COMPOSITE

This score is required only of new freshman applicants (accepted not enrolled, accepted enrolled) who have taken this test, even if they have SAT scores available. Code "99" for missing data. Keep this data element for continuing and returning students if they originally had this item in their records for earlier SDFs.

Edit: If item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank, then this item must be numeric with values from 01 through 36, or 99.

Policy for Reporting ACT:

When available, ACT scores should be reported. If ACT scores were reported to your institution, these scores should be included on your Student Data File (SDF), even if SAT scores are reported on the SDF and even if ACT scores were not used as the basis for the admission's decision. The scores reported should be from an actual "taking" or administration of the test and not the result of a conversion from another test. If the test was taken more than once, the score reported should be the highest for the category.

06/04/93

Revised: 06/02/94, 06/10/98, **07/17/06**

ITEM 032

DISK FILE BEGINNING POSITION **91**
FIELD LENGTH 2

A E G
L L

CLASS RANK

This item is required only of new freshmen applicants (accepted not enrolled, accepted enrolled). Keep this data element for continuing and returning students if they originally had this item in their records for earlier SDFs. Convert high school class rank to a percentile. If information is available in quartile or quintile form, use the mid-point of the interval for an estimate of the percentile. (For example, 1st quintile - percentile = 90.) If class size and rank in class are available, use the following formula to determine percentile:

$$\text{Percentile Rank} = 100 - ((\text{rank}/\text{class size}) \times 100)$$

In using this calculation, results of 00 should be entered as 01.

Fractions should be truncated. Therefore, the maximum percentile class rank is 99.

Edit: Leave blank for missing data.

For New Freshmen: If item 5 (acceptance status) is 1 (accepted) and item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank and item 36 (CEEB code) is not 999999 (GED) and this item is not numeric, then this item is missing and an error message is generated.

For Continuing or Returning Students: If items 29 and 30 (SAT scores) or 31 (ACT score) is not blank, then this item must not be blank.

06/04/93

Revised: 06/02/94, 06/10/98, **07/17/06**

ITEM 033

DISK FILE BEGINNING POSITION **93**

FIELD LENGTH 3

A E G

L L

HIGH SCHOOL GPA

This information will be used in special studies. It is required only of new freshmen applicants (accepted not enrolled, accepted enrolled). Keep this data element for continuing and returning students if they originally had this item in their records for earlier SDFs. Leave blank for missing data. Use three places to the right of the decimal but do not code the decimal point.

Example: A perfect GPA is coded as "400".

Edit: Leave blank for missing data.

For New Freshmen: If item 5 (acceptance status) is 1 (accepted) and item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank and item 36 (CEEB code) is not 999999 (GED) and this item is not numeric, then this item is missing and an error message is generated.

For Continuing or Returning Students: If items 29 and 30 (SAT scores) or 31 (ACT score) is not blank, then this item must not be blank.

06/04/93

Revised: 06/10/98, **07/17/06**

ITEM 034

DISK FILE BEGINNING POSITION **96**

FIELD LENGTH 3

A E G

L L

PREDICTED GPA

This information will be used for special studies. It is required of all new freshmen applicants. Keep this data element for continuing and returning students if they originally had this item in their records for earlier SDF's. Use two places to the right of the decimal but do not code the decimal point.

Example: A perfect GPA is coded as "400".

Edit: For New Freshmen: If item 5 (acceptance status) is greater than 0 (applied) and item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank, then this must be numeric.

For continuing or returning students: If items 29 and 30 (SAT scores) or 31 (ACT score) is not blank, then this item must not be blank.

06/04/93
Revised: 06/29/98

ITEM 035

DISK FILE BEGINNING POSITION **99**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
L	L	

HIGH SCHOOL GRADUATION YEAR FLAG

Do not complete this item. It will be generated by the edit program from item 58 (high school graduation **date**) and ~~item 63 (high school graduation month)~~. The flag will be set to "Y" if the applicant or student graduated from high school or received a GED during the previous twelve months. If the high school graduation year flag that is generated is "Y", then CEEB code must indicate a current high school.

Codes:

Y = yes

N = no

Edit: An undergraduate is one with a degree intent (item 15) of 1, 2, or 3, or a degree intent of 8 accompanied by a class level of 6, including applications, whose acceptance status (item 5) is greater than 0 (applied) and degree intent item (15) is 1, 2 or 3, and transfer institution (item 22) is blank. The flag will be set for each such record and left blank for all other records. An error is indicated for any enrolled student whose flag is set to "Y" and: 1) whose class level (item 18) is second year or higher (code = 2 through 7) or; 2) whose total credit hours (item 27) exceed 48. An error is also indicated if an undergraduate record is not coded "Y" or "N". If an error occurs, then item 58 (high school graduation **date**) and/or ~~item 63 (high school graduation month)~~ will need to be corrected. If this item is "Y", then the CEEB code file must indicate a current high school (i.e., a blank in status code).

06/04/93

Revised: 06/02/94, 06/01/95, 06/02/95, 06/10/98

ITEM 036

DISK FILE BEGINNING POSITION **100**

FIELD LENGTH 6

A E G

L L

HIGH SCHOOL CEEB CODE

This field is required for all new freshman applicants. Keep this data element for continuing and returning students if they originally had this item in their records for earlier SDFs. If high school graduation year flag is "Y" then CEEB code must indicate a current high school. Codes are those which are published annually by The College Board in School Code List. Codes for North Carolina high schools are given in Appendix D.

Special Codes:

349990 = A North Carolina home educated student.

999990 = An out-of-state home educated student in the United States in which the state and high school are not known.

XX9990 = An out-of-state home educated student for which the state is known.

349999 = A North Carolina high school whose code cannot be found in the Code Book. For example, a new high school or one which has been closed.

999997 = An out-of-state high school in the United States in which the state and high school are not known.

XX9997 = An out-of-state high school in which the state is known, but the individual school code cannot be found in the directory. The field "XX" should contain the CEEB state code as given in Appendix D.

999996 = Adult Diploma (This is a regular high school diploma, but it is earned from a community college. It is not a GED.)

999998 = A foreign high school or equivalent institution.

999999 = A GED.

Edit: This field must contain a valid CEEB code or one of the special codes indicated above. For New Freshmen: If item 5 (acceptance status) is greater than 0 (applied) and item 15 (degree intent) is 1, 2, or 3 and item 22 (transfer institution) is blank and this item is invalid, a warning message is generated. If MAR Status is 1, 2, 7, or 8, then this item is required. For Continuing and Returning Students: If items 29 and 30 or 31 is not blank, then this item must not be blank.

