



INDIANA COMMISSION *for*
HIGHER EDUCATION

Commission for Higher Education Data Submission System

Enrollment File: Indiana Non-Public Institutions

Instructions and Definitions

101 W. Ohio Street, Suite 300
Indianapolis, IN 46204
317-464-4400
www.che.in.gov

Overview

The enrollment file provides information about enrollment and enrollment status at the institution.

The enrollment file must be submitted in September-November of the year following the academic year being reported on. For a campus submission for a given reporting year, an enrollment record is uniquely identified by the Student Identifier. A given student identifier cannot appear in multiple rows. A student profile record **MUST** exist for each enrollment record submitted.

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

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 doctorate-professional practice programs, since they have already earned their doctoral 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.

Field ID	Field Position #	Data Element	Allowable Values
EN01	1	Reporting Year	Four digit year (e.g., 2010). Must be valid year.
EN02	2	Location	Location ICHE ID from table 1.1 of the General Instructions (Non-Public) document
EN03	3	Student Identifier	Alphanumeric value of no more than 10 characters
EN04	4	Student Entry Type	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
EN05	5	Degree Level	Numeric code 00-08; 11; 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's 05 = Bachelor's 06 = Post-baccalaureate certificate 07 = Master's 08 = Post-master's certificate 17 = Doctor's degree-research/scholarship 18 = Doctor's degree-professional practice 21 = Unclassified undergraduate 22 = Unclassified graduate If entry type (Field EN04) = 1-3, 00 is not an allowable value for this field If entry type (Field EN04) = 4-6, value for this field must be 00
EN06	6	Fall Census Credit Hours	Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals.
EN07	7	Student Residency Status	Numeric code 1-2 0 = unknown 1 = Indiana resident 2 = non-resident

Field ID	Field Position #	Data Element	Allowable Values
EN08	8	Remedial Math Credit Hours Attempted (Academic Year)	<p><u>For credit remedial coursework</u> Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals</p> <p><u>Noncredit remedial coursework</u> enrolled = 99</p> <p>Value must be less than or equal to Total Credit Hours Attempted (field EN12)</p>
EN09	9	Remedial Math Credit Hours Earned (Academic Year)	<p><u>For credit remedial coursework</u> Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals</p> <p><u>Noncredit remedial coursework</u> enrolled = 99</p> <p>Value must be less than or equal to Remedial Math Credit Hours Attempted (field EN08) Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals.</p>
EN10	10	Remedial English Credit Hours Attempted (Academic Year)	<p><u>For credit remedial coursework</u> Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals</p> <p><u>Noncredit remedial coursework</u> enrolled = 99</p> <p>Value must be less than or equal to Total Credit Hours Attempted (field EN12)</p>
EN11	11	Remedial English Credit Hours Earned (Academic Year)	<p><u>For credit remedial coursework</u> Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals</p> <p><u>Noncredit remedial coursework</u> enrolled = 99</p> <p>Value must be less than or equal to Remedial English Credit Hours Attempted (field EN10) Numeric value between 0.00 and 60.00. Must be reported in quarter hour intervals.</p>
EN12	12	Total Credit Hours Attempted (Academic Year)	Numeric value between 0.00 and 120.00. Must be reported in quarter hour intervals.
EN13	13	Total Credit Hours Earned (Academic Year)	Numeric value between 0.00 and 120.00. Must be reported in quarter hour intervals.
EN14	14	Academic Degree Program	<p>6 digit CIP code (e.g., 090407); must be valid CIP 2010 code</p> <p>Report 240102 OR 000000 if student's program is undeclared If degree level (field EN05) = 21 or 22, degree program value must be 000000</p> <p>Degree program value must be blank if degree level (field EN05) = 00</p>
EN15	15	Cumulative GPA	<p>Numeric value between 0.0 and 4.0</p> <p>Blank if not applicable or GPA cannot be calculated (e.g., all courses are pass/fail, etc.)</p>

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Definitions

Reporting Year: The year for which data are being reported. Report trailing year (e.g., 2016-2017 is reported as 2017).

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 (Non-Public).

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

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.

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.

Awards of < 1 Academic Year: 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.

Awards of At Least 1 but Less Than 2 Academic Years: 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.

Associate: 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.

Bachelor's: 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.

Post-baccalaureate Certificate: 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.

Master's: 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.

Post-master's Certificate: 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.

Doctorate Degree-research/scholarship: Degree-seeking students enrolled in programs designed to yield a doctoral degree that is a Ph.D. or other doctoral 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.

Doctorate Degree-professional practice: 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.

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

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

Fall Census Credit Hours: The number of credit hours in which the student was enrolled at the institution's fall census date. Credit hours must be semester-equivalent.

Student Residency Status: Student's residency or non-residency in Indiana, as recorded by the institution. For the purpose of this report, an Indiana resident is a student who him/herself resides in Indiana (if the student is an independent student) or the student's parent resides in Indiana (if the student is a dependent student). A non-resident is a student who him/herself does not reside in Indiana (if the student is an independent student) or the student's parent does not reside in Indiana (if the student is a dependent student). NOTE: Proprietary (for-profit) schools are requested to report only Indiana residents and "unknown".

Remedial Math Credit Hours Attempted (Academic Year): Total credit hours attempted by the student in Remedial Math courses in the Academic Year (fall, spring, trailing summer). Remedial Math is defined as instructional Math courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum. Credit hours attempted are the number of 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 earned credit hours, in Remedial Math. All credit hours should be semester-equivalent.

Remedial Math Credit Hours Earned (Academic Year): Total credit hours earned by the student in Remedial Math courses in the Academic Year (fall, spring, trailing summer). Credit hours earned are the number of credit hours awarded a grade of D- or higher, or Pass (if Pass/Fail), in Remedial Math. All credit hours should be semester-equivalent.

Remedial English Credit Hours Attempted (Academic Year): Total credit hours attempted by the student in Remedial English courses in the Academic Year (fall, spring, trailing summer). Remedial English is defined as instructional English courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum. Credit hours attempted are the number of 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 earned credit hours, in Remedial English. All credit hours should be semester-equivalent.

Remedial English Credit Hours Earned (Academic Year): Total credit hours earned by the student in Remedial English courses in the Academic Year (fall, spring, trailing summer). Credit hours earned are the number of credit hours awarded a grade of D- or higher, or Pass (if Pass/Fail), in Remedial English. All credit hours should be semester-equivalent.

Total Credit Hours Attempted (Academic Year): Total credit hours attempted by the student in the Academic Year (fall, spring, trailing summer). Credit hours attempted are the number of credit hours that appear on the student record at the institutional close of the term, including Fs, Incompletes, late withdrawals, and Fails (for Pass/Fail courses), along with the earned credit hours, even if the student accumulated the credit hours after the institutional census date. All credit hours should be semester-equivalent.

Total Credit Hours Earned (Academic Year): Total credit hours earned by the student in the Academic Year (fall, spring, trailing summer). Credit hours earned are the number of credit hours awarded a grade of D- or higher, or Pass (if Pass/Fail). All credit hours should be semester-equivalent.

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. 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.

Cumulative GPA: The student's postsecondary cumulative Grade Point Average (GPA) from enrollment to end of Academic Year (fall, spring, trailing summer) 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.

Document Change History	
2018	No changes
	Start of 17-18 Collection
2017	EN14 – Allow use of 240102 to indicate undeclared program
	EN08-EN11 – Accommodate noncredit remedial course reporting
	Start of 16-17 Collection
2016	No changes
	Start of 15-16 Collection
2015	No changes
	Start of 14-15 Collection