INDIANA COMMISSION *for*
HIGHER EDUCATION

Commission for Higher Education Data Submission System

Credits File

Instructions and Definitions

Overview

The credits file provides information about census, end of term and earned credits from the institution at which the student is taking courses, as well as information on credits transferred in by the student, and a student's cumulative credits earned.

The credits file must be submitted in September-November of the year following the fiscal year being reported on. For a campus submission for a given reporting year, a credits record is uniquely identified by the Student Identifier and Semester fields. A given student identifier and semester cannot appear in multiple rows. A student profile record MUST exist for each credit record submitted.

Whom to report: Report data on all students (degree-seeking and non degree-seeking) who were enrolled for credit during the fiscal year. This includes graduate students enrolled for thesis or dissertation credits, and undergraduate students enrolled in remedial coursework, even when zero credits are awarded. This also includes students who enrolled for credit after your institution's census date.

Submit a record for each semester in which a student was enrolled for credit. If a student was enrolled for credit at some time during the reporting year but was not enrolled in a particular semester for that reporting year, do not submit a record for that semester.

Do not report students who are non-credit students (e.g., students who are enrolled exclusively in courses that cannot be applied toward a formal award; students enrolled exclusively in Continuing Education Units (CEUs); students exclusively auditing classes; or residents/interns in doctor's-professional practice programs, since they have already earned their doctor's degree). Also, **do not** report students who were conferred a degree during the reporting year but were not enrolled for credit during the reporting year ("degree only" students). Report those students on the degrees conferred file. Finally, for a given semester, **do not** report students who enrolled in that semester but withdrew prior to census date and did not reenroll for credit later that same semester.

Field ID	Field Position #	Data Element	Use	Allowable Values
CR01	1	Reporting Year	To identify the reporting year	Four digit year (e.g., 2016). Must be valid year.
CR02	2	Location	To associate a student with a location for data reporting	Location ICHE ID from table 1.1 of the General Instructions document
CR03	3	Student Identifier	As key field to link with other data reports	Alphanumeric value of no more than 10 characters
CR04	4	Semester	To identify in which semester the student has earned credit	Numeric code 2-5 2 = Fall 3 = Spring 5 = Trailing Summer
CR05	5	Student Entry Type	To identify student as degree-seeking or non-degree seeking	Numeric code 1-6 **Degree Seeking** 1 = Continuing 2 = First-time Entry 3 = Transfer **Non-degree seeking** 4 = High School 5 = Non degree-seeking undergraduate 6 = Non degree-seeking graduate If entry type value = 2 or 3 in Fall, entry type value should not = 2 or 3 in Spring or Trailing Summer
CR06	6	Cohort Status Indicator	To identify the student as entering an institution for the first time.	Numeric code 0-2 0 = No, student did not enter the institution for the first time this semester 1 = Yes, student entered the institution for the first time this semester 2 = Not applicable, student is non-degree seeking or a graduate student If Student Entry Type (Field CR05) value = 4-6, cohort indicator must = 2 If cohort indicator = 1 in Fall, cohort indicator should not = 1 in Spring or Trailing Summer If entry type = 2 or 3 and degree level = undergraduate (01-03; 05), cohort indicator must = 1 If entry type = 1 and degree level = undergraduate (01-03; 05), cohort indicator must = 0 If degree level = 06-08; 17-18; or 22, cohort indicator must =2