06/04/93
Revised: 06/10/98

ITEM 037

BACCALAUREATE FICE CODE

This item is no longer needed.

06/04/93
Revised: 06/10/98

ITEM 038

BACCALAUREATE DEGREE FLAG

This item is no longer needed.

06/04/93
Revised: 06/10/98

ITEM 039

BACCALAUREATE HEGIS CODE

This item is no longer needed.

06/04/93
Revised: 06/10/98

ITEM 040

PREVIOUS GRADUATE

This item is no longer needed.

06/04/93

Revised: 06/10/98, **08/31/04**

ITEM 041

DISK FILE BEGINNING POSITION **106**

FIELD LENGTH 1

A E G
X

HEALTH AFFAIRS/AGRICULTURAL INSTITUTE/CO-OP STUDENT INDICATOR

Codes:

H = Health Affairs (UNC-CH and ECU)

G = Agricultural Institute (NCSU)

C = Co-op Student (Students currently enrolled in a cooperative education program)

Blank otherwise.

Edit: Blank or one of the above codes. If one of the above is coded, then it must be appropriate for the institution indicated by item 2 (reporting institution).

06/04/93

Revised: 06/10/98, **08/31/04**

ITEM 042

DISK FILE BEGINNING POSITION **107**

FIELD LENGTH **5**

 A E G
 X

YEAR AND TERM GRADUATED

The year and semester when academic requirements for the degree were completed.
This field should be blank or zero unless the student is to be counted on the graduated file.

Codes:

- 0 = Winter Trimester
- 1 = Spring Semester or Trimester
- 2 = Summer Semester (UNCSCA and ECSU)
- 3 = Summer Session I
- 4 = Summer Session II
- 5 = Summer Session III (NCA&T)
- 6 = Fall Semester or Trimester

Example: Spring Semester *1998 would be coded 19981.*

Edit: Must be blank, zero, or a valid code. A valid code includes the current year (as indicated on the control card) or the previous year and one of the above semester codes. This date must not be later than item 3 (submission date). If the previous year is coded, the semester must be later than spring.

06/04/93

Revised: 06/10/98, **08/31/04**

ITEM 043

DISK FILE BEGINNING POSITION **112**

FIELD LENGTH 1

A E G
 L

DEGREE TYPE

This item is required only if item 15 (degree intent) is coded 1 or 2 (below bachelor's). The degree type may be found in Appendix A, Part 2. If you have a new award this year, please notify General Administration, and the code will be added to the table. Code 6 was used only by UNC-Chapel Hill on 1980's HEGIS 2300-2.I.

Codes:

- 1 = Associate degree with work chiefly creditable toward a bachelor's degree
- 2 = Other formal recognition with work chiefly creditable toward a bachelor's degree
- 3 = Associate degree with work not chiefly creditable toward a bachelor's degree
- 4 = Other formal recognition with work not chiefly creditable toward a bachelor's degree
- 5 = Curriculum of at least one year but less than two years
- 6 = Intermediate recognition (UNC-Chapel Hill Only)

Edit: One of the above codes. Code 6 may be used only by UNC-CH. If item 15 (degree intent) is 1 or 2, then this item must match Part 2 of Appendix A. If item 15 is not 1 or 2, then this item must be blank or zero.

06/04/93

Revised: 06/10/98, 05/30/00, **07/17/06**

ITEM 044

NCES FIELD OF STUDY (CIP CODE)

This item is no longer needed.

06/04/93

Revised: 06/02/94, 06/01/95, 06/10/98, **07/17/06**

ITEM 045

DISK FILE BEGINNING POSITION **119**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
L	L	

HIGH SCHOOL TRANSCRIPT REVIEW CODE

This code is required for all first-time freshman applicants except rejected out-of-state applicants. An enrolled applicant should be coded on the basis of a final and complete transcript.

Codes:

- 1 = Through grade 12 with all course grades reported.
- 2 = Through grade 12 with some grades not reported.
- 3 = No 12th grade coursework shown.
- 4 = Transcript not available or GED.
- 5 = Not applicable [UNCSA diploma students, NCSU Ag. Inst. students, transcripts from foreign high schools (excluding American high schools in foreign countries)].
- 6 = Academically superior applicant who skips the 12th grade (to be used for Category 4 applicants only).

Edit: This code must be 1, 2, 3, 4, 5, or 6. If item 6 (enrollment status) is 1, item 15 (degree intent) is **greater than 0 and** less than 4, and item 36 (high school CEEB code) is not 999999, then review code must be 1. If review code is 5, then item 15 (degree intent) must be 1 or 2 or item 15 (degree intent) must be 3 and item 36 (high school CEEB code) must be 999998. If review code is 5, then item 46 (MARS status) must be 9. If review code is 6, then item 46 (MARS status) must be 1.

06/04/93

Revised: 06/01/95, 08/24/95, 2/26/97, 06/10/98, **08/31/04**

ITEM 046

DISK FILE BEGINNING POSITION **120**

FIELD LENGTH 1

A E G
L L

MAR STATUS

This code is **assigned by the edit program using item087 (MCR Category Code)** for all undergraduate applicants except rejected out-of-state applicants. A rejected in-state applicant with coursework in progress should be assigned an MAR status based on the assumption that all coursework in progress will be completed with at least a grade of "D" or its equivalent.

Codes:

- 0 = Category 6 (UNCSA only)
- 1 = Meets 1990 requirements or Category 4 (academically superior applicant who skips the 12th grade).
- 2 = Category 2 (meets 1988 interim requirements but not 1990; can be used for '88 and '89 high school graduates only)
- 3 = Category 5a (transfer with AA, AFA, AS, baccalaureate, or any higher level degree).
- 4 = Category 5b (transfer into a program covered by an articulation agreement).
- 5 = Category 5c (transfer with at least 24 credit hours as required who is not covered by an articulation agreement and does not hold an AA, AFA, or AS degree).
- 6 = Categories 1 and 3 (applicant who holds a high school diploma received before Spring, 1988 and does not have an MAR status of 0-5, or a non-traditional applicant who is at least 24 years old).
- 7 = Category 7 (received Chancellor approval for superior academic record based on grades, rank in class, ACT or SAT scores when compared with other applicants who have been accepted).
- 8 = Does not meet 1990 requirements and does not have an MAR status of 3-7.
- 9 = MAR status code not applicable and transcript review code of 4 or 5 [rejected GED recipients, UNCSA diploma students, NCSU Ag. Inst. applicants, applicants from foreign high schools (excluding American high schools in foreign countries)]
- H = Category 8 (applicants from: home schooling; a high school that follows an outcomes-based, performance-based, or competency-based curriculum; a high school that is not regionally accredited; or a high school that evaluates performance by means other than course grades)

Edit: Both accepted and rejected applicants **will** be assigned an MAR status. MAR status codes of 0 - 6, 9, or H **will** be assigned to accepted or rejected applicants. MAR status code of 7 **will** be assigned only to accepted applicants. MAR status code of 8 **will** be assigned only to rejected applicants. MAR status code of 1, 2, 7, 8, 9, or H must have a CEEB code. If item 46 (MAR status) is 0, then item 45 (review code) must be 1 - 3.

