KANSAS HIGHER EDUCATION DATA SYSTEM

KHEDS

Reference Manual
2022 - 2023
Collections
(July 1, 2022 - June 30, 2023)

Updated: 06/21/2022

★ LEADING HIGHER EDUCATION ★

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Enabling Legislation for
Kansas Higher Education Data System

Kansas Higher Education Data System (KHEDS)

In 1999, major changes were made to the structure of postsecondary education in Kansas when the Kansas Legislature passed the Kansas Higher Education Coordination Act. This legislation gave the Board of Regents the powers and duties of higher education coordination. In addition to governing authority over the state universities, the Board was given coordinating authority over the community colleges, technical colleges, and the municipal university. As part of the additional responsibilities, the Kansas Board of Regents was given the responsibility for coordinating the federal Integrated Postsecondary Educational Data System (IPEDS) surveys for all postsecondary education institutions in Kansas, including private institutions.

The Kansas Higher Education Coordination Act included a mandate for a Postsecondary Database. Specifically, K.S.A. 74-3205d(b)(3) charges the Board with the responsibility to "collect and analyze data and maintain a uniform postsecondary education data base."

Other references to data collection and analysis activities in the Kansas Higher Education Coordination Act include the following:

"Conduct continuous studies of ways to maximize the utilization of resources available for higher education in Kansas and initiate action for improvement." (K.S.A. 74-3202c (b)(11))

"Conduct continuous studies of how state policies affect higher education and how Kansas economic and demographic trends impact upon accessibility and affordability of postsecondary education to Kansas residents, and initiate ways to improve such accessibility and affordability." (K.S.A. 74-3202c (b)(12))

"Compile and coordinate core indicators of quality performance for postsecondary educational institutions." (K.S.A. 74-3205d (b)(5))

"Coordinate a state system interface with the municipal university and with private colleges and universities." (K.S.A. 74-3205d (b)(7))

"Develop and implement a comprehensive plan for the utilization of distance learning technologies." (K.S.A. 74-3202c (b)(9))

"Certain servicemembers, veterans and dependents deemed residents for purpose of tuition and fees." (K.S.A. 48-3601)

In response to the Kansas Higher Education Coordination Act, the Kansas Board of Regents developed the Kansas Postsecondary Database (KSPSD) to collect student data as well as the Business Training and Enrichment student data collection, Program Inventory (PI), Course Inventory (CI) and Courses within Programs (CWPs). Together these collections are referred to as the Kansas Higher Education Data System (KHEDS). KHEDS supports informed decision-making through the collection, analysis, and reporting of postsecondary education in Kansas.

Funding for Community Colleges and Technical Colleges

K.S.A. 71-1801 through 71-1810, and amendments (2011 SB 143) of which create the Postsecondary Tiered Technical Education State Aid Act, took effect on July 1, 2011. K.S.A. 71-1804 states, "In accordance with deadlines established and published by the state board of regents, the chief administrative officer of each eligible institution shall certify under oath to the state board any information the state board deems necessary to carry out [the Postsecondary Tiered Technical Education State Aid Act] in such form as required by the state board."

Additionally, K.S.A 71-1804 (each eligible institution) and K.S.A. 71-603 (community colleges) require certification of credit hours of resident students for purposes of non-tiered credit hour funding and authorize the Kansas Board of Regents to require each eligible institution "to furnish any additional information deemed necessary by it to carry out the provisions of [those acts, and to] prescribe such forms and policies as may be necessary for making such reports."

Excel in CTE, formerly known as Senate Bill No. 155, became law effective July 1, 2012 and included amendments to K.S.A. 72-3811. Included within this K.S.A. 72-3811 is the following provision (see K.S.A. 72-3810 (c) (2)):

"Each school year, to the extent there are sufficient moneys appropriated to the career technical education secondary program, the state board of regents shall distribute state funds to community colleges, technical colleges and the Washburn institute of technology for the cost associated with secondary students enrolled in postsecondary career technical education programs as determined by the state board of regents."

Excel in CTE

Section 2 of the Excel in CTE initiative was codified at K.S.A 72-3819. K.S.A. 72-3819(2)(c)(1) provides that the Kansas Board of Regents, to the extent sufficient moneys are appropriated, "shall make an award to a community college, technical college or institute of technology who has at least one secondary student who is currently or was previously admitted to a career technical education course or program in accordance with subsection (c) of K.S.A 72-3810 …." The purpose of the award is to "reimburse such community college, technical college or institute of technology for paying ½ of the costs of an industry-recognized credential assessment …." Subsection 2(c)(2) requires the participating colleges to certify the amount of such payments an institution will make based on applications submitted by eligible students.

Section 8 of the Excel in CTE initiative amended K.S.A. 72-3810 to provide that community colleges, technical colleges, and the Washburn Institute of Technology shall charge fees, but not tuition, to secondary students admitted to a career technical education course or program, and, to the extent sufficient moneys are appropriated, that institutions will be reimbursed "for the cost associated with secondary students enrolled in postsecondary career technical education programs as determined by the state board of regents." The Kansas Board of Regents has determined that the total amount of credit hours eligible for reimbursement to each institution under this provision is to be certified in accordance with the certification requirements of the Postsecondary Tiered Technical Education State Aid Act.

"Fees" means those charges assessed against a student by a community college, technical college or the institute of technology for student services, such as health clinics, athletic activities and

technology services, or for books, supplies or other materials necessary for a particular course or program, the expense of which is not covered by tuition.

"Tuition" means those charges assessed against a student by a community college, technical college or the institute of technology on a per credit hour, per course or per term basis, and that are charged to cover the general expense of providing instructional services.

For FY 2022, 2021 HB 2007, Sec. 115(a) includes language requiring tuition reimbursement payments related to Excel in CTE be made no later than 60 days following the class start date.

AO-K Proviso

For fiscal year 2022, 2021 HB 2007, Sec. 115(a) included the following proviso language attached to the tuition for technical education line-item appropriation:

That, any unencumbered balance in the tuition for technical education account in excess of $100 as of June 30, 2021, is hereby reappropriated for fiscal year 2022: Provided further, That, notwithstanding the provisions of any other statute, in addition to the other purposes for which expenditures may be made by the above agency from the tuition for technical education account of the state general fund for fiscal year 2022, expenditures shall be made by the above agency from the tuition for technical education account of the state general fund for fiscal year 2022 for the payment of technical education tuition for adult students who are enrolled in technical education classes while obtaining a GED using the accelerating opportunity program and for the postsecondary education institution to provide a transcript to each student who completes such technical education course: And provided further, That, such expenditures shall be in an amount not less than $500,000: And provided further, That during the fiscal year ending June 30, 2022, not later than 60 days following the class start date, expenditures shall be made by the above agency from such account for tuition reimbursement.

GED Accelerator

Section 115(b) of 2021 House Bill 2007 designates an appropriated amount for a "Postsecondary education performance-based incentives fund" that began July 1, 2014. GED Accelerator, the program that awards certain postsecondary education institutions from the performance-based incentives fund, was codified at K.S.A. 74-32,434 and details the purpose for which these funds are to be used.

K.S.A. 74-32,434.   Performance-based incentive payments for certain postsecondary educational institutions; eligibility; amount of payment.
(a) (1) Any eligible postsecondary educational institution may certify to the board of regents:
(A) The number of individuals who received a general educational development (GED) credential from such institution while enrolled in an eligible career technical education program;
(B) the number of individuals who received a career technical education credential from such institution; and
(C) the number of individuals who were enrolled in an eligible career technical education program at such institution and who are pursuing a general educational development (GED) credential. (2) Certifications submitted pursuant to this subsection shall be submitted in such form and manner as prescribed by the board of regents and shall include such other information as required by the board of regents.

(b) Each fiscal year, upon receipt of a certification submitted under subsection (a), the board of regents shall authorize payment to such eligible postsecondary educational institution from the postsecondary education performance-based incentives fund. The amount of any such payment shall be calculated based on the following:

(1) For each individual who has received a general educational development (GED) credential, $500;

(2) for each individual who has received a career technical education credential, $1,000; and

(3) for each individual enrolled in an eligible career technical education program who is pursuing a general educational development (GED) credential, $170.

(c) That portion of any payment from the postsecondary education performance-based incentives fund that is made based on subsection (b)(2) shall be expended for scholarships for individuals enrolled in an eligible career technical education program and operating costs of eligible career technical education programs. Each eligible postsecondary educational institution shall prepare and submit a report to the board of regents which shall include the number of individuals who received scholarships, the aggregate amount of moneys expended for such scholarships and the number of those individuals who received a scholarship that also received a career technical education credential.

(d) (1) Of that portion of any payment from the postsecondary education performance-based incentives fund that is made based on subsection (b)(3), an amount equal to $150 for each individual shall be expended by the eligible postsecondary educational institution for the general educational development (GED) test.

(2) If any individual enrolled in an eligible career technical education program for which an eligible postsecondary educational institution has received a payment under this section fails to take the general educational development (GED) test, then such institution shall notify the board of regents in writing that no such test was administered to the individual. For each such notification received, the board of regents shall deduct an amount equal to $150 from such institution's subsequent incentive payment.

(e) All payments authorized by the board of regents pursuant to this section shall be subject to the limits of appropriations made for such purposes. If there are insufficient appropriations for the board of regents to authorize payments in accordance with the amounts set forth in subsection (b), the board of regents shall prorate such amounts in accordance with appropriations made therefor.

(f) There is hereby created the postsecondary education performance-based incentives fund. Expenditures from the postsecondary education performance-based incentives fund shall be for the sole purpose of paying payments to eligible postsecondary educational institutions as authorized by the board of regents. All expenditures from the postsecondary education performance-based incentives fund shall be made in accordance with appropriation acts upon warrants of the director of accounts and reports issued pursuant to vouchers approved by the president of the board of regents, or the president's designee.

(g) As used in this section:

(1) ''Board of regents'' means the state board of regents provided for in the constitution of this state and established by K.S.A. 74-3202a, and amendments thereto.

(2) ''Career technical education credential'' means any industry-recognized technical certification or credential, other than a general educational development (GED) credential, or any technical certification or credential authorized by a state agency.

(3) ''Eligible career technical education program'' means a program operated by one or more eligible postsecondary educational institutions that is identified by the board of regents as a program that

allows an enrollee to obtain a general educational development (GED) credential while pursuing a career technical education credential.

(4) ''Eligible postsecondary educational institution'' means any community college, technical college, or the institute of technology at Washburn University.

(5) ''State agency'' means any state office, department, board, commission, institution, bureau, or any other state authority.

For additional information as to students and courses that qualify for CTE Initiatives (Special Collections), please visit the following websites:

https://www.kansasregents.org/workforce_development/ged_accelerator
https://www.kansasregents.org/workforce_development/excel_in_career_technical_education_initiative_senate_bill_155
https://www.kansasregents.org/workforce_development/accelerating-opportunity-kansas
http://data.kansasregents.org/support/training/

Kansas Promise Scholarship Act

K.S.A. 74-32,271established the Kansas Promise Scholarship Act, which provides scholarships for students to attend an eligible postsecondary educational institution, defined as any community college or technical college established by state statute and with a recognized service area; Washburn Institute of Technology; or any independent, not-for-profit, postsecondary institution whose main campus or principal place of operation is in Kansas that offers a program eligible under the act, maintains an open enrollment, and is accredited by a nationally recognized accrediting agency for higher education. Eligible programs include any two-year associate degree program, career and technical education certificate, or stand-alone program offered by an eligible postsecondary educational institution that is approved by the Board, high wage, high demand or critical need, and identified by the Board as a "promise eligible program" pursuant to K.S.A. 2021 Supp. 74-32,272, or a "promise eligible program" within a field of study designated by an eligible postsecondary educational institution pursuant to K.S.A. 2021 Supp. 74-32,273.

K.S.A. 74-32,275(a) specifies the eligibility requirements for the Kansas Promise Scholarship. To be eligible for a Kansas Promise scholarship, a student shall be:

1) a United States citizen;
2) a Kansas resident;
3) (A) have graduated from an accredited Kansas public or private secondary school within the preceding 12 months; (B) have completed the requirements for graduation at a non-accredited private secondary school as provided in K.S.A. 72-4345, and amendments thereto, within the preceding 12 months; (C) attended an accredited Kansas public or private secondary school or non-accredited private school as provided in K.S.A. 72-4345, and amendments thereto, and obtained a high school equivalency certificate within the preceding 12 months; (D) upon application for a scholarship, have been a resident of Kansas for three or more consecutive years as evidenced by the date of issuance on a Kansas-issued identification card or through Kansas voter registration records or Kansas income tax documentation; (E) be a dependent child of a military servicemember permanently stationed in another state and who, within the preceding 12 months, graduated from any out-of-state secondary school or obtained a high school equivalency certificate; or (F) have been in the custody of the secretary for children and families at any time such student was enrolled in and attending any of the

grades nine through 12 and not eligible for assistance under the Kansas foster child educational assistance act, K.S.A. 75-53,111 et seq., and amendments thereto;

4) complete the required scholarship application on such forms and in such manner as established by the state board of regents;

5) enter into a Kansas promise scholarship agreement pursuant to K.S.A. 2021 Supp. 74-32,276, and amendments thereto;

6) complete the free application for federal student aid for the academic year in which the student applies to receive a Kansas promise scholarship. Such submitted application shall be determined to be valid and free of error codes in order to calculate the amount of scholarship to be awarded; and

7) enroll in an eligible postsecondary educational institution in a promise eligible program.

K.S.A 74-32,274(a)(1) designates that the amount of a Kansas promise scholarship for a student for each academic year shall be the aggregate amount of tuition, required fees and the cost of books and required materials for the promise eligible program at the eligible postsecondary educational institution for the academic year in which the student is enrolled and receiving the scholarship minus the aggregate amount of all other aid awarded to such student for such academic year. Aid for this section, as defined in K.S.A 74-32,274(f), includes any grant, scholarship or financial assistance awards that do not require repayment. "Aid" does not include any military financial educational benefits or any family postsecondary savings account or other qualified tuition program established pursuant to section 529 of the internal revenue code of 1986, as amended. K.S.A 74-32,274(c) states Kansas promise scholarship awards shall be used only to pay for up to a total of 68 promise scholarship funded credit hours or a total of $20,000 in Kansas promise scholarship awards, whichever occurs first, over the lifetime of the student who received the Kansas promise scholarship award, regardless of the eligible postsecondary educational institution such student attended. The statute further provides that the Kansas promise scholarship awards shall not be used to fund prerequisite classes required for a promise eligible program unless such classes are a designated course within the eligible program or any remedial course, as defined in K.S.A. 76-7,151, unless such course is offered in a corequisite format.

K.S.A 74-32,272(b)(8) states that no eligible postsecondary educational institution may limit scholarship awards to certain promise eligible programs or award less than the full Kansas promise scholarship amount for which a student qualifies as long as funds are available in the Kansas promise scholarship program fund.

K.S.A. 74-32,272(c)(9) provides that the Board must annually evaluate the Kansas Promise Scholarship Act and submit a report to the Senate and House of Representatives standing committees on education. Such report shall include, but not be limited to, the total program cost for each promise eligible program at each eligible postsecondary educational institution, the amount of scholarship moneys awarded that went to each promise eligible program, the number of credit hours paid for with scholarship moneys, the amount of scholarship moneys expected to be awarded to each institution for each semester, the number of scholarships awarded, the total amount of scholarship moneys awarded, the amount of scholarship moneys provided for tuition, fees, books and supplies, measures postsecondary educational institutions have taken in working with private business and industry in the state to determine appropriate fields of study and a review of the employment of scholarship recipients who have completed the Kansas promise scholarship program, including, but not limited to, employment fields and geographic location of such employment.

Kansas Challenge to Secondary School Students Act

K.S.A. 72-3220 et seq. established the Kansas Challenge to Secondary School Students Act, which took effect on July 1, 2021. The purpose of the act is to provide the means to school districts to encourage secondary students take advantage of all educational opportunities in Kansas.

K.S.A 72-3225(a) defines the reporting requirements for the act. Each eligible postsecondary educational institution that accepts students for enrollment pursuant to the Kansas challenge to secondary school students act shall submit a report annually to the state board of regents. Such report shall include, but not be limited to, the following: (1) The number of students from each school district enrolled in the eligible postsecondary educational institution, including the number of students in the custody of the secretary for children and families; (2) the number of students who successfully complete the courses in which such students are enrolled at the eligible postsecondary educational institution; (3) the tuition rate charged for students compared to the tuition rate charged to individuals who are regularly enrolled and attending the eligible postsecondary educational institution; and (4) the amount and percentage of tuition each school district is paying pursuant to K.S.A. 72-3223, and amendments thereto. Per K.S.A 72-3225(b), the state board of regents shall compile and prepare a summary report of the reports submitted pursuant to subsection (a) and shall submit such report to the house standing committee on education and the senate standing committee on education.

Perkins Legislation

K.S.A. 74-32,405, which statutorily accepts the provisions and benefits of The Strengthening Career and Technical Education for the 21st Century Act (Perkins V), designates the Kansas Board of Regents as the "sole agency for supervision of the administration of the state plan for career and technical education."

State University Legislation

K.S.A. 76-712 entrusts the Kansas Board of Regents with the control, operation, management, and supervision of the state universities. Additionally, K.S.A. 76-771 gives the Board the responsibility to "identify and approve core indicators of quality performance for the state educational institutions and shall establish and implement a data management system that includes a process and format for collecting, aggregating and reporting common and institution-specific information documenting effectiveness of the institutions in meeting the role and mission thereof."

Need-Based Aid Scholarships and Recruitment – State Universities and Washburn University

Section 48(a) of 2021 Senate Bill 159 created a new Need-Based Aid and Recruitment fund, with an appropriation of $10.0 million for FY 2022. The following language was attached to the line item:

Provided, That expenditures shall be made by the above agency to the state universities and Washburn university from such account during fiscal year 2022 for need-based aid scholarships and student recruitment, following the board of regents policies on recruitment, if the state universities and Washburn University: (1) Are offering class in person, if such class was previously offered in person in the classroom; (2) have refunded any money for room, board and meal plans related to closure because of the pandemic directly to the student and not by providing a credit; and (3) are

following the board of regents policies on deferred maintenance, if such university is required to follow such policies.

Washburn University

K.S.A. 13-13a42 requires the "president and treasurer" of Washburn University to certify "the total number of duly enrolled credit hours of students of the university during the current term who meet the state residence requirements" for the purpose of determining state aid to Washburn University. In addition, K.S.A. 13-13a42 grants the Kansas Board of Regents the authority to require Washburn University "to furnish any additional information deemed necessary by it to carry out the provisions of this act."

Kansas DegreeStats Legislation

K.S.A. 74-32,303 became law as of July 1, 2016 and applicable to any community college, technical college, and institute of technology on July 1, 2017. This law states that the Kansas Board of Regents "shall publish degree prospectus information for each undergraduate degree program offered by each postsecondary educational institution that summarizes information and statistics on such degree program." K.S.A. 74-32,303(d) requires that each postsecondary education institution make such degree prospectus readily available through a link to the Kansas Board of Regents' website. In addition, this law states that each postsecondary educational institution shall provide to the Board of Regents any information necessary to achieve this goal. Data thus collected will be used by the Kansas Board of Regents in calculating and making available such degree prospectus information at http://www.ksdegreestats.org/.

Kansas Higher Education Data System

Mission and Goals

➢ **Mission**

The mission of the Kansas Higher Education Data System (KHEDS) is to create a data system to support the informed decision-making capabilities desired by the Kansas Board of Regents through the collection, analysis, and reporting of postsecondary education data in Kansas.

➢ **Goals**

✓ Develop and enhance analytical and research capabilities for the Kansas Board of Regents.

✓ Design, develop, and implement a modularized, unit record database system with a phased implementation to provide support for:

- conducting continuous studies of how state policies affect postsecondary education and how Kansas economic and demographic trends impact upon accessibility and affordability of postsecondary education to Kansas residents

- conducting continuous studies of ways to maximize the utilization of resources available

- informed decision-making capabilities desired by the Kansas Board of Regents

- conducting transfer and migration studies within the system and

- calculating funding for the Postsecondary Tiered Technical State Aid and Non-tiered Course Credit Hour grant and determining Perkins' eligibility.

✓ Design, develop, and implement a data system that addresses the diverse technical and analytical capabilities of the institutions as well as the uniqueness of the sectors.

✓ Minimize the number of required report submissions by the governed and coordinated institutions to the KBOR.

Important Information About The
Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 protects the privacy of student records. The regulations for FERPA can be found in 34 CFR Part 99.

The FERPA provides students with a right to inspect and review educational records, the right to seek to amend those records, and a right to limit disclosure of information from the records. School officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission unless there is an exception to the FERPA allowing the data to be disclosed.

Exceptions to the FERPA include disclosure of student specific information to authorized representatives of State and local educational authorities for audit, evaluation, or enforcement of federal and state supported programs.

FERPA pertains to students who are currently enrolled in educational institutions or who were formerly enrolled, regardless of their age or status (regarding parental dependency).

The Act applies to all institutions that are the recipients of federal funding.

KBOR policy requires that non-public information, such as social security numbers must be provided via a secure, encrypted means and may not be sent or received via traditional e-mail communication.

Additional information can be obtained from the Family Policy Compliance Office.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington, DC 20202-5920
202-260-3887

http://www.ed.gov/policy/gen/guid/fpco/index.html

Collection Timeframes

These timeframes are general guidelines only. Specific open and
closure dates can be found on the Project Calendar located at:
https://submission.kansasregents.org/public/project_calendar_inst_view.jsp

KSPSD Academic Year Collection		
Collection Dates	**Review Period**	**Certification Period**
July 1, 2022 – August 26, 2022	August 27, 2022 – September 2, 2022	September 3, 2022 – September 9, 2022

Rollover of Program and Course Inventory (PI/CI Closed)
September 12, 2022 – September 14, 2022

Fall Preliminary Enrollment
September 12, 2022 – September 23, 2022

Fall Census Day Collection		
Collection Dates	**Review Period**	**Certification Period**
October 17, 2022 – December 2, 2022	December 3, 2022 – December 11, 2022	December 12, 2022 – December 16, 2022

Follow Up Collection
January 3, 2023 – February 24, 2023

Excel in CTE Fees Collection	
Program Inventory Tab in KHEDS	**Collection Timeframe**
Program Fee Link Course Fee Link	September 26, 2022 - October 31, 2022

Special Collections (Optional) Excel in CTE, AO-K/TANF, AO-K Proviso and GED Accelerator
October 1, 2022 – May 31, 2023

KHEDS Account Creation, Maintenance And Navigation Guide

The KBOR website has both a public and private section. Aggregate reports appropriate for public viewing can be found on the website without a login. Student specific reports or data submission options require the user to be granted access from the KBOR Data, Research and Planning Unit (DRP). Individuals requesting access for the First-Time will need to use these procedures.
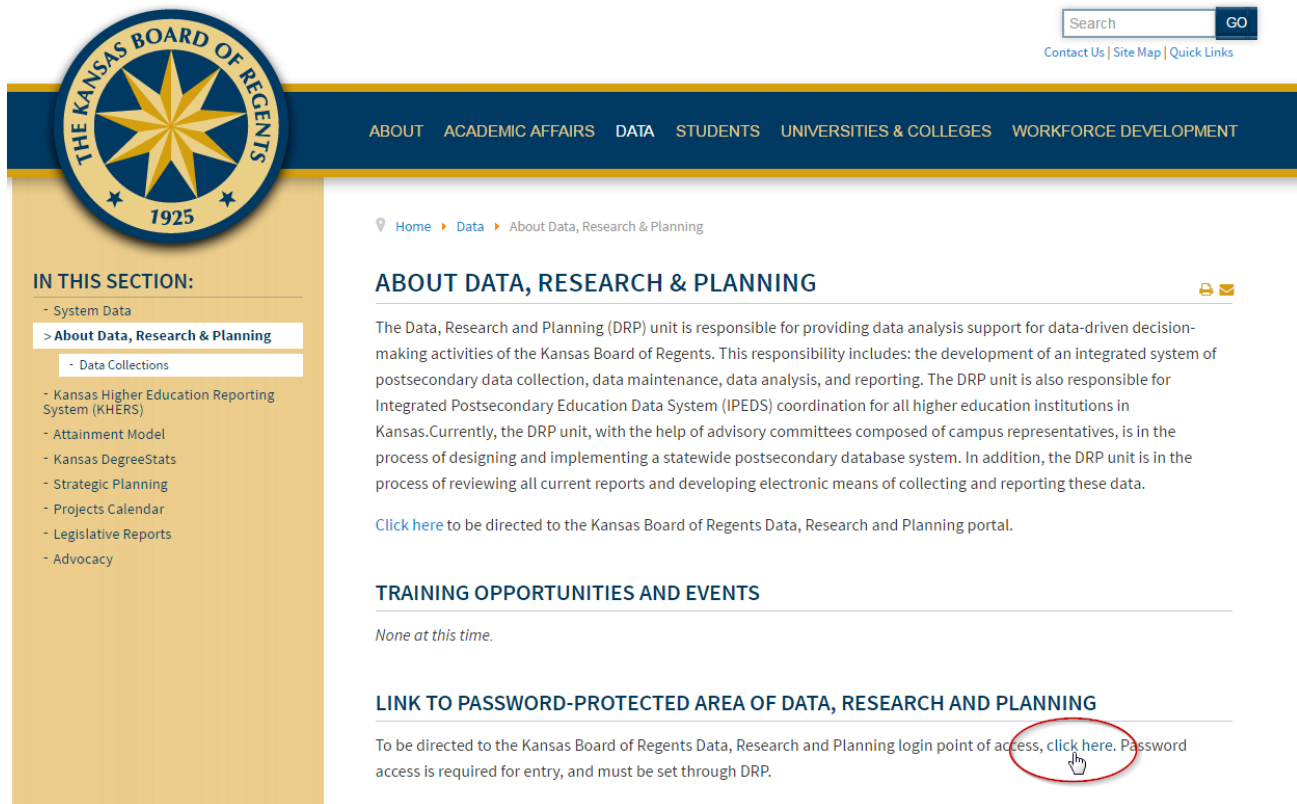
DEFINITION OF ACCOUNT TERMS

⇨ **User ID** – All new accounts are required to be at least eight characters long. This ID cannot contain any spaces and is not case sensitive.

⇨ **Password** – This must be at least 12-characters in length and must contain at least one uppercase and one lowercase letter, one numeric value and one special character. This password cannot contain any spaces and is case sensitive. The password will expire every 180 days.

⇨ **Password Hint** – Any statement the user wishes to enter that will remind the user of the password. When a password is forgotten, the password hint will be emailed to the user at the address tied to the account in the DRP database.

⇨ **Secret Question** – The question asked when account is frozen. Accounts are frozen after three unsuccessful login attempts. To "defrost" the account, the user needs to correctly answer the secret question

⇨ **Secret Answer** – User supplied answer to the secret question.

⇨ **Title** – The user's job title at the institution.

⇨ **Access Levels**:

- **Read** – the user will be able to read reports and data but will not be able to edit/change data or upload data.

- **Write** – the user will have Read access, plus will be able to edit existing data that is tied to an open collection and will be able to upload data for an open collection.

- **Lock** – the user will have Read and Write access, plus will be able to Lock the data collections when the submission is complete. The Lock user is charged with verifying that the data submitted is accurate prior to locking it. Locking the data means the institution gives KBOR permission to use the data for reporting purposes. The Lock user is also the person that will approve new account applications to the KHEDS from users at their institution or approve modifications to existing accounts.

How to navigate to the login area of the website:

To get to the DRP login area, first navigate to the main Kansas Board of Regents website: www.kansasregents.org. In the navy-blue banner area, hover over "Data" and select the "About Data, Research and Planning" from the drop-down menu.
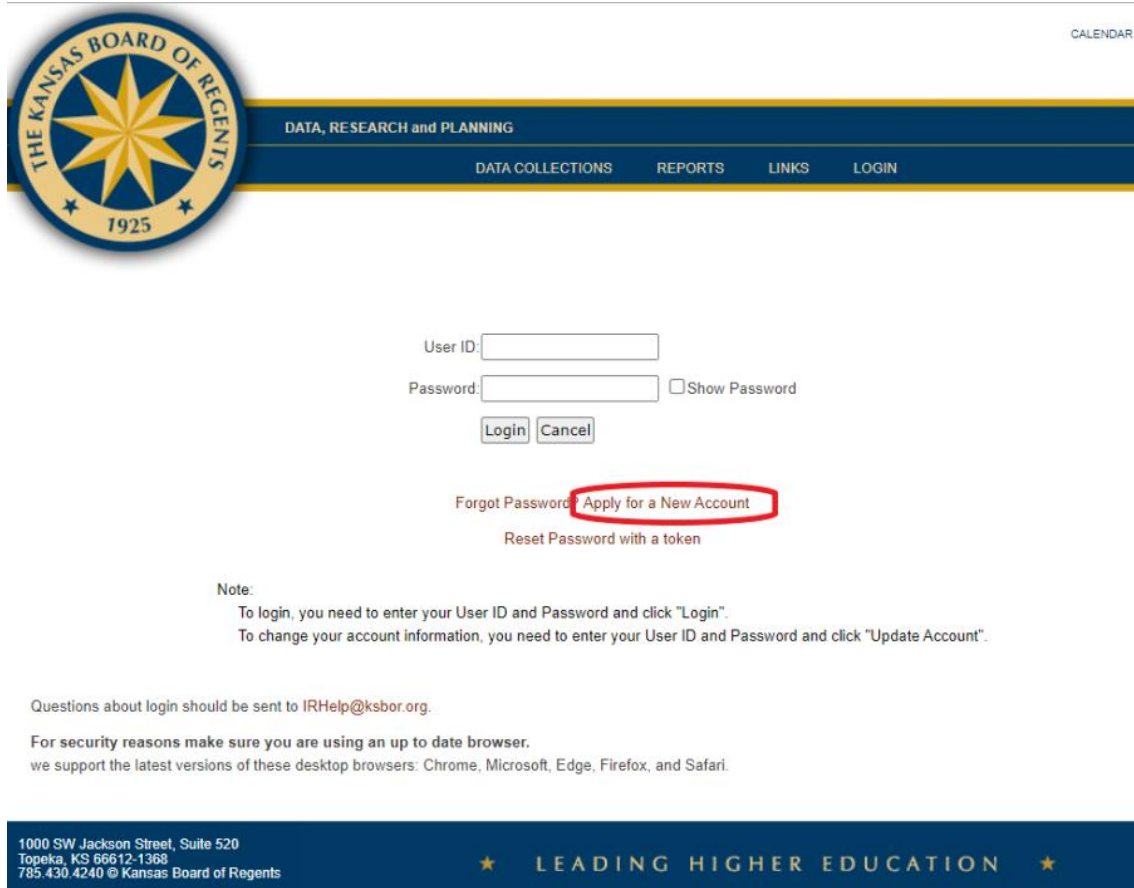
In the middle of the next page, you will click on the link to go the password protected area of Data, Research and Planning. Here is a direct link: https://submission.kansasregents.org/login.jsp
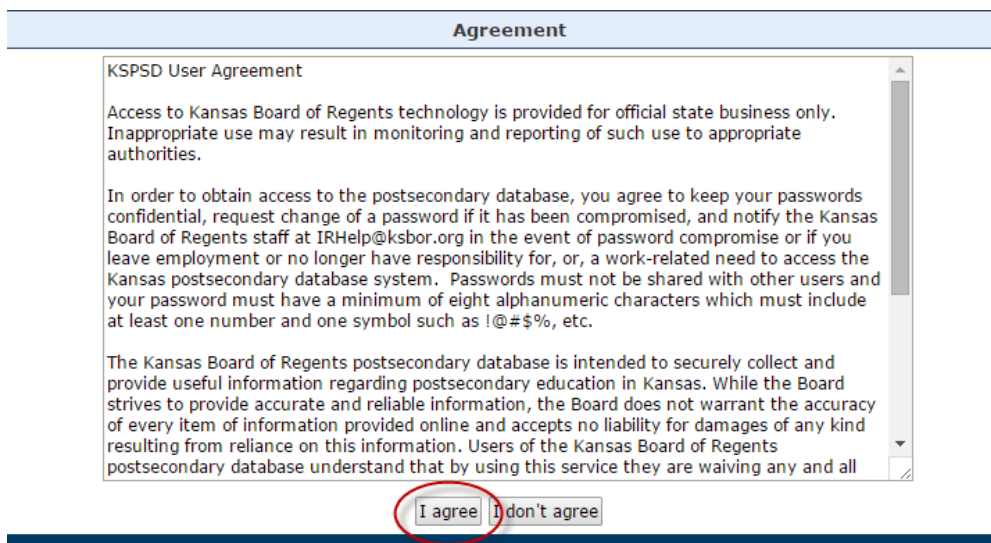
Steps to apply for a new KBOR account

Step 1 - Under the User ID and Password boxes, there is a link that will allow the new user to begin the process of applying for a new account in the KHEDS system. The user will need to select "Apply for a New Account".

Step 2 – The user needs to review and agree to the KSPSD User Agreement policy. Click on "I agree to continue to the next step.

Step 3 – Enter user information. If everything is entered properly, the user will receive an alert screen saying the application is being processed. Descriptions of these fields can be found at the beginning of this KHEDS Account Creation and Maintenance guide.

- When applying for access to the KSPD, Program Inventory (PI), KHEER, and BTE projects, select Kansas Higher Education Data System for the Project.

Apply for New Account
HELP [?]

User ID: _____ (At least 8 characters long, no spaces, suggest first letter of first name and full last name)

Password: _____ (At least 12 characters long with 1 numeric, 1 uppercase letter, 1 lowercase letter and 1 non-alphabetic special character)

Retype Password: _____

First Name: _____

Middle Initial: _____ (Optional)

Last Name: _____

Title: _____

Email Address: _____ (Our system is designed to send automated messages when accounts are locked, forgotten passwords, etc.

Reenter Email Address: _____ Please provide a VALID email address so you can receive these messages.)

Contact Phone#:(_____) _____ - _____ Ext. _____

Choose Project: Select a Project ... ▼

Institution: Select an institution/school ▼

Reason For Account: _____

Apply Cancel

Notification of a new account application routes through irhelp@ksbor.org. Upon receipt, DRP staff will review the application and forward it to the staff member of the institution with Lock access to the project in which access is being applied for. If the employee at the institution with Lock access is in inactive status, account access verification will be asked of the President or Chief Academic Officer. If and when the access is approved by the institution, the account will be approved and activated. The user will receive an email when the account has been approved and the user may log in.

Changing an Expired Password

For security purposes, a user's password will expire every 180 days. When a user tries to log into the system after the password has expired, they will be asked to change the password and password hint question.

1. Navigate to the login area and enter current user ID and password.

2. If the password has expired, the user will automatically be routed to the change password screen and prompted to enter a new password and password hint question.

3. Once the new password has been entered, a message will appear to say the password has been changed. Click on the "Continue/Cancel" button to be returned to the login page and log in with the new password.

Forgotten Password or to Unlock Accounts

1. Select "Forgot Password" link.

2. On the next screen, enter the User ID, Last Name, Email Address and click the box to verify you are not a robot. Then click on the "Send password reset token to my email".

Request Password Token

User ID:
Last Name:
Email Address:

I'm not a robot

reCAPTCHA
Privacy - Terms

Send password reset token to my email   Cancel

If you do not know your user id, please contact IRHelp@ksbor.org.

3. An email with a token will be sent immediately. This token must be used within 15 minutes, or it will expire. To use this token, got back to the main login screen and click on the link that says, "Reset Password with a token".

1925

User ID:
Password:

Login   Cancel

Forgot Password? Apply for a New Account

Reset Password with a token

Note:
To login, you need to enter your User ID and Password and click "Login".
To change your account information, you need to enter your User ID and Password and click "Update Account".

Questions about login should be sent to IRHelp@ksbor.org.

4. On the next screen, enter the User ID, Password Token, the NEW password, and confirm that you are not a robot.

5. The next screen will ask you to click on a series of pictures that contain a certain object, such as a street sign, to further verify that you are not a robot. Once this is done, process is complete.

Updating Accounts

If a user wants to update an email address, phone number, any personal information, or access to projects, it can be done through the website by taking the following steps:

1. Log in to the KHEDS system.

2. Click on "Change Profile" in the yellow banner area.

3. On the right side of the profile screen, the user will see the options to update an account.

4. Click on the link to update account information. Enter the new account information (email, contact info, etc.).

5. At the bottom of the account information page, the user will see a link to change access. The user can click on the "Request Change to Access" button then apply for the desired changes. The request will go through IRHelp for review and approval just as a new account application does.

Lock Users

Lock users are responsible for reviewing the listing of users for their institution and the level of access assigned to those users.

1. Log in to the KHEDS system.
2. Click on "Change Profile" in the yellow banner area.
3. On the right side of the profile screen, there is a link to view other users at the institution. Click on that link.
4. Review users and email IRHelp@ksbor.org if any changes need to be made.

Navigating Among Data Collection Projects

When logging into the KHEDS system for the First-Time, the user must first navigate to the collection they need to work in.

⇨ Hover over the "Data Collections" link in the blue banner on the page. A drop-down menu will appear, and the user will need to select the desired collection (for example, select KHEDS to work on any KSPSD projects).

⇨ If the user had previously logged into the system, the user will be taken to the data collection last utilized.

***Each collection has tabs specific to that project for information, data submission, and reporting as they apply.

Changing Collection Periods within a Project

Some projects have many collections associated with them. For example, the KHEDS project hosts all the KSPSD collections (i.e. AY, Fall Preliminary, Fall Census, Special Collections, etc.). To change collections the user needs to follow these steps:

1. Click on the red "Change Profile" link found in the yellow banner area on the screen.
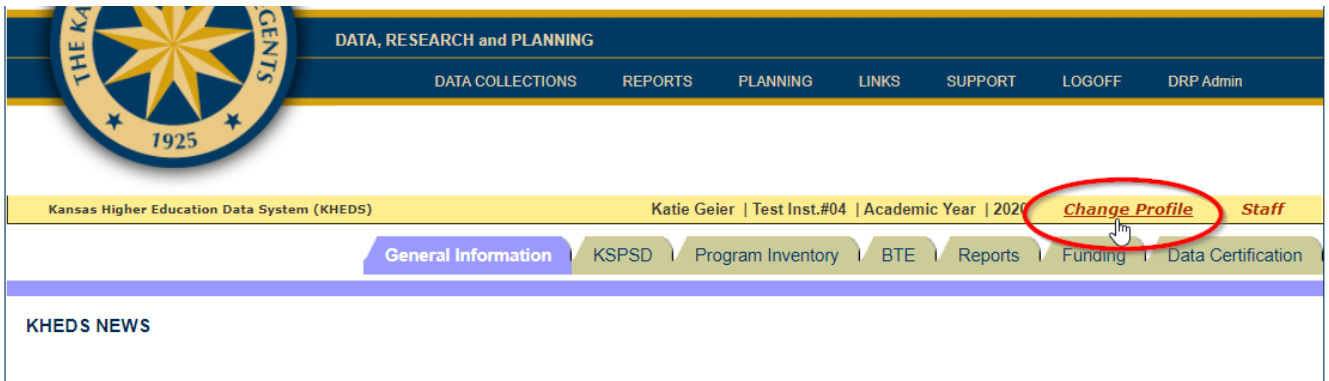
2. On the profile page, the user can change the collection period and the year to the collection that needs to be worked on or that hosts the reports that need to be viewed.

3. Click "Update"

   In the picture below, it shows that the Project is "KHEDS", the Period selected is "Academic Year" and the Year is "2022".

Data Submission to DRP

Each data collection must be "locked" for it to be submitted to the DRP staff. Locking the data tells the DRP staff that the data is correct and can be used for reporting purposes. To lock the data, edits must be run on the data to ensure there aren't any obvious mistakes. There are two types of edit errors:

⇨ **Fatal** – these errors must be fixed before the data can be locked.

⇨ **Warnings** – these are errors that need to be looked at and addressed if need be. These may not be errors, but nuances in the data. If that is the case, they can be left alone. For example, a common warning in the Academic Year collection is: "Would expect each student per reporting term to have at least one Student Financing record for each term in which that student is enrolled unless the student is 100% self-pay". If the student self-pays, there will be no financing record for those students, therefore, this warning can be ignored.

Edits can be run on the data as soon as one file has been uploaded. Each time a file is loaded, or data has been altered, the Run Edits button will appear and must be clicked to run edits on the data submitted.

At any point while uploading files, the user can click on "View Basic Counts" link to review reports generated from the data they submitted. If the data does not look correct, the user can go back and correct their data in the files and re-upload corrected files. When a file has been modified, edits must be run again to update the basic counts reports.

Comparison Tables and Edit Reports may be run after any file is loaded.

Comparison Tables

The Comparison Tables will display current and prior year information from submitted files and should be used to review your data for accuracy. These reports can be run at any time after any file has been loaded.

Current and Prior Year Comparison Tables **PDF**
Students Costs and Financing Comparison Tables **PDF**

Federal Reporting Enrollment Verification

Completed

Edit Reports

The Edit Reports function will run all edit checks for valid values and for business rules. Any file for the collection cycle can be loaded before running reports.

View Edits (number of records per error) [50 ▾] [Go] **CSV**

(*) When your files are clean, selection of [pdf] and selection of [csv] produce no error reports. Use the [GO] button to obtain the Clean File message.

Once all fatal errors have been cleared, a series of **VERY** important data reports will be produced with the data that was submitted in the files that were uploaded for the collection. It is extremely important to review all the reports and forward them to subject matter experts to ensure the data that was submitted is accurate.

Perkins Reports and Funding Report

The Perkins Reports apply to students in Perkins Approved Programs only. Reconcile these reports to institutional information.

The Funding Report shows Funded and Non-Funded Credit Hours by Program. This is the primary report available to your President for the Presidential Certification Process.

These reports are available only after the fatal errors are resolved, and the Perkins Concentrator Calculation has been run.

Perkins V Concentrators Report **PDF**
Perkins V Eligibility Assignment
Core Indicators Report **PDF**
Core Indicators Report Detail
Pell Counts Report

Course Funding Eligibility
Certification Report for Funding
Excel in CTE Reconciliation Detail Report
AOK TANF Reconciliation Detail Report
AOK Proviso Reconciliation Detail Report
GED Accelerator Reconciliation Detail Report
Special Collections Funding Validation Report
Special Collections Student Funding by Sub Term Comparison
Special Collections Student Funding by Sub Term Comparison Roll-up
Preliminary Kansas DegreeStats Aggregate Report
Preliminary Kansas DegreeStats Detailed Report

After all errors (fatal and warnings) have been addressed, basic counts tables appear to be accurate, and **ALL** funding reports have been reviewed by all subject matter experts the collection may be locked. Only the person with Lock access at the institution will be able to see this button and it will only appear once the fatal errors have been corrected, the "I have reviewed the reports" box has been checked and the "Confirm" button has been clicked. If the Lock user is certain the data is correct, they can click on the Lock button and the data will be submitted to DRP staff.

| Funding Flags | 336 ✓ | View | Download |
| Credit for Prior Learning | 21 ✓ | View | Download |

Comparison Tables and Edit Reports may be run after any file is loaded.

Comparison Tables

The Comparison Tables will display current and prior year information from submitted files and should be used to review your data for accuracy. These reports can be run at any time after any file has been loaded.

Current and Prior Year Comparison Tables **PDF**
Students Costs and Financing Comparison Tables **PDF**

Federal Reporting Enrollment Verification

Completed

Edit Reports

The Edit Reports function will run all edit checks for valid values and for business rules. Any file for the collection cycle can be loaded before running reports.

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Core Indicators Report Detail
Pell Counts Report

Course Funding Eligibility
Certification Report for Funding
Excel in CTE Reconciliation Detail Report
AOK TANF Reconciliation Detail Report
AOK Proviso Reconciliation Detail Report
GED Accelerator Reconciliation Detail Report
Special Collections Funding Validation Report
Special Collections Student Funding by Sub Term Comparison
Special Collections Student Funding by Sub Term Comparison Roll-up
Preliminary Kansas DegreeStats Aggregate Report
Preliminary Kansas DegreeStats Detailed Report

Lock

The Lock function certifies that your data collection is correct and will lock your files from any further modifications. All files must be loaded and edits performed with no fatal errors before your submission can be locked. The President of your institution must also certify under oath to the completeness and accuracy of the data submitted as required by Senate Bill No. 143 and K.S.A 71-603.

Lock

KHEDS Submission Certification

There are two collections that need Presidential (community colleges, technical colleges, and Washburn Institute of Technology) or Chief Academic Officer (state universities) certification. Those two collections are KHEDS AY and Fall Census. All other collections do not require this action.

Access Required

To certify data in the DRP system, the President or Chief Academic Officer must have at least "Read" access and then also request "Presidential Certification" or "Chief Academic Officer Certification" access in the "Reason for Account" area of the application. There is an additional step on the DRP side to grant certification rights to the system.

Once a collection has been locked, the President or Chief Academic Officer will log into the system, select the appropriate project and year, and then will go to the "Certification" tab to certify the data.

Help Desk Information

The help desk is available to assist with any database related questions. Please email all questions to irhelp@ksbor.org. IRHelp email is the recommended method of contact. Questions will be routed to the appropriate staff member and responded to as quickly as possible. If the appropriate staff member is unavailable, another team member will notify the user that there will be a delay in response.

If the user would rather communicate over the phone, it is recommended that an email be sent to IRHelp requesting a phone response and the question.

Email: irhelp@ksbor.org

Website: http://data.kansasregents.org

Social Security or Federal Assigned ID Number Changes

This database will be used for tracking student migration throughout institutions in the state of Kansas. For KBOR to track the students to the best of our ability, we ask you to notify us when a student has been reported with an incorrect SSN/ITIN/Federal Assigned ID in an earlier submission.

STEPS TO CHANGE A PREVIOUSLY SUBMITTED SOCIAL SECURITY NUMBER

1. Notify IRHelp@ksbor.org that you will be submitting an SSN/ Federal Assigned ID Change File
2. Create a .csv, comma delimited file and save to your system
3. Log into the KHEDS website at http://data.kansasregents.org
4. Change profile to Period: Academic Year and Year: Current academic year (i.e. 2022) and click Update
5. Click the "Reports" tab
6. Click "Upload SSN Change File"
7. Click "Browse" to select the file created in Step 2
8. Click "Upload"

⇨ KBOR will run edit checks to verify the old SSN/ITIN/Federal Assigned ID is the same person as the new SSN

⇨ The SSN/ITIN/Federal Assigned ID will be changed throughout all collections where this student was submitted

⇨ Email notification will be sent back to the user stating whether the SSN/ITIN/Federal Assigned ID was changed in the database or whether the request needs resolution

TIMELINE FOR DATA SUBMISSION

The Social Security/ Federal Assigned ID change file may be submitted at any time **EXCEPT** when the data collection cycle is open for the term or academic files.

File Layout for SSN/ITIN/Federal Assigned ID Change File

Field	Field Format
FICE Institution ID	VARCHAR2(06)
Term	VARCHAR2(02)
Term Year	VARCHAR2(04)
Old Social Security Number/Federal Assigned ID	VARCHAR2(09)
Student ID	VARCHAR2(16)
Last Name	VARCHAR2(40)
First Name	VARCHAR2(40)
Middle Initial	VARCHAR2(01)
Date of Birth	VARCHAR2(08)
New Social Security Number/Federal Assigned ID	VARCHAR2(09)

SSN/ITIN/Federal Assigned ID Change Submission Instructions

All data will be submitted and accessed through the Kansas Higher Education System (KHEDS).
https://submission.kansasregents.org/

SOFTWARE REQUIRED:

⇨ Google Chrome
⇨ Latest version of Internet Explorer

HOW TO SUBMIT DATA:

⇨ Navigate to the appropriate project and collection and click on the "Update" button.

⇨ Next, click on the "Reports" tab and select "Upload SSN Change File

⇨ To upload a comma-separated file (csv), click on the "Choose File" button. Upload the SSN Change file and then click on the "Upload" button.

⇨ Once the file has been loaded, you will get a notification window say the upload was successful. Click on KSPSD Report button to return to the Reports page.

Once KBOR's programmer has had a chance to change the SSN/Federal Assigned ID throughout all collections, a confirmation notification will be sent. This can take several days to a couple of weeks.

Academic Year Files
Data Dictionary

GENERAL INFORMATION FOR ALL FILES

Academic Year Defined:

Academic Year is defined as consecutive SUMMER + FALL + SPRING terms (Summer-21 + Fall-21 + Spring-22).

KHEDS Navigation

Once the user has logged into KHEDS the user must change their profile to:

⇨ PERIOD: Academic Year

⇨ YEAR: 2022

*** PR Collection (State Universities Only) MUST Be Locked BEFORE it can be certified. ***

Who to Include:

Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day provided they are still enrolled as of the course's census day. This includes students who withdrew after the 20th day.

Include students who are enrolled in courses that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or higher.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:
  ✓ less than 16 credit hours in length,
  ✓ leads to an industry recognized credential, license, or certification,
  ✓ has been specified as a stand-alone program by KBOR's Workforce Development staff, and
  ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. IPEDS definitions state:

"Include all students enrolled for credit (enrolled in instructional activity, courses or programs, that can be applied towards the requirements for a postsecondary degree, diploma, certificate, or other formal award), regardless of whether or not they are seeking a degree or certificate. This includes:

⇨ *Students enrolled for credit in off-campus centers*
⇨ *High school students taking regular college courses for credit*

⇨ *Students taking remedial courses if the student is degree-seeking for the purpose of student financial aid determination*
⇨ *Students from overseas enrolled for credit at your institution (e.g., online students)*
⇨ *Graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree"*

Do not include students or associated hours if the enrollment took place after the 20th day **and** the student dropped the course before the course actually started.

Additionally, include students who have completed a degree, other formal award, or Stand-Alone Program during the Academic Year, but never officially enrolled during the year. These students should be submitted in the following two files ONLY:

⇨ Student Information (with Completed Only field = Y)

⇨ Completions

STUDENTS INFORMATION ACADEMIC YEAR FILE

Who to Include:

Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day provided they are still enrolled as of the course's census day. This includes students who withdrew after the 20th day.

Include students who are enrolled in courses that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:
 ✓ less than 16 credit hours in length
 ✓ leads to an industry recognized credential, license, or certification
 ✓ has been specified as a stand-alone program by KBOR's Workforce Development staff and
 ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page for all files in this manual.

Do not include students or associated hours if the enrollment took place after the 20th day **and** the student dropped the course before the course actually started.

Additionally, include students who have completed a degree, other formal award, or Stand-Alone Program during the Academic Year, but never officially enrolled during the year. These students should be submitted in the following two files ONLY:

⇨ Student Information (with Completed Only field = Y)

⇨ Completions

Number of Records:

⇨ 1 record per student

Sector Reporting Requirements:

⇨ ALL institutions will complete all fields

Special Notes:

This file is also a Fall Census Day file. The data and layout for the Fall Census Day collection and the Academic Year collection are the same with the exception of the "Completed Only" field found in the AY collection. This field is required in the AY Students Information file but should be left blank (filler) in the Fall Census Day file.

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
Student Identification Number	⬩ Enter the Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or federally assigned ID if available. (This information is used to tie individuals to Department of Labor information for longitudinal data analysis. If federally assigned ID is not provided, this information will not be available.) ⬩ A valid SSN must be reported for Promise Act Scholarship recipients. ⬩ If the value is not known, enter 0.	ssn	VARCHAR2(09)
College Assigned Identification (ID) Number	⬩ Enter the student's unique college assigned ID number. ⬩ For a given student, the college assigned ID number must be the same on all submitted files for that cycle. ⬩ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	⬩ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is listed in Appendix 1. ⬩ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	⬩ Enter AY for Academic Year submission. ⬩ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	⬩ Enter the calendar year for the close of the academic year. For 2021 -2022 academic year, report 2022. ⬩ This field cannot be left blank.	term_year	VARCHAR2(04)
First Name	⬩ Enter the student's first name. ⬩ If the student does not have a first name or it is unknown, leave this field blank. ⬩ Periods (.) are not allowed. Hyphen and apostrophe are acceptable.	f_name	VARCHAR2(40)
Last Name	⬩ Enter the student's last name. ⬩ Periods (.) are not allowed. Hyphen and apostrophe are acceptable. ⬩ If the student does not have a last name, enter a hyphen "- ". ⬩ This field cannot be left blank.	l_name	VARCHAR2(40)

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER	◆ FILLER ◆ This field MUST be left blank.	**FILLER**	**FILLER**
Suffix	◆ Enter the student's suffix (i.e. Jr. or III). ◆ Do not include a professional suffix in this field. ◆ If the student does not have a suffix or it is unknown, leave this field blank.	suffix	VARCHAR2(05)
Gender Code	◆ Enter the gender of the student. 　• F = Female 　• M = Male 　• X or blank = Unknown ◆ If the value is not known, the field may be left blank.	sex	VARCHAR2(01)
Date of Birth (DOB)	◆ Enter the student's DOB in the format YYYYMMDD. ◆ The date of birth should be entered for each student when known; the information is required to properly match students across institutional lines when analyzing data. ◆ A valid date of birth must be reported for Promise Act Scholarship recipients. ◆ If the student's DOB is not known, enter 00000000. ◆ This field cannot be left blank.	birth_yyyymmdd	VARCHAR2(08)
FILLER	◆ FILLER ◆ This field MUST be left blank.	**FILLER**	**FILLER**
Completed Only	◆ Enter whether the student completed a program during the academic year but was not officially enrolled during the academic year. 　• Y = Yes 　• N = No ◆ This field cannot be left blank.	completed_only	VARCHAR2(01)
Non-Resident Alien	◆ Enter whether the student is a non-resident alien. 　• Y = Yes 　• N = No ◆ Non-resident alien includes any student who is not a citizen or permanent resident of the United States and is in this country on a visa or temporary basis and does not have the right to remain indefinitely. ◆ NOTE: Resident Aliens are NOT classified as nonresident aliens. The definition of a resident alien is a person who is not a citizen or national of the	nonresident_alien	VARCHAR2(01)

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	United States, but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds 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. **Report resident aliens in the appropriate racial/ethnic categories along with United States citizens.** ♦ If this field is set to "Yes", the following seven Race/Ethnicity fields must be "No". ♦ This field cannot be left blank.		

Hispanic/ Latino	♦ Enter whether the student is Hispanic/Latino.
	   • Y = Yes
	   • N = No
	♦ Hispanic includes any student who traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish cultures, regardless of the race. The term, "Spanish origin" can be used in addition to "Hispanic" or "Latino".
	
	♦ You may select (Y) in more than one category except for Unknown.
	
	♦ This field cannot be left blank.
		hispanic	VARCHAR2(01)

American Indian or Alaska Native	♦ Enter whether the student is American Indian or Alaska Native.
	   • Y = Yes
	   • N = No
	♦ American Indian includes any student who has origins in any of the original peoples of North and South America (including Central America) and maintains cultural identification through tribal affiliation or community recognition.
	
	♦ You may select (Y) in more than one category except for Unknown.
	
	♦ This field cannot be left blank.
		am_indian	VARCHAR2(01)

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
Asian	◆ Enter whether the student is Asian. • Y = Yes • N = No ◆ Asian includes any student who has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. ◆ You may select (Y) in more than one category except for Unknown. ◆ This field cannot be left blank.	asian	VARCHAR2(01)
Black or African American	◆ Enter whether the student is Black or African American. • Y = Yes • N = No ◆ Black or African American includes any student who has origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American". ◆ You may select (Y) in more than one category except for Unknown. ◆ This field cannot be left blank.	african_am	VARCHAR2(01)
Native Hawaiian or Other Pacific Islander	◆ Enter whether the student is Native Hawaiian or Other Pacific Islander. • Y = Yes • N = No ◆ Pacific Islander includes any student who has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. ◆ You may select (Y) in more than one category except for Unknown. ◆ This field cannot be left blank.	pacific_ islander	VARCHAR2(01)

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

White	◆ Enter whether the student is White.
	  • Y = Yes
	  • N = No
	◆ White includes any student who has origins of any of the original peoples of Europe, Northern Africa, or the Middle East.
	◆ You may select (Y) in more than one category except for Unknown.
	◆ This field cannot be left blank.
		white	VARCHAR2(01)

Race Unknown	◆ Indicate whether the student's race is unknown.
	  • Y = Yes
	  • N = No
	◆ If this field is set to "Yes", the preceding Race/Ethnicity fields and the Non-Resident Alien field must be "No".
	◆ This field cannot be left blank.
		unknown_race	VARCHAR2(01)

State Student Identifier	◆ Enter the student's Kansas State Student Identifier. ◆ The State Student Identifier is a unique ID number assigned to students who have previously enrolled in Kansas' public elementary or secondary education system. ◆ This is the same ID the Kansas Department of Education uses in the K-12 "KIDS" database. ◆ If the value is not known, leave the field blank.	state_student_id	VARCHAR2(10)

FERPA Privacy Flag	◆ Enter whether the student has placed a FERPA privacy flag on the student record.
	◆ **A FERPA hold** may be requested by currently enrolled students. This non-disclosure option means that the institution may not release any directory information about the student (except as permitted under the provisions of FERPA).
	  • Y = Yes
	  • N = No
	◆ This field cannot be left blank.
		ferpa	VARCHAR2(01)

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
Middle Name	• Enter the student's middle name. • Do not include punctuation. • If only the middle initial is known, enter that information rather than leaving the field blank. • Periods (.) are not allowed. Hyphen and apostrophe are acceptable. • If the student does not have a middle name or it is unknown, leave this field blank.	m_name	VARCHAR2(40)
FILLER	• **FILLER** • This field MUST be left blank.	**FILLER**	**FILLER**

ENROLLED FLAGS ACADEMIC YEAR FILE

Who to Include:

Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day provided they are still enrolled as of the course's census day. This includes students who withdrew after the 20th day.

Include students who are enrolled in courses that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:
  ✓ less than 16 credit hours in length,
  ✓ leads to an industry recognized credential, license, or certification,
  ✓ has been specified as a stand-alone program by KBOR's Workforce Development staff, and
  ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page for all files.

Do not include students or associated hours if the enrollment took place after the 20th day **and** the student dropped the course before the course actually started.

Number of Records:

⇨ 1 record per student per term enrolled.

Credit Hour Values:

Submit only credit hour values. Contact/clock hours will not be accepted. If the institution does not record credit hours to a decimal place value, include a period after the value with one zero.
⇨ Example: 15.0

Special Notes:

⇨ The fields **Kansas Residency and District Residency** should reflect beginning-of-term values for each term the student is enrolled.

⇨ All other fields should reflect end-of-term values for each term the student is enrolled.

Sector Reporting Requirements:

⇨ State University will complete all fields except Pell Recipient and District Residency.

⇨ Community Colleges and Technical Institutions will complete all fields except:
  ✓ Reporting Term GPA Credit Hours and
  ✓ Reporting Term GPA Quality Points

Enrolled Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER (Old SSN Field)	⬩ **Insert '0' for this field.**	**FILLER**	**FILLER**
College Assigned Identification (ID) Number	⬩ Enter the student's unique college assigned ID number. ⬩ For a given student, the college assigned ID number must be the same on all submitted files for that cycle. ⬩ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	⬩ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is listed in Appendix 1. ⬩ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	⬩ Enter AY for Academic Year submission. ⬩ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	⬩ Enter the calendar year for the close of the academic year. For 2021 -2022 academic year, report 2022. ⬩ This field cannot be left blank.	term_year	VARCHAR2(04)
Reporting Period	⬩ Enter the term for the student's record. ⬩ Each student should have 1 record for each term in which enrolled. ⬩ Acceptable values: • SU = Summer • FA = Fall • SP = Spring ⬩ This field cannot be left blank.	reporting_term	VARCHAR2(02)
Campus	⬩ Optional field. If your institution wants to identify students by different locations, this field should be utilized. ⬩ If your institution charges different rates at different campuses, this field must be used in conjunction with the Students Costs file and the Tuition Type field. ⬩ Enter the institutionally defined code of the student's associated branch campus ⬩ The code and full name of the campus must be sent to the KBOR office as an additional file submission called Campus Description File; directions are in this reference manual. ⬩ This field may be left blank.	campus	VARCHAR2(05)

Enrolled Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

High School Student	• Enter whether the student was still enrolled in high school **as of the end of the reporting term.**
	   • Y = Yes
	   • N = No
	• **NOTE:** If a student graduates from high school mid-reporting period while currently enrolled in courses that are in progress at your institution (i.e., a home school student completes the home school program in October and graduates), mark this student as "Y" for that reporting period. The student was still in high school when he/she began the courses at your institution. If the student enrolls for subsequent reporting periods, report "N" for that period.
	
	• This field cannot be left blank.
		high_school	VARCHAR2(01)

First-time Entering Student Flag	• Enter whether the student is a first-time entering student into any postsecondary institution during the reporting term, regardless of classification. This includes students who entered with advanced standing (college credits earned before graduation from high school).
	   • Y = Yes
	   • N = No
	• A student who is still attending high school is not considered a First-time Entering Student.
	
	• Even if a student has been reported as a First-time Entering Student in the summer record, still report them as a First-time Entering Student in the fall record.
	
	• A student MAY NOT be reported as a First-time Entering Student in both the fall and spring semesters, the spring and summer semesters, or all three summer, fall, and spring semesters.
	
	• This field cannot be left blank.
		first_time_ fresh	VARCHAR2(01)

New Transfer Flag	• Enter whether the student is a new transfer during the reporting term. • A New Transfer is a student who is new to your institution, but who has previously attended another postsecondary institution after completion of high school. • Y = Yes	new_ transfer	VARCHAR2(01)

Enrolled Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	• N = No • Even if a student has been reported as a new transfer in the summer record, still report them as a new transfer in the fall record. • A student MAY NOT be reported as a new transfer in both the fall and spring semesters, the spring and summer semesters or all three summer, fall and spring semesters. • This field cannot be left blank.		

First-time Graduate Flag	• Enter whether the student is a first-time entering graduate student during the reporting term.
	    • Y = Yes
	    • N = No
	• Institutions that do not offer graduate level courses should enter "N".
	• This field cannot be left blank.
		first_time_grad	VARCHAR2(01)

FILLER	• **FILLER** • This field MUST be left blank	**FILLER**	**FILLER**
Number of Credit Hours Attempted	• Enter the total number of credit hours, to the nearest tenth, in which the student is enrolled for the reporting term. • Include all courses and their prerequisites that count toward earning an award, degree, or Certificate of Completion from a stand-alone program. • Credit hours typically represent an hour (50 minutes) of instruction. • Include all courses for which the student enrolled during the Reporting Term, regardless of the course outcome. • If the student does not have a tenth of a credit hour, a zero must be included. Example: 5.0 for 5 hours • This number must match the sum of the Section Credit Hours field (Registrations File) for this student for the reporting term. • If the student does not have credit hours, report 00.0 or this field may be left blank.	nbr_credit_hrs	NUMBER(04,1)

Enrolled Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
THE FOLLOWING FIELD IS A FILLER FOR STATE UNIVERSITIES			

Pell Recipient	⬥ Indicate whether the student received Pell or BIA (Bureau of Indian Affairs) grant for the reporting term.
	
	⬥ Acceptable values:
	   • Y = Yes
	   • N = No
	⬥ **NOTE:** this field captures information that will be used in calculating the Pell count. Be sure to code this field as "Y" for <u>every term</u> the student receives Pell funding.
	
	⬥ State Universities MUST leave this field blank.
	⬥ All other institutions cannot leave this field blank.
		pell_recip	VARCHAR2(01)

THE FOLLOWING FIELD IS A FILLER FOR ALL INSTITUTIONS			
FILLER	⬥ **FILLER** ⬥ This field MUST be left blank.	**FILLER**	**FILLER**
THE FOLLOWING TWO FIELDS ARE FOR <u>UNIVERSITIES AND WASHBURN UNIVERSITY ONLY</u>.			
COMMUNITY AND TECHNICAL COLLEGES TREAT THESE FIELDS AS FILLERS.			
Reporting Term GPA Credit Hours	⬥ Enter the credit hours attempted during the reporting term, to the nearest tenth, which are used in the calculation of the student term GPA. ⬥ Data should reflect end of term values. ⬥ Include all credit hours that are used for the GPA calculation on your campus. ⬥ Frequently, this figure will be identical to the Number of Credit Hours Attempted. But, in situations where the student earned credit hours that are not used in calculation of GPA (developmental credit hours, for example), GPA credit hours will be less than attempted credit hours. ⬥ If the student does not have a hundredth of a credit hour, a zero must be included. Example: 20.50 for 20.5 or 5.00 for 5 hours ⬥ If the student does not earn any credit hours during the reporting term, report 0000. ⬥ Field is required for universities only. Other institutions must leave this field blank.	rterm_gpa_ credit_hrs	NUMBER(05,2)

Enrolled Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
Reporting Term GPA Quality Points	• For each reporting term, enter the GPA Quality Points associated with credit hours reported in Reporting Term GPA Credit Hours. • Data should reflect end of term values. • If a student does not have a hundredth of a quality point, a zero must be included. Example: 60.50 for 60.5 or 5.00 for 5 points • If the student does not earn any GPA quality points during the reporting term, report 0000. • Field is required for universities only. Other institutions must leave this field blank.	total_ quality_pts	NUMBER(05,2)
THE FOLLOWING ONE FIELD IS REQUIRED FOR ALL INSTITUTIONS			

Kansas Residency	• Enter the student's residency status in relation to tuition as of the beginning of the reporting term.
	
	• The term residency for tuition purposes is defined by law for Board of Regent's institutions (K.S.A. 76-729), for community colleges (K.S.A. 71-406 and K.S.A. 71-407) and for all institutions/sectors (K.S.A 48-3601).
	
	• This field is for KHEDS reporting purposes only. Your institution may determine residency differently for other institutional purposes.
	
	• Acceptable Values:
	  • **Y =** Yes, was a domiciliary resident of Kansas as of the start of the reporting term.
	  • **N =** No, was not a domiciliary resident of Kansas as of the start of the reporting term **and** does not qualify as an exception.
	  • **E =** Was not a domiciliary resident of Kansas at the beginning of the reporting term but is classified as a resident for tuition purposes (or receives in state tuition) **due to an allowable exception per statute**.
	
	• This field cannot be left blank.
		six_month_ res	VARCHAR2(01)

	Enrolled Flags		
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	THE FOLLOWING FIELD IS FOR <u>COMMUNITY COLLEGES ONLY</u>. **TECHNICAL COLLEGES, WASHBURN TECH, AND UNIVERSITIES TREAT THIS AS FILLER.**		
District Residency	✦ **<u>Community Colleges:</u>** Enter whether the student resided in the institution's district as of the beginning of the reporting term. ✦ The term "out-district" is defined for community colleges by regulation (K.A.R. 88-26-1). ✦ Acceptable Values: • Y = Yes (select for In-District students) • N = No (select for Out-District students) • X = Out of state or foreign student per K.A.R. 88-26-1 ✦ Community Colleges cannot leave this field blank. All other institutions must leave this field blank.	tax_area_res	VARCHAR2(01)
	THE FOLLOWING FIELD IS REQUIRED FOR ALL INSTITUTIONS		
Student Level	✦ Enter the student level as of the beginning of the term. High school students should be included in the appropriate categories rather than counting all high school students as NDU. ✦ **AUD –** Audit-only undergraduate student. A student auditing undergraduate courses. ✦ **NDU –** Non-Award Seeking/Non-Degree Seeking Undergraduate. A student who does not intend to earn an undergraduate degree or other formal award but is taking undergraduate courses. ✦ **NCU –** Not Otherwise Classified Award/Degree-Seeking Undergraduate. A student who has not completed the requirements for a baccalaureate degree but does not fit into one of the other categories. Also, students who have completed a baccalaureate program and are returning to work on another baccalaureate degree. ✦ **FR –** Award-Seeking/Degree-Seeking Freshman. An undergraduate student who has completed less than 30 postsecondary credit hours. ✦ **SO –** Award-Seeking/Degree-Seeking Sophomore. An undergraduate student who has completed at least 30 but less than 60 postsecondary credit hours. Community College and Technical Institution students	student_level	VARCHAR2(03)

Enrolled Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	with 60 or greater postsecondary credit hours should continue to be shown as sophomores.		
	• **JR –** Award-Seeking/Degree-Seeking Junior. An undergraduate student who has completed at least 60, but less than 90 postsecondary credit hours.		
	• **SR –** Award-Seeking/Degree-Seeking Senior. An undergraduate student who has completed at least 90 postsecondary credit hours.		
	• **5th –** Award-Seeking/Degree-Seeking Senior in the 5th year of a five-year undergraduate program.		
	• **AUG –** Audit-only graduate student. A student auditing graduate courses.		
	• **MA –** Degree-Seeking Master's Level. A student pursuing a master's degree.		
	• **SP –** Degree-Seeking Specialist Level. A student pursuing an educational specialist degree.		
	• **PMC –** Post-Master Certificate. A student pursuing an award that requires completion of an organized program of study beyond the master's degree but does not meet the requirements of academic degrees at the doctoral level.		
	• **DFP –** Doctoral, First Professional, Post First Professional Level. Includes: • **Doctoral:** A student pursuing a doctoral degree even if they have not received a master's degree yet. • **First Professional:** A student enrolled in a program that meets all the following criteria: (1) completions of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields: ▪ Chiropractic (D.C., D.C.M.) ▪ Dentistry (D.D.S., D.M.D.)		