Field ID	Field Position #	Data Element	Use	Allowable Values
CR07	7	Degree Level	To report enrollment counts by degree type; also for cohort identification and graduation rate calculation	Numeric code 00-03; 05-08; 17-18; 21-22 00 = Not applicable 01 = Awards of < 1 academic year 02 = Awards of at least 1 but less than 2 academic years 03 = Associate 05 = Bachelor's 06 = Post-baccalaureate certificate 07 = Master's 08 = Post-master's certificate/specialist 17 = Doctorate degree-research/scholarship 18 = Doctorate degree-professional practice 21 = Unclassified undergraduate 22 = Unclassified graduate If entry type (Field CR05) = 1-3, 00 is not an allowable value for this field If entry type (Field CR05) = 4-6, value for this field must be 00
CR08	8	Student Residency Status	For report disaggregation (reports by resident/non-resident)	Numeric code 1-4 1 = Indiana resident paying resident tuition 2 = non-resident for tuition/fee purposes 4 = non-resident paying in-state or reduced fees through reciprocity agreement
CR09	9	Academic Degree Program	To report enrollment counts by program	6 digit CIP code (e.g., 090407); must be valid CIP 2010 code and must exist in API for this institution and degree level, unless student is reported as pursuing degree at another campus or a transfer student Report 240102 OR 000000 if student's program is undeclared If degree level (field CR07) = 21 or 22, degree program value must be 000000 Degree program value must be blank if degree level (field CR07) = 00
CR10	10	Pursuing Degree at Another Campus or Transfer Indicator	To identify those who are pursuing a degree at another campuses but taking a course/courses at the reporting campus; also students who are taking courses at the reporting campus but plan to transfer to another campus to complete the degree.	Numeric code 0-2 0 = not applicable (student is not pursuing a degree at another campus and is not a joint degree transfer-track student) 1 = student is pursuing a degree at another campus 2 = student plans to transfer to another campus to complete the degree program If student is reported with a code 1 or 2, degree program reported in Academic Degree Program (field CR09) does not need to exist in the reporting campus's API
CR11	11	Distance Education Status	To identify counts of distance education students	Numeric code 0-2 0 = Not enrolled in any distance education courses 1 = Enrolled in some but not all distance education courses 2 = Enrolled exclusively in distance education courses If value reported in this field = 1 or 2, then Distance Education Credit Hours End of Term (field CR38) cannot = 0 If value reported in this field = 0, then Distance Education Credit Hours End of Term (field CR38) must = 0
CR12	12	Distance Education Location (for students who are exclusively distance education)	To identify the location (in state, out of state, out of country) for distance education students	Numeric code 0-5 0 = Not applicable, student is not exclusively distance ed 1 = Located in Indiana 2 = Located in the U.S. but not in Indiana, state is known 3 = Located in the U.S. but state unknown 4 = Located outside of the U.S. 5 = Location unknown Codes 1-5 apply only to students reported as code 2 (exclusively distance ed) in Distance Education Status (field CR11) If value reported in Distance Education Status (field CR11) = 0 or 1, value in Distance Education Location must = 0

3

Field ID	Field Position #	Data Element	Use	Allowable Values
CR13	13	Transfer Institution 1 CEEB Code	For transfer reporting	Four digit CEEB code for transfer institution Valid four digit CEEB code if applicable XXXX if applicable but unknown or non-US institution blank if not applicable; cannot be blank if value other than 0 is reported in field CR14 CEEB code reported in this field cannot be the same as CEEB reported in fields CR15, CR17, CR19, or CR21 unless CEEB is XXXX
CR14	14	Transfer Institution 1 Credits Transferred	For transfer and credits to degree reporting	Numeric value between 0.00 and 300.00 Value cannot be 0 if valid CEEB code or XXXX is reported in field CR13
CR15	15	Transfer Institution 2 CEEB Code	For transfer reporting	See field CR13 CEEB code reported in this field cannot be the same as CEEB reported in fields CR13, CR17, CR19, or CR21 unless CEEB is XXXX
CR16	16	Transfer Institution 2 Credits Transferred	For transfer and credits to degree reporting	See field CR14 Value cannot be 0 if valid CEEB code or XXXX is reported in field CR15
CR17	17	Transfer Institution 3 CEEB Code	For transfer reporting	See field CR13 CEEB code reported in this field cannot be the same as CEEB reported in fields CR13, CR15, CR19, or CR21 unless CEEB is XXXX
CR18	18	Transfer Institution 3 Credits Transferred	For transfer and credits to degree reporting	See field CR14 Value cannot be 0 if valid CEEB code or XXXX is reported in field CR17
CR19	19	Transfer Institution 4 CEEB Code	For transfer reporting	See field CR13 CEEB code reported in this field cannot be the same as CEEB code reported in fields CR13, CR15, CR17, or CR21 unless CEEB is XXXX
CR20	20	Transfer Institution 4 Credits Transferred	For transfer and credits to degree reporting	See field CR14 Value cannot be 0 if valid CEEB code or XXXX is reported in field CR19
CR21	21	Transfer Institution 5 CEEB Code	For transfer reporting	See field CR13 CEEB code reported in this field cannot be the same as CEEB code reported in fields CR13, CR15, CR17, or CR19 unless CEEB is XXXX
CR22	22	Transfer Institution 5 Credits Transferred	For transfer and credits to degree reporting	See field CR14 Value cannot be 0 if valid CEEB code or XXXX is reported in field CR21
CR23	23	Other Alternative Credits Earned	To ensure that a student's total credits awarded is captured for reporting credits to degree	Numeric value between 0.00 and 150.00.
CR24	24	Total Credit Hours (Census)	To create point in time reports as of "census" date (e.g., census enrollment; census FTE; census full time/part time).	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals
CR25	25	Total Credit Hours Earned	For credits to degree reporting	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Total Credit Hours End of Term (field CR26)
CR26	26	Total Credit Hours End of Term	For credits to degree reporting	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals

Field ID	Field Position #	Data Element	Use	Allowable Values
CR27	27	Remedial Math Credit Hours Earned	For high school feedback reporting; CCA reporting (success for remedial students); and College Readiness Reporting	For credit remedial coursework Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Noncredit remedial coursework earn/pass = 99 and fail/no pass = 0 Value must be less than or equal to Remedial Math Credits End of Term (field CR28)
CR28	28	Remedial Math Credit Hours End of Term	For research purposes (successfully earned vs. End of Term); and College Readiness Reporting	For credit remedial coursework Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Noncredit remedial coursework enrolled = 99 Value must be less than or equal to Total Credit Hours End of Term (field CR26)
CR29	29	Remedial English Credit Hours Earned	For high school feedback reporting; CCA reporting (success for remedial students); and College Readiness Reporting	For credit remedial coursework Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Noncredit remedial coursework earn/pass = 99 and fail/no pass = 0 Value must be less than or equal to Remedial English Credits End of Term (field CR30)
CR30	30	Remedial English Credit Hours End of Term	For research purposes (successfully earned vs. End of Term); and College Readiness Reporting	For credit remedial coursework Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Noncredit remedial coursework enrolled = 99 Value must be less than or equal to Total Credit Hours End of Term (field CR26)
CR31	31	Total Dual Credit Hours Earned	To identify total dual credit hours End of Term; for reporting of counts of dual credit hours on campus vs. off campus	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Total Dual Credit Hours End of Term (field CR32)
CR32	32	Total Dual Credit Hours End of Term	To identify total dual credit hours End of Term; for reporting of counts of dual credit hours on campus vs. off campus	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Total Credit Hours End of Term (field CR26)
CR33	33	Off-Campus Dual Credit Hours Earned	For high school feedback reporting; CCA reporting; potentially for college/career readiness metrics for IDOE and for reviewing impact on students of taking dual credit courses	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Off-Campus Dual Credit Hours End of Term (field CR34)
CR34	34	Off-Campus Dual Credit Hours End of Term	For research purposes (successfully earned vs. End of Term)	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Total Dual Credit Hours End of Term (field CR32)
C35T	35	Off-Campus Dual Credit Hours Earned – Technical	Funding formula (count of dual credit hours earned)	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Off-Campus Dual Credit Hours End of Term - Technical (field CR36T)
C35H	36	Off-Campus Dual Credit Hours Earned – High Priority	Funding formula (count of dual credit hours earned)	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Off-Campus Dual Credit Hours End of Term – High Priority (field CR36H)
C36T	37	Off-Campus Dual Credit Hours End of Term – Technical	For research purposes (successfully earned vs. End of Term)	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Combined value of fields CR36T and CR36H must be less than or equal to Off-Campus Dual Credit Hours End of Term (field CR34)