06/04/93

Revised: 06/11/96, 06/10/98, 06/13/01, **08/31/04**

ITEM 047

DISK FILE BEGINNING POSITION **121**

FIELD LENGTH 1

A E G
L

REMEDIAL ENGLISH

This code is required for all undergraduate enrolled students. Enter the number of courses in remedial English (include courses in English, composition, and grammar) the student is taking this term. Include all courses in remedial English, even those taught on another campus through a contract program.

Use codes 0 - 9.

Edit: For an undergraduate enrolled student this code must be 0 - 9.

06/04/93

Revised: 06/11/96, 06/10/98, **08/31/04**

ITEM 048

DISK FILE BEGINNING POSITION **122**

FIELD LENGTH 1

A E G
L

REMEDIAL MATH

This code is required for all undergraduate enrolled students. Enter the number of courses in remedial math the student is taking this term. Include all courses in remedial math, even those taught on another campus through a contract program.

Use codes 0 - 9.

Edit: For an undergraduate enrolled student this code must be 0 - 9.

06/04/93

Revised: 06/01/95, 06/11/96, 06/10/98, 08/31/04, 06/23/05, **07/17/06**

ITEM 049

DISK FILE BEGINNING POSITION **123**

FIELD LENGTH 1

A E G
L

REMEDIAL OTHER

This code is required for all undergraduate enrolled students. Enter the number of courses in “remedial other” the student is taking this term. As of 6/10/98, “remedial other” refers only to remedial chemistry and music at ECU and remedial chemistry at NCA&T. If courses other than the above are reported in “remedial other” for your institution, please notify the Associate Vice President for **Institutional Research and Analysis** at UNC-General Administration.

Use codes 0 - 9.

Edit: This code can be used only by ECU and NCA&T. For those institutions, this code must be 0 - 9. All other institutions should code 0.

06/04/93

Revised: 06/01/95, 06/18/97, 06/10/98

ITEM 058

DISK FILE BEGINNING POSITION 124

FIELD LENGTH 6

 A E G
L L

HIGH SCHOOL GRADUATION DATE

This field applies to all undergraduate applicants and students including unclassified undergraduates and transfer students who graduated from high school during the previous twelve months. This item, in conjunction with item 63 (high school graduation month), will be used to generate item 35 (high school graduation year flag). If high school graduation year flag is "Y", then CEEB code must indicate a current high school.

Code "***" for unknown year and "***" for unknown month.**

Codes for month:

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

Edit: An undergraduate is one with a degree intent (item 15) of 1, 2, or 3, or a degree intent of 8 accompanied by a class level of 6 including applications whose acceptance status (item 5) is greater than 0 (applied) and degree intent (item 15) is 1, 2 or 3, and CEEB code (item 36) is not blank. This item is required for each such record and left blank for all other records. High school graduation year flag will then be set and edited according to conditions set forth in item 35 (high school graduation year flag). Graduation year should be at least 16 years greater than birth year.

06/04/93

Revised: 06/16/95, 06/10/98, 05/30/00, 06/13/02, **08/31/04**

ITEM 059

SECOND ACADEMIC CONCENTRATION (API CODE)

This item is no longer needed.

06/04/93

Revised: 06/16/95, 06/10/98, 05/30/00, 06/13/02, **07/17/06**

ITEM 060

SECOND ACADEMIC CONCENTRATION (CIP CODE)

This item is no longer needed.

06/04/93

Revised: 06/02/94, 06/16/97, 06/10/98, **08/31/04**

ITEM 061

DISK FILE BEGINNING POSITION **136**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
	L	L

ORIGINAL ENROLLMENT STATUS

This item is optional for Fall 1994 Enrolled SDF, Spring 1995 Enrolled SDF, and Graduated SDF 1995. It will be required beginning with the Fall 1995 Enrolled SDF. It is required only for baccalaureate level.

Codes:

1 = First-Time

2 = New Transfer

Edit: If this item is 2, then item 22 (transfer institution FICE) must not be blank. If this item is 1, then item 22 must be blank. This item must be one of the above codes.

06/04/93

Revised: 06/02/94, 06/01/95, 06/11/96, 06/10/98, 06/22/99, 5/31/00, 6/26/01, 06/12/02, **6/12/09**

ITEM 062

DISK FILE BEGINNING POSITION **137**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
	X	X

RN/GENERIC NURSING STUDENT CODE

This item is required for all upper-division undergraduate and all graduate level nursing majors as well as all graduated nursing majors. Graduate level students should only be coded as generic (2) or, if enrolled at an AHEC site, 6 or 7.

Codes:

- 1 = RN (campus or non-AHEC extension)
- 2 = Generic (campus or non-AHEC extension)
- 3 = AHEC site at Goldsboro (ECU prior to 1994, BSN at Elizabeth City in 1994-97, BSN at Halifax/Jackson in 1998, BSN at Carteret in 2000)
- 4 = AHEC site at Morehead City (ECU prior to 1994, MSN at Wilmington after 1994-97, MSN at Eastern NC with Duke-Internet, restricted to 32 counties in 1998)
- 5 = AHEC site at Jacksonville (ECU prior to 1994, **BSN at Elizabeth City in 2001**)
- 6 = AHEC site at Fayetteville [UNC-CH - BSN (site can also be Smithfield or Charlotte), ECU - MSN after 1993]
- 7 = AHEC site at Hickory (UNC-G - BSN and MSN)
- 8 = AHEC site at Boone/North Wilkesboro (WSSU)
- 9 = AHEC site at Raleigh *prior to fall 1997. In fall 1997 and thereafter at Asheville* (UNC-CH - MSN)

- A = RN (Extension non-AHEC)
- B = Generic (Extension non-AHEC)
- C = AHEC site at Raleigh (NCCU-BSN)
- D = AHEC site at Roxboro (NCCU-BSN)

Edit: For enrolled students - If item 80 (CIP field of study) is 511601, item 15 (degree intent) is 3, 4, or **R, 6, 7** and item 18 (class level) is 3, 4, 5, or 7, then this item must be one of the above codes. If code of 3 - 8 is used, then item 20 (extension credit hours enrolled) must not be blank.