Enrolled Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	▪ Medicine (M.D.) ▪ Optometry (O.D.) ▪ Osteopathic Medicine (D.O.) ▪ Pharmacy (Pharm.D) ▪ Podiatry (D.P.M., D.P., Pod.D) ▪ Veterinary Medicine (D.V.M.) ▪ Law (L.L.B., J.D.) ▪ Theology (M.Div., M.H.L., B.D., or Ordination) • **Post First-Professional:** A student pursuing an award that requires the completion of an organized program of study designed for persons who have completed the first professional degree. ⬥ **NDG –** Non-Degree Seeking Graduate. A student who does not intend to earn a graduate degree but is taking graduate courses. ⬥ **NCG –** Not Otherwise Classified Degree-Seeking Graduate. A student who has not been officially accepted to a graduate program but is taking graduate courses. ⬥ This field cannot be left blank.		
Living in Kansas	⬥ Is the student living in Kansas? • Y = Yes • N = No • X = Unknown ⬥ If the student has a Funding Flags record, they must have either "Y" or "N" for this field. ⬥ This field cannot be left blank.	live_ks	VARCHAR2(01)
THE FOLLOWING TWO FIELDS ARE FOR STATE UNIVERSITIES AND WASHBURN UNIVERSITY ONLY COMMUNITY COLLEGES AND TECHICAL INSTITUTIONS TREAT THESE AS FILLER.			
Reverse Transfer Flag	⬥ Is the student a Reverse Transfer student? (A reverse transfer student is a student that meets the reverse transfer criteria, and a transcript has been sent this reporting period.) • Y = Yes • N = No ⬥ https://www.kansasregents.org/academic_affairs/reverse-transfer ⬥ This field cannot be left blank.	Rev_tran_ flag	VARCHAR2(01)

Enrolled Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
Reverse Transfer Referral FICE ID	• If the student is a Reverse Transfer student, enter the unique FICE ID number associated with the student's previously attended institution. • The value in this field must be a valid value found from the list of Kansas institutional IDs in Appendix 1 of the KHEDS manual. • This field may be left blank.	Rev_tran_ref_fice_id	VARCHAR2(06)
THE FOLLOWING FIELD IS FOR ALL INSTITUTIONS			
Number of Credit Hours Passed	• Of the hours reported in the Number of Credit Hours Attempted field, report how many of those hours the student passed (or COMPLETED successfully in the case where grades are not issued), as of the end of the Reporting Term. • A passed grade is defined as grades of A, B, C, D, PASS (passing) or any institutional specific grade that indicates passing. • Hours must be reported to the 1 decimal place. • Examples: 20.5, 5.0 • This field cannot be left blank.	Nbr_credit_passed	NUMBER(04,1)

STUDENTS STATUS ACADEMIC YEAR FILE

Who to Include:

Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day provided they are still enrolled as of the course's census day. This includes students who withdrew after the 20th day.

Include students who are enrolled in courses that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:
  ✓ less than 16 credit hours in length,
  ✓ leads to an industry recognized credential, license, or certification,
  ✓ has been specified as a stand-alone program by KBOR's Workforce Development staff, and
  ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page for all files in this manual.

Do not include students or associated hours if the enrollment took place after the 20th day **and** the student dropped the course before the course actually started.

Number of Records:

⇨ 1 record per student.

Sector Reporting Requirements:

⇨ All institutions will complete all fields.

Special Notes:

⇨ Enter the student level as of the census day of the last term of the academic year in which the student is enrolled. If the student was not enrolled on the census day but enrolled subsequent to the census day, enter the student level of the student at the time the student enrolled in the last term of the academic year.

Students Status			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER (Old SSN Field)	◆ **Insert '0' for this field.**	FILLER	FILLER
College Assigned Identification Number	◆ Enter the student's unique college assigned ID number. ◆ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ◆ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	◆ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ◆ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	◆ Enter AY for an Academic Year submission. ◆ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	◆ Enter the calendar year of the close of the academic year. For 2021 -2022 academic year, report 2022. ◆ This field cannot be left blank.	term_year	VARCHAR2(04)
IPEDS Flag	◆ Enter whether the student should be included in the IPEDS 12-month unduplicated headcount found in the Enrollment report. • Y = Yes • N = No ◆ This field cannot be left blank.	ipeds	VARCHAR2(01)
Cumulative Credit Hours Earned	◆ Enter the cumulative credit hours earned at the current level (undergraduate or specific graduate award level), to the nearest tenth, as of the end of the academic year. High school students should be included. ◆ Include hours that the student has earned at another institution if that information is available. ◆ If the student does not have a tenth of a credit hour, a zero must be included. Examples: 20.5 or 5.0 ◆ If the student does not have credit hours, report 000.0 or leave blank.	cum_credit_hrs	NUMBER(05,1)

Students Status			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER	◆ FILLER ◆ This field MUST be left blank.	FILLER	FILLER
Student Level	◆ Enter the student level as of the census day of the last term of the academic year in which the student is enrolled. If the student was not enrolled on the census day but enrolled subsequent to the census day, enter the student level of the student at the time the student enrolled in the last term of the academic year. High school students should be included in the appropriate categories rather than counting all HS students as NDU. ◆ **AUD** – Audit-only undergraduate student. A student auditing undergraduate courses. ◆ **NDU** – Non-Award-Seeking / Non-Degree-Seeking Undergraduate. A student who does not intend to earn an undergraduate degree or other formal award but is taking undergraduate courses. ◆ **NCU** – Not Otherwise Classified Award-Seeking/ Degree-Seeking Undergraduate. A student who has not completed the requirements for a baccalaureate degree but does not fit into one of the other categories. Students who have completed a baccalaureate program and are returning to work on another baccalaureate degree. Also, students who have completed a baccalaureate program and are returning to seek a teaching certificate. ◆ **FR** – Award-Seeking / Degree-Seeking Freshman. An undergraduate student who has completed less than 30 postsecondary credit hours. ◆ **SO** – Award-Seeking/Degree-Seeking Sophomore. An undergraduate student who has completed at least 30 but less than 60 postsecondary credit hours. Community College and Technical Institution students with 60 or greater postsecondary credit hours should continue to be shown as sophomores. ◆ **JR** – Award-seeking/Degree-Seeking Junior. An undergraduate student who has completed at least 60, but less than 90 postsecondary credit hours.	Student_ level	VARCHAR2(03)

Students Status			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	◆ **SR** – Award-Seeking/Degree-Seeking Senior. An undergraduate student who has completed at least 90 postsecondary credit hours.		
	◆ **5TH** – Award-Seeking/Degree-Seeking Senior in the 5th year of a five-year undergraduate program.		
	◆ **AUG** – Audit only graduate student. A student auditing graduate courses.		
	◆ **MA** – Degree-Seeking Master's Level. A student pursuing a master's degree.		
	◆ **SP** – Degree-Seeking Specialist Level. A student pursuing an educational specialist degree.		
	◆ **PMC** – Post-Master certificate. A student pursuing an award that requires completion of an organized program of study beyond the master's degree but does not meet the requirements of academic degrees at the doctoral level.		

	◆ **DFP** – Doctoral, First Professional, Post First Professional Level. Includes:
	  • **Doctoral:** A student pursuing a doctoral degree even if they have not yet received a master's degree.
	  • **First Professional:** A student enrolled in a program that meets all the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields:
	    • Chiropractic (D.C., D.C.M.)
	    • Dentistry (D.D.S., D.M.D.)
	    • Medicine (M.D.)
	    • Optometry (O.D.)
	    • Osteopathic Medicine (D.O.)
	    • Pharmacy (Pharm.D)		

Students Status			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	▪ Podiatry (D.P.M., D.P., Pod.D) ▪ Veterinary Medicine (D.V.M.) ▪ Law (L.L.B., J.D.) ▪ Theology (M.Div., M.H.L., B.D., or Ordination) • **Post First Professional:** A student pursuing an award that requires the completion of an organized program of study designed for persons who have completed the first professional degree. ◆ **NDG** – Non-Degree-Seeking Graduate. A student who does not intend to earn a graduate degree but is taking graduate courses. ◆ **NCG** – Not Otherwise Classified Degree-Seeking Graduate. A student who has not been officially accepted to a graduate program but is taking graduate courses. ◆ **DEC** – Deceased. ◆ This field cannot be left blank.		
CTE High School Grade	◆ If the student is a high school student in a Tiered Technical course, enter the grade level for the student during the academic year: • **09 =** Ninth grader in high school • **10 =** Tenth grader in high school • **11 =** Eleventh grader in high school • **12 =** Twelfth grader in high school ◆ If the student is not enrolled in a Tiered Technical course, this field may be left blank.	Hs_grade	VARCHAR2(02)
Resident/Non-Resident Status	◆ Enter the student's residency status as of the end of the academic year. ◆ The term residency is defined by law for Board of Regent's institutions (K.S.A. 76-729) and for community colleges (K.S.A. 71-406 and K.S.A. 71-407). ◆ All students who do not meet these requirements shall be counted as nonresidents. ◆ Valid Codes:	Res_nonres_status	VARCHAR2(03)

Students Status			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	• **RES** = Resident/In-district (as defined by your institution) • **OUT** = Resident/Out-of-district (as defined by your institution) • **NRS =** Non-Resident (as defined by your institution) • This field cannot be left blank.		
FILLER	• **FILLER** • This field MUST be left blank.	**FILLER**	**FILLER**
Current Address State	• Enter the state for the student's current local address. • "Local" refers to where the student lives in close proximity to the institution while taking courses if it is different than their permanent address. ✓ See complete list of state codes provided in Appendix 2. • If Location field = INT, this field must be left blank. • This field can be left blank if unknown.	Cur_state	VARCHAR2(02)
Current Address Zip Code	• Enter the 9-digit zip code of the student's current local address if it is known. Otherwise provide a 5-digit zip code. • "Local" refers to where the student lives in close proximity to the institution while taking courses if it is different than their permanent address. • This field can be left blank if unknown.	Cur_zip	VARCHAR2(10)
Current Address County	• Enter the county code of the student's current local address. "Local" refers to where the student lives in close proximity to the institution while taking courses if it is different than their permanent address. • Students with Kansas addresses **MUST** have a value in this field if it is known. • Out-of-state and international students **MUST** leave this field blank. ✓ A complete list of Kansas county codes is provided in Appendix 3 or electronically.	Cur_county	VARCHAR2(05)

Students Status			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
Current Address Location	◆ Enter whether the student has a current address in the US or if the current address is outside the United States. ◆ Valid Codes: • **US =** United States Address • **INT =** Outside the United States Address (international) ◆ This field can be left blank if unknown.	cur_ location	VARCHAR2(03)
THE FOLLOWING THREE FIELDS PERTAIN TO STUDENT MILITARY STATUS			
Military Veteran Student Indicator	◆ Definition – An indication that the student is classified as a veteran **at any time during the academic year** who served on Active Duty, in the National Guard, or in the Reserve components of the United States military services. Once a veteran, always a veteran unless the institution changes the classification. ◆ Field Options: • **N =** Not a Veteran • **Y =** Veteran of the Active-Duty Forces, National Guard or Reserve Forces **at any time during the academic year** • **D =** Student is a spouse or dependent* of a veteran of the Active-Duty Forces, National Guard or Reserve Forces **at any time during the academic year** *Includes birth child, adopted child or stepchild and any other child who is dependent in whole or in part on the veteran and who is related by marriage or consanguinity. • **X =** Unknown ◆ This field cannot be left blank.	mil_vet_stu	VARCHAR2(01)
Military Connected Student Indicator	◆ Definition – An indication that the student's parent or guardian or spouse is on Active Duty, in the National Guard, or in the Reserve components of the United States military services **at any time during the academic year**. ◆ Field Options:	mil_con_stu	VARCHAR2(01)

Students Status			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	• **N =** Student is not military connected • **A =** Student is a spouse or dependent* of a member of the Active-Duty Forces (full-time) Army, Navy, Air Force, Marine Corps, or Coast Guard **at any time during the academic year**. *Includes birth child, adopted child or stepchild and any other child who is dependent in whole or in part on the person in military service and who is related by marriage or consanguinity. • **G =** Student is a spouse or dependent* of a member of the National Guard or Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) **at any time during the academic year.** *Includes birth child, adopted child or stepchild and any other child who is dependent in whole or in part on the person in military service and who is related by marriage or consanguinity. • **X =** Unknown ♦ This field cannot be left blank.		

Military Active Student Indicator	♦ Definition – An indication that the student is currently serving on Active Duty, in the National Guard, or in the Reserve components of the United States military services **at any time during the academic year**.
	
	♦ Field Options:
	    • **N =** Student is not in the military
	    • **Y =** Student is a member of the Active-Duty Forces or Active Guard or Reserve Forces (AGR Drilling Monthly) **at any time during the academic year**
	    • **X =** Unknown
	
	♦ This field cannot be left blank.
		mil_act_stu	VARCHAR2(01)

DECLARED MAJORS ACADEMIC YEAR FILE

Who to Include:

Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day provided they are still enrolled as of the course's census day. This includes students who withdrew after the 20th day.

Include students who are enrolled in courses that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:
    ✓ less than 16 credit hours in length,
    ✓ leads to an industry recognized credential, license, or certification,
    ✓ has been specified as a stand-alone program by KBOR's Workforce Development staff, and
    ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page for all files in this manual.

Do not include students or associated hours if the enrollment took place after the 20th day **and** the student dropped the course before the course actually started.

Number of Records:

Generally, each student will have 1 record per declared major as of the end of the Academic Year. Students will have multiple records if they have more than one major as of the end of the Academic Year.

⇨ Consists of one or more stand-alone programs "lumped" together

⇨ May also include other short-term courses that do not qualify as stand-alone programs

Students in lumped programs will have one record for each stand-alone program that is part of the lumped program, and one record for the lumped program itself.

A common example is a 16-credit hour "HOT" program (**H**ealth **O**ccupations **T**echnology). This program may consist of four stand-alone programs (Nursing Aide, Medication Aide, Home Health Aide, Restorative Aide), and one course that does not qualify as a stand-alone program (Activity Director). In this situation, the student will have **five** records: one record for each stand-alone and one record for the lumped program – HOT.

There are three situations which students will have additional records that reflect non-year-end majors:

⇨ Students **who complete one or more <u>CTE</u> programs** during the year and are enrolled in **another program(s)** (CTE or non-CTE) as of year-end will have one record reflecting each completed CTE program (the non-year-end major), and one or more record(s) reflecting the other program(s) in which they are enrolled as of year-end.

⇨ Students who move **from a CTE program to a <u>non-CTE</u> program** over the course of the current Academic Year, **after reaching concentrator status in the CTE program, but before completing it,** will have one record reflecting the CTE program <u>from</u> which they moved, and one or more record(s) reflecting the non-CTE program(s) <u>to</u> which they moved and are enrolled as of year-end. (If the student moves from one CTE program to another CTE program during the year, only report the end-of-year program.)

⇨ For Promise Act Scholarship recipients, report all majors (even if the major changed before the end of the year) for which the student received Promise Act Scholarship funds during the academic year.

Sector Reporting Requirements

⇨ ALL Institutions will complete all fields.

Special Notes:

⇨ This file is also a Fall Census Day file. The data and layout for the census day and academic year file are exactly the same.

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER (Old SSN Field)	♦ **Insert '0' for this field.**	**FILLER**	**FILLER**
College Assigned Identification Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ♦ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter AY for an Academic Year submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year of the close of the academic year. For 2021 -2022 academic year, report 2022. ♦ This field cannot be left blank.	term_year	VARCHAR2(04)
Award Level	♦ Enter one record for each current declared degree or award type for the student. ♦ **NONE** - Non-Award-Seeking / Non-Degree-Seeking Student. Program Code and Award fields must also be NONE. Student Level must be Non-Award/ Degree Seeking. ♦ **UND** – Undecided. Award-Seeking/Degree-Seeking, but undecided or undeclared as to Award Level. Student Level must be degree-seeking. If the student is in a teaching option without being in a formal teaching degree program, select this option. Community College and Technical Institution Pre-Majors use this value. ♦ **SAPP** – Stand-Alone Program. Certificate of Completion award earned by completing a KBOR-designated stand-alone program. A stand-alone program:(1) is less than 16 credit hours, (2) leads to an industry recognized credential, license, or certification, and (3) has been specified as a stand-	award_level	VARCHAR2(05)

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	alone program by KBOR's Workforce Development staff and included in the Program Inventory data system.		
	◆ **CERTA** - Postsecondary Technical Certificate A. Requires completion of an organized program of study in a technical area of at least 16, but less than 30 credit hours in length, at the postsecondary level (below the baccalaureate degree). *For use by community colleges, technical colleges, Washburn Tech and for use by WU and PSU Perkins programs only.*		
	◆ **CERTB** - Postsecondary Technical Certificate B. Requires completion of an organized program of study in a technical area of at least 30, but less than 45 credit hours in length, at the postsecondary level (below the baccalaureate degree). *For use by community colleges, technical colleges, Washburn Tech and for use by WU and PSU Perkins programs only.*		
	◆ **CERTC** - Postsecondary Technical Certificate C. Requires completion of an organized program of study in a technical area of at least 45, but less than 60 credit hours in length, at the postsecondary level (below the baccalaureate degree). *For use by community colleges, technical colleges, Washburn Tech and for use by WU and PSU Perkins programs only.*		
	◆ **ASSOC** - Associate's - An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.		
	◆ **BACH** - Bachelor's - An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4, but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK-STUDY PLAN) PROGRAM.		

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	◆ **MAST** - Master's Degree - An award that requires 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.		
	◆ **PMAST** – An award that requires completion of an organized program of study leading to an educational specialist (Ed.S.) degree.		
	◆ **DOCRS** – Doctor's Degree – Research / Scholarship – 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. Some examples of this type of degree may include Ed.D., D.M.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution.		
	◆ **DOCPP** – Doctor's Degree – Professional Practice – A doctor's 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 degree, including both pre-professional and professional preparation, equals six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Law (L.L.B. or J.D); Medicine (M.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm D.); Doctor of Nursing Practice (DNP); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.		
	◆ **DOCOT** - Doctor's Degree - Other – A doctor's degree that does not meet the definitions of a doctor's degree – research / scholarship or a doctor's degree – professional practice.		

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	THE BELOW CERTIFICATE AWARD LEVELS ARE FOR UNIVERSITIES ONLY		
	◆ **CERT0** - Postsecondary award, certificate, or diploma (less than 1 academic year). An award that requires 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. ◆ **CERT1** - Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years). An award that requires 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. ◆ **CERT2** - Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years). An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2, but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester credit hours. ◆ **PBCER** – Post baccalaureate certificate. An award that requires completion of an organized program of study beyond the bachelor's degree. It is designed for persons who have completed a baccalaureate degree but does not meet the requirements of a master's degree. ◆ **PMCER** – Post-master's certificate. An award that requires completion of an organized program of study beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. ◆ This field cannot be left blank.		

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
Major Code	• Enter the student's major code as defined by the institution. • For Liberal Arts students at Community Colleges, the major code will identify the student's main "area of study", or "concentration". Example: MATH, BIOL • For CTE students (except high school students submitted for Perkins Eligibility assignment – see NOTE below), the student's major code will be the same as the Program code. NOTE: for institutions choosing to have Perkins Eligibility assigned to a high school student: • For any high school student who is taking postsecondary courses that are part of a Perkins Approved CTE Program, enter the **Program Code** associated with that program as it appears in Program Inventory. • This field cannot be left blank.	major	VARCHAR2(15)

Award	• Enter the award for the program.
	
	• Students with a Non-Award-Seeking / Non-Degree-Seeking (NONE) Award Level will report: NONE
	
	• Students who are undecided or undeclared will have the following Award code: UND (Undecided/ Undeclared)
	  • Community College and Technical Institution "Pre" majors should use the UND value.
	  • If the student is in a teaching option without being in a formal teaching degree program, select this option.
	
	• Students with a Stand-Alone Program (SAPP) Award Level will report: CCOMP (Certificate of Completion).
	
	• Students with a "Certificate" Award Level (CERT0, CERT1, CERT2, CERTA, CERTB, or CERTC) will report either CERT (Certificate) or CERTE (Certificate of Entrepreneurship).
		award	VARCHAR2(05)

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

	♦ Students with an "Associate" Award Level (ASSOC) will have one of the following Awards:
	   • AS (Associate of Science)
	   • AA (Associate of Arts)
	   • AGS (Associate of General Studies)
	   • AAS (Associate of Applied Science)
	
	♦ University students with a "Pre" Major (Pre-Dentistry, e.g.) will have the following Award: PRE
	
	♦ Students with other Award Levels will use awards as defined by the institution, abbreviated as necessary. Examples: BA, BS, BSE, MBA, EDD, MD
	
	♦ No punctuation should be included in the field.
	
	♦ The **Program Code** & **Award Level** & **Award** combination must match to a record for an active program in the KBOR Program Inventory system.
	
	♦ Exceptions: Non-Award-Seeking / Non-Degree-Seeking (NONE), Undecided/Undeclared (UND), and University Pre-majors (PRE)
	
	♦ This field cannot be left blank.		

THE FOLLOWING ONE FIELD IS FOR UNIVERSITIES ONLY			

Teacher Certification	♦ Enter whether the student is a **_Junior or Senior_** (above Sophomore level at the beginning of the AY) **_and_** intending to complete a program that will enable or qualify him or her to apply for a teaching license **_or_** a post-baccalaureate student intending to complete a Teacher Certification program.
	
	♦ Included should also be those students enrolled in programs, options or concentrations that lead to a teacher certification, but are not _teaching_ programs.
	   • Y = Yes
	   • N = No
	
	♦ Institutions that do not offer programs that enable or qualify students to apply for a teaching license should enter 'N'.
	
	♦ Universities cannot leave this field left blank.
		teach_cert	VARCHAR2(01)

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	♦ Community and Technical colleges must leave this field blank.		
THE FOLLOWING FIELDS ARE FOR ALL INSTITUTIONS			
Program Code	♦ Enter the student's program code as defined by the institution. ♦ Students with a Non-Award-Seeking/ Non-Degree-Seeking (NONE) Award Level will report: NONE. ♦ Award/Degree Seeking students who are undecided/undeclared as to Program will report: UND. Community College and Technical Institution "Pre" majors should use the UND value. ♦ The **Program Code** & **Award Level** & **Award** combination must match to a record for an active program in the KBOR Program Inventory system. ♦ Exceptions: Non-Award-Seeking / Non-Degree-Seeking (NONE), Undecided/Undeclared (UND) ♦ This field cannot be left blank.	program_code	VARCHAR2(15)
Major Description	♦ Enter the institutionally defined description for the associated <u>Major Code</u>. E.g., if Major Code is 'MATH', the major description might be 'Mathematics'. ♦ This field cannot be left blank.	major_desc	VARCHAR2 (128)
Major CIP Code	♦ Enter the CIP code associated with the student's <u>Major Code</u>. ♦ Only valid CIP 2020 codes will be accepted. ♦ For non-award-seeking / non-degree-seeking and undecided or undeclared students, use CIP code 00.0000 (except for high school students described in the note below). ♦ Students seeking a teaching certificate, enter CIP 00.0000. ♦ **NOTE For high school students:** If the institution is reporting a high school student in a non-declared or non-technical program for the PALA, the institution MUST enter a CIP in the Major_CIP field.	major_cip	VARCHAR2(07)

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	If the student is also enrolled in technical courses, please enter in the major_CIP field a CIP representing the technical emphasis so that KBOR can account for technical program production accurately. Omitting the Major_CIP field on high school students can affect reporting in the Kansas Training Information Program report and in the Perkins indicators of performance. ♦ This field cannot be left blank.		
FILLER	♦ FILLER ♦ **This field must be left blank.**	FILLER	FILLER

REGISTRATIONS ACADEMIC YEAR FILE

Who to Include:

Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day provided they are still enrolled as of the course's census day. This includes students who withdrew after the 20th day.

Include students who are enrolled in courses that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ University Certificates of any length.

⇨ A stand-alone program is:
   ✓ less than 16 credit hours in length,
   ✓ leads to an industry recognized credential, license, or certification,
   ✓ has been specified as a stand-alone program by KBOR's Workforce Development staff, and
   ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page for all files in this manual.

Do not include students or associated hours if the enrollment took place after the 20th day **and** the student dropped the course before the course actually started.

Number of Records

⇨ 1 record per student per course.

Sector Reporting Requirements

⇨ Universities will complete all fields EXCEPT Funding Flags. This will be a filler field for them.

⇨ ALL OTHER INSTITUTIONS will complete all fields.

Registrations			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER (Old SSN Field)	♦ **Insert '0' for this field.**	**FILLER**	**FILLER**
College Assigned Identification Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ♦ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter AY for an Academic Year submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year of the close of the academic year. For 2021 -2022 academic year, report 2022. ♦ This field cannot be left blank.	term_year	VARCHAR2(04)
Reporting Period	♦ Enter the term for the student's record. ♦ Acceptable Values are: • **SU =** Summer • **FA =** Fall • **SP =** Spring ♦ This field cannot be left blank.	reporting _term	VARCHAR2(02)
Course ID	♦ Enter the course / catalog number for the course. ♦ For Community Colleges and Technical Institutions, the Course ID must match a Course ID in the Course Inventory system. ♦ This field cannot be left blank.	course_id	VARCHAR2(12)
Section Number	♦ Enter the section number for the course. ♦ This field cannot be left blank.	section_num	VARCHAR2(05)
Section Credit Hours	♦ Enter the number of credit hours, to the nearest tenth, the student would earn upon successful completion of the course. ♦ Credit hours are typically a measure representing an hour (50 minutes) of instruction.	sec_hrs	NUMBER(04,1)

Registrations			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	◆ Zero credit hour courses are possible for situations like non-credit-bearing labs related to a lecture, or certain prerequisite courses. ◆ The **Course ID** & **Section Type** (in Sections File) & **Section Hours** combination must match to a record for a course in the KBOR Course Inventory system. (Universities excluded.) E.g., 20.5 or 5.0 hours ◆ This field cannot be left blank.		
Course Level	◆ Enter the Course Level. ◆ Use the following codes for developmental education: • **DMATH** – Developmental Math. Below-college-level course offered for students with deficiencies in math. • **DREAD** – Developmental Reading. Below-college-level course offered for students with deficiencies in reading. • **DENGL** – Developmental English. Below-college-level course offered for students with deficiencies in English. • Developmental Education includes the following: o **Traditional prerequisite developmental course** – Includes mostly or solely developmental content, designed to be taken as a prerequisite to a higher-level course. These cannot be taken concurrently with the higher-level course. Examples include Elementary Algebra and Intermediate Algebra. o **Accelerated Prerequisite Developmental Course** - Prerequisite developmental course that is accelerated and designed to be completed in less than one semester (often 8 weeks). Course is required to be completed before the gateway course, but both courses are completed in the same semester. o **Corequisite developmental course** – Includes mostly or solely developmental content, designed to be taken concurrently (paired) with a gateway course. o **Corequisite combination course** - A single course designed to include both developmental and college level content (often referred to as courses	course_level	VARCHAR2(05)

	Registrations		
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	"with review"). Examples include College Algebra with Review and English Composition I with Review. ○ **Modular developmental course** – Includes only a subset of content from a traditional perquisite developmental course. These are often one-hour courses designed for use in accelerated developmental education models to streamline content and avoid curricular redundancy. These can be taken as prerequisites to a gateway course, or concurrently with a gateway course, depending on the student and institution. • **CEP** – Concurrent Enrollment Partnership. High school student taking a college credit course taught by a high school teacher, during the high school day, on the high school campus. A formal CEP agreement must exist between the postsecondary institution granting the college credit and the high school. See KBOR CEP Policy in Appendix 9. • **INENG** – Intensive English. Intensive English Language course for students who do not speak or write English as their primary language, designed to prepare the student for entry into Postsecondary Education. • **UGRDL –** Undergraduate level course offered at the freshman or sophomore level. • **UGRDU –** Undergraduate level course offered at the junior or senior level. • **GRAD** – Graduate Level. Course offered above the Undergraduate level. • **THEDS** – Thesis/Dissertation Level. • This field cannot be left blank.		
Outcome	• Indicate the student's outcome in this course. • Letter Grade Earned – Enter the specific letter grade assigned for the course (full letter grades only; no +/- information should be included) • A, B, C, D	outcome	VARCHAR2(06)

Registrations			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	• Use "Fail" if the grade earned is a D and that is not considered a passing grade for the course. ♦ **PASS** – Passed. (This should only be used if the student passed, and no letter grade assigned.) ♦ **INCOMP** – Incomplete. The instructor has agreed to let the student complete coursework after the scheduled completion date of the course, and the coursework is still outstanding at the time of reporting. **Please note, when the incomplete option is selected, the student's actual outcome will never be collected in KSPSD.** ♦ **INPROG** – In-progress. Use this code when the *regular* **course period extends the length of multiple periods, and** the course is still in progress as of the end of the Academic Year. This outcome is reserved for thesis, dissertation level, clinical rotations, ensembles, internships, or similar courses that extend beyond a reporting period. ♦ **WITHD** – Withdrawn. Student withdrew from the course after the census day. ♦ **FAIL** – Failed. Student is **NOT** eligible to move on to the next sequence in a series of courses, or, if the course is not part of a series of courses, the student earned a grade of F or any institutional specific grade that indicates failing. ♦ **AUDIT** – Audit. The student registers and attends class but does not receive credit or a grade for the course. (Note: These courses are not funded in 2-year Cost Model) ♦ **NOGRD** – No Grade Assigned. No grades are assigned for completion of the course. Generally, applies to noncredit-bearing labs and discussion courses. Courses that assign grades of Pass/Fail **should not use this value**. ♦ This field cannot be left blank.		
FILLER	♦ **FILLER** ♦ This field must be left blank.	**FILLER**	**FILLER**

Registrations			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
THE FOLLOWING FIELD IS NOT REQUIRED FOR UNIVERSITIES			
Funding Flags	♦ Indicate whether the student received KIT, KIR, Workforce Aid funding from the Kansas Department of Commerce, or received Out of Service Area credit for this course. ♦ Acceptable Values are: • **KIT =** Kansas Industrial Training • **KIR =** Kansas Industrial Retraining • **WKFAID =** Workforce AID (Aligned with Industry Demand). A specific, contracted training program offered by the institution through a direct partnership with the Dept. of Commerce. • **OUTSVC =** Only for out-of-service area credit hours that have not been approved by KBOR and the institution covering the service area, or another institution is funding the course • **NONE** ♦ This field cannot be left blank.	kit_kir_impact	VARCHAR2(06)
Filler	♦ **Filler** ♦ This field must be left blank.	**Filler**	**Filler**
THE FOLLOWING FIELD IS REQUIRED FOR ALL INSTITUTIONS			
Developmental Education Delivery Type	♦ If course level is developmental education, enter appropriate delivery type. • **P** = Traditional prerequisite course – includes mostly or solely developmental content, designed to be taken as a prerequisite to a higher-level course. These cannot be taken concurrently with the higher-level course. Examples include Elementary Algebra and Intermediate Algebra. • **A** = Accelerated prerequisite - Prerequisite developmental course that is accelerated and designed to be completed in less than one semester (often 8 weeks). Course is required to be completed before the gateway course, but both courses are completed in the same semester. • **C** = Corequisite course - Includes mostly or solely developmental content, designed to be taken concurrently (paired) with a gateway course.	Dev_ed_delivery	VARCHAR2(01)

Registrations			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

	Includes all required corequisite developmental courses that a student enrolls in even if the course is offered with no credit.
	
	 • **B** = Corequisite combo course - *A* single course designed to include both developmental and college level content (often referred to as courses "with review"). Examples include College Algebra with Review and English Composition I with Review. This type of course may have higher credit hours than the traditional corresponding gateway course.
	
	 • **S** = Gateway course with corequisite support – **Washburn University Only** - A course that includes corequisite support in which the student does not enroll in. This may include a model where some students are designated as needing corequisite support while others are not. These students will complete assignments and/or tests on the developmental content in addition to that of the college-level gateway content. *Example: Students enroll in a 3-credit hour College Algebra course. Students complete the additional developmental assignments by utilizing campus resources (tutor centers, labs, etc.) at days/times of their choosing*.
	
	     o This code will be used to flag the gateway course and would not be used to flag dev ed courses.
	     o All other institutions that have a similar model, contact IRHelp.
	
	 ♦ Traditional Gateway Course - **This definition is included to define "gateway course" which is used in the other definitions. A gateway course that provides no developmental content should not be flagged -** First college-level credit-bearing course in the discipline required in a program of study. For English, this is typically English Composition I, and for math, this is typically College Algebra, though this can depend on the program of study.
	
	 ♦ If course level is **NOT** developmental education, this field may be left blank.		

SECTIONS ACADEMIC YEAR FILE

What to Include:

This file details section information for each course being reported during the Academic Year. For Community Colleges and Technical Institutions, each course section must have a Course ID, Section Type, and Section Hours combination that is included in the Course Inventory System.

Number of Records

⇨ 1 record per course section being reported.

Sector Reporting Requirements

⇨ STATE UNIVERSITIES will complete all fields.

⇨ WASHBURN UNIVERSITY will complete all fields except Department ID and Institution Department Code.

⇨ COMMUNITY COLLEGES and TECHNICAL INSTITUTIONS will complete all fields except Course Title, Filler, Market Based Instruction, Department ID, and Institution Department Code.

Sections			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FICE Institution ID	• Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. • This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	• Enter AY for an Academic Year submission. • This field cannot be left blank.	term	VARCHAR2(02)
Term Year	• Enter the calendar year of the close of the academic year. For 2021 -2022 academic year, report 2022. • This field cannot be left blank.	term_year	VARCHAR2(04)
Course ID	• Enter the course / catalog number for the course. • For Community Colleges and Technical Institutions, the Course ID must match a Course ID in the Course Inventory. • The **Course ID** & **Section Type** & **Section Hours** (in Registrations File) combination must match to a record for a course in the KBOR Course Inventory system. (Universities excluded.) • This field cannot be left blank.	course_id	VARCHAR2(12)
Section Number	• Enter the section number for the course. • This code is also reported on the Registrations file for those students taking this course. • This field cannot be left blank.	section_num	VARCHAR2(05)
Reporting Period	• Enter the term during which the course was offered. • Acceptable Values are: • **SU =** Summer • **FA =** Fall • **SP =** Spring • This field cannot be left blank.	reporting_ term	VARCHAR2(02)
Course Delivery Method	• Enter the delivery method that best characterizes this course. • **LEC** – Lecture. • **LCLB** – Lecture/Laboratory. Lecture course that includes a lab component as part of the same course registration.	delivery_ method	VARCHAR2(04)

	Sections		
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	• **LAB** – Laboratory. Credit-bearing or zero credit lab that requires a registration separate from the lecture component of the lab.		
	• **DIS** – Discussion. Credit-bearing or zero credit discussion course generally associated with another course (lab or lecture), but which requires a registration separate from that other course.		
	• **STUD** – Studio. Course is instructor-facilitated, student-centered, and hands-on. Focus is on the student "learning by doing" with significant one-on-one student/instructor interaction.		
	• **IND** – Individualized Instruction. Course designed to meet the needs of an individual student. Includes independent study, individual research, directed readings, special projects, thesis/dissertation hours, and one-on-one instruction.		
	• **CLIN** – Clinical / Resident		
	• **INT** – Internship / Cooperative Education Course. Practical, supervised, on-the-job training designed to supplement formal study. Students learn practical applications of classroom material and gain skills and knowledge relevant to their course of study.		
	• **TLEC** – Telecommunications – Lecture. Lecture delivered over a distance. Technology Type field (next field) must be completed if this value is used. A "distance education course" is one in which faculty and students are physically separated in place or time and in which seventy-five percent or more of the instruction is provided via some form of mediated delivery system (i.e., 11.25 or more hours of instruction per credit hour are delivered via audio or video recording, live interactive video, CD-ROM, the internet, etc.)		
	• **TOTH** – Telecommunications – Other. Any non-lecture communication delivered over a distance.		

Sections			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	Technology Type field (next field) must be completed if this value is used. A "distance education course" is one in which faculty and students are physically separated in place or time and in which seventy-five percent or more of the instruction is provided via some form of mediated delivery system (i.e., 11.25 or more hours of instruction per credit hour are delivered via audio or video recording, live interactive video, CD-ROM, the internet, etc.) ✦ **OTH** – Other. A delivery method other than the choices listed. ✦ **UNK** – Unknown. Delivery method is unknown. ✦ This field cannot be left blank.		

Technology Type	✦ For each course offered via telecommunications (delivered over distance) in the Course Delivery Method field (previous field), indicate the <u>primary</u> type of technology used that best describes the delivery.
	
	✦ If the previous field shows one of these values, then this field must be populated:
	  • TLEC
	  • TOTH
	
	✦ **ONE** – One Way Real-Time Communications. Instructional activity is one-way in that it is seen or heard as it is being broadcast. It is also one way from instructor to students, and students generally do not use the technology to communicate with the faculty member. Includes:
	  • Video broadcast TV (over air, satellite, cable)
	  • Radio (FM/AM, IP, satellite)
	  • Multicasting Video (IP or satellite)
	  • Audio broadcasting
	
	✦ **TWO** – Two Way Real-Time Communications. Students use technology to communicate with the instructor or other students; however, all members must be present at one time to interact. Includes:
		tech_type	VARCHAR2(03)

Sections			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

	• Video conferencing (desktop, point-to-point, full-mesh, scheduled video, direct dial video call, web based, satellite, and ISDN)
	• Audio conferencing (IP based, or traditional telephone based)
	• Online chat or instant messaging
	• Real-time E-mail chat
	
	♦ **WEB** –Course is primarily taught via Internet-based or Intranet-based web sites. Includes web boards such as WebCT and Blackboard.
	
	♦ **OTH** – Other telecommunications methods. Students and instructor primarily communicate using technology at different times. Large amounts of information can be stored and used as needed by the student. Can contain *elements* of real time communication methods (chat function, for example), but the primary method is not real-time. Includes:
	  • Virtual Reality (Second Life, etc.) or video game-based learning
	  • Video or Audio Tape, CD-ROM, or DVD-ROM
	  • Wiki, Blog, RSS Feeds, Podcasts, or Vodcasts
	  • Listserv
	  • Electronic Discussion Board
	  • Mobile Device (PDA, Smartphone, MP3 Player)
	
	♦ Leave this field blank if the Course Delivery Method is not:
	  • TLEC
	  • TOTH		

Section Type	♦ Indicate whether the course is a Business and Industry course.
	
	♦ Acceptable Values are:
	  • **BI =** Business and Industry. Enrollment in the course is restricted exclusively to the students sent by the business entity that has contracted for the course. Enrollment is not open to the general public.
	  • **PO =** Public Offering. Enrollment is open to any student.
		section_type	VARCHAR2(02)

Sections			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	⬧ The **Course ID** & **Section Type** & **Section Hours** (in Registrations File) combination must match to a record for a course in the KBOR Course Inventory system. (Universities excluded.) ⬧ This field cannot be left blank.		
Enrolled Count	⬧ Enter the number of students enrolled in the course section as of the term census date. ⬧ Include students that withdrew after the census date. ⬧ Do not include students that dropped prior to the beginning of the course. ⬧ This number must match the number of individual student records for this course section as reported in the Registrations File. ⬧ This field cannot be left blank.	enrolled_cnt	NUMBER(03,0)

Section Zip Code	⬧ Enter the USPS Zip+4 Code for the physical location where this section taught. Provide the 5-digit Zip code if Zip+4 is unknown.
	
	⬧ Codes for Special Circumstances:
	  • **00002-0000**: section where the student may be in multiple locations in a single term (i.e., clinical courses (CLIN), field experiences (INT), or individualized instruction (IND))
	  • **00005-0000**: section that is completely or partially delivered via telecommunications methods (TLEC or TOTH)
	  • **00010-0000**: section delivered out of state
	  • **00020-0000**: international travel (example – students travel outside the US for a study abroad program)
	  • **00030-0000**: international campus – program for international students (example – FHSU program offered to Chinese students at Sias University in China)
	  • **00099-0000**: Zip code unknown (should only be used when delivery method is unknown (UNK))
	
	⬧ This field cannot be left blank.
		section_zip	VARCHAR2(10)

Sections			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
THE FOLLOWING FIELDS ARE REQUIRED FOR UNIVERSITIES AND WASHBURN UNIVERSITY ONLY			
Course Title	• Enter the title of the course as used on your campus. • This field cannot be left blank.	course_title	VARCHAR2(128)
FILLER	• **FILLER** • This field must be left blank.	**FILLER**	**FILLER**

Market-based Instruction	• Definition: *Board approved credit-based courses at flexible tuition rates to non-degree-seeking professionals. These courses include contractual arrangements with organizations to deliver courses to meet workforce development needs or courses for specific categories of professionals, designed and priced to meet their career advancement needs.*
	
	• Flag if this course is considered market-based instruction or not.
	  • Y = Yes
	  • N = No
	
	• ESU, KSU and WSU may enter 'Y'. All other universities must enter 'N'.
	
	• This field cannot be left blank.
		Market_based	VARCHAR2(01)

THE FOLLWING FIELD IS REQUIRED FOR STATE UNIVERSITIES ONLY (ALL OTHER INSTITUTIONS TREAT THIS FIELD AS A FILLER FIELD)			
Department ID	• Enter the unique department ID for the reported section. • For a list of valid department ids, log into KHEDS, set your profile to the prior academic year, go to the "Reports" tab and click on the "Active Departments" Report. If you need additional departments added, please contact IRHelp. Once your collection is locked, you will be able to review your final department list for the current reporting year by going to the "Reports" tab for the current academic year. • This field cannot be left blank.	Department_id	NUMBER (06,0)
Institutional Department Code	• Enter the unique institutional department code. • Codes will be used by university staff. • This field cannot be left blank.	INST_DEPT	VARCHAR2(10)

NEW UNDERGRADS ACADEMIC YEAR FILE

Who to Include:
⇨ Any undergraduate student who is included in the Students Information, Enrolled Flags, Students Status, Registrations, and Declared Majors files who is either a first-time entering postsecondary student or a First-Time transferring student who attended your institution for the First-Time during the academic year.

⇨ Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page for all files in this manual.

⇨ Do not include students who started at your institution, transferred to another institution, and then came back to your institution.

⇨ Do not include high school students.

Number of Records:
⇨ 1 record per new undergraduate student.

High School Codes:
⇨ High School specific codes will be collected for Kansas High Schools only. More general codes will be used for out-of-state high schools and are outlined in the data dictionary. Institutions may use the specific ACT high school code for out-of-state institutions if they need it for their own campus reporting needs.

Sector Reporting Requirements
⇨ STATE UNIVERSITIES will complete all fields.

⇨ WASHBURN UNIVERSITY, COMMUNITY COLLEGES and TECHNICAL COLLEGES will complete all fields except Qualified Admissions Type.

Definition of a Transfer Student:
⇨ A transfer student is a student entering your institution who is known to have previously attended another postsecondary institution at the same level (e.g., undergraduate). The student can transfer in with or without credit.

⇨ A transfer student is only a transfer student for the term in which the student transferred into the school. After that term, the student is continuing.

⇨ Even if a student has been reported as a new transfer in the summer record, still report them as a new transfer in the fall record.

Note:
⇨ List of placement test types and scores can be found in Appendix 6.

New Undergrads			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER (Old SSN Field)	♦ **Insert '0' for this field.**	FILLER	FILLER
College Assigned Identification Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ♦ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter AY for an Academic Year submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year of the close of the academic year. For 2021 -2022 academic year, report 2022. ♦ This field cannot be left blank.	term_year	VARCHAR2(04)

Student Type	♦ Enter whether the student is a first-time entering postsecondary student or transferring student. Remember high school students should not be included in this file.
	  • **F =** First-time Entering Student (these are First-Time entering students, regardless of classification)
	  • **T =** Transfer
	
	♦ This field cannot be left blank.
		student_ type	VARCHAR2(01)

High School Completion	♦ Enter the status of the student's completion of High School.
	
	♦ Valid Codes:
	  • **DIP -** Received a High School Diploma
	  • **GED -** Received a GED or High School Equivalency (conferred through KBOR)
	  • **HS -** Home School
	  • **NOT -** Never completed high school or obtained a GED.
	  • **NA -** Not available or Unknown
	
	♦ This field cannot be left blank.
		hs_ completion	VARCHAR2(03)

New Undergrads			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
High School ID	• Enter the High School Code for the high school the student graduated from. • If the student graduated from a Kansas High School, use the American College Testing (ACT) code. ✓ Kansas High School Codes are listed in Appendix 4. • If the student graduated from a US High School outside the state of Kansas, use the ACT two-digit state code followed by 9999. For example, if the student graduated from a school in Nebraska, the High School Code would be 289999. See complete list of state codes in Appendix 4. • For students from outside Kansas, institutions may also report the high school specific ACT code if it is needed for campus reporting. • Overseas Military Schools report 529999 • For GED report 960000. • For High School Equivalency (conferred through KBOR), report 969998. • For Home School report 969999. • For International students report 999998. • If the high school is not known enter 999999. • This field cannot be left blank.	hs_id	VARCHAR2(06)
High School Grad Date	• Enter the Year (YYYY) when the student received his/her high school diploma or GED. • If the value is not known enter 0000.	hs_grad_ yyyy	VARCHAR2(04)
First Term Enrolled	• Enter the Year and Month (YYYYMM) of the term when the student enrolled for the First-Time at your institution as an entering postsecondary level student. • If a student was enrolled in your institution as a high school student, report the date when the student became a true postsecondary student, not the date when they first enrolled. • For semester-based institutions: • **Fall -** use 08 if the student started in fall • **Spring –** use 01 if the student started in spring	first_term_ yyyymm	VARCHAR2(06)

New Undergrads			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	• **Summer –** use 06 if the student started in summer • Example: Fall 2021 would be 202108 ♦ This field cannot be left blank.		

First Generation Student	♦ Enter whether the student is a first-generation student. These are students whose parents never enrolled in postsecondary education.
	
	♦ If the student's sibling has attended postsecondary education, but not the student's parents, the student is still considered a first-generation student.
	
	♦ Valid Values:
	  • **Y** = Yes
	  • **N** = No
	  • **X** = Unknown
	
	♦ **NOTE**: If you consider a student a first-generation student under a slightly different definition, please submit them as Y (Yes).
	
	♦ This field cannot be left blank.
		first_gen	VARCHAR2(05)

Legal Address State	♦ Enter the state of the student's legal permanent home address. ✓ A complete list of state codes is provided in Appendix 2 or electronically. ♦ If location = INT, State field must be left blank. ♦ This field can be left blank if unknown.	legal_state	VARCHAR2(02)
Legal Address Zip Code	♦ Enter the 9-digit zip code of the student's legal permanent address if it is known. Otherwise provide a 5-digit zip code. ♦ This field can be left blank if unknown.	legal_zip	VARCHAR2(10)
Legal Address County	♦ Enter the county code of the student's legal permanent address. ♦ Students with Kansas addresses **MUST** have a value in this field if it is known. ♦ Out-of-state and international students **MUST** leave this field blank. ✓ Kansas county codes are listed in Appendix 3.	legal_county	VARCHAR2(05)

New Undergrads			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

Legal Address Location	• Enter whether the student has a legal address in the US or if the legal address is outside the United States.
	
	• Valid Codes:
	  • **US =** United States Address
	  • **INT =** Outside the United States Address (international)
	
	• This field can be left blank if unknown.
		legal_location	VARCHAR2(03)

ACT Comp	• Enter the student's ACT composite score. • Provide the student's best score if available; else supply the score that is available. • If a student has taken both the ACT and SAT, report both scores in the appropriate field. • If the value is not known enter 00.	act_comp	NUMBER(02,0)
ACT English	• Enter the student's ACT English score. • Provide the student's best score if available; else supply the score that is available. • If a student has taken both the ACT and SAT, report both scores in the appropriate field. • If the value is not known enter 00.	act_engl	NUMBER(02,0)
ACT Math	• Enter the student's ACT Mathematics score. • Provide the student's best score if available; else supply the score that is available. • If a student has taken both the ACT and SAT, report both scores in the appropriate field. • If the value is not known enter 00.	act_math	NUMBER(02,0)
ACT Reading	• Enter the student's ACT Reading score. • Provide the student's best score if available; else supply the score that is available. • If a student has taken both the ACT and SAT, report both scores in the appropriate field. • If the value is not known enter 00.	act_read	NUMBER(02,0)
ACT Science	• Enter the student's ACT Science score. • Provide the student's best score if available; else supply the score that is available.	act_scie	NUMBER(02,0)

New Undergrads			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	♦ If a student has taken both the ACT and SAT, report both scores in the appropriate field. ♦ If the value is not known enter 00.		
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
High School GPA	♦ Enter the student's final High School GPA, to the nearest ten-thousandths. ♦ Convert and report all GPA's on a 4.00 scale. Example: 3.2500 for 3.25 or 3.4999 for 3.4999. • Be sure to check decimal place. Any GPA below a 1 will produce an error. ♦ If the student does not have a HS GPA, report 0.0000 or leave field blank.	hs_gpa	NUMBER(06,4)
High School Rank	♦ Enter the student's final High School rank as a percentile. ♦ Valid Values: Between .01 and 1.00 Example: 0.80 for 80th percentile; 1.00 for 100th percentile ♦ If the student does not have a HS rank, report 0.00 or leave field blank.	hs_rank	NUMBER(04,2)
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
THE FOLLWING FIELD IS REQUIRED FOR STATE UNIVERSITIES ONLY **(ALL OTHER INSTITUTIONS TREAT THIS FIELD AS A FILLER FIELD)**			

Qualified Admissions Type	♦ Enter the type of qualified admissions category for the student.
	
	♦ Valid Codes:
	   • **TEST =**
	     ▪ Kansas resident or nonresident,
	     ▪ under the age of 21,
		qual_admn	VARCHAR2(04)

New Undergrads			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

	▪ with fewer than 24 transfer credit hours, and
	▪ student was admitted with a 21 ACT or higher OR 1060 SAT or higher (ESU, FHSU, KSU, PSU, & WSU)
	▪ Student was admitted with a 24 ACT or higher (or 1160 SAT or higher) AND 3.0 Cumulative HS GPA (KU only)
	
	• **HGPA =**
	▪ Kansas resident or nonresident,
	▪ Under the age of 21,
	▪ With fewer than 24 transfer credit hours,
	▪ Student did not have a 21 ACT or 1060 SAT (ESU, FHSU, KSU, PSU, WSU)
	▪ But earned a cumulative HS GPA of at least 2.25 (ESU, FHSU, PSU, WSU) or 3.25 (KSU), or
	▪ Student was admitted with at least a 3.25 cumulative HS GPA AND a 21 ACT or 1060 SAT (KU only)
	
	• **EXCP =**
	▪ The student was admitted in the exception group (within the 10% window)
	
	• **GED =**
	▪ Kansas resident, regardless of age
	▪ with fewer than 24 transfer credits
	▪ who were admitted because they earned GED with prescribed minimum scores
	   OR
	▪ Nonresident
	▪ 21 years of age or older
	▪ with fewer than 24 credit hours
	▪ who were admitted because they earned GED with prescribed minimum scores
	
	• **AGE =**
	▪ Student is over 21 years of age
	▪ with fewer than 24 transfer credit hours
	   AND
	▪ Resident with diploma from accredited or non-accredited high school
	   OR		

New Undergrads			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	▪ Nonresident with diploma from accredited high school • **TRNS =** 　▪ Student completed 24 hours of transferable college level work 　▪ With at least a 2.00 GPA • **NONE =** 　▪ Should be used when the student is **not** being reported on the QA survey. For example, NDU students and International students ◆ This field cannot be left blank.		
THE FOLLOWING FIELDS ARE REQUIRED FOR ALL INSTITUTIONS **WHO USE PLACEMENT TEST SCORES**			
Math Placement Test Type	◆ Enter the Math Test Type used to place student into appropriate level of standard or developmental mathematics courses. ◆ In cases where student may have more than one Math placement test type, select the Math placement test that is used to place this student into a suitable mathematics course. ✓ **See Appendix 6 for Test Types and Scores** ◆ If the placement test taken by this student is not in this list, please contact IR Help at IRHelp@ksbor.org to have the placement test type added to the list. ◆ If the student does not have a Math Placement Test, this field may be left blank.	math_test	VARCHAR2(03)
Math Placement Test Score	◆ Enter the value of the Math Placement Score for the Math Test Type indicated above. ◆ In cases where student may have more than one Math placement score, enter the Math placement score that is used to place this student into a suitable mathematics course. ✓ **See Appendix 6 for Test Types and Scores** ◆ This field *cannot be left blank* if there is a Math Placement Test Type selected.	math_scor	NUMBER(03,0)

New Undergrads			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	⬩ This field *must be left blank* if there is a no Math Placement Test Type selected.		
Reading Placement Test Type	⬩ Enter the Reading Test Type used to determine whether a student has reading skills sufficient for enrolling in a standard entry-level college course or a developmental reading course. ⬩ In cases where student may have more than one Reading test type, select the Reading test that is used to place this student. ✓ **See Appendix 6 for Test Types and Scores** ⬩ If the placement test taken by this student is not in this list, please contact IR Help at IRHelp@ksbor.org to have the placement test type added to the list. ⬩ If the student does not have a Reading Placement Test, this field may be left blank.	read_test	VARCHAR2(03)
Reading Placement Test Score	⬩ Enter the value of the Reading Placement Score for the Reading Test Type indicated above. ⬩ In cases where student may have more than one Reading test type, enter the Reading test score that is used to place this student. ✓ **See Appendix 6 for Test Types and Scores** ⬩ This field cannot be left blank if there is a Reading Placement Test Type selected. ⬩ This field must be left blank if there is a no Reading Placement Test Type selected.	read_scor	NUMBER(03,0)
Writing Placement Test Type	⬩ Enter the Writing Skills Test Type used to place students in standard Freshman English or developmental English courses. ⬩ In cases where student may have more than one Writing test type, select the Writing test that is used to place this student. ✓ **See Appendix 6 for Test Types and Scores** ⬩ If the placement test taken by this student is not in this list, please contact IR Help at IRHelp@ksbor.org to have the placement test type added to the list.	writ_test	VARCHAR2(03)

New Undergrads			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	◆ If the student does not have a Writing Placement Test, this field may be left blank.		
Writing Placement Test Score	◆ Enter the value of the Writing Skills Score for the Writing Test Type indicated above. ◆ In cases where student may have more than one Writing test score, enter the Writing test score that is used to place this student and indicated by the test type above. ✓ **See Appendix 6 for Test Types and Scores** ◆ This field cannot be left blank if there is a Writing Placement Test Type selected. ◆ This field must be left blank if there is a no Writing Placement Test Type selected.	writ_scor	NUMBER(03,0)
	THE FOLLOWING FIELDS ARE REQUIRED FOR ALL SECTORS		
Math Placement Measure	◆ Indicate if high school GPA and/or placement test score were used to determine placement in math. • **GPA =** Only high school GPA (overall and/or subject) was used to determine math placement. • **TEST =** Only test score such as Accuplacer, institution placement test or ACT was used to determine math placement. • **BOTH =** Both high school GPA (overall and/or subject) and test score such as Accuplacer, institution placement test or ACT were used to determine math placement. • **OTHER =** Other measures (not GPA or test score) such as high school curriculum or noncognitive measures were used to determine math placement. • **NONE =** Student was not evaluated for placement. ◆ If neither GPA nor placement test score were used, please select 'OTHER'. ◆ If student was not evaluated for placement, select 'NONE'. ◆ This field cannot be left blank.	math_ placement	VARCHAR2(05)

New Undergrads			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

English Placement Measure	• Indicate if high school GPA and/or placement test score were used to determine placement in English.
	  • **GPA =** Only high school GPA (overall and/or subject) was used to determine placement.
	  • **TEST =** Only test score such as Accuplacer, institution placement test or ACT was used to determine placement.
	    ▪ If TEST, there must be a value reported in the Writing Placement Test Type and Writing Placement Type Test Score fields above.
	  • **BOTH =** Both high school GPA (overall and/or subject) and test score such as Accuplacer, institution placement test or ACT were used to determine placement.
	  • **OTHER =** Other measures (not GPA or test score) such as high school curriculum or noncognitive measures were used to determine placement.
	  • **NONE =** Student was not evaluated for placement.
	• If neither GPA nor placement test score were used, please select 'OTHER'.
	• If student was not evaluated for placement, select 'NONE'.
	• This field cannot be left blank.
		english_ placement	VARCHAR2(05)

Reading Placement Measure	• Indicate if high school GPA and/or placement test score were used to determine placement in reading.
	  • **GPA =** Only high school GPA (overall and/or subject) was used to determine placement.
	  • **TEST =** Only test score such as Accuplacer, institution placement test or ACT was used to determine placement.
	  • **BOTH =** Both high school GPA (overall and/or subject) and test score such as Accuplacer, institution placement test or ACT were used to determine placement.
	  • **OTHER =** Other measures (not GPA or test score) such as high school curriculum or noncognitive measures were used to determine placement.
	  • **NONE =** Student was not evaluated for placement.
		reading_ placement	VARCHAR2(05)

New Undergrads			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	◆ If neither GPA nor placement test score were used, please select 'OTHER'. ◆ If student was not evaluated for placement, select 'NONE'. ◆ This field cannot be left blank.		

TRANSFERS ACADEMIC YEAR FILE

Who to Include:

⇨ Any undergraduate student included in the New Undergrads files who transferred into your institution for the First-Time during the academic year.

⇨ Do not include students who started at your institution, transferred to another institution, and then came back to your institution.

Number of Records:

⇨ 1 record per new undergraduate transfer student per institution attended.

⇨ If there are multiple institutions attended **AND all institution IDs are unknown**, combine the information into a single record using '000000'.

⇨ If there are multiple international institutions, combine information into a single record with an Institution ID of '999999'.

Example:
John Doe attended 4 institutions:
    Kansas State University (KSU)
    Washburn University (WU)
    Unknown institution in Texas
    Unknown institution in Kansas

You would submit at total of three records: 1 record for KSU, 1 record for WU, and 1 record for the two unknown institutions using FICE '000000'. DO NOT COMBINE ALL FOUR INSTITUTIONS INTO ONE RECORD.

Sector Reporting Requirements

⇨ ALL institutions will complete all fields.

Definition of a Transfer Student:

⇨ Do not include students who have never been an undergraduate at a postsecondary institution, even though they may transfer in college credits earned while in high school.

⇨ A transfer student is a student entering your institution who is known to have previously attended another postsecondary institution at the same level (e.g., undergraduate). The student can transfer in with or without credit.

⇨ Do not include high school students.

Transfers			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER **(Old SSN Field)**	◆ **Insert '0' for this field.**	**FILLER**	**FILLER**
College Assigned Identification Number	◆ Enter the student's unique college assigned ID number. ◆ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ◆ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	◆ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ◆ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	◆ Enter AY for an Academic Year submission. ◆ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	◆ Enter the calendar year of the close of the academic year. For 2021 -2022 academic year, report 2022. ◆ This field cannot be left blank.	term_year	VARCHAR2(04)
UG Transferred GPA	◆ Enter the cumulative transfer GPA, to the nearest ten-thousandths, accepted by your institution. ◆ If your institution is reporting all transfer work together, report the total GPA accepted from all previous institutions attended. ◆ If your institution is reporting transfer work by individual institutions attended, report in this record only the GPA related to the institution named in the transfer institution ID field below. Then provide multiple records for each transfer institution. ◆ Values should be based on a 4-point scale. Example: 3.2500 for 3.25 or 3.4999 for 3.4999. ◆ If the student does not have a Transfer GPA, report 0.0000 or leave field blank.	trans_uggpa	NUMBER(06,4)
UG Transferred Credit Hours	◆ Enter the total number of credit hours, to the nearest tenth, the student successfully transferred. ◆ If your institution is reporting all transfer work together, report the total credit hours accepted from all previous institutions attended.	trans_ug_ credit_hrs	NUMBER(05,1)

Transfers			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	◆ If your institution is reporting transfer work by individual institutions attended, report in this record only the credit hours related to the institution named in the transfer institution ID field below. Then provide multiple records for each transfer institution. ◆ Credit hours are a measure representing an hour (50 minutes) of instruction. ◆ If the student does not have a tenth of a credit hour, a zero must be included. Examples: 20.5, 5.0 ◆ If the student does not have credit hours, report 000.0 or leave field blank.		
FILLER	FILLER ◆ This field must be left blank.	FILLER	FILLER

Transfer Institution Indicator	◆ Enter the type of institutional code that will be supplied in the following transfer institution ID field.
	
	◆ Valid Codes:
	   • **A** = ACT Code for Colleges
	   • **F** = FICE Code or first six characters of the OPEID code
	   • **I** = IPEDS ID Number as assigned by NCES
	   • **S** = SAT Code for Colleges
	   • **X** = Institution is unknown
	
	◆ This field cannot be left blank.
		trans_inst_id_type	VARCHAR2(01)

Transfer Institution ID	◆ Enter the unique institutional ID number associated with the student's previously attended institution. ◆ The value in this field must be a valid value for the type of code identified in the transfer institution indicator field above. ◆ If using OPEID, enter only the first six characters of that code. ✓ A list of all codes for Kansas schools is provided in Appendix 1, and a US list is provided electronically. ◆ Foreign institutions: use FICE 999999. ◆ US Military: use FICE 999200. ◆ College Board Advanced Placement: use FICE 999110.	trans_inst_id	VARCHAR2(06)

Transfers			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	⬧ College Board CLEP: use FICE 999100. ⬧ Life Experience Credit: use FICE 999120. ⬧ Unavailable: use FICE 000000. ⬧ Padding the field with zeros is not necessary. However, ACT and SAT codes CANNOT exceed 4 characters and FICE and IPEDS codes CANNOT exceed 6 characters. ⬧ This field cannot be left blank.		

COMPLETIONS ACADEMIC YEAR FILE

Who to Include:

All students who receive a formal degree or award during the academic year, or who completed a Stand-Alone Program during the academic year.

For State Universities, only, double (second) majors* as defined by IPEDS, may be included for the purpose of Program Review calculations only. **These records will not be considered as completions (degrees conferred) for any other reporting purposes such as Performance reporting.**

For 2-yr Institutions only, certificates and associate level programs that are not recognized by KBOR as technical may be submitted by flagging them as "M" in the double majors flag field and using the double majors date field. These certificates will not be checked against program inventory, but must have a valid award level (CERTA, CERTB, CERTC, SAPP, or ASSOC) and award fields.

Number of Records:

One record per student, per completed degree, award, or stand-alone program. For State Universities, only, double (second) major records can be included for Program Review calculations.

⇨ Students who complete more than one award or degree will have more than one record. Multiple awards or degrees can be obtained with different majors or different degree levels. For example, two bachelor's degrees or a bachelor and master's degree.

⇨ Students in lumped programs will have one record for each stand-alone program that was completed during the academic year. If all parts of the lumped program were completed during the academic year, the student will also have a record for the lumped program itself.

⇨ A common example is a "HOT" program (Health Occupations Technology) of 16 credit hours. This program may consist of four stand-alone programs (Nursing Aide, Medication Aide, Home Health Aide, or Restorative Aide), and one course that does not qualify as a stand-alone program (Activity Director).

⇨ If the student completed the Nursing and Medication Aides during the current academic year, there would be two records: (1) Nursing Aide (2) Medication Aide. If the student finished the Home Health Aide, Restorative Aide and Activity Director during the <u>following</u> academic year, there would be three records for that year: (1) Home Health Aide, (2) Restorative Aide, and (3) Health Occupations Technology (lumped program). There would be no record for the Activity Director since it is not a stand-alone program.

Notes:

⇨ **Based on IPEDS Completions Survey Definitions:**
   *Double Majors - When a student receives a single degree with majors in two (or more) program specialties, report the degree completion in one program (1st major); you should report the second program specialty as a double (second) major record.

   Two Degrees - If a student receives two degrees based on two independent courses of study, (e.g., one in Business and Management and one in Foreign Languages), report each degree as a degree completion.

⇨ **Promise Act Scholarship Students:**
   Institutions should report the appropriate Promise eligible transfer program PALA.

Sector Reporting Requirements:

⇨ ALL institutions will complete all fields.

Completions			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER (Old SSN Field)	⬩ **Insert '0' for this field.**	**FILLER**	**FILLER**
College Assigned Identification Number	⬩ Enter the student's unique college assigned ID number. ⬩ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ⬩ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	⬩ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1 ⬩ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	⬩ Enter AY for an Academic Year submission. ⬩ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	⬩ Enter the calendar year of the close of the academic year. For 2021 -2022 academic year, report 2022. ⬩ This field cannot be left blank.	term_year	VARCHAR2(04)
Award Level	⬩ Enter the award or degree type earned by the student. (State Universities may submit the award level associated with a double (second) major record, as defined by IPEDS, for Program Review calculations.) ⬩ **SAPP –** Stand-Alone Program. Certificate of Completion award earned by completing a KBOR-designated stand-alone program. A stand-alone program: (1) is less than 16 credit hours, (2) leads to an industry recognized credential, license, or certification, and (3) has been specified as a stand-alone program by KBOR's Workforce Development staff and included in the Program Inventory data system. ⬩ **CERTA - Postsecondary** Technical Certificate A. Requires completion of an organized program of study in a technical area of at least 16 but less than 30 credit hours in length, at the postsecondary level (below the baccalaureate degree). *For use by community colleges, technical institutions, WU, and PSU Perkins programs only.* ⬩ **CERTB -** Postsecondary Technical Certificate B. Requires completion of an organized program of study in a technical area of at least 30 but less than 45 credit hours in length, at the postsecondary level (below the	award_ level	VARCHAR2(05)

Completions			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	baccalaureate degree). *For use by community colleges, technical institutions, WU, and PSU Perkins programs only.*		
	♦ **CERTC -** Postsecondary Technical Certificate C. Requires completion of an organized program of study in a technical area of at least 45 but less than 60 credit hours in length, at the postsecondary level (below the baccalaureate degree). *For use by community colleges, technical institutions, WU, and PSU Perkins programs only.*		
	♦ **ASSOC** - Associate's - An award that normally requires at least 2, but less than 4, years of full-time equivalent college work.		
	♦ **BACH -** Bachelor's - An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4, but NOT more than 5, years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK-STUDY PLAN) PROGRAM.		
	♦ **MAST -** Master's Degree - 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.		
	♦ **PMAST -** An award that requires completion of an organized program of study leading to an educational specialist (Ed.S.) degree.		
	♦ **DOCRS –** Doctor's Degree – Research / Scholarship – 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 of the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution.		
	♦ **DOCPP –** Doctor's Degree – Professional Practice – A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for		

Completions			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	professional practice. The degree is awarded after a period of study such that the total time to degree, including both pre-professional and professional preparation, equals six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Law (L.L.B. or J.D); Medicine (M.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm D.); Doctorate of Nursing Practice (D.N.P); or Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution. ♦ **DOCOT** - Doctor's Degree- Other – A doctor's degree that does not meet the definitions of a doctor's degree – research / scholarship or a doctor's degree – professional practice. ♦ The **Program Code** & **Award Level** & **Award** combination must match to a record for an active program in the KBOR Program Inventory system. • EXCEPTION: For those 2-yr institutions that choose to use the double-major fields to submit non-technical certificates and associate degrees that are no longer in PI. ♦ This field cannot be left blank.		
	THE BELOW CERTIFICATE AWARD LEVELS ARE FOR UNIVERSITIES ONLY		
	♦ **CERT0** - Postsecondary award, certificate, or diploma (less than 1 academic year). An award that requires 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. ♦ **CERT1** - Postsecondary award, certificate, or diploma (at least 1, but less than 2, academic years). An award that requires 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.		