Field ID	Field Position #	Data Element	Use	Allowable Values
C36H	38	Off-Campus Dual Credit Hours End of Term – High Priority	For research purposes (successfully earned vs. End of Term)	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Combined value of fields CR36T and CR36H must be less than or equal to Off-Campus Dual Credit Hours End of Term (field CR34)
CR37	39	Distance Education Credit Hours Earned	Reporting on counts of students in distance education courses + number of credits earned in distance ed	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Distance Education Credit Hours End of Term (field CR38)
CR38	40	Distance Education Credit Hours End of Term	For research purposes (successfully earned vs. End of Term credits)	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Total Credit Hours End of Term (field CR26). If code 0 is reported in field CR11 (Distance Education Status), value in this field must = 0
CR39	41	English Gateway Course (non-remedial) Credit Hours Earned	CCA reports on gateway course success; performance funding metrics (for 2-year institutions)	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to English Gateway Course (non-remedial) Credit Hours End of Term (field CR40)
CR40	42	English Gateway Course (non-remedial) Credit Hours End of Term	CCA reports on gateway course success; performance funding metrics (for 2-year institutions)	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Total Credit Hours End of Term (field CR26).
CR41	43	Math Gateway Course (non-remedial) Credit Hours Earned	CCA reports on gateway course success; performance funding metrics (for 2-year institutions)	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Math Gateway Course (non-remedial) Credit Hours End of Term (field CR42)
CR42	44	Math Gateway Course (non-remedial) Credit Hours End of Term	CCA reports on gateway course success; performance funding metrics (for 2-year institutions)	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Total Credit Hours End of Term (field CR26)
CR43	45	Total Cumulative Credits Earned at this Institution	Performance funding metrics; credits to degree reporting	Numeric value between 0.00 and 500.00. Must be reported in quarter hour intervals Value must be less than or equal to value reported in Total Cumulative Credits End of Term (field CR44)
CR44	46	Total Cumulative Credits End of Term at this Institution	Performance funding metrics; credits to degree reporting	Numeric value between 0.00 and 500.00. Must be reported in quarter hour intervals Value must be greater than or equal to value reported in Total Credit Hours End of Term (field CR26)
CR45	47	Total Cumulative Credits Earned (Academic Career)	Performance funding metrics; CCA reports on credits to degree	Numeric value between 0.00 and 500.00 Value must be greater than or equal to value reported in Total Cumulative Credits Earned at this Institution (field CR43)
CR46	48	Cumulative GPA	High school feedback reports	Numeric value between 0.0 and 4.0 blank if not applicable or if GPA cannot be calculated (e.g., all courses are pass/fail, etc.) If credit hours earned reported in Total Credit Hours Earned (field CR25) is > 0, GPA can be blank but cannot be 0.
CR47	49	Statewide Transfer General Education Credit (STGEC) Completion Status	For research purposes	Numeric code 0-1 0 = not completed 1 = completed Blank = unknown or not applicable

Field ID	Field Position #	Data Element	Use	Allowable Values
CR48	50	Class Level	For research purposes	Numeric code 0-4 0 = Not applicable 1 = Freshman 2 = Sophomore 3 = Junior 4 = Senior Report for degree seeking undergraduate students only (Field CR07 = 01, 02, 03, 05, or 21) Junior and Senior should be reported for bachelor seeking students only (Field CR07 = 05) For graduate students and non-degree seeking undergraduate students the value for this field must be 0.
CR49	51	Work-Based Learning Credit Hours Earned	Reporting on counts of students in work-based learning (WBL) courses + number of credits earned in WBL	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Work-Based Learning Credit Hours End of Term (field CR50)
CR50	51	Work-Based Learning Credit Hours End of Term	For research purposes (successfully earned vs. End of Term credits)	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals Value must be less than or equal to Total Credit Hours End of Term (field CR26).

Definitions

Reporting Year: The year for which data are being reported. Report trailing year (e.g., 2017-2018 is reported as 2018).

Location: Where the student takes the majority of coursework during the semester(s) being reported. Allowable codes are found in Table 1.1 of the General Instructions.

Student Identifier: Institution-assigned unique student ID that is consistent across all data submissions for the reporting year.

Semester: Identifies the semester for which credits are being reported. Fall is fall semester (approximately August-December) for the year being submitted; Spring is spring semester (approximately January-May) of the year being submitted; and Trailing summer combines all summer sessions following the Spring semester (approximately May-August) of the year being submitted.

Student Entry Type: Identifies the student's type of entry at the time of admission. A student may be reported in only one category.
Degree-Seeking:
Continuing: Students who are degree-seeking but are not first time entry or transfer students.
First Time Entry: A student who has no prior postsecondary experience (except as noted for students with prior summer term and students entering with advanced standing) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school). This category should also be used for graduate students entering a graduate program for the first time, regardless of where they obtained their undergraduate degree.
Transfer: A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit.
Non-degree Seeking:
High School: A student who is enrolled in high school and is also taking college credit at the institution. The student may be a dual credit student (taking courses for credit at both the post-secondary and secondary levels), or may be a student who is not a dual credit student but is enrolled in high school and is taking courses at the post-secondary level.
Non-Degree Seeking Undergraduate: A student enrolled in courses for credit at the undergraduate level who is not recognized by the institution as seeking a degree or formal award and is not a high school student.
Non-Degree Seeking Graduate: A student enrolled in courses for credit at the graduate level who is not recognized by the institution as seeking a degree or formal award and is not a high school student.

Cohort Status Indicator: Identifies a student as a first-time entrant into a particular institution. All degree-seeking students who are entering an institution for the first time should be coded as 1 (yes, student entered the institution for the first time). The cohort indicator =1 would generally apply to first-time entry students and transfer students who are entering the institution for the first time.