For graduated students - If item 80 (CIP field of study) is 511601 and item 15 (degree intent) is 3, 4, or **R, 6, 7**, then this item must be one of the above codes.

06/04/93

Revised: 06/01/95, 06/26/97, 06/10/98

ITEM 063

HIGH SCHOOL GRADUATION MONTH

This item has been combined with item 58 (high school graduation date).

06/11/93

Revised: 06/02/94, 06/10/98, 08/31/04, **07/17/06**

ITEM 064

DISK FILE BEGINNING POSITION **166**

FIELD LENGTH 4

A E G
 L L

UNC-GA UNIFORM CUMULATIVE GPA

Uniform grade point average of coursework taken at your institution. See notes and matrix below for inclusions and exclusions.

Note: Include all hours and quality points resulting from courses attempted by the end-of-semester definition set by your institution, courses previously taken and repeated, courses failed on a "pass/fail" or "satisfactory/unsatisfactory" basis, and all courses dropped with grade of "WF". Exclude hours and quality points from courses dropped by the official drop date, dropped with a grade of "W" or "WP", and courses passed on a "pass/fail" or "satisfactory/unsatisfactory" basis. The GPA calculated on this basis may differ from that calculated by the institution for internal academic action (see data element 65).

Type of Coursework	Include if x	Comment
Transfer hours		
Pass/Fail	x	(only if F)
Satisfactory/Unsatisfactory	x	(only if U)
Activities that generate cr. hrs., but no quality points		
Graded coursework	x	
Advanced placement by institutional exam		
Credit by course validation		
Course credit by challenge exam		
AP/IB Courses (College Board/International Baccalaureate)		
CLEP Courses (College Board)		
Repeated courses	x	(original & all repeats, pass or fail)
Remedial	x	(only if applied to graduation)

Use three places to the right of the decimal but do not code the decimal point. This information is requested only for enrolled undergraduates and baccalaureate recipients and is to be used in special studies.

Example: A perfect GPA is coded as "4000".

Edit: If item 6 (enrollment status) is 3 or 4 (continuing or returning student) and item 15 (degree intent) is **greater than 0 and** less than 4 (undergraduate), then this item must be numeric. If item 42 (year and semester graduated) is not blank or zero and item 15 (degree intent) is **greater than 0 and** less than 4 (undergraduate), this item must be numeric.

06/02/94

Revised: 06/16/97, 06/10/98, 08/31/04, **6/12/09**

ITEM 065

DISK FILE BEGINNING POSITION **170**

FIELD LENGTH 5

A E G
 L L

UNC-GA TOTAL CREDIT HOURS TAKEN AT YOUR INSTITUTION

Total credit hours taken at your institution. See matrix below for inclusions and exclusions.

Note: Include all those courses attempted by the end-of-semester definition set by your institution, all hours of courses previously taken and repeated, courses taken on a "pass/fail" or "satisfactory/unsatisfactory" basis, and all courses dropped after the deadline for dropping classes without a penalty (including unofficial drops or withdrawals). Exclude courses dropped by the official drop date. Include resident credit and extension hours.

Type of Coursework	Include if x	Comment
Transfer hours		
Pass/Fail	X	
Satisfactory/Unsatisfactory	X	
Activities that generate cr. hrs., but no quality points	X	
Graded coursework	X	
Advanced placement by institutional exam		
Credit by course validation		
Course credit by challenge exam		
AP/IB Courses (College Board/International Baccalaureate)		
CLEP Courses (College Board)		
Repeated courses	X	(original & all repeats, pass or fail)
Remedial	X	(only if applied to graduation)

This information must be included for enrolled and graduated (undergraduate **and** graduate) , **and first professional law**) and is to be used in special studies. This item has two places to the right of the decimal. Do not code the decimal point. Fill with trailing zeros.

Example: A student who has received 75.25 credits would be coded "07525".

Edit: If item 6 (enrollment status) is 3 or 4 (continuing or returning student) and item 15 (degree intent) is 1 – **5, P, R, or 0-6** (undergraduate, master's, **doctors degree doctorate**), this item must be numeric. ~~If item 6 is 3 or 4 and item 15 is 7 (first professional) and item 13 (field of study) is 1400 (law), this item must be numeric.~~ If item 6 is 3 or 4 and item 15 is 8 (unclassified) and item 18 (class level) is 6 (unclassified undergraduate) or 7 (graduate) **or [8 (first professional) and item 13 is 1400]**, this item must be numeric. If item 42 (year and semester graduated) is not blank or zero, then the above conditions apply and this item must be numeric.

06/02/94

Revised: 06/10/98, **08/31/04**

ITEM 066

DISK FILE BEGINNING POSITION **138**

FIELD LENGTH 5

A E G
 L L

CREDIT HOURS NOT EARNED AT YOUR INSTITUTION
(excluding transfer hours)

This item contains hours not completed at your institution. See matrix below for inclusions and exclusions.

Note: May be specific to the student's major or institutional academic policy.

Type of Coursework	Include if x	Comment
Transfer hours		
Pass/Fail		
Satisfactory/Unsatisfactory		
Activities that generate cr. hrs., but no quality points		
Graded coursework		
Advanced placement by institutional exam	X	
Credit by course validation	X	
Course credit by challenge exam	X	
AP/IB Courses (College Board/International Baccalaureate)	X	
CLEP Courses (College Board)	X	
Repeated courses		
Remedial		

This item has two places to the right of the decimal. Do not code the decimal point. Fill with trailing zeros.

Example: A student with 25.5 credit hours not earned at your institution would be coded "2550".

Edit: This item must be blank or numeric.

06/01/95

Revised: 06/11/96, 06/10/98

ITEM 067

DISK FILE BEGINNING POSITION **143**

FIELD LENGTH **5**

<u>A</u>	<u>E</u>	<u>G</u>
L	L	L

SECOND DEGREE DATE

Year and semester or trimester in which a student applies and/or enrolls to seek a second degree at the same level as first degree. This item may be used for either the undergraduate or graduate level.

Codes:

0 = Winter Trimester

1 = Spring Semester or Trimester

2 = Summer Semester (UNCSCA and ECSU)

3 = Summer Session I

4 = Summer Session II

5 = Summer Session III (NCA&T)

6 = Fall Semester or Trimester

Example: Fall Semester or trimester of **1998 would be coded as 19986**.

Edit: Must be a valid year and one of the above codes. Must not be greater than item 3 (submission date).

06/01/95

Revised: 06/02/95, 06/16/95, 06/16/97, 06/10/98

ITEM 068

DISK FILE BEGINNING POSITION **148**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
L	L	L

SECOND DEGREE/CERTIFICATION CODE

Code to indicate that a student is applying and/or enrolling for certification only at the undergraduate or graduate level.