Completions			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	◆ **CERT2** - Postsecondary award, certificate, or diploma (at least 2, but less than 4, academic years). An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2, but less than 4, full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester credit hours.		
	◆ **PBCER** – Post baccalaureate certificate. An award that requires completion of an organized program of study beyond the bachelor's degree. It is designed for individuals who have completed a baccalaureate degree, but do not meet the requirements of a master's degree.		
	◆ **PMCER** – Post-master's certificate. An award that requires completion of an organized program of study beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.		
	◆ This field cannot be left blank.		
THE FOLLOWING ONE FIELD IS REQUIRED FOR ALL INSTITUTIONS			
Major Code	◆ Enter the student's major code as defined by the institution. ◆ For Liberal Arts students at Community Colleges, the major code will identify the student's main "area of study" or "concentration". Example: MATH, BIOL ◆ This field cannot be left blank.	major	VARCHAR2(15)

Award	◆ Enter the award for the program.
	
	◆ Students with a stand-alone program Award Level (SAPP) will report: CCOMP (Certificate of Completion)
	
	◆ Students with a "Certificate" Award Level (CERT0, CERT1, CERT2, CERTA, CERTB, or CERTC) will report: CERT (Certificate) or CERTE (Cert. Entrepreneurship)
	
	◆ Students with an "Associate" Award Level (ASSOC) will have one of the following awards:
	  • AS (Associate of Science)
	  • AA (Associate of Arts)
	  • AGS (Associate of General Studies)
	  • AAS (Associate of Applied Science)
		award	VARCHAR2(05)

Completions			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	⬥ Other Award Levels may use awards as defined by the institution and abbreviate as necessary. Examples: BA, BS, BSE, MBA, EDD, MD ⬥ No punctuation should be included in the field. ⬥ The **Program Code** & **Award Level** & **Award** combination must match to a record for an active program in the KBOR Program Inventory system. • EXCEPTION: For those 2-yr institutions that choose to use the double-major fields to submit non-technical certificates and associate degrees. ⬥ This field cannot be left blank.		
Final GPA Credit Hours	⬥ Enter total hours used in the calculation of the student's final GPA. ⬥ Include all credit hours that are used for the GPA calculation on your campus. ⬥ If transfer credit quality points are awarded and included in the GPA calculation, those hours should be included. Example: 20.50 for 20.5 or 5.00 for 5.0 hours ⬥ This field cannot be left blank.	final_gpa_ credit_hrs	NUMBER(05,2)
Final GPA Quality Points	⬥ Enter total quality points (grade points), which are used in the calculation of the student's final GPA. ⬥ If transfer credit quality points are awarded and included in the GPA calculation, those quality points should be included. ⬥ Technical institutions that record grades for each course should report the quality points here. ⬥ If the student completes a program that does not award quality points, enter 0. Example: 20.50 for 20.5 or 5.00 for 5.0 points ⬥ This field may not be left blank. (Exception: State Universities must leave this field blank for double major records.)	final_ quality_pts	NUMBER(05,2)
Program Code	⬥ Enter the student's program code as defined by the institution. (State Universities may submit the program code with a double major, as defined by IPEDS, for Program Review calculations.)	program_ code	VARCHAR2(15)

Completions			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	⬧ The **Program Code** & **Award Level** & **Award** combination must match to a record for an active program in the KBOR Program Inventory system. 　• EXCEPTION: For those 2-yr institutions that choose to use the double-major fields to submit non-technical certificates and associate degrees. ⬧ This field cannot be left blank.		
Major Description	⬧ Enter the institutionally defined description for the associated Major Code. Example: If Major Code is 'MATH', the major description might be 'Mathematics' ⬧ This field cannot be left blank.	major_desc	VARCHAR2(128)
Major CIP Code	⬧ Enter the CIP code associated with the student's associated <u>Major Code</u>. ⬧ Only valid CIP 2020 codes will be accepted. ⬧ This field cannot be left blank.	major_cip	VARCHAR2(07)
Graduation Date	⬧ Enter the month and year that the student received a formal degree, award, or completed a Stand-Alone Program. This should be the date of graduation, not the ceremony if they occur in different months. ⬧ This field may not be left blank. 　• Exception: State Universities must leave this field blank for double major records. 　• Exception: 2-yr institutions reporting non-technical certificates or associate degrees as double majors must leave this field blank for double major records.	grad_yyyymm	VARCHAR2(06)
FILLER	⬧ **FILLER** ⬧ This field MUST be left blank.	**FILLER**	**FILLER**
FOR STATE UNIVERSITIES DOUBLE MAJORS ONLY AND **2-YR INSTITUTIONS CHOOSING TO SUBMIT NON-TECHNICAL AWARDS ONLY** **(ALL OTHER INSTITUTIONS MUST LEAVE BLANK)**			
Double (Second) Major Flag	⬧ Enter code that indicates whether record is an actual completion (degree conferred) or a double major record, as defined by IPEDS, to be used for Program Review calculations. 　• D = Degree Awarded 　• M = Double (Second) Major	double_majors_flag	VARCHAR2(01)

Completions			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	◆ 2-yr institutions may use this field to report **non-technical** certificates or associate degrees. ◆ This field cannot be left blank.		
Double (Second) Major Completion Date	◆ If double major record, enter the month and year that the student completed the double (second) major. ◆ 2-yr institutions may use this field to report **non-technical** certificates or associate degrees. ◆ This field must be blank if the record is not a double major record.	double_majors_date	VARCHAR2(06)
FOR STATE UNIVERSITIES AND WASHBURN UNIVERSITY ONLY **(ALL OTHER INSTITUTIONS MUST LEAVE BLANK)**			

Additional UG Transfer Credit Hours
 	
 (NOT Included in GPA Calculation)
	◆ Enter the number of undergraduate transfer credit hours that WERE NOT included in the GPA (the institution does not count transfer credit quality points toward the final GPA).
	
	 ◆ If no additional credits, record 0.0
	
	 ◆ Bachelor and Associate Degrees.
	
	 ◆ For double major records, leave blank.
	
	 ◆ Example: A student graduates with 120 credit hours. Twenty-four hours are **transfer hours** and 96 are hours earned in residency.
	   • When transfer hours are NOT COUNTED as part of the GPA calculation, the institution would report: FINAL_GPA_CREDIT_HRS = 96 TRANS_UG_CREDIT_HRS_GPA = 24
	   • When transfer hours **ARE COUNTED** as part of the final GPA calculation, the institution would report: FINAL_GPA_CREDIT_HRS = 120 TRANS_UG_CREDIT_HRS_GPA = 0
		trans_add_UG_hrs	NUMBER (05,1)

STUDENTS FLAGS ACADEMIC YEAR FILE

Who to Include:

Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day provided they are still enrolled as of the course's census day. This includes students who withdrew after the 20th day.

Include students who are enrolled in courses that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A stand-alone program is:
  ✓ less than 16 credit hours in length;
  ✓ leads to an industry recognized credential, license, or certification;
  ✓ has been specified as a stand-alone program by KBOR's Workforce Development staff; and
  ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page.

Do not include students or associated hours if the enrollment took place after the 20th day **and** the student dropped the course before the course actually started.

Number of Records:
  ⇨ One record per student.

Reporting Requirements:
  ⇨ STATE UNIVERSITIES will not submit this file, **EXCEPT PSU**. **PSU MUST SUBMIT THIS FILE.**
  ⇨ ALL OTHER INSTITUTIONS will complete all fields.

Students Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER (Old SSN Field)	♦ **Insert '0' for this field.**	**FILLER**	**FILLER**
College Assigned Identification Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ♦ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter AY for an Academic Year submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year of the close of the academic year. Example: If the enrollment is for the 2021 - 2022 academic year, report AY in the term field and 2022 in the Term Year field. ♦ This field cannot be left blank.	term_year	VARCHAR2(04)

English Learner	♦ Enter whether the student is determined to be an English Learner.
	
	♦ The term 'English learner' means--(A) a secondary student who is an English learner, as defined in 20 U.S.C. § 7801(20); or (B) an adult or out-of-school youth who has limited ability in speaking, reading, writing, or understanding English, and: (a) whose native language is a language other than English or (b) who lives in a family environment or community in which a language other than English is the dominant language.
	  • Y = Yes
	  • N = No
	
	♦ This field cannot be left blank.
		lep	VARCHAR2(01)

Students Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

Single Parent	♦ Enter whether the student is determined to be a single parent.
	
	♦ Perkins definition for the term single parent means "an individual who, (1) is unmarried or legally separated from a spouse; and (2) (i) has a minor child or children for which the parent has either custody or joint custody; or (ii) is pregnant."
	  • Y = Yes
	  • N = No
	
	♦ This field cannot be left blank.
		single_parent	VARCHAR2(01)

Economically Disadvantaged	♦ Enter whether the student is determined to be from an economically disadvantaged family. (Include low-income youth and adults.)
	  • Y = Yes
	  • N = No
	
	♦ Any student who receives a Pell grant or BIA grant is considered economically disadvantaged.
	
	♦ This field cannot be left blank.
		econ_disadv	VARCHAR2(01)

Out-of-Workforce Individual	♦ Enter whether the student is determined to be an out-of-workforce individual.
	
	♦ Perkins definition for the term "out-of-workforce individual" means (a) an individual who is a displaced homemaker, as defined in section 3 of WIOA (29 U.S.C § 3102(16); or (B) an individual who (i)(I) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or (II) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq) not later than two years after the date on which the parent applies for assistance under such title; and (ii)is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
	  • Y = Yes
	  • N = No
	
	♦ This field cannot be left blank.
		Displaced	VARCHAR2(01)

Students Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

Disabled	◆ Enter whether the student is determined to have a disability.
	
	◆ The Americans with Disabilities Act (42 U.S.C. **§** 12101 *et. seq.*) defines "disability", with respect to an individual, as (A) a physical or mental impairment that substantially limits one of more major life activities of such individual; (B) a record of such impairment; or (C) being regarded as having such an impairment.
	
	◆ Per the ADA, some major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
	
	◆ Valid values
	   • Y = Yes
	   • N = No
	
	◆ This field cannot be left blank.
		disabled	VARCHAR2(01)

Homeless Individuals	◆ Enter whether the student is determined to be a homeless individual. ◆ Perkins defines "homeless individuals" as those defined in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. **§** 11434a). ◆ Under the McKinney-Vento Homeless Assistance Act, the terms "homeless", "homeless individual", and "homeless person" means an individual or family who lacks a fixed, regular, and adequate nighttime residence (42 U.S.C. **§** 11302(a)(1)). ◆ Further under the McKinney-Vento Homeless Assistance Act, the term "homeless children and youths" means (A) individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 11302(a)(1) of this title); and (B) includes- (i) children and youths who are sharing the	homeless	VARCHAR2(01)

Students Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children (as such term is defined in section 6399 of title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii) (42 U.S.C. **§** 11434a). ♦ Valid values • Y = Yes • N = No ♦ This field cannot be left blank.		
Youth In, or Aged Out of, Foster Care	♦ Enter whether the student is determined to be a youth who is in, or has aged out of, the foster care system. ♦ States have been given responsibility for defining "youth" for this special population. Under Kansas law, a child with no court-approved transition plan may remain in foster care until they reach the age of 21 (K.S.A. 38-2203(c)). Accordingly, KBOR has determined that "youth" is a child under the age of 21 for the purposes of this special population. ♦ Valid values • Y = Yes • N = No ♦ This field cannot be left blank.	foster_youth	VARCHAR2(01)

Students Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

Youth with Active Military Parents	• Enter whether the student is determined to be a youth with active military parents.
	
	♦ States have been given the responsibility for defining "youth" for this special population. Accordingly, KBOR has determined that "youth" is a child under the age of 21 for the purposes of this special population.
	
	♦ Perkins definition for a youth with active military parents is a "youth with a parent who—(i) is a member of the armed forces as such term is defined in section 101(a)(4) of title 10, United States Code); and (ii) is on active duty (as such term is defined in section 101(d)(1) of such title)."
	
	♦ Under 10 U.S.C. § 101(a)(4), the term "armed forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard.
	
	♦ Under 10 U.S.C § 101(d)(1), the term "active duty" means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.
	
	♦ Valid values
	   • Y = Yes
	   • N = No
	
	♦ This field cannot be left blank.
		military_youth	VARCHAR2(01)

CEP FACULTY CREDENTIALS ACADEMIC YEAR FILE

The Kansas Board of Regents (KBOR) expects institutions to comply with the Higher Learning Commission's (HLC) requirement that they fully implement HLC faculty roles and qualifications by September 1, 2017. The expectation is for all faculty to meet the guidelines by this deadline unless the institution has been granted an extension from HLC. To ensure compliance, fields have been added to track faculty who meet/do not meet the requirements set forth by HLC. For information pertaining to these requirements, please visit https://www.hlcommission.org/Publications/determining-qualified-faculty.html

WHO TO INCLUDE:

⇨ High school faculty members who taught college-level concurrent enrollment partnership (CEP) courses during the Academic Year.

⇨ CEP courses exist when there is written memorandum of understanding between an eligible postsecondary institution and a school district for the purpose of offering college-level learning to students who have been accepted for concurrent enrollment partnership in off-campus classes at a high school at which approved high school teachers teach college credit classes during the normal school day.

✓ See Appendix 9 for Concurrent Enrollment Policy.

NUMBER OF RECORDS:

⇨ One record per CEP faculty member per course section taught per school district.

Note: Faculty members may have more than one record. Multiple records can exist if the same faculty member teaches more than one different CEP course during the Academic Year or teaches at more than one school district during the Academic Year.

REPORTING REQUIREMENTS:

⇨ ALL INSTITUTIONS: any institution that awards CEP hours during the Academic Year will complete all fields.

CEP Faculty Credentials

Field Descriptions	Field Definitions and Attributes	Field Name	Field Format
Faculty Identification Number	♦ Enter the federally assigned Social Security Number or federally assigned identification for the faculty member. ♦ This field cannot be left blank.	ssn	VARCHAR2(09)
FICE Institution ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter AY for an Academic Year submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year of the close of the academic year. (i.e., enrollment for 2021 - 2022 academic year, report 2022 in the Term Year field.) ♦ This field cannot be left blank.	term_year	VARCHAR2(04)
First Name	♦ Enter the instructor's first name. ♦ Periods (.) are not allowed. Hyphen and apostrophe are acceptable. ♦ If the instructor does not have a first name or it is unknown, leave the field blank.	f_name	VARCHAR2(40)
Last Name	♦ Enter the instructor's last name. ♦ If the instructor does not have a last name, enter a hyphen "- ". ♦ Periods (.) are not allowed. Hyphen and apostrophe are acceptable. ♦ This field cannot be left blank.	L_name	VARCHAR2(40)
Middle Initial	♦ Enter the instructor's middle initial. ♦ Do not include punctuation. Hyphen and apostrophe are acceptable. ♦ If the instructor does not have a middle initial or it is unknown, leave this field blank.	m_initial	VARCHAR2(01)
School District Number	♦ Enter the school district number of the high school or high school district with which the CEP agreement exists. ♦ List of Kansas school districts provided in Appendix 5. ♦ This field cannot be left blank.	sch_dist_nbr	VARCHAR2(06)

CEP Faculty Credentials			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Format**
FILLER	**FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	**FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
Highest Faculty Award Level	◆ Enter the highest award level attained by the CEP instructor as of the end of the Academic Year. ◆ **BACH –** Bachelor's – An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4, but NOT more than 5, years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK-STUDY PLAN) PROGRAM. ◆ **MASTA –** Master's Degree in content area being taught – 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. ◆ **MASTB –** Master's Degree in non-content area being taught but instructor has completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach – 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. ◆ **MASTC –** Master's Degree in non-content area being taught and instructor has NOT completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. ◆ **DOCA –** Doctoral Degree in content area being taught. The highest degree a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field, such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is	fac_ award_ level	VARCHAR2(05)

CEP Faculty Credentials			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Format**
	generally earned in the closely related professional field of medicine or in sanitary engineering.		
	♦ **DOCB –** Doctoral Degree in non-content area being taught, but instructor has completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach – The highest degree a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field, such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.		
	♦ **DOCC –** Doctoral Degree in non-content area being taught and instructor has NOT completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.		
	♦ **TECH2 –** Faculty teaching college-level tiered technical courses through a Concurrent Enrollment Partnership that don't possess a BACH degree or higher but do possess a valid/current industry-recognized credential _**and**_ a minimum of 4,000 hours of work experience in the specific technical field being taught, and therefore qualify under HLC standards.		
	♦ **TECH1 –** Faculty teaching college-level tiered technical courses through a Concurrent Enrollment Partnership that don't possess BACH degree or higher and **do not meet both** the criteria required for technical courses: • Possess a valid/current industry-recognized credential • Have a minimum of 4,000 hours of work experience in the specific technical field being taught		
	♦ This field cannot be left blank.		

CEP Faculty Credentials			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Format**
Graduate Credit Hours in CEP Field	◆ Enter the total number of graduate-level credit hours, to the nearest tenth, earned by the CEP instructor in the field of the CEP course content, as of the end of the Academic Year. ◆ If the faculty member does not have a tenth of a credit hour, a zero must be included. Examples: 40.5, 5.0 ◆ Credit hours are typically a measure representing an hour (50 minutes) of instruction. ◆ If the faculty member does not have credit hours, report 00.0 if reporting the decimal point or 000 if not reporting the decimal point or leave field blank.	grad_ credit_ hrs	NUMBER(05,1)
FILLER	**FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	**FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
Course ID	◆ Enter the course / catalog number for the course. ◆ For Universities, Course ID and Section Credit Hours must match to a record in the RG file. ◆ For Community Colleges and Technical Institutions, the Course ID, Section Type & Section Hours combination must match to a record for a course in the KBOR Course Inventory system. ◆ This field cannot be left blank.	course_id	VARCHAR2(12)
Section Type	◆ Indicate the course is Public Offering – open to any student. ◆ Acceptable Value is: • **PO =** Public Offering. ◆ For Community Colleges and Technical Institutions, the Course ID, Section Type & Section Hours combination must match to a record for a course in the KBOR Course Inventory system. ◆ Universities may leave this field blank.	section_type	VARCHAR2(02)

CEP Faculty Credentials			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Format**
Section Credit Hours	◆ Enter the number of credit hours, to the nearest tenth, the student would earn upon successful completion of the course. ◆ Credit hours are typically a measure representing an hour (50 minutes) of instruction. ◆ Zero credit hour courses are possible for situations like non-credit-bearing labs related to a lecture, or certain prerequisite courses. ◆ For Universities, Course ID and Section Credit Hours must match to a record in the RG file. ◆ For Community Colleges and Technical Institutions, the Course ID, Section Type & Section Hours combination must match to a record for a course in the KBOR Course Inventory system. ◆ This field cannot be left blank.	sec_hrs	NUMBER(04,1)

Tested Experience Flag	◆ For this instructor and course, indicate whether the institution is using tested experience by faculty to substitute for an earned credential or portions thereof.
	  • Y = Yes
	  • N = No
	
	◆ Tested experience qualifications should be established and documented for specific disciplines and programs by the institution. Tested experience is relevant experience gained by faculty while working in other sectors or through professional development or other relevant experience that now informs their teaching. It should include a breadth and depth of experience outside the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching. It can include skill sets, types of certifications or additional credentials, and experiences, such as involvement in professional organizations and learned societies through presentations and publications on topics relevant to the dual credit courses they may teach.
	
	◆ This field cannot be left blank.
		tested_exp	VARCHAR2(01)

CEP Faculty Credentials			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Format**
Section Number	♦ Enter the section number for the course. ♦ This field cannot be left blank.	Section_num	VARCHAR2(05)
Reporting Period	♦ Enter the term during which the course was offered. ♦ Acceptable Values are: • **SU =** Summer • **FA =** Fall • **SP =** Spring ♦ This field cannot be left blank.	reporting_term	VARCHAR2(02)

CAMPUS ACADEMIC YEAR FILE

All Sectors Are Required to Submit This File

What to Include:

⇨ This file details campus information for each physical campus or satellite location of your institution for state, federal and financial aid purposes.

Number of Records

⇨ 1 record per campus/satellite location

⇨ Do not include high school campuses

⇨ Do not include online campus

Campus			
Field Descriptions	**Field Definition and Attributes**	**Field Names**	**Field Format**
FICE Institution ID	⬧ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ⬧ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	⬧ Enter AY for Academic Year submission. ⬧ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	⬧ Enter the calendar year of the close of the Academic Year. i.e., enrollment for 2021 - 2022 academic year, report 2022 in the Term Year field. ⬧ This field cannot be left blank.	term_year	VARCHAR2(04)
Campus Code	⬧ Enter the institutionally defined code of the branch campus. ⬧ This field cannot be left blank.	campus	VARCHAR2(05)
Campus Name	⬧ Enter the institutionally defined description for the associated Campus Code. ⬧ This field cannot be left blank.	campus_name	VARCHAR2(66)
Financial Aid Academic Calendar	⬧ For financial aid purposes, does your institution use a leading summer (summer + fall + spring) [L] or a trailing summer (fall + spring + summer) [T] academic year? • L = Leading Summer • T = Trailing Summer • B = Borrower Based Academic Year Reporting (for NWKTC only) • S = Split Summer (Coffeyville CC only) ⬧ This field cannot be left blank.	finaid_acad_calendar	VARCHAR2(01)
Reported Summer EFC	⬧ For the purposes of reporting summer EFC in the Student Costs file, was the reported summer EFC based on the institution's previous academic year (T) or is the reported summer EFC aligned with KHEDS academic year (L)? • L = Leading Summer • T = Trailing Summer • B = Borrower Based Academic Year Reporting (for NWKTC only) • S = Split Summer (Coffeyville CC only) ⬧ This field cannot be left blank.	Reported_summer_efc	VARCHAR2(01)

Campus State	• Enter the state where the campus is physically located. ✓ See complete list of state codes provided in Appendix 2. • This field cannot be left blank.	campus_state	VARCHAR2(02)
Campus Street Address	• Enter street address where the campus is physically located. • This field cannot be left blank.	campus_st_ address	VARCHAR2(60)
Campus Zip Code	• Enter the 9-digit zip code of where the campus is physically located. Otherwise provide a 5-digit zip code. • This field cannot be left blank.	campus_zip	VARCHAR2(10)
Campus County	• Enter the county code of the campus's location. • Campuses with Kansas addresses **MUST** have a value in this field. • Out-of-state campuses **MUST** leave this field blank. ✓ Kansas county codes are listed in Appendix 3.	campus_ county	VARCHAR2(05)

STUDENTS COSTS FILE

WHO TO INCLUDE:

Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day provided they are still enrolled as of the course's census day. *This includes students who withdrew after the 20th day.*

Include students who are enrolled in <u>courses</u> that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:

⇨ less than 16 credit hours in length;

✓ leads to an industry recognized credential, license, or certification;
✓ has been specified as a stand-alone program by KBOR's Workforce Development staff; and
✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page for all files in this manual.

*Each student reported in Enrolled Flags per term must have at least one Student Costs record.

**A student should not be reported in Students Costs if they are not reported in Enrolled Flags.

NUMBER OF RECORDS:

⇨ One record per student per reporting period per tuition type.

SPECIAL NOTE:

⇨ Three fields contained at the end of this file relate specifically to FAFSA and Expected Family Contribution (EFC) from the FAFSA.

SECTOR REPORTING REQUIREMENTS:

⇨ ALL institutions will complete all fields.

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
FILLER (Old SSN Field)	♦ **Insert '0' for this field.**	FILLER	FILLER
College Assigned Identification Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ♦ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter AY for Academic Year submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year of the close of the academic year. Example: If the enrollment is for the 2021 - 2022 academic year, report AY in the Term field and 2022 in the Term Year field. ♦ This field cannot be left blank.	term_year	VARCHAR2(04)
Reporting Period	♦ Enter the reporting period for the student's record. ♦ Each student should have 1 record for each reporting period in which enrolled. ♦ Acceptable Values are: • **SU =** Summer • **FA =** Fall • **SP =** Spring ♦ This field cannot be left blank.	reporting _term	VARCHAR2(02)
Primary Flag	♦ Every student will have at least one Students Costs record per reporting period *and that record will be identified as "Primary"*. ♦ In some instances, a student may be charged multiple tuition rates for various courses within a single reporting period. An example of this type of occurrence would be for the resident student who takes some classes on campus at tuition rate #1 and is taking other classes via distance ed at a different tuition rate.	primary_flag	VARCHAR2(01)

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**

	◆ Which record is entered as "Primary" and which is "Subsequent" makes little difference. Suggested guidance is to record the tuition associated with the largest number of credit hours as primary.
	
	◆ Acceptable Values are:
	  • **P =** Primary Student Costs Record
	    Every Student within the Reporting Period must have a Primary Student Costs Record
	  • **S =** Subsequent Student Costs Record
	    Some students may have a secondary Student Costs Record. The number of students with a secondary record is anticipated to be small.
	
	◆ Each student per reporting period _must_ have a Primary Flag = P record.
	
	◆ A student within a reporting period _may_ have one or more subsequent (i.e., Primary Flag=S) record(s) if that student is charged more than one rate of tuition in the reporting period.
	
	◆ Each tuition rate reported must have a corresponding Tuition Type.
	
	◆ This field cannot be left blank.		

Campus Residency	◆ Indicate the student's living location while attending classes in this reporting period
	
	  • **ON =** On campus - Any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.
	  • **OF** = Off Campus - A living arrangement in which a student lives in any housing facility that is not owned or controlled by the educational institution.
	
	◆ If a student is residing in a Fraternity or Sorority House, that House is under the control of the Institution, _and_ is located on Institution-owned property, enter Value **ON.**
	
	If these _two conditions_ are not met, enter value **OF** to characterize Fraternity/Sorority residence.
		camp_res	VARCHAR2(02)

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
	• If Primary Student Costs Record (i.e., Primary Flag=P), this field cannot be left blank. • If Subsequent Student Costs Record (i.e., Primary Flag=S), this field must be left blank.		

Dependency Status	• Enter the student's dependency status per the FAFSA
	
	 • Intent is to report actual dependency when known
	   • **I =** Independent Student - An independent student is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse.
	   • **D** = Dependent Student - A student who does not meet any of the criteria for an independent student.
	
	 • For those students who have **no FAFSA** dependency status value follows this logic:
	   • **I =** Independent Student - IF ANY of the following are true:
	     ✓ Student age is 24 years or more
	     ✓ Student is known to be married
	     ✓ Student holds a bachelor's degree
	     ✓ Student is known to be a veteran (e.g., receives veteran benefits)
	     ✓ Student is known to be a member of the armed forces
	     ✓ Student is known to have legal dependents other than a spouse (can look to see if Child Care facilities are used/if student accrues charges from childcare facility on campus)
	   • **D =** Military dependent student
	   • **U =** Unknown Dependency Status - Student has no FAFSA and does not meet *any* of the characteristics which define Independent.
	
	 • If Primary Student Costs Record (i.e., Primary Flag=P), this field cannot be left blank.
	
	 • If Subsequent Student Costs Record (i.e., Primary Flag=S), this field must be left blank.
		dep_stat	VARCHAR2(01)

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
Tuition Charges Assessed Before Adjustments	◆ ***Tuition Charges Assessed Before Adjustments*** is the dollar value of tuition charged to a student within this reporting period for the type of tuition identified by the Tuition Type Flag (*see next variable*). ◆ This amount is before any required fees, aid, adjustments, waivers, or other adjustments, discounts, or allowances (except those made due to changes in courses/credit load levels in accord with institutional policy) are made. ◆ Note that the type of and dollar value of waivers, adjustments, discounts, allowances, or other offsets to tuition charges assessed to a student are recorded in the Student Financing File. ◆ Tuition Charges Assessed Before Adjustments should reflect any tuition charge adjustments resulting from adding/dropping courses, per the institution's policies. ◆ Tuition Charges should reflect only one type of tuition (i.e., one "tuition type flag" as captured in the next variable). ◆ For most students within the reporting period, "Tuition Charges Assessed Before Adjustments" will be the total tuition bill for the student for the reporting period. ◆ A small number of students may be charged differing rates of tuition within a single reporting period. Students with more than one type of tuition assessed will have a Student Costs record corresponding with each of the types of tuition rates charged. ◆ *It is imperative* that the amount reported in "Tuition Charges Assessed Before Adjustments" corresponds to the "Tuition Type Flag." ◆ For students with multiple tuition rates, which record is entered as "Primary", and which is "Subsequent" makes little difference. Suggested guidance is to record the tuition associated with the largest number of credit hours as primary. ◆ This figure may come from the Bursar's/Finance office.	tuition	NUMBER(08,0)

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
	◆ Report to the nearest dollar. Example: 4325		
	◆ This field cannot be left blank.		
Tuition Type Flag	◆ Tuition Type Flag indicates the type of tuition charge assessed to this student in this reporting period and measured in this record. ◆ If student is charged multiple rates of tuition within this reporting period, the student will have multiple records in the Student Costs File-one record for each distinct tuition rate type charged. ◆ If the student has multiple rates of tuition, and thus multiple records in this file, any tuition cost may be selected as "primary." ◆ Standard Tuition Rate Assessed: **For State Universities**: those tuition rates identified in the Comprehensive Fee Schedule **ID =** In District (Community Colleges) **IN =** In State Tuition Rate **OT =** Out of State Tuition Rate (You may use OT for all non-residents *if* there is no differentiation in your "Non-Resident" tuition.) **IT =** International Tuition Rate ◆ Special Tuition Rate Assessed: Special Tuition Rate assessments are those tuition rates which differ from the "standard tuition rate" as identified in the Comprehensive Fee Schedule or the Tuition and Fees Report. ✓ **See Appendix 7 for listing of Special Tuition Type Flags.** ◆ NOTE: If you have a Special Tuition Rate that is not included here, please email IRHelp@ksbor.org with the name of that Special Tuition Rate and as much detail as possible about the special tuition rate so it can be added to the list. ◆ This field cannot be left blank; this field may be zero if actual amount of tuition is zero in some *limited* circumstances.	tuition_flag	VARCHAR2(02)

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
Instructional Fees	◆ Sum of fees charged to a student for the set of courses or the program in which s/he is enrolled during this reporting period or based upon the particular program, college or school of study in which the student is enrolled. ◆ Instructional Fees are over and above tuition. Examples of Instructional Fees include: • Tuition Surcharges/ Tuition differentials • Lab fees • Special program or course fees or fees associated with particular programs/schools of study ◆ Would like to directly pull from Finance Office/Bursar's office / Billing System. ◆ Report to the nearest dollar. Example: 4325 ◆ If Primary Student Costs Record (i.e., Primary Flag=P), this field cannot be left blank but may be zero. ◆ If there are subsequent cost records, instructional fees may be broken up to coincide with the appropriate tuition cost record.	i_fee	NUMBER(08,0)
Required Fees	◆ Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay is the exception. ◆ Do not include application fees or optional fees such as lab fees or parking fees. (CDS) ◆ Would like to directly pull from Finance Office/Bursar's office/Billing System. ◆ This field should align with what is reported to IPEDS as the definition is the same. ◆ Report to the nearest dollar. Example: 4325 ◆ If Primary Student Costs Record (i.e., Primary Flag=P), this field cannot be left blank but may be zero. ◆ If Secondary Student Costs Record (i.e., Primary Flag=S), this field must be left blank.	R_fee	NUMBER(08,0)

Students Costs

Field Descriptions	Field Definitions and Attributes	Field Names	Field Format
Optional Fees	♦ The actual dollar amount of optional fees charged to this student for this reporting period. ♦ Optional Fees are the variable sum charged to students for items over which the student has some choice (opt in / opt out). ♦ These fees are for items which _are not necessary_ for the student's enrollment and course load during this reporting period – although they may enhance the student's overall experience. ♦ Examples of Optional Fees include but not limited to: • Sports tickets • Career Assessments • Recreational or Extracurricular activity or Coordinated weekend events • Yearbooks • Theater tickets • Student membership in alumni association ♦ "Optional Fees" does not include fines. For example, do not include parking fines, library fines, returned check charges, late payment fines, late enrollment fees, ID card _replacement_ costs, or the like. • Does not include Insufficient check charges; • Does not include fees associated with a Kansas Open records act request; • Does not include any breakage or like fees. ♦ Report to the nearest dollar. Example: 4325 ♦ Would like to pull directly from Finance Office/Bursar's office/Billing System. ♦ If Primary Student Costs Record (i.e., Primary Flag=P), this field cannot be left blank but may be zero. ♦ If Secondary Student Costs Record (i.e., Primary Flag=S), this field must be left blank.	o_fee	NUMBER(08,0)

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
Room Charge/Cost	**Preference:** **Actual charges**: Actual dollar amount of room expenses for this student for this reporting period. If student is Resident Assistant ("RA") or performs other service/is engaged in other program where the benefits include no assessment of Room Charges, enter "0" (zero). If Room charges are assessed to the student, but those Room charges are offset, log the actual dollars assessed here **and** reflect the offset dollar value in the Student Financing File. **Acceptable:** **Budgeted expense**: The estimated dollar amount of room expenses charged to the student or as used in <u>the student's Financial Aid budget (i.e., this student has a FAFSA)</u> for this student for this reporting period. **Estimated Expense**: If this student is an off-campus resident and has <u>no Financial Aid budget (i.e., this student has NO FAFSA)</u>, use an estimated average budget based on as many parameters as practicable and reasonable. • If Actual charges are available (i.e., on- campus student) these should be used. • For students who do not have an actual charge, the Room amount from the Financial Aid Budget *for that student* should be used. • For students who do not have an actual charge and who do not have a financial aid budget, use the Estimated Expense. • If your institution has no availability of separate room and board costs/charges, and the student does not have a financial aid budget reflecting separate amounts for Room and for Board, *do your best to estimate* the portion of the aggregate Room & Board amount attributable to Room Cost in this field and Board Cost in the Estimated Board Cost field. • ***Do Not*** report combined room and board.	room	NUMBER(08,0)

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
	♦ **Parameters:** The value in this field may vary based on multiple parameters such as Campus Residency, Award Level status, Dependent/Independent, College or Program in which student is enrolled, etc. ♦ Report to the nearest dollar. Example: 4325 ♦ If Primary Student Costs Record (i.e., Primary Flag=P), this field cannot be left blank (but may be 0) in some situations. ♦ If Secondary Student Costs Record (i.e., Primary Flag=S), this field must be left blank.		

Room Cost Flag	♦ This flag identifies the source of the room cost figure quoted above.
	
	 • **A =** Actual
	 • **B =** Budget (General a FAFSA has been submitted by student; budget is the Financial Aid budgeted amount)
	 • **E =** Estimated (Generally no FAFSA has been submitted by student; Estimate is the estimated average for room costs).
	 • **H =** Estimated Budget assigned to high school student
	 • **I =** Business & Industry student
	     ▪ Only to be used by those students enrolled in Enrichment courses
	     ▪ Section Type in Sections File must = BI
	 • **M =** Medical residents, medical fellows, clinicals
	     ▪ To be used with Tuition Type Codes of VS or CL only
	 • **R =** Estimated Budget assigned to Resident Assistant for campus student housing or Military Basic Allowance for House (BAH)
	     ▪ For student living in housing located on a military base or housing for which they receive a military housing allowance (Basic Allowance for Housing, or "BAH"), the room and board COA component shall include an allowance for board only. This applies to:
		room_flag	VARCHAR2(01)

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
	Independent students who receive, or whose spouse receive, a military housing allowance (BAH) or who live on a military base; and **Dependent students** who are living with parents who are receiving a military housing allowance (BAH) or who live on a military base. ◆ Please select the flag that most closely aligns with the student's situation. ◆ If Primary Student Costs Record (i.e., Primary Flag=P), this field cannot be left blank. ◆ If Secondary Student Costs Record (i.e., Primary Flag=S), this field must be left blank.		
Estimated Board Cost	◆ Provide the average standard meal plan cost (board) for students UNLESS the student is a Resident Assistant ("RA") or performs other service/is engaged in a program where the benefits include no assessment of Board Charges. In this case, enter "0" (zero). ◆ Typically, this amount is based on a 19-21 meal per week plan. ◆ Extra dollars above the student board plan (extra dollars that may be loaded onto a student's cash card account which may be expended on food services, for example), should *not* be included. ◆ This value should be roughly equivalent for most students at a single institution/campus (i.e., variance within single campus should be minimal). ◆ Report to the nearest dollar. Example: 4325 ◆ If Primary Student Costs Record (i.e., Primary Flag=P), this field cannot be left blank (but may be 0) in some situations. ◆ If Secondary Student Costs Record (i.e., Primary Flag=S), this field must be left blank.	board	NUMBER(08,0)
Estimated Books and Supplies	◆ The average cost of books and supplies for a typical student for this reporting period (CDS) or the estimated dollar amount of books and supplies expenses as used in the student's financial aid budget for this student for this reporting period.	books	NUMBER(08,0)

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
	♦ Items required for study, such as computers, are to be included in the calculation of an average if such items are 'typical,' and not unusual, for students to incur. ♦ The value in this field may vary based on full-time/part time status, program of study, courses, etc. ♦ **If using an average or flat amount estimate, KBOR suggests adjusting the amount to account for number of credit hours due to the use of the data in Kansas DegreeStats.** ♦ The value in this field may vary based on student status ♦ Report to the nearest dollar. Example: 4325 ♦ If Primary Student Costs Record (i.e., Primary Flag=P), this field cannot be left blank. ♦ If Secondary Student Costs Record (i.e., Primary Flag=S), this field must be left blank. If Subsequent Student Costs Record (i.e., Primary Flag=S), this field must be left blank.		
Estimated Other Expenses	♦ The estimated dollar amount of personal expenses as used in the student's financial aid budget for this student for this reporting period. ♦ This item is inclusive of Transportation Expense estimates, Personal Expenses estimate, and Other/Miscellaneous expense estimates. ♦ Typically, this amount will be supplied by the financial aid office (definition based on IPEDS). ♦ The value in this field should vary based on anticipated campus residency. ♦ The value in this field may vary based on dependency status. ♦ The value in this field may vary based on full-time/part time status. ♦ The value in this field may vary based on Award Level status. ♦ Report to the nearest dollar. Example: 4325	oth_exp	NUMBER(08,0)

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
	• If Primary Student Costs Record (i.e., Primary Flag=P), this field cannot be left blank.		
	• If Secondary Student Costs Record (i.e., Primary Flag=S), this field must be left blank.		
THE FOLLOWING FIELDS RELATE TO FAFSA AND EXPECTED FAMILY CONTRIBUTION AND ONLY APPLY TO THE PRIMARY STUDENT COSTS RECORD			
FAFSA Flag	• This field is designed to capture if a FAFSA is completed by the student and received by the institution and is in a state of validity and completion such that the EFC is adjudged as stable, reliable, and valid. • **Y = Yes** –This student has a FAFSA such that the EFC calculation from the FAFSA is deemed to be stable, reliable, and valid. • **N = No** –This student has not submitted a FAFSA or the FAFSA is not in a condition such that the institution could make a finding that the EFC contained therein would be stable, reliable, and valid. • If Primary Student Costs Record (i.e., Primary Flag=P), this field cannot be left blank. • If Secondary Student Costs Record (i.e., Primary Flag=S), this field must be left blank.	fafsa_flag	VARCHAR2(01)
EFC Amount	• Dollar value of EFC (expected family contribution) as reported for this **reporting period (term)** from the latest FAFSA • Report to the nearest dollar. Example: 4325 • In cases where the FAFSA provides alternative EFCs for same student for same reporting period, report the EFC used by the institution for this student in this reporting period (term). • May use institutional calculations if EFC amount is pro-rated to the reporting period (term). • Trailing summer institutions should use amount associated with the actual FAFSA. • This amount may be zero in some circumstances - for example:	efc_amt	NUMBER(08,0)

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
	• There is $0 EFC per FAFSA (highest need) • The student has not made satisfactory academic progress ♦ Some acceptable examples: If the EFC is $3,000 and the student is enrolled during the fall and spring, and your institution is on a typical calendar with 3 months summer, 4.5 months fall, 4.5 months spring, the typical calculation would look something like this: (3000 / 9) * 4.5 (fall) = $1,500 (3000 / 9 * 4.5 (spring) = $1,500 $1,500 would be entered for each fall and spring term, and the institution would enter 4.5 for the efc_mth. If the EFC is $9,000, and the student is enrolled fall, spring, and summer, and the institution uses 2 months summer, 5 months fall, 5 months spring, a typical calculation would resemble this: ($9,000 / 9) * 2 (summer) = $2,000 ($9,000 / 9) * 5 (fall) = $5,000 ($9,000 / 9 * 5 (spring) = $5,000 $2,000, along with 2 months would be entered for the summer term, and $5,000 along with 5 months would be entered for each fall and spring term. If the EFC is $4,500, and the student is enrolled summer only, and the institution uses 3 months summer, 4.5 months fall, 4.5 months spring, a typical calculation would resemble this: ($4,500 / 9) * 3 (summer) = $1,500 $1,500 would be entered for the summer term along with 3 hours. ♦ If Primary Student Costs Record (i.e., Primary Flag=P) *AND* FAFSA Flag is Y (Yes), this field cannot be blank but may be zero, if the EFC is zero. ♦ If Secondary Student Costs Record (i.e., Primary Flag=S), this field must be blank. ♦ Do not enter zero if the EFC is not zero.		

Students Costs			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Format**
EFC Months	• Enter number of months' enrollment upon which the EFC is calculated for this reporting period. • Financial aid guidelines indicate that the standard EFC on the FAFSA is for a 9-month period. • Enter the number of months that represent each reporting period. • A typical semester calendar would use 4.5 or 5 months per fall or spring semester and 2 or 3 months for summer. • Use the calendar that most closely aligns with your institution. • Value should be reported to one decimal place (tenths of a month). Example: 4.5 months • If Primary Student Costs Record (i.e., Primary Flag=P) *AND* FAFSA Flag is Y (Yes), this field cannot be blank and cannot be zero. • This field must contain a value from 1 to 12 and may contain tenths (e.g., 4.5.) • If Primary Student Costs Record (i.e., Primary Flag=P) *AND* FAFSA Flag is N (No), EFC Months must = '0'. • If Secondary Student Costs Record (i.e., Primary Flag=S), this field must be left blank.	efc_mth	NUMBER(03,1)

Campus Location	• ***FOR KANSAS STATE UNIVERSITY ONLY***
	
	• Enter the institutionally defined location code
	   • MHTN
	   • OLTH
	   • SLNA
		Location	VARCHAR2(04)

STUDENTS FINANCING FILE

WHO TO INCLUDE:

Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day provided they are still enrolled as of the course's census day. This includes students who withdrew after the 20th day.

Include students who are enrolled in courses that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:
  ✓ less than 16 credit hours in length;
  ✓ leads to an industry recognized credential, license, or certification;
  ✓ has been specified as a stand-alone program by KBOR's Workforce Development staff; and
  ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page for all files in this manual.

Do not include students or associated hours if the enrollment took place after the 20th day **and** the student dropped the course before the course actually started.

*A student should not be reported in Students Financing if they are not reported in Students Costs.

Do not include students who pay **all tuition, fees, room & board and any other expenses with cash, check, or credit. In other words, if they pay for everything out-of-pocket, do not include them. (This includes if their funds come from IRA's, 529 plans, etc.)

NUMBER OF RECORDS:

⇨ One record per student per reporting period enrolled per **STAN** (Funding **S**ource/ Funding **T**ype / **A**ward Type / Award **N**eed)

SECTOR REPORTING REQUIREMENTS:

⇨ ALL institutions will complete all fields.

Students Financing			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER (Old SSN Field)	♦ **Insert '0' for this field.**	FILLER	FILLER
College Assigned Identification Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ♦ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter AY for Academic Year submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year of the close of the academic year. i.e., enrollment for 2021 - 2022 academic year, report 2022 in the Term Year field. ♦ This field cannot be left blank.	term_year	VARCHAR2(04)
Reporting Period	♦ Enter the reporting period for the student's record. ♦ Each student should have 1 record for each reporting period in which enrolled. ♦ Acceptable Values are: • **SU =** Summer • **FA =** Fall • **SP =** Spring ♦ This field cannot be left blank.	reporting _term	VARCHAR2(02)
Institution Award Code	♦ Enter the Code used at your Institution to identify this type of financing award for this student in this reporting period. ♦ This field is provided to enable institutions a means to categorize and analyze their own data. ♦ This field may be left blank.	inst_awd	VARCHAR2(08)
Institution Award Description	♦ Text field that can contain any identifier that the institution might find useful. ♦ This field is provided to enable institutions a means to describe their internally coded awards. ♦ This field may be left blank.	inst_awd_ des	VARCHAR2(50)

	Students Financing		
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

Funding Source Code	♦ Identify the source of funds.
	   • **F** = US Federal Government Sourced Funds
	      ▪ Includes US Military/Veterans
	   • **S** = State Sourced Funds
	   • **L** = Local Government (any level less than State level) source of funds
	   • **I** = An educational institution provides the source for this funding
	   • **T** = 3rd Party/Private Group/ Outside source of funds
	   • **E** = Embassy or Government of foreign land.
	
	♦ Waivers should be Source 'I' or 'S'. If someone or some entity is funding the student, it is not a waiver.
	
	♦ This field cannot be left blank.
		f_source	VARCHAR2(01)

Funding Type Code	♦ From the funding source described above, what type of funding did the student obtain?
	   • **G =** Grant
	   • **L** = Loan
	    Do not include short-term loans, sometimes provided by an Institution, that are issued to a student for a term of one year or less.
	   • **S =** Scholarship
	   • **W =** Work Study - Includes the Federal Work Study program (with Funding Source=F), the Kansas Career Work Study program (with Funding Source=S), or a formal work study program within the institution (with Funding Source=I). 100% of the Federal Work Study money paid to the student (including what the institution pays out) will be reported in one record. Federal Work Study should be reported as Funding Source = F; Funding Type = W even though there is a matching component with the institution.
	    Does NOT include other Campus-based or Institution Funded employment when such employment is not within a formally structured work study program.
	
	   • **T =** Third Party/Sponsorship - If Funding Source = F, Funding Type cannot = T.
	   • **V =** Tuition Waivers - Waivers should have Funding Source = I or S.
		f_type	VARCHAR2(01)

Students Financing			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	• **R =** Reductions, Adjustments, Allowances, Discounts, or other special Board Approved Tuition Rates that are not already captured in the tuition rate assessed to the student. ⬩ This field cannot be left blank.		

Award Need Basis	⬩ Is the funding _award_ a Need Based award?
	
	⬩ This attribute of Award Need concerns financial need.
	
	⬩ Award Need Basis does not include Need beyond financial need – for example do not mark as Need Based Award if the only need dimension of the award is a vocational rehabilitation need or a need to increase the number of people trained with particular skills, etc.
	
	⬩ This element focuses on a characteristic dimension of the award itself – _not a characteristic of the student's financial position_ – when considering Need.
	
	⬩ With the focus being on the characteristic of financial need of the award – not the financial need of the student – the Financial Aid computation of student need does not come into play when identifying the value for this field.
	  • **N** = Need-based award
	    Use this value if any part or portion _of the award_ has financial need as a requirement.
	  • **X** = Not need-based award
	    Use this value if no part or portion _of the award_ has financial need as a requirement.
	  ⇨ **U** = Unknown or Unavailable information regarding this award's need-basis. This value _only may be used if_ the Funding Source is Third Party, and you do not know if the award attributes contained any reference to financial need.
	⬩ This field cannot be left blank.
		f_need	VARCHAR2(01)

Students Financing			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
KBOR Award Code	◆ Describes the exact type of specific Awards or specifies Exact Tuition Waiver/Adjustment. ✓ See Appendix 8 for all specified Award/Waiver/ Adjustment codes. ◆ In select cases, agreements between institutional entities that benefit the student financially can be considered a Third-Party Sponsorship. A code must be created for these instances. Please contact IRHelp to set this up. ◆ **NOTE: If you have an Award/Waiver/Adjustment that is not specified in Appendix 8,** please email IRHelp@ksbor.org with the name of that Award/Waiver/Adjustment and very specific information as to why they are used. This will assist in our assignment of the code. ◆ This field cannot be left blank.	f_award	VARCHAR2(04)
Disbursed Amount	◆ The dollar value of the funds disbursed to the student's account this reporting period from the STAN (Source, Type, Award Need) combination described in the preceding items. ◆ **ONLY if** disbursed amount is ***NOT AVAILABLE*** award amount may be reported here. ◆ For Work Study (i.e., Federal Work Study or Kansas Career Work Study), report Total Dollars Earned during work study participation in this reporting period. ◆ Report to the nearest dollar. Example: 4325 ◆ This field cannot be left blank.	dsb_amt	NUMBER(08,0)

FUNDING FLAGS FILE

Universities will NOT submit this file.

Who to Include:

Any student who-

⇨ Will qualify for inclusion in the current KSPSD AY collection;

⇨ Will qualify under Excel in CTE, AO-K Proviso, AO-K TANF, or GED Accelerator;

⇨ Resides in the state of Kansas;

⇨ Was enrolled in a Kansas public, private, alternative, or home school (Excel in CTE);

⇨ Was enrolled in a course that is tied or linked to an approved technical program (exception – AO-K TANF); and

⇨ Has not been charged tuition for applicable courses (Excel in CTE, AO-K Proviso, and AO-K TANF).

Number of Records:

⇨ 1 record per student per reporting term enrolled.

Required Field:

⇨ Social Security Number is required for all AO-K TANF students.

Sector Reporting Requirements:

⇨ All community colleges and technical institutions with students participating in Excel in CTE, AO-K Proviso, AO-K TANF, or GED Accelerator.

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER (Old SSN Field)	♦ **Insert '0' for this field.**	**FILLER**	**FILLER**
College Assigned Identification Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ♦ This field cannot be left blank. ♦ This field cannot be 0.	student_ id	VARCHAR2(16)
FICE Institutional ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1 of the KHEDS manual. ♦ This field cannot be left blank.	fice_inst_ id	VARCHAR2(06)
Term	♦ Enter AY for Academic Year submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year of the close of the academic year. i.e., enrollment for 2021 - 2022 academic year, report 2022 in the Term Year field. ♦ This field cannot be blank.	term_year	VARCHAR2(04)

Reporting Period	♦ Enter the term for the student's record.
	
	♦ Acceptable values are:
	  • SU = Summer
	  • FA = Fall
	  • SP = Spring
	♦ These reporting periods must correspond to the reporting periods submitted by your institution in the AY collection.
	
	♦ This field cannot be left blank.
		reporting_ term	VARCHAR2(02)

FILLER	**FILLER** **This field MUST be left blank.**	**FILLER**	**FILLER**
FILLER	**FILLER** **This field MUST be left blank.**	**FILLER**	**FILLER**
FILLER	**FILLER** **This field MUST be left blank.**	**FILLER**	**FILLER**
FILLER	**FILLER** **This field MUST be left blank.**	**FILLER**	**FILLER**

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
High School ID or GED Code	• Enter the relevant High School Code or GED Code. • If the student is attending or has graduated from a Kansas High School, use the American College Testing (ACT) code. • If the student is pursuing or has received a **GED, enter '960000'**. • If the student is pursing or has received a **High School Equivalency Diploma (conferred through KBOR), enter '969998'.** ✓ Kansas High School Codes and State codes are listed in Appendix 4 of the KHEDS manual. • If the student is attending or has graduated from a US High School outside the state of Kansas, use the ACT two-digit state code followed by 9999. For example, if the student graduated from a school in Nebraska, the High School Code would be 289999. • For students from outside Kansas, institutions may also report the high school specific ACT code if it is needed for campus reporting. • For Overseas Military School report 529999. • For Home School report 969999. • A valid school must be entered for funding. • This field cannot be left blank.	hs_id	VARCHAR2(06)
High School / GED Grad Date	• Enter the year (YYYYMM) when the student received his/her high school diploma **or GED.** • **If the student has not yet received a high school diploma or GED enter 000000.** • This field cannot be left blank.	hs_grad_ yyyymm	VARCHAR2(06)
ABE Co-Enrollment	• Indicate if the student is co-enrolled in Adult Education at a partnering Adult Education program or that you maintain other evidence the student is pursuing a GED; e.g. practice test scores. To be eligible for the $170 incentive, the student must be co-enrolled, or the institution must document the evidence.	abe_enrol	VARCHAR2(01)

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

	◆ Valid values:
	   • Y = Co-enrolled
	   • E = Not Co-enrolled but Qualifies
	   • X = Not Applicable
	◆ For students flagged "E", the institution must maintain appropriate documentation for audit purposes.
	◆ This field cannot be left blank.		

ABE Center	◆ Indicate the ABE center where the student is co-enrolled. ✓ A list of valid values (ABE Center Codes) can be found at the end of Appendix 1. ◆ If ABE Co-Enrollment = E, Center Code must be 999999 ◆ Not applicable for Excel in CTE students - enter XXXXXX. ◆ This field cannot be left blank.	center_ code	VARCHAR2(06)

Attempted GED Assessment	◆ Enter whether the student attempted all four content areas of the GED Test assessment by the end of the reporting period.
	◆ To receive funding for the $170 incentive, the student must be pursuing a GED (cannot have previously attained a high school diploma or GED) and be enrolled in a CTE program.
	◆ Valid Values:
	   • Y = Yes
	   • N = No
	   • X = Not Applicable
	◆ This field must be reported to receive GED Accelerator funds.
	◆ This field cannot be left blank.
		ged_ attempted	VARCHAR2(01)

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
Passed GED Assessment	♦ Enter whether the student successfully passed all four content areas of the GED Test assessment by the end of the reporting term. ♦ To be eligible, students must have been pursuing a GED (cannot have previously attained a high school diploma or GED) and be enrolled in a CTE program. ♦ Valid Values: • Y = Yes • N = No • X = Not Applicable ♦ This field must be reported to receive GED Accelerator funds. ♦ This field cannot be left blank.	ged_passed	VARCHAR2(01)
Earned Industry Credential	♦ **For GED Accelerator students, only.** ♦ Enter whether the student earned an approved industry-recognized credential. ♦ For GED accelerator funding, the credential must be on the GED Accelerator Qualifying Credential Incentive List. https://www.kansasregents.org/workforce_development/ged_accelerator ♦ Indicate the first approved credential for the reporting term. ♦ Institutions may receive only one incentive payment per student credential. ♦ For Excel in CTE and AO-K students, credentials should be reported as usual in the Follow-Up Collection. ♦ Valid Values: • Y = Yes, if the student earned an approved credential • N = No, if the student did not earn an approved credential • X = Not Applicable ♦ This field cannot be left blank.	credential_earned	VARCHAR2(01)

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
GED Credential ID	♦ **For GED Accelerator students, only.** ♦ Enter the code of the industry recognized credential earned by the student. ♦ Industry Recognized Credentials can be found on the Workforce Development website: ♦ http://www.kansasregents.org/workforce_development/ged_accelerator ♦ This field must be left blank if the Earned Industry Recognized Credential field is N or X.	Ged_credential_id	VARCHAR2(20)
Credential Date	♦ Date of industry recognized credential earned. ♦ YYYYMM ♦ This field must be left blank if the Earned Industry Recognized Credential field is N.	credential_date	VARCHAR2(06)

Award Level	♦ Enter the award type for the student's primary declared degree.
	   • **NONE** - Non-Award-Seeking / Non-Degree-Seeking Student. Program Code and Award fields must also be NONE. Student Level must be Non-Award/Degree Seeking.
	   • **UND** – Undecided. Award-Seeking / Degree-Seeking, but undecided or undeclared as to Award Level. Student Level must be degree-seeking. Community College and Technical Institution Pre-Majors use this value.
	   • **SAPP** – Stand-Alone Program. Certificate of Completion award earned by completing a KBOR-designated stand-alone program. A stand-alone program: (1) is less than 16 credit hours, (2) leads to an industry recognized credential, license, or certification, and (3) has been specified as a stand-alone program by KBOR's Workforce Development staff and included in the Program Inventory data system.
	   • **CERTA** - Postsecondary Technical Certificate A. Requires completion of an organized program of study in a technical area of at least 16, but less than 30, credit hours in length, at the
		award_level	VARCHAR2(05)

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	postsecondary level (below the baccalaureate degree). • **CERTB** - Postsecondary Technical Certificate B. Requires completion of an organized program of study in a technical area of at least 30, but less than 45, credit hours in length, at the postsecondary level (below the baccalaureate degree). • **CERTC** - Postsecondary Technical Certificate C. Requires completion of an organized program of study in a technical area of at least 45, but less than 60, credit hours in length, at the postsecondary level (below the baccalaureate degree). • **ASSOC** - Associate's - An award that normally requires at least 2, but less than 4, years of full-time equivalent college work. ♦ The **Program Code & Award Level & Award** combination must match to a record for an active program in the KBOR Program Inventory system. The new Program Inventory system will allow certification program. ♦ Exceptions: Non-Award-Seeking/Non-Degree-Seeking (NONE) and Undecided/Undeclared (UND) ♦ This field is used for GED Accelerator funding. ♦ This field cannot be left blank.		
Award	♦ Enter the award for the program. ♦ Students with a Non-Award-Seeking / Non-Degree-Seeking (NONE) Award Level will have the following Award: • NONE ♦ Students who are undecided or undeclared as to Award will have the following Award code: • UND (Undecided / Undeclared) - Community College and Technical Institution "Pre" majors should use the UND value. ♦ Students with a Stand-Alone Program (SAPP) Award Level will have the following Award: • CCOMP (Certificate of Completion)	award	VARCHAR2(05)

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	♦ Students with a "Certificate" Award Level (CERT0, CERT1, CERT2, CERTA, CERTB, or CERTC) will have one of the following Awards: • CERT (Certificate) • CERTE (Certificate of Entrepreneurship) ♦ Students with an "Associate" Award Level (ASSOC) will have one of the following Awards: • AS (Associate of Science) • AA (Associate of Arts) • AGS (Associate of General Studies) • AAS (Associate of Applied Science) ♦ No punctuation should be included in the field. ♦ The **Program Code** & **Award Level** & **Award** combination must match to a record for an active program in the KBOR Program Inventory system. ♦ Exceptions: Non-Award-Seeking / Non-Degree-Seeking (NONE), and Undecided/Undeclared (UND) ♦ This field is used for GED Accelerator funding. ♦ This field cannot be left blank.		
Program Code	♦ Enter the student's program code as defined by the institution. ♦ Students with a Non-Award-Seeking / Non-Degree-Seeking (NONE) Award Level will have the following Program Code: **NONE** ♦ Award-Seeking/Degree-Seeking students who are undecided/ undeclared as to Program will have the following Program Code: **UND** Community College and Technical Institution "Pre" majors should use the UND value. ♦ The **Program Code** & **Award Level** & **Award** combination must match to a record for an active program in the KBOR Program Inventory system. ♦ Exceptions: Non-Award-Seeking / Non-Degree-Seeking (NONE), Undecided/Undeclared (UND) ♦ This field is used for GED Accelerator funding. ♦ This field cannot be left blank.	program_ code	VARCHAR2(15)

CREDIT FOR PRIOR LEARNING (CPL) ACADEMIC YEAR FILE

Credit for Prior Learning is defined by the **Kansas Credit for Prior Learning Guidebook** as:

A comprehensive term used to describe credit awarded for learning gained outside a traditional postsecondary academic environment. CPL involves the evaluation and assessment of an individual's learning obtained through activities such a working, participating in employer training programs, serving in the military, studying independently, completing advanced secondary level coursework, studying open source coursework, volunteering, or doing community service. CPL may take the form of postsecondary credit, certification, or advanced standing toward further education or training. Postsecondary level credit is the optimal outcome.

More information on Credit for Prior Learning may be found at the following URL:
https://www.kansasregents.org/academic_affairs/credit_for_prior_learning

Who to Include:

Include students who qualify for Inclusion for the Academic Year ("A" below) <u>AND</u> who also have earned Credit for Prior Learning (CPL) per the criteria listed under Inclusion for CPL ("B" below).

A. Inclusion for the Academic Year
Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day provided they are still enrolled as of the course's census day. This includes students who withdrew after the 20th day.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page.

Include students who were awarded credit for courses that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ University Certificates of any length.

⇨ A stand-alone program is:
  ✓ less than 16 credit hours in length
  ✓ leads to an industry recognized credential, license, or certification
  ✓ has been specified as a stand-alone program by KBOR's Workforce Development staff and
  ✓ included in the Program Inventory data system.

Do not include students or associated hours if the enrollment took place after the 20th day **and** the student dropped the course before the course actually started.

AND
(see next page for further guidance)

B. Inclusion for CPL

⇨ Credit for prior learning is posted to a term within the Academic Year

⇨ Credit for prior learning is posted to a special term and has not yet been reported in any AY Collection

⇨ Credit for prior learning is posted to a term prior to the first term of enrollment for the student and has not yet been reported in any AY Collection

⇨ Credit for prior learning is posted to previous term(s) but it is <u>new to the student's record</u> during the current academic year (and as such, has not yet been reported in any AY Collection)

Number of Records

⇨ 1 record per student per course.

Special Notes

⇨ **<u>DO NOT</u>** include these records in "Registrations" or "Sections" files.

⇨ **<u>DO</u>** mark Transfer Flag as "Y" if you also are reporting these hours in the Transfers file for this AY or if you reported these hours in the Transfers file in a *previous* AY Collection.

Sector Reporting Requirements

⇨ State Universities will complete all fields EXCEPT:
  o Course title (only required for State Universities & Washburn University if the associated course id cannot be found in Sections file.)

⇨ Community Colleges, Technical Colleges, and Washburn Institute of Technology will complete all fields **<u>EXCEPT</u>**:
  o Course title (only required for Community Colleges, Technical Colleges, and Washburn Institute of Technology if the associated course id cannot be found in Course Inventory.)

Credit for Prior Learning (CPL)			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
FILLER	♦ **Insert '0' for this field.**	FILLER	FILLER
College Assigned Identification Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ♦ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter AY for an Academic Year submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year of the close of the academic year. Example: If the enrollment is for the 2021 – 2022 academic year, report AY in the term field and 2022 in the Term Year field. ♦ This field cannot be left blank.	term_year	VARCHAR2(04)
Reporting Period	♦ If the credit for prior learning is posted to a term within the Academic Year in which the student is also enrolled at the institution, use that term. ♦ If the credit for prior learning is posted to a term prior to the first term of enrollment for the student, use the first term of enrollment. Example: Student's first term of enrollment at institution is Fall 2021, but institution posts CPL to Summer 2021 term, Reporting Period for CPL is FA (Fall 2021). ♦ If the credit for prior learning is posted to a special term, use the first term student is enrolled for the academic year. Example: Student's first term of enrollment at institution is Fall 2021 but institution posts CPL to "transfer term" that falls outside the traditional Summer, Fall, & Spring model, Reporting Period for CPL is FA (Fall 2021). ♦ Only report credit for prior learning posted to previous terms if it is new to the student's record during the academic year. Example: Student is continuously enrolled, including summer semesters, at institution	reporting _term	VARCHAR2(02)

Credit for Prior Learning (CPL)			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

	Summer 2021 through Spring 2022. Institution posts CPL during Spring 2022 to student's Fall 2021 term. Reporting Period for CPL is SU (Summer 2021), the first term the student was enrolled for the current Academic Year.
	◆ Acceptable Values are:
	  • **SU =** Summer
	  • **FA =** Fall
	  • **SP =** Spring
	◆ This field cannot be left blank.		

Course ID	◆ Enter the course / catalog number for the course. ◆ If the credit has been articulated, the Course ID must match a Course ID in the Course Inventory system. ◆ This field cannot be left blank.	course_id	VARCHAR2(12)
Section Credit Hours	◆ Enter the number of credit hours, to the nearest tenth, the student earned. ◆ Credit hours are typically a measure representing an hour (50 minutes) of instruction. ◆ The **Course ID** & **Section Credit Hours** combination should be submitted in the same way in which they appear in the KBOR Course Inventory system, when applicable. (Community Colleges & Technical Colleges.) Course ID Example: (note: _ represents a space) FREN_110 or FREN110 (depending on how it appears in Course Inventory, with space, or without) Examples: 20.5, 5.0 ◆ The Course ID should be submitted in the same way in which it appears in the Sections File, when applicable. (State Universities & Washburn University.) ◆ This field cannot be left blank.	sec_hrs	NUMBER(04,1)

Course Level	◆ Enter the Course Level.
	  • **UGRDL** – Undergraduate level course offered at the freshman or sophomore level.
	  • **UGRDU** – Undergraduate level course offered at the junior or senior level.
	  • **GRAD** – Graduate Level. Course offered above the Undergraduate level.
	◆ This field cannot be left blank.
		course_level _pl	VARCHAR2(05)

	Credit for Prior Learning (CPL)		
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**

Outcome	• Indicate the student's outcome in this course.
	  • **PASS** – Passed. (This should only be used if the student passed and no letter grade assigned.)
	• Letter Grade Earned – Enter the specific letter grade assigned for the course (full letter grades only; no +/- information should be included)
	  • A, B, C, D
	• Do not report failing grades.
	