The cohort indicator should be set at 1 only for the first semester in which the student entered the institution for the first time, unless the first semester the student entered for the first time was Summer A (in which case, it would be permissible to set the cohort indicator to 1 for fall semester as well).

Cohort status indicator should be used for undergraduate, degree-seeking students only. Graduate students should be coded as 2 (not applicable, non-degree seeking or graduate student).

Degree Level: The degree program level in which the student has enrolled. High school students (dual credit and non-dual credit) and non-degree seeking students should be reported with a degree level of 00 (not applicable).

If a student is pursuing multiple degrees at different levels in the same semester, report the student at the highest degree level being sought.

<u>Awards of < 1 Academic Year:</u> Degree-seeking students enrolled in certificate programs that require completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters) or designed for completion in less than 30 semester credit hours by a student enrolled full time.

<u>Awards of At Least 1 but Less Than 2 Academic Years:</u> Degree-seeking students enrolled in certificate programs that require completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester credit hours by a student enrolled full time.

<u>Associate:</u> Degree-seeking students enrolled in programs designed to yield an Associate degree, which is an award that normally requires at least two but not more than four years of full-time equivalent college work.

<u>Bachelor's:</u> Degree-seeking students enrolled in programs designed to yield a Bachelor's degree, which is an award that normally requires at least four but not more than five years of full-time equivalent college work. This includes all Bachelor's degrees conferred in a 5-year cooperative (work-study) program.

<u>Post-baccalaureate Certificate:</u> Degree-seeking students enrolled in programs designed to yield a Post-baccalaureate certificate, which is an award that requires the completion of an organized program of study equivalent to 18 semester credit hours beyond the Bachelor's. It is designed for persons who have completed a Bachelor's degree, but does not meet the requirements of a Master's degree.

<u>Master's:</u> Degree-seeking students enrolled in programs designed to yield a Master's degree, which is an award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the Bachelor's degree. Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav), may require more than 2 full-time equivalent academic years of work.

<u>Post-master's Certificate:</u> Degree-seeking students enrolled in programs designed to yield a Post-master's certificate, which is an award that requires the completion of an organized program of study equivalent to 24 semester credit hours beyond the Master's degree, but does not meet the requirements of academic degrees at the doctoral level.

<u>Doctorate Degree-research/scholarship</u>: Degree-seeking students enrolled in programs designed to yield a doctoral degree that is a Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. These degrees may include, but are not limited to, Ed.D., D.M.A., D.B.A., D.Sc., D.A., D.M., and others, as designated by the awarding institution.

<u>Doctorate Degree-professional practice</u>: Degree-seeking students enrolled in programs designed to yield a doctoral degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including pre-professional and professional preparation, equals at least six full time equivalent academic years. These degrees may include, but are not limited to, Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); and Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

<u>Unclassified Undergraduate:</u> Degree-seeking undergraduate students who are undecided as to which undergraduate degree type they are pursuing.

<u>Unclassified Graduate:</u> Degree-seeking graduate students who are undecided as to which graduate degree type they are pursuing.

Student Residency Status: Student's residency or non-residency in Indiana, as recorded by the institution. Resident students are Indiana residents paying resident fees; non-resident students are paying non-resident fees. Students who are non-residents but are paying resident fees through reciprocity agreements should be reported as reciprocity students (code 4), not resident students.

Academic Degree Program: The federally-recognized CIP (Classification of Instructional Program) 2010 six-digit code that identifies the program in which the student is enrolled. CIP codes reported by institutions must exist in that institution's API (Academic Program Inventory) for the degree level being reported. For students reported with a degree level of 00 (not applicable or high school student), this field should be left blank. If a student is pursuing multiple degrees, report the student only once. If the student is pursuing multiple degrees at different levels in different programs, report the program associated with the highest degree level being sought.

Pursuing Degree at Another Campus or Transfer Indicator: Indicates whether the student is taking courses at an institution but is not pursuing the degree at that institution. Also identifies students who are taking one or two years of a degree program at one campus and will transfer to another campus to complete the degree. In general the "transfer indicator" code would apply only to Indiana University and Purdue University regional campuses, when the regional campus at which the student starts a degree program is not authorized to confer the

degree—the degree is conferred by another campus. Allows bypassing of API validations (in other words, for a student pursuing a degree at another campus or for a transfer indicator student, that student's program does not need to exist in the institution's API).