Code:

C = Certification only

Edit: Must be the above code or blank. If item 68 (second degree/certification code) is not blank, then item 67 (second degree date) should not be blank.

06/16/95
Revised: 06/10/98

ITEM 069

RECENTERED SAT VERBAL

This item is no longer reported in this position, but has been moved to Item 29.

06/16/95
Revised: 06/29/98

ITEM 070

RECENTERED SAT MATH

This item is no longer reported in this position, but has been moved to Item **30**.

06/16/95

Revised: 06/10/98, 05/30/00, **07/17/06**

ITEM 071

DOUBLE MAJOR NCES (CIP CODE)

This item is no longer needed.

06/16/95

Revised: 06/10/98, 05/30/00, **08/31/04**

ITEM 072

DOUBLE MAJOR FIELD OF STUDY (*API CODE*)

This item is no longer needed.

06/11/96

Revised: 06/10/98, 05/30/00, 07/17/06, **06/27/07**

ITEM 073

DISK FILE BEGINNING POSITION **155**

FIELD LENGTH 2

<u>A</u>	<u>E</u>	<u>G</u>
L	L	

ACT-ENGLISH

This score is required only of new freshman applicants (accepted not enrolled, accepted enrolled) who have taken this test, even if they have SAT scores available. Code "99" for missing data.

Edit: If item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank then this item must be numeric with values from 01 through 36, or 99.

Policy for Reporting ACT:

When available, ACT scores should be reported. If ACT scores were reported to your institution, these scores should be included on your Student Data File (SDF), even if SAT scores are reported on the SDF and even if ACT scores were not used as the basis for the admission's decision. The scores reported should be from an actual "taking" or administration of the test and not the result of a conversion from another test. If the test was taken more than once, the score reported should be the highest for the category.

06/11/96

Revised: 06/10/98, 05/30/00, 07/17/06, **06/27/07**

ITEM 074

DISK FILE BEGINNING POSITION **157**

FIELD LENGTH 2

A E G

L L

ACT- MATH

This score is required only of new freshman applicants (accepted not enrolled, accepted enrolled) who have taken this test, even if they have SAT scores available. Code "99" for missing data.

Edit: If item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank then this item must be numeric with values from 01 through 36, or 99.

Policy for Reporting ACT:

When available, ACT scores should be reported. If ACT scores were reported to your institution, these scores should be included on your Student Data File (SDF), even if SAT scores are reported on the SDF and even if ACT scores were not used as the basis for the admission's decision. The scores reported should be from an actual "taking" or administration of the test and not the result of a conversion from another test. If the test was taken more than once, the score reported should be the highest for the category.

06/11/96

Revised: 06/10/98, 05/30/00, 07/17/06, **06/27/07**

ITEM 075

DISK FILE BEGINNING POSITION **159**

FIELD LENGTH 2

A E G

L L

ACT- READING

This score is required only of new freshman applicants (accepted not enrolled, accepted enrolled) who have taken this test, even if they have SAT scores available. Code "99" for missing data.

Edit: If item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank then this item must be numeric with values from 01 through 36, or 99.

Policy for Reporting ACT:

When available, ACT scores should be reported. If ACT scores were reported to your institution, these scores should be included on your Student Data File (SDF), even if SAT scores are reported on the SDF and even if ACT scores were not used as the basis for the admission's decision. The scores reported should be from an actual "taking" or administration of the test and not the result of a conversion from another test. If the test was taken more than once, the score reported should be the highest for the category.

06/11/96

Revised: 06/10/98, 05/30/00, 07/17/06, **06/27/07**

ITEM 076

DISK FILE BEGINNING POSITION **161**

FIELD LENGTH 2

A E G

L L

ACT- SCIENCE REASONING

This score is required only of new freshman applicants (accepted not enrolled, accepted enrolled) who have taken this test, even if they have SAT scores available. Code "99" for missing data.

Edit: If item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank then this item must be numeric with values from 01 through 36, or 99.

Policy for Reporting ACT:

When available, ACT scores should be reported. If ACT scores were reported to your institution, these scores should be included on your Student Data File (SDF), even if SAT scores are reported on the SDF and even if ACT scores were not used as the basis for the admission's decision. The scores reported should be from an actual "taking" or administration of the test and not the result of a conversion from another test. If the test was taken more than once, the score reported should be the highest for the category.

07/02/96

Revised: 06/26/97, 06/10/98, 10/02/98, 08/31/04, **07/17/06**

ITEM 077

DISK FILE BEGINNING POSITION **163**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
	L	±

FRESHMAN PERFORMANCE PLACEMENT - HONORS PROGRAM

This item is required for all enrolled students who graduated from high school in the past year or enrolled first-time freshmen to determine whether or not they are *placed or invited* in an honors program.

Codes:

1 = Yes

2 = No

3 = No Honors Program Offered by This Institution

9 = Missing (Student did not take placement exam. Use of this code should be kept to a minimum.)

Edit: If item 15 (degree intent) is **greater than 0 and** less than 4 and item 6 (enrollment status) is 1, or high school graduation year flag is Y, then this item must be coded 1 - 3, or 9.

07/02/96

Revised: 06/26/97, 06/10/98, 10/02/98, 08/31/04, **07/17/06**

ITEM 078

DISK FILE BEGINNING POSITION **164**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
	L	±

FRESHMAN PERFORMANCE PLACEMENT - ENGLISH

This item is required for all enrolled students who graduated from high school in the past year or enrolled first-time freshmen to determine where they placed as a result of placement exams (include placement in English, composition, and grammar).

Codes:

- 1 = Advanced/Honors English
- 2 = Regular English
- 3 = Remedial English
- 9 = Missing (Student did not take placement exam. Use of this code should be kept to a minimum.)

Edit: If item 15 (degree intent) is **greater than 0 and** less than 4 and item 6 (enrollment status) is 1, or high school graduation year flag is Y, then this item must be coded 1 - 3, or 9.

07/02/96

Revised: 06/26/97, 06/10/98, 10/02/98, 08/31/04, **07/17/06**

ITEM 079

DISK FILE BEGINNING POSITION **165**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
	L	±

FRESHMAN PERFORMANCE PLACEMENT - MATH

This item is required for all enrolled students who graduated from high school in the past year or enrolled first-time freshmen to determine where they placed as a result of placement exams.

Codes:

- 1 = Calculus
- 2 = College Algebra
- 3 = Other Math
- 4 = Remedial Math
- 9 = Missing (Student did not take placement exam. Use of this code should be kept to a minimum.)