	• This field cannot be left blank.
		Outcome_pl	VARCHAR2(06)

Section Type	• Indicate the course is public offering • Acceptable Value is: • **PO** = Public Offering. Enrollment is open to any student. • The Course ID & Section Type & Section Hours must match to a record for a course in the KBOR Course Inventory system. (Universities excluded.) • This field cannot be left blank.	section_type	VARCHAR2(02)

Military Flag	• Did the course credit originate with military experience or training?
	  • Y = Yes
	  • N = No
	  • X = Unknown
	• This field cannot be left blank.
		mil	VARCHAR2(01)

Transfer Flag	• Does the institution consider this credit as transfer work? Mark "Y" for Yes only if these hours were also submitted in the Transfers file for this AY or a previous AY.
	  • Y = Yes
	  • N = No
	This field cannot be left blank.
		transfer	VARCHAR2(01)

CPL Type	• What was used to assess the postsecondary credit for prior learning? • **AP** – Advanced Placement Exams. A series of standardized exams developed by the College Board. Postsecondary credit is awarded based on exam score. The exams usually follow standardized high school courses generally recognized as being equivalent to undergraduate college courses.	cpl_type	VARCHAR2(06)

Credit for Prior Learning (CPL)			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	• **CLEP** – College Level Examination Program Exams. Tests of college material offered by the College Board and designed to measure college-level competence achieved outside the college classroom. Postsecondary credit is given to students earning a satisfactory score on the CLEP exam indicating successful master of course outcomes. • **IB** – International Baccalaureate Programs. An internationally accepted qualification for entry into institutions of higher education. Program is a 2-year curriculum culminating with final examinations. Postsecondary credit is awarded to students who achieve a minimum score on the exams. (To receive a diploma, students must achieve a minimum score of 24 out of a possible 45 points, as well as successfully complete the creativity, action, and service requirements.) • **ACT** – American College Test. Postsecondary credit may be awarded to students who achieve a minimum score on the subject matter exams. • **SAT** – Scholastic Assessment Test. Postsecondary credit may be awarded to students who achieve a minimum score on the subject matter exams. • **DSST** – DANTES (Defense Activity for Non-Traditional Education Support) Subject Standardized Tests. Examinations available for civilian and military personnel that allow a student to demonstrate proficiency of college level knowledge and skills. • **CIE** -- Cambridge International Examinations (A and AS Levels). Programs of study offered for various subjects, resulting in a letter grade for the student. Often used for international students. Postsecondary credit may be awarded to students who achieve a minimum grade for the program of study. • **ACECOR** – Corporate training evaluated by the institution or the American Council on Education (ACE) College Credit Recommendation Service (CREDIT). Includes National Guide to College Credit for Workforce Training (corporate training). Also includes credit awarded for GED test scores, as		

	Credit for Prior Learning (CPL)		
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	recommended by ACE. (Do <u>NOT</u> use this type for military evaluations.) • **MIL** – Military-originated credit. Can include Community College of the Air Force (CCAF) courses, American Council on Education (ACE) Credit Recommendation Service, Credit Recommendations as indicated on the Joint Services Transcript (JST), the DD214 form, or other proof of military experience. • **INSTEX** – Institutional Exam or Course Challenge Exam. An examination an institution, academic program, or department administers to award students' credit for a course. Includes exams created by reporting institution as well as those created by other institutions, such as the Excelsior College Examinations. • **IRCRED** – Postsecondary credit is awarded based upon student's industry-recognized credential. This can include certifications and professional licensures. • **APPREN** – Apprenticeship. A combination of on-the-job training and related technical instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs may be sponsored by individual employers, joint employer, and labor groups, and/or employer associations. • **RETRO** – Postsecondary credit is awarded retroactively after successful completion of a subsequent course at your institution, even if an institutional exam is *also* used to award the credit, this code should be used. • **PORT** – Portfolio Review. Postsecondary credit is awarded as a result of review of materials prepared by the student to demonstrate learning acquired outside of the classroom and that is relevant to the student's educational program. A portfolio may include documentation such as certificates of training, work samples, awards and honors, job descriptions, performance evaluations, samples of work product, evidence of self-directed learning, and resumes to validate equivalent learning outcomes are met. A portfolio course may be offered by the		

Field Descriptions	Field Definitions and Attributes	Field Names	Field Formats
	institution to assist the student in preparing a quality portfolio. • **CAPATH** – Career Pathway. Organized groupings of rigorous academic and career related *secondary* courses taught by secondary faculty, leading from education to employment, that identify each step, skill, educational requirement, and aptitude needed to be successful within a specific career. Post-secondary credit is awarded based on faculty evaluation (at post-secondary level) of the secondary course or group of courses whose outcomes are considered equivalent to those of a post-secondary level course. (The process usually results in articulation agreements between a secondary and a post-secondary institution. (This is not to be confused with concurrent enrollment partnership courses or other dual enrollment courses.) ♦ This field cannot be left blank.		
Course Title	♦ Enter the title of the course as used on your campus. ♦ For ccs & techs: required only for courses not found in course inventory ♦ For universities: required only for courses not found in Sections file for this AY.	course_title	VARCHAR2(128)

KANSAS CHALLENGE FILE

Who to Include:

⇨ All Kansas high school students who were enrolled in Concurrent Enrollment Partnership (CEP) or dual enrollment courses and received payments to their accounts for tuition from a Kansas high school district or Kansas high school district foundation for the academic year period.

⇨ Include only students and courses that meet the KHEDS definitions to be included in the academic year collection.

⇨ **Exclude high school students that are solely enrolled in Excel in CTE courses.**

Number of Records:

⇨ One record per student per CEP or dual enrollment course per reporting term.

⇨ **Exclude all Excel in CTE courses.**

Sector Reporting Requirements:

⇨ All institutions who received any high school district tuition payments for their CEP or dual enrolled students will complete all fields.

For additional information on the Kansas challenge to secondary school students act, including definitions and student eligibility requirements, see K.S.A. 72-3220 through 72-3225.

Kansas Challenge			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
College Assigned Identification Number	⬧ Enter the student's unique college assigned ID number. ⬧ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ⬧ This field cannot be left blank and cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	⬧ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ⬧ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	⬧ Enter AY for academic year. ⬧ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	⬧ Enter 2022 ⬧ This field cannot be left blank.	term_year	VARCHAR2(04)

Reporting Period	⬧ Enter the term for the student's record.
	⬧ Acceptable Values are:
	  • **SU =** Summer
	  • **FA =** Fall
	  • **SP =** Spring
	⬧ This field cannot be left blank.
		reporting _term	VARCHAR2(02)

Course ID	⬧ Enter the course / catalog number for the course. ⬧ For Community Colleges and Technical Institutions, the Course ID must match a Course ID in the Course Inventory system. ⬧ The course cannot be an Excel in CTE eligible course. ⬧ This field cannot be left blank.	course_id	VARCHAR2(12)
Section Number	⬧ Enter the section number for the course. ⬧ This field cannot be left blank.	section_num	VARCHAR2(05)
Section Credit Hours	⬧ Enter the number of credit hours, to the nearest tenth, the student would earn upon successful completion of the course. ⬧ Credit hours are typically a measure representing an hour (50 minutes) of instruction.	sec_hrs	NUMBER(04,1)

Kansas Challenge			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	◆ Zero credit hour courses are possible for situations like non-credit-bearing labs related to a lecture, or certain prerequisite courses. ◆ The **Course ID** & **Section Hours** combination must match to a record for a course in the KBOR Course Inventory system. (Universities excluded.) Examples: 20.5 or 5.0 hours ◆ This field cannot be left blank.		
Tuition Charges Assessed Before Adjustments	◆ ***Tuition Charges Assessed Before Adjustments*** is the dollar value of tuition charged to a student **before adjustments** within this reporting period. ◆ This amount is before any required fees, aid, adjustments, waivers, or other adjustments, discounts, or allowances (except those made due to changes in courses/credit load levels in accord with institutional policy) are made. ◆ Tuition charges should include all tuition codes associated with this course. ◆ This figure may come from the Bursar's/Finance office. ◆ Report to the nearest dollar. Example: 4325 ◆ **Do not include required fees, instructional fees, or books and supplies.** ◆ This field cannot be left blank.	c_tuition	NUMBER(08,0)
District Tuition Payments	◆ ***District Tuition Payments*** is the dollar value of tuition paid to a student's account for a student within this reporting period for the associated course by the school district. ◆ When the tuition payments are unable to be attributed to specific CEP or dual enrolled courses, the tuition payments should be divided equally among the total CEP and dual enrolled credit hours that the student took. • Example: A student who takes two CEP courses, one with 3 credit hours and one 2 credit hours and received $250 from their school district. Each course should have a district payment $50 per	District_tuition	NUMBER(08,0)

Kansas Challenge			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	credit hour (one course would have a total of $100 and the other $150). • This figure may come from the Bursar's/Finance office. • Report to the nearest dollar. Example: 4325		
School District Number	• Enter the school district number or district foundation that is providing tuition payments for the student. • List of Kansas school districts provided in Appendix 5.	sch_dist_ nbr	VARCHAR2(06)

KANSAS PROMISE ACT FILE

Universities will not submit this file

Who to Include:

⇨ All Promise Act Scholarship applicants that **applied and enrolled** at the Community and Technical institutions in the state of Kansas for the academic year period.

Number of Records:

⇨ One record per student per program, award and award level (PALA), per reporting term for each student who applied for a Promise Scholarship and enrolled, notwithstanding whether the student received a scholarship.

⇨ **NOTE:** If a student was enrolled in multiple Promise Act programs, please prorate the credit hours, costs, scholarship disbursements, other financial aid such that these data points **are not** duplicative.

⇨ If a student was denied or declined a scholarship, but then applied again and became a recipient during the same reporting period, the student should just be reported as a recipient for that reporting period.

Sector Reporting Requirements:

⇨ Community and Technical institutions will complete all fields.

Kansas Promise Act			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
College Assigned Identification Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ♦ This field cannot be left blank and cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter AY for academic year. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter 2022 ♦ This field cannot be left blank.	term_year	VARCHAR2(04)
Reporting Period	♦ Enter the term for the student's record. ♦ Acceptable Values are: • **FA =** Fall • **SP =** Spring • *Summer will be submitted beginning in AY 2023* ♦ This field cannot be left blank.	reporting _term	VARCHAR2(02)
Promise Scholarship Awarded	♦ Was the student a Promise Act award recipient? • Y = Yes • N = No ♦ This field cannot be left blank.	promise_ awarded	VARCHAR2(01)
Reason Denied	♦ If the student applied but did not receive a Promise Act award, please enter the appropriate reason code indicating why the student was not awarded. • **ACPROG** – Student did not "maintain satisfactory academic progress in the courses of the promise eligible program for which the student received a Kansas promise scholarship" (SB 340) • **FAFSA** - Student did not successfully complete FAFSA • **FUND** – Lack of institutional funding or insufficient funding to award income level • **HOURS** – Not enrolled in at least six hours. • **INCOMP** – Application was incomplete • **NEED** – No unmet need	reason_ denied	VARCHAR2(06)

Kansas Promise Act			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	• **NRES** – Kansas Residency not established • **OTCRIT** – Didn't meet age requirements; or didn't meet diploma, GED, or HSE requirements within the prescribed period; or didn't qualify as a military exception • **PROG** - Non-eligible program (Student selected program that was not Promise Act eligible) • **STDAG** – Student Declined Agreement ♦ If the student was NOT denied a Promise Scholarship, this field must be left blank.		
Program Award Level	♦ Enter the Promise Act eligible program award level or degree type for the student. ♦ The **Program Code** & **Award Level** & **Award** (PALA) combination must match to an active PALA in Program Inventory **unless** the Program Exception field (below) = 'Y'. ♦ **SAPP** – Stand-Alone Program. Certificate of Completion award earned by completing a KBOR-designated stand-alone program. A stand-alone program: (1) is less than 16 credit hours, (2) leads to an industry recognized credential, license, or certification, and (3) has been specified as a stand-alone program by KBOR's Workforce Development staff and included in the Program Inventory data system. ♦ **CERTA** - Postsecondary Technical Certificate A. Requires completion of an organized program of study in a technical area of at least 16, but less than 30 credit hours in length, at the postsecondary level (below the baccalaureate degree). ♦ **CERTB** - Postsecondary Technical Certificate B. Requires completion of an organized program of study in a technical area of at least 30, but less than 45 credit hours in length, at the postsecondary level (below the baccalaureate degree). ♦ **CERTC** - Postsecondary Technical Certificate C. Requires completion of an organized program of study in a technical area of at least 45, but less than 60 credit	award_level	VARCHAR2(05)

Kansas Promise Act			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	hours in length, at the postsecondary level (below the baccalaureate degree).		
	⬧ **ASSOC – Associate's –** An award that normally requires at least 2, but less than 4, years of full-time equivalent college work.		
	⬧ If the student was not a Promise Act award recipient, leave this field blank.		
Program Award	⬧ Enter the award for the Promise Act eligible program.	award	VARCHAR2(05)
	⬧ The **Program Code** & **Award Level** & **Award** (PALA) combination must match to an active PALA in Program Inventory *unless* the Program Exception field (below) = 'Y'.		
	⬧ No punctuation should be included in the field.		
	⬧ Students with a Stand-Alone Program (SAPP) Award Level will have the following Award: • CCOMP (Certificate of Completion)		
	⬧ Students with a "Certificate" Award Level (CERTA, CERTB, or CERTC) will have one of the following Awards: • CERT (Certificate)		
	⬧ Students with an "Associate" Award Level (ASSOC) will have one of the following Awards: • AS (Associate of Science) • AA (Associate of Arts) • AGS (Associate of General Studies) • AAS (Associate of Applied Science)		
	⬧ If Program Exception = "Y", leave this field blank.		
	⬧ If the student was not a Promise Act award recipient, leave this field blank.		
Program Code	⬧ Enter the student's Promise Act eligible program code as defined by the institution.	Program_code	VARCHAR2(15)
	⬧ **Program Code** & **Award Level** & **Award** (PALA) combination must match an active PALA in Program Inventory *unless* Program Exception field (below) = 'Y'.		
	⬧ If Program Exception = "Y", leave this field blank.		

Kansas Promise Act			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	◆ If the student was not a Promise Act award recipient, leave this field blank.		
Program Exception	◆ **Y** = Yes – If the student is a Promise Act scholarship recipient, report 'Y' if the certificate or stand-alone program **_is not_** an active program in your institution's KBOR program inventory. ◆ **N** = No – Report 'N' if the certificate or stand-alone program **_is_** an active program in your institution's KBOR program inventory. ◆ ***The program exception cannot be used for associate degrees.*** ◆ If the reported Promise Act eligible program is an associate degree, report **"N"** = No. ◆ This field cannot be left blank for Promise awarded students. ◆ If the student was not a Promise recipient, leave this field blank.	program_ except	VARCHAR2(01)
Program Exception CIP	◆ Enter the program CIP code if Program Exception = 'Y'. ◆ **Leave this field blank if Program Exception = N or blank**. ◆ Leave this field blank if the reported promise eligible program is an associate degree.	major_cip	VARCHAR2(07)
Program Description	◆ Enter a description of the program if Program Exception field = 'Y'. ◆ **Leave this field blank if Program Exception = N or blank**. ◆ Leave this field blank if the reported promise eligible program is an associate degree.	prog_desc	VARCHAR2(120)
Promise Scholarship Application Date	◆ Enter the date (yyyymm) that the student submitted a completed Promise Scholarship Act application. ◆ Dates must be between 202107 – 202205. **No future dates.** ◆ This field cannot be left blank.	App_date_ yyyymm	VARCHAR2(06)

Kansas Promise Act			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
Promise Scholarship Award Date	◆ Enter the scholarship award date (yyyymm). ◆ Date is based on the first day of class for the Promise Act eligible program. ◆ Dates must be between 202107 – 202205. **No future dates.** ◆ If the student was not a Promise Act award recipient, leave this field blank.	award_ date_ yyyymm	VARCHAR2(06)
Application Type	◆ Indicate if the application is new or a renewal. For this first year, all Promise Act Scholarship applications should be flagged as 'N' for new. • **N** = New application • *R = Renewal application (active for AY 2022-2023)* ◆ This field cannot be left blank.	App_type	VARCHAR2(01)
Promise Act Program Number of Credit Hours Attempted	◆ Enter the total number of Promise Act program credit hours to the nearest tenth, in which the student is enrolled for the reporting term regardless of outcome. ◆ Include all courses and their prerequisites that count toward earning the award, degree, or Certificate of Completion from a stand-alone program. Please see FAQs for more information. ◆ Credit hours typically represent an hour (50 minutes) of instruction. ◆ If the student does not have a tenth of a credit hour, a zero must be included. Example: 5.0 for 5 hours ◆ If the student was not a Promise Act award recipient, leave this field blank.	nbr_credit_ hrs_p	NUMBER(04,1)
Promise Act Program Total Tuition Charges Assessed Before Adjustments	◆ ***Total Promise Act Program Tuition Charges Assessed Before Adjustments*** is the dollar value of tuition charged to a student within this reporting period for the Promise Act program. This amount is before any required fees, adjustments, waivers, or aid. ◆ Include only tuition for courses that count toward the Promise Act program. ◆ The value of waivers and tuition adjustments should be included in the *Total Program Financial Aid Before Promise Scholarship field found later in this file*.	tuition_p	NUMBER(08,0)

Kansas Promise Act			
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
	• This figure may come from the Bursar's/Finance office. • Report to the nearest dollar. Example: 4325 • If the student was not a Promise Act award recipient, leave this field blank.		

Promise Act Program Instructional Fees	• Sum of Promise Act program fees charged to a student for the set of courses or program in which the student is enrolled during this reporting period or based upon the particular program, college or school of study in which the student is enrolled.
	
	• Instructional Fees are over and above tuition.
	Examples of Instructional Fees include:
	  • Tuition Surcharges/ Tuition differentials
	  • Lab fees
	  • Special program or course fees
	
	• Report to the nearest dollar. Example: 4325
	
	• Include only instructional fees for courses that count toward the Promise Act program.
	
	• If the student was not a Promise Act award recipient, leave this field blank.
		i_fee_p	NUMBER(08,0)

Promise Act Program Required Fees	• Fixed sum charged to students related to Promise Act program for items not covered by tuition and required of such a large proportion of all students that the student who does not pay is the exception. Do not include application fees or optional fees such as parking fees. • This information is likely pulled directly from the Finance Office/Bursar's office/Billing System. • Include only required fees for courses that count toward the Promise Act program. • Report to the nearest dollar. Example: 4325 • If the student was not a Promise Act award recipient, leave this field blank.	r_fee_p	NUMBER(08,0)

	Kansas Promise Act		
Field Descriptions	**Field Definitions and Attributes**	**Field Names**	**Field Formats**
Promise Act Program Total Cost Books and Supplies	♦ Report the total costs of books and supplies related to the Promise Act program. Items required for study, such as computers, are to be included in the calculation if such items are 'typical,' and not unusual, for students to incur. Using budgeted amounts is acceptable. ♦ Do not include books or supplies for courses that are not part of the Promise Act program. ♦ Report to the nearest dollar. Example: 4325 ♦ If the student was not a Promise Act award recipient, leave this field blank.	books_p	NUMBER(08,0)
Total Financial Aid for Program Before Promise Scholarship	♦ The total dollar value of financial aid disbursed to the student's account for the Promise Act program prior to awarding Promise Scholarship money, including waivers. ♦ **Do not include loans or Federal or State Work Study awards.** ♦ Report to the nearest dollar. Example: 4325 ♦ Reporting '0' is acceptable. ♦ If the student was not a Promise Act award recipient, leave this field blank.	finaid_amt	NUMBER(08,0)
Kansas Promise Scholarship Award Disbursed Amount	♦ Report Promise Scholarship dollar amount disbursed to the student for the related to the Promise Act program during this reporting period. ♦ If the student was not a Promise Act award recipient, please leave blank. ♦ Report to the nearest dollar. Example: 4325	dsb_amt_p	NUMBER(08,0)

Academic Year File Layout Summary

NOTE: Please refer to http://data.kansasregents.org/data_collections/KHEDS/ to the on-line KHEDS Manual for the most current collection information.

STUDENTS INFORMATION			
Field Descriptions	**Field Names**	**Field Types**	**Valid Choices**
*Student Identification Number	SSN	VARCHAR2(09)	Social Security Number, ITIN or Federal Assigned ID
*College Assigned ID	Student_id	VARCHAR2(16)	
*FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
First Name	F_name	VARCHAR2(40)	Periods (.) are not allowed
Last Name	L_name	VARCHAR2(40)	Periods (.) are not allowed
FILLER	**FILLER**	**FILLER**	
Suffix	Suffix	VARCHAR2(05)	
Gender Code	Sex	VARCHAR2(01)	F, M, X, or blank
Date of Birth	Birth_ yyyymmdd	VARCHAR2(08)	YYYYMMDD or 00000000
FILLER	**FILLER**	**FILLER**	
*Completed Only	Completed_only	VARCHAR2(01)	Y, N
Non-Resident Alien	Nonresident_alien	VARCHAR2(01)	Y, N
Hispanic / Latino	Hispanic	VARCHAR2(01)	Y, N
America Indian or Alaska Native	Am_indian	VARCHAR2(01)	Y, N
Asian	Asian	VARCHAR2(01)	Y, N
Black or African American	African_am	VARCHAR2(01)	Y, N
Native Hawaiian or Other Pacific Islander	Pacific_ islander	VARCHAR2(01)	Y, N
White	White	VARCHAR2(01)	Y, N
Race Unknown	Unknown_race	VARCHAR2(01)	Y, N
State Student Identifier	State_student_id	VARCHAR2(10)	
FERPA flag	Ferpa	VARCHAR2(01)	Y, N
Middle Name	M_name	VARCHAR2(40)	Periods (.) are not allowed
FILLER	**FILLER**	**FILLER**	

*Primary Key Fields

ENROLLED FLAGS FILE			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER (Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	Student_id	VARCHAR2(16)	
*FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
*Reporting Period	Reporting_term	VARCHAR2(02)	SU, FA, SP
Campus	Campus	VARCHAR2(05)	Institutional Codes or blank
High School Student	High_school	VARCHAR2(01)	Y, N
First-time Entering Student Flag	First_time_fresh	VARCHAR2(01)	Y, N
New Transfer Flag	New_transfer	VARCHAR2(01)	Y, N
First-time Graduate Flag	First_time_grad	VARCHAR2(01)	Y, N
FILLER	**FILLER**	**FILLER**	
Number of Credit Hours Attempted	Nbr_credit_hrs	NUMBER(04, 1)	
Pell Recipient	Pell_recip	VARCHAR2(01)	Y, N **Filler for State Universities**
FILLER	**FILLER**	**FILLER**	
Reporting Term GPA Credit Hours	Rterm_gpa_credit_hrs	NUMBER(05,2)	**Filler for Community and Techs**
Reporting Term GPA Quality Points	Total_quality_pts	NUMBER(05,2)	**Filler for Community and Techs**
Kansas Residency	Six_month_res	VARCHAR2(01)	Y, N, E
District Residency	Tax_area_res	VARCHAR2(01)	Y, N, E **Filler for all Universities**
Student Level	Student_level	VARCHAR2(03)	AUD, NDU, NCU, FR, SO, JR, SR, 5TH, AUG, MA, SP, PMC, DFP, NDG, NCG
Living in Kansas	Live_ks	VARCHAR2(01)	Y, N, X
Reverse Transfer Flag	Rev_tran_flag	VARCHAR2(01)	Y, N **Filler for Community and Techs**
Reverse Transfer Referral FICE ID	Rev_tran_ref_fice_id	VARCHAR2(06)	See Appendix 1 **Filler for Community and Techs**
Number of Credit Hours Passed	Nbr_credit_passed	NUMBER(04,1)	

*Primary Key Fields

STUDENTS STATUS FILE			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER (Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	Student_id	VARCHAR2(16)	
* FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
IPEDS Flag	Ipeds	VARCHAR2(01)	Y, N
Cumulative Credit Hours Earned	Cum_credit_hrs	NUMBER(05,1)	
FILLER	**FILLER**	**FILLER**	
Student Level	Student_level	VARCHAR2(03)	AUD, NDU, NCU, FR, SO, JR, SR, 5TH, AUG, MA, SP, PMC, DFP, NDG, NCG, DEC
CTE High School Grade	Hs_grade	VARCHAR2(02)	09,10,11,12, blank
Resident/Non-resident Status	Res_nonres_status	VARCHAR2(03)	RES, OUT, NRS
FILLER	**FILLER**	**FILLER**	
Current Address State	Cur_state	VARCHAR2(02)	See Appendix 2
Current Address Zip Code	Cur_zip	VARCHAR2(10)	
Current Address County	Cur_county	VARCHAR2(05)	See Appendix 3
Current Address Location	Cur_location	VARCHAR2(03)	US, INT, blank
Military Veteran Student Indicator	Mil_vet_stu	VARCHAR2(01)	N, Y, D, X
Military Connected Student Indicator	Mil_con_stu	VARCHAR2(01)	N, A, G, X
Military Active Student Indicator	Mil_act_stu	VARCHAR2(01)	N, Y, X

*Primary Key Fields

DECLARED MAJORS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER (Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	Student_id	VARCHAR2(16)	
*FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
*Award Level	Award_level	VARCHAR2(05)	NONE, UND, SAPP, CERTA, CERTB, CERTC, CERT0, CERT1, CERT2, ASSOC, BACH, PBCER, MAST, PMCER, PMAST, DOCRS, DOCPP, DOCOT
*Major Code	Major	VARCHAR2(15)	Institutional Codes
*Award	award	VARCHAR2(05)	NONE, UND, CCOMP, CERT, CERTE, AS, AA, AGS, AAS, PRE, and other awards as defined by the institution (ex: BA, BS, BSE, MBA, EDD, MD).
Teacher Certification	Teach_cert	VARCHAR2(01)	Y, N
*Program Code	Program_code	VARCHAR2(15)	
Major Description	Major_desc	VARCHAR2(128)	
*Major CIP code	Major_cip	VARCHAR2(07)	
FILLER	**FILLER**	**FILLER**	

*Primary Key Fields

REGISTRATIONS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER (Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	Student_id	VARCHAR2(16)	
* FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
*Reporting Period	Reporting_term	VARCHAR2(02)	SU, FA, SP
*Course ID	Course_id	VARCHAR2(12)	
*Section Number	Section_num	VARCHAR2(05)	
Section Credit Hours	Sec_hrs	NUMBER(04,1)	0-16
Course Level	Course_level	VARCHAR2(05)	DMATH, DREAD, DENGL, CEP, INENG, UGRDL, UGRDU, GRAD, THEDS
*Outcome	Outcome	VARCHAR2(06)	PASS, INCOMP, INPROG, WITHD, FAIL, AUDIT, NOGRD, A, B, C, D
FILLER	**FILLER**	**FILLER**	
Funding Flags	Kit_kir_impact	VARCHAR2(06)	KIT, KIR, WKFAID, OUTSVC, NONE
FILLER	**FILLER**	**FILLER**	
Developmental Education Delivery Type	Dev_ed_delivery	VARCHAR2(01)	See list of options in data dictionary section (~pg. 73)

*Primary Key Fields

SECTIONS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
* FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
*Course ID	Course_id	VARCHAR2(12)	
*Section Number	Section_num	VARCHAR2(05)	
*Reporting Period	Reporting_term	VARCHAR2(02)	SU, FA, SP
Course Delivery Method	Delivery_method	VARCHAR2(04)	LEC, LCLB, LAB, DIS, STUD, IND, CLIN, INT, TLEC, TOTH, OTH, UNK
Technology Type	Tech_type	VARCHAR2(03)	If course delivery method is: TLEC or TOTH, choose: ONE, TWO, WEB, OTHER For all other course delivery methods, this field must be blank.
Section Type	Section_type	VARCHAR2(02)	BI, PO
Enrolled Count	Enrolled_cnt	NUMBER(03,0)	0-350
Section Zip Code	Section_zip	VARCHAR2(10)	USPS Zip codes or default values
State Universities and Washburn University Only			
Course Title	Course_title	VARCHAR2(128)	
FILLER	**FILLER**	**FILLER**	
Market-based Instruction	Market_based	VARCHAR2(01)	Y, N
State Universities Only			
Department ID	Department_id	Number(06,0)	
Institutional Department Code	Inst_dept	VARCHAR2(10)	

*Primary Key Fields

NEW UNDERGRADS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	Student_id	VARCHAR2(16)	
* FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
Student Type	Student_type	VARCHAR2(01)	F, T
High School Completion	Hs_completion	VARCHAR2(03)	DIP, GED, HS, NOT, NA
High School ID	Hs_id	VARCHAR2(06)	See Appendix 4
High School Graduation Date	Hs_grad_yyyy	VARCHAR2(04)	YYYY
First Term Enrolled	First_term_ yyyymm	VARCHAR2(06)	YYYYMM
First Generation Student	First_gen	VARCHAR2(05)	Y, N, X
Legal Address State	Legal_state	VARCHAR2(02)	See Appendix 2
Legal Address Zip Code	Legal_zip	VARCHAR2(10)	
Legal Address County	Legal_county	VARCHAR2(05)	See Appendix 3
Legal Address Location	Legal_location	VARCHAR2(03)	US, INT, or blank
ACT Comp	Act_comp	NUMBER(02,0)	01 – 36
ACT English	Act_engl	NUMBER(02,2)	01 - 36
Act Math	Act_math	NUMBER(02,2)	01 - 36
ACT Reading	Act_read	NUMBER(02,2)	01 - 36
ACT Science	Act_scie	NUMBER(02,2)	01 - 36
FILLER	**FILLER**	**FILLER**	
FILLER	**FILLER**	**FILLER**	
High School GPA	Hs_gpa	NUMBER (06,4)	
High School Rank	Hs_rank	NUMBER(04,2)	000 – 100
FILLER (Dev. Math)	**FILLER**	**FILLER**	Removed 7/1/2020
FILLER (Dev. English)	**FILLER**	**FILLER**	Removed 7/1/2020
FILLER (Dev. Reading)	**FILLER**	**FILLER**	Removed 7/1/2020
FILLER (Dev. General)	**FILLER**	**FILLER**	Removed 7/1/2020
Qualified Admissions Type	Qual_admn	VARCHAR2(04)	**State Universities Only:** TEST, HGPA, EXCP, GED, AGE, TRNS, NONE
Math Placement Test Type	Math_test	VARCHAR2(03)	See Appendix 6
Math Placement Test Score	Math_scor	NUMBER(03,0)	See Appendix 6

NEW UNDERGRADS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
Reading Placement Test Type	Read_test	VARCHAR2(03)	See Appendix 6
Reading Placement Test Score	Read_scor	NUMBER(03,0)	See Appendix 6
Writing Placement Test Type	Writ_test	VARCHAR2(03)	See Appendix 6
Writing Placement Test Score	Writ_scor	NUMBER(02,0)	See Appendix 6
Math Placement Measure	Math_placement	VARCHAR2(05)	GPA, TEST, BOTH, OTHER, NONE
English Placement Measure	English_placement	VARCHAR2(05)	GPA, TEST, BOTH, OTHER, NONE
Reading Placement Measure	Reading_placement	VARCHAR2(05)	GPA, TEST, BOTH, OTHER, NONE

*Primary Key Fields

TRANSFERS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER (Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	Student_id	VARCHAR2(16)	
* FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
UG Transferred GPA	Trans_uggpa	NUMBER(06,4)	
UG Transferred Credit Hours	Trans_ug_ Credit_hrs	NUMBER(05,1)	
FILLER	**FILLER**	**FILLER**	
Transfer Institution Indicator	Trans_inst_id_ Type	VARCHAR2(01)	A, F, I, S, X
*Transfer Institution ID	Trans_inst_id	VARCHAR2(06)	See Appendix 1 for KS Schools

*Primary Key Fields

COMPLETIONS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER (Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	Student_id	VARCHAR2(16)	
* FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
*Award Level	Award_level	VARCHAR2(05)	See Completions data dictionary for field options
*Major Code	Major	VARCHAR2(15)	Institutional Codes
*Award	Award	VARCHAR2(05)	See Completions data dictionary for field options
Final GPA Credit Hours	Final_gpa_ Credit_hrs	NUMBER(05,2)	
Final GPA Quality Points	Final_quality_ Pts	NUMBER(05,2)	
*Program Code	Program_code	VARCHAR2(15)	
Major Description	Major_desc	VARCHAR2(128)	
Major CIP Code	Major_cip	VARCHAR2(07)	
Graduation Date	Grad_yyyymm	VARCHAR2(06)	YYYYMM
FILLER	**FILLER**	**FILLER**	
FOR STATE UNIVERSITIES ONLY AND **2-YR INSTITUTIONS CHOOSING TO SUBMIT NON-TECHNICAL AWARDS**			
Double (Second) Major Flag	Double_majors _flag	VARCHAR2(01)	D, M
Double (Second) Major Completion Date	Double_majors _date	VARCHAR2(06)	
FOR STATE UNIVERSITIES AND WASHBURN UNIVERSITY ONLY			
Additional UG Transfer Credit Hours	trans_add_ UG_hrs	NUMBER(05,1)	NUMBER (05,1)

*Primary Key Fields

STUDENTS FLAGS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER (Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	Student_id	VARCHAR2(16)	
* FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
English Learner	Lep	VARCHAR2(01)	Y, N
Single Parent	Single_parent	VARCHAR2(01)	Y, N
Economically Disadvantaged	Econ_disadv	VARCHAR2(01)	Y, N
Out-of-Workforce Individual	Displaced	VARCHAR2(01)	Y, N
Disabled	Disabled	VARCHAR2(01)	Y, N
Homeless Individuals	Homeless	VARCHAR2(01)	Y, N
Youth In, or Aged Out of, Foster Care	Foster_youth	VARCHAR2(01)	Y, N
Youth with Active Military Parents	Military_youth	VARCHAR2(01)	Y, N

*Primary Key Fields

CEP FACULTY CREDENTIALS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
*Faculty Identification Number	SSN	VARCHAR2(09)	
* FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
First Name	F_name	VARCHAR2(40)	Periods (.) are not allowed
Last Name	L_name	VARCHAR2(40)	Periods (.) are not allowed
Middle Initial	M_initial	VARCHAR2(01)	Periods (.) are not allowed
*School District Number	Sch_dist_nbr	VARCHAR2(06)	See Appendix 5
FILLER	**FILLER**	**FILLER**	
FILLER	**FLLER**	**FILLER**	
Highest Faculty Award Level	Fac_award_level	VARCHAR2(05)	BACH, MASTA, MASTB, MASTC, DOCA, DOCB, DOCC, TECH2, TECH1
Graduate Credit Hours in CEP Field	Grad_credit_Hrs	NUMBER(05,1)	
FILLER	**FILLER**	**FILLER**	
FILLER	**FILLER**	**FILLER**	
*Course ID	Course_id	VARCHAR2(12)	
*Section Type	Section_type	VARCHAR2(02)	BI, PO
*Section Credit Hours	Sec_hrs	NUMBER(04,1)	
Tested Experience Flag	Tested_exp	VARCHAR2(01)	
*Section Number	Section_num	VARCHAR2(05)	
*Reporting Period	Reporting_term	VARCHAR2(02)	SU, FA, SP

*Primary Key Fields

CAMPUS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
*FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
*Campus Code	Campus	VARCHAR2(05)	Institutional Codes
Campus Name	Campus_name	VARCHAR2(66)	Institutional Descriptions
Financial Aid Academic Calendar	Finaid_acad_ calendar	VARCHAR2(01)	L, T, B, S
Reported Summer EFC	Reported_summer_ efc	VARCHAR2(01)	L, T, B, S
Campus State	Campus_State	VARCHAR2(02)	See Appendix 2
Campus Street Address	Campus_st_address	VARCHAR2(60)	
Campus Zip Code	Campus_zip	VARCHAR2(10)	
Campus County	Campus_county	VARCHAR2(05)	See Appendix 3

*Primary Key Fields

STUDENTS COSTS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER (Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	Student_id	VARCHAR2(16)	
*FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
*Reporting Period	Reporting_term	VARCHAR2(02)	SU, FA, SP
*Primary Flag	Primary_flag	VARCHAR2(01)	P, S
Campus Residency	Camp_res	VARCHAR2(02)	ON, OF
Dependency Status	Dep_stat	VARCHAR2(01)	I, D, U
Tuition Charges Assessed Before Adjustments	Tuition	NUMBER(08,0)	
*Tuition Type Flag	Tuition_flag	VARCHAR2(02)	See Appendix 7
Instructional Fees	I_fee	NUMBER(08,0)	
Required Fees	R_fee	NUMBER(08,0)	
Optional Fees	O_fee	NUMBER(08,0)	
Room Charges/Costs	Room	NUMBER(08,0)	
Room Cost Flag	Room_flag	VARCHAR2(01)	A, B, E, H, R
Estimated Board Cost	Board	NUMBER(08,0)	
Estimated Books and Supplies	Books	NUMBER(08,0)	
Estimated Other Expenses	Oth_exp	NUMBER(08,0)	
FAFSA Flag	Fafsa_flag	VARCHAR2(01)	Y, N
EFC Amount	Efc_amt	NUMBER(08,0)	
EFC Months	Efc_mth	NUMBER(03,1)	_0.0-12.0
Campus Location (KSU ONLY)	location	VARCHAR2(04)	MHTN, OLTH, SLNA

*Primary Key Fields

STUDENTS FINANCING			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER (Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	Student_id	VARCHAR2(16)	
*FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
*Reporting Period	Reporting_ term	VARCHAR2(02)	SU, FA, SP
Institution Award Code	Inst_awd	VARCHAR2(08)	
Institution Award Description	Inst_awd_des	VARCHAR2(50)	
*Funding Source Code	F_source	VARCHAR2(01)	F, S, L, I, T, E
*Funding Type Code	F_type	VARCHAR2(01)	G, L, S, W, T, V, R
*Award Need Basis	F_need	VARCHAR2(01)	N, X, U
*KBOR Award Code	F_award	VARCHAR2(04)	See Appendix 8
Disbursed Amount	Dsb_amt	NUMBER(08,0)	

*Primary Key Fields

FUNDING FLAGS			
Field Description	**Field Name**	**Field Type**	**Valid Choice**
FILLER (Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	Student_id	VARCHAR2(16)	
*FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1 in KHEDS Manual
*Term	Term	VARCHAR2(02)	AY
*Term Year	Term_year	VARCHAR2(04)	YYYY
*Reporting Period	Reporting_ Term	VARCHAR2(02)	SU, FA, SP
FILLER	**FILLER**	**FILLER**	
FILLER	**FILLER**	**FILLER**	
FILLER	**FILLER**	**FILLER**	
FILLER	**FILLER**	**FILLER**	
High School ID or GED Code	Hs_id	VARCHAR2(06)	
High School/GED Grad Date	Hs_grad_ Yyyymm	VARCHAR2(06)	YYYYMM
ABE Co-Enrollment	Abe_enrol	VARCHAR2(01)	Y, E, X
ABE Center	Center_code	VARCHAR2(06)	
Attempted GED Assessment	Ged_attempted	VARCHAR2(01)	Y, N, X
Passed GED Assessment	Ged_passed	VARCHAR2(01)	Y, N, X
Earned Industry Credential	Credential_ Earned	VARCHAR2(01)	Y, N, X
Industry Credential Code	Credential_ Code	VARCHAR2(128)	
Credential Date	Credential_ Date	VARCHAR2(06)	YYYYMM
Award Level	Award_level	VARCHAR2(05)	NONE, UND, SAPP, CERTA, CERTB, CERTC, ASSOC
Award	Award	VARCHAR2(05)	NONE, UND, CCOMP, CERT, CERTE, AS, AA, AGS, AAS
Program Code	Program_code	VARCHAR2(15)	

*Primary Key Field

Credit for Prior Learning (CPL)			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER (Old SSN)	**FILLER**	**FILLER**	
*College Assigned ID	student_id	VARCHAR2(16)	
* FICE Institution ID	fice_inst_id	VARCHAR2(06)	See Appendix 1
*Term	term	VARCHAR2(02)	AY
*Term Year	term_year	VARCHAR2(04)	YYYY
*Reporting Period	reporting_ term	VARCHAR2(02)	SU, FA, SP
*Course ID	course_id	VARCHAR2(12)	
*Section Credit Hours	sec_hrs	NUMBER(04,1)	0-30
Course Level	course_level_pl	VARCHAR2(05)	UGRDL, UGRDU, GRAD
*Outcome	outcome_pl	VARCHAR2(06)	PASS, A, B, C, D
*Section Type	Section_type	VARCHAR2(02)	PO
Military Flag	mil	VARCHAR2(01)	Y, N, X
Transfer Flag	Transfer	VARCHAR2(01)	Y, N
CPL Type	cpl_type	VARCHAR2(06)	AP, CLEP, IB, ACT, SAT, DSST, CIE, ACECOR, MIL, INSTEX, IRCRED, APPREN, RETRO, PORT, CAPATH
Course Title	course_title	VARCHAR2(128)	

*Primary Key Field

KANSAS CHALLENGE			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
* College Assigned ID	student_id	VARCHAR2(16)	
* FICE Institution ID	fice_inst_id	VARCHAR2(06)	See Appendix 1
* Term	term	VARCHAR2(02)	AY
* Term Year	term_year	VARCHAR2(04)	2022
* Reporting Period	reporting_term	VARCHAR2(02)	SU, FA, SP
* Course ID	course_id	VARCHAR2(12)	
* Section Number	section_num	VARCHAR2(05)	
Section Credit Hours	sec_hrs	NUMBER(04,1)	0-16
Tuition Charges Assessed for the Course	c_tuition	NUMBER(08,0)	
District Tuition Payments	district_tuition	NUMBER(08,0)	
School District Number	sch_dist_nbr	VARCHAR2(06)	See Appendix 5

*Primary Key Fields

KANSAS PROMISE ACT			
Field Description	Field Name	Field Type	Valid Choices
* College Assigned ID	student_id	VARCHAR2(16)	
* FICE Institution ID	fice_inst_id	VARCHAR2(06)	See Appendix 1
* Term	term	VARCHAR2(02)	AY
* Term Year	term_year	VARCHAR2(04)	2022
* Reporting Period	reporting_term	VARCHAR2(02)	FA, SP (SU beginning AY 2023)
Promise Scholarship Awarded (Recipient)	promise_awarded	VARCHAR2(01)	Y, N
Reason Denied	reason_denied	VARCHAR2(06)	NRES, PROG, FAFSA, NEED, FUND, INCOMP, OTCRIT, HOURS, STDAG
*Program Award Level	award_level	VARCHAR2(05)	SAPP, CERTA, CERTB, CERTC, ASSOC
*Program Award	award	VARCHAR2(05)	CCOMP, CERT, AS, AA, AGS, AAS
*Program Code	program_code	VARCHAR2(15)	
Program Exception	program_except	VARCHAR2(01)	Y, N
Program Exception CIP	major_CIP	VARCHAR2(07)	
Program Description	prog_desc	VARCHAR2(120)	
Promise Scholarship Application Date	app_date_yyyymm	VARCHAR2(06)	YYYYMM
Promise Scholarship Award Date	award_date_yyyymm	VARCHAR2(06)	YYYYMM
Application Type	App_type	VARCHAR2(01)	N ('R' option starting AY 2023)
Promise Act Program Number of Credit Hours Attempted	nbr_credit_hrs_p	NUMBER(04,1))	
Promise Act Program Total Tuition Charges Assessed Before Adjustments	tuition_p	NUMBER(08,0)	
Promise Act Program Instructional Fees	i_fee_p	NUMBER(08,0)	
Promise Act Program Required Fees	r_fee_p	NUMBER(08,0)	
Promise Act Program Total Cost Books and Supplies	books_p	NUMBER(08,0)	
Total Financial Aid for Program Before Promise Scholarship	finaid_amt	NUMBER(08,0)	
Kansas Promise Scholarship Award Disbursed Amount	dsb_amt_p	NUMBER(08,0)	

*Primary Key Fields

Academic Year Files
Edits

FILE ABBREVIATION KEY							
KSPSD Collection Files							
CA	Campus	EF	Enrolled Flags	KP	Kansas Promise	SI	Students Info
CF	CEP Faculty Credentials	FF	Funding Flags	PL	Credit for Prior Learning	SS	Students Status
CM	Completions	FN	Students Financing	RG	Registrations	SU	Follow Up
CO	Students Costs	KC	Kansas Challenge	SC	Sections	TR	Transfers
DM	Declared Majors	NU	New Undergrads	SF	Students Flags		
Inventory Files							
PI	Program Inventory	CI	Course Inventory				

UPLOAD EDITS These error messages will appear in a pop-up box or the Error Log after an unsuccessful file upload				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Invalid SSN/ID	All	SSN/ID	Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or federally assigned ID No special characters allowed. If the SSN/ID starts with a '9', the middle two numbers must be greater or equal to 70 and cannot be 89 or 93. Example: 9XX70XXXX = Good 9XX69XXXX = Bad 9XX99XXXX = Good	F
Your file's school year, term, or FICE ID may be different than your profile	All	FICE Inst ID	Must match FICE selected when logging into website. Shown in the yellow bar at the top of the screen.	F
Your file's school year, term, or FICE ID may be different than your profile	All	Term	AY	F
Your file's school year, term, or FICE ID may be different than your profile	All	Term Year	Must match FICE selected when logging in to website. Shown in the yellow bar at the top of the screen	F
Unique constraint violated	SI	SSN Student ID	File cannot contain more than one record for the same student.	F
Unique constraint violated	EF	SSN Student ID Reporting Period	File cannot contain more than one record for the same student per reporting term.	F
Unique constraint violated	SS	SSN Student ID	File cannot contain more than one record for the same student.	F
Unique constraint violated	DM	SSN Student ID Program Code Award Level Award	File cannot contain more than one record for the same student per Program/Award Level/Award combination.	F

UPLOAD EDITS These error messages will appear in a pop-up box or the Error Log after an unsuccessful file upload				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Unique constraint violated	RG	SSN Student ID Reporting Period Course ID Section Number	File cannot contain more than one record for the same student per Reporting Period/Course ID/Section Number combination.	F
Unique constraint violated	SC	Course ID Section Number Reporting Period	File cannot contain more than one record per Reporting Term for the same Course ID/Section Number combination.	F
Unique constraint violated	NU	SSN Student ID	File cannot contain more than one record for the same student.	F
Unique constraint violated	TR	SSN Student ID Transfer Institution ID	File cannot contain more than one record for the same student per Transfer Institution.	F
Unique constraint violated	CM	SSN Student ID Program Code Award Level Award	File cannot contain more than one record for the same student per Program & Award Level & Award combination.	F
Unique constraint violated	SF	SSN Student ID	File cannot contain more than one record for the same student.	F
Unique constraint violated	CF	SSN School District Number CEP Course Number	File cannot contain more than one record per instructor per school district per course.	F
Unique constraint violated	PC	SSN Student ID Previous Inst ID Award Year	File cannot contain more than one record per student per previous institution per award year.	F
Unique constraint violated	CO	SSN Student ID Reporting Period Primary Flag=P	File cannot contain more than one record for the same student within a reporting term that is marked as the Primary cost record.	F

UPLOAD EDITS				
These error messages will appear in a pop-up box or the Error Log after an unsuccessful file upload				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Unique constraint violated	FN	SSN Student ID Reporting Period Funding Source Funding Type Award Need KBOR Award Code	File cannot contain more than one record per Reporting Term for the same funding source, funding type, award type and award need ("STAN") combination.	F
Unique constraint violated	FF	SSN Student ID Reporting Period	File cannot contain more than one record for the same student.	F
Unique constraint violated	KC	SSN Student ID Reporting Period Course ID Section Number Section Hours	File cannot contain more than one record for the same student per Reporting Period / Course ID / Section Number/Section Hours combination.	F

SSN AND STUDENT ID EDITS These error messages will appear in the Edit Report				
Common to all Files containing SSN and Student ID fields				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
SSN and Student ID must have different values	All	SSN/ID Student ID	Must have a non-blank, non-zero value in at least one of these fields.	F
Student ID cannot be greater than 16 characters	All	Student ID	Student ID cannot exceed 16 characters.	F
SSN cannot be greater than 9 characters	SI	SSN/ID	SSN cannot exceed 9 characters.	F
SSN must be numeric	SI	SSN/ID	SSN must be numeric. No special characters.	F
Student ID cannot be blank	All	Student ID	Student ID cannot be blank.	F
Invalid SSN/ID	SI	SSN/ID	Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or federally assigned ID if available. No special characters. If the SSN/ID starts with a '9', the following logic from the IRS must be followed for certain resident and nonresident aliens. A nine-digit number beginning with the number "9", has a range of numbers from "50" to "65", "70" to "88", "90" to "92" and "94" to "99" for the fourth and fifth digits and is formatted like a SSN (i.e. 9XX-7X-XXXX). Example: 9XX70XXXX = Good 9XX69XXXX = Bad 9XX98XXXX = Good	F
All SSN records cannot be '0'	SI	SSN	All records have a been reported as '0'.	F

STUDENTS INFORMATION FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Must contain only A-Z, single dash, or single quote	SI	First Name	Can't contain numbers or punctuation. Hyphen and apostrophe are acceptable.	F
Must be >= 1 character and contain only A-Z, single dash, or single quote	SI	Last Name	Can't contain numbers or punctuation. Hyphen and apostrophe are acceptable. Can't be left blank.	F
Is not on the acceptable list of values	SI	Sex	F, M, X, blank	F
Must be valid YYYYMMDD format or left blank	SI	Date of Birth	Format YYYYMMDD or blank	F
Student Age is < 5 or > 106	SI	Date of Birth	Age (calculated) between 5 and 106	F
Is not on the acceptable list of values	SI	Completed Only	Y, N	F
Is not on the acceptable list of values	SI	Non-Resident Alien	Y, N	F
Is not on the acceptable list of values	SI	Hispanic / Latino	Y, N	F
Is not on the acceptable list of values	SI	American Indian or Alaska Native	Y, N	F
Is not on the acceptable list of values	SI	Asian	Y, N	F
Is not on the acceptable list of values	SI	Black or African American	Y, N	F
Is not on the acceptable list of values	SI	Native Hawaiian or Other Pacific Islander	Y, N	F
Is not on the acceptable list of values	SI	White	Y, N	F
Is not on the acceptable list of values	SI	Race Unknown	Y, N	F
If Non-Resident Alien = Y, then all Race / Ethnicity fields must = N	SI	Non-Resident Alien Hispanic / Latino American Indian or Alaska Native Asian	If a student is a Non-Resident Alien, all Race / Ethnicity fields must be set to 'No'.	F

STUDENTS INFORMATION FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
		Black or African American Native Hawaiian or Pacific Islander White Race Unknown		
If Race Unknown = Y, then all other Race / Ethnicity fields and Non-Resident Alien must = N	SI	Race Unknown Non-Resident Alien Hispanic / Latino American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Race Unknown	If the student's race is Unknown, all other Race / Ethnicity fields must be set to "No", and the Non-Resident Alien field must be set to "No".	F
At least one field must = 'Y' among the Race/Ethnicity and Non-Resident Alien fields.	SI	Non-Resident Alien Hispanic / Latino American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Race Unknown	At least one Race/Ethnicity field or the Non-Resident Alien field must have a value of Y.	F
Duplicate rows in Students Info	SI	First Name Last Name Middle Name Sex Date of Birth	Table cannot contain more than one record for the same student.	F

STUDENTS INFORMATION FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Possible duplicate student – please review	SI	First Name Last Name and/or Middle Name Date of Birth Sex	More than one student having the same combination of these fields may be a duplicate.	W
More than one student using the same SSN	SI	SSN	If SSN was submitted (<>000000000), it should be unique to each student.	F
Student previously reported with different Student ID	SI	SSN Student ID FICE Inst ID Term	At your institution, student with the same SSN was reported in a prior year's collection with a different Student ID.	W
Student in Students Info file but not in Enrolled Flags file	SI EF	SSN Student ID	Cross table check: find at least one matching record in EF; excludes SI records where Completed Only = 'Y'.	F
Completed Only = Y, so student should not be in Enrolled Flags file	SI EF	SSN Student ID Completed Only	Cross table check: Completed Only students should not have a record in EF.	F
Student in Students Info file but not in Students Status file	SI SS	SSN Student ID	Cross table check: find a single matching record in SS; exclude SI records where Completed Only = Y.	F
Completed Only = Y, so student should not be in Students Status file	SI SS	SSN Student ID Completed Only	Cross table check: Completed Only students should not have a record in SS.	F
Student in Students Info file but not in Declared Majors file	SI DM	SSN Student ID	Cross table check: find at least one matching record in DM; excludes SI records where Completed Only = 'Y'.	F
Completed Only = Y, so student should not be in Declared Majors file	SI DM	SSN Student ID Completed Only	Cross table check: Completed Only students should not have a record in DM.	F
Student in Students Info file, not in Registrations file	SI RG	SSN Student ID	Cross table check: find at least one matching record in RG; excludes SI records where Completed Only = 'Y'.	F

STUDENTS INFORMATION FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Completed Only = Y, so student should not be in Registrations file	SI RG	SSN Student ID Completed Only	Cross table check: Completed Only students should not have a record in RG.	F
Completed Only = Y, so there must be at least one matching record in the Completions file	SI CM	SSN Student ID	Students who Completed Only must show a record in the CM file.	F
Is not on the acceptable list of values	SI	FERPA	Y, N	F
Must contain only A-Z, single dash, or single quote	SI	Middle Name	Cannot contain numbers or punctuation (no periods). Hyphen and apostrophe are acceptable.	F
Promise Act recipients must have a valid SSN reported	SI	SSN	Students that are Promise Act recipients must have a valid SSN reported.	F
Promise Act recipients must have a valid date of birth reported	SI KP	Date of Birth Student ID	Students that are Promise Act recipients must have a valid date of birth reported.	F

ENROLLED FLAGS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	EF	Reporting Period	FA, SP, SU	F
Campus code does not appear in your Campus file.	EF CA	Campus	Cross table check: If Campus field is populated, find a single matching record in the Campus file.	F
Is not on the acceptable list of values	EF	High School	Y, N	F
Is not on the acceptable list of values	EF	First-time Entering Student	Y, N	F
5% or less of students are flagged as First-time Entering Student (FTES)	EF	First-time Entering Student	FTES Flag = Y for 5% or less of unduplicated headcount. (KUMC excluded)	W
No students flagged as First-time Entering Student (FTES)	EF	First-time Entering Student	FTES Flag = N for all students. (KUMC excluded)	F
Not all First-time Entering Students (FTES =Y) with Number Credit Hours Attempted>12 should be (NDU or NCU) in Student Level	EF SS	First-time Entering Student (EF) Number Credit Hours Attempted (EF) Student Level (SS)	Cross table check: If FTES =Y and EF nbr_credit_hrs>12, then student_level should contain something other than (NDU and NCU) for at least one student. *(i.e., not all First-Time entering students should be non-award seeking/not classified.)*	F
If First-time Entering Student = "Y", New Transfer must be "N"	EF	First-time Entering Student New Transfer	A student cannot be both a FTES and a New Transfer for the same term.	F
If First-time Entering Student = "Y", High School must be "N"	EF	First-time Entering Student High School	A student cannot be both a FTES and a High School student for the same term.	F
Student not flagged as a First-time Entering Student or New Transfer for the earliest term	EF	First-time Entering Student Reporting Period	Student generally should be flagged as FTES for the earliest reported term.	W
Student marked as a First-time Entering Student or New Transfer for SU, but not FA	EF	First-time Entering Student Reporting Period	Students are generally considered a FTES for both the Summer and Fall terms.	F

ENROLLED FLAGS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Student flagged as First-time Entering Student or New Transfer for FA, but not SU	EF	First-time Entering Student Reporting Period	Students are generally considered a FTES for both the Summer and Fall terms.	W
Student marked as First-time Entering Student or New Transfer for multiple terms	EF	First-time Entering Student Reporting Period	A student may be reported as a FTES for only a single term (exception SU & FA).	F
First-time Entering Student not expected to have a Student Level of JR or SR	EF SS	First-time Entering Student Student Level	Cross table check: FTES not expected to have a Student Level of JR or SR.	W
Acceptable Student Levels for First-time Entering Student: FR, SO, NCU, NDU, DEC	EF SS	First-time Entering Student Student Level	Cross table check: FTES with Student Level <u>other than</u> JR, SR, FR, SO, NCU, NDU, or DEC.	F
Student flagged as First-time Entering Student in Enrolled Flags. Must appear as First-time Entering Student in New Undergrads	EF NU	First-time Entering Student SSN Student ID Student Type	Cross table check: when EF First-time Entering Student = 'Y', there should be a single matching record in NU with Student Type = 'F'.	F
Is not on the acceptable list of values	EF	New Transfer	Y, N	F
No students flagged as New Transfers	EF	New Transfer	New Transfer Flag = N for all students.	F
If New Transfer = "Y", High School must be "N"	EF	New Transfer High School	A student cannot be both a New Transfer and a High School student for the same term.	F
Cannot be a New Transfer and First-Time Graduate for the same term	EF	New Transfer First-Time Graduate Student	A student cannot be both a New Transfer and a First-Time Graduate student for the same term.	F
Student not flagged as a First-time Entering Student or New Transfer for the earliest term	EF	New Transfer Reporting Period	Student generally should be flagged as New Transfer for the earliest reported term.	W
Student flagged as New Transfer for SU, but not FA.	EF	New Transfer Reporting Period	Students are generally considered a FTES or New Transfer for both the Summer and Fall terms.	F

ENROLLED FLAGS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Student flagged as First-time Entering Student or New Transfer for FA, but not SU	EF	New Transfer Reporting Period Student Level	Students are expected to be shown as New Transfer for both the Summer and Fall terms unless Student Level = AUG, MA, SP, PMC, DFP, NDG, NCG.	W
Student marked as First-time Entering Student or New Transfer for multiple terms	EF	New Transfer Reporting Period	A student may be reported as a New Transfer for only a single term (exception SU & FA).	F
Student flagged as New Transfer in Enrolled Flags. Must appear as Transfer on New Undergrads	EF NU	New Transfer SSN Student ID Student Type	Cross table check: when EF New Transfer = 'Y', there should be a single matching record in NU with Student Type = 'T'.	F
Is not on the acceptable list of values	EF	First-time Graduate Student	Y, N	F
Cannot be a High School student and a First-Time Graduate Student for the same term	EF	First-time Graduate Student High School	A student cannot be both a First-Time Grad Student and a High School student for the same term.	F
Must be >= 0 and <= 35 or blank	EF	Credit Hrs Attempted	Values between 0 and 35 or blank	W
Is not on the acceptable list of values	EF	Pell Recipient	Y, N	F
Students who received Pell Grant should be marked as 'Economically Disadvantaged' in Students Flags	EF SF	Pell Recipient Economically Disadvantaged	Cross table check: If student has Pell Recipient = Y, then Economically Disadvantaged must = Y.	F
If student has Pell or BIA grant = Y, then Award must be Pell or BIA	EF FN	Pell Recipient Award	Cross table check: If student has Pell or BIA grant = Y, then Award in Student Financing file must be Pell or BIA for same reporting period.	F
If Pell = Y, student must be degree-seeking	EF	Pell Student Level	If Pell = Y, student must be degree-seeking	W
Must be >= 0 and <= 35	EF	Reporting Term GPA Credit Hours	Values between 0 and 35	W

ENROLLED FLAGS FILE EDITS				
These error messages will appear in the Edit Report				
Error Message	File	Field(s)	Validation	Fatal or Warning
Must be >= 01 and <= 1000	EF	Reporting Term GPA Quality Points	Values between 0 and 1000	W
Calculated GPA should not be >4.0	EF	Reporting Term GPA Credit Hours Reporting Term GPA Quality Points	Calculated GPA must be <= 4.0	W
Is not on the acceptable list of values	EF	Kansas Residency	Y, N, E	F
Is not on the acceptable list of values	EF	District Residency	Y, N, X	F
District Residency must be "X" if Kansas Residency is "N".	EF	District Residency Kansas Residency	District Residency must be "X" if Kansas Residency is "N".	F
District Residency cannot be "X" if Kansas Residency is "Y".	EF	District Residency Kansas Residency	District Residency cannot be "X" if Kansas Residency is "Y".	F
Is not on the acceptable list of values	EF	Living in Kansas	Y, N, X	F
Student in Enrolled Flags file, not in Students Info file nor in Students Info file as Completed Only	EF SI	SSN Student ID Completed Only	Cross table check: find a single matching record in SI where Completed Only = "N".	F
High_school = Y and student's age is >= 23	EF SI	High School Student Date of Birth	Cross table check: Student in the Enrolled Flags file has High School Student field = Y. This same student has an age >= 23 in the Student Information file.	W
High_school = Y and student's age is between 20-22	EF SI	High School Student Date of Birth	Cross table check: Student in the Enrolled Flags file has High School Student field = Y. This same student has an age between 20 - 22 in the Student Information file.	W
Sum of credit hours in Enrolled Flags file for this term is not equal to sum of credit hours in Registrations file for this term	EF RG	Number of Credit Hours Attempted Reporting Term Section Credit Hours	Cross table check: Sum of credit hours in Enrolled Flags file for this term is not equal to sum of credit hours in Registrations file for this term.	F

ENROLLED FLAGS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Student with Funding Flag record must have Living in Kansas = Y or N	EF FF	SSN ID Living in Kansas	Cross table check: Student has been reported in Funding Flags, but Living in Kansas in Enrolled Flags does not = Y or N.	F
Is not on the acceptable list of values	EF	Reverse Transfer Flag	Y, N	F
Institution ID is not valid	EF	Reverse Transfer Referral FICE ID	Must be a valid KS FICE ID.	F
Reverse Transfer Flag = Y, Referral FICE ID cannot be blank	EF	Reverse Transfer Referral FICE ID	Reverse Transfer Flag = Y, Referral FICE ID cannot be blank. If Reverse Transfer Flag = N, this field may be left blank.	F
Referral FICE ID is a valid KS FICE ID, Reverse Transfer Flag cannot = N	EF	Referral FICE ID Reverse Transfer	Referral FICE ID is a valid KS FICE ID, Reverse Transfer Flag cannot = N	F
Number of credit hours passed cannot be more than number of credit hours attempted	EF	Number of Credit Hours Attempted Number of Credit Hours Passed	Number of credit hours passed cannot be more than number of credit hours attempted.	F
High_School = Y, Pell_Recip must = N	EF	High School Pell	Student is flagged as being a high school student and receiving Pell.	F

STUDENTS STATUS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	SS	IPEDS	Y, N	F
Is not in the defined range. Expected to be >= 0 and <= 200 or blank	SS	Cum Credit Hrs	Values between 0 and 200, or blank	W
Is not on the acceptable list of values	SS	Student Level	AUD, NDU, NCU, FR, SO, JR, SR, 5TH, AUG, MA, SP, PMC, DFP, NDG, NCG, DEC	F
Non-Degree/Award Seeking Student Level (NDU) must use 'NONE' in the Program Code field.	SS DM	Student Level Program Code	Cross table check: If the student level is non-degree / non-award seeking, then the student should not be enrolled in an official program. The Program Code should be "NONE".	F
Is not on the acceptable list of values	SS	High School Grade	09, 10, 11, 12, blank	F
Is not on the acceptable list of values	SS	Res/Non-Res Status	RES, OUT, NRS	F
Must be 5- or 9-characters Zip, or blank	SS	Current Address Zip Code	If Current Address Location = "US", length must be consistent with 5 or 9-digit format, or blank.	F
Current Address Zip Code field is blank for entire file	SS	Current Address Zip Code	Field was not populated for any record in the file.	F
Is not on the acceptable list of values	SS	County	If the state = KS, the county must be a valid county from Appendix 3, Unknown is not an option, and cannot be left blank.	F
Is not on the acceptable list of values	SS	Current Address State	State must be a valid state code from Appendix 2, or blank.	F
Reported state has percent change of 10% or greater when compared to prior year	SS	State	Reported state has percent change of 10% or greater when compared to prior year.	W
Is not on the acceptable list of values	SS	Current Address Location	US, INT, blank	F
Current Address Location field is blank for entire file	SS	Current Address Location	Field was not populated for any record in the file.	F

STUDENTS STATUS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Reported location has percent change of 10% or greater when compared to prior year	SS	Location	Reported location has percent change of 10% or greater when compared to prior year.	W
Student in Students Status File. Not in Students Info file, or in Students Info as Completed Only.	SS SI	SSN Student ID Completed Only	Cross table check: find single matching record in SI with Completed Only = N.	F
All records for military fields are marked Unknown	SS	Military Veteran Student Indicator Military Connected Student Indicator Military Active Student Indicator	Unknown should not be marked for all students.	F
Greater than 20% of all records reported for the military fields have been flagged as 'Unknown. Please check for accuracy.	SS	Military Veteran Student Indicator Military Connected Student Indicator Military Active Student Indicator	Greater than 20% of all records reported for the military fields have been flagged as 'Unknown. Please check for accuracy.	W
Reported at least 10% Military Active Student Indicator as Unknown	SS	Military Active Student Indicator	At least 10% of the Military Active Student Indicator field was marked as 'Unknown". Would expect this percentage to be lower.	W
Reported at least 14% Military Connected Student Indicator as Unknown	SS	Military Connected Student Indicator	At least 14% of the Military Active Student Indicator field was marked as 'Unknown". Would expect this percentage to be lower.	W
Reported at least 19% Military Veteran Student Indicator as Unknown	SS	Military Veteran Student Indicator	At least 19% of the Military Active Student Indicator field was marked as 'Unknown". Would expect this percentage to be lower.	W
State = KS. County must not be left blank	SS	Current Address State Current Address County	If state is KS, county cannot be left blank	F
Location = INT. State must be left blank.	SS	Location State	Location = INT. State must be left blank.	F

STUDENTS STATUS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Location = INT. County must be left blank.	SS	Location County	Location = INT. County must be left blank.	F
State does not = KS. County must be left blank.	SS	State County	State does not = KS. County must be left blank.	F
Reported state has percent change of 10% or greater when compared to prior year	SS	Current Address State	Reported state has a percentage change of 10% or greater when compared to prior year.	W
Reported location has percent change of 10% or greater when compared to prior year	SS	Current Address Location	Reported location has a percentage change of 10% or greater when compared to prior year.	W
CTE High School Grade = 09/10/11/12. High School Student must = Y in EF	SS EF	High School Grade High School	Cross-table edit: Student has a reported high school grade in Student Status File. The student must be reported as being a high school student in the Enrolled Flags field.	F
High school grade level edit to require data to be entered for HS students taking technical credits	SS EF RG CI	High School Grade High School Course ID	**For community and technical institutions only.** This edit is only for those high school students that are enrolled in technical courses. Actual high school grade needs to be reported.	F

DECLARED MAJORS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	DM	Award Level	See options on pages 62-66	F
Award Level is not valid for Universities.	DM	Award Level	State Universities may not use award levels of CERTA, CERTB, and CERTC, which represent technical certificates.	F
Award Level is only valid for Universities.	DM	Award Level	Only Universities can use awards level CERT0, CERT1, CERT2, PBCER, PMCER.	F
Cannot be blank or contain	DM	Major Code	Cannot be left blank; contains only a-z, A-Z, 0-9, -, /	F
Punctuation, blank spaces, and numbers are not allowed	DM	Award	Cannot be blank. Punctuation, blank spaces within and numbers are not allowed	F
SAPP Award Level must have an Award of CCOMP	DM	Award Level Award	SAPP Award Level must have an Award of CCOMP	F
PRE-Award must have a degree-seeking Student Level	DM SS	Award Student Level	Cross table check: For an Award field of PRE, the Student Level cannot be NDU or NDG.	F
Program Code, Award Level and Award fields must all use the code NONE	DM	Program Code Award Level Award	NONE represents non-award-seeking / non-degree-seeking students and should be used for all three fields.	F
Undecided / Undeclared students must use the code UND for Program Code, Award Level and Award	DM	Program Code Award Level Award	For Community and Technical Institutions, undecided or undeclared students should be represented with the code UND in all three fields: Program Code, Award Level, and Award.	F
Student must be non-award / degree seeking to use NONE for Program Code and Award Level and Award	DM SS	Program Code Award Level Award Student Level	Cross table check: NONE represents non-award / degree seeking students, so Student Level must be NDU, NDG, or DEC.	F
Student must be award / degree seeking to use UND for Program Code, Award Level or Award	DM SS	Program Code Award Level Award Student Level	Cross table check: UND represents award / degree seeking students, so Student Level cannot be NDU or NDG.	F
Would expect at least 1 record to be flagged as "Y" for Teacher Certification.	DM	Teacher Certification	Would expect at least 1 record to be flagged as "Y" for Teacher Certification.	W

			DECLARED MAJORS FILE EDITS These error messages will appear in the Edit Report		
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	DM	Teacher Certification	Y, N	F
Cannot be blank or contain punctuation (hyphen and slash are accepted)	DM	Program Code	Cannot be left blank; contains only a-z, A-Z, 0-9, -, /	F
The Program Code, Award Level, and Award combination must match an active program in the Program Inventory system	DM PI	Program Code Award Level Award	Cross table check: Program Code & Award Level & Award combination must match a single active record in the Program Inventory system.	F
"New" student in a phased-out program. Student was not enrolled in this program for the previous AY.	DM DM (PY) PI (PY)	Program Code Award Level Award	"New" student in a phased-out program. Student was not enrolled in this program for the previous AY.	F
Must be > a space	DM	Major Description	Cannot be left blank.	F
Must be numeric in the format 99.9999 and an acceptable value	DM	Major CIP	Must be a valid CIP code from NCES 2010 CIP list.	F
Student in Declared Majors file. Not in Students Info file, or in Students Info as Completed Only	DM SI	SSN Student ID Completed Only	Cross table check: Student in Declared Majors file. Not in Students Info file, or in Students Info as Completed Only.	F
Student in Declared Majors file but not found in Students Status file	DM SF	SSN Student ID	Cross table check: Student in Declared Majors file but not found in Students Status file.	F
Teacher certification = Y. Student Level in the Student Status file cannot = FR or SO	DM SS	Teacher Certification Student Level	Cross table check: Teacher certification = Y. Student Level in the Student Status file cannot = FR or SO.	W
Student flagged as high school in EF and only one PALA record in DM of NONE or reported PALA in PI has CIP code of 24.0101 or 30.9999. Major CIP field must be completed with a valid CIP code.	DM EF PI	Program Award Award Level High School Program Inventory	If the institution is reporting a high school student in a non-declared or non-technical program for the Program, Award and Award Level (PALA), the institution MUST enter a CIP code in the Major CIP field. If the student is also enrolled in technical courses, please enter in the Major CIP field a CIP code representing the technical emphasis so that KBOR can account for technical program production accurately. Omitting the	F