Distance Education Indicator: Identifies the student's status as exclusively a distance learner; taking some distance education courses; or taking no distance education courses for the semester being reported. A student's status as a distance education learner is based on distance education credits End of Term (NOT census). Distance education is defined as education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Courses that are taught off campus but for which the instructor is physically present and at the same location as the students are not considered distance education.

Distance Education Location: Identifies the location where the distance education student is physically located. For all students who are not exclusively taking distance education courses in that semester, the value reported in this field must be 0. The location for the student taking exclusively distance education courses should be based on the student's current address as of the semester being reported.

Transfer Institution: The CEEB code for the institution from which the student is transferring credits. If the institution is located in the United States, report the valid CEEB code. If the institution is located outside of the United States, report XXXX.

Credit Hours: A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. A credit hour is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. Credit hour fields cannot be reported in values other than quarter hour intervals (e.g., 1, 1.25, 1.75, 2, etc.). **Credit hours should be reported as actual numbers (there is NOT an implied decimal point). For example, 40 credit hours would be reported as 40 or 40.0; 25 and a half credit hours would be reported as 25.5; and 15 and a quarter credit hours would be reported as 15.25.**

Transfer Institution Credits Transferred: Credit hours earned and transferred to the reporting institution during the semester being reported.

Other Alternative Credits Earned: Credit hours earned and awarded to the student through one of the following methods:
AP credit hours: credit accepted by the institution from College Board Advanced Placement exams or institution departmental placement tests that award credits toward a degree, diploma, certificate, or other formal award.
CLEP credit hours: credits earned through the College Level Examination Program, which are qualifying test scores on any of 34 examinations conducted at a CLEP test center and accepted by the institution.
DSST credit hours: Formerly DANTES; credits earned through DANTES Subject Standardized Tests, which are qualifying test scores on 37 examinations offered at DANTES and national test centers.
ACE credit hours: credits earned through American Council of Education's Credit Recommendation Service (CREDIT), which allows adults to gain access to academic credit for formal courses and examinations taken outside the traditional degree program.

Alternative credits earned are reported only in the first semester that the student is attending the institution. For all other semesters, report 0. Generally alternative credits would only be reported for students whose entry type is first-time entry.

Credit Hours Earned: For all credit hour fields (total, remedial Math and English, dual credit, distance technology, English gateway, Math gateway, and work-based learning), credit hours earned are the number of credit hours awarded a grade of D- or higher, or Pass (if Pass/Fail). Student credit hours earned are included if the student enrolled after the institutional census date and earned a grade of D- or better, or Pass (if Pass/Fail). All credit hours are semester-equivalent.

Credit Hours End of Term: For all credit hour fields (total, remedial Math and English, dual credit, distance technology, English gateway, Math gateway, and work-based learning), credit hours End of Term are credit hours that appear on the student record at the institutional close of the term, including Fs, Incompletes, late withdrawals where credit hours appear on the transcript (i.e. late withdrawals where a grade was given), and Fails (for Pass/Fail courses), along with the earned credit hours, even if the student accumulated the hours after the institutional census date. The value in this field will always be greater than or equal to the value in credit hours earned. All credit hours are semester-equivalent.

Total Credit Hours (Census): Total number of credit hours in which the student was enrolled at institutional census date. All credit hours are semester-equivalent. Note that this field is the only field in which census credit hours are reported. All other credit hour fields collect data on credit hours earned and total credit hours End of Term.

Total Credit Hours: All credit hours. The remaining credit hour types (remedial, dual credit, distance technology, English gateway, Math gateway, and work-based learning) are subsets of credit hours.

Remedial Math Credit Hours: Credit hours in instructional Math courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum. The values reported in these fields should always be less than or equal to the values

reported in the total credit hours fields. Students enrolled in <u>non-credit</u> remedial coursework should be reported with an End of Term value of 99.00 and an Earned value of 99.00 (use Earned value of 0.00 if did not successfully earn/pass the <u>non-credit</u> remedial coursework).

Remedial English Credit Hours: Credit hours in instructional English courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum. The values reported in these fields should always be less than or equal to the values reported in the total credit hours fields. Students enrolled in <u>non-credit</u> remedial coursework should be reported with an End of Term value of 99.00 and an Earned value of 99.00 (use Earned value of 0.00 if did not successfully earn/pass the <u>non-credit</u> remedial coursework).