Edit: If item 15 (degree intent) is **greater than 0 and** less than 4 and item 6 (enrollment status) is 1, or high school graduation year flag is Y, then this item must be coded 1 - 4, or 9.

06/22/99

Revised: 08/31/04, **6/12/09**

ITEM 080

DISK FILE BEGINNING POSITION **187**

FIELD LENGTH 12

<u>A</u>	<u>E</u>	<u>G</u>
L	L	X

CIP FIELD OF STUDY

Use CIP codes for major field of study. If the student has not yet declared a major, leave this field blank. This code is necessary for upper-division undergraduate **and** graduate, **and first professional** students on the enrolled file; all students on the graduated file. ~~; **and first professional students on the applicant file.**~~ If the student has a double major, only one major may appear in this field. The selection of the major to be placed in this field is left to each institution. This is a 12 position field which includes CIP code from Appendix F, Part 1 (6 positions), degree abbreviation code from Appendix F, Part 2 (3 positions) and special area from Appendix F, Part 3 (3 positions).

These codes must be from the Academic Program Inventory (API) for your institution. If degree intent (item 15) is below bachelor's (code 1) this item must be one of the codes in Appendix F, Part 1.

See Appendix F, Parts 1, 2, and 3.

Edit: Graduated students must have a code. The code must match the API for your institution within the class level indicated by item 18 (class level) unless item 15 (degree intent) is 8 or 9. If item 15 is 1 (below bachelor's) this item must match Part 2 of Appendix A. If item 6 (enrolled status) is 1, 2, 3, or 4 and item 15 is 4, 5, **P, R, or 0 6, or 7** (post-baccalaureate) and item 18 is 7 ~~or 8~~ **(graduate post-baccalaureate)** then the student is not "unclassified" and field of study must not be blank.

06/22/99
Revised: **08/31/04**

ITEM 081
DISK FILE BEGINNING POSITION **199**
FIELD LENGTH 12

<u>A</u>	<u>E</u>	<u>G</u>
L	L	L

DOUBLE MAJOR CIP CODE

Use CIP codes for double major field of study. Note that the major in item 80 will be used for external reporting by UNC-GA and therefore will be considered the primary major. If the student does not have a double major, leave this field blank. The selection of the major to be placed in this field is left to each institution. This is a 12 position field which includes CIP code from Appendix F, Part 1 (6 positions), degree abbreviation code from Appendix F, Part 2 (3 positions) and special area from Appendix F, Part 3 (3 positions).

These codes must be from the Academic Program Inventory (API) for your institution. If degree intent (item 15) is below bachelor's (code 1) this item must be one of the codes in Appendix F, Part 1.

See Appendix F, Parts 1, 2, and 3.

Edit: The code must match the API for your institution within the class level indicated by item 18 (class level) unless item 15 (degree intent) is 8 or 9. If item 15 is 1 (below bachelor's) this item must match Part 2 of Appendix A.

05/31/00

Revised: 06/22/00, 8/24/01, 10/9/03, **06/30/05**

ITEM 082

DISK FILE BEGINNING POSITION 211

FIELD LENGTH 4

 A E G
 L L

JOINT PROGRAM CODE FOR UNC INSTITUTIONS

This field is used when 2 institutions share a degree program. Institutions must notify UNC General Administration before using this field. **Use alpha code(s) for institution(s) with which degree program is shared. As many as 4 institutions may be specified in the 4 position field. If the joint program is shared with only one other institution, that institution would be coded in the left most position. Likewise, a second institution would be coded in position 2, a third in position 3, and a fourth in position 4. Unused positions should be left blank.**

Codes:

A = ASU

B = ECU

C = ECSU

D = FSU

E = NCA&T

F = NCCU

G = UNC-SA

H = NCSU

J = UNC-A

K = UNC-CH

L = UNC-C

M = UNC-G

I = UNC-P

N = UNC-W

O = WCU

P = WSSU

Edit: This field must contain one (or more) of the above alpha codes with trailing blanks or must contain all blanks. This code will be checked with item002 FICE code and item080 CIP field of study of the submitting institution for validity.

06/13/01

Revised: 8/24/01, **08/31/04**

ITEM 083

DISK FILE BEGINNING POSITION **215**

FIELD LENGTH 1

A E G

L

REMEDIAL READING

This code is required for all undergraduate enrolled students. Enter the number of courses in remedial reading the student is taking this term. Include all courses in remedial reading, even those taught on another campus through a contract program.

Use codes 0 – 9 (**Blank if not offered at your campus**).

Edit: For an undergraduate enrolled student this code must be 0 - 9.

06/13/01

Revised: 8/24/01, 08/31/04, **07/17/06**

ITEM 084

DISK FILE BEGINNING POSITION **216**

FIELD LENGTH 1

<u>A</u>	<u>E</u>	<u>G</u>
	L	±

FRESHMAN PLACEMENT - READING

This item is required for all enrolled students who graduated from high school in the past year or enrolled first-time freshmen to determine where they placed as a result of placement exams.

Codes:

1 = Regular Reading

2 = Remedial Reading

9 = Missing (Student did not take placement exam. Use of this code should be kept to a minimum.)

Edit: If item 15 (degree intent) is **greater than 0 and** less than 4 and item 6 (enrollment status) is 1, or high school graduation year flag is Y, then this item must be coded 1 - 2, or 9.

06/25/02
Revised **07/26/05**

ITEM 085

DISK FILE BEGINNING POSITION **217**

FIELD LENGTH **1**

<u>A</u>	<u>E</u>	<u>G</u>
	X	X

ORIGINAL MAJOR IN DISTANCE EDUCATION PROGRAM

This item is required for all enrolled students and graduated students and will indicate whether the student originally enrolled in a distance education program. Please note: A student may be enrolled in distance education courses while not enrolled in a distance education program. The program should be listed on the official Distance Education Inventory for your institution.

Codes:

1 = Student Originally Enrolled In A Distance Education Program

2 = Student Originally Enrolled In A Resident Credit Program

3 = Non-Degree Seeking

9 = Unknown/No Information

Edit: If item 6 (enrollment status) is 1, 2, 3, or 4 or if item 42 (Graduation date) is greater than zero, then this item must be coded "**1**" or "**2**" **one of the above codes.**

06/25/02
Revised **07/26/05**

ITEM 086

DISK FILE BEGINNING POSITION **218**

FIELD LENGTH 1

A E G
X

MAJORING IN DISTANCE EDUCATION PROGRAM THIS TERM

This item is required for all enrolled students and will indicate whether the student is enrolled in a distance education program this term. Please note: A student may be enrolled in distance education courses while not enrolled in a distance education program. The program should be listed on the official Distance Education Inventory for your institution.

Codes:

1 = Student Is Enrolled In A Distance Education Program This Semester

2 = Student Is Enrolled In A Resident Credit Program This Semester

3 = Non-Degree Seeking

9 = Unknown/No Information

Edit: If item 6 (enrollment status) is 1, 2, 3, or 4 then this item must be coded "~~1~~" or "~~2~~" **one of the above codes.**

11/18/03

Revised: 12/11/03, **07/17/06**

ITEM 087

DISK FILE BEGINNING POSITION **219**

FIELD LENGTH 3

A E G
L L

Minimum Course Requirements (MCR) Category

This code is required for all undergraduate applicants except rejected out-of-state applicants. A rejected in-state applicant with coursework in progress should be assigned an MCR category code based on the assumption that all coursework in progress will be completed with at least a grade of "D" or its equivalent.

MCR Category Codes

Category 1

Applicants who meet the minimum high school course unit requirements for the year graduated:

(A) Applicants awarded the high school diploma prior to the 2005-2006 school year who meet all of the 2003-2004 minimum high school course unit requirements.

(B) Applicants who meet all of the 2005-2006 minimum high school course unit requirements.

APPLICANTS WHO MAY REQUIRE SPECIAL CONSIDERATION

Category 2

Applicants who are less than 24 years old, do not meet all of the 2003-2004 minimum high school course unit requirements and who were awarded the high school diploma prior to the 2003-2004 school year: institutions may waive some of the minimum requirements for these applicants.

Category 3

Applicants who are at least 24 years old and are seeking admission as non-traditional students: institutions may waive some of the minimum requirements for applicants in this category.

Category 4

Applicants with superior academic records in high school who have completed the 11th grade and have met virtually all the minimum course requirements as well as the requirements for high school graduation: institutions may waive some of the minimum requirements for these applicants.

Category 5

Transfer applicants who

(A) have received the associate of arts, the associate of science, the associate of fine arts, the baccalaureate or any higher level degree, or

(B) have successfully completed all of the core courses needed to satisfy the requirements of the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System, or

(C) have completed at least six (6) semester hours of degree-credit hours in each of the following subjects: English, mathematics, the natural sciences, the social and behavioral sciences, and a second language;

Institutions may waive some of the minimum requirements for these applicants.

Category 6

Applicants who apply to the North Carolina School of the Arts and do not meet the minimum high school course unit requirements: UNCOSA may admit such applicants on the condition that course deficiencies be removed by successfully completing required courses in the UNCOSA high school program by the end of the freshman year.

Category 7

Other applicants who, due to unusual or special circumstances, do not meet all of the minimum high school course unit requirements but who have achieved a superior academic record, as measured by grades, rank in class, admissions tests scores, the rigor of courses taken, or who demonstrate special talents: institutions may waive some of the minimum requirements for applicants in this category upon a finding that such individuals are qualified. This finding may be made by the chancellor or by the designated institutional officer to whom the chancellor expressly delegates the authority.

Category 8

Applicants who are graduates of a home school; a high school that follows an outcomes-based, performance-based, or competency-based curriculum; a high school that is not regionally accredited; or a high school that evaluates student performance by means other than course grades (e.g., portfolio analysis):

Institutions may waive some of the minimum requirements and require the submission of test score data to include either:

1. SAT I and ACT subscores and total scores; or
2. SAT I and SAT II achievement scores with a minimum of three SAT II achievement scores to include:
 - in English: Writing/English Composition or Literature
 - in Mathematics: Math Levels I, IC, II, or IIC
 - in Science: Biology, Physics, or Chemistry

Category 9

Applicants who did not meet the requirement for the fourth unit of mathematics but were granted an exception. Beginning in Fall, 2006, students receiving admission by this exception will have 12 months from the first day of the first semester of the first year to fulfill the requirement. The course taken to fulfill this mathematics requirement may count as elective credit, but cannot be used to fulfill general education requirements. Exceptions may be granted for the fourth unit of mathematics requirement under this policy until September 1, 2010.

Category 10

Applicants for whom the MCR Category Code is not applicable and transcript review code is 4 or 5 [rejected GED recipients, UNCSA diploma students, NCSU Ag. Inst. applicants, applicants from foreign high schools (excluding American high schools in foreign countries)]

Category 11

Applicants who do not meet all of the **2005-2006** minimum high school course unit requirements (MCR).

Category 12

Applicants who graduated from high school prior to **2005-2006** and do not meet all of the minimum high school course unit requirements for their high school graduation year.

Edit: This item is required if item 5 (acceptance status) is 1, item 15 (degree intent) is **greater than 0 and** less than 4, and item 36 (high school CEEB code) is not 999999 or applicants where item 15 (degree intent) is **greater than 0 and** less than 4, and item 36 (high school CEEB code) begins with "34".

The first 2 positions of the field contain the MCR Category. Position 3 contains the sub-category. When required, positions 1-2 of item 87 must contain one of the above codes. If there are sub category codes (as in category 05) then position 3 must not be blank.

09/03/03

ITEM 088

DISK FILE BEGINNING POSITION **222**

FIELD LENGTH 46

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

STUDENT NAME

This item is required for all students and will contain student's first name, middle initial (where applicable) and last name and name suffix (where applicable). There are four items associated with this item: item 88A (positions 222-241) contains first name; item 88B (position 242) contains middle initial; item 88C (positions 243-262) contains last name; and item 88D (positions 263-267) contains name suffix.

Edit: Item 88A and item 88C must not be blank.

06/30/04

Revised: 07/17/06, **06/27/07**

ITEM 089

DISK FILE BEGINNING POSITION **268**

FIELD LENGTH 3

<u>A</u>	<u>E</u>	<u>G</u>
L	L	

SAT WRITING

Beginning in fall, 2006, this score is required on new freshman applicants (accepted not enrolled, accepted enrolled).

Code "999" if data is missing.

Edit: If item 5 (acceptance status) is 1 (accepted) and item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank, then this must be greater than 199 and less than 801 or 999 unless item 31 (ACT-Composite score) is supplied. If item 6 (enrollment status) is 1, 3, or 4 and item 15 (degree intent) is **greater than 0 and** less than 4 (undergraduate) or item 15 is 8 and item 18 (class level) is 6, then this item must be in the above stated ranges.

Policy for Reporting SAT

When available, SAT scores should be reported. If SAT scores were reported to your institution, these scores should be included on your Student Data File (SDF) even if ACT scores are reported on the SDF and even if SAT scores were not used as the basis for the admission's decision. The scores reported should be from an actual "taking" or administration of the test and not the result of a conversion from another test. If the test was taken more than once, the score reported should be the highest for the category.

06/30/04

Revised: 07/17/06, **06/27/07**

ITEM 090

DISK FILE BEGINNING POSITION **271**

FIELD LENGTH 4

A E G

L L

SAT WRITING SUBSCORES

Beginning in fall, 2006, these scores are required on new freshman applicants (accepted not enrolled, accepted enrolled). Sub-scores should be in the range of 02-12 for the essay and 20 – 80 for the multiple choice portion.

Code "99" if data is missing.

Edit: If item 5 (acceptance status) is 1 (accepted) and item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank, then:
Item90A (Essay sub-score) must be greater than 01 and less than 13 or 99
Item90B (Multiple Choice sub-score) must be greater than 19 and less than 81 or 99.

Item90A and Item90B are not required if item 31 (ACT-Composite score) is supplied. If item 6 (enrollment status) is 1, 3, or 4 and item 15 (degree intent) is **greater than 0 and** less than 4 (undergraduate) or item 15 is 8 and item 18 (class level) is 6, then this item must be in the above stated ranges.

Policy for Reporting SAT

When available, SAT scores should be reported. If SAT scores were reported to your institution, these scores should be included on your Student Data File (SDF) even if ACT scores are reported on the SDF and even if SAT scores were not used as the basis for the admission's decision. The scores reported should be from an actual "taking" or administration of the test and not the result of a conversion from another test. If the test was taken more than once, the score reported should be the highest for the category.

06/30/04

Revised: 07/17/06, **06/27/07**

ITEM 091

DISK FILE BEGINNING POSITION **275**

FIELD LENGTH 2

A E G

L L

ACT-WRITING

This score is required only of new freshman applicants (accepted not enrolled, accepted enrolled) who have taken this test, even if they have SAT scores available. Code "99" for missing data.

Edit: If item 15 (degree intent) is **greater than 0 and** less than 4 and item 22 (transfer institution) is blank then this item must be numeric with values from 01 through 36, or 99.

Policy for Reporting ACT:

When available, ACT scores should be reported. If ACT scores were reported to your institution, these scores should be included on your Student Data File (SDF), even if SAT scores are reported on the SDF and even if ACT scores were not used as the basis for the admission's decision. The scores reported should be from an actual "taking" or administration of the test and not the result of a conversion from another test. If the test was taken more than once, the score reported should be the highest for the category.

06/04/93

Revised: 06/11/96, 06/10/98, 06/30/04, 10/1/04, **6/12/09**

ITEM 092

DISK FILE BEGINNING POSITION **277**

FIELD LENGTH 3

A E G
 X

FTE OF RESIDENT CREDIT HOURS

Full-time equivalent of this student using only resident credit enrollment. Exclude remedial hours that are taught by another campus under a contract program.

Undergraduate Codes:

Semester

100 - 12 or more credit hours
075 - 9 thru 11.99
050 - 6 thru 8.99
025 - 0.00 thru 5.99
000 - 0

Trimester (UNCSA only)

8 or more credit hours
6 thru 7.99
4 thru 5.99
0 thru 3.99
0

Graduate ~~and First Professional~~ Codes:

Semester

100 - 9 or more
075 - 6 thru 8.99
050 - 3 thru 5.99
025 - 0 thru 2.99
000 - 0

Trimester (UNCSA only)

6 or more
4 thru 5.99
2 thru 3.99
0 thru 1.99
0

Edit: This item and item 19 (resident credit hours) must match the appropriate table above.

06/30/04
Revised: **07/17/06**

ITEM 093

CIP1990

This item is no longer needed.

06/30/04
Revised: **07/17/06**

ITEM 094

CIP1990 DOUBLE MAJOR

This item is no longer needed.

09/27/05
Revised: 07/17/06

ITEM 095
DISK FILE BEGINNING POSITION **292**
FIELD LENGTH 3

<u>A</u>	<u>E</u>	<u>G</u>
	L	L

MILITARY HOME COUNTY OR STATE OF RESIDENCE

State of residence or military home county for out-of-state student granted in-state tuition.

Edit: If Item 17 is coded "M", "F", "A", or "T", then this item must be coded as state of residence or military home county (See Appendix B for codes). If this item is coded, then Item 17 must NOT be blank.

07/17/06

ITEM 096

DISK FILE BEGINNING POSITION 113
FIELD LENGTH 1

A E G
L

INTER-INSTITUTIONAL CODE

This field is used to identify inter-institutional students.

S = Inter-institutional Sending
D = Inter-institutional Delivering
B = Both Sending and Delivering

Edit: This field must contain one of the above alpha codes or must be blank.

UNC-GA ProgAssess/SDF.AF002.U/6-27-07

06/02/08

ITEM 097

DISK FILE BEGINNING POSITION 114-118

FIELD LENGTH 6

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

ZIP CODE

This field contains the 6 digit zip code of the student's permanent address. This zip code should be associated with the student's residency, ITEM008. In cases where out-of-state students were granted in-state residency for tuition purposes, use the zip code associated with the residency in ITEM095.

Edit: This item must be numeric and should match ITEM008 or ITEM095.

ITEM 098

DISK FILE BEGINNING POSITION **175**
FIELD LENGTH 7

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

IPEDS RACE/ETHNICITY CATEGORIES

There are seven items associated with this item: item 98A (position 175), item 98B (position 176), and so on ending with item 98G (position 181). Code Y = Yes or N = No for item 98A through item 98G that reflect the new IPEDS race/ethnicity categories indicated below, allowing the respondent to choose one or more races.

98A: Hispanic/Latino = Y or N

98B: American Indian or Alaska Native = Y or N

98C: Asian = Y or N

98D: Black or African American = Y or N

98E: Native Hawaiian or Other Pacific Islander = Y or N

98F: White = Y or N

98G: Unknown race/ethnicity = Y or N

Edit: Must be Y or N for each of the above items/categories. If 98G (Unknown) = Y, then 98A through 98F must be N. If any item 98A through 98F = Y, then item 98G must be N.

06/02/08

ITEM 099

DISK FILE BEGINNING POSITION 130-135

FIELD LENGTH 6

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

ZIP CODE

This field contains the 6 digit zip code of the student's permanent address. This zip code should be associated with the student's residency, ITEM008. In cases where out-of-state students were granted in-state residency for tuition purposes, use the zip code associated with the residency in ITEM095.

Edit: This item must be numeric and should match ITEM008 or ITEM095.

06/02/08

ITEM 100

DISK FILE BEGINNING POSITION **280-288**

FIELD LENGTH 6

<u>A</u>	<u>E</u>	<u>G</u>
X	X	X

Campus ID

This item will contain the 9 digit campus ID number assigned to the student.

Edit: Should not be blank.