DECLARED MAJORS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
			Major CIP field on high school students can affect reporting and Perkins indicators of performance.	
Student is flagged as high school in EF and reported major_cip in DM is 24.0101 or 30.9999 but student enrolled in technical courses	DM EF RG CI	Major CIP High School Course ID Course Inventory	The reported Major CIP code is 24.0101 or 30.9999 for a high school student enrolled in courses that are flagged as technical in course inventory. The Major CIP field should be a CIP code representing the technical emphasis so that KBOR can account for technical program production accurately. Reporting 24.0101 or 30.9999 for the Major CIP field on high school students can affect reporting and Perkins indicators of performance.	W

REGISTRATIONS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	RG	Reporting Period	FA, SP, SU	F
Must be > a space	RG	Course ID	Cannot be left blank.	F
Must be > a space	RG	Section Number	Cannot be left blank.	F
Expected to be >= 0 and <= 12	RG	Section Credit Hours	Values between 0 and 12	W
Is not on the acceptable list of values	RG	Course Level	DMATH, DREAD, DENGL, CEP, INENG, UGRDL, UGRDU, GRAD, THEDS	F
Most institutions should have some students reported with taking a developmental math course.	RG	Course Level	Most institutions should have some students reported with taking a developmental math course.	W
Most institutions should have some students reported with taking a developmental English course.	RG	Course Level	**Washburn, Community & Tech Institutions Only:** Most institutions should have some students reported with taking a developmental English course.	W
If Course Level = CEP, then student must be flagged as High School = "Y" for at least one term	RG EF	Course Level High School	Cross table check: If Course Level = CEP, the student must be flagged as a High School student for at least one term.	F
If Course Level = CEP, Matching Course Key must exist in CF file	RG CF SC	Reporting Term Course Level Course ID Section Number Section Type Section Hours	Cross Table Check: If Course Level = CEP, the course combination must exist in CEP Faculty Credentials file.	F
Is not on the acceptable list of values	RG	Outcome	PASS, INCOMP, INPROG, WITHD, FAIL, AUDIT, NOGRD, A, B, C, D	F
Registrations file shows greater than 10% credit hours failed. Please check for accuracy	RG	Section Credit Hours Outcome	More than 10% of all Section Credit Hours have an Outcome of Failed.	W
Is not on the acceptable list of values	RG	KIT/KIR/ IMPACT	KIT, KIR, WKFAID, OUTSVC, NONE	F

REGISTRATIONS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Course ID / Section Number / Reporting Period combination not found in Section file	RG SC	Course ID Section Number Reporting Period	Cross table check: Course ID & Section Number & Reporting Period combination must match a single record in the Section file.	F
Course Level = CEP in RG file and Course Delivery Method in SC = TLEC or TOTH	RG SC	Course Level Course Delivery Method	Cross-table check - CEP in the Registrations file and Course Delivery Method in the Sections file is marked as TLEC or TOTH.	W
Student in Registrations file. Not in Students Info file, or in Students Info file as Completed Only	RG SI	SSN Student ID	Cross table check: find a single matching record in SI where Completed Only = 'N'.	F
Registrations record missing from Enrolled Flags	RG EF	SSN Student ID Reporting Period	Cross table check: Registrations record missing from Enrolled Flags.	F
The Course ID / Section Hours / Section type / AY Year combination not found in Course Inventory	RG SC CI	Course ID Section Type Section Hours AY Year in CI	Cross table check: The Course ID (SC), Section Type (SC), and Section Hours (RG) fields must match a valid record in the KBOR Course Inventory system. Community Colleges and Technical Institutions only. Must be an active course in the academic year in which this collection is for. For example: AY 2021 checks CI 2021.	F
Universities Only: The Course ID / Section Hours / Section type combination not found in Course Inventory *(CC's and TC's also have this edit but it is a fatal)*	RG SC CI	Course ID Section Type Section Hours	Cross table check: The Course ID (SC), Section Type (SC), and Section Hours (RG) fields must match a valid record in the KBOR Course Inventory system.	W
We generally expect "A" letter grades to be between 30% and 60% of the total section credit hours. Please check for accuracy	RG	Outcome Section Credit Hours	Section Credit Hours with an Outcome of "A" do not fall between 30% and 60% of total Section Credit Hours.	W

REGISTRATIONS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
We generally expect "B" letter grades to be between 20% and 40% of the total section credit hours. Please check for accuracy	RG	Outcome Section Credit Hours	Section Credit Hours with an Outcome of "B" do not fall between 20% and 40% of total Section Credit Hours.	W
We generally expect "C" letter grades to be between 3% and 20% of the total section credit hours. Please check for accuracy	RG	Outcome Section Credit Hours	Section Credit Hours with an Outcome of "C" do not fall between 3% and 20% of total Section Credit Hours.	W
We generally expect "D" letter grades to be between 1% and 10% of the total section credit hours. Please check for accuracy	RG	Outcome Section Credit Hours	Section Credit Hours with an Outcome of "D" do not fall between 1% and 10% of total Section Credit Hours.	W
We generally expect withdrawals to be between 1% and 10% of the total section credit hours. Please check for accuracy	RG	Outcome Section Credit Hours	Section Credit Hours with an Outcome of Withdrawn do not fall between 1% and 10% of total Section Credit Hours.	W
Registrations file shows greater than 5% credit hours as incomplete. Please check for accuracy	RG	Outcome Section Credit Hours	More than 5% of all Section Credit Hours have an Outcome of Incomplete.	W
Registrations file shows greater than 5% credit hours as in progress. Please check for accuracy	RG	Outcome Section Credit Hours	More than 5% of all Section Credit Hours have an Outcome of In Progress.	W
Registrations file shows greater than 5% credit hours with no grade assigned. Please check for accuracy	RG	Outcome Section Credit Hours	More than 5% of all Section Credit Hours have an Outcome of No Grade Assigned.	W
Registrations file shows greater than 10% credit hours passed. Please check for accuracy	RG	Outcome Section Credit Hours	More than 10% of all Section Credit Hours have an Outcome of Passed.	W

REGISTRATIONS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Registrations file shows greater than 2% credit hours as audited. Please check for accuracy	RG	Outcome Section Credit Hours	More than 2% of all Section Credit Hours have an Outcome of Audit.	W
Dev ed delivery type value of P, A, C or B is required when course_level = DMATH, DENGL, DREAD	RG	Course Level Dev Ed Delivery Type	Course level reported is either DMATH, DENGL or DREAD. A developmental education delivery type must be reported.	F
If Course Level is not DMATH, DENGL or DREAD, dev ed delivery must be left blank for all sectors except Washburn	RG	Course Level Dev Ed Delivery Type	If Course Level is not DMATH, DENGL or DREAD, dev ed delivery must be left blank for all sectors except Washburn	F
Dev ed delivery type of S is only valid for Washburn University	RG	Dev Ed Delivery Type	The reported dev ed delivery type (S) is only valid for Washburn University.	F

SECTIONS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Must be > a space	SC	Course ID	Cannot be left blank.	F
Must be > a space	SC	Section Number	Cannot be left blank.	F
Is not on the acceptable list of values	SC	Reporting Period	FA, SP, SU	F
Is not on the acceptable list of values	SC	Course Delivery Method	LEC, LCLB, LAB, DIS, STUD, IND, CLIN, INT, TLEC, TOTH, OTH, UNK	F
Delivery Method is Unknown for all records in file	SC	Course Delivery Method	UNK code was used for every record submitted.	F
Delivery Method is Other for all records in file	SC	Course Delivery Method	OTH code was used for every record submitted.	F
No section had a Telecommunications Delivery Method.	SC	Course Delivery Method	Sections file does not contain any records using TLEC or TOTH Delivery Method.	W
If delivery_method in (LEC, LCLB, LAB, DIS, STUD) then section_zip should be a valid zip code	SC	Course Delivery Method Section Zip Code	If Course Delivery Method = LEC, LCLB, LAB, DIS, OR STUD, then Section Zip Code should be a valid zip code.	F
If delivery_method in (CLIN, IND, INT) then section_zip should be 00002-0000	SC	Course Delivery Method Section Zip Code	If Course Delivery Method = CLIN, IND or INT, then Section Zip Code should be 00002-0000 (multiple locations).	F
If section_zip is 00002-0000 then delivery_method in (CLIN, IND or INT)	SC	Section Zip Code Course Delivery Method	If Section Zip Code = 00002-0000 then the Course Delivery Method should be CLIN, IND or INT.	F
If delivery_method in (TLEC or TOTH) then section_zip should be 00005-0000	SC	Course Delivery Method Section Zip Code	If Course Delivery Method = TLEC or TOTH then the Section Zip Code should be 00005-0000 (telecommunications).	F
If section_zip is 00005-0000 then delivery_method in (TLEC or TOTH)	SC	Section Zip Code Course Delivery Method	If Section Zip Code = 00005-0000, then Course Delivery Method should be TLEC or TOTH.	F
If delivery_method = UNK then section_zip should be 00099-0000	SC	Course Delivery Method Section Zip Code	If Course Delivery Method = UNK then Section Zip Code should be 00099-0000 (unknown).	F
Is not on the acceptable list of values	SC	Technology Type Course Delivery Method	If Course Delivery Method is: TLEC or TOTH; then Technology Type must be: ONE, TWO, WEB or OTH.	F

SECTIONS FILE EDITS These error messages will appear in the Edit Report				
Error Message	File(s)	Field(s)	Validation	Fatal or Warning
Must be blank unless a Telecommunications Course Delivery Method is used	SC	Technology Type Course Delivery Method	If Course Delivery Method is: LEC, LCLB, LAB, DIS, SSTC, IND, CLIN, UNK; then Technology Type must be BLANK.	F
Technology type field cannot be blank	SC	Technology Type Course Delivery Method	If Course Delivery Method field is TLEC or TOTH, then Technology Type field cannot be blank.	F
Is not on the acceptable list of values	SC	Section Type	BI, PO, blank	F
BI documentation not on file for this course	SC	Section Type	If the Section Type = BI, then the required Business & Industry documentation must be on file with the CTE Unit at the Board office.	F
Must be >= 0 and <= 350	SC	Enrolled Count	Values between 0 and 350	W
Must be 5 or 9-character Zip Code	SC	Section Zip Code	Must be consistent with USPS Zip Code format.	F
Must be > a space	SC	Course Title	For Universities, Course Title cannot be left blank.	F
Must be = a space	SC	Course Title	For Community Colleges and Technical Institutions, Course Title must be left blank.	F
Enrolled Count does not match number of Registration records for the Course / Section	SC RG	Enrolled Count Course ID Section Number	Enrolled Count does not match number of Registration records for the Course / Section.	F
Only one course title per course key	SC RG	Course ID Section Hours Section Type	Cross table check: There can only be one Course Title per Course ID, Section Hours, Section Type combination.	F
Not on the acceptable list of values	SC	Market-based Instruction	Cannot be blank and must be answered with Y or N.	F
Institution not approved to submit market-based instruction	SC	Market-based Instruction	Universities must first obtain approval by the Kansas Board of Regents to offer market-based instruction. Your institution has not received approval from the Board.	F

SECTIONS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Market-based Instruction = Y. No Tuition Type = MB.	SC FN	Market-based Instruction Tuition Type	Cross-table edit – Market-based Instructions is flagged as Y, but there is no Tuition Type code for Market-based Instruction. Tuition Type Code should = MB	W
Must be > a space	SC	Department ID	For state universities only. This field cannot be left blank.	F
Not on the acceptable list of values	SC	Department ID	For state universities only. Reported department ID is not on the approved department ID list.	F
Must be > a space	SC	Institutional Department Code	For state universities only. This field cannot be left blank.	F

NEW UNDERGRADS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	NU	Student Type	F, T	F
Student flagged as First-time Entering Student in New Undergrads file; must appear as FTES in Enrolled Flags file	NU EF	SSN Student ID Student Type First-time Entering Student	Cross table check: Student flagged as First-time Entering Student in New Undergrads file; must appear as FTES in Enrolled Flags file.	F
Student flagged as Transfer in New Undergrads file; must appear as New Transfer in Enrolled Flags file	NU EF	SSN Student ID Student Type New Transfer	Cross table check: Student flagged as Transfer in New Undergrads file; must appear as New Transfer in Enrolled Flags file.	F
Student flagged as Transfer in New Undergrads file; not in Transfers file	NU TR	SSN Student ID Student Type	Cross table check: Student flagged as Transfer in New Undergrads file; not in Transfers file.	F
Is not on the acceptable list of values	NU	High School Completion	DIP, GED, HS, NOT, NA	F
Must be > a space	NU	High School ID	Cannot be blank	F
Invalid High School ID	NU	High School ID	For KS high schools, ID must be a valid KS high school ID; for non-KS IDs, the ID must be six characters in length and start with a valid state code OR be one of the codes denoted for military, home school, GED, high school equivalency (conferred through KBOR), international, or unknown.	F
Must be a valid year format	NU	High School Grad Year	Values between 1900 and the current calendar year or '0000' (or blank).	F
If HS Completion = 'NOT' then HS Grad Year should be blank/'0000'	NU	High School Completion HS Grad Year	Students who did not complete high school should not show a high school graduation year.	W
HS Grad Date and Valid HS ID has been entered HS Completion must = DIP or HS	NU	High School Completion HS Grad Year High School ID	Valid high school grad date and high school code have been entered, 'DIP or 'HS' must be reported for HS Completion.	F
If Student Type = F, First Term Enrolled cannot be '000000'	NU	First Term Enrolled	If Student Type = F, First Term Enrolled cannot be '000000'.	F

NEW UNDERGRADS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
If Student Type = F, High School Grad Date cannot be > First Term Enrolled	NU	High School Grad Date First Term Enrolled	If Student Type = F, High School Grad Date cannot be > First Term Enrolled.	F
Must be between YYYY06 and YYYY05 or '000000'	NU	First Term Enrolled	Current Academic Year or '000000'	F
Is not on the acceptable list of values	NU	First Generation Student	Y, N, X	F
Is not on the acceptable list of values	NU	Legal Address State	Valid codes listed in Appendix 2, or blank.	F
Reported state has percent change of 10% or greater when compared to prior year	NU	Legal Address State	Reported state has percent change of 10% or greater when compared to prior year.	W
Must be 5 or 9-character zip or blank	NU	Legal Address Zip Code	If Legal Address Location = "US", length consistent with 5 or 9-digit format, or blank.	F
Is not on the acceptable list of values	NU	Legal Address County	If the state = KS, the county must be a valid county from Appendix 3, Unknown is not an option, and cannot be left blank.	F
Is not on the acceptable list of values	NU	Legal Address Location	US, INT, blank	F
Reported location has percent change of 10% or greater when compared to prior year	NU	Legal Address Location	Reported location has percent change of 10% or greater when compared to prior year.	W
Location = INT. State must be left blank	NU	Location State	Location = INT. State must be left blank.	F
Location = INT. County must be left blank	NU	Location County	Location = INT. County must be left blank.	F
State does not = KS. County must be left blank.	NU	State County	State does not = KS. County must be left blank.	F
State = KS. County must not be left blank	NU	State County	State = KS. County must not be left blank.	F
Must be >= 0 and <= 36	NU	ACT Comp	Values between 0 and 36	F
Must be >= 0 and <= 36	NU	ACT English	Values between 0 and 36	F
Must be >= 0 and <= 36	NU	ACT Math	Values between 0 and 36	F

NEW UNDERGRADS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Must be >= 0 and <= 36	NU	ACT Reading	Values between 0 and 36	F
Must be >= 0 and <= 36	NU	ACT Science	Values between 0 and 36	F
All high school GPA's are less than 1 (check decimal place)	NU	High School GPA	**Universities Only:** All reported GPA's are less than 1. Please check decimal place.	F
All high school GPA's are less than 1 (check decimal place)	NU	High School GPA	**Community and Tech's Only:** All reported GPA's are less than 1.	W
Must be >= 0 and <= 5 or blank	NU	High School GPA	Values between 0 and 5 or blank	W
Must be >= 0 and <= 1 or blank	NU	High School Rank	Values between 0 and 1 or blank (this is a percentage)	W
Is not on the acceptable list of values	NU	Qualified Admissions Type	**For State Universities ONLY:** TEST, HGPA, EXCP, GED, AGE, TRNS, NONE	F
Is not on the acceptable list of values	NU	Math Placement Test Type	See options on page 90	F
Math Placement test "WSM" can only be used by WSU	NU	Math Placement Test Type	Math Placement test "WSM" can only be used by WSU	F
Math Placement test "WUM" can only be used by Washburn University	NU	Math Placement Test Type	Math Placement test "WUM" can only be used by Washburn University	F
Math Placement test type selected but no Math Placement test score recorded	NU	Math Placement Test Type Math Placement Test Score	If Math Placement Test Type is not Blank, then Math Placement Test score cannot be null.	F
Math Placement test score cannot exist without Math Placement Test Type	NU	Math Placement Test Type Math Placement Score	If Math Placement Test Score is not null, then Math Placement Test Type cannot be not blank.	F
If ACT is used as placement test, then test score must be reported in ACT Math field	NU	Math Placement Test Type ACT Math	If ACT (ATM) test is used as a placement test, then that test score must be reported in the appropriate ACT Math field.	F
Math Placement test score is out of range	NU	Math Placement Score	See ranges beginning on page 93 of this manual.	F
Is not on the acceptable list of values	NU	Reading Placement Test Type	See options on page 94	F

NEW UNDERGRADS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Reading Placement test "WSR" can only be used by WSU	NU	Reading Placement Test Type	Reading Placement test "WSR" can only be used by WSU	F
Reading Placement test type selected but no Reading Placement test score recorded	NU	Reading Placement Test Type Reading Placement Test Score	If Reading Placement Test Type is not Blank, then Reading Placement Test score cannot be null.	F
Reading Placement test score cannot exist without Reading Placement Test Type	NU	Reading Placement Test Type Reading Placement Test Score	If Reading Placement Test Score not null, then Reading Placement Test Type cannot be blank.	F
Reading Placement test score is out of range	NU	Reading Placement Test Score	See ranges on page beginning on page 96 of this manual.	F
If ACT is used as placement test, then test score must be reported in ACT field	NU	Reading Placement Test Type ACT Reading	If ACT (ATR) test is used as a placement test, then that test score must be reported in the appropriate ACT Reading.	F
Is not on the acceptable list of values	NU	Writing Placement Test Type	See options on pages 95-96.	F
Writing Placement test type selected but no Writing Placement test score recorded	NU	Writing Placement Test Type Writing Placement Test Score	If Writing Placement Test Type not blank, then Writing Placement Test score cannot be null.	F
Writing Placement test score cannot exist without Writing Placement Test Type	NU	Writing Placement Test Type Writing Placement Test Score	If Writing Placement Test Score not null, then Writing Placement Test Type cannot be blank.	F

| NEW UNDERGRADS FILE EDITS | | | | |
| These error messages will appear in the Edit Report | | | | |
Error Message	File(s)	Field(s)	Validation	Fatal or Warning
Writing Placement test score is out of range	NU	Writing Placement Test Score	See ranges beginning on page 97 of this manual.	F
Student has been previously reported as a First-Time Freshman at another institution"	NU	Student_type	Cross checking prior years' submission.	W
In prior years' student, has been reported as a First-Time Freshman at your institution	NU	Student_type	Cross checking prior years' submissions.	F
In prior years' student, has been reported as a Transfer at your institution	NU	Student_type	Cross checking prior years' submissions.	F
Hs_id = 960000 or 969998, high_school cannot be 'Y'	NU EF	High School ID High School Student	High School ID = 960000 or 969998 in Enrolled Flags and High School Student = 'Y' in New Undergrads.	F
"TEST" or "BOTH" has been reported, placement test type and placement test score fields must be completed	NU	Math Placement Measure Math Placement Test Type Math Placement Test Score	If the institution used a test to determine placement in Math, the Math Placement Test Type and Math Placement Test Score fields must be completed.	F
"TEST" or "BOTH" has been reported, placement test type and placement test score fields must be completed	NU	English Placement Measure Writing Placement Test Type Writing Placement Test Score	If the institution used a test to determine placement in English, the Writing Placement Test Type and Writing Placement Test Score fields must be completed.	F
"TEST" or "BOTH" has been reported, placement test type and placement test score fields must be completed	NU	Reading Placement Measure Reading Placement Test Type	If the institution used a test to determine placement in Reading, the Reading Placement Test Type and Reading Placement Test Score fields must be completed.	F

NEW UNDERGRADS FILE EDITS				
These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
		Reading Placement Test Score		
Math Placement Test Type and Score have been reported, Math Placement Measure cannot = 'GPA', 'OTHER' or 'NONE'	NU	Math Placement Measure Math Placement Test Type Math Placement Test Score	If the institution reported that the student had a math placement test type and reported a score for that test type, the reported Math Placement Measure field cannot = 'GPA', 'OTHER' or 'NONE' reported.	F
Writing Placement Test Type and Score have been reported, English Placement Measure cannot = 'GPA', 'OTHER' or 'NONE'	NU	English Placement Measure Writing Placement Test Type Writing Placement Test Score	If the institution reported that the student had a writing placement test type and reported a score for that test type, the reported English Placement Measure field cannot = 'GPA', 'OTHER' or 'NONE' reported.	F
Reading Placement Test Type and Score have been reported, Reading Placement Measure cannot = 'GPA', 'OTHER' or 'NONE'	NU	Reading Placement Measure Reading Placement Test Type Reading Placement Test Score	If the institution reported that the student had a reading placement test type and reported a score for that test type, the reported Reading Placement Measure field cannot = 'GPA', 'OTHER' or 'NONE' reported.	F

TRANSFERS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Must be >= 0 and <= 4 or blank	TR	UG Transferred GPA	Values between 0 and 4, or blank	W
Must be >= 0 and <= 100 or blank	TR	UG Transferred Credit Hrs	Values between 0 and 100, or blank	W
Is not on the acceptable list of values	TR	Transfer Inst. Indicator	A, F, I, S, X	F
Institution ID is not valid	TR	Transfer Inst. ID	Must be a valid code associated with the Transfer Institution ID indicator.	F
Invalid combination of Institution Type and FICE ID	TR	Transfer Inst. Indicator Transfer Inst. ID	If Institution is Unknown (Type = X) FICE ID must = 000000. If FICE ID is 999999, Type must = F.	F
1 record per student per TRANS_INST_ID	TR	Transfer Inst. ID	Only one record per student per Transfer Institution ID	F
TRANS_UGGPA = '0' is over 15% of all records	TR	UG Transferred GPA	**UNIVERSITIES ONLY**: More than 15% of your UG Transferred GPA records = '0' or are blank.	W
TRANS_UGGPA = '0' is over 45% of all records	TR	UG Transferred GPA	**COMMUNITY COLLEGES ONLY**: More than 45% of your UG Transferred GPA records = '0' or are blank.	W
TRANS_UGGPA = '0' is over 60% of all records	TR	UG Transferred GPA	**TECHNICAL INSTITUTIONS ONLY**: More than 60% of your UG Transferred GPA records = '0' or are blank.	W
TRANS_INST_ID = '000000' is over 15% of all records	TR	Transfer Inst. ID	More than 15% of all transfer records are reported as "Unavailable".	F
TRANS_UG_CREDIT_HRS = 0 is over 15% of all records	TR	UG Transfer Credit Hours	**UNIVERSITIES ONLY**: More than 15% of the records in UG Transfer Credit Hours = '0' or are blank.	F
TRANS_UG_CREDIT_HRS = 0 is over 45% of all records	TR	UG Transfer Credit Hours	**COMMUNITY COLLEGES ONLY:** More than 45% of the records in UG Transfer Credit Hours = '0' or are blank.	F
TRANS_UG_CREDIT_HRS = 0 is over 60% of all records	TR	UG Transfer Credit Hours	**TECHNICAL INSTITUTIONS ONLY**: More than 60% of the records in UG Transfer Credit Hours = '0' or are blank.	W
Student in Transfers file but not in New Undergrads file as a Transfer student	TR NU	SSN Student ID Student Type	Cross table check: Student in Transfers file but not in New Undergrads file as a Transfer student.	F

| COMPLETIONS FILE EDITS |||||
| These error messages will appear in the Edit Report |||||
Error Message	File(s)	Field(s)	Validation	Fatal or Warning
Graduation date is not valid	CM	Graduation Date	Can't be left blank; date must not be greater than the AY and not less than one year prior to the academic year. Month must have a value of 01-12. If Double Majors Flag = M, this field must be left blank.	F
Is not on the acceptable list of values	CM	Award Level	See options on pages 103-107.	F
Award Level is not valid for Universities.	CM	Award Level	State Universities may not use award levels of CERTA, CERTB, and CERTC, which represent technical certificates.	F
Award Level NONE is not valid here	CM	Award	Award Level cannot be NONE	F
SAPP Award Level must have an Award of CCOMP	CM	Award Level Award	SAPP Award Level must have an Award of CCOMP	F
Cannot be blank or contain punctuation	CM	Major Code	Cannot be left blank; contains only a-z, A-Z, 0-9, -, /	F
Punctuation, blank spaces, and numbers are not allowed	CM	Award	Cannot be blank. Cannot contain blank spaces within, punctuation or numbers.	F
Cannot be blank or contain punctuation	CM	Program Code	Cannot be left blank; contains only a-z, A-Z, 0-9, -, /	F
The Program Code, Award Level, and Award (PALA) combination must match an active program in the Program Inventory system	CM PI	Program Code Award Level Award Program Status *(PI)*	PALA must match an active program in the Program Inventory system. Exception for those 2-yr institutions reporting non-technical certificates or associate degrees.	F
Must be > a space	CM	Major Descript.	Cannot be left blank	F
Must be numeric in the format 99.9999 and an acceptable value	CM	Major CIP Code	Must be a valid CIP code from NCES 2020 CIP list	F
Must be >= 0.01 or <= 250	CM	Final GPA Credit Hrs	Must be between 0.01 and 250	W
Must be >= 0.01 or <= 1000	CM	Final GPA Quality Points	Must be between 0.01 and 1000	W

COMPLETIONS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Final GPA Quality Points / Final GPA Credit Hrs cannot be > 4.0	CM	Final GPA Quality Points Final GPA Credit Hrs	Calculated GPA must be <= 4.0	W
Less than 70% of SAPP programs in Declared Majors have Completions records. Please review	CM DM	Award Level	Cross table check: Students who complete a SAPP should have a record in the Completions file. Warning will occur if overall number of Completion records for SAPPs falls below 70% of overall number of Declared Majors records for SAPPs, may indicate not all SAPP completions are recorded.	W
Student in Completions file, not in Students Info file	CM SI	SSN Student ID	Cross table check: find single matching row on SI	F
Must be > than a space	CM	Additional UG Transfer Credit Hours	Cannot be left blank	F
Field is > 75% of the Total Credit Hours for the Degree	CM	Final GPA Credit Hours Additional UG Transfer Credit Hours	Additional UG Transfer Credit Hours is > 75% of the total of Final GPA Credit Hours plus Additional UG Transfer Credit Hours	W
If Additional UG Transfer Credit Hours > 0, then there should be a transfer record	CM TR	Additional UG Transfer Credit Hours UG Transferred Credit Hours	Cross table check: If the Additional UG Transfer Credit Hours field is populated in Completions, then there should be a record in the UG Transferred Credit Hours field.	W
If KU and KSU, one would expect Additional UG Transfer Credit Hours to be reported	CM	Additional UG Transfer Credit Hours	If fice_inst_id in ('001948', '004605', '001928', trans_add_ug_hrs should be > 0.	W
If a University and not KU and KSU, one would expect Additional UG Transfer Credit Hours to be zero	CM	Additional UG Transfer Credit Hours	If kbor_sector in ('1', '2') and fice_inst_id NOT in ('001948', '004605', '001928', trans_add_ug_hrs should = 0.	W

COMPLETIONS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
One would expect the total of the credit hours toward GPA and the Additional Transfer Credit Hours to meet the minimum hours required for each degree, unless the student also has reported CPL	CM	Final GPA Credit Hours Additional UG Transfer Credit Hours	The sum of the final GPA Credit hours and the Additional UG Transfer Credit Hours should not be less than the following credit hours: If award_level in 'BACH', then 120 If award_level in 'ASSOC' then 60	W
If completion is a double major (M), then grad_yyyymm must be 000000	CM	Double Major Flag Graduation Date	Double Major Flag = M Graduation Date must be blank	F
Double Major Flag = M Double Major Completion Date cannot be blank	CM	Double Major Flag Double Major Completion Date	Double Major Flag = M Double Major Completion Date cannot be blank.	F
Double Major Flag = M trans_add_ug_ hrs must be zero	CM	Double Major Flag Additional UG Transfer Credit Hours	Double Major Flag = M Additional UG Transfer Credit Hours must be zero.	F
If Double Major Flag = M, Award must be valid	CM	Double Major Flag Award PI	2-yr Institutions only - If reporting a double major, only approved award codes may be entered	F
If Double Major Flag = M, Award Level must be SAPP, CERTA, CERTB, CERTC or ASSOC	CM	Double Major Flag Award Level PI	2-yr Institutions only - If reporting a double major, only the award levels of SAPP, CERTA, CERTB, CERTC or ASSOC may be used.	F
Double Major Flag cannot be D	CM	Double Major Flag	2-yr Institutions only – The only valid option for this field is 'M'.	F
Double Major Flag = D Graduation Date cannot be blank	CM	Double Major Flag Graduation Date	Double Major Flag = D Graduation Date cannot be blank.	F
Double Major Flag = D trans_add_ug_hrs cannot be blank	CM	Double Major Flag Additional UG Transfer Credit Hours	Double Major Flag = D Additional UG Transfer Credit Hours cannot be blank.	F

COMPLETIONS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Double Major Flag = D Double Major Completion Date must be blank	CM	Double Major Flag Double Major Completion Date	Double Major Flag = D Double Major Completion Date must be blank.	F
Student with double major record must have a degree completion	CM	Double Major Flag	Student with double major record must have a degree completion	F
The Program Code, Award Level, Award and Graduation Date combination has been reported in prior year	CM PI	Program Code Award Level Award Graduation Date	The Program Code, Award Level, and Award combination and Graduation Date has been reported in prior year.	F

STUDENTS FLAGS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
At least one flag in Students Flags file must be set to Y	SF	Limited English Proficiency Single Parent Economically Disadvantaged Displaced Homemaker Disabled	There must be at least one flag set to Y in the entire file.	F
Is not on the acceptable list of values	SF	English Learner	Y, N	F
No students have been reported as Limited English Proficiency	SF	English Learner	No students have been reported as Limited English Proficiency.	W
More than 10% of your students have been reported as Limited English Proficiency	SF	English Learner	More than 10% of your students have been reported as Limited English Proficiency	W
Is not on the acceptable list of values	SF	Single Parent	Y, N	F
No students have been reported as Single Parent	SF	Single Parent	No students have been reported as Single Parent.	W
More than 10% of your students have been reported as Single Parent	SF	Single Parent	More than 10% of your students have been reported as Single Parent.	W
Is not on the acceptable list of values	SF	Economically Disadvantaged	Y, N	F
No students have been reported as Economically Disadvantaged	SF	Economically Disadvantaged	No students have been reported as Economically Disadvantaged.	W
More than 40% of your students have been reported as Economically Disadvantaged	SF	Economically Disadvantaged	More than 40% of your students have been reported as Economically Disadvantaged.	W
Is not on the acceptable list of values	SF	Displaced Homemaker	Y, N	F
No students have been reported as Displaced Homemaker	SF	Out-of-Workforce Individual	No students have been reported as Displaced Homemaker.	W

STUDENTS FLAGS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
More than 5% of your students have been reported as Displaced Homemaker	SF	Out-of-Workforce Individual	More than 5% of your students have been reported as Displaced Homemaker.	W
Is not on the acceptable list of values	SF	Disabled	Y, N	F
No students have been reported as Disabled	SF	Disabled	No students have been reported as Disabled.	W
More than 5% of your students have been reported as Disabled	SF	Disabled	More than 5% of your students have been reported as Disabled.	W
No students have been reported as Homeless Individuals	SF	Homeless Individuals	No students have been reported as Homeless Individuals	W
No students have been reported as Youth In or Aged Out of Foster Care	SF	Youth In, or Aged Out of, Foster Care	No students have been reported as Youth In or Aged Out of Foster Care	W
No students have been reported as Youth with Active Military Parents	SF	Youth with Active Military Parents	No students have been reported as Youth with Active Military Parents	W
Students in Students Flags file, but not in Declared Majors file	SF DM	SSN Student ID	Cross table check: Students in Students Flags file, but not in Declared Majors file.	F

CEP FACULTY CREDENTIALS FILE EDITS **These error messages will appear in the Edit Report**				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Must be numeric and 9 characters in length	CF	SSN	Length = 9; > '000100000'; < '999999999'	F
Must contain only A-Z, single dash, or single quote	SI	First Name	Cannot contain numbers or punctuation (no periods). Hyphen and apostrophe are acceptable.	F
Must be >= 1 character and contain only A-Z, single dash, or single quote	SI	Last Name	Cannot contain numbers or punctuation (no periods). Hyphen and apostrophe are acceptable. Cannot be left blank.	F
Must contain only A-Z, single dash, or single quote	CF	Middle Initial	Cannot contain numbers or punctuation (no periods). Hyphen and apostrophe are acceptable.	F
School district code is not valid	CF	School District Number	Cannot be blank. Valid codes listed in Appendix 5.	F
Is not on the acceptable list of values	CF	Highest Faculty Award Level	BACH, MASTA, MASTB, MASTC, DOCA, DOCB, DOCC, TECH2, TECH1	F
Is not on the acceptable list of values	CF CI	FICE Course ID Highest Faculty Award Level Section Type Section Hours	Course ID listed is not a tiered technical course. TECH1 and TECH2 are not valid options for this course ID. For Community and Technical Colleges only.	W
Must be > a space	CF	Course ID	Cannot be left blank.	F
Is not on the acceptable list of values	CF	Section Type	PO (Universities may leave this field blank)	F
Must be > a space	CF	Tested Experience Flag	Cannot be left blank.	F
The Matching Course Key is not found in the Registrations and Sections files	CF RG SC	Course ID Section Number Section Type Section Hours	Cross Table Check: The course combination entered does not match to a record in the Registrations or Sections files.	F
The Course Level in Registrations must be CEP	CF RG SC	Reporting Period Course Level Course ID Section Number Section Type Section Hours	Cross Table Check: The Course Level for the matching course combination must be CEP in the Registrations file.	F

CEP FACULTY CREDENTIALS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	CF	Reporting Period	FA, SP, SU	F

CAMPUS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Must be >= a space	CA	Campus	Cannot be left blank.	F
Must be >= a space	CA	Campus Name	Cannot be left blank.	F
Is not on the acceptable list of values	CA	Financial Aid Academic Calendar	L = Leading Summer T = Trailing Summer B = Borrower Based Academic Year Reporting (for NWKTC only) S = Split Summer (for Coffeyville CC only)	F
Is not on the acceptable list of values	CA	Reported Summer EFC	L = Leading Summer T = Trailing Summer B = Borrower Based Academic Year Reporting (for NWKTC only) S = Split Summer (for Coffeyville CC only)	F
Is not on the acceptable list of values	CA	Campus State	State must be a valid state code from Appendix 2.	F
Cannot be left blank	CA	Campus Street Address	This field cannot be left blank.	F
Field cannot be blank	CA	Campus Zip Code	Must be consistent with USPS Zip Code format.	F
If Campus is out-of-state, county must be blank	CA	County	If Campus is out-of-state, county must be left blank.	F

STUDENTS COSTS FILE EDITS				
These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Duplicate row in Student Costs File	CO	SSN Student ID Reporting Period Primary Flag=P	Table cannot contain more than one record for the same student within a reporting period for the primary flagged tuition type.	F
Possible duplicate Students Costs Record for same Tuition Type Flag	CO	SSN Student ID Primary Flag=S Reporting Period Tuition Type Flag	More than one student having the same combination of these fields may be a duplicate.	W
More than one student using the same SSN in Primary Cost Record	CO	SSN Reporting Period Primary Flag=P	If SSN was submitted (<>000000000), it should be unique to each student. This combination of fields should appear only once in the file.	F
Is not on the acceptable list of values	CO FN	Reporting Period	SU, FA, SP	F
Is not on the acceptable list of values	CO	Campus Residency	ON, OF	F
Is not on the acceptable list of values	CO	Dependency Status	I, D, U	F
Is not on the acceptable list of values	CO	Primary Flag	P, S	F
Each student must have a Primary tuition record for each reporting period	CO	SSN Student ID Reporting Period Primary Flag	Each student must have one and only one Primary Flag = P for each Reporting Period.	F
There must be one and only one primary cost record for each student and each term enrolled	EF CO	SSN Student ID Reporting Period Primary Flag	Cross table edit: Each student per term identified in Enrolled Flags must match one and only one student per term Primary Cost record.	F
Tuition Charges appear out of range	CO	Tuition Charges Assessed Before Adjustments	Tuition Charges should be <$10,000.	W
Tuition Charges Assessed before Adjustments cannot be blank	CO	Tuition Charges Assessed Before Adjustment	Cannot be blank; may be zero if actual amount of tuition is zero in some limited circumstances.	F
Is not on the acceptable list of values	CO	Tuition Type Flag	See appendix 7.	F
Tuition amount must be >= 0	CO	Tuition Type Flag	Tuition amount must be > = 0.	F

STUDENTS COSTS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
No students reported as Excel in CTE or AO-K Proviso	CO	Tuition Type Flag	S5 = Excel in CTE or AO-K Proviso (tuition shall be 0)	W
Tuition Charges Assessed Before Adjustment for Excel in CTE student shall be zero	CO	Tuition Charges Assessed Before Adjustments Tuition Type Flag	If Tuition Type Flag = S5, Then Tuition Charges Assessed Before Adjustment must = 0.	F
Instructional Fees appear out of range	CO	Instructional Fees Primary Flag	If Primary Flag=P or S, Instructional Fees total > $5,000.	W
Instructional Fees cannot be blank for Primary Students Costs Record	CO	Instructional Fees Primary Flag	If Primary Flag = P, Instructional Fees cannot be blank.	F
Required Fees appear out of range	CO	Required Fees Primary Flag	If Primary Flag=P or S, Required Fees total > $5,000.	W
Required Fees cannot be blank for Primary Students Costs Record	CO	Required Fees Primary Flag	If Primary Flag = P, Required Fees cannot be blank.	F
Would expect at least 1 primary record should have a required fee > 0	CO	Required Fees Primary Flag	None of the primary records uploaded have required fees greater than $0. Required fees should not be included in tuition and we would expect that at least one record would have required fees.	W
Optional Fees appear out of range	CO	Optional Fees Primary Flag	If Primary Flag=P or S, Optional Fees total > $5,000.	W
Optional Fees cannot be blank for Primary Students Costs Record	CO	Optional Fees Primary Flag	If Primary Flag = P, Optional Fees cannot be blank.	F
Room Charges/Costs appear out of range	CO	Room Charges/Costs Primary Flag	If Primary Flag=P, Room Charges/Costs < $7,500.	W
Room Charges/Costs cannot be blank for Primary Students Costs Record	CO	Room Charges/Costs Primary Flag	If Primary Flag = P, Room Charges/Costs cannot be blank.	F
Room Charges/Costs only must be associated with the Primary Record in Student Costs file	CO	Room Charges/Costs Primary Flag	If Primary Flag=S, Room Charges/Costs must be Blank	F
Is not on the acceptable list of values	CO	Room Cost Flag	A, B, E, H, I, M, R	F

STUDENTS COSTS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Board cannot be 0 unless Room Costs Flag = H, I, M, or R	CO	Estimated Board Cost Room Cost Flag	Board cannot be 0 unless Room Costs Flag = H, I, M, or R. For Primary Record ONLY.	F
If Room Cost Flag is M, then Tuition Flag must be VS or CL	CO	Room Cost Flag Tuition Type Flag	If Room Cost Flag is M, then Tuition Flag must be VS or CL.	F
If Room Cost Flag is I, all courses must be Section Type BI	CO	Room Cost Flag Section Type	Cross Table Check: If Room Cost Flag is I, all courses must be Section Type BI in the Sections file.	F
Estimated Board Cost appears out of range	CO	Estimated Board Cost Primary Flag	If Primary Flag=P, Estimated Board Cost < $7,500.	W
Estimated Board Cost cannot be blank for Primary Students Costs Record	CO	Estimated Board Cost Primary Flag	If Primary Flag = P, Estimated Board Cost cannot be blank.	F
Estimated Board Cost only must be associated with the Primary Record in Student Costs file	CO	Estimated Board Cost Primary Flag	If Primary Flag=S, Estimated Board Cost must be blank.	F
Estimated Books and Supplies appear out of range	CO	Estimated Books and Supplies Primary Flag	If Primary Flag=P, Estimated Books and Supplies< $7,500.	W
Estimated Books and Supplies cannot be blank for Primary Students Costs Record	CO	Estimated Books and Supplies Primary Flag	If Primary Flag = P, Estimated Books and Supplies cannot be blank.	F
Estimated Books and Supplies only must be associated with the Primary Record in Student Costs file	CO	Estimated Books and Supplies Primary Flag	If Primary Flag=S, Estimated Books and Supplies must be blank.	F
Estimated Other Expenses appear out of range	CO	Estimated Other Expenses	If Primary Flag=P, Estimated Other Expenses < $7,500.	W
Estimated Other Expense cannot be blank for Primary Students Costs Record	CO	Estimated Other Expense Primary Flag	If Primary Flag = P, Estimated Other Expense cannot be blank.	F
Estimated Other Expenses only must be associated with the Primary Record in Student Costs file	CO	Estimated Other Expenses Primary Flag	If Primary Flag=S, Estimated Other Expenses must be blank.	F

STUDENTS COSTS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	CO	FAFSA Flag	Y, N	F
FAFSA Flag cannot be blank for Primary Students Costs Record	CO	FAFSA Flag Primary Flag	If Primary Flag = P, FAFSA Flag cannot be blank.	F
FAFSA Flag only must be associated with the Primary Record in Student Costs file	CO	FAFSA Flag Primary Flag	If Primary Flag=S, FAFSA Flag must be blank.	F
EFC_AMT > 99999 and EFC_AMT < 999999. Please check for accuracy	CO	EFC Amount	Would expect EFC Amount < $99,999.	W
An EFC Amount is Required when Students Costs FAFSA is Yes and this is the Primary Students Costs record.	CO	EFC Amount FAFSA Flag Primary Flag	If Primary Flag = P and FAFSA Flag = Y, EFC Amount cannot be blank.	F
EFC Amount must be blank if FAFSA Flag = N	CO	EFC Amount FAFSA Flag	If FAFSA Flag = N, EFC Amount must be blank.	F
EFC Amount must be blank if Primary Flag = S	CO	EFC Amount Primary Flag	If Primary Flag = S, EFC Amount must be blank.	F
The sum of EFC Months should be <= 12	CO	EFC Months FAFSA Flag Primary Flag	If Primary Flag=P and FAFSA Flag is Y, the sum of EFC Months should be <= 12.	W
The sum of EFC Months is out of range	CO	EFC Months FAFSA Flag Primary Flag	If Primary Flag=P and FAFSA Flag is Y, the sum of EFC Months must be between 1 and 13.	F
EFC Months cannot be blank	CO	EFC Months FAFSA Flag Primary Flag	If Primary Flag=P and FAFSA Flag = Y, EFC Months cannot be blank.	F
EFC Months must be blank	CO	EFC Months FAFSA Flag Primary Flag	If Primary Flag = P and FAFSA Flag = N, then EFC Months must be blank.	F
EFC Months must be blank when this record is a Subsequent Costs Record (i.e., Primary Flag = S)	CO	EFC Months Primary Flag	If Primary Flag = S, then EFC Months Must be blank.	F

STUDENTS FINANCING FILE EDITS These error messages will appear in the Edit Report.				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Duplicate row in Students Financing File	FN	SSN Student ID Reporting Period Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	Table cannot contain more than one record for the same student within a reporting period for the same STAN (Funding Source/Funding Type/Award Code/Award Need).	F
Each student per term within the Students Financing File must be in Enrolled Flags file for your institution.	EF FN CO	SSN Student ID Reporting Period FICE Inst ID	Cross Table Edit: Students Financing file cannot contain students per term that are not accounted for in Enrolled Flags and Students Costs file at single institution.	F
Would expect each student per reporting term to have at least one Student Financing Record for each term in which that student is enrolled unless the student is 100% self-pay	EF FN	SSN Student ID Reporting Period FICE Inst ID	Cross Table Edit: Each student is expected to have at least one Student Financing Record for each term that student is enrolled unless the student is 100% self-pay.	W
Student receiving PELL or FBIA should be flagged as receiving PELL in EF	FN EF	KBOR Award Code Pell Recipient	Cross table edit: Student receiving PELL or FBIA should be flagged as receiving PELL in the Enrolled Flags file	F
Pell amount exceeds max allowed for fall and spring combination	FN	KBOR Award Code Disbursed Amount	Pell amount awarded for summer and spring combination is over the annual limit $6,345.	F
Pell amount awarded for summer, fall and spring is 150% over annual limit	FN	KBOR Award Code Disbursed Amount	Pell amount awarded for summer, fall and spring is 150% over annual limit	F
Is not on the acceptable list of values	CO FN	Reporting Period	Cross Table Edit: SU, FA, SP	F
Is not on the acceptable list of values	FN	Funding Source Code	F, S, L, I, T, E	F
Is not on the acceptable list of values	FN	Funding Type Code	G, L, S, W, T, V, R	F
Funding Source Code = F, Funding Type Code cannot = T	FN	Funding Source Code Funding Type Code	Funding Source Code = F, Funding Type Code cannot = T.	F
Is not on the acceptable list of values	FN	Award Need Basis	N, X, U	F

STUDENTS FINANCING FILE EDITS These error messages will appear in the Edit Report.				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Award Need Basis Can only be Unknown when Funding Source is a Third Party	FN	Funding Source Code Award Need Basis	When Funding Source is T, Award Need Basis must be N, X, or U. Otherwise, Award Need Basis must be N or X only.	F
Is not on the acceptable list of values	FN	KBOR Award Code	See approved codes in Appendix 8.	F
Award Code Selected (HRSA) must have Funding Type Code = G or L	FN	KBOR Award Code Funding Type Code	KBOR Award Code = HRSA Funding Type Code must = G or L.	F
Award Code Selected (PLON) must have Funding Type Code = L	FN	KBOR Award Code Funding Type Code	KBOR Award Code = PLON Funding Type Code must = L	F
Award Code Selected (STAF) must have Funding Type Code = L	FN	KBOR Award Code Funding Type Code	KBOR Award Code = STAF Funding Type Code must = L	F
Award Code Selected (WUIX) is not a valid choice for your institution	FN	FICE Inst ID KBOR Award Code	KBOR Award Code WUIX only available for Washburn University (FICE 001949).	F
Award Code Selected (WTCW) is not available for your institution	FN	FICE Inst ID KBOR Award Code	KBOR Award Code of WTCW only available for Washburn Institute of Technology.	F
Funding Source-Funding Type combination doesn't match KBOR Award Type selected (TPSP)	FN	Funding Source Code Funding Type KBOR Award Code	If KBOR Award Code = TPSP (Funding Source = T or E) and (Funding Type = T).	F
Funding Source-Funding Type combination doesn't match KBOR Award Type selected (INSP)	FN	Funding Source Code Funding Type Code KBOR Award Code	If KBOR Award Code = INSP Funding Source = I and Funding Type = S	F
No CARE award records submitted	FN	KBOR Award Code	There are no records reporting CARE for the KBOR Award Code.	W
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (CAMP)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = CAMP, Funding Source = F Funding Type = G Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (CARE)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = CARE, Funding Source = F Funding Type = G Award Need Basis = N or X	F

STUDENTS FINANCING FILE EDITS These error messages will appear in the Edit Report.				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (DEAP)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = DEAP Funding Source = F Funding Type = G Award Need Basis = N	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (FBIA)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = FBIA, Funding Source = F Funding Type = G Award Need Basis = N	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (FPTG)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = FPTG, Funding Source = F Funding Type = G Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (FWKS)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = FWKS, Funding Source = F Funding Type = W Award Need Basis = N	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (IRRB)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = IRRB, Funding Source = I Funding Type = R Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (JBPF)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = JBPF, Funding Source = S Funding Type = G Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (KDEO)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = KDEO, Funding Source = S Funding Type = V Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (KICS)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = KICS, Funding Source = T or I Funding Type = S Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (KNBU)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = KNBU, Funding Source = S Funding Type = S Award Need Basis = N	F

STUDENTS FINANCING FILE EDITS These error messages will appear in the Edit Report.				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (KNGE)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = KNGE, Funding Source = S Funding Type = S Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (KPSA)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = KPSA Funding Source = S Funding Type = S Award Need Basis = N	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (KSGS)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = KSGS Funding Source = S Funding Type = S Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (MGIB)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = MGIB Funding Source = F Funding Type = G Award Need Basis = N	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (PELL)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = PELL, Funding Source = F Funding Type = G Award Need Basis = N	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (PERK)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = PERK, Funding Source must=F Funding Type must = L Award Need Basis must = N	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (PGIB)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = PGIB Funding Source = F Funding Type = G Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (ROTC)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = ROTC, Funding Source = F Funding Type = S Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (SEOG)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = SEOG Funding Source = F Funding Type = G Award Need Basis = N	F

STUDENTS FINANCING FILE EDITS These error messages will appear in the Edit Report.				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (WIOA)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = WIOA, Funding Source = F Funding Type = G Award Need Basis = N	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (Waivers)	FN	Funding Source Code Funding Type Award Need Basis KBOR Award Code	See Waiver Codes Appendix Funding Source = I or S Funding Type Code = V Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (WVFC)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = WVFC, Funding Source = I Funding Type = V Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (WVHN)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = WVHN, Funding Source = I Funding Type = V Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (WVPS)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	If KBOR Award Code = WVPS, Funding Source = S Funding Type = V Award Need Basis = X	F
Funding Source-Funding Type-Award Need Basis combination doesn't match KBOR Award Type selected (WVSF)	FN	Funding Source Code Funding Type Code Award Need Basis KBOR Award Code	ESU ONLY: If KBOR Award Code = WVSF, Funding Source = I Funding Type = V Award Need Basis = X	F
No Funding Type Code "S" has been used	FN	Funding Type Code	Would expect at least one Funding Type Code = S (Scholarship).	F
No Funding Type Code "W" has been used	FN	Funding Type Code	Would expect at least one Funding Type Code = W (Work Study).	W
No Funding Type Code "V" has been used	FN	Funding Type Code	Would expect at least one Funding Type Code = V (Waivers).	W
KBOR Award Code selected is a Waiver, Funding Type Code must = V	FN	Funding Type Code KBOR Award Code	The KBOR Award Code entered is a waiver. Funding Type Code must = V.	F
KBOR Award Code selected is a Waiver, Funding Source Code should = I	FN	Funding Source Code KBOR Award Code	The KBOR Award Code entered is a waiver. Waivers should have a Funding Source code = I.	W

| STUDENTS FINANCING FILE EDITS | | | | |
| These error messages will appear in the Edit Report. | | | | |
Error Message	File	Field(s)	Validation	Fatal or Warning
KBOR Award Code selected is a Federal code, Funding Source Code must = F	FN	Funding Source Code KBOR Award Code	KBOR Award Code selected is a Federal code, Funding Source must = F.	F
KBOR Award Code selected is a State code, Funding Source Code must = S	FN	Funding Source Code KBOR Award Code	KBOR Award Code selected is a State code, Funding Source must = S.	F
KBOR Award Code selected is a Local Government Code, Funding Source must = L	FN	Funding Source Code KBOR Award Code	KBOR Award Code selected is a Local Government code, Funding Source must = L.	F
KBOR Award Code selected is an Institution Code, Funding Source must = I	FN	Funding Source Code KBOR Award Code	KBOR Award Code selected is an Institution code, Funding Source must = I.	F
KBOR Award Code selected is a Third Party/Embassy code, Funding Source Code must = T or E	FN	Funding Source Code KBOR Award Code	KBOR Award Code selected is a Third Party/Embassy code, Funding Source Code must = T or E.	F
Disbursed Amount must be > 0,	FN	Disbursed Amount	Disbursed Amount must be > 0.	W
If f_award = PELL or SEOG, then Primary Record in CO must have fafsa_flag = Y	FN CO	Award Code FAFSA Flag	Cross table check: If KBOR Award Code = Pell or SEOG, then the FAFSA Flag must = Y for the Primary Record in CO.	F
KBOR Award Code = MGIB or PGIB. Military Veteran Student Indicator, Military Connected Student Indicator and Military Active Student Indicator cannot all = N.	FN SS	Award Code Military Veteran Student Indicator Military Connected Student Indicator Military Active Student Indicator	If KBOR Award Code in Students Financing file = MGIB or PGIB, then Military Veteran Student Indicator, Military Connected Student Indicator and Military Active Student Indicator cannot all = N.	W
KBOR Award Code = MGIB or PGIB. Military Veteran Student Indicator, Military Connected Student Indicator and Military Active Student Indicator cannot all = X.	FN SS	Award Code Military Veteran Student Indicator Military Connected Student Indicator Military Active Student Indicator	If KBOR Award Code in Students Financing file = MGIB or PGIB, then Military Veteran Student Indicator, Military Connected Student Indicator and Military Active Student Indicator cannot all = N.	W

FUNDING FLAGS FILE EDITS				
Community and Technical Colleges and Washburn Institute of Technology ONLY				
These error messages will appear in the Edit Report				
Error Message	File(s)	Field(s)	Validation	Fatal or Warning
Is not on the acceptable list of values	FF	Reporting Period	FA, SP, SU	F
Student in Funding Flags file, not in Students Info file	FF SI	SSN Student ID	Cross table check: find a single matching record in SI.	F
Must be > a space	FF	High School ID	Cannot be blank.	F
Invalid High School ID	FF	High School ID	Must be valid KS high school ID. Non-KS HS ID must start with a valid state code followed by 0000 OR a code for military, home school, GED, international.	F
Must be a valid date format (1900 through system century).	FF	High School/GED Grad Date	Values between 1900 and the current calendar year and month or '000000' (or blank).	F
If hs_id = 960000 or 969998, high_school cannot = Y	FF EF	High School ID High School	Cross-table check = if high school ID = 960000 or 969998, then high school flag in Enrolled Flags cannot be Y.	F
Is not on the acceptable list of values	FF	Award Level	NONE, UND, SAPP, CERTA, CERTB, CERTC, ASSOC	F
Punctuation, blank spaces, and numbers are not allowed	FF	Award	Can't be blank. Punctuation, blank spaces and numbers are not allowed.	F
Must be > a space	FF	Program Code	Can't be left blank or contain punctuation (hyphen, apostrophe and period are acceptable).	F
Earned Industry Recognized Credential	FF	Earned Industry Recognized Credential	List of Values: Y=Yes, earned N=No, did not earn X=Not applicable	F
If Earned Industry Credential = "Y", Industry Recognized Credential Code cannot be left blank	FF	Industry Recognized Credential Code	Industry Recognized Credential Code must match approved list.	F
If Earned Industry Credential = "Y", Industry Recognized Credential Code cannot be left blank	FF	Industry Recognized Credential Code Earned Industry Credential	If Earned Industry Credential = 'Y', then Industry Recognized Credential Code cannot be left blank.	F
Must be > a space	FF	ABE Center	Cannot be blank.	F
Invalid ABE Center	FF	ABE Center	Must be on the list of acceptable values.	F

FUNDING FLAGS FILE EDITS
Community and Technical Colleges and Washburn Institute of Technology ONLY
These error messages will appear in the Edit Report

Error Message	File(s)	Field(s)	Validation	Fatal or Warning
ABE Co-Enrollment cannot be blank	FF	ABE Co-Enrollment	Must be on the list of acceptable values.	F
If Co-Enrolled = Y, then Center must be a valid center code	FF	ABE Co-Enrollment ABE Center	Must be on the list of acceptable values.	F
If Co-Enrolled = E, must be center = '999999'	FF	ABE Co-Enrollment ABE Center	Co-Enrollment = E, center must be '999999".	F
Co-Enrolled = X, must be center = "XXXXXX"	FF	ABE Co-Enrollment ABE Center	Co-Enrollment – X, center must be "XXXXXX".	F
High school ID = 960000, Co-Enrollment must be "Y" or "E"	FF	High School ID ABE Co-Enrollment	High school ID = 960000 or 969998, Co-Enrollment must be "Y" or "E".	F
If ged_attempted = Y or ged_passed = Y or credential_earned = Y, then hs_id should equal "960000" or "969998"	FF	High School ID Attempted GED Assessment Pass GED Assessment	If a student has attempted or passed the GED and/or earned a credential, then the high school ID needs to be the GED or Pathways to Career code of 960000 or 969998.	F
If ged_passed = "Y", ged_attempted must = "Y"	FF	Passed GED Assessment Attempted GED Assessment	If Passed GED Assessment = "Y", then Attempted GED Assessment must be "Y".	W
If ged_passed = "Y", hs_id = 960000 or 969998, hs_date cannot be 000000	FF	Passed GED Assessment High School/GED Grad Date	If Passed GED Assessment = "Y", hs_id = 960000 or 969998 then the High School/GED Grad Date cannot = 000000.	F
Attempted GED Assessment is flagged as "Y" for multiple terms	FF	Attempted GED Assessment	Attempted GED Assessment is flagged as "Y" for multiple terms.	W
Passed GED Assessment is flagged as "Y" for multiple terms	FF	Passed GED Assessment	Passed GED assessment is flagged as "Y" for multiple terms.	W
Must be a valid year/month format (1900 through system century)	FF	Credential Date	Values between 1900 and the current calendar year and month or '000000' (or blank).	F
If Earned Industry Credential = N or X, Credential Date must be blank	FF	Earned Industry Credential Credential Date	If Earned Industry Credential = N or X, Credential Date must be blank.	F

FUNDING FLAGS FILE EDITS Community and Technical Colleges and Washburn Institute of Technology ONLY These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
The Program Code, Award Level, and Award combination must match an active program in the Program Inventory system	FF PI	Program Code Award Level Award	Cross table check: Program Code & Award Level & Award combination must match a single active record in the Program Inventory system.	F
High_School = N, HS_ID = 969998 and Age < 21	SI EF FF	Date of Birth High_School HS_ID	High School flag = N and the High School ID = 969998. Students must be at least 21 years of age to participate in the Pathways to Career program.	F

CREDIT FOR PRIOR (CPL) FILE EDITS				
These error messages will appear in the Edit Report				
Error Message	File(s)	Field(s)	Validation	Fatal or Warning
Is not on the acceptable list of values	PL	Reporting Period	FA, SP, SU	F
Must be > a space	PL	Course ID	Cannot be left blank.	F
Expected to be >= 0 and <= 30	PL	Section Credit Hours	Values between 0 and 30	W
Is not on the acceptable list of values	PL	Section Type	PO	F
Is not on the acceptable list of values	PL	Course Level	UGRDL, UGRDU, GRAD	F
Is not on the acceptable list of values	PL	Outcome	PASS, A, B, C, D, F	F
Is not on the acceptable list of values	PL	Military Flag	Y, N, X	F
If Military Flag = Y, CPL Type must be MIL, DSST or CLEP	PL	Military Flag CPL Type	If Military Flag = "Y", then CPL Type must be "MIL", "DSST" or "CLEP".	F
Is not on the acceptable list of values	PL	Transfer Flag	Y, N	F
Is not on the acceptable list of values	PL	CPL Type	AP, CLEP, IB, ACT, SAT, DSST, CIE, ACECOR, MIL, INSTEX, IRCRED, APPREN, RETRO, PORT, CAPATH	F
Must be > a space	PL RG/SC CI	Course Title	Universities, Course Title cannot be left blank if Course ID / Section Hours / Section Type not found in Course Inventory or Registrations/Sections files.	F
If Military Flag = Y, CPL Type must be MIL, DSST or CLEP.	PL	Military Flag CPL Type	If Military Flag = "Y", then CPL Type must be "MIL", "DSST" or "CLEP".	F
Course in CPL Registrations also submitted in Registrations	RG PL	SSN Student ID Reporting Period Course ID Section Credit Hours	Cross table check: File contains more than one record for the same student per Reporting Period/Course ID/Section Credit Hours combination.	W
Student in CPL Registrations file. Not in Students Info file, or in Students Info file as Completed Only	PL SI	SSN Student ID	Cross table check: find a single matching record in SI where Completed Only = 'N'.	F

CREDIT FOR PRIOR (CPL) FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
The Course ID/Section Hours/Section Type combination not found in Course Inventory	PL CI	Course ID Section Type Section Credit Hours	Cross table check: The Course ID (PL), Section Type (PL), and Section Hours (PL) fields must match a valid record in the KBOR Course Inventory system.	W
Must be > a space	PL CI	Course Title	Cross Table Edit: For Community Colleges and Technical Institutions, Course Title cannot be left blank if Course ID / Section Hours / Section Type not found in Course Inventory.	F
The Course ID/Section Hours/Section Type combination not found in Sections file	PL RG/SC	Course ID Section Type Section Credit Hours	Cross table check: The Course ID (PL), Section Type (PL), and Section Hours (PL) fields must match a valid record in the Registrations/Sections files for this AY. Universities only.	W
If Military Flag = Y, then Military Veteran Student Indicator or Military Active Student Indicator in SS file must be Y	PL SS	Military Flag Military Veteran Student Indicator Military Active Student Indicator	If Military Flag = Y, then Military Veteran Student Indicator or Military Active Student Indicator in Student Status file must be Y.	F
CPL reported in prior years	PL	SSN Student ID Fice Inst ID Term Year Course ID Section Credit Hours	Duplicate CPL has been reported for this student in prior years at your institution.	F
Is not on the acceptable list of values	PL	Reporting Period	FA, SP, SU	F
CPL Type = DSST or MIL and credit not marked as MIL in CPL file. Student is marked as Active Military or Veteran in SS file	PL SS	MIL CPL Type Military Veteran Student Indicator Military Active Student Indicator	Cross table check: CPL Type = DSST or MIL and credit not marked as MIL in CPL file. Student is marked as Active Military or Veteran in SS file.	W
Is not on the acceptable list of values	PL	Outcomes	PASS, A, B, C, D (do not report failing grades)	F

CREDIT FOR PRIOR (CPL) FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Universities Only: CPL Course Title in CI or University Sections; field should be left blank	PL RG/SC CI	Course Title (PL) Course Title (SC)	**Universities Only**: Cross table check; When CPL Course Title has already been reported in CI or in University Registrations/Sections files, the Course Title in CPL may be left blank.	W
Section Credit Hours must be > 0	PL	Section Credit Hours	Section Credit Hours must be > 0.	F
Transfer = 'Y' in CPL file, record must exist in Transfer file	PL TR	Transfer	If Transfer = 'Y' in the CPL file, there must be a record for that student in the Transfer file in same or previous years.	F
CPL Type = MIL or DSST and credit not flagged as Military	PL	Military Flag CPL Type	CPL Type = MIL or DSST and credit not flagged as Military.	W

KANSAS CHALLENGE FILE EDITS **These error messages will appear in the Edit Report**				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Student in Kansas Challenge must also have a record in SI and at least one record in EF	KC SI EF	Student ID	If a student has a Kansas Challenge record, they must also have a record in Student Info and at least one record in Enrolled Flags	F
Student in Kansas Challenge must be flagged as a high school student in the same reporting period	KC EF	Student ID	If a student has a Kansas Challenge record, they must also have a record in Enrolled Flags in the same reporting term marked as high school.	F
Is not on the acceptable list of values	KC	Reporting Period	FA, SP, SU	F
Course ID, Section Number, Section Hours combination in Kansas Challenge file must be in registrations file for the same reporting period.	KC RG	Reporting Period Course ID Section Number Section Hours	Course ID, Section Number and Section Hours combination must be in the Registrations file for the same reporting period.	F
Total Course Tuition in the Reporting Period is more than the Total Tuition reported in the Students Costs file for the same reporting period.	KC CO	Reporting Period Course Tuition Total Tuition	The sum of the course tuition for the reporting period for the student is more than the total tuition for the same reporting period in the Students Costs file.	F
Total Tuition must be greater than 0	KC	Total Tuition	The course tuition is equal to zero for the record.	F
District Tuition is higher than the course tuition	KC	District Tuition Course Tuition	The district tuition is greater than the entered value for the course tuition	W
District Tuition is not empty so School district code must be entered	KC	District Tuition School District Code	If the district tuition field is not empty, then a valid school district code must be entered.	F
School district code is not valid	KC	School District Number	If a value is entered, school district number must be in a list of valid codes (Appendix 5).	F
Course ID and Section Hours combination in Kansas Challenge file is a technical course in Course Inventory.	KC CI	Course ID, Section Hours	Course ID and Section Hours combination is a technical course in Course Inventory and may qualify for Excel in CTE. (2-year institutions only)	W

KANSAS PROMISE ACT FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Student in Kansas Promise Act file must also have a record in SI and EF for the same reporting period	KP SI EF	Student ID	Cross-table edit - If a student has a Kansas Promise Act record, they must also have a record in Student Info and Enrolled Flags for the same reporting term.	F
Is not on the acceptable list of values	KP	Promise Scholarship Awarded	Y, N	F
Promise Scholarship Awarded = N, Reason Denied cannot be blank	KP	Promise Scholarship Awarded Reason Denied	If a Promise Scholarship applicant was not awarded the scholarship, the reason denied must be entered.	F
Is not on the list of acceptable values	KP	Reason Denied	Reason code is not on the list of what is acceptable.	F
Is not on the list of acceptable values	KP	Reporting Period	FA, SP	F
Must be > 0 and <= 35 or blank	KP	Promise Credit Hours Attempted	Values between 0 and 35 or blank	W
If student is a Promise Act recipient, credit hours must be greater than 0	KP	Promise Scholarship Awarded Promise Credit Hours Attempted	Greater than 0	F
Application type not valid for AY 2022	KP	Application Type	N	F
If student is a Promise Act recipient, tuition must be greater than 0	KP	Promise Scholarship Awarded Promise Act Tuition	Tuition must be greater than 0.	F
If student is a Promise Act recipient, we would expect required fees to be > 0	KP	Promise Scholarship Awarded Promise Act Required Fees	Required fees should be greater than 0.	W
If student is a Promise Act recipient, would expect books and supplies to be > 0	KP	Promise Scholarship Awarded Promise Act Books & Supplies	Books & Supplies should be greater than 0.	W