Total Dual Credit Hours: Credit hours recognized as dual credit by both the high school and the postsecondary institution, regardless of whether the course is being taught on or off-campus. The values reported in these fields should always be less than or equal to the values reported in the total credit hours fields.

Off-Campus Dual Credit Hours: A subset of total dual credit hours, this field represents credit hours recognized as dual credit by both the high school and the postsecondary institution, and the high school student was in a high school or learning center to take the course(s). The values reported in these fields should always be less than or equal to the values reported in the total dual credit hours fields.

Off-Campus Dual Credit Hours (High Priority + Technical): Subsets of off-campus dual credit hours, these fields represent credit hours recognized as dual credit by both the high school and postsecondary institution, taken at the high school or a learning center, but meeting the definition of high priority and technical, as defined by the state dual credit committee. Definitions of high priority and technical dual credit hours can be found in Tables 3.1 and 3.2 of the General Instructions document. The values reported in these fields should always be less than or equal to the values reported in the off-campus dual credit hours fields.

Distance Education Credit Hours: Credit hours taken through distance education (e.g., internet-based courses or satellite classrooms offered to the student). Distance education uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously. Include correspondence credit hours in these fields. The values reported in these fields should always be less than or equal to the values reported in the total credit hours fields. Further, if the student was reported as taking exclusively distance education or some distance education courses in the Distance Education Indicator field, the student must have more than 0 credit hours reported in distance education credit hours End of Term.
Courses that are taught off campus but for which the instructor is physically present and at the same location as the students are not considered distance education.

English Gateway Course (Non-remedial) Credit Hours: Non-remedial credit hours that apply toward an institution's English "gateway" course requirement. A "gateway" course is an entry, college-level, non-remedial course that is required for completion of the major/degree. Typically the gateway course is the first English course that the student is required to take toward the major/degree. The values reported in these fields should always be less than or equal to the values reported in the total credit hours fields.
See Table 4.1 of the General Instructions for a list of gateway English courses at each institution.

Math Gateway Course (Non-remedial) Credit Hours: Non-remedial credit hours that apply toward an institution's Math "gateway" course requirement. A "gateway" course is an entry, college-level, non-remedial course that is required for completion of the major/degree. Typically the gateway course is the first Math course that the student is required to take toward the major/degree. The values reported in these fields should always be less than or equal to the values reported in the total credit hours fields.
See Table 4.2 of the General Instructions for a list of gateway Math courses at each institution.

Cumulative Credits Earned at this Institution: Total number of credit hours earned *at the reporting institution* by the student, at the degree level that the student is pursuing. This would include credits earned at this institution by a student while pursuing a certificate, undergraduate, or graduate degree, as well as credits earned at this institution as a non-degree seeking student, as long as credits earned while a non-degree seeker were earned at the same degree level being reported. This would not include any credits that a student transferred in from another institution or earned while in high school (e.g., dual credit, AP, etc.).

Cumulative Credits End of Term at this Institution: Total number of credit hours End of Term *at the reporting institution* by the student, at the degree level that the student is pursuing. This would include all End of Term credit hours recorded by the institution for the student while pursuing a certificate, undergraduate, or graduate degree, as well as End of Term credit hours recorded by the institution for the student while a non-degree seeker, as long as credits earned while a non-degree seeker were earned at the same degree level being reported. This would not include any credits that a student transferred in from another institution or earned while in high school (e.g., dual credit, AP, etc.).

Cumulative Credits Earned (Academic Career): Total number of credit hours earned by the student *in the academic career* at the degree level that the student is pursuing. This would include credits that a student transfers into the reporting institution and credits earned in high

school (e.g., dual credit, AP, etc.). Report only the credit hours earned in the academic career of the student at the degree level toward which the student is pursuing a degree.

Cumulative GPA: The student's postsecondary cumulative Grade Point Average (GPA) from enrollment to end of semester for which data are being reported. Cumulative GPA should be for the student's reported degree level (undergraduate or graduate). Cumulative GPA is based on a four-point grading scale where A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0.0. Six-point grading scales where A = 6 and F = 2 should be converted to the four-point system by subtracting 2 from the institution's calculated GPA.

Statewide Transfer General Education Core (STGEC) Completion Status: Numeric code used to indicate whether a student has completed the STGEC, either from your institution or accepted in transfer. Leave blank if unknown or not applicable (e.g., for students who enrolled prior to fall 2013 and chose not to switch to a newer catalog with STGEC requirements, high school students, and other non-associate or bachelor's-seeking undergraduates).

Class Level: For degree seeking undergraduate students, identifies class level (freshman, sophomore, junior, or senior) the institution assigns to a student based on their progress towards earning the degree they are pursuing.

Work-Based Learning Credit Hours. Credit hours taken via dedicated work-based learning courses. "Work-based learning" entails relevant, integrated work experience and structured learning and reflection, and typically includes credit-bearing internships, practica, co-op, clinical experience, student teaching, and some community-based service learning courses. The values reported in these fields should always be less than or equal to the values reported in the total credit hours fields. See Table 4.3 of the General Instructions for a list of work-based learning courses at each institution.

| Document Change History	
2018	No Changes
	Start of 17-18 Collection
2017	CR49 – CR50 Added work-based learning credit hours earned and end-of-term
	Start of 16-17 Collection
2016	CR04 – Changed summer reporting from split summer A/summer B to trailing summer reporting CR48 – Added class level for degree seeking undergraduate students
	Start of 15-16 Collection
2015	CR09 – Allow use of 240102 to indicate undeclared program CR27-CR30 – Accommodate noncredit course reporting CR35 – Split CR35 into C35T and C35H CR36 – Split CR36 into C36T and C36H CR47 – Added flag for Statewide Transfer General Education Credit (STGEC) completion.
	Start of 14-15 Collection
2014	No changes
	Start of 13-14 Collection
2013	No changes
	Start of 12-13 Collection
2012	SIS data collection split into four collections
	Start of 11-12 Collection

Additional Notes on Summer Reporting

Starting with the 2015-16 reporting year, CHE changed how it collects summer session data. "Split" summer reporting using Summer A (late summer sessions occurring immediately before fall semester) and Summer B (early summer sessions immediately after spring semester) was replaced with a single summer reporting structure that groups all summer sessions following the spring semester into a single Trailing Summer group.

Old "split" summer reporting

Summer A	Fall	Spring	Summer B
Jul	Aug	Dec/Jan	May	Jun

New "trailing" summer reporting
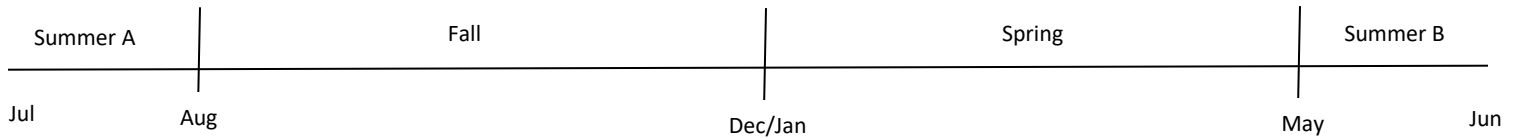
Fall	Spring	Trailing Summer
Aug	Dec/Jan	May	Aug
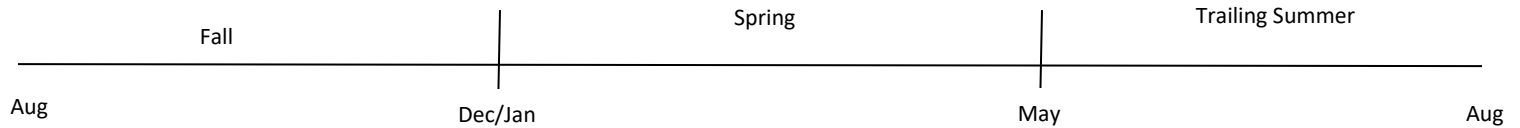
Transition to "trailing" summer reporting

During the transition reporting year (2015-16), Summer A was reported one last time to capture any summer 2015 enrollment that had not been reported in the 2014-15 submission. How an institution reported summer enrollment in 2014-15 dictated whether they needed to submit Summer A in 2015-16, as indicated in chart below:

Previous Reporting Type	Included Institutions	Report Summer A?	Trailing summer to report
"Spilt" – Reported Summer A and Summer B as defined by CHE	ISU, IPFW, USI, VU	Yes. Report July 2015 through Aug 2015 summer sessions.	May 2016 through Aug 2016
"Lagged"– Reported all summer as summer A (summer sessions from previous academic year)	ITCCI, PUC, PUNC, PUWL, SWT	Yes. Report all summer sessions that occurred in summer of 2015 (May 2015 through Aug 2015)	May 2016 through Aug 2016
"Trailing"– Reported all summer as summer B (summer sessions from current academic year)	BSU, IU (all campuses)	No	May 2016 through Aug 2016