KANSAS PROMISE ACT FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
If student is a Promise Act recipient and is not reported as living in Kansas in EF, student must be military dependent in SS	KP EF SS	Promise Scholarship Awarded Living in Kansas Military Status Fields	If a student is a Promise Scholarship award recipient but is not flagged as living in KS in the Enrolled Flags file, they must be flagged as being military dependent in one of the military status fields in the Student Status File.	W
FAFSA Flag = N, Promise Scholarship Awarded = Y	KP CO	Promise Scholarship Awarded FAFSA Flag	If Promise Act scholarship was awarded, FAFSA Flag cannot = N in Students Costs file for the same reporting period. If a student has not completed the FAFSA, they are not eligible for the scholarship.	F
Is not on the acceptable list of values	KP	Award Level	If student is a Promise Scholarship award recipient, the only awards allowable for this field are SAPP, CERTA, CERTB, CERTC.	F
If student is a Promise Act recipient and Program Exception = N, PALA must match a valid Promise Act eligible program in PI	KP	Promise Scholarship Awarded PALA PI Promise Eligible	If student is a Promise Act recipient and Program Exception = N, the program PALA must match a valid Promise Act eligible program in PI	F
If student is a Promise Act recipient and Program Exception = Y, the award level must be a SAPP or certificate.	KP	Promise Scholarship Awarded Award Level Program Exception	If student is a Promise Scholarship award recipient and program is an exception, the only awards allowable for this field are SAPP, CERTA, CERTB, CERTC.	F
If Program Exception field = Y, Program Description cannot be left blank	KP	Promise Scholarship Awarded Program Description Program Exception	If Program Exception field = 'Y', Program Description cannot be left blank.	F
Must be numeric in the format 99.9999 and an acceptable value	KP	Program CIP	Must be numeric in the format 99.9999 and an acceptable value	F

KANSAS PROMISE ACT FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Program CIP is not on the approved promise eligible program list	KP	Promise Scholarship Awarded Program CIP	If Promise Scholarship award recipient and enrolled in a Promise Program Exception, Program Major CIP Code reported does not match to a KBOR approved promise eligible program CIP.	F
Is not on the acceptable list of values	KP	Program Exception	Y or N must be entered if the student is a Promise Act recipient. If the student is not a Promise Act recipient, leave blank.	F
If Program Exception field = Y, Program Major CIP Code cannot be left blank	KP	Program CIP Program Exception	If Program Exception field = 'Y', Program Major CIP Code cannot be left blank.	F
Program Exception = N, Program CIP must be left blank	KP	Program Exception Program CIP	Program CIP field must be left blank if Program Exception = N	F
Program Exception = N, Program Description must be left blank	KP	Program Exception Program Description	Program Description field must be left blank if Program Exception = N	F
Must be a valid YYYYMM format (202107 and 202205)	KP	Promise Scholarship Application Date	Values between 202107 and 202205 and cannot be left blank. Cannot be future dated.	F
Must be a valid YYYYMM format (202107 – Current AY)	KP	Promise Scholarship Awarded Promise Scholarship Award Date	If Promise Scholarship award recipient, values between 202107 and current AY and cannot be left blank. This date should be the first day of class for the program in which the scholarship was first awarded.	F
Promise Scholarship Awarded = N; Promise Scholarship Award Date must be left blank	KP	Promise Scholarship Awarded Promise Scholarship Award Date	No award date should be entered for a student that is not a recipient of the Promise scholarship.	F
If Promise Scholarship Awarded = N, PALA should be blank	KP	Promise Scholarship Awarded Program code Award Award Level	If student is NOT a Promise Scholarship award recipient, program code, award and award level must be blank.	F

KANSAS PROMISE ACT FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
If Promise Scholarship Awarded = N, program costs should be blank.	KP	Promise Scholarship Awarded Promise Act Program Tuition Charges Assessed Before Adjustment Promise Act Program Instructional Fees Promise Act Program Required Fees Promise Act program Books & Supplies	If student is NOT a Promise Scholarship award recipient, all cost fields should be blank.	F
If Promise Scholarship Awarded = N, Total Financial Aid for Program Before Promise Scholarship should be blank	KP	Promise Scholarship Awarded Total Financial Aid for Program Before Promise Scholarship	If student is NOT a Promise Scholarship award recipient, Total Financial Aid for Program Before Promise Scholarship should be blank.	F
Promise Scholarship Awarded = N; there should not be a Kansas Promise Scholarship Award code in Student Financing	KP FN	Promise Scholarship Awarded KBOR Award Code	Cross-table check – If Promise Scholarship Awarded = N in all Kansas Promise records, student should not have a Kansas Promise Scholarship award code (KPSA) for any term in the Students Financing file.	F
Promise Scholarship Awarded = Y; there must be a Kansas Promise Scholarship Award code in Student Financing for same reporting period	KP FN	Promise Scholarship Awarded KBOR Award Code	Cross-table check – If Promise Scholarship Awarded = Y, student must have Kansas Promise Scholarship Award Code (KPSA) in Students Financing file for the same reporting period.	F
If Promise Scholarship Awarded = Y and exception = N, the reported PALA in the Kansas Promise file should match a PALA in Declared Majors	KP DM	Promise Scholarship Awarded Program code Award Award Level	Cross-table check – If program (PALA) is reported in the Kansas Promise file, it should also be reported in Declared Majors.	F

KANSAS PROMISE ACT FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
If Promise Scholarship Awarded = Y, Promise Act programs Total Tuition Charges Assessed Before Adjustments in all Promise file records for the reporting period should not exceed Total Tuition Charges Assessed Before Adjustments in Students Cost file for same reporting period	KP CO	Promise Scholarship Awarded Promise Act Program Total Tuition Charges Assessed Before Adjustments Total Tuition Charges Assessed Before Adjustments	Cross-table check - If student is a Promise Scholarship award recipient, the total tuition charges assessed before adjustments in all Kansas Promise file records for the reporting period should not exceed the total tuition charges assessed before adjustments in the Students Cost file for the same reporting period.	F
If Promise Scholarship Awarded = Y, Promise Act programs Required Fees in all Promise file records for the reporting period should not exceed Required Fees in Students Cost file for same reporting period	KP CO	Promise Scholarship Awarded Promise Act Program Required Fees Required Fees	Cross-table check - If student is a Promise Scholarship award recipient, the required fees in all Kansas Promise file records for the reporting period should not exceed the required fees is Students Costs file for the same reporting period.	F
If Promise Scholarship Awarded = Y, Promise Act programs Instructional Fees in all Promise file records for the reporting period should not exceed Instructional Fees in Students Cost file for same reporting period	KP CO	Promise Scholarship Awarded Promise Act Program Instructional Fees Instructional Fees	Cross-table check - If student is a Promise Scholarship award recipient, the Instructional Fees in all Kansas Promise file records for the reporting period should not exceed the Instructional Fees in Students Cost file for the same reporting period.	F
If Promise Scholarship Awarded = Y, Promise Act programs books & supplies in all Promise file records for the reporting period should not exceed Estimated Books & Supplies in Students Cost file for same reporting period	KP CO	Promise Scholarship Awarded Promise Act Program Books and Supplies Estimated Books and Supplies	Cross-table check - If student is a Promise Scholarship award recipient, books/supplies in all Kansas Promise file records for the reporting period shouldnt exceed books/supplies in Students Cost file for the reporting period. (Since the Kansas Promise file records should be actual books and supplies, it's possible for the Kansas Promise books and supplies to exceed the estimated	W

KANSAS PROMISE ACT FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
			book and supplies in the Students Costs file. For this reason, the edit is a warning.)	
If Promise Scholarship Awarded = Y, Kansas Promise Scholarship Disbursed Amounts for all Promise file records for the reporting period should = KPSA award in Students Financing file for same reporting period	KP FN	Promise Scholarship Awarded Kansas Promise Scholarship Disbursed Amount KPSA Award Disbursed Amount	Cross-table check - If student is a Promise Scholarship award recipient, the total Promise Scholarship Disbursed Amount in the Kansas Promise file for the reporting period should equal the Promise Scholarship Disbursed Amount (KPSA) in the Students Financing file for the same reporting period.	F
If Promise Scholarship Awarded = Y, Total Financial Aid for Program Before Promise Scholarship for all Promise file records for the reporting period should not be > other financial aid reported in Students Financing file for same reporting period	KP FN	Promise Scholarship Awarded Promise Scholarship Awarded Total Financial Aid for Program Before Promise Scholarship Disbursed Amount of other financial aid	Cross-table check - If student is a Promise Scholarship award recipient, the Total Financial Aid for Program Before Promise Scholarship in the Kansas Promise file for a reporting period should not exceed other grants, scholarships, waivers, and tuition reductions in Students Financing file for the same reporting period. (Type = G, S, V, R) except Promise Scholarship (KPSA) Note: Excludes loans and work-study.	F
Total financial aid awarded prior to the Promise Scholarship exceeds total tuition, fees, books & supplies for reporting period	KP	Promise Scholarship Awarded Total Financial Aid for Program Before Promise Scholarship Promise Act program Tuition Charges Assessed Before Adjustment Promise Act program Instructional Fees Promise Act program Required Fees	If Promise Scholarship award recipient, the Total Financial Aid for Program Before Promise Scholarship for the reporting period exceeds total Promise Act program Tuition Charged Before Adjustments, Instructional Fees, Required Fees, Books & supplies for the reporting period.	W

KANSAS PROMISE ACT FILE EDITS				
These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
		Promise Act program Books & Supplies Promise Scholarship Awarded		
Kansas Promise Scholarship Award Disbursed Amount appears incorrect for reporting period	KP	Promise Awarded Total Financial Aid for Program Before Promise Scholarship Kansas Promise Scholarship Award Disbursed Amount Promise Act program Tuition Charges Assessed Before Adjustment Promise Act program Instructional Fees Promise Act program Required Fees Promise Act program Books & Supplies	If student is a Promise Scholarship award recipient the Promise Scholarship disbursed amount for the reporting period should not be greater than the total of Promise Act program Tuition Charged Before Adjustments, Instructional Fees, Required Fees, Books & and supplies for the reporting period MINUS Total Financial Aid for Program Before Promise Scholarship for the reporting period.	W
Total number of Promise Act program credit hours attempted per reporting term cannot exceed total credit hours attempted in Enrolled Flags for same reporting period	KP EF	Promise Act Program Number of Credit Hours Attempted Number of Credit Hours Attempted	Cross-table check: The reported number of Promise Act program credit hours attempted per reporting term cannot exceed the total number of credit hours attempted reported in Enrolled Flags for the same reporting period.	F

Fall Preliminary

KHEDS NAVIGATION

Once the user has logged into KHEDS the user must change their profile to:

⇨ PERIOD: Fall Preliminary

⇨ YEAR: 2022

WHO TO INCLUDE:

Any student enrolled in a postsecondary level course that starts on or before the 20th day, plus those students who are enrolled in a course that begins and ends before the 20th day. ***This includes students who enrolled in a course that starts on or before the 20th day and subsequently withdrew after the 20th day.***

Include students who are enrolled in <u>courses</u> that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:
  ✓ less than 16 credit hours in length;
  ✓ leads to an industry recognized credential, license, or certification;
  ✓ designated as a stand-alone program by KBOR's Workforce Development staff; and
  ✓ included in the Program Inventory data system.

WHO NOT TO INCLUDE:

⇨ Students who have officially withdrawn from an institution after the beginning of the fall term and before the reporting day.

⇨ Students enrolled in non-credit courses—courses not creditable towards a formal award.

⇨ Students enrolled after the 20th day or census day of fall term.

⇨ Students earning credits through CLEP.

Institutions will submit their enrollment and credit hour totals by student level – undergraduate and graduate and student residency – resident and non-resident and. Residency is defined by Kansas law, K.S.A. 76-729 for public universities and K.S.A. 71-406 for community colleges. Resident/non-resident status is outlined in the KHEDS (KSPSD) Reference Manual as entering the student's residency status as it applies to the tuition charged.

DATA SUBMISSION INSTRUCTIONS:

The enrollment data for each institution will be submitted via a web form. The institutional contact designated to submit the data should follow these steps:

⇨ Log into the DRP Data Submission website at http://data.kansasregents.org/

⇨ Navigate to the *Data Collections* drop-down option on the upper left side of the page

⇨ Select the *KHEDS* option

⇨ Change the Profile Period to "Fall Preliminary"

⇨ Change the Profile Year to "2022"

⇨ Verify that it shows the correct institution

⇨ Click on the "Update" button

⇨ Enter resident headcount and credit hour totals

⇨ Enter non-resident headcount and credit hour totals

⇨ Universities will also report graduate level headcount and credit hour totals

⇨ Verify the institutional total

⇨ Select the "Save" button to save the data (this DOES NOT lock the data)

⇨ Select the "Lock" button to finalize the data submission. This process notifies KBOR staff that the data is submitted and finalized.

***While these numbers will be labeled preliminary, FTE will be provided to media, legislature, and others who ask for the information. Every effort should be made to make the total numbers match the values that will be reported later in the Fall Census Day collection. ***

SPECIAL NOTES:

⇨ After receiving all institutional enrollment and credit hour counts and compiling the data, the Board will provide a single press release issued for all institutions. Institutions are encouraged to continue the issuance of releases concerning the characteristics of their individual enrollments, but under the agreement, *institutions will not release data prior to the predetermined release date*, which will be communicated to institutions with the data submission timeline.

FALL PRELIMINARY DATA SUBMISSION PROCEDURES

1. Log into the DRP Data Submission Website https://submission.kansasregents.org/
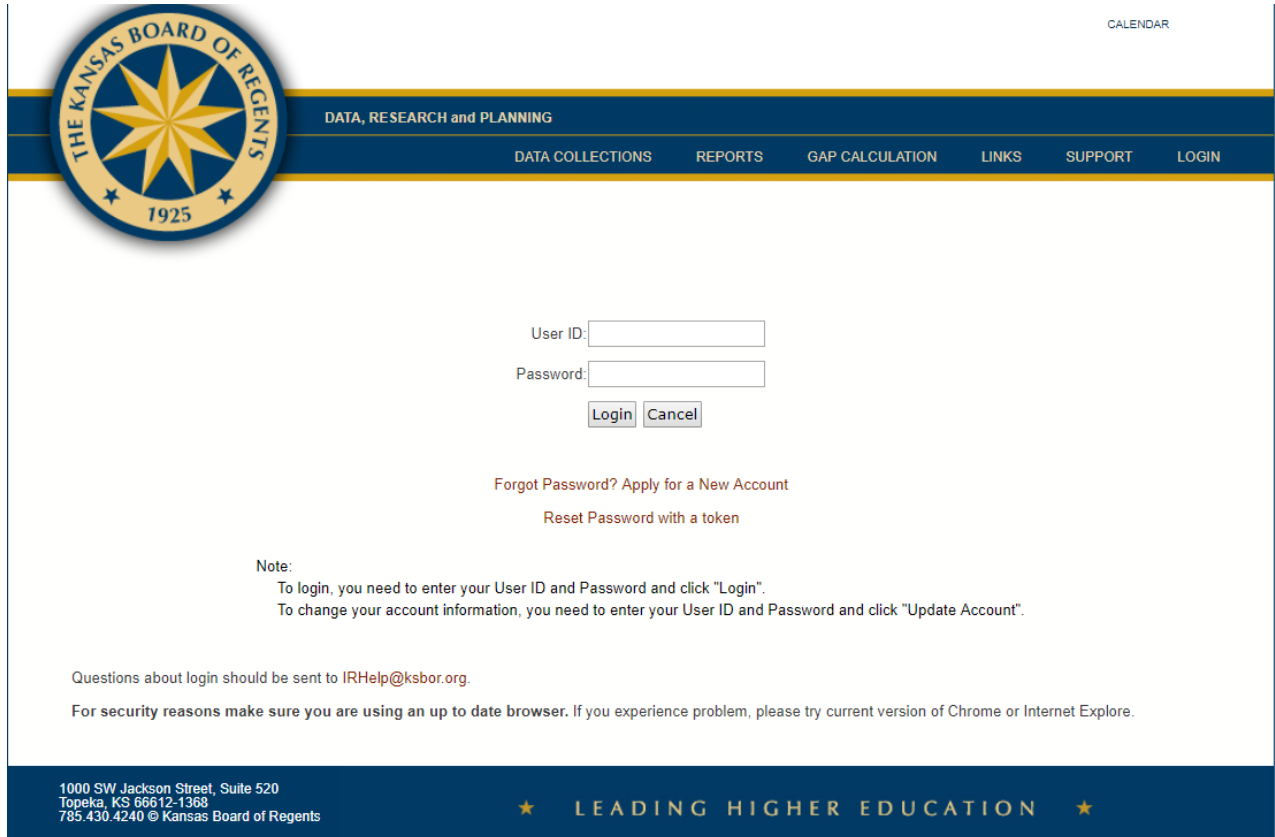
2. Once you have logged into the system, in the gold banner area, click on "Change Profile" to change your profile period and year.
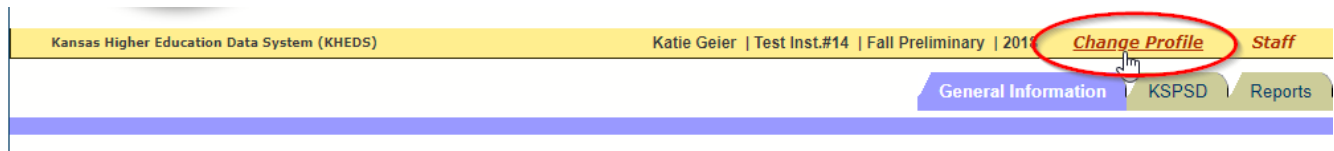
3. For Period, click on the drop-down arrow and select Fall Preliminary

4. For the Year, select current

5. Click on Update

6. On the next screen, you will be brought to the KHEDS news page. At the top, you will click on the "KSPSD" tab which will bring you to the Fall Preliminary Report.

7. Complete the form.

8. Only universities will see a section for graduate headcount and credit hours.

9. Once the form is complete, select the "Save" button at the bottom of the screen to the save the data. This does not lock the data.

10. Select the "Lock" button to finalize the data submission. This process notifies KBOR staff that the data is submitted and finalized.

FALL PRELIMINARY EDIT				
This error message will appear in the Edit Report				
Error Message	File(s)	Field(s)	Validation	Fatal or Warning
FTE cannot be higher than headcount	FP	Headcount Credit Hours	FTE cannot be higher than headcount	F

This collection is now complete. Thank you for submitting all your data in a timely and accurate manner. For general questions about the data, website submission and other related matters, please contact IR Help at irhelp@ksbor.org.

Fall Census Day Collection

DATA DICTIONARY

KHEDS NAVIGATION

Once the user has logged into KHEDS the user must change their profile to:

⇨ PERIOD: Fall Semester
⇨ YEAR: 2022

GENERAL INFORMATION FOR ALL FILES

Who to Include:

Any student enrolled in a postsecondary level course that starts on or before the 20th day, plus those students who are enrolled in a course that begins and ends before the 20th day. ***This includes students who enrolled in a course that starts on or before the 20th day and subsequently withdrew after the 20th day.***

Include students who are enrolled in <u>courses</u> that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR-approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:
  ✓ less than 16 credit hours in length;
  ✓ leads to an industry recognized credential, license, or certification;
  ✓ designated as a stand-alone program by KBOR's Workforce Development staff; and
  ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. IPEDS definitions state:

"Include all students enrolled for credit (enrolled in instructional activity, courses or programs, that can be applied towards the requirements for a postsecondary degree, diploma, certificate, or other formal award), regardless of whether or not they are seeking a degree or certificate. This includes:

⇨ *Students enrolled for credit in off-campus centers*
⇨ *High school students taking regular college courses for credit*
⇨ *Students taking remedial courses if the student is degree-seeking for the purpose of student financial aid determination*
⇨ *Students from overseas enrolled for credit at your institution (e.g., online students)*
⇨ *Graduate students enrolled for thesis credits, even when zero credits are awarded, as these students are still enrolled and seeking their degree"*

STANDARDIZED CODES: Used to assure consistency.

⇨ Institutional ID's (ACT, SAT, FICE, or IPEDS)
⇨ State Codes
⇨ Kansas County Codes
⇨ CIP Codes – Only CIP

Special Notes:

⇨ *****Every effort should be made to make the enrollment numbers match the values of those reported in Fall Preliminary. If the numbers do not match, please provide IRHelp with an explanation. *****

STUDENTS INFORMATION FALL CENSUS DAY FILE

Who to Include:

Any student enrolled in a postsecondary level course on the 20th day, plus those students who are enrolled in a course that begins and ends before the 20th day. _This includes students who withdrew after the 20th day._

Include students who are enrolled in courses that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:
- ✓ less than 16 credit hours in length;
- ✓ leads to an industry recognized credential, license, or certification;
- ✓ designated as a stand-alone program by KBOR's Workforce Development staff; and
- ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page for all files beginning on page 260 of this manual.

Number of Records:

⇨ One record per student.

Sector Reporting Requirements:

⇨ **ALL institutions** will complete all fields.

Special Notes:

⇨ This file is also an Academic Year file. The data and layout for the census day and academic year are the same, except for the AY field "Completed Only". This field is required in the AY Students Information file but should be left blank (filler) in the Fall Census file.

⇨ *****Every effort should be made to make the enrollment numbers match the values of those reported in Fall Preliminary. If the numbers do not match, please provide IRHelp with an explanation. *****

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
Student Identification Number	♦ Enter the Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or federally assigned ID if available. (This information is used to tie individuals to Department of Labor information for longitudinal data analysis. If federally assigned ID is not provided, this information will not be available.) ♦ If the value is not known, enter 0.	ssn	VARCHAR2(09)
College Assigned Identification (ID) Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned ID number must be the same on all submitted files for that cycle. ♦ This field cannot be left blank and cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	♦ Enter your unique institutional FICE ID number ✓ A list of Kansas schools is provided in Appendix 1. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter FA for Fall Census Day submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year for the student's enrollment record Example: If the enrollment is for Fall 2022, report FA in the term field and 2022 in the Term Year field. ♦ This field cannot be left blank.	term_year	VARCHAR2(04)
First Name	♦ Enter the student's first name. ♦ If the student does not have a first name or it is unknown, leave this field blank. ♦ Periods (.) are not allowed. Hyphen and apostrophe are acceptable.	f_name	VARCHAR2(40)
Last Name	♦ Enter the student's last name. ♦ Periods (.) are not allowed. ♦ If the student does not have a last name, enter a hyphen "-".	l_name	VARCHAR2(40)

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	◆ This field cannot be left blank.		
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
Suffix	◆ Enter the student's suffix (i.e. Jr. or III) ◆ Do not include a professional suffix in this field. ◆ If the student does not have a suffix or it is unknown, leave this field blank.	suffix	VARCHAR2(05)
Gender Code	◆ Enter the gender of the student. • F = Female • M = Male • X or blank = Unknown ◆ If the value is not known, the field may be left blank.	sex	VARCHAR2(01)
Date of Birth (DOB)	◆ Enter the student's DOB in the format YYYYMMDD. ◆ If the student's DOB is not known, enter 00000000 or leave blank.	birth_yyyymmdd	VARCHAR2(08)
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
Non-Resident Alien	◆ Enter whether the student is a non-resident alien. • Y = Yes • N = No ◆ Non-resident alien includes any student who is not a citizen or permanent resident of the United States and is in this country on a visa or temporary basis and does not have the right to remain indefinitely. ◆ If this field is set to "Yes", the following seven Race/Ethnicity fields must be "No". ◆ This field cannot be left blank.	nonresident_alien	VARCHAR2(01)

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**

Hispanic/ Latino	◆ Enter whether the student is Hispanic/Latino.
	  • Y = Yes
	  • N = No
	◆ Hispanic includes any student who traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish cultures, regardless of the race. The term, "Spanish origin" can be used in addition to "Hispanic" or "Latino".
	◆ You may select (Y) in more than one category except for Unknown.
	◆ This field cannot be left blank.
		hispanic	VARCHAR2(01)

American Indian or Alaska Native	◆ Enter whether the student is American Indian or Alaska Native.
	  • Y = Yes
	  • N = No
	◆ American Indian includes any student who has origins in any of the original peoples of North and South America (including Central America), and maintains cultural identification through tribal affiliation or community recognition.
	◆ You may select (Y) in more than one category except for Unknown.
	◆ This field cannot be left blank.
		am_indian	VARCHAR2(01)

Asian	◆ Enter whether the student is Asian.
	  • Y = Yes
	  • N = No
	◆ Asian includes any student who has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	◆ You may select (Y) in more than one category except for Unknown.
	◆ This field cannot be left blank.
		asian	VARCHAR2(01)

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**

Black or African American	◆ Enter whether the student is Black or African American.
	   • Y = Yes
	   • N = No
	
	◆ Black or African American includes any student who has origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American".
	
	◆ You may select (Y) in more than one category except for Unknown.
	
	◆ This field cannot be left blank.
		african_am	VARCHAR2(01)

Native Hawaiian or Other Pacific Islander	◆ Enter whether the student is Native Hawaiian or Other Pacific Islander.
	   • Y = Yes
	   • N = No
	
	◆ Pacific Islander includes any student who has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	
	◆ You may select (Y) in more than one category except for Unknown.
	
	◆ This field cannot be left blank.
		pacific_ islander	VARCHAR2(01)

White	◆ Enter whether the student is White.
	   • Y = Yes
	   • N = No
	
	◆ White includes any student who has origins of any of the original peoples of Europe, Northern Africa, or the Middle East.
	
	◆ You may select (Y) in more than one category except for Unknown.
	
	◆ This field cannot be left blank.
		white	VARCHAR2(01)

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
Race Unknown	♦ Indicate whether the student's race is unknown. • Y = Yes • N = No ♦ If this field is set to "Yes", the preceding Race/Ethnicity fields and the Non-Resident Alien field must be "No". ♦ This field cannot be left blank.	unknown_ race	VARCHAR2(01)
State Student Identifier	♦ Enter the student's Kansas State Student Identifier. ♦ The State Student Identifier is a unique ID number assigned to students who have previously enrolled in Kansas' public elementary or secondary education system. ♦ This is the same ID the Kansas Department of Education uses in the K-12 "KIDS" database. ♦ If the value is not known, leave the field blank.	state_ student_id	VARCHAR2(01)
FERPA Privacy Flag	♦ Enter whether the student has placed a FERPA privacy flag on the student record. • Y = Yes • N = No ♦ This field cannot be left blank.	ferpa	VARCHAR2(01)
Middle Name	♦ Enter the student's middle name. ♦ Do not include punctuation. ♦ If only the middle initial is known, enter that information rather than leaving the field blank. ♦ If the student does not have a middle name or it is unknown, leave this field blank.	m_name	VARCHAR2(40)

ENROLLMENTS FALL CENSUS DAY FILE

Who to Include:

Any student enrolled in a postsecondary level course on the 20ᵗʰ day, plus those students who are enrolled in a course that begins and ends before the 20ᵗʰ day. _This includes students who withdrew after the 20ᵗʰ day._

Include students who are enrolled in <u>courses</u> that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:
  ✓ less than 16 credit hours in length;
  ✓ leads to an industry recognized credential, license, or certification;
  ✓ designated as a stand-alone program by KBOR's Workforce Development staff; and
  ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page for all files beginning on page 260 of this manual.

Number of Records:

⇨ One record per student.

Credit Hour Values:

⇨ Submit only credit hour values. Credit hours may only be reported with a decimal point. Therefore, if your institution does not record credit hours to a decimal place value, include a period after the value with one zero.
    Ex: 15.0

Sector Reporting Requirements:

⇨ ALL institutions will complete all fields.

Enrollments			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
FILLER	⬧ **Insert '0' for this field**	**FILLER**	**FILLER**
College Assigned Identification (ID) Number	⬧ Enter the student's unique college assigned ID number. ⬧ For a given student, the college assigned ID number must be the same on all submitted files for that cycle. ⬧ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	⬧ Enter your unique institutional FICE ID number ✓ A list of Kansas schools is provided in Appendix 1. ⬧ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	⬧ Enter FA for Fall Census Day submission. ⬧ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	⬧ Enter the calendar year for the student's enrollment record Example: If the enrollment is for Fall 2022, report FA in the term field and 2022 in the Term Year field. ⬧ This field cannot be left blank.	term_year	VARCHAR2(04)
Reporting Period	⬧ Enter the term for the student's record ⬧ Acceptable values: • FA = Fall ⬧ This field cannot be left blank.	reporting_ term	VARCHAR2(02)
Campus	⬧ This field is optional. If your institution wants to identify students by different locations, this field should be utilized. ⬧ Enter the institutionally defined code of the student's associated branch campus. ⬧ The code and full name of the campus must be sent to the KBOR office as an additional file submission called Campus Description File; directions are in this reference manual. ⬧ This field may be left blank.	campus	VARCHAR2(05)
IPEDS Flag	⬧ Enter whether the student should be included in the IPEDS reports. • Y = Yes • N = No	ipeds	VARCHAR2(01)

Enrollments			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	⬩ This field cannot be left blank.		
Number of Credit Hours	⬩ Enter the total number of credit hours, to the nearest tenth, in which the student is enrolled as of the 20th day. Include hours for courses that have started and completed by the 20th day. ⬩ Include all courses and their prerequisites that count toward earning a degree or other formal award. ⬩ Example: 20.5 hours or 5.0 for 5 hours ⬩ Credit hours are typically a measure representing an hour (50 minutes) of instruction. ⬩ This field cannot be left blank.	nbr_credit_hrs	NUMBER(04,1)
FILLER	**FILLER** This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	**FILLER** This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	**FILLER** This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	**FILLER** This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	**FILLER** This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	**FILLER** This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	**FILLER** This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	**FILLER** This field MUST be left blank.	**FILLER**	**FILLER**
Student Level	⬩ Enter the student level as defined on the 20th day. If a high school student is an award/degree-seeking student, please classify in the appropriate undergraduate category even though student is not a "true" undergraduate until graduation from high school. This information is used for funding reports for community and technical colleges. • **AUD –** Audit only undergraduate student. A student auditing undergraduate courses.	student_level	VARCHAR2(03)

Enrollments			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	• **NDU –** Non-Award/Degree Seeking Undergraduate. A student who does not intend to earn an undergraduate degree but is taking undergraduate courses • **NCU –** Not Otherwise Classified Award/Degree-Seeking Undergraduate. A student who has not completed the requirements for a baccalaureate degree but does not fit into one of the other categories. Also, students who have completed a baccalaureate program and are returning to work on another baccalaureate degree. • **FR –** Award/Degree-Seeking Freshman. An undergraduate student who has completed less than 30 postsecondary credit hours. • **SO –** Award/Degree-Seeking Sophomore. An undergraduate student who has completed at least 30 but less than 60 postsecondary credit hours. Community College and Technical Institution students with 60 or greater postsecondary credit hours should continue to be shown as sophomores. • **JR –** Award/Degree-Seeking Junior. An undergraduate student who has completed at least 60, but less than 90 postsecondary credit hours. • **SR –** Award/Degree-Seeking Senior. An undergraduate student who has completed at least 90 postsecondary credit hours. • **5th –** Degree-Seeking Senior in the 5th year of a five-year undergraduate program. • **AUG –** Audit only graduate student. A student auditing graduate courses. • **MA –** Degree-Seeking Master's Level. A student pursuing a master's degree. • **SP –** Degree-Seeking Specialist Level. A student pursuing an educational specialist degree. • **PMC –** Post-Master Certificate. A student pursuing an award that requires completion of an organized program of study beyond the master's degree but does not meet the requirements of academic degrees at the doctoral level.		

Enrollments			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**

	• **DFP –** Doctoral, First Professional, Post First Professional Level. Includes:
	Doctoral: A student pursuing a doctoral degree even if they have not received a master's degree yet.
	First Professional: A student enrolled in a program that meets all of the following criteria: (1) completions of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields:
	   - Chiropractic (D.C., D.C.M.)
	   - Dentistry (D.D.S., D.M.D.)
	   - Medicine (M.D.)
	   - Optometry (O.D.)
	   - Osteopathic Medicine (D.O.)
	   - Pharmacy (Pharm.D)
	   - Podiatry (D.P.M., D.P., Pod.D)
	   - Veterinary Medicine (D.V.M.)
	   - Law (L.L.B., J.D.)
	   - Theology (M.Div., M.H.L., B.D., or Ordination)
	Post First-Professional: A student pursuing an award that requires the completion of an organized program of study designed for persons who have completed the first professional degree.
	• **NDG –** Non-Degree Seeking Graduate. A student who does not intend to earn a graduate degree but is taking graduate courses.
	• **NCG –** Not Otherwise Classified Degree-Seeking Graduate. A student who has not been officially accepted to a graduate program but is taking graduate courses.
	♦ This field cannot be left blank.		

Enrollments			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
High School Student	♦ Enter whether the student is still enrolled in high school. • Y = Yes • N = No ♦ This field cannot be left blank.	high_school	VARCHAR2(01)
CEP Credit Hours	♦ Enter the total number of Concurrent Enrollment Partnership (CEP) credit hours, to the nearest tenth, in which the student is enrolled as of the 20th day. ♦ A CEP course is where a high school student is taking a college credit course taught by a high school teacher, during the high school day on the high school campus. A formal CEP agreement must exist between the postsecondary institution granting the college credit and the high school. ♦ The KBOR CEP, as well as other definitions can be found in Appendix 12 of the KHEDS Manual. ♦ If the student does not have a tenth of a credit hour, a zero must be included. ♦ Example: 20.5 hours or 5.0 for 5 hours ♦ If the student does not have CEP credit hours, report 00.0 or leave field blank.	cep_credit_ hrs	NUMBER(04,1)
FILLER	**FILLER** This field MUST be left blank.	**FILLER**	**FILLER**
CTE High School Grad	♦ If the student is a high school student in a tiered technical course, enter the grade level for the student. • 09 = Ninth grader in high school • 10 = Tenth grader in high school • 11 = Eleventh grader in high school • 12 = Twelfth grader in high school ♦ If the student is not enrolled in a tiered technical course, this field may be left blank.	hs_grade	VARCHAR2(02)
First-time Entering Student	♦ Enter whether the student is a first-time entering student in any postsecondary institution. This includes students who entered with advanced standing (college credits earned before graduation from high school). • Y = Yes	first_time_ fresh	VARCHAR2(01)

Enrollments			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	• N = No		
	◆ A student who is still attending high school is not considered a First-time Entering Student.		
	◆ Even if a student has been reported as a first-time entering student in the summer submission, please still report them as a first-time entering student in the fall submission.		
	◆ This field cannot be left blank.		
New Transfer Flag	◆ Enter whether the student is a new transfer during this semester. • Y = Yes • N = No	new_ transfer	VARCHAR2(01)
	◆ Even if a student will be reported as a new transfer student in the summer submission for AY, please still report them as a new transfer student in the fall submission.		
	◆ This field cannot be left blank.		
First-Time Graduate Flag	◆ Enter whether the student is a first-time entering graduate student. • Y = Yes • N = No	first_time_ grad	VARCHAR2(01)
	◆ This field cannot be left blank.		
FILLER	**FILLER** This field MUST be left blank.	**FILLER**	**FILLER**
Resident/Non-Resident Status	◆ Enter the student's residency status as it applies to the tuition charge.	res_nonres_ status	VARCHAR2(03)
	◆ The term residency is defined by law for Board of Regent's institutions (K.S.A. 76-729), community colleges (K.S.A. 71-406 and K.S.A. 71-407) and all sectors (K.S.A. 48-3601).		
	◆ If a student was charged tuition at a non-resident tuition rate for any course enrolled as of the Fall Census Day, record the student as a Non-Resident.		
	◆ Valid codes: • **RES =** Resident/In-District (as defined by the statutes applicable to your institution)		

Enrollments			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	• **OUT =** Resident/Out-of-District (as defined by the statutes applicable to your institution) • **NRS =** Non-resident (as defined by the statutes applicable to your institution) ♦ This field cannot be left blank.		
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
Current Address State	♦ Enter the state for the student's current local address. ♦ A complete list of state codes is provided in Appendix 2 of the KHEDS Manual or electronically. ♦ This field can be left blank if unknown.	cur_state	VARCHAR2(02)
Current Address Zip Code	♦ Enter the 9-digit zip code of the student's current local address if it is known. Otherwise provide a 5-digit zip code. ♦ This field can be left blank if unknown.	cur_zip	VARCHAR2(10)
Current Address County	♦ Enter the county code of the student's current local address. ♦ Students with Kansas addresses should have a value in this field if it is known. ♦ Out-of-State students may be left blank or if the institution wishes to track counties outside Kansas, an institutional value may be entered. ♦ A complete list of Kansas county codes is provided in Appendix 3 of the KHEDS Manual or electronically. ♦ This field may be left blank if unknown.	cur_county	VARCHAR2(05)
Current Address Location	♦ Enter whether the student has a current address in the US or if the current address is outside the United States. ♦ Valid codes: • US = United States Address • INT = Outside the United States Address ♦ This field can be left blank if unknown.	cur_location	VARCHAR2(03)
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**

Enrollments			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**

DECLARED MAJORS FALL CENSUS DAY FILE

Who to Include:

Any student enrolled in a postsecondary level course on the 20th day, plus those students who are enrolled in a course that begins and ends before the 20th day. *This includes students who withdrew after the 20th day.*

Include students who are enrolled in <u>courses</u> that fulfill a requirement of a formal award or a stand-alone program.

⇨ A formal award is earned for KBOR approved programs of 16 or more credit hours that result in a Technical Certificate or above.

⇨ A University Certificate of any length.

⇨ A stand-alone program is:
  ✓ less than 16 credit hours in length;
  ✓ leads to an industry recognized credential, license, or certification;
  ✓ designated as a stand-alone program by KBOR's Workforce Development staff; and
  ✓ included in the Program Inventory data system.

Include students taking developmental education courses when reporting data to KBOR to be consistent with IPEDS definitions. For more information see "General Information" page for all files beginning on page 260 of this manual.

Number of Records

⇨ One record per student per declared major. Students may have more than one record.

⇨ Students will have multiple records if they are in a "lumped program". A lumped program:
  ✓ is a KBOR approved program
  ✓ consists of one or more stand-alone programs "lumped" together
  ✓ may also include other short-term courses that do not qualify as stand-alone programs

Students in lumped programs will have one record for each stand-alone program that is part of the lumped program, and one record for the lumped program itself.

A common example is a "HOT" program (Health Occupations Technology) of 16 credit hours. This program may consist of four stand-alone programs (Nursing Aide, Medication Aide, Home Health Aide, Restorative Aide), and one course that does not qualify as a stand-alone program (Activity Director). In this situation, the student will have FIVE records: one record for each stand-alone program, and one record for the lumped program – HOT.

Sector Reporting Requirements:

⇨ ALL institutions will complete all fields.

Special Notes:

⇨ This file is also an Academic Year file. The data and layout for the census day and academic year file are exactly the same.

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
FILLER	⬧ **Insert '0' for this field**	**FILLER**	**FILLER**
College Assigned Identification (ID) Number	⬧ Enter the student's unique college assigned ID number. ⬧ For a given student, the college assigned ID number must be the same on all submitted files for that cycle. ⬧ This field cannot be left blank; this field cannot be 0.	student_id	VARCHAR2(16)
FICE Institution ID	⬧ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ⬧ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	⬧ Enter FA for Fall Census Day submission. ⬧ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	⬧ Enter the calendar year for the student's enrollment record. Example: If the enrollment is for Fall 2022, report FA in the term field and 2022 in the Term Year field. ⬧ This field cannot be left blank.	term_year	VARCHAR2(04)
Award Level	⬧ Enter one record for each current declared degree or award type for the student. • **NONE** – Non-Award/Degree Seeking Student Program Code and Award fields must also be NONE. Student Level must be Non-Award/Degree Seeking. • **UND** – Undecided. Award/Degree Seeking, but undecided or undeclared as to Award Level. Student Level must be degree-seeking. Community College and Technical Institution Pre-Majors use this value. • **SAPP** – Stand-Alone Program. Certificate of Completion award earned by completing a KBOR-designated stand-alone program. A stand-alone program (1) is less than 16 credit hours, (2) leads to an industry recognized credential, license, or certification, and (3) has been specified as a stand-alone program by KBOR's Workforce Development staff and included in the Program Inventory data system. • **CERTA** – Postsecondary Technical Certificate A. Requires completion of an organized program of	award_level	VARCHAR2(05)

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	study in a technical area of at least 16 but less than 30 credit hours in length, at the postsecondary level (below the baccalaureate degree). **For use by community & technical colleges, WIT and by Washburn University Perkins programs only.** • **CERTB** – Postsecondary Technical Certificate B. Requires completion of an organized program of study in a technical area of at least 30 but less than 45 credit hours in length, at the postsecondary level (below the baccalaureate degree). **For use by community & technical colleges, WIT and by Washburn University Perkins programs only.** • **CERTC** – Postsecondary Technical Certificate C. Requires completion of an organized program of study in a technical area of at least 45, but less than 60 credit hours in length, at the postsecondary level (below the baccalaureate degree). **For use by community & technical colleges, WIT and Washburn University and Pittsburg State University Perkins programs only.** • **ASSOC** – Associate's Degree – An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. • **BACH** – Bachelor's Degree – An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK-STUDY PLAN) PROGRAM. • **MAST** – Master's Degree – An award that requires successful completion of a program of study generally one or two full-time equivalent academic years of work beyond the bachelor's degree. Some of these degrees, such as those in theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent years of academic work.		

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	• **PMAST** – An award that requires completion of an organized program of study leading to an educational specialist (Ed.S.) degree. • **DOCRS** – Doctor's Degree – Research/Scholarship – 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. Some examples of this type of degree may include Ed.D., D.M.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution. • **DOCPP** – Doctor's Degree – Professional Practice – A doctor's 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 degree, including both pre-professional and professional preparation, equals six full-time equivalent academic years. Some of the degrees were formerly classified as "first-professional" and may include: 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 (PharmD.); podiatry (D.P.M., Pod.D., D.P.); or Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution. ♦ **DOCOT** – Doctor's Degree-Other – A doctor's degree that does not meet the definitions of a doctor's degree – research/scholarship or a doctor's degree – professional practice. ♦ The Program Code & Award Level & Award combination must match to a record for an active program in the KBOR Program Inventory system. Exceptions: Non-Award/Degree Seeking (NONE) and Undecided/Undeclared (UND)		

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	THE BELOW CERTIFICATE AWARD LEVELS ARE FOR UNIVERSITIES ONLY		
	• **CERT0** – Postsecondary award, certificate, or diploma (less than 1 academic year). An award that requires completion of an organized program of study at the post-secondary level (below the baccalaureate degree) in less than one academic year (two semesters) or designed for completion in less than 30 semester credit hours. • **CERT1** – Post-secondary award, certificate, or diploma (at least 1 but less than 2 academic years). An award that requires completion of an organized program of study at the post-secondary 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. • **CERT2** – Post-secondary award, certificate, or diploma (at least 2 but less than 4 academic years). An award that requires completion of an organized program of study at the post-secondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60, but less than 120 semester credit hours. • **PBCER** – Post-baccalaureate Certificate. An award that requires 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 baccalaureate degree, but do not meet the requirements of a master's degree. • **PMCER** – Post-master's certificate. An award that requires 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 doctor's level. • This field cannot be left blank.		

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
THE BELOW FIELDS ARE REQUIRED FOR ALL INSTITUTIONS			
Major Code	⬥ Enter the student's major code as defined by the institution. ⬥ For Liberal Arts students at Community Colleges, the major code will identify the student's main "area of study" or "concentration". Example: MATH, BIOL ⬥ For CTE students, the student's major code will be the same as the Program code. ⬥ This field cannot be left blank.	major	VARCHAR2(15)

Award	⬥ Enter the award for the program.
	
	⬥ Students with a Non-Award-Seeking / Non-Degree-Seeking (NONE) Award Level will have the following Award:
	    • **NONE**
	
	⬥ Students who are undecided or undeclared as to Award will have the following Award code:
	    • **UND** (Undecided / Undeclared)
	      Community College and Technical Institution "Pre" majors should use the UND value
	
	⬥ Students with a Stand-Alone Program (SAPP) Award Level will have the following Award:
	    • **CCOMP** (Certificate of Completion)
	
	⬥ Students with a "Certificate" Award Level (CERT0, CERT1, CERT2, CERTA, CERTB, or CERTC) will have one of the following Awards:
	    • **CERT** (Certificate)
	    • **CERTE** (Certificate of Entrepreneurship)
	
	⬥ Students with an "Associate" Award Level (ASSOC) will have one of the following Awards:
	    • **AS** (Associate of Science)
	    • **AA** (Associate of Arts)
	    • **AGS** (Associate of General Studies)
	    • **AAS** (Associate of Applied Science)
	
	⬥ University students with a "Pre" Major (Pre-Dentistry, e.g.) will have the following Award:
	    • **PRE**
		award	VARCHAR2(05)

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	⬩ Students with other Award Levels will use awards as defined by the institution, abbreviated as necessary. Examples: 　• **BA, BS, BSE, MBA, EDD, MD** ⬩ No punctuation should be included in the field. ⬩ The **Program Code** & **Award Level** & **Award** combination must match to a record for an active program in the KBOR Program Inventory system. ⬩ This field cannot be left blank.		
Teacher Certification	⬩ Enter whether the student is a ***Junior or Senior*** (above Sophomore level at the beginning of the AY) ***and*** intending to complete a program that will enable or qualify him or her to apply for a teaching license ***or*** a post-baccalaureate student intending to complete a Teacher Certification program. ⬩ Also included should be those students enrolled in programs, options or concentrations that lead to a teacher certification, but are not *teaching* programs. 　• Y = Yes 　• N = No ⬩ Institutions that do not offer programs that enable or qualify students to apply for a teaching license should enter 'N'. ⬩ Universities cannot leave this field left blank. ⬩ Community and Technical colleges must leave this field blank.	teach_cert	VARCHAR2(01)
Program Code	⬩ Enter the student's program code as defined by the institution. ⬩ Students with a Non-Award-Seeking / Non-Degree-Seeking (NONE) Award Level will have the following Program Code: 　• **NONE** ⬩ Award/Degree Seeking students who are undecided/undeclared as to Program will have the following Program Code: 　• **UND**	program_code	VARCHAR2(15)

Declared Majors			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	• Community College and Technical Institution "Pre" majors should use the UND value. ⬥ The **Program Code** & **Award Level** & **Award** combination must match to a record for an active program in the KBOR Program Inventory system. ⬥ Exceptions: Non-Award-Seeking / Non-Degree-Seeking (NONE), Undecided/Undeclared (UND). ⬥ This field cannot be left blank.		
Major Description	⬥ Enter the institutionally defined description for the associated Major Code. Example: If the Major Code is "MATH", the major description might be "Mathematics". ⬥ This field cannot be left blank.	major_desc	VARCHAR2(128)
Major CIP Code	⬥ Enter the CIP code associated with the student's Major Code. ⬥ Only valid CIP 2020 codes will be accepted. ⬥ For non-degree seeking and undecided or undeclared students, use CIP code 00.0000. ⬥ This field cannot be left blank.	major_cip	VARCHAR2(07)

CAMPUS FALL CENSUS DAY FILE

All Sectors Are Required to Submit This File

What to Include:

This file details campus information for each physical campus or satellite location of your institution for state, federal and financial aid purposes.

Number of Records

⇨ 1 record per campus/satellite location

⇨ Do not include high school campuses

⇨ Do not include online campus

Campus			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
FICE Institution ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter FA for Fall Census Day submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year for the student's enrollment record. Example: If the enrollment is for Fall 2022, report FA in the term field and 2022 in the Term Year field. ♦ This field cannot be left blank.	term_year	VARCHAR2(04)
Campus	♦ Enter the institutionally defined code of the branch campus. ♦ This field cannot be left blank.	campus	VARHCAR2(05)
Campus Name	♦ Enter the institutionally defined description for the associated Campus Code. ♦ This field cannot be left blank.	campus_ name	VARHCAR2(60)

Financial Aid Academic Calendar	♦ For financial aid purposes, does your institution use a leading summer (summer + fall + spring) [L] or a trailing summer (fall + spring + summer) [T] academic year?
	   • L = Leading Summer
	   • T = Trailing Summer
	   • B = Borrower Based Academic Year Reporting (for NWKTC only)
	   • S = Split Summer (Coffeyville CC only)
	♦ This field cannot be left blank.
		finaid_acad_ calendar	VARCHAR2(01)

Reported Summer EFC	♦ For the purposes of reporting summer EFC in the Student Costs file, was the reported summer EFC based upon the EFC from your institution's previous academic year (T) or did you base the reported summer EFC on the EFC aligned with KHEDS academic year (L)?
	   • L = Leading Summer
	   • T = Trailing Summer
	   • B = Borrower Based Academic Year Reporting (for NWKTC only)
		Reported_ summer_efc	VARCHAR2(01)

Campus			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	• S = Split Summer (Coffeyville CC only) ♦ This field cannot be left blank.		
Campus State	♦ Enter the state where the campus is physically located. ✓ See complete list of state codes provided in Appendix 2. ♦ This field cannot be left blank.	campus_state	VARCHAR2(02)
Campus Street Address	♦ Enter street address where the campus is physically located. ♦ This field cannot be left blank.	campus_st_ address	VARCHAR2(60)
Campus Zip Code	♦ Enter the 9-digit zip code of where the campus is physically located. Otherwise provide a 5-digit zip code. ♦ This field cannot be left blank.	campus_zip	VARCHAR2(10)
Campus County	♦ Enter the county code of the campus's location. ♦ Campuses with Kansas addresses **MUST** have a value in this field. ♦ Out-of-state campuses **MUST** leave this field blank. ♦ Kansas county codes are listed in Appendix 3.	campus_ county	VARCHAR2(05)

Fall Census Day File Layout Summaries

STUDENTS INFORMATION			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
*Student Identification Number	SSN	VARCHAR2(09)	SSN/Federal Assigned ID
*College Assigned ID	student_id	VARCHAR2(16)	
*FICE Institutional ID	Fice_inst_id	VARCHAR2(06)	See Appx 1 in KHEDS Manual
*Term	term	VARCHAR2(02)	FA
*Term Year	Term_year	VARCHAR2(04)	YYYY
First Name	f_name	VARCHAR2(40)	Periods (.) are not allowed
Last Name	l_name	VARCHAR2(40)	Periods (.) are not allowed
FILLER	**FILLER**	**FILLER**	**FILLER**
Suffix	suffix	VARCHAR2(05)	
Gender Code	sex	VARCHAR2(01)	M, F, X or Blank
Date of Birth	birth_yyyymmdd	VARCHAR2(08)	YYYYMMDD
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
Non-Resident Alien	nonresident_alien	VARCHAR2(01)	Y, N
Hispanic/Latino	hispanic	VARCHAR2(01)	Y, N
American Indian or Alaska Native	am_indian	VARCHAR2(01)	Y, N
Asian	asian	VARCHAR2(01)	Y, N
Black or African American	african_am	VARCHAR2(01)	Y, N
Native Hawaiian or Other Pacific Islander	pacific_islander	VARCHAR2(01)	Y, N
White	white	VARCHAR2(01)	Y, N
Race Unknown	unknown_race	VARCHAR2(01)	Y, N
State Student Identifier	state_student_id	VARCHAR2(10)	
FERPA Flag	ferpa	VARCHAR2(01)	Y, N
Middle Name	m_name	VARCHAR2(40)	Periods (.) are not allowed

*Primary Key Fields

ENROLLMENTS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER	**FILLER**	**FILLER**	
*College Assigned ID	student_id	VARCHAR2(16)	
*FICE Institutional ID	fice_inst_id	VARCHAR2(06)	See Appx 1 in KHEDS Manual
*Term	term	VARCHAR2(02)	FA
*Term Year	term_year	VARCHAR2(04)	YYYY
*Reporting Period	reporting_term	VARCHAR2(02)	SU, FA
Campus	campus	VARCHAR2(05)	
IPEDS Flag	ipeds	VARCHAR2(01)	Y/N
Number of Credit Hours	nbr_credit_hrs	NUMBER(04,1)	
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
Student Level	student_level	VARCHAR2(03)	AUD, NDU, NCU, FR, SO, JR, SR, 5TH, AUG, MA, SP, PMC, DFP, NDG, NCG
High School Student	high_school	VARCHAR2(01)	Y, N
CEP Credit Hours	cep_credit_hrs	NUMBER(04,1)	
FILLER	**FILLER**	**FILLER**	**FILLER**
CTE High School Grade	hs_grade	VARCHAR2(02)	09, 10, 11, 12, Blank
First-time Entering Student Flag	first_time_fresh	VARCHAR2(01)	Y, N
New Transfer Flag	new_transfer	VARCHAR2(01)	Y, N
First-time Graduate Flag	first_time_grad	VARCHAR2(01)	Y, N
FILLER	**FILLER**	**FILLER**	**FILLER**
Resident/Non-resident Status	res_nonres_status	VARCHAR2(03)	RES, OUT, NRS
FILLER	**FILLER**	**FILLER**	**FILLER**
Current State Address	cur_state	VARCHAR2(02)	See Appx 2 in KHEDS Manual
Current Address Zip Code	cur_zip	VARCHAR2(10)	
Current Address County	cur_county	VARCHAR2(05)	See Appx 3 in KHEDS Manual
Current Address Location	cur_location	VARCHAR2(03)	US, INT, Blank

ENROLLMENTS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**
FILLER	**FILLER**	**FILLER**	**FILLER**

*Primary Key Fields

DECLARED MAJORS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
FILLER	**FILLER**	**FILLER**	
*College Assigned ID	student_id	VARCHAR2(16)	
*FICE Institutional ID	fice_inst_id	VARCHAR2(06)	See Appx 1 in KHEDS Manual
*Term	term	VARCHAR2(02)	FA
*Term Year	term_year	VARCHAR2(04)	YYYY
*Award Level	award_level	VARCHAR2(05)	NONE, UND, SAPP, CERTA, CERTB, CERTC, CERT0, CERT1, CERT2, ASSOC, BACH, PBCER, MAST, PMCER, PMAST, DOCRS, DOCPP, DOCOT
*Major Code	major	VARCHAR2(15)	Institutional Codes
*Award	award	VARCHAR2(05)	NONE, UND, CCOMP, CERT, CERTE, AS, AA, AGS, AAS, PRE, and other award levels as defined by the institution (ex: BA, BS, BSE, MBA, EDD, MD)
Teacher Certification	teach_cert	VARCHAR2(01)	Y, N
*Program Code	program_code	VARCHAR2(15)	
Major Description	major_desc	VARCHAR2(128)	
*Major CIP Code	major_cip	VARCHAR2(07)	

*Primary Key Fields

CAMPUS			
Field Description	**Field Name**	**Field Type**	**Valid Choices**
*FICE Institutional ID	fice_inst_id	VARCHAR2(06)	See Appx 1 in KHEDS Manual
*Term	term	VARCHAR2(02)	FA
*Term Year	term_year	VARCHAR2(04)	YYYY
*Campus Code	campus	VARCHAR2(05)	Institutional Codes
Campus Name	campus_name	VARCHAR2(60)	Institutional Descriptions
Financial Aid Academic Calendar	Finaid_acad_calendar	VARCHAR2(01)	L, T, B, S
Reported Summer EFC	Reported_summer_efc	VARCHAR2(01)	L, T, B, S
Campus State	Campus_State	VARCHAR2(02)	See Appendix 2
Campus Street Address	Campus_st_address	VARCHAR2(60)	
Campus Zip Code	Campus_zip	VARCHAR2(10)	
Campus County	Campus_county	VARCHAR2(05)	See Appendix 3

*Primary Key Fields

Fall Census Day File Edits

FILE ABBREVIATION KEY			
KSPSD Collection Files			
CA Campus	EF Enrolled Flags	RG Registrations	SU Follow Up
CF CEP Faculty Credentials	EN Enrollments	SC Sections	TR Transfers
CM Completions	FF Funding Flags	SF Students Flags	
CO Students Costs	FN Students Financing	SI Students Info	
DM Declared Majors	NU New Undergrads	SS Students Status	
Inventory Files			
PI Program Inventory	CI Course Inventory		

UPLOAD EDITS These error messages will appear in a pop-up box or the Error Log after an unsuccessful file upload				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Your file's school year, term, or FICE ID may be different than your profile	All	FICE Inst ID	Must match FICE selected when logging into website. Shown in the yellow bar at the top of the screen.	F
Your file's school year, term, or FICE ID may be different than your profile	All	Term	FA	F
Your file's school year, term, or FICE ID may be different than your profile	All	Term Year	Must match Calendar Year in profile.	F
Unique constraint violated	SI DM	Student ID Program Code Award Level Award	File cannot contain more than one record for the same student per Program / Award Level / Award combination.	F

SSN AND STUDENT ID EDITS These error messages will appear in the Edit Report				
Common to all Files containing SSN and Student ID fields				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Student ID cannot be greater than 16 characters	All	Student ID	Student ID cannot exceed 16 characters.	F
SSN cannot be greater than 9 characters	SI	SSN/ID	SSN/Federal Assigned ID cannot exceed 9 characters.	F
SSN must be numeric	SI	SSN	SSN/ Federal Assigned ID must be numeric.	F
Student ID cannot be blank	SI	Student ID	Student ID cannot be blank.	F

Invalid SSN/ID	SI	SSN/ID	Enter the Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or federally assigned ID if available.
			
			No special characters. If the SSN/ID starts with a '9', the following logic from the IRS must be followed for certain resident and nonresident aliens. A nine-digit number beginning with the number "9", has a range of numbers from "50" to "65", "70" to "88", "90" to "92" and "94" to "99" for the fourth and fifth digits and is formatted like a SSN (i.e. 9XX-7X-XXXX).
			
			Example: 9XX70XXXX = Good
			            9XX69XXXX = Bad
			            9XX98XXXX = Good
				F

All SSN records cannot be '0'	SI	SSN	All records have a been reported as '0'.	F

STUDENTS INFORMATION FILES EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Student previously reported with different Student ID	SI	SSN Student ID FICE Inst ID Term	At your institution, student with the same SSN/Federal Assigned ID was reported in a prior year's collection with a different Student ID.	W
Must contain only A-Z, single dash, or single quote	SI	First Name	Cannot contain numbers or punctuation (no periods). Hyphen and apostrophe are acceptable.	F
Must be >= 1 character and contain only A-Z, single dash, or single quote	SI	Last Name	Cannot contain numbers or punctuation (no periods). Hyphen and apostrophe are acceptable.	F
Is not on the acceptable list of values	SI	Sex	F, M, X, blank	F
Must be valid YYYYMMDD format or left blank	SI	Date of Birth	Format YYYYMMDD or blank	F
Student Age is < 5 or > 106	SI	Date of Birth	Age (calculated) between 5 and 106	F
Is not on the acceptable list of values	SI	Non-Resident Alien	Y, N	F
Is not on the acceptable list of values	SI	Hispanic/Latino	Y, N	F
Is not on the acceptable list of values	SI	American Indian or Alaska Native	Y, N	F
Is not on the acceptable list of values	SI	Asian	Y, N	F
Is not on the acceptable list of values	SI	Black or African American	Y, N	F
Is not on the acceptable list of values	SI	Native Hawaiian or Other Pacific Islander	Y, N	F
Is not on the acceptable list of values	SI	White	Y, N	F
Is not on the acceptable list of values	SI	Race Unknown	Y, N	F

STUDENTS INFORMATION FILES EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
If Non-Resident Alien = Y, then all Race / Ethnicity fields must = N	SI	Non-Resident Alien Hispanic / Latino American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Race Unknown	If a student is a Non-Resident Alien, all Race / Ethnicity fields must be set to "N".	F
If Race Unknown = Y, then all other Race / Ethnicity fields and Non-Resident Alien must = N	SI	Race Unknown Non-Resident Alien Hispanic / Latino American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Race Unknown	If the student's race is Unknown, all other Race / Ethnicity fields must be set to "N", and the Non-Resident Alien field must be set to "N".	F

STUDENTS INFORMATION FILES EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
At least one field must = 'Y' among the Race/Ethnicity and Non-Resident Alien fields.	SI	Non-Resident Alien Hispanic / Latino American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Race Unknown	At least one Race/Ethnicity field or the Non-Resident Alien field must have a value of "Y".	F
Duplicate rows in Students Info	SI	First Name Last Name Middle Name Sex Date of Birth	Table cannot contain more than one record for the same student.	F
Possible duplicate student – please review	SI	First Name Last Name and/or Middle Name Date of Birth Sex	More than one student having the same combination of these fields may be a duplicate.	W
More than one student using the same SSN	SI	SSN	If SSN/Federal Assigned ID was submitted (<>000000000), it should be unique to each student.	F
Student in Students Info file but not in Enrollments file	SI EN	SSN Student ID	Cross table check: find at least one matching record in EN.	F

STUDENTS INFORMATION FILES EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Student in Students Info file but not in Declared Majors file	SI DM	SSN Student ID	Cross table check: find at least one matching record in DM.	F
Is not on the acceptable list of values	SI	FERPA	Y, N	F
Must contain only A-Z, single dash, or single quote	SI	First Name	Cannot contain numbers or punctuation (no periods). Hyphen and apostrophe are acceptable.	F

ENROLLMENTS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**Files(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	EN	Reporting Period	FA	F
Campus code does not appear in your Campus file.	EN CA	Campus	Cross table check: If Campus field is populated, find a single matching record in the Campus file.	F
Is not on the acceptable list of values	EN	IPEDS Flag	Y, N	F
Must be >= 0 and <= 35	EN	Number of Credit Hrs	Values between 0 and 35 or blank	W
Must be blank	EN	Filler	Filler field; must be blank	F
Is not on the acceptable list of values	EN	Student Level	AUD, NDU, NCU, FR, SO, JR, SR, 5TH, AUG, MA, SP, PMC, DFP, NDG, NCG	F
Is not on the acceptable list of values	EN	High School Student	Y, N	F
Must be >= 0 and <= 24 or blank	EN	CEP Credit Hrs	Values between 0 and 24 or blank	W
If High School = 'N', CEP Credit Hrs cannot be > 0	EN	High School Student CEP Credit Hrs	Only high school students can have CEP Credit Hrs	F
CEP Credit Hrs should not be > Total Credit Hrs	EN	CEP Credit Hrs Number of Credit Hrs	CEP Credit Hrs cannot exceed Total Hrs	F
Must be >= 0 and <= 0 or blank	EN	CEP Contact Hrs	Filler field; must be blank	W
Is not on the acceptable list of values	EN	CTE High School Grade	09, 10, 11, 12, or blank	F
Is not on the acceptable list of values	EN	First-time Entering Student (FTES)	Y, N	F
5% or less of students are flagged as First-time Freshmen	EN	First-time Entering Student (FTES)	FTES = Y for 5% or less of unduplicated headcount. (KUMC excluded)	W
No students flagged as First-time Entering Student	EN	First-time Entering Student (FTES)	FTES Flag = N for all students. (KUMC excluded)	F

ENROLLMENTS FILE EDITS				
These error messages will appear in the Edit Report				
Error Message	**Files(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Not all First-time Entering Students (FTES =Y) with Number Credit Hours Attempted>12 should be (NDU or NCU) in Student Level	EN	First-Time Entering Student Number of Credit Hours Student level	If FTES =Y and nbr_credit_hrs>12, then student_level should contain something other than (NDU and NCU) for at least one student *(i.e., not all First-Time entering students should be non-award seeking/not classified).*	F
If First-time Entering Student = 'Y', New Transfer cannot be = 'Y'	EN	First-time Entering Student New Transfer	A student cannot be both a FTES and a New Transfer at the same time.	F
If First-time Entering Student = 'Y', High School cannot = 'Y'	EN	First-time Entering Student High School Student	A student cannot be both a FTES and a High School student.	F
First-time Entering Student with a Student Level of JR or SR	EN	First-time Entering Student Student Level	FTES not expected to have a student level of JR or SR.	W
Student Level is not valid for First-time Entering Student	EN	First-time Entering Student Student Level	FTES with a Student Level of 5th, AUG, MA, SP, PMC, DFP, NDG, or NCG.	F
Is not on the acceptable list of values	EN	New Transfer	Y, N	F
No students flagged as New Transfers	EN	New Transfer	New Transfer Flag = N for all students	F
If New transfer = 'Y', High School must = 'N'	EN	New Transfer High School	Student cannot be flagged as a both a New Transfer and a High School student.	F
Is not on the acceptable list of values	EN	First-time Graduate	Y, N	F
Is not on the acceptable list of values	EN	Resident/ Non-resident Status	RES, OUT, NRS	F
Is not on the acceptable list of values	EN	Current Address State	Must be valid US state code or blank.	F

ENROLLMENTS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**Files(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Must be 5 or 9-character zip or blank	EN	Current Address Zip Code	If Current Location = 'US', length must be consistent with 5 or 9-digit format, or blank.	F
Current Address Zip Code field is blank for entire file	EN	Current Address Zip Code	Field was not populated for any record in the file.	F
Is not on the acceptable list of values	EN	Current Address County	If Current State = 'KS', then the County must be a valid county code, from Appendix 3, or blank.	F
Is not on the acceptable list of values	EN	Current Address Location	US, INT, blank	F
Current Address Location field is blank for entire file	EN	Current Address Location	Field was not populated for any record in the file.	F
State = KS. County must not be left blank	SS	Current Address State Current Address County	If state is KS, county cannot be left blank	F
Location = INT. State must be left blank.	SS	Location State	Location = INT. State must be left blank.	F
Location = INT. County must be left blank.	SS	Location County	Location = INT. County must be left blank.	F
State does not = KS. County must be left blank.	SS	State County	State does not = KS. County must be left blank.	F
Reported location has percent change of 10% or greater when compared to prior year	SS	Current Address Location	Reported location has a percentage change of 10% or greater when compared to prior year.	W
Reported state has percent change of 10% or greater when compared to prior year	SS	Current Address State	Reported state has a percentage change of 10% or greater when compared to prior year.	W
Student in Enrollment File, not in Students Info file.	EN SI	SSN Student ID	Cross table check: find a single matching record in SI.	F

ENROLLMENTS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**Files(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Student in Enrollments file, not in Declared Majors file.	EN DM	SSN Student ID	Cross table check: find at least one matching record in DM.	F
Non-Degree/Award Seeking Student Level (NDU) must use 'NONE' in the Program Code field.	EN DM	Student Level Program Code	Cross table check: If the student level is non-degree / non-award seeking, then the student should not be enrolled in an official program. The Program Code should be "NONE".	F
Reported Student Location has percent change of 10% or greater when compared to prior year	EN	Student Level	Reported Student Level has a percentage change of 10% or greater when compared to prior year.	W
Reported High School Student has percent change of 10% or greater when compared to prior year	EN	High School Student	Reported High School Student has a percentage change of 10% or greater when compared to prior year.	W
High_school = Y and student's age is >= 23	EN SI	High School Student Date of Birth	Cross table check: Student in the Enrollments file has High School Student field = Y. This same student has an age >= 23 in the Student Information file.	W
High_school = Y and student's age is between 20-22	EM SI	High School Student Date of Birth	Cross table check: Student in the Enrollments file has High School Student field = Y. This same student has an age between 20 - 22 in the Student Information file.	W
Reported First-time Entering Students has percent change of 10% or greater when compared to prior year	EN	First-time Entering Student	Reported First-time Entering Students has a percentage change of 10% or greater when compared to prior year.	W
Reported New Transfers has percent change of 10% or greater when compared to prior year	EN	New Transfer	Reported New Transfer has a percentage change of 10% or greater when compared to prior year.	W
Reported Resident/Non-resident has percent change of 10% or greater when compared to prior year	EN	Resident/Non-resident	Reported Resident/Non-resident has a percentage change of 10% or greater when compared to prior year.	W

DECLARED MAJORS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	DM	Award Level	NONE, UND, SAPP, CERTA, CERTB, CERTC, ASSOC, BACH, MAST, PMAST, DOCRS, DOCPP, DOCOT, CERT0, CERT1, CERT2, PBCER, PMCER	F
Award Level is not valid for Universities	DM	Award Level	State Universities may not use award levels of CERTA, CERTB, and CERTC, which represent technical certificates.	F
Cannot be blank or contain punctuation (hyphen and slash are accepted)	DM	Major Code	Cannot be left blank. Contains only a-z, A-Z, 0-9, -, or /.	F
Punctuation, blank spaces, and numbers are not allowed	DM	Award	Cannot be blank. Punctuation, blank spaces within and numbers are not allowed.	F
SAPP Award Level must have an Award of CCOMP	DM	Award Level Award	SAPP Award Level must have an Award of CCOMP	F
If Award Level = 'NONE' Award must also be 'NONE'	DM	Award Level Award	Students with an Award Level of 'NONE' expected to have Award of 'NONE','PRE', or 'UND'.	F
Undecided / Undeclared students must use the code UND for Program Code, Award Level and Award	DM	Program Code Award Level Award	For community and technical institutions: undecided or undeclared students should be represented with the code UND for the PALA.	F
Student must be non-award / degree seeking to use NONE for Program Code and Award Level and Award	DM EN	Program Code Award Level Award Student Level	Cross table check: NONE represents non-award/degree seeking students, Student Level must be NDU, NDG, or DEC.	F
Student must be award / degree seeking to use UND for Program Code, Award Level or Award	DM EN	Program Code Award Level Award Student Level	Cross table check: UND represents award / degree seeking students, so Student Level cannot be NDU or NDG.	F
PRE-Award must have a degree-seeking Student Level	DM EN	Award Student Level	Cross table check: For an Award field of PRE, the Student Level cannot be NDU or NDG.	F

			DECLARED MAJORS FILE EDITS	
These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	DM	Teacher Certification	Y, N	F
Cannot be blank or contain punctuation (hyphen and slash are accepted)	DM	Program Code	Cannot be left blank. Contains only a-z, A-Z, 0-9, -, or /.	F
The Program Code, Award Level, and Award combination must match an active program in the Program Inventory system	DM PI	Program Code Award Level Award	Cross table check: PALA must match a single active record in the Program Inventory system. Program Codes, Award Levels and Awards of UND and NONE are excluded.	F
"New" student in a phased-out program. Student was not enrolled in this program for the previous AY.	DM (prior AY) PI (prior AY)	Program Code Award Level Award	Cross-collection check: New student has been reported in a phased-out program and was not enrolled in the program in the previous AY.	W
Must be > a space	DM	Major Description	Cannot be left blank	F
Must be numeric in the format 99.9999 and an acceptable value	DM	Major CIP	Must be a valid CIP code from NCES 2020 CIP list.	F
Student in Declared Majors file. Not in Students Info file.	DM SI	SSN Student ID	Cross table check: find single matching record in SI.	F
Student in Declared Majors file. Not in Enrollments file.	DM EN	SSN Student ID	Cross table check: find single matching record in EN.	F
Teacher certification = Y. Student Level in the Student Status file cannot = FR or SO	DM SS	Teacher Certification Student Level	Cross table check: Teacher certification = Y. Student Level in the Student Status file cannot = FR or SO.	W
Would expect at least 1 record to be flagged as "Y" for Teacher Certification.	DM	Teacher Certification	Would expect at least 1 record to be flagged as "Y" for Teacher Certification.	W
Is not on the acceptable list of values	DM	Teacher Certification	Y, N	F

CAMPUS FILE EDITS These error messages will appear in the Edit Report.				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Must be >= a space	CA	Campus	Cannot be left blank.	F
Must be >= a space	CA	Campus Name	Cannot be left blank.	F
Is not on the acceptable list of values	CA	Financial Aid Academic Calendar	L = Leading Summer T = Trailing Summer B = Borrower Based Academic Year Reporting (for NWKTC only) S = Split Summer (for Coffeyville CC only)	F
Is not on the acceptable list of values	CA	Reported Summer EFC	L = Leading Summer T = Trailing Summer B = Borrower Based Academic Year Reporting (for NWKTC only) S = Split Summer (for Coffeyville CC only)	F
Is not on the acceptable list of values	CA	Campus State	State must be a valid state code from Appendix 2.	F
Cannot be left blank	CA	Campus Street Address	This field cannot be left blank.	F
Field cannot be blank	CA	Campus Zip Code	Must be consistent with USPS Zip Code format.	F
If Campus is out-of-state, county must be blank	CA	County	If Campus is out-of-state, county must be left blank.	F

Career Technical Education Special Collections
OPTIONAL

Special Collections Excel in CTE, AO-K TANF, AO-K Proviso and GED Accelerator
Collection Dates
October 1, 2022 – May 31, 2023

This optional data collection will help institutions prepare for the academic year collection. The academic year collection will be used to calculate funding eligibility on student credit hour production and other indicators for the Excel in CTE, AO-K Proviso (2021 Kansas Session Laws, Ch. 116, Sec. 47(a) and Sec. 48(c)), AO-K TANF, and calculate incentive funds under the GED Accelerator (K.S.A. 74-32,434).

CTE Initiatives – Special Collections Files
NOTE: Please refer to http://data.kansasregents.org/data_collections/KHEDS/
for the most current collection information.

Data Dictionary

KHEDS NAVIGATION
Once the user has logged into KHEDS the user must change their profile to:

⇨ PERIOD: Special Collection

⇨ YEAR: 2023

Beginning in AY 2022, this collection became optional. We encourage every institution to continue to do this collection in order to assist them with the academic year collection, which opens every July 1.

⇨ Upload files as you normally would. If additional records need to be added after the upload occurred, simply add the additional records to the file and re-upload the file to the system. **Each upload to the system will replace the previous file.**

⇨ **Any file submission after the first upload will overwrite your previous file submission.** Therefore, it is critical that each upload contain all the records you have previously submitted throughout the year.

⇨ Ideally, this collection will match to what you will be submitting in the Funding Flags file for the Academic Year collection. The academic year collection will be used to calculate funding eligibility on student credit hour production and other indicators for the Excel in CTE, AO-K Proviso (2021 Kansas Session Laws, Ch. 116, Sec. 47(a) and Sec. 48(c)), and the AO-K TANF and to calculate incentive funds under the GED Accelerator (K.S.A. 74-32,434).

GENERAL INFORMATION FOR ALL FILES

Academic Year Defined:

Academic Year is defined as consecutive SUMMER + FALL + SPRING terms. For example, the 2023 Academic Year covers Summer 22 + Fall 22 + Spring 23.

Who to Include:

Any student enrolled in a postsecondary level course on the 20th day, those students who are enrolled in a course that begins and ends before the 20th day, and those students who are enrolled in a course that starts after the 20th day provided, they are still enrolled as of the course's census day. This includes students who withdrew after the 20th day.

Do not include students or associated hours if the enrollment took place after the 20th day **and** the student dropped the course before the course actually started.

Additionally, any student who-

- ⇨ Will qualify under Excel in CTE, AO-K Proviso, AO-K TANF, or GED Accelerator;
- ⇨ Resides in the state of Kansas;
- ⇨ Was enrolled in a Kansas public, private, alternative, or home school (Excel in CTE);
- ⇨ Was enrolled in a course that is tied or linked to an approved technical program (exception – AO-K TANF); and
- ⇨ Has not been charged tuition for applicable courses (Excel in CTE, AO-K Proviso, and AO-K TANF).

Required Field:

- ⇨ Social Security number is required for all AO-K TANF students and highly encouraged to increase the match for students co-enrolled under AO-K Proviso and GED Accelerator.

Standardized Codes:

Used to ensure consistency:

- ⇨ Institutional ID's (FICE)
- ⇨ High School ID's

STUDENTS INFORMATION FILE

Who to Include:

Any student who-

⇨ Will qualify for inclusion in the KSPSD AY 23 collection;

⇨ Will qualify under Excel in CTE, AO-K Proviso, AO-K TANF, or GED Accelerator;

⇨ Resides in the state of Kansas;

⇨ Was enrolled in a Kansas public, private, alternative, or home school (Excel in CTE);

⇨ Was enrolled in a course that is tied or linked to an approved technical program (exception – AO-K TANF); and

⇨ Has not been charged tuition for applicable courses (Excel in CTE, AO-K Proviso, and AO-K TANF).

Number of Records:

1 record per student

Required Field:

Social Security number is required for all AO-K TANF students and highly encouraged to increase the match for students co-enrolled under AO-K Proviso and GED Accelerator.

Sector Reporting Requirements:

All community colleges and technical institutions with students participating in Excel in CTE, AO-K Proviso, AO-K TANF, or GED Accelerator

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field name**	**Field Formats**
Student Identification Number	♦ Enter the Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or federally assigned ID if available. (This information is used to tie individuals to Department of Labor information for longitudinal data analysis. If federally assigned ID is not provided, this information will not be available.) ♦ AO-K TANF students must have SSN entered in this field. ♦ For a given student, the student identification number must be the same on all submitted files for that cycle. ♦ If the value is not known, enter 0 (except for AO-K TANF students)	ssn	VARCHAR2(09)
College Assigned Identification Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned ID must be the same on all submitted files for that cycle. ♦ This field cannot be left blank. ♦ This field cannot be 0.	student_id	VARCHAR2(16)
FICE Institutional ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1 of the KHEDS Manual. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter SC for a Special Collection submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year of the close of the academic year. Example: If the enrollment is for the 2022 - 2023 academic year, report SC in the Term field and 2023 in the Term Year field. ♦ This field cannot be left blank.	term_year	VARCHAR2(04)

	Students Information		
Field Descriptions	**Field Definitions and Attributes**	**Field name**	**Field Formats**
First Name	◆ Enter the student's first name. ◆ Periods (.) are not allowed. Hyphen and apostrophe are acceptable. ◆ If the student does not have a first name or it is unknown, leave the field blank.	f_name	VARCHAR2(40)
Last Name	◆ Enter the student's last name. ◆ Periods (.) are not allowed. Hyphen and apostrophe are acceptable. ◆ If the student does not have a last name, enter a hyphen "- ". ◆ This field cannot be left blank.	l_name	VARCHAR2(40)
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
Suffix	◆ Enter the student's suffix (i.e. Jr or III). ◆ Do not include a professional suffix in this field. ◆ If the student does not have a suffix or it is unknown, leave this field blank.	suffix	VARCHAR2(05)

Gender Code	◆ Enter the gender of the student.
	   • F = Female
	   • M = Male
	   • X or blank = Unknown
	◆ If the value is not known, this field may be left blank.
		sex	VARCHAR2(01)

Date of Birth	◆ Enter the student's date of birth in the format YYYYMMDD. ◆ The date of birth should be entered for each student when known; the information is required to properly match students across institutional lines when analyzing data. ◆ If the student's DOB is not known, enter 00000000. ◆ This field cannot be left blank.	birth_ yyyymmdd	VARCHAR2(08)
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field name**	**Field Formats**

Nonresident Alien	◆ Enter whether the student is a nonresident alien.
	  • Y = Yes
	  • N = No
	◆ Nonresident alien includes any student who is not a citizen or permanent resident of the United States and is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
	
	◆ NOTE: Resident Aliens are NOT classified as nonresident aliens. The definition of a resident alien is a person who is not a citizen or national of the United States, but who has been admitted as legal immigrant 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). **Resident aliens are to be reported in the appropriate racial/ethnic categories along with United States citizens.**
	
	◆ If this field is set to "Yes", the following seven Race/Ethnicity fields must be "No".
	
	◆ This field cannot be left blank
		nonresident _alien	VARCHAR2(01)

Hispanic/ Latino	◆ Enter whether the student is Hispanic/Latino.
	  • Y = Yes
	  • N = No
	◆ Hispanic includes any student who traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of the race. The term, "Spanish origin" can be used in addition to "Hispanic" or "Latino".
	
	◆ This field cannot be left blank.
		hispanic	VARCHAR2(01)

American Indian or Alaska Native	◆ Enter whether the student is American Indian or Alaska Native.
	  • Y = Yes
	  • N = No
		am_indian	VARCHAR2(01)

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field name**	**Field Formats**
	◆ American Indian includes any student who has origins in any of the original peoples of North and South America (including Central America) and maintains cultural identification through tribal affiliation or community recognition. ◆ This field cannot be left blank.		

Asian	◆ Enter whether the student is Asian.
	   • Y = Yes
	   • N = No
	◆ Asian includes any student who has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, china, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	
	◆ This field cannot be left blank.
		asian	VARCHAR2(01)

Black or African American	◆ Enter whether the student is Black or African American.
	   • Y = Yes
	   • N = No
	◆ Black or African American includes any student who has origins in any of the black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American".
	
	◆ This field cannot be left blank.
		african_ american	VARCHAR2(01)

Native Hawaiian or Other Pacific Islander	◆ Enter whether the student is Native Hawaiian or Other Pacific Islander.
	   • Y = Yes
	   • N = No
	◆ Pacific Islander includes any student who has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	
	◆ This field cannot be left blank.
		pacific_ islander	VARCHAR2(01)

White	◆ Enter whether the student is White.
	   • Y = Yes
	   • N = No
		white	VARCHAR2(01)

Students Information			
Field Descriptions	**Field Definitions and Attributes**	**Field name**	**Field Formats**
	◆ White includes any student who has origins in any of the original peoples of Europe, Northern Africa, or the Middle East. ◆ This field cannot be left blank.		

Race Unknown	◆ Indicate whether the student's race is unknown.
	  • Y = Yes
	  • N = No
	◆ If this field is set to "Yes", the preceding Race/Ethnicity fields and the Nonresident Alien field must be "No".
	
	◆ This field cannot be left blank.
		unknown_race	VARCHAR2(01)

State Student Identifier	◆ Enter the student's Kansas State Student Identifier. ◆ The State Student Identifier is a unique identification number assigned to students who have previously enrolled in Kansas' public elementary or secondary education system. ◆ This is the same ID the Kansas Department of Education uses in the K-12 "KIDS" database. ◆ If the value is unknown, leave the field blank.	state_student_id	VARCHAR2(10)

FERPA Flag	◆ Enter whether the student has placed a FERPA privacy flag on student record.
	
	◆ A FERPA hold may be requested by currently enrolled students. This non-disclosure option means that the institution may not release any directory information about the student (except as permitted under the provisions of FERPA).
	  • Y = Yes
	  • N = No
	◆ This field cannot be left blank.
		ferpa	VARCHAR2(01)

Middle Name	◆ Enter the student's middle name. ◆ Do not include punctuation. Periods (.) are not allowed. Hyphen and apostrophe are acceptable. ◆ If only the middle initial is known, enter that information rather than leaving the field blank. ◆ If the student does not have a middle name or it is unknown, leave this field blank.	m_name	VARCHAR2(40)

REGISTRATIONS FILE

Who to Include:

Any student who-

⇨ Will qualify for inclusion in the KSPSD AY 23 collection;

⇨ Will qualify under Excel in CTE, AO-K Proviso, AO-K TANF, or GED Accelerator;

⇨ Resides in the state of Kansas;

⇨ Was enrolled in a Kansas public, private, alternative, or home school (Excel in CTE);

⇨ Was enrolled in a course that is tied or linked to an approved technical program (exception – AO-K TANF); and

⇨ Has not been charged tuition for applicable courses (Excel in CTE, AO-K Proviso, and AO-K TANF).

NOTE: *Only submit courses applicable to Excel in CTE, AO-K Proviso, AO-K TANF, or GED Accelerator funding.*

Number of Records:

1 record per student, per course that is tiered AND tied or linked to an approved technical program, except AO-K TANF. For AO-K TANF, submit all courses tied or linked to an approved AO-K program, whether tiered or non-tiered.

Sector Reporting Requirements:

All community colleges and technical institutions with students participating in Excel in CTE, AO-K Proviso, AO-K TANF, or GED Accelerator

	Registrations		
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
FILLER	◆ **Insert '0' for this field.**	**FILLER**	**FILLER**
College Assigned Identification Number	◆ Enter the student's unique college assigned ID number. ◆ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ◆ This field cannot be left blank. ◆ This field cannot be 0.	student_ id	VARCHAR2(16)
FICE Institutional ID	◆ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1 of the KHEDS manual. ◆ This field cannot be left blank.	fice_inst_ id	VARCHAR2(06)
Term	◆ Enter SC for a Special Collection submission. ◆ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	◆ Enter the calendar year of the close of the academic year. ◆ Example: If the enrollment is for the 2022 - 2023 academic year, report SC in the Term field and 2023 in the Term Year field. ◆ This field cannot be blank.	term_ year	VARCHAR2(04)

Reporting Period	◆ Enter the term for the student's record.
	
	◆ Acceptable values are:
	  • SU = Summer
	  • FA = Fall
	  • SP = Spring
	
	◆ These reporting periods must correspond to the reporting periods submitted by your institution in the AY collection.
	
	◆ This field cannot be left blank.
		reporting_ term	VARCHAR2(02)

Course ID	◆ Enter the course/catalog number for the course. ◆ The course must be tiered and tied or linked to a technical program (exception AO-K TANF).	course_id	VARCHAR2(12)

Registrations			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	◆ Must match a Course ID in the Course Inventory system. ◆ This field cannot be left blank.		
Section Number	◆ Enter the section number for the course. ◆ This field cannot be left blank.	section_num	VARCHAR2(05)

Section Credit Hours	◆ Enter the number of credit hours, to the nearest tenth, the student would earn upon successful completion of the course.
	
	 ◆ Credit hours are typically a measure representing an hour (50 minutes) of instruction.
	
	 ◆ Zero credit hour courses are possible for situations like non-credit-bearing labs related to a lecture, or certain prerequisite courses.
	
	 ◆ The Course ID & Section Type (in Sections File) & Section Hours combination must match to a record for a course in the KBOR Course Inventory system.
	
	 ◆ Example:
	    • 3.0
	    • 3.5
	    • 12.0
	    • 12.5
	
	 ◆ This field cannot be left blank.
		sec_hrs	NUMBER(04,1)

Course Level	◆ Enter the Course Level ◆ **CEP** – Concurrent Enrollment Partnership. High school student taking a college credit course taught by a high school teacher, during the high school day, on the high school campus. A formal CEP agreement must exist between the postsecondary institution granting the college credit and the high school. • KBOR CEP Policy document is included in Appendix 9 the KHEDS manual. ◆ **UGRDL** – Undergraduate level course offered at the freshman or sophomore level. ◆ ***For AO-K TANF Students ONLY***:	course_level	VARCHAR2(05)

Registrations			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	• DMATH – Developmental Math. Below college level course offered for students with deficiencies in math. • DREAD – Developmental Reading. Below college level course offered for students with deficiencies in reading. • DENGL – Developmental English. Below college level course offered for students with deficiencies in English. ‣ This field cannot be left blank.		
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
Funding Flags	♦ Indicate whether the student received KIT, KIR, Workforce Aid funding from the Kansas Department of Commerce, or received Out of Service Area credit for this course. ♦ Acceptable Values are: • **KIT =** Kansas Industrial Training • **KIR =** Kansas Industrial Retraining • **WKFAID =** Workforce Aid (Aligned with Industry Demand). A specific, contracted training program offered by the institution through a direct partnership with the Department of Commerce. • **OUTSVC =** Only for out of service area credit hours that have not been approved by KBOR and the institution covering the service area. • **NONE** ♦ This field cannot be left blank.	kit_kir_ impact	VARCHAR2(06)

SECTIONS FILE

What to Include:

This file details section information for each course being reported in the Registrations file. Each course section must have a Course ID, Section Type, and Section Hours combination that is included in the Course Inventory System, is tiered, and is tied or linked to a technical program.

*Tiered and non-tiered courses may count toward AO-K TANF.

Number of Records:

1 record per course section being reported

Sector Reporting Requirements:

All community colleges and technical institutions with students participating in Excel in CTE, AO-K Proviso, AO-K TANF, or GED Accelerator.

Sections			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
FICE Institutional ID	◆ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1 of the KHEDS manual. ◆ This field cannot be left blank.	fice_inst_ id	VARCHAR2(06)
Term	◆ Enter SC for a Special Collection submission. ◆ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	◆ Enter the calendar year of the close of the academic year. ◆ Example: If the enrollment is for the 2022 - 2023 academic year, report SC in the Term field and 2023 in the Term Year field. ◆ This field cannot be blank.	term_ year	VARCHAR2(04)
Course ID	◆ Enter the course / catalog number for the course. ◆ The course must be tiered and tied or linked to a technical program. ◆ Must match a Course ID in the Course Inventory system. ◆ This field cannot be left blank.	course_id	VARCHAR2(12)
Section Number	◆ Enter the section number for the course. ◆ This code is also reported on the Registrations file for those students taking this course. ◆ This field cannot be left blank.	section_ num	VARCHAR2(05)
Reporting Period	◆ Enter the term for the student's record. ◆ Acceptable values are: 　• SU = Summer 　• FA = Fall 　• SP = Spring ◆ These reporting periods must correspond to the reporting periods submitted by your institution in the AY collection. ◆ This field cannot be left blank.	reporting_term	VARCHAR2(02)
FILLER	◆ **FILLER** ◆ This field MUST be left blank.	**FILLER**	**FILLER**

Sections			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
Section Type	♦ All courses must be public offerings (PO) for eligibility. ♦ The Course ID & Section Type & Section Hours (in Registrations File) combination must match to a record for a course in the KBOR Course Inventory system. ♦ This field cannot be left blank.	section_ type	VARCHAR2(02)
Enrolled Count	♦ Enter the number of students enrolled in the course section as of the term census date. ♦ Include students that withdrew after the census data. ♦ Do not include students that dropped prior to the beginning of the course. ♦ This number must match the number of individual student records for this course section as reported in the Registrations File. ♦ This field cannot be left blank.	enrolled_ cnt	NUMBER(03,0)
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
FILLER	♦ **FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**

FUNDING FLAGS FILE

Who to Include:

Any student who-

⇨ Will qualify for inclusion in the KSPSD AY 23 collection;

⇨ Will qualify under Excel in CTE, AO-K Proviso, AO-K TANF, or GED Accelerator;

⇨ Resides in the state of Kansas;

⇨ Was enrolled in a Kansas public, private, alternative, or home school (Excel in CTE);

⇨ Was enrolled in a course that is tied or linked to an approved technical program (exception – AO-K TANF); and

⇨ Has not been charged tuition for applicable courses (Excel in CTE, AO-K Proviso, and AO-K TANF).

Number of Records:

1 record per student per reporting term enrolled

Sector Reporting Requirements:

All community colleges and technical institutions with students participating in Excel in CTE, AO-K Proviso, AO-K TANF, or GED Accelerator.

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
FILLER	♦ **Insert '0' for this field.**	FILLER	FILLER
College Assigned Identification Number	♦ Enter the student's unique college assigned ID number. ♦ For a given student, the college assigned identification number must be the same on all submitted files for that cycle. ♦ This field cannot be left blank. ♦ This field cannot be 0.	student_id	VARCHAR2(16)
FICE Institutional ID	♦ Enter your unique institutional FICE ID number. ✓ A list of Kansas schools is provided in Appendix 1 of the KHEDS manual. ♦ This field cannot be left blank.	fice_inst_id	VARCHAR2(06)
Term	♦ Enter SC for a Special Collection submission. ♦ This field cannot be left blank.	term	VARCHAR2(02)
Term Year	♦ Enter the calendar year of the close of the academic year. ♦ Example: If the enrollment is for the 2022 - 2023 academic year, report SC in the Term field and 2023 in the Term Year field. ♦ This field cannot be blank.	term_year	VARCHAR2(04)
Reporting Period	♦ Enter the term for the student's record. ♦ Acceptable values are: • SU = Summer • FA = Fall • SP = Spring ♦ These reporting periods must correspond to the reporting periods submitted by your institution in the AY collection. ♦ This field cannot be left blank.	reporting_term	VARCHAR2(02)
Kansas Residency	♦ Enter the student's residency status in relation to tuition as of the beginning of the reporting term. ♦ The term residency is defined by law for Board of Regent's institutions (K.S.A. 76-729) and community	six_month_res	VARCHAR2(01)

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	colleges (K.S.A. 71-406 and K.S.A. 71-407) and for all institutions/sectors (K.S.A. 48-3601).		
	◆ Acceptable values: • Y = Yes, has been a domiciliary resident of Kansas as of the start of the reporting term. • N = No, has not been a domiciliary resident of Kansas as of the start of the reporting term. • E = Is not a domiciliary resident of Kansas at the beginning of the reporting term but is classified as such due to an ***allowable exception per statute***. ▪ The institution must maintain appropriate documentation for reporting and audit purposes. ◆ This field cannot be left blank.		
District Residency	◆ Community Colleges: Enter whether the student resided in the institution's district as of the beginning of the reporting term. ◆ The term "out-district" is defined for community colleges by regulation (K.A.R. 88-26-1). ◆ Acceptable Values: • Y = Yes (select for In-District students) • N = No (select for Out-District students) • X = Out of state or foreign students per K.A.R. 88-26-1 ◆ This field cannot be left blank.	tax_area_ res	VARCHAR2(01)
Living in Kansas	◆ Is this student living in Kansas? • Y = Yes • N = No ◆ This field cannot be left blank.	live_ks	VARCHAR2(01)
High School Student	◆ Enter whether the student was still enrolled in high school **as of the end of the reporting term**. **NOTE:** If a student graduates from high school mid-reporting period while currently enrolled in courses that are in progress at your institution (for example, is a home school student and completes the home school program in October and graduates), mark this student	high_ school	VARCHAR2(01)

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	as "Y" for that reporting period. This is because the student was still in high school when he/she began the courses at your institution. If the student enrolls in courses for the subsequent reporting period, you will mark them as "N" for that period. • Y = Yes • N = No ◆ This field cannot be left blank.		
High School ID or GED Code	◆ Enter the relevant High School Code or GED Code. ◆ If the student is attending or has graduated from a Kansas High School, use the American College Testing (ACT) code. ◆ If the student is pursuing or has received a **GED, enter '960000'**. ◆ If the student is pursuing or has received a **High School Equivalency diploma (conferred through KBOR), enter '969998'.** ✓ Kansas High School Codes are listed in Appendix 4 of the KHEDS manual. ◆ If the student is attending or has graduated from a US High School outside the state of Kansas, use the ACT two-digit code followed by 9999. Example, school in Nebraska, High School Code would be 289999. ◆ For students from outside Kansas, institutions may also report the high school specific ACT code if it is needed for campus reporting. ◆ For Overseas Military Schools – 529999. ◆ For Home School report 969999. ◆ A valid school must be entered for funding. ◆ This field cannot be left blank.	hs_id	VARCHAR2(06)
High School / GED Grad Date	◆ Enter the year (YYYYMM) when the student received his/her high school diploma **or GED.** ◆ **If the student has not yet received a high school diploma or GED enter 000000.** ◆ This field cannot be left blank.	hs_grad_yyyymm	VARCHAR2(06)

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
ABE Co-Enrollment	◆ Indicate if the student is co-enrolled in Adult Education at a partnering Adult Education program or that you maintain other evidence the student is pursuing a GED; e.g. practice test scores. To be eligible for the $170 incentive, the student must be co-enrolled, or the institution must document the evidence. ◆ Valid values: • Y = Co-enrolled • E = Not Co-enrolled but Qualifies • X = Not Applicable ◆ For students flagged "E", the institution must maintain appropriate documentation for audit purposes. ◆ This field cannot be left blank.	abe_enrol	VARCHAR2(01)
ABE Center	◆ Indicate the ABE center where the student is co-enrolled. ◆ Valid Values: ✓ List of valid values (ABE Center Codes) can be found at the end of this document. ◆ If ABE Co-Enrollment = E, Center Code must be 999999. ◆ Not applicable for Excel in CTE students - enter XXXXXX. ◆ This field cannot be left blank.	center_code	VARCHAR2(06)
Attempted GED Assessment	◆ Enter whether the student attempted all four content areas of the GED Test assessment by the end of the reporting period. ◆ To receive funding for the $170 incentive, the student must be pursuing a GED (cannot have previously attained a high school diploma or GED) and be enrolled in a CTE program. ◆ Valid Values: • Y = Yes • N = No • X = Not Applicable	ged_attempted	VARCHAR2(01)

<table>
<tr><th colspan="4" align="center">Funding Flags</th></tr>
<tr><th>Field Descriptions</th><th>Field Definitions and Attributes</th><th>Field Name</th><th>Field Formats</th></tr>
<tr>
<td></td>
<td>

◆ This field must be reported to receive GED Accelerator funds.

◆ This field cannot be left blank.
</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passed GED Assessment</td>
<td>

◆ Enter whether the student successfully passed all four content areas of the GED Test assessment by the end of the reporting term.

◆ To be eligible, students must be pursuing a GED (cannot have previously attained a high school diploma or GED) and be enrolled in a CTE program.

◆ Valid Values:
  • Y = Yes
  • N = No
  • X = Not Applicable

◆ This field must be reported to receive GED Accelerator funds.

◆ This field cannot be left blank.
</td>
<td>ged_passed</td>
<td>VARCHAR2(01)</td>
</tr>
<tr>
<td>Earned Industry Credential</td>
<td>

◆ **For GED Accelerator Students ONLY. All other students enter "X" for Not applicable.**

◆ Enter whether the student earned an approved industry recognized credential.

◆ For GED accelerator funding, the credential must be on the TSA Credential Active Listing for your institution. This listing is found under Program Inventory in the KEHDS system.

◆ Indicate the first approved credential for the reporting term.

◆ Institutions may receive only one incentive payment per student credential.

◆ Additional credentials should be reported as usual in the Follow-Up Collection.

◆ Valid Values:
  • Y = Yes, if the student earned an approved credential
</td>
<td>credential_earned</td>
<td>VARCHAR2(01)</td>
</tr>
</table>

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	• N = No, if the student did not earn an approved credential • X = Not applicable ♦ This field cannot be left blank.		
Industry Recognized Credential ID	♦ **For GED Accelerator Students ONLY.** All other students leave this field blank. ♦ Enter the ID of the industry recognized credential earned by the student. Credential ID can be found in your institution's TSA Credential Active Listing report found in Program Inventory. ♦ This field must be left blank if the Earned Industry Recognized Credential field is N or X.	credential_ code	VARCHAR2(128)
Credential Date	♦ **For GED Accelerator Students ONLY.** All other students leave this field blank. ♦ Date of industry recognized credential earned. ♦ YYYYMM ♦ This field must be left blank if the Earned Industry Recognized Credential field is N or X.	credential_ date	VARCHAR2(06)

Award Level	♦ Enter the award type for the student's primary declared degree.
	
	♦ **NONE** - Non-Award-Seeking / Non-Degree-Seeking Student
	  • Program Code and Award fields must also be NONE.
	  • Student Level must be Non-Award/Degree Seeking.
	
	♦ **UND** – Undecided. Award-Seeking / Degree-Seeking, but undecided or undeclared as to Award Level.
	  • Student Level must be degree-seeking.
	  • Community College and Technical Institution Pre-Majors use this value. If the institution has an actual award for the "pre-major", the award level needs to be used and not UND.
	  • This is only to be used if the student is truly undecided.
		award_ level	VARCHAR2(05)

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	◆ **SAPP** – Stand-Alone Program. Certificate of Completion award earned by completing a KBOR-designated stand-alone program. A stand-alone program (1) is less than 16 credit hours, (2) leads to an industry recognized credential, license, or certification and (3) has been specified as a stand-alone program by KBOR's Workforce Development staff and included in the Program Inventory data system. ◆ **CERTA** - Postsecondary Technical Certificate A. Requires completion of an organized program of study in a technical area of at least 16, but less than 30 credit hours in length, at the postsecondary level (below the baccalaureate degree). ◆ **CERTB** - Postsecondary Technical Certificate B. Requires completion of an organized program of study in a technical area of at least 30 but less than 45 credit hours in length, at the postsecondary level (below the baccalaureate degree). ◆ **CERTC** - Postsecondary Technical Certificate C. Requires completion of an organized program of study in a technical area of at least 45 but less than 60 credit hours in length, at the postsecondary level (below the baccalaureate degree). ◆ **ASSOC** - Associate's Degree. An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. ◆ The **Program Code & Award Level & Award** combination must match to a record for an active program in the KBOR Program Inventory system. The new Program Inventory system will allow certification program. 　　• Exceptions: Non-Award-Seeking/Non-Degree-Seeking (NONE) and Undecided/Undeclared (UND) ◆ This field is used for GED Accelerator funding. ◆ This field cannot be left blank.		

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**

Award	• Enter the award for the program.
	
	• Students with a Non-Award-Seeking / Non-Degree-Seeking (NONE) Award Level will have the following Award:
	  • NONE
	• Students who are undecided or undeclared as to Award will have the following Award code:
	  • UND (Undecided / Undeclared)
	    ▪ Community College and Technical Institution "Pre" majors should use the UND value. If the institution has an actual award for the "pre-major" the award level needs to be used and not UND.
	    ▪ This is only to be used if the student is truly undecided.
	
	• Students with a Stand-Alone Program (SAPP) Award Level will have the following Award:
	  • CCOMP (Certificate of Completion)
	• Students with a "Certificate" Award Level (CERT0, CERT1, CERT2, CERTA, CERTB, or CERTC) will have one of the following Awards:
	  • CERT (Certificate)
	  • CERTE (Certificate of Entrepreneurship)
	• Students with an "Associate" Award Level (ASSOC) will have one of the following Awards:
	  • AS (Associate of Science)
	  • AA (Associate of Arts)
	  • AGS (Associate of General Studies)
	  • AAS (Associate of Applied Science)
	• No punctuation should be included in the field.
	
	• The **Program Code** & **Award Level** & **Award** combination must match to a record for an active program in the KBOR Program Inventory system.
	  • Exceptions: Non-Award-Seeking / Non-Degree-Seeking (NONE), and Undecided/Undeclared (UND)
	• This field is used for GED Accelerator funding.
	
	• This field cannot be left blank.
		award	VARCHAR2(05)

Funding Flags			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**

Program Code	• Enter the student's program code as defined by the institution.
	
	• Students with a Non-Award-Seeking / Non-Degree-Seeking (NONE) Award Level will have the following Program Code:
	   • NONE
	
	• Award/Degree Seeking students who are undecided/ undeclared as to Program will have the following Program Code:
	   • UND
	   • Community College and Technical Institution "Pre" majors should use the UND value. If the institution has an actual award for the "pre-major" the award level needs to be used and not UND.
	   • This is only to be used if the student is truly undecided.
	
	• The **Program Code** & **Award Level** & **Award** combination must match to a record for an active program in the KBOR Program Inventory system.
	   • Exceptions: Non-Award-Seeking / Non-Degree-Seeking (NONE), Undecided/Undeclared (UND)
	
	• This field is used for GED Accelerator funding.
	
	• This field cannot be left blank.
		program_code	VARCHAR2(15)

Special Collections File Layout Summaries

STUDENTS INFORMATION			
Field Description	**Field Name**	**Field Type**	**Valid Choice**
*Student Identification Number	ssn	VARCHAR2(09)	
*College Assigned ID	student_id	VARCHAR2(19)	
*FICE Institutional ID	fice_inst_id	VARCHAR2(06)	See Appendix 1 in KHEDS Manual
*Term	term	VARCHAR2(02)	SC
*Term Year	term_year	VARCHAR2(04)	YYYY
First Name	f_name	VARCHAR2(40)	Periods (.) are not allowed
Last Name	l_name	VARCHAR2(40)	Periods (.) are not allowed
FILLER	**FILLER**	**FILLER**	
Suffix	suffix	VARCHAR2(05)	
Gender Code	sex	VARCHAR2(01)	F, M, X, or blank
Date of Birth	birth_yyyymmdd	VARCHAR2(08)	YYYYMMDD or 00000000
FILLER	**FILLER**	**FILLER**	
FILLER	**FILLER**	**FILLER**	
Nonresident Alien	nonresident_alien	VARCHAR2(01)	Y, N
Hispanic/Latino	hispanic	VARCHAR2(01)	Y, N
American Indian or Alaska Native	am_indian	VARCHAR2(01)	Y, N
Asian	asian	VARCHAR2(01)	Y, N
Black or African American	african_american	VARCHAR2(01)	Y, N
Native Hawaiian or Other Pacific Islander	pacific_islander	VARCHAR2(01)	Y, N
White	white	VARCHAR2(01)	Y, N
Race Unknown	unknown_race	VARCHAR2(01)	Y, N
State Student Identifier	state_student_id	VARCHAR2(10)	
FERPA Flag	ferpa	VARCHAR2(01)	Y, N
Middle Name	m_name	VARCHAR2(40)	Periods (.) are not allowed

*Primary Key Fields

REGISTRATIONS			
Field Description	**Field Name**	**Field Type**	**Valid Choice**
FILLER	**FILLER**	**FILLER**	**0 or Special Character**
*College Assigned ID	student_id	VARCHAR2(16)	
*FICE Institution ID	fice_inst_id	VARCHAR2(06)	See Appendix 1 in KHEDS Manual
*Term	term	VARCHAR2(02)	SC
*Term Year	term_year	VARCHAR2(04)	YYYY
*Reporting Period	reporting_term	VARCHAR2(02)	SU, FA, SP
*Course ID	course_id	VARCHAR2(12)	
*Section Number	section_num	VARCHAR2(05)	
*Section Credit Hours	sec_hrs	NUMBER (04,1)	0-20
Course Level	course_level	VARCHAR2(05)	CEP, UGRDL or UGRDU *For AO-K TANF ONLY – DMATH, DREAD, DENGL*
FILLER	**FILLER**	**FILLER**	
FILLER	**FILLER**	**FILLER**	
Funding Flags	kit_kir_impact	VARCHAR2(06)	KIT, KIR, WKFAID, OUTSVC, NONE

*Primary Key Fields

SECTIONS			
Field Description	**Field Name**	**Field Type**	**Valid Choice**
*FICE Institution ID	fice_inst_id	VARCHAR2(06)	See Appendix 1 in KHEDS Manual
*Term	term	VARCHAR2(02)	SC
*Term Year	term_year	VARCHAR2(04)	YYYY
*Course ID	course_id	VARCHAR2(12)	
*Section Number	section_num	VARCHAR2(05)	
*Reporting Period	reporting_term	VARCHAR2(02)	SU, FA, SP
FILLER	**FILLER**	**FILLER**	
FILLER	**FILLER**	**FILLER**	
Section Type	section_type	VARCHAR2(02)	PO
Enrolled Count	enrolled_cnt	NUMBER(03,0)	0-350
FILLER	**FILLER**	**FILLER**	
FILLER	**FILLER**	**FILLER**	

*Primary Key Fields

FUNDING FLAGS			
Field Description	**Field Name**	**Field Type**	**Valid Choice**
FILLER	**FILLER**	**FILLER**	**0 or Special Character**
*College Assigned ID	student_id	VARCHAR2(16)	
*FICE Institution ID	fice_inst_id	VARCHAR2(06)	See Appendix 1 in KHEDS Manual
*Term	term	VARCHAR2(02)	SC
*Term Year	term_year	VARCHAR2(04)	YYYY
Reporting Period	reporting_term	VARCHAR2(02)	SU, FA, SP
Kansas Residency	six_month_res	VARCHAR2(01)	Y, N, E
District Residency	tax_area_res	VARCHAR2(01)	Y, N, X
Living in Kansas	live_ks	VARCHAR2(01)	Y, N
High School Student	high_school	VARCHAR2(01)	Y, N
High School ID or GED Code	hs_id	VARCHAR2(06)	
High School/GED Grad Date	hs_grad_yyyymm	VARCHAR2(06)	YYYYMM
ABE Co-Enrollment	abe_enrol	VARCHAR2(01)	Y, E, X
ABE Center	center_code	VARCHAR2(06)	See last page of Appendix 1
Attempted GED Assessment	ged_attempted	VARCHAR2(01)	Y, N, X
Passed GED Assessment	ged_passed	VARCHAR2(01)	Y, N, X
Earned Industry Credential	credential_earned	VARCHAR2(01)	Y, N, X
Industry Recognized Credential ID	credential_code	VARCHAR2(128)	TSA Credential Active Listing report found in Program Inventory.
Credential Date	credential_date	VARCHAR2(06)	YYYYMM
*Award Level	award_level	VARCHAR2(05)	NONE, UND, SAPP, CERTA, CERTB, CERTC, ASSOC
*Award	award	VARCHAR2(05)	NONE, UND, CCOMP, CERT, CERTE, AS, AA, AGS, AAS
*Program Code	program_code	VARCHAR2(15)	

*Primary Key Field

Special Collections File Edits

File Abbreviation Key	
SI	Student Information
RG	Registrations
SC	Sections
FF	Funding Flags

UPLOAD EDITS				
These error messages will appear in a pop-up box or the Error Log after an unsuccessful file upload				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Your file's school year, term, or FICE ID may be different than your profile	All	FICE Inst ID	Must match FICE selected when logging into website. Shown in the yellow bar at the top of the screen.	F
Your file's school year, term, or FICE ID may be different than your profile	All	Term	SC	F
Your file's school year, term, or FICE ID may be different than your profile	All	Term Year	Must match FICE selected when logging into website. Shown in the yellow bar at the top of the screen.	F
Unique constraint violated	SI	SSN Student ID	File cannot contain more than one record for the same student.	F
Unique constraint violated	FF	SSN Student ID Reporting Period	File cannot contain more than one record for the same student.	F
Unique constraint violated	RG	SSN Student ID Reporting Period Course ID Section Number	File cannot contain more than one record for the same student per Reporting Period / Course / ID / Section Number.	F

UPLOAD EDITS				
These error messages will appear in a pop-up box or the Error Log after an unsuccessful file upload				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Unique constraint violated	SC	Course ID Section Number Reporting Period	File cannot contain more than one record per Reporting Term for the same Course ID/Section Number combination.	F
SSN and Student ID must have different values	All	SSN Student ID	Must have a non-blank, non-zero value in at least one of these fields.	F
Student ID cannot be greater than 16 characters	All	Student ID	Student ID cannot exceed 16 characters.	F
SSN cannot be greater than 9 characters	All	SSN	SSN cannot exceed 9 characters.	F
SSN must be numeric	All	SSN	SSN must be numeric.	F
Student ID cannot be blank	All	Student ID	Student ID cannot be blank.	F

STUDENTS INFORMATION FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Invalid SSN/ID	SI	SSN/ID	Enter the Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or federally assigned ID if available. No special characters. If the SSN/ID starts with a '9', the following logic from the IRS must be followed for certain resident and nonresident aliens. A nine-digit number beginning with the number "9", has a range of numbers from "50" to "65", "70" to "88", "90" to "92" and "94" to "99" for the fourth and fifth digits and is formatted like a SSN (i.e. 9XX-7X-XXXX). Example: 9XX70XXXX = Good 9XX69XXXX = Bad 9XX98XXXX = Good	F
All SSN records cannot be '0'	SI	SSN	All records have a been reported as '0'.	F
Student previously reported with different Student ID	SI	SSN Student ID FICE Inst ID Term	At your institution, student with the same SSN was reported in a prior year's collection with a different Student ID.	W
Must contain only A-Z, single dash, or single quote	SI	First Name	Cannot contain numbers or punctuation (no periods). Hyphen and apostrophe are acceptable.	F
Must be >= 1 and contain only A-Z, single dash, or single quote	SI	Last Name	Cannot contain numbers or punctuation (no periods). Hyphen and apostrophe are acceptable.	F
Is not on the acceptable list of values	SI	Sex	F, M, X, blank	F
Must be valid YYYYMMDD format or left blank	SI	Date of Birth	Format YYYYMMDD or blank	F
Student Age is < 5 or > 106	SI	Date of Birth	Age (calculated) between 5 and 106	F
Is not on the acceptable list of values	SI	Non-Resident Alien	Y, N	F

STUDENTS INFORMATION FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	SI	Hispanic / Latino	Y, N	F
Is not on the acceptable list of values	SI	American Indian or Alaska Native	Y, N	F
Is not on the acceptable list of values	SI	Asian	Y, N	F
Is not on the acceptable list of values	SI	Black or African American	Y, N	F
Is not on the acceptable list of values	SI	Native Hawaiian or Other Pacific Islander	Y, N	F
Is not on the acceptable list of values	SI	White	Y, N	F
Is not on the acceptable list of values	SI	Race Unknown	Y, N	F
If Non-Resident Alien = Y, then all Race / Ethnicity fields must = N	SI	Non-Resident Alien Hispanic / Latino American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Race Unknown	If a student is a Non-Resident Alien, all Race / Ethnicity fields must be set to "N".	F

| STUDENTS INFORMATION FILE EDITS | | | | |
| These error messages will appear in the Edit Report | | | | |
Error Message	File(s)	Field(s)	Validation	Fatal or Warning
If Race Unknown = Y, then all other Race / Ethnicity fields and Non-Resident Alien must = N	SI	Race Unknown Non-Resident Alien Hispanic / Latino American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Race Unknown	If the student's race is Unknown, all other Race / Ethnicity fields must be set to "N", and the Non-Resident Alien field must be set to "N".	F
At least one field must = 'Y' among the Race/Ethnicity and Non-Resident Alien fields.	SI	Non-Resident Alien Hispanic / Latino American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Race Unknown	At least one Race/Ethnicity field or the Non-Resident Alien field must have a value of Y.	F

STUDENTS INFORMATION FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Duplicate rows in Students Info	SI	First Name Last Name Middle Name Sex Date of Birth	Table cannot contain more than one record for the same student.	F
Possible duplicate student – please review	SI	First Name Last Name and/or Middle Name Date of Birth Sex	More than one student having the same combination of these fields may be a duplicate.	W
More than one student using the same SSN	SI	SSN	If SSN/Federal Assigned ID was submitted (<>000000000), it should be unique to each student.	F
Student in Students Info file, but not in Enrolled Flags file	SI FF	SSN Student ID	Cross table check: find at least one matching record in FF.	F
Student in Students Info file, not in Registrations file	SI RG	SSN Student ID	Cross table check: find at least one matching record in RG.	F
Is not on the acceptable list of values	SI	FERPA	Y, N	F
Must contain only A-Z, single dash, period, or single quote	SI	Middle Name	Contains no numbers or punctuation (hyphen and apostrophe are acceptable).	F

REGISTRATIONS FILE EDITS				
These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	RG	Reporting Period	FA, SP, SU	F
Must be > a space	RG	Course ID	Cannot be left blank.	F
Must be > a space	RG	Section Number	Cannot be left blank.	F
Expected to be >= 0 and <= 12	RG	Section Credit Hours	Values between 0 and 12.	W
Is not on the acceptable list of values	RG	Course Level	CEP, UGRDL, UGRDU, DMATH, DREAD, DENGL, INENG	F
If Course Level = CEP, then student must be flagged as High School = "Y" for at least one term	RG FF	Course Level High School	Cross table check: If Course Level = CEP, the student must be flagged as a High School student for at least one term.	W
Is not on the acceptable list of values	RG	KIT/KIR/ IMPACT	KIT, KIR, WKFAID, OUTSVC, NONE	F
Course ID/Section Number/Reporting Period combination not found in Section file.	RG SC	Course ID Section Number Reporting Period	Cross table check: Course ID & Section Number & Reporting Period combination must match a single record in the Section file.	F
Student in Registrations file. Not in Students Info file.	RG SI	SSN Student ID	Cross table check: find a single matching record in SI.	F
The Course ID/Section Hours/Section type combination not found in Course Inventory	RG SC CI	Course ID Section Type Section Hours	Cross table check: The Course ID (SC), Section Type (SC), and Section Hours (RG) fields must match a valid record in the KBOR Course Inventory system. Community Colleges and Technical Institutions only.	F

SECTIONS FILE EDITS These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Must be > a space	SC	Course ID	Cannot be left blank.	F
Must be > a space	SC	Section Number	Cannot be left blank.	F
Is not on the acceptable list of values	SC	Reporting Period	FA, SP, SU	F
Is not on the acceptable list of values	SC	Section Type	Must be PO	F
Must be >= 0 and <= 350	SC	Enrolled Count	Values between 0 and 350.	W
Must be = a space	SC	Course Title	For Community Colleges and Technical Institutions, Course Title must be left blank.	F
Enrolled Count does not match number of Registration records for the Course / Section	SC RG	Enrolled Count Course ID Section Number	Enrolled Count does not match number of Registration records for the Course / Section.	F

			FUNDING FLAGS FILE EDITS	
			These error messages will appear in the Edit Report	
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	FF	Reporting Period	FA, SP, SU	F
Is not on the acceptable list of values	FF	High School	Y, N	F
Is not on the acceptable list of values	FF	Kansas Residency	Y, N, E	F
Is not on the acceptable list of values	FF	District Residency	Y, N, X	F
Is not on the acceptable list of values	FF	Living in Kansas	Y, N	F
Student in Funding Flags file, not in Students Info file	FF SI	SSN Student ID	Cross table check: find a single matching record in SI.	F
Is not on the acceptable list of values	FF	High School Completion	DIP, GED, HS, NOT, NA	F
Must be > a space	FF	High School ID	Cannot be blank.	F
Invalid High School ID	FF	High School ID	For KS high schools, ID must be a valid KS high school ID; for non-KS IDs, the ID must be six characters in length and start with a valid state code OR be one of the codes denoted for military, home school, GED, or international.	F
Must be a valid YYYYMM format (1900 – Current AY).	FF	High School Grad Year	Values between 1900 and the current calendar year or '0000'.	F
Hs_id = 960000 or 969998, high_school cannot = Y	FF	High School ID High School	Hs_id = 960000 or 969998, high school flag cannot = Y.	F
Is not on the acceptable list of values	FF	Award Level	NONE, UND, SAPP, CERTA, CERTB, CERTC, ASSOC	F
Punctuation, blank spaces, and numbers are not allowed	FF	Award	Cannot be blank. Punctuation, blank spaces within and numbers are not allowed.	F
Must be > a space	FF	Program Code	Cannot be left blank or contain punctuation (hyphen, apostrophe and period are acceptable).	F

| FUNDING FLAGS FILE EDITS | | | | |
| These error messages will appear in the Edit Report | | | | |
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
Earned Industry Recognized Credential	FF	Earned Industry Recognized Credential	List of Values Y = Yes, earned N = No, did not earn	F
If earned Industry Recognized Credential = 'Y', Industry Recognized Credential Code cannot be left blank.	FF	Industry Recognized Credential Code	Industry Recognized Credential Code must match approved list.	F
If Earned Industry Credential = 'Y', Industry Credential cannot be left blank.	FF	Industry Credential Code Earned Industry Credential	If Earned Industry Credential = "Y", then Industry Credential Code cannot be left blank.	F
Must be > a space	FF	ABE Center	Cannot be blank.	F
Invalid ABE Center	FF	ABE Center	Must be on the list of acceptable values.	F
ABE Co-Enrollment cannot be blank	FF	ABE Co-Enrollment	Must be on the list of acceptable values.	F
If Co-Enrolled = Y, then Center must be a valid center code	FF	ABE Co-Enrollment ABE Center	Must be on the list of acceptable values.	F
If Co-Enrolled = E, must be center = '999999' or '969998'	FF	ABE Co-Enrollment ABE Center	Co-Enrollment = E, center must be '999999' or '969998'.	F
Co-Enrolled = X, must be center = 'XXXXXX'	FF	ABE Co-Enrollment ABE Center	Co-Enrollment – X, center must be "XXXXXX".	F
High school ID = '960000', Co-Enrollment must be 'Y' or 'E'	FF	High School ID ABE Co-Enrollment	High school ID = '960000', Co-Enrollment must be "Y" or "E".	F

FUNDING FLAGS FILE EDITS				
These error messages will appear in the Edit Report				
Error Message	**File(s)**	**Field(s)**	**Validation**	**Fatal or Warning**
If ged_passed = 'Y', ged_attempted must = 'Y'	FF	Passed GED Assessment Attempted GED Assessment	If Passed GED Assessment = "Y", then Attempted GED Assessment must be "Y".	W
If ged_passed = 'Y', hs_id = 960000 or 969998, hs_date cannot be 000000	FF	Passed GED Assessment High School/GED Grad Date	If Passed GED Assessment = "Y, hs_id = 960000 or 969998 then the High School/GED Grad Date cannot = 000000.	F
Attempted GED Assessment is flagged as 'Y' for multiple terms	FF	Attempted GED Assessment	Attempted GED Assessment is flagged as "Y" for multiple terms.	W
Passed GED Assessment is flagged as 'Y' for multiple terms	FF	Passed GED Assessment	Passed GED assessment is flagged as "Y" for multiple terms.	W
Must be valid YYYYMM format (1900 – Current AY).	FF	Credential Date	Values between 1900 and the current calendar year and the month or '000000'.	F
If Earned Industry Credential = N or X, Credential Code and Credential Date must be blank	FF	Earned Industry Credential Industry Recognized Credential Code Credential Date	If Earned Industry Credential = N or X, Industry Recognized Credential Code and Credential Date must be blank.	F
The Program Code, Award Level, and Award combination must match an active program in the Program Inventory System	FF PI	Program Code Award Code Award	Cross table check: Program Code & Award Level & Award combination must match a single record in the Program Inventory System.	F
High_School = N, HS_ID = 969998 and Age < 21	SI FF	Date of Birth High_School HS_ID	High School flag = N and the High School ID = 969998. Students must be age 21 or older to participate in the Pathways to Career program.	F

ABE Institution Codes	
Institution Name	**Code**
Allen County Community College	001901
Barton County Community College	004608
Butler County Community College	ABEC04
Cloud County Community College	001909
Colby Community College	001911
Cowley County Community College	001902
Dodge City Community College	001913
Flint Hills Technical College	005264
Fort Scott Community College (Neosho Consortium)	ABEC02
Garden City Community College	001919
Highland Community College	001921
Hutchinson Community College (Hutchinson Consortium)	ABEC01
Independence Community College (Neosho Consortium)	ABEC02
Johnson County Community College	008244
Kansas City Kansas Community College	001925
Labette Community College (Neosho Consortium)	ABEC02
Lawrence USD 497 Adult Learning Center	ABE497
Manhattan Adult Learning Center	ABE383
Neosho County Community College (Neosho Consortium)	ABEC02
Newton USD 373 Adult Learning Center (Hutchinson Consortium)	ABEC01
Osawatomie Community Learning Center (Paola Consortium)	ABEC03
Ottawa Adult Education Center (Neosho Consortium)	ABEC02
Paola USD 368 (Paola Consortium)	ABEC03
Pittsburg USD 250 Adult Learning Center	ABE250
Salina USD 305 Adult Education Center	ABE330
Seward County Community College	008228
Topeka 501 USD	ABE501
Washburn Institute of Technology & Let's Help (2 entities)	ABEC05
Wichita Area Tech School Adult Learning Center	ABE259
Wichita Indochinese Center, Inc.	ABE104

Follow-Up Collection Data Dictionary

Data Dictionary

<u>KHEDS NAVIGATION</u>
Once the user has logged into KHEDS the user must change their profile to:
- ⇨ PERIOD: Follow up
- ⇨ YEAR: 2022

<u>GENERAL INFORMATION</u>

Purpose of the Collection:
This collection will provide information about the status of the students who achieved at least Concentrator status including SAPP Completers. Follow-up information will be used to fulfill Federal reporting as required by Perkins V legislation and other Kansas Board of Regents reporting needs.

Best Practices:
Individuals will need to pull the Follow-up Download Report from the KHEDS system ***<u>RIGHT BEFORE</u>*** the institution begins working on the Follow-up report (not before October 20). This report can only be calculated and populated after all institutions have certified and KBOR has conducted reconciliation on the previous Academic Year collection data. In the KHEDS system, the Profile should read Period = Academic Year and Year = previous academic year (i.e. Year = 2021). Report is found on the Reports tab.

Who to Include:
- ⇨ All students who have reached concentrator status should be included in the file (includes SAPP Completers). There must be a minimum of one record for each Program Code, Award Level and Award (PALA) where the student has received concentrator status.

- ⇨ All students who received a formal award during the academic year, or who completed a Stand-Alone Program (SAPP) during the academic year.

- ⇨ It is possible to submit multiple records, with the same PALA, for a student provided each record has a different Industry Recognized Credential Name or Technical Skill Assessment.

- ⇨ Additionally, students who have not reached concentrator status (and are not on the Follow-Up Download Report) can be submitted in the Follow-Up file except for Washburn University and Pittsburg State University.

- ⇨ Students completing an approved exit point.

- ⇨ Include prior academic year concentrators that had not received a credential in ***<u>either</u>*** the prior academic year or the prior year follow-up collections.

Sector Reporting Requirements:

⇨ Community Colleges, Technical Colleges and Washburn Institute of Technology

⇨ Washburn University, Pittsburg State University

⇨ Other State Universities: File is not required

Follow-Up			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
FILLER	◆ **Insert '0' for this field.**	**FILLER**	**FILLER**
College Assigned Identification (ID) Number	◆ Enter the student's unique college assigned ID number. ◆ For a given student, the college assigned ID number must be the same on all submitted files for that cycle. ◆ This field cannot be left blank; this field cannot be 0.	Student_id	VARCHAR2(16)
FICE Institution ID	◆ Enter your unique institutional FICE ID number. ✓ A list of KS schools is listed in Appendix 1 of the KHEDS Manual. ◆ This field cannot be left blank.	Fice_inst_id	VARCHAR2(06)
Term	◆ Enter SU for Follow-Up submission. ◆ This field cannot be left blank.	Term	VARCHAR2(02)
Term Year	◆ Enter the calendar year for the close of the academic year for which Follow-Up is taking place. Example: 2022 ◆ This field cannot be left blank.	Term_year	VARCHAR2(04)
Award Level	◆ Enter one record for each current declared degree or award type for the student. ◆ **SAPP** – Stand-Alone Program. Certificate of Completion award earned by completing a KBOR-designated stand-alone program. A stand-alone program (1) is less than 16 credit hours, (2) leads to an industry recognized credential, license, or certification and (3) has been specified as a stand-alone program by KBOR's Workforce Development staff and included in the Program Inventory data system. ◆ **CERTA** – Postsecondary Certificate A. Requires completion of an organized program of study of at least 16 and fewer than 30 credit hours in length, at the postsecondary level (below the baccalaureate degree). ◆ **CERTB** – Postsecondary Certificate B. Requires completion of an organized program of study of at least 30 and fewer than 45 credit hours in length, at the postsecondary level (below the baccalaureate degree). ◆ **CERTC** – Postsecondary Certificate C. Requires completion of an organized program of study of at least 45 and fewer than 60 credit hours in length, at	Award_ level	VARCHAR2(05)

Follow-Up			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	the postsecondary level (below the baccalaureate degree). ♦ **ASSOC** – Associate's – An award that normally requires at least 2 and fewer than 4 years of full-time equivalent college work. ♦ The **Program Code & Award Level & Award** <u>combination</u> must match to a record for an active program in the KBOR Program Inventory system. ♦ This field cannot be left blank.		
Award	♦ Enter the award for the program. ♦ Students with a Stand-Alone Program (SAPP) Award Level will have the following award: • **CCOMP** (Certificate of Completion) ♦ Students with a "Certificate" Award Level (CERTA, CERTB, or CERTC) will have one of the following awards: • **CERT** (Certificate) • **CERTE** (Certificate of Entrepreneurship) ♦ Students with an "Associate" Award Level (ASSOC) will have one of the following awards: • **AS** (Associate of Science) • **AA** (Associate of Arts) • **AGS** (Associate of General Studies) • **AAS** (Associate of Applied Sciences) ♦ No punctuation should be included in the field. ♦ The **Program Code & Award Level & Award (PALA)** <u>combination</u> must match to a record for an active program in the KBOR Program Inventory system. ♦ This field cannot be left blank.	award	VARCHAR2(05)
Program Code	♦ Enter the student's program code as defined by the institution. ♦ The Program Code & Award Level & Award combination must match to a record for an active program in the KBOR Program Inventory system. ♦ This field cannot be left blank.	program_ code	VARCHAR2(15)
Follow-Up Code	♦ Enter the code for the student's status as of the 2nd quarter following the end of the program year. ♦ Valid codes: • 0 = Unknown	followup_ code	VARCHAR2(01)

Follow-Up			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	• 1 = Military service, full-time • 2 = Employed, related field • 3 = Employed, unrelated field • 4 = Still enrolled at same institution in Fall Term but not in Fall KSPSD submission • 5 = Unemployed • 6 = Code no longer valid • 7 = Deceased • 8 = Apprenticeship • 9 = Still enrolled after AY cut-off date but completed or left before Fall Census date. Must appear in following year's AY file. • A = Furthering Education **AND** not employed or employment unknown • B = Disability, no longer in workforce • C = Furthering Education and Employed • D = DOC Contract (Individual participated in approved training while incarcerated and remains incarcerated) • F = National or Community Service, or Peace Corps ♦ If the follow-up status is unknown, enter 0. ♦ This field cannot be left blank		
FILLER	**FILLER** ♦ This field MUST be left blank.	**FILLER**	**FILLER**
Concentrator's Hourly Wage	♦ Enter the student's hourly wage. This the actual hourly wage, or the calculated wage based on the annual wage divided by 2,080 hours. ♦ Report the salary associated with the correct program. For example, if a student completes a CNA program and then reaches concentrator status in the LPN program while working as a CNA, report the salary with the CNA record and put 0 in the LPN record. ♦ Report to two decimal places. Example: 8.25 ♦ If the hourly wage is unknown, leave this field blank.	hourly_wage	NUMBER(05,2)
Concentrator's Annual Wage	♦ Enter the student's annual wage. This is the actual annual wage, or the calculated annual wage based on the hourly wage multiplied by 2,080 hours. ♦ Report the salary associated with the correct program. For example, if a student completes a CNA program	annual_wage	NUMBER(09,0)

Follow-Up			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	and then reaches concentrator status in the LPN program while working as a CNA, report the salary with the CNA record and put 0 in the LPN record. ◆ Report to the nearest dollar. Example: 40123 ◆ If the annual wage is unknown, leave this field blank.		

Transfer Out	◆ Enter whether the student is known to, or has shown the intent to, transfer to another postsecondary institution.
	◆ Valid values:
	  • Y = Yes
	  • N = No
	  • X = Unknown
	◆ This field cannot be left blank.
		transfer_out	VARCHAR2(01)

Attempted Technical Skill Assessment	◆ Enter whether the student sat for an acceptable Technical Skill Attainment assessment.
	◆ A list of acceptable Technical Skills Assessment tests will be made available by the KBOR CTE staff. The list will appear on the KSPSD website.
	◆ Create a new record for each technical skill the student has attempted.
	◆ Valid values:
	  • Y = Yes
	  • N = No
	◆ This field cannot be left blank.
		tsa_attempted	VARCHAR2(01)

Technical Skill Assessment Test	◆ Enter the code of the Technical Skill Assessment test that the student attempted. ✓ List is located on the KSPSD website (TSA Credential Active Listing is located under institution's Program Inventory tab and under the heading "Reports"). ◆ This field must be left blank if the student did not attempt a Technical Skill Assessment.	tsa_id	VARCHAR2(20)

Passed Technical Skill Assessment	◆ Enter whether the student successfully passed an acceptable technical still attainment assessment.
	✓ List is located on the KSPSD website (TSA Credential Active Listing is located under institution's Program Inventory tab and under the heading "Reports").
	◆ Valid values:
	  • Y = Yes
	  • N = No
		tsa_passed	VARCHAR2(01)

Follow-Up			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	• X = Unknown ◆ This field must be left blank if the student did not attempt a Technical Skill Assessment.		

Earned Industry Recognized Credential	◆ Enter whether the student earned an industry recognized credential.
	✓ Industry Recognized Credentials can be found on the KSPSD website (TSA Credential Active Listing is located under institution's Program Inventory tab and under the heading "Reports").
	◆ Create a new record for each credential the student earns.
	◆ Valid values:
	   • Y = Yes
	   • N = No
	◆ This field cannot be left blank.
		credential_ earned	VARCHAR2(01)

Industry Recognized Credential Name	◆ Enter the name of the Industry Recognized Credential earned by the student. ✓ Industry Recognized Credentials can be found on the KSPSD website (TSA Credential Active Listing is located under institution's Program Inventory tab and under the heading "Reports"). ◆ This field must be left blank if the Earned Industry Recognized Credential field is N.	credential_ id	VARCHAR2(20)
Credential Date	◆ Date of industry recognized credential earned. ◆ If Earned Industry Credential + Y, this field cannot be blank. ◆ Date must be within two years of most recently completed academic year collection. i.e. earliest date for Follow-Up 2021 would be 201906. ◆ If date is not known, use the same date as tsa_pass_date. ◆ YYYYMM ◆ This field must be left blank if the Earned Industry Recognized Credential field is N.	credential_ date	VARCHAR2(06)
Passed Technical Skill Assessment Date	◆ Date Technical Skill Assessment was passed. ◆ Date must be within two years of most recently completed academic year collection. i.e. earliest date for Follow-Up 2021 would be 201906. ◆ YYYYMM	tsa_pass_ date	VARCHAR2(06)

Follow-Up			
Field Descriptions	**Field Definitions and Attributes**	**Field Name**	**Field Formats**
	• If Passed Technical Assessment = Y, this field cannot be blank. • This field must be left blank if the Earned Industry Recognized Credential field is N or X.		

Follow-Up File Layout Summary

FOLLOW-UP			
Field Description	**Field Name**	**Field Type**	**Valid Choice**
FILLER	**FILLER**	**FILLER**	Enter '0' or special character
*College Assigned ID	Student_id	VARCHAR2(16)	
*FICE Institution ID	Fice_inst_id	VARCHAR2(06)	See Appendix 1 in KHEDS Manual
*Term	Term	VARCHAR2(02)	SU
*Term Year	Term_year	VARCHAR2(04)	YYYY
*Award Level	Award_level	VARCHAR2(05)	SAPP, CERTA, CERTB, CERTC, ASSOC
*Award	Award	VARCHAR2(05)	CCOMP, CERT, CERTE, AA, AS, AGS, AAS
*Program Code	Program_code	VARCHAR2(15)	
Follow-Up Status Code	Followup_Code	VARCHAR2(01)	0, 1, 2, 3, 4, 5, 7, 8, 9, A, B, C, D
FILLER	**FILLER**	**FILLER**	**FILLER**
Concentrator's Hourly Wage	Hourly_wage	NUMBER(05,2)	$0 - $60
Concentrator's Annual Wage	Annual_wage	NUMBER(09,0)	$0 - $120,000
Transfer Out	Transfer_out	VARCHAR2(01)	Y, N, X
Attempted Technical Skill Assessment	Tsa_attempted	VARCHAR2(01)	Y, N
*Technical Skill Assessment Tool	Tsa_id	VARCHAR2(20)	List available on KSPSD website
Passed Technical Skill Assessment	Tsa_passed	VARCHAR2(01)	Y, N, X, Blank
Earned Industry Recognized Credential	Credential_Earned	VARCHAR2(01)	Y, N
*Industry Recognized Credential Name	Credential_id	VARCHAR2(20)	List available on the KSPSD website
Credential Date	Credential_date	VARCHAR2(06)	Between 201906 - 202201
Passed Technical Skill Assessment Date	Tsa_pass_date	VARCHAR2(06)	Between 201906 - 202201

*Primary Key Field

Follow-Up File Edits

File Abbreviation Key							
KSPSD Collection Files							
CA	Campus	EF	Enrolled Flags	RG	Registrations	SS	Students Status
CF	CEP Faculty Credentials	EN	Enrollments	SC	Sections	SU	Follow Up
CM	Completions	NU	New Undergrads	SF	Students Flags	TR	Transfers
DM	Declared Majors	PC	Previous Completions	SI	Students Info		
Inventory Files							
PI	Program Inventory	CI	Course Inventory				

| Upload Edits |||||
| These error messages will appear in a pop-up box or the Error Log after an unsuccessful file upload |||||
Error Message	File	Field(s)	Validation	Fatal or Warning
Your file's school year, term, or FICE ID may be different than your profile	SU	FICE Inst ID	Must match FICE selected when logging into website. Shown in the yellow bar at the top of the screen	F
Your file's school year, term, or FICE ID may be different than your profile	SU	Term	SU	F
Your file's school year, term, or FICE ID may be different than your profile	SU	Term Year	Must match Calendar Year in profile.	F
Unique constraint violated	SU	Student ID FICE ID Term Term Year Program Code Award Level Award Technical Skill Assessment tool Industry Recognized Credential Name	File cannot contain more than one record for the same student per SSN/Student ID/Inst. FICE ID/Term/Term Year/Program Code/Award Level/Award/Technical Skill Assessment tool/Industry Recognized Credential Name combination	F
Student ID cannot be greater than 16 characters	SU	Student ID	Student ID cannot exceed 16 characters	F
Student ID cannot be blank	SU	Student ID	Student ID cannot be blank	F

				Fatal or
Follow-Up File Edits				
These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
Is not on the acceptable list of values	SU	Award Level	SAPP, CERTA, CERTB, CERTC, ASSOC - must match to what was reported in most recent AY collection.	F
Punctuation, blank spaces, and numbers are not allowed	SU	Award	Cannot be blank. Punctuation, blank spaces within and numbers are not allowed. Must match to what was reported in most recent AY collection.	F
Must be > a space	SU	Program Code	Cannot be left blank or contain punctuation (hyphen, apostrophe and period are acceptable). Must match to what was reported in most recent AY collection.	F
Is not on the list of values	SU Perkins	Award Level Award Program Code	Cross table check: Award Level, Award, Program Code combination must match to what was reported in most recent AY collection.	F
Completer's Hourly Wage	SU	Completer's Hourly Wage	Valid range: $0 – 60	W
Completer's Annual Wage	SU	Completer's Annual Wage	Valid range: $0 - 120,000	W
Technical Skill Assessment Tool	SU	Technical Skill Assessment Tool	Technical Skill Assessment Tool must match approved list of tools.	F
If Attempted Skill Assessment = "Y", Technical Skill Assessment Tool cannot be left blank.	SU	Attempted Technical Skill Assessment Technical Skill Assessment Tool	If Attempted Technical Skill Assessment = "Y", then Technical Skill Assessment Tool name cannot be left blank. Technical Skill Assessment Tool must match approved list of tools.	F
Earned Industry Recognized Credential	SU	Earned Industry Recognized Credential	List of values: Y = Yes, earned N = No, did not earn	F

Follow-Up File Edits				
These error messages will appear in the Edit Report				
Error Message	**File**	**Field(s)**	**Validation**	**Fatal or Warning**
If Earned Industry Recognized Credential = "Y", Industry Recognized Credential Name cannot be left blank.	SU	Industry Recognized Credential Name	Industry Recognized Credential Name must match approved list.	F
If Earned Industry Recognized Credential = "Y", Industry Recognized Credential cannot be left blank.	SU	Industry Recognized Credential Name Earned Industry Recognized Credential	If Earned Industry Recognized Credential = "Y", then Industry Recognized Credential name cannot be left blank.	F
Transfer Out	SU	Transfer Out	List of values: Y = Yes N = No X = Unknown	F
Is not on the acceptable list of values	SU	Follow-Up Status Code	Status Codes can be found within the Status Code field of the data dictionary for this collection.	F
Attempted Technical Skill Assessment: Is not on the acceptable list of values	SU	Attempted Technical Skill Assessment	List of values: Y = Yes N = No	F
Passed Technical Skill Assessment: Is not on the acceptable list of values	SU	Passed Technical Skill Assessment	List of values: Y = Yes N = No X = Unknown Field must be left blank if tsa_attempted = "N".	F
Passed Technical Skill Assessment = Y but Attempted Technical Skill Assessment = N	SU	Passed Technical Skill Assessment	Passed Technical Skill Assessment = Y but Attempted Technical Skill assessment = N.	F
Must be in valid year range.	SU	Credential Date	Must be within two years of current Follow-up AY reporting year.	F

Follow-Up File Edits				
These error messages will appear in the Edit Report				
Error Message	File	Field(s)	Validation	Fatal or Warning
If Earned Industry Recognized Credential = N, then Credential Date must be blank	SU	Credential_earned Credential_date	If Earned Industry Recognized Credential = N, Credential Date must be blank.	F
If Earned Industry Recognized Credential = Y, then Credential Date cannot be blank	SU	Credential_earned Credential_date	If Earned Industry Recognized Credential = Y, then Credential Date cannot be blank.	F
Must be in valid year range.	SU	Tsa_pass_date	Must be within two years of current Follow-up AY reporting year.	F
If Passed Technical Skill Assessment = N or X, then Passed Technical Skill Assessment Date must be blank	SU	Tsa_passed Tsa_pass_date	If Passed Technical Skill Assessment = N, X or Blank, then Passed Technical Skill Assessment Date must be blank.	F
If Passed Technical Assessment = Y, this field cannot be blank	SU	Tsa_passed Tsa_pass_date	If Passed Technical Assessment = Y, this field cannot be blank.	F
If Earned Industry Recognized Credential = Y, then Attempted Technical Skill Assessment and Passed Technical Skill Assessment must = Y	SU	Tsa_attempted Tsa_passed Credential_earned	If Earned Industry Recognized Credential = Y, then Attempted Technical Skill Assessment and Passed Technical Skill Assessment must = Y.	F

Qualified Admissions Annual Survey Instructions

Background
Please NoteChanges to Qualified Admission are in effect for applicants for Academic Year 2022 (starting with review of applications for the Summer 2021 semester). **More information can be found at the KBOR website:** https://www.kansasregents.org/students/admissions.*

The Kansas Legislature passed the Qualified Admissions statute (K.S.A 76-717) in 1996. Qualified Admissions (QA) outlines undergraduate admissions requirements for students applying to state universities in Kansas.

K.S.A. 76-717 requires the Board of Regents to submit an annual report to the Legislature containing information on the number of applicants admitted by exception during the preceding academic year. The information contained in the report must be disaggregated by institution. The survey collects information so the Board may comply with the reporting requirement. A PDF of the survey may be found after logging into the system at https://submission.kansasregents.org/login.jsp and selecting "Qualified Admissions" from the "Data Collections" drop down in the blue header of the page.

I. **Technical Instructions**
    A. **Account and Project Access** – QA data are collected via a web-based reporting system. To complete the online data collection, each user must have a KSPSD account with access to the Qualified Admissions project. If you already have a KSPSD account with access to the Qualified Admissions project, skip to B.
        1. If you do not have a KSPSD account, you will need to create one.
            a. Go to https://submission.kansasregents.org/login.jsp
            b. Click the link "Apply for a New Account."
            c. Follow prompts. At the drop-down box for "Choose Project," select "Qualified Admissions Annual Report."
            d. Select your institution and access level and click "Apply." (READ access allows you to see the report. WRITE access allows you to see the report and enter data. LOCK access allows you to see the report, enter data, and lock the data.) Your request will be sent to DRP staff, and your account and access will be created as appropriate.

        2. If you already have a KSPSD account, but do not have access to the Qualified Admissions Annual report, you must request a "Change in Access" to gain access to the QA project.
            a. Login to the website.
            b. Click the red "Change Profile" link in the yellow bar at the top.
            c. On the right side of the resulting screen, click to "Update Account Information."
            d. Click the button at the bottom of this screen, "Request Change to Access".
            e. For the project "QA," click "Request to Change."
                i. Select your institution and the appropriate access level. One user at each institution will need "Lock" access.
                ii. Click the button "Request to Add or Change Access." Your request will be sent to DRP staff and access will be granted as appropriate.

B. **Entering Data Online** – Those with a KSPSD account with access to the Qualified Admissions project can enter data online. To do so,

1. Login to https://submission.kansasregents.org/login.jsp Navigate to the header of the webpage (in the blue menu bar) and with your mouse, hover over the "Data Collections" item. Select the Qualified Admissions option.

2. You may be asked to confirm your profile information. Make sure the institution, period, and year are correct. Click "Update."

3. The webpage for QA reporting will open. Navigate to the "Data Submission" tab.

4. Data input is split into two parts. Enter data directly to the web form for Parts 1a and 1b. Click on the "Input Form" to start entering data.
   a. Enter data to the white boxes. The yellow boxes are calculated fields. They will automatically update as you enter data. The black boxes do not allow for data entry.
   b. Data will not be saved until you hit the enter button on the keyboard or click the "Save" button on the web form.
   c. You may exit and re-enter as often as necessary.

5. Locking the Submission
   a. After Part 1a and Part 1b are completed and reviewed, the lock process must be completed by the institutional user who has lock access.
   b. On the Data Submission tab, click the "Lock reports" link. This informs the KBOR DRP staff that the data submission process for this report is complete and the data is ready to be used in further reporting.

II. **Data Instructions**

A. Data are for the academic year 2022, which includes Summer 2021, Fall 2021 and Spring 2022. Data input is in two parts: Part 1a) Freshman Applicants (those with less than 24 transfer credit hours) and Part 1b) Transfer Applicants (those with 24 or more transfer credit hours).

B. Include admissions information for students seeking admission to associate degree programs. Exclude all non-degree seeking students, including those high school students who are concurrently enrolled.

Part 1a: Freshman Applicants

Resident Freshman Applicants

I.   **Residents Denied:** Include Kansas residents with fewer than 24 transfer credit hours who fell into one of the following categories below.

Residents denied using criteria effective in Summer 2021:

   A.   Applicants under the age of 21 who had accredited high school diplomas or unaccredited high school diplomas, and obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours (2.5 for KU), but were denied admission because they did not meet the minimum test score criterion (21 ACT for ESU, FHSU, KSU, PSU, WSU and 24 for KU) <u>and</u> because they did not earn a minimum cumulative high school GPA of 2.25 on a 4.0 scale (ESU, FHSU, PSU, WSU), or 3.25 for KSU, or 3.0 for KU).

   B.   Applicants under the age of 21 with accredited high school diplomas, unaccredited high school diplomas, or with General Education Development / High School Equivalency Test (GED/HiSET) prescribed scores who were denied admission because they did not achieve a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours (2.5 for KU).

   C.   Applicants, regardless of age, who were evaluated for admission on the GED or HiSET but were denied admission because they did not achieve the prescribed minimum scores.

   D.   Applicants who were at least 21 years of age and were denied admission because they did not have an accredited high school diploma or an unaccredited high school diploma.

II. **Residents Admitted:** Include Kansas residents with fewer than 24 transfer credit hours who fell into one of the following categories.

Residents admitted using criteria effective in Summer 2021:

   A.   <u>Test Score</u>: Applicants under the age of 21 who obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours (2.5 for KU), and had an accredited or unaccredited high school diploma and were admitted on the test score criterion (ACT of 21 or SAT of 1060 for ESU, FHSU, KSU, PSU, WSU; or ACT of 24 or SAT of 1160 and minimum HS GPA of 3.0 for KU); or

   Applicants under the age of 21 who obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours (2.5 for KU) and had the prescribed minimum scores on the GED or HiSET and were admitted on the test score criterion.

   B.   <u>HS GPA:</u> Applicants under the age of 21 who obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours, and a 2.25 cumulative high school GPA (ESU, FHSU, PSU, WSU) or a 3.25 cumulative high school GPA (KSU), or a 3.25 cumulative high school GPA and at least a 21 on the ACT or 1060 on the SAT (KU only).

   C.   <u>GED</u>: Applicants who were at least 21 years of age and were admitted because they had qualifying GED or HiSET scores.

   D.   <u>21+ Accredited Diploma</u>: Applicants who were at least 21 years of age and were admitted because they had an accredited high school diploma*.

   E.   <u>21+ Unaccredited Diploma</u>: Applicants who were at least 21 years of age and were admitted because they had an unaccredited high school diploma.

III. **Residents Enrolled:** This is the number of Kansas residents who were admitted to the university and enrolled as of the 20th day of classes. Indicate if students were admitted using the test score, GPA, GED, 21+ accredited high school diploma, 21+ unaccredited high school diploma or the exception criterion.

IV. Headcounts for sections I-III broken down by gender identity: male, female, or unknown/other.

V. Percent of resident exceptions admitted is calculated as follows:
Numerator: Total Resident Exceptions Admitted
Denominator: All admitted freshman residents (test score, GPA, GED, 21+ accredited high school diploma, 21+ unaccredited high school diploma, exception) *and* all admitted freshman nonresidents (test score, GPA, GED, 21+ accredited high school diploma, 21+ unaccredited high school diploma, exception)

Nonresident Freshman Applicants[1]

I. **Nonresidents Denied:** Include nonresidents with fewer than 24 transfer credit hours who fell into one of the following categories below.

Nonresidents denied using criteria effective in Summer 2021:

A. Applicants under the age of 21 who had accredited high school diplomas or unaccredited high school diplomas, and obtained a minimum cumulative GPA of 2.0 on a 4.0 scale (2.5 for KU) on all transferable college credit hours, but were denied admission because they did not meet the minimum test score criterion (21 ACT for ESU, FHSU, KSU, PSU, WSU and 24 for KU) and because they did not earn a minimum cumulative high school GPA of 2.25 on a 4.0 scale (ESU, FHSU, PSU, WSU), or 3.0 for KSU, or 3.0 for KU.

B. Applicants under the age of 21 with accredited high school diplomas, unaccredited high school diplomas, or with General Education Development / High School Equivalency Test (GED/HiSET) prescribed scores who were denied admission because they did not achieve a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours (2.5 for KU).

C. Applicants, regardless of age, who were evaluated for admission on the GED or HiSET but were denied admission because they did not achieve the prescribed minimum scores.

D. Applicants who were at least 21 years of age and were denied admission because they did not have an accredited high school diploma, an unaccredited high school diploma, nor the prescribed minimum scores on the GED or HiSET.

II. **Nonresidents Admitted:** Include nonresidents with fewer than 24 transfer credit hours who fell into one of the following categories.

Nonresidents admitted using criteria effective in Summer 2021:
A. **Test Score:** Applicants under the age of 21 who obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours (2.5 for KU), and had an accredited or unaccredited high school diploma and were admitted on the test score criterion (ACT of 21 or SAT of 1060 for ESU, FHSU, KSU, PSU, WSU; or ACT of 24 or SAT of 1160 and minimum HS GPA of 3.0 for KU); **or**

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[1] Exclude international students.

Applicants under the age of 21 who obtained a minimum cumulative GPA of 2.0 on a 4.0 scale (2.5 for KU) on all transferable college credit hours and had the prescribed minimum scores on the GED or HiSET and were admitted on the test score criterion.

B. **HS GPA:** Applicants under the age of 21 who obtained a minimum cumulative GPA of 2.0 on a 4.0 scale on all transferable college credit hours (2.5 for KU), and a 2.25 cumulative high school GPA (ESU, FHSU, PSU, WSU) or a 3.25 cumulative high school GPA (KSU), or a 3.25 cumulative high school GPA and at least a 21 on the ACT or 1060 on the SAT (KU only).

C. **GED:** Applicants who were at least 21 years of age and were admitted because they had qualifying GED or HiSET scores.

D. **21+ Accredited Diploma:** Applicants who were at least 21 years of age and were admitted because they had an accredited high school diploma.

E. **21+ Unaccredited Diploma:** Applicants who were at least 21 years of age and were admitted because they had an unaccredited high school diploma (does not apply to KU).

VI. **Nonresidents Enrolled:** This is the number of nonresidents who were admitted to the university and enrolled as of the 20th day of classes. Indicate if students were admitted using the test score, GPA, GED, 21+ accredited high school diploma, 21+ unaccredited high school diploma or the exception criterion.

VII. Headcounts for sections I-III are broken down by gender identity: male, female, or unknown/other.

VIII. Percent of nonresident exceptions admitted is calculated as follows:
Numerator: Total Nonresident Freshman Exceptions Admitted
Denominator: All admitted freshman nonresidents (test score, GPA, GED, 21+ accredited high school diploma, 21+ unaccredited high school diploma, exception) *and* all admitted freshman nonresidents (test score, GPA, GED, 21+ accredited high school diploma, 21+ unaccredited high school diploma, exception)

Part 1b: Applicants with 24 or More Transfer Credit Hours

Resident Transfer Applicants

I.   **Residents Denied - Transfer:** Include Kansas residents with 24 or more transfer credit hours denied admission because they did not have at least a 2.0 cumulative GPA on all post-secondary coursework.

II. **Residents Admitted - GPA:** Include Kansas residents with 24 or more transfer credit hours who were admitted because they had at least a 2.0 cumulative GPA on all post-secondary coursework.

III. **Resident Exceptions - Transfer:** Include Kansas residents with 24 or more transfer credit hours who were admitted by exception because they did not have a cumulative G.P.A. of 2.0 or higher on all post-secondary coursework.

IV. **Residents Enrolled - GPA:** The number of Kansas residents with 24 or more transfer credit hours admitted on the GPA criterion and enrolled as of the 20th day of classes.

V.   **Residents Enrolled, Exceptions - Transfer:** The number of Kansas residents with 24 or more transfer credit hours admitted as exceptions and enrolled as of the 20th day of classes.

VI. Headcounts for sections I-V are broken down by gender identity: male, female, or unknown/other.

VII. Resident Transfer Exceptions is calculated as follows:
     Numerator: Total number of resident transfer exceptions admitted
     Denominator: Total number of resident transfers admitted on GPA criterion and total number of resident transfers admitted as exceptions

Nonresident Transfer Applicants[2]

I.   **Nonresidents Denied - Transfer:** Include nonresidents with 24 or more transfer credit hours denied admission because they did not have at least a 2.0 cumulative GPA on all post-secondary coursework.

II. **Nonresidents Admitted - GPA:** Include nonresidents with 24 or more transfer credit hours who were admitted because they had at least a 2.0 cumulative GPA on all post-secondary coursework.

III. **Nonresident Exceptions - Transfer:** Include nonresidents with 24 or more transfer credit hours who were admitted by exception because they did not have a cumulative GPA of 2.0 or higher on all post-secondary coursework.

IV. **Nonresidents Enrolled - GPA:** The number of nonresidents with 24 or more transfer credit hours admitted on the GPA criterion and enrolled as of the 20th day of classes.

V.   **Nonresidents Enrolled, Exceptions - Transfer:** The number of nonresidents with 24 or more transfer credit hours admitted as exceptions and enrolled as of the 20th day of classes.

VI. Headcounts for sections I-V are broken down by gender identity: male, female, or unknown/other.

VII. Nonresident Transfer Exceptions is calculated as follows:
Numerator: Total number of nonresident transfer exceptions admitted
Denominator: Total number of nonresident transfers admitted on GPA criterion and total number of nonresident transfers admitted as exceptions

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[2] Exclude international students.
KHEDS Manual Update June 21, 2022

Program Inventory, Course Inventory, and Courses within Programs (PI, CI, CWP)

This section is divided into three major areas:

⇨ Program Inventory Navigation
⇨ Course Inventory Navigation
⇨ Lifecycle of a Program

Additional resources for Program Inventory, Course Inventory and Courses within Programs can be found at:

⇨ http://data.kansasregents.org/support/training/

NAVIGATING COURSE INVENTORY

⇨ Login to the DRP submission website at: https://submission.kansasregents.org/login.jsp.

⇨ Hover over the "Data Collections" link found in the blue banner area.

  ✓ Select KHEDS from the drop-down menu.

⇨ To get into Program Inventory, the user must first change their profile to read:

  ✓ PERIOD: Academic Year

  ✓ YEAR: (select the current academic year, i.e. 2023 for academic year 2022 - 2023)

  ✓ Click on the "Update" button

⇨ From the main KHEDS page, select the Program Inventory tab.

⇨   On the Program Inventory tab, select "Institution Course Inventory Maintenance".

The "Institution Course Inventory Maintenance" screen only shows a portion of the courses in the course inventory. If the user doesn't see what they need they can expand the list or search for a course in several ways.

Each column sorts the data, so the list can be searched by academic year (AY), course title, course ID, section type, tier/non-tier, courses that have been approved or are pending, etc. There is also a search box in the upper right side of the screen to look for courses by keyword.
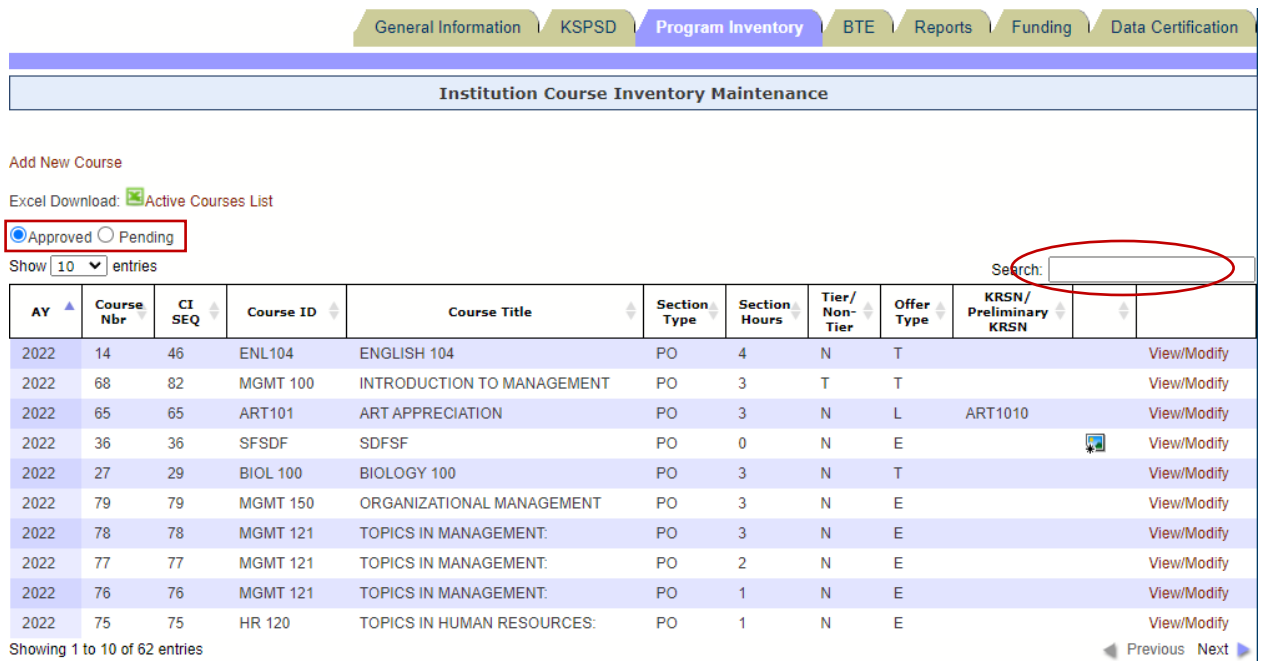
Review and/or Modify Course

⇨ Select the View/Modify link located on the right side of the course listing.

⇨ Course information and use of the course in programs is displayed, including whether the course is required in program, if the course is included in an elective block, and in which programs that elective block is utilized. If the course is a KRSN course, or the course is used in a Military Articulation (MOC) will also be listed. Modifications can be made to the course from this page. When the course can be safely deleted from Course Inventory, the option to delete it is also on this screen.

⇨ Review programs and blocks which include the course by selecting the PI Sequence Number (red hyperlink).

⇨ By clicking on the PI Sequence Number, this will lead to the corresponding program in Program Inventory.

Modifying a Course

⇨ After the user has selected the View/Modify link from the main Course Inventory page, select the "Modify this course" button from the "Institution Course Inventory Maintenance" screen.

⇨ The user can modify any cells that are not ghosted.

⇨ A flag will appear next to the cells that have been modified.

⇨ Hovering over the flag will provide information about the old value in the cell.

⇨ Once all the modifications have been made, Save the changes, and then Submit to KBOR. If changes are not saved first, the modifications will not come through to KBOR.

⇨ A message will appear when the course has been successfully submitted for approval.

⇨ Courses being modified will have an icon next to them on the main "Institution Course Inventory Maintenance" screen. Courses with pending modifications cannot be modified or deleted. If a modified course has been submitted for approval and additional modifications need to be made or the modification needs to be deleted, the user needs to send this request through IRHelp@ksbor.org.

NAVIGATING PROGRAM INVENTORY

⇨ Login to the DRP submission website at: https://submission.kansasregents.org/login.jsp.

⇨ Hover over the "Data Collections" link found in the blue banner area.

  ✓ Select KHEDS from the drop-down menu.

⇨ To get into Program Inventory, the user must first change their profile to read:

  ✓ PERIOD: Academic Year
  ✓ YEAR: (select the current academic year, i.e. 2023 for academic year 2022 - 2023)
  ✓ Click on the "Update" button

⇨ From the main KHEDS page, select the Program Inventory tab.
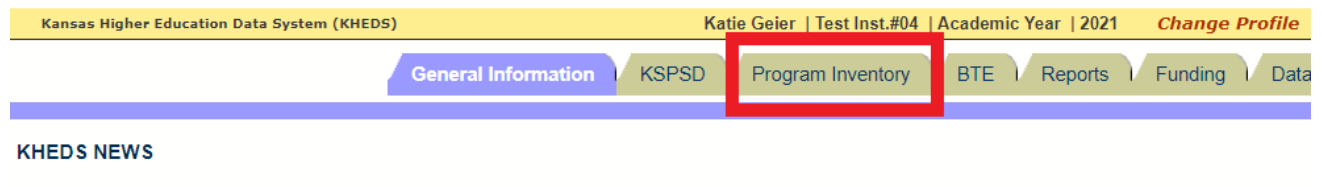
⇨ Once on the Program Inventory tab, select "Institution Program Inventory Maintenance".
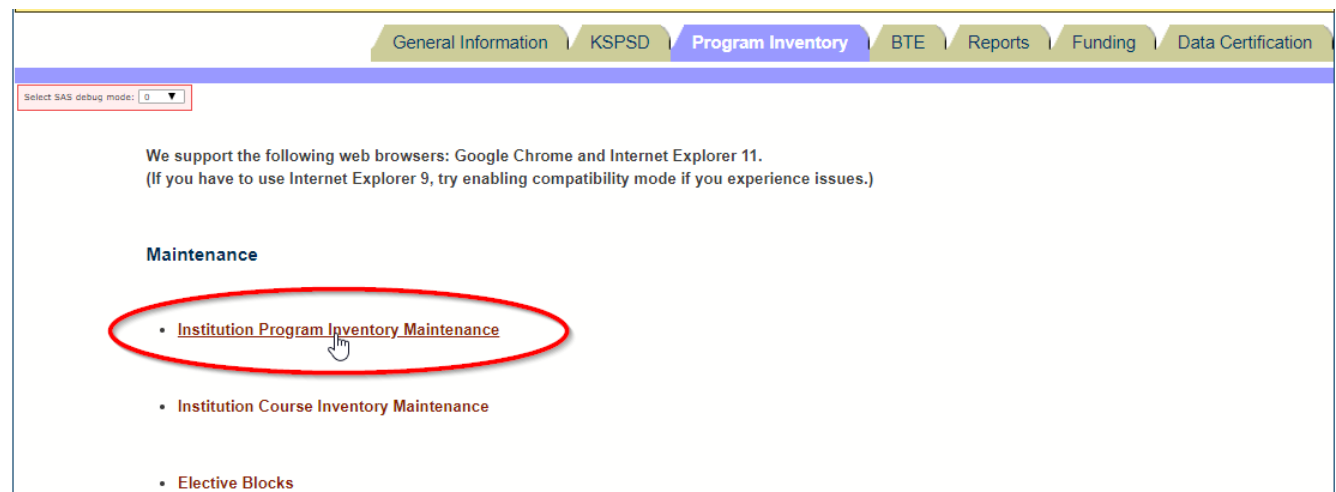
"Institution Program Inventory Maintenance"

Once the user has clicked on the "Institution Program Inventory Maintenance" screen they will notice only a portion of the programs in the program inventory are shown. The user can expand the list or search for a program in several ways.

Each column sorts the data, so the list can be searched by program title, program code, award level, award, programs that have been approved or are pending, etc. There is also a search box in the upper right side of the screen to look for programs by keyword or code. Rows are color coded to show the current status of the program.

An acronym that is used a lot in this manual is **PALA (Program Award, Award Level & Award)**. Program Award, Award Level and Award can be viewed from the main program inventory screen.

| General Information | KSPSD | **Program Inventory** | BTE | Reports | Funding | Data Certification |

Institution Program Inventory Maintenance

Apply For New Program

Excel Download and Print: ⊠Active and Phased-out Program List ⊠On-hold Program List

⦿Approved ◯ Pending ◯ Hold ◯ Inactive   Seach for programs by selecting "Approved", "Pending", "Hold", or "Inactive".

Show 10 ⌄ entries   Search:

Status	AY	Program Number	PI SEQ	Program Code	Program Title	Award Level	Award	Credit Hours	CIP	Perkins Reporting	Broken			
Active	2022	4	255	AOM	ADMINISTRATIVE OFFICE MANAGEMENT	ASSOC	AAS	61	52.0401	N	Y		View/Modify	
Active	2022	220	220	EMSA	ADVANCED EMS EDUCATION	CERTA	CERT	16	51.0810	Y			View/Modify	
Active	2022	3	31	MUSCLES4ME	BUILDING MUSCLES	CERTA	CERT	16	39.0605	Y			View/Modify	

Showing 1 to 5 of 5 entries   ◀ Previous Next ▶

Legend:

| Active program |
| Phased out program |
| Broken program |

Adding a New Program

To create and submit a new program for approval follow these steps:

⇨ On the main "Institution Program Inventory Maintenance" page, click on "Apply for New Program"

⇨ The next screen will be the "Adding New Program" page.

✓ Complete all fields on this page.

✓ It is VERY important that you enter the "Original Program Start Date" regardless of whether the program has a future start date or if the program is already in progress. The date determines which Academic Year the program is available for KSPSD edits. For example, a date entered as 07/02/2022 is active for *AY 2023*. Students submitted in the KSPSD AY 2022 with this PALA will error out. An entry dated prior to 06/30 will be active for the previous academic year. An entry dated 07/01 (or later) will be active for the following academic year.

✓ This page can be saved at any time.

✓ Once the application is complete, click on the "Save" button and then click on the "Submit to KBOR" button for review by KBOR staff.

✓ Clicking on the blue "?" will provide more information to the user.

NOTE: When submitting new programs for KBOR review, several forms are required to be submitted directly to Workforce Development staff, in addition to entering the program in the KHEDS system.

CA-1 New Program Request Form and the **CA-1a Fiscal Summary for New Program Request form** are required for all new program applications.

If your institution is requesting approval of Excel in CTE fees for the program, then the **CA1b Excel in CTE Fee Summary for New Programs Form** is required.

If your institution is requesting approval of the program for Carl D. Perkins funding, then the **CA1c Perkins Eligibility Request Form** is required.

All forms are located at http://kansasregents.org/academic_affairs/new_program_approval under "Community Colleges/Technical Colleges" area.

Modifying a Program

From the main "Institution Program Inventory Maintenance" page, find the program which needs to be modified.

⇨ Once the program is populated in the listing, the user must click on the "View/Modify" link on right side of the listing.

⇨ On the next screen, the user will then click on the "Modify" button at the top of the screen.

⇨ Make the necessary modifications and then click "Save" and then click "Submit to KBOR".

⇨ The same steps can be taken to "Phase Out" a program or put a program on "Hold".

⇨ Be sure to populate the "Modification Effective From" fields. If the date entered is 08/21/2022, it is active for AY 2023. An entry dated *prior* to 06/30 will be active for the previous academic year. An entry dated 07/01 (or later) will be active for the *following* academic year.

NOTE: When making changes to programs, it is necessary to provide information beyond the comments captured in the KHEDS system.

CA-2 Revised Program Request Form is located at
http://kansasregents.org/academic_affairs/new_program_approval under "Community Colleges/Technical Colleges" area.

CA-2a A Revised Program Comparison Form is located at
http://kansasregents.org/academic_affairs/new_program_approval under "Community Colleges/Technical Colleges" area.

KHEDS Manual Update June 21, 2022

Promise Act Scholarship Program Information

If your institution would like to request program/exit point approval for the Promise Act Scholarship, then the **CA1d Promise Act Eligibility Request Form** is required. For more information visit: https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship

For a program/exit point to be considered Promise Act eligible, then the institution must mark the following flags within the program details in Program Inventory:

⇨ "Promise Eligible" flag must be marked as "Y".

⇨ "Suggested CIP" should match a CIP code that has been Promise Act approved by the TEA/KBOR for your institution.

⇨ In the case of a Transfer program (AS/AA/AGS), a specific program must be entered in Program Inventory for the program reporting purposes;
- o The "Suggested CIP" must be 24.0101.
- o The "Promise CIP" must utilize at least the first two-digit code of the CIP family (for example, for Information Technology, the CIP would be 11.0000).
- o The word "Transfer" must be included in the program title.

⇨ The Public Display flag must be set to "N".

Identifying the Current Record for a PALA

KBOR uses two internal numbers to track program modifications.
⇨ KBOR Program Number: A unique number assigned by PALA level when the program is added.

⇨ KBOR PI (Program Inventory) Sequence Number: A number assigned by PALA level to show every modification of a program.

The Program Number will never change for the PALA, but the PI Sequence Number will change every time the program is modified. The system will only allow for one record per PALA per academic year. The current record for the PALA will have the highest PI Sequence Number, and that is displayed for the institutions on the "Institution Program Inventory Maintenance" page.

	General Information	KSPSD	**Program Inventory**	BTE	Reports	Funding	Data Certification

Institution Program Inventory Maintenance

Apply For New Program

Excel Download and Print: ☒ Active and Phased-out Program List ☒ On-hold Program List

🔘 Approved ⚪ Pending ⚪ Hold ⚪ Inactive

Show [10 ▾] entries   Search: ear ✕

Status	AY	Program Number	PI SEQ	Program Code	Program Title	Award Level	Award	Credit Hours	CIP	Perkins Reporting	Broken		
Active	2022	364	368	KPAAECE	AA TRANSFER PROGRAM-EARLY CHILDHOOD EDUCATION	ASSOC	AA	64	24.0101	N			View/Modify
Active	2022	34	375	ECE	EARLY CHILDHOOD EDUCATION	CERTA	CERT	16	19.0708	Y			View/Modify
Active	2022	4	376	ECE	EARLY CHILDHOOD EDUCATION	ASSOC	AAS	60	19.0708	Y			View/Modify
Phased Out	2022	4	349	190708	EARLY CHILDHOOD EDUCATION	ASSOC	AAS	60	19.0708	Y			View/Modify
Phased Out	2022	34	347	190708CERT	EARLY CHILDHOOD EDUCATION	CERTA	CERT	16	19.0708	Y			View/Modify

Showing 1 to 5 of 5 entries (filtered from 47 total entries)   Previous 1 Next

Legend:

Active program
Phased out program
Broken program

The circled programs have the same Program Number, so it is the same program.

The PI Sequence number has changed as modifications have been made; the active program has the higher PI Sequence number.

THE LIFE CYCLE OF A PROGRAM

The life cycle of a program begins when an institution submits a program to KBOR for approval. The program status then becomes **pending** and can either be approved or denied by KBOR.

Once approved, the program status changes to **active**. Programs can move between **active** status and **phase out**, **hold**, or **broken** statuses during the life cycle.

⇨ **Moving a Program to Phase Out Status:**

✓ Institutions can initiate the movement of a program from active status to phase out status.
✓ Institutions can also initiate the move of a program from phase out back to active status.
✓ Once in phase out, after 150% the length of the program with no request to move back to active status, the program will automatically be moved to **hold**.
✓ Institutions can initiate the move of a program from hold back to active status.
✓ After 150% the length of the program in hold status, with no request to move back to active status, the program will automatically be moved to **inactive**.
✓ Programs with an inactive status cannot be resurrected.

⇨ **Moving a Program to Hold Status:**

✓ There are three avenues for a program to reach hold status.
1. If there has been no enrollment in a program for 150% of the length of program[3], the program will automatically be moved to hold status.
2. If an institution requests that a program be put into hold status.
3. If a program is in phase out status and has been there for 150% the length of the program with no request to move back to active status, the program will automatically be moved to hold status.

✓ Institutions can initiate the move of a program from hold back to active status. After 150% the length of the program in hold status, the program will automatically be moved to **inactive**. Programs with an inactive status cannot be resurrected.

✓ Examples of 150% Timelines:

Award Level	Length of Program	150% length[4]
SAPP	< 1 year	2 years
CERTA/CERT0	1 year	2 years
CERTB/CERT1	1 year	2 years
CERTC	2 years	3 years
CERT2	2 or 3 years	4 years
ASSOC	2 years	3 years
BACH	4 years	6 years
MAST	2 years	3 years

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[3] In 2012, the first year of this process, programs were automatically moved to hold status if they had no enrollment in the previous four years. Going forward, programs with no enrollment for 150% of the length of the program will move to hold status.

[4] Programs move from no enrollment to Hold and from Hold to Inactive in a minimum of 2 years or 150% of the length of the program. No program will move between statuses in less than 2 years.

⇨ **Moving a Program to Broken Status:**

    ✓ Programs are moved to broken status when a course in the program is deleted and the block is no longer complete.

    ✓ The institution can repair this status – and should for funding purposes – to restore the program to active.

Life Cycle Status Definitions

⇨ **Pending Program** – A new or modified program that has been requested by the institution but is still awaiting approval by board staff and/or the board. A program in this status has been submitted to KBOR. Until it is submitted, KBOR will not act on the program.

⇨ **Active Program** – A formal award that has been approved by board staff and/or the board and is currently accepting new enrollments.

⇨ **Phased-out Program** – A formal award that has been approved by board staff and/or the board but is no longer accepting new enrollments. Only students who were enrolled in the program the previous year can appear in that program the following year.

⇨ **Hold Program** – A formal award that is no longer considered active. No enrollments of any kind can be submitted in a Hold program. Institutions may reactivate a hold program, allowing for student enrollments. A program will stay in Hold for a pre- determined length of time before it moves to inactive. Institutions should review the curriculum before reactivating a program to ensure it is current.

⇨ **Inactive Program** – A formal award that at one time was approved by the Board but now is closed to student enrollments. Any program in the inactive status cannot be reactivated. If the institution wishes to offer the program again, they must seek board approval by submitting a new program request.

⇨ **Broken Program** – A formal award where the CWP hours no longer add up to the total required hours for the program. This happens when KBOR processing removes courses from course inventory that did not have enrollments in a set amount of time. Institutions can NOT submit student enrollments in KSPSD in a broken program until the CWP is repaired.

⇨ **Denied Program** – A formal award from an institution who attempted to gain approval from the Board however the approval was not granted.

The Life Cycle of a Program

START
Institutional submits program to KBOR for approval

Program status goes to "Pending"

KBOR Approves Program?

No → **Program is denied by KBOR**

Yes ↓

Program status goes to "Active"

KBOR deletes course in → **Program status goes to "Broken"**

← institution repairs program

If no enrollment for 150% of length of program[1,2]

OR

when an institution requests a program be put on hold

Institution can initiate

Program goes to "Phase Out"

After 150% length of program[2] → **Program status goes to "Hold"**

After 150% length of program[2] → **END Program status goes to "Inactive"**

[1] In 2012, the first year of this process, programs were automatically moved to hold status if they had no enrollment in the previous four years. Going forward, programs with no enrollment for 150% of the length of the program will move to hold status.

[2] Programs move from no enrollment to Hold and from Hold to Inactive in minimum of 2 years or 150% of the length of the program. No program will move between statuses in less than 2 years.

Updated May 16, 2013

State University Program Review
(KHEDS portion of Program Review must be locked prior to the close of the AY collection)

In cooperation with the state universities, the Board maintains a program review cycle and review process that allows the universities to demonstrate that they are delivering quality programs consistent with their mission. All degree programs are reviewed on an eight-year cycle, with reviews focusing on a variety of indicators of program quality.

A. PROGRAM REVIEW DEFINITIONS AND QUANTITATIVE MINIMA CRITERIA

   1. Definitions

Program **--** In the Policy manual, "Program" means an academic plan that is approved by the appropriate governing board and leads to an award (e.g., a degree or a career/ technical certificate).
Department -- Primarily used by universities to designate a grouping of programs for funding and governance reasons.

   2. Quantitative Minima Criteria

Indicators of quality include – but are not limited to – quantitative criteria known as minima indicators. Academic disciplines which fail to meet these minimum criteria will be identified. The nature of system-wide guidelines means that some disciplines may fail to meet a stated criterion, while at the same time maintaining exceptional quality and/or serving a crucial role within the university.

     a. Criteria for Undergraduate Programs

Undergraduate programs failing to meet any one or a combination of the following thresholds will be identified/highlighted according to the process and criteria established by the Board and university.

     1) **Number of Majors:** Baccalaureate programs should have an annual average of 25 or more junior, senior, and 5th year majors, computed over the most recent five-year period.

     2) **Number of Graduates:** Baccalaureate programs should have an annual average of 10 or more graduates, computed over the most recent five-year period.

     3) **Number of Faculty FTE to Deliver the Program:** Baccalaureate programs should have an annual average of three or more faculty FTE with a doctorate or appropriate terminal degree to deliver instruction in the major, computed over the most recent five-year period.

     4) **Average ACT Score:** Baccalaureate programs with an annual average ACT Score of 20 or more, computed over the most recent five-year period.

b. Criteria for Master's Programs

Master's programs failing to meet any one or a combination of the following thresholds will be identified/highlighted according to the process and criteria established by the Board and university.

1) **Number of Majors**: Master's programs should have an annual average of 20 or more majors, computed over the most recent five-year period.
2) **Number of Graduates**: Master's programs should have an annual average of five or more graduates, computed over the most recent five-year period.
3) **Number of Faculty FTE to Deliver the Program**: Master's programs offered in departments that also offer the baccalaureate should have an annual average of an additional three faculty FTE with a doctorate or appropriate terminal degree (for a total of six) to deliver instruction in the graduate major, computed over the most recent five-year period.

Master's programs offered in departments that do not offer the baccalaureate should have a minimum of three faculty FTE with a doctorate or appropriate terminal degree to deliver instruction in the graduate major, computed over the most recent five-year period.

c. Criteria for Doctoral Programs

Doctoral programs failing to meet any one or a combination of the following thresholds will be identified/highlighted according to the process and criteria established by the Board and the University.

1) **Number of Majors:** Doctoral programs should have an annual average of five or more majors, computed over the most recent five-year period.
2) **Number of Graduates:** Doctoral programs should have an annual average of two or more graduates computed over the most recent five-year period.
3) **Number of Faculty FTE to Deliver the Program:** Doctoral programs offered in departments that also offer the baccalaureate and master's degrees should have an annual average of an additional two faculty FTE with a doctorate or appropriate terminal degree (for a total of eight) to deliver instruction in the graduate major, computed over the most recent five-year period.

Doctoral programs offered in departments that do not offer the baccalaureate should have a minimum of five faculty FTE with a doctorate or appropriate terminal degree to deliver instruction in the graduate major, computed over the most recent five-year period.

B. Program Review Instructions

As part of program review, institutions submit items 1-5 below to Samantha Christy-Dangermond at schristy@ksbor.org, and those items are due by <mark>Friday, January 28, 2022.</mark>

1. **Program Review Summary Table**

   A program review summary table was sent by Board staff. For all programs, complete the column labeled "Recommendation." Use only one of the following options: "Continue," "Additional Review," "Enhance," or "Discontinue."

   Fill out the columns labeled "Explanatory Code" and "1 sentence explanation of recommendation," as outlined below.

   The "Explanatory Code" column should only be completed for programs that did <u>not</u> meet at least one minima criterion. To complete the "Explanatory Code" column in the program summary table, use the same coding as was used in the KHEDS minima tables. (See codes in 6a of this document.) Leave this column blank for programs that met all minima criteria.

   Complete the column labeled "1 sentence explanation of recommendation" for programs that were recommended for additional review, enhancement, or discontinuance in the "Recommendation" column. Do <u>not</u> provide an explanation where the recommendation was "Continue."

2. **Institutional Overview of Program Review Process**

   Please include a five-page (maximum) institutional overview describing the review process, how data sources were used to shape program recommendations, and the most significant program changes or recommendations resulting from the program review. Please adhere to the page limit.

3. **Program Narrative**

   Also include a summary assessment and institutional recommendation for each program identified for review during the review period. Limit the assessment and recommendation to a total of two pages <u>per program</u>. *Please note: the assessment and recommendation include <u>all</u> degrees within a program.* Each program will be examined by the university according to the criteria listed below. Please adhere to the page limit.

   Each program will be examined against the following criteria. <u>Please address each item for each program.</u>

   1. Centrality of the program to fulfilling the mission and the role of the institution;
   2. The quality of the program as assessed by the strengths, productivity, and qualifications of the faculty;
   3. The quality of the program as assessed by its curriculum and impact on students;
   4. Demonstrated student need and employer demand for the program;
   5. The service the program provides to the discipline, the university, and beyond; and
   6. The program's cost-effectiveness.

4. Fiscal Implications

In one page or less, estimate the fiscal implications of any recommended program changes (merge, split, discontinue) for each fiscal year from FY 2017– FY 2021. If no such program changes were recommended during the time period in question, please state that. The one page is for all recommended changes and is not one page per recommended change.

5. Update on Programs Previously Reviewed

Provide a <u>brief</u> update on programs identified during the AY 2017-2020 review process (2018 – 2021 reports) for additional review, enhancement, or discontinuance. A table, with information previously provided, is attached for your convenience.

6. Kansas Higher Education Data System (KHEDS) Data

Institutions are required to submit information to KHEDS as part of program review. For programs reviewed during AY 2021 (to be reported to the Board in March 2022 or later), program review data showing "Majors in the CIP" in KHEDS is pulled from the Fall 2016 – Fall 2020 KSPSD Declared Majors files and Enrollment files, and for "Degrees Conferred", the AY 2017 – 2021 KSPSD Completions files. The Academic Year 2021 data collection (which includes the Completions file) will open July 1, 2021 and will close August 27, 2021. The certification period ends September 10, 2021. (Please note: the AY 2021 data collection timeline has moved up a few weeks.)

For programs to be reviewed during AY 2022, program review data will be pulled from the Fall 2017 – Fall 2021 KSPSD Declared Majors files and Enrollment files, and the AY 2018 – AY 2022 Completions files. The 2021 Fall Census Declared Majors file and Enrollment file will be locked and certified by December of 2021.

When completing the Academic Year 2021 data collection, please complete the Program Review section of KHEDS as follows. [Note: the Program Review section of KHEDS closes at same time as the KSPSD section.]

a. <u>Minima Report</u>

To help ensure program improvement and accountability, the following coding system is used to complete the Code/Status section of the minima report located in the Program Review section of KHEDS. Programs that do not meet one of the minima criteria are highlighted in the minima report. Institutions are required to categorize these programs in the Code/Status section of the minima tables according to one of the nine categories below; however, up to two categories per program may be used. The Code/Status section is only used at the program level. Codes are optional for programs meeting all minima criteria, but **codes are required for programs not meeting minima criteria.**

1) **Academic Support Program (ASP)**: Academic support programs provide coursework and other academic support for other majors within the University. Many of these programs may fail to meet criteria for majors or degrees conferred.

2) **Research Support Program (RSP)**: Many programs, especially at the graduate level, are closely tied to the research enterprise and to the mission of the institution. These programs are necessary for institutional success.

3) **Interdisciplinary and Coordinated Programs (ICP)**: Interdisciplinary programs are generally characterized by a significant contribution in donated faculty time from affiliated departments. As such, interdisciplinary programs may have few students or faculty, but nonetheless reflect an institutional attempt to maximize the efficient use of resources. Similarly, some programs are cooperative ventures between two or more units. For example, some students preparing to become French instructors at the secondary level may be enrolled in Education or French, depending on the campus and specific program.

4) **Service Support Program (SSP)**: Many programs are closely tied to the service mission of the institution and are necessary to support that mission.

5) **Graduate Feeder Program (GFP)**: These programs may have low counts because students completing both the masters and Ph.D. (or the Ph.D. directly from the bachelors) are not counted as master's students. They are counted in the highest degree level rather than double counted.

6) **Discontinued Programs (DP)**: These programs are in the process of being phased out. Some students, however, may still be enrolled in the programs and progressing toward graduation.

7) **Monitoring Program for Improvement (MPI)**: These programs were initially triggered for additional review and have undergone a review process specified by the respective institution. The programs continue to be monitored by the institution and retain this code until (a) their regular review; (b) their discontinuance by the institution; (c) their reclassification; or (d) their attainment of minima criteria.

8) **Additional Review (AR)**: Programs in this category will be screened by the institution and a recommendation will be made regarding the need for further review by Board staff.

9) **New Programs (NP)**: New programs include those that have been initiated within the past five years. Many of these programs are still building enrollment.

An <u>optional</u> comments section labeled "PR Notes" is available in the Minima Tables for programs that did not meet at least one minima criterion. If a university has a comment that provides additional information beyond the explanatory codes used, the university has the option to complete the comments section for that program. Do not complete the comments section for programs meeting all minima criteria.

b. <u>**Data by Academic Department**</u>

Institutions should complete Section 1, Part E: Departmental Faculty and Section 2, Part B: ACT Scores of Undergraduate Jrs., Srs., 5th Year Majors.

Appendix 1
Kansas Institutional ID

Please contact IRHelp@ksbor.org if you need a code for an institution that is not on the list.
(*) Code is not available for this institution. Contact IRHelp if you need further assistance.

Institution	ACT	SAT	FICE	IPEDS
Allen Community College	1424	6305	001901	154642
American Academy of Hair Design	*	*	015587	417497
Art Institutes International – Kansas City	*	*	*	452018
Baker University	1386	6031	001903	154688
Baker University Sch of Prof and Grad Studies-Spgs	*	*	K00500	402493
Baker University School of Nursing	1467	*	006291	155946
Barclay College	1411	6228	001917	155070
Barton Community College	1387	0784	004608	154697
Benedictine College	1444	6056	010256	154712
Bethany College	1388	6034	001904	154721
Bethany Medical Center Sch of Radiologic Tech	*	*	004238	154730
Bethel College	1390	6037	1905	154749
Brown-Mackie College - Overland Park	*	5979	006755	154767
Brown-Mackie College - Salina	4757	3366	006755	154776
Bryan Career College	*	*	*	154794
Butler Community College	1406	6191	001906	154800
Capitol City Hair Design	*	*	*	154819
Central Baptist Theological Seminary	*	*	001907	154837
Central Christian College	1394	6088	001908	154855
Central Kansas Area Vocational Technical School	*	*	005501	154864
Classic College of Hair Design	*	*	*	408057
Cleveland University – Kansas City	6545		020907	177038
Cloud County Community College	1401	6137	001909	154907
Coffeyville Community College	1398	6102	001910	154925
Colby Community College	1399	6129	001911	154934
College of Hair Design	*	*	*	154943
Cowley Community College	1384	6008	001902	154952
Crums Beauty College	*	*	*	154970
Dodge City Community College	1402	6166	001913	154998
Donnelly College	1404	6167	001914	155007
Emporia State University	1430	6335	001927	155025
Evangelical Bible Seminary Inc	*	*	*	155034
Flint Hills Technical College	1482	6232	005264	155052
Fort Hays State University	1408	6218	001915	155061
Fort Scott Community College	1410	6219	001916	155098
Friends University	1412	6224	001918	155089

Institution	ACT	SAT	FICE	IPEDS
Garden City Community College	1414	6246	001919	155104
Haskell Indian Nations University	1415	0919	010438	155140
Hays Academy of Hair Design	*	*	022577	155159
Hesston College	1416	6274	001920	155177
Highland Community College	1418	6276	001921	155186
Hutchinson Community College	1420	6281	001923	155195
Independence Community College	1422	6304	001924	155201
Johnson County Area Vocational-Technical School	*	*	K00300	245014
Johnson County Community College	1425	6325	008244	155210
Kansas Christian College	1478	5937	021689	155308
Kansas City Area Technical School	*	*	0013564	155265
Kansas City Aviation Center Inc	*	*	*	155274
Kansas City Kansas Community College	1426	6333	001925	155292
Kansas Newman College	1452	6615	001939	155335
Kansas School of Floral Design	*	*	*	155371
Kansas School of Hair Styling	*	*	*	155353
Kansas State University	1428	6334	001928	155399
Kansas State University - Veterinary Medicine	1453	1172	K01928	155405
Kansas State University-Salina	1453	1172	004611	155405
Kansas Wesleyan University	1434	6337	001929	155414
Kaw Area Voc-Tech School	*	*	A10689	155423
Keller Graduate School of Management	*	*	*	437370
La Baron Hairdressing Academy	*	*	*	155441
Labette Community College	1448	6576	001930	155450
Land Institute	*	*	*	155469
Lawrence Air Service	*	*	*	422394
Lawrence Beauty Academy	*	*	*	155122
Lawrence Career College	*	*	*	367097
Liberal Area Vocational Technical School	*	*	008172	155478
Manhattan Area Technical College	1447	*	005500	155487
Manhattan Christian College	1436	6392	001931	155496
Marymount	*	*	001932	*
McPherson College	1440	6404	001933	155511
Mid-America Nazarene University	1445	6437	007032	155520
Models & Images	*	*	*	155548
National American University – Overland Park	*	*	*	442718
National College	*	*	*	247700
Neosho County Community College	1396	6093	001936	155566
Newman Memorial County Hosp Sch Of Nursing	1403		K00600	155575
Newman University	*	*	001939	155335
Norris Training Systems	*	*	*	155584
North Central Kansas Technical College	1451		005265	155593

Institution	ACT	SAT	FICE	IPEDS
Northeast Kansas Technical College	*	*	014427	155609
Northwest Kansas Technical College	5574	*	K00100	155618
Old Town Barber & Beauty College	*	*	021348	155353
Ottawa University (Old)	*1446*	*6547*	*K00800*	*155627*
Ottawa University	1446	6547	001937	155627
Ottawa University/Kansas City (Old)	*1446*	*6547*	*K00900*	*155636*
Ottawa University/Kansas City	1446	6547	001937	155636
Pinnacle Career Institute – Lawrence	*	*	026130	367097
Pittsburg State University	1449	6336	001926	155681
Pratt Community College	1450	6581	001938	155715
Rasmussen College – Kansas			008694	480657
Real Estate School of Lawrence	*	*	*	155760
Saint Joseph School of Radiologic Technology	*	*	*	155803
Saint Mary of the Plains College	1460	6635	001944	155821
Saint Mary's College – St. Marys KS	1455	6690	*	*
Salina Area Technical College	1459	*	005499	155830
Salina Area Vocational Technical School – sector changed 7/2009	*	*	A05499	155830
Seward County Community College	1439	0286	008228	155858
Sidney's Hair Dressing College	*	*	*	155867
Southwest Kansas Technical School	*	*	005269	155894
Southwestern College	1464	6670	001940	155900
St Francis Regional Med Ctr Sch Of Rad Tech	1397		004247	155788
Sterling College	1466	6684	001945	155937
Stuppy Mid-America School of Floral Design	*	*	*	155955
Superior School of Hairstyling	*	*	*	373340
Tabor College	1468	6815	001946	155973
Topeka Institute for Psychoanalysis	*	*	*	155982
Topeka Institute of Real Estate	*	*	*	155991
Topeka School of Medical Technology	*	*	*	156000
Topeka Technical College	*	*	K01000	156019
United States Army Command and General Staff Coll	*	5801	001947	156055
University of Kansas Main Campus	1470	6871	001948	155317
University of Kansas Medical Center	6063	0414	004605	155326
University of St. Mary	1458	6630	001943	155812
Vatterott College – Wichita	*	*	025997	440891
Wamerican Institute of Banking Inc	*	*	*	156073
Washburn Institute of Technology	*	*	010689	155423
Washburn University	1474	6928	001949	156082
Way College of Emporia Inc	1462	*	001912	156091
Wesley Medical Center School of Radiologic Tech	1441	*	*	*

Institution	ACT	SAT	FICE	IPEDS
Wichita State University Campus of Applied Sciences and Technology (WSU Tech)	1475	*	005498	156107
Wichita State University	1472	6884	001950	156125
Wichita Technical Institute	*	*	010503	156134
Wright Career College	*	*	*	406200

ABE Institution Codes	
Institution Name	**Code**
Allen County Community College	001901
Barton County Community College	004608
Butler County Community College	ABEC04
Cloud County Community College	001909
Colby Community College	001911
Cowley County Community College	001902
Dodge City Community College	001913
Flint Hills Technical College	005264
Fort Scott Community College (Neosho Consortium)	ABEC02
Garden City Community College	001919
Highland Community College	001921
Hutchinson Community College (Hutchinson Consortium)	ABEC01
Independence Community College (Neosho Consortium)	ABEC02
Johnson County Community College	008244
Kansas City Kansas Community College	001925
Labette Community College (Neosho Consortium)	ABEC02
Lawrence USD 497 Adult Learning Center	ABE497
Let's Help, Inc. and Washburn Institute of Technology (2 entities)	ABEC05
Manhattan Adult Learning Center	ABE383
Neosho County Community College (Neosho Consortium)	ABEC02
Newton USD 373 Adult Learning Center (Hutchinson Consortium)	ABEC01
Osawatomie Community Learning Center (Paola Consortium)	ABEC03
Ottawa Adult Education Center (Neosho Consortium)	ABEC02
Paola USD 368 (Paola Consortium)	ABEC03
Pittsburg USD 250 Adult Learning Center	ABE250
Salina USD 305 Adult Education Center	ABE330
Seward County Community College	008228
Wichita Area Tech School Adult Learning Center	ABE259
Wichita Indochinese Center, Inc.	ABEC04

Appendix 2
State Codes
Source: US Postal Service

State	Code		State	Code
Armed Forces Americas	AA		Missouri	MO
Armed Forces Europe	AE		Northern Mariana Islands	MP
Armed Forces Africa	AE		Mississippi	MS
Alaska	AK		Montana	MT
Alabama	AL		North Carolina	NC
Armed Forces Pacific	AP		North Dakota	ND
Arkansas	AR		Nebraska	NE
America Samoa	AS		New Hampshire	NH
Arizona	AZ		New Jersey	NJ
California	CA		New Mexico	NM
Colorado	CO		Nevada	NV
Connecticut	CT		New York	NY
Dist of Columbia	DC		Ohio	OH
Delaware	DE		Oklahoma	OK
Florida	FL		Oregon	OR
Fed States of Micronesia	FM		Pennsylvania	PA
Georgia	GA		Puerto Rico	PR
Guam	GU		Palau	PW
Hawaii	HI		Rhode Island	RI
Iowa	IA		South Carolina	SC
Idaho	ID		South Dakota	SD
Illinois	IL		Tennessee	TN
Indiana	IN		Texas	TX
Kansas	KS		Utah	UT
Kentucky	KY		Virginia	VA
Louisiana	LA		Virgin Islands	VI
Massachusetts	MA		Vermont	VT
Maryland	MD		Washington	WA
Maine	ME		Wisconsin	WI
Marshall Islands	MH		West Virginia	WV
Michigan	MI		Wyoming	WY

Appendix 3
Kansas County Codes
Source: State of Kansas Defined Codes

County	Code		County	Code		County	Code
ALLEN	AL		GREENWOOD	GW		PAWNEE	PN
ANDERSON	AN		HAMILTON	HM		PHILLIPS	PL
ATCHISON	AT		HARPER	HP		POTTAWATOMIE	PT
BARBER	BA		HARVEY	HV		PRATT	PR
BARTON	BT		HASKELL	HS		RAWLINS	RA
BOURBON	BB		HODGEMAN	HG		RENO	RN
BROWN	BR		JACKSON	JA		REPUBLIC	RP
BUTLER	BU		JEFFERSON	JF		RICE	RC
CHASE	CS		JEWELL	JW		RILEY	RL
CHAUTAUQUA	CQ		JOHNSON	JO		ROOKS	RO
CHEROKEE	CK		KEARNY	KE		RUSH	RH
CHEYENNE	CN		KINGMAN	KM		RUSSELL	RS
CLARK	CA		KIOWA	KW		SALINE	SA
CLAY	CY		LABETTE	LB		SCOTT	SC
CLOUD	CD		LANE	LE		SEDGWICK	SG
COFFEY	CF		LEAVENWORTH	LV		SEWARD	SW
COMANCHE	CM		LINCOLN	LC		SHAWNEE	SN
COWLEY	CL		LINN	LN		SHERIDAN	SD
CRAWFORD	CR		LOGAN	LG		SHERMAN	SH
DECATUR	DC		LYON	LY		SMITH	SM
DICKINSON	DK		McPHERSON	MP		STAFFORD	SF
DONIPHAN	DP		MARION	MN		STANTON	ST
DOUGLAS	DG		MARSHALL	MS		STEVENS	SV
EDWARDS	ED		MEADE	ME		SUMNER	SU
ELK	EK		MIAMI	MI		THOMAS	TH
ELLIS	EL		MITCHELL	MC		TREGO	TR
ELLSWORTH	EW		MONTGOMERY	MG		WABAUNSEE	WB
FINNEY	FI		MORRIS	MR		WALLACE	WA
FORD	FO		MORTON	MT		WASHINGTON	WS
FRANKLIN	FR		NEMAHA	NM		WICHITA	WH
GEARY	GE		NEOSHO	NO		WILSON	WL
GOVE	GO		NESS	NS		WOODSON	WO
GRAHAM	GH		NORTON	NT		WYANDOTTE	WY
GRANT	GT		OSAGE	OS			
GRAY	GY		OSBORNE	OB			
GREELEY	GL		OTTAWA	OT			

Appendix 4
Kansas High School Codes

Source: ACT High School Code Search

Please contact IRHelp@ksbor.org if you need the code for an institution that is not on the list.

GED Code = 960000; Home School = 969999; Overseas Military School = 529999;
High School Equivalency (conferred through KBOR) = 969998;

High School	City	Code
21ST CENTURY LEARNING ACADEMY	MULLINVILLE	172121
ABILENE BAPTIST ACADEMY	ABILENE	170004
ABILENE HIGH SCHOOL	ABILENE	170005
ACADEMYYOU	LITTLE RIVER	A21993
ACCELERATED HIGH	OVERLAND PARK	172291
AGAPE ACADEMY	KANSAS CITY	171529
ALDEN HIGH SCHOOL	ALDEN	170035
ALPHA CHRISTIAN SCHOOL	PERRY	172373
ALTA VISTA H S	ALTA VISTA	170065
ALTOONA HIGH SCHOOL	ALTOONA	170075
ALTOONA-MIDWAY HIGH SCHOOL	BUFFALO	170395
ANDALE HIGH SCHOOL	ANDALE	170085
ANDERSON COUNTY HIGH SCHOOL	GARNETT	171085
ANDOVER CENTRAL HIGH SCHOOL	ANDOVER	170089
ANDOVER ECADEMY	ANDOVER	170577
ANDOVER HIGH SCHOOL	ANDOVER	170090
APOSTOLIC ACADEMY	JUNCTION CITY	171512
APOSTOLIC CHRISTIAN ACADEMY	EMPORIA	170920
AQUINAS HIGH SCHOOL	SHAWNEE	172770
ARGONIA HIGH SCHOOL	ARGONIA	170105
ARK CHRISTIAN SCHOOL	ARKANSAS CITY	170114
ARK CITY CHRISTIAN ACADEMY	ARKANSAS CITY	170111
ARKANSAS CITY HIGH SCHOOL	ARKANSAS CITY	170110
ARMY EDUCATION CENTER	FORT RILEY	171018
ARMY EDUCATION CTR	FT LEAVENWORTH	980084
ASHLAND HIGH SCHOOL	ASHLAND	170130
ATCHISON COUNTY COMMUNITY HS	EFFINGHAM	170855
ATCHISON HIGH SCHOOL	ATCHISON	170140
ATCHISON ALTERNATIVE SCHOOL	ATCHISON	170149
ATTICA HIGH SCHOOL	ATTICA	170165
AUGUSTA HIGH SCHOOL	AUGUSTA	170180
AXTELL PUBLIC SCHOOL	AXTELL	170190
BAILEYVILLE-ST. BENEDICT HIGH	BAILEYVILLE	170195
BALDWIN HIGH SCHOOL	BALDWIN	170200

High School	City	Code
BAPTIST TABERNACLE SCHOOL	WICHITA	173164
BAPTIST TEMPLE ACADEMY	MANHATTAN	171888
BASEHOR BAPTIST SCHOOL	BASEHOR	170214
BASEHOR-LINWOOD HIGH SCHOOL	BASEHOR	170215
BAXTER SPRINGS HIGH SCHOOL	BAXTER SPRINGS	170225
BAZINE HIGH SCHOOL	BAZINE	170230
BEATTIE HIGH SCHOOL	BEATTIE	170235
BELLE CARTER HIGH SCHOOL	WICHITA	173166
BELLE PLAINE SENIOR HS	BELLE PLAINE	170250
BELLEVILLE HIGH SCHOOL	BELLEVILLE	170255
BELOIT JR-SR HIGH SCHOOL	BELOIT	170260
BENNINGTON HIGH SCHOOL	BENNINGTON	170285
BEREAN ACADEMY	ELBING	170860
BEREAN CHRISTIAN SCHOOL	GREAT BEND	171157
BERN HIGH SCHOOL	BERN	170300
BETHANY CHRISTIAN ACADEMY	HOLTON	171364
BETHEL BAPTIST CHRISTIAN SCH	CHANUTE	170514
BETHEL CHRISTIAN ACADEMY	OTTAWA	172287
BETHEL LIFE SCHOOL	WICHITA	173163
BEVERLY HIGH SCHOOL	BEVERLY	170315
BIBLE BAPTIST CHRISTIAN SCHOOL	FREDONIA	171034
BIBLE BAPTIST HIGH SCHOOL	BONNER SPRINGS	170357
BIBLE METHODIST ACADEMY	MILTONVALE	172023
BISHOP CARROLL CATHOLIC H S	WICHITA	173167
BISHOP MIEGE HIGH SCHOOL	SHAWNEE MISSION	171532
BISHOP SEABURY ACADEMY	LAWRENCE	171680
BISHOP WARD HIGH SCHOOL	KANSAS CITY	171555
BLUE HORIZONS ACADEMY	GARDEN CITY	171062
BLUE MOUND H S	BLUE MOUND	170340
BLUE VALLEY HIGH SCHOOL	STILWELL	172820
BLUE VALLEY HIGH SCHOOL	RANDOLPH	172535
BLUE VALLEY NORTH HIGH SCHOOL	OVERLAND PARK	172294
BLUE VALLEY NORTHWEST HS	OVERLAND PARK	172296
BLUE VALLEY SOUTHWEST HS	OVERLAND PARK	172302
BLUE VALLEY WEST HIGH SCHOOL	STILWELL	172821
BLUESTEM HIGH SCHOOL	LEON	171730
BOGUE HIGH SCHOOL	BOGUE	170355
BONNER SPRINGS HIGH SCHOOL	BONNER SPRINGS	170360
BREWSTER HIGH SCHOOL	BREWSTER	170365
BRIDGES-WYANDOT ACADEMY	KANSAS CITY	991403
BRIGHTON ACADEMY	OVERLAND PARK	172214
BROADMOOR TECH CENTER	SHAWNEE MISSION	172767
BUCKLIN HIGH SCHOOL	BUCKLIN	170385

High School	City	Code
BUHLER HIGH SCHOOL	BUHLER	170400
BUNKER HILL H S	BUNKER HILL	170405
BURLINGAME HIGH SCHOOL	BURLINGAME	170425
BURLINGTON HIGH SCHOOL	BURLINGTON	170430
BURNS HIGH SCHOOL	BURNS	170435
BURRTON HIGH SCHOOL	BURRTON	170445
CAIR PARAVEL-LATIN SCHOOL	TOPEKA	172902
CALDWELL HIGH SCHOOL	CALDWELL	170465
CALVARY BAPTIST ACADEMY	HARPER	171249
CALVARY CHAPEL CHRISTIAN SCH	WICHITA	173170
CALVARY TEMPLE CHRISTIAN ACAD	HIAWATHA	171334
CAMPUS HIGH SCHOOL	WICHITA	173168
CANEY VALLEY CHARTER ACADEMY	CANEY	976546
CANEY VALLEY HIGH SCHOOL	CANEY	170475
CANTON-GALVA HIGH SCHOOL	CANTON	170480
CAPITAL CITY SCHOOL	TOPEKA	172929
CAREER OPPORTUNITY CENTER	KANSAS CITY	171530
CEDAR VALE HIGH SCHOOL	CEDAR VALE	170505
CENTRAL CHRISTIAN HIGH SCHOOL	HUTCHINSON	171430
CENTRAL HEIGHTS HIGH SCHOOL	RICHMOND	172573
CENTRAL JUNIOR-SENIOR HS	BURDEN	170410
CENTRAL PLAINS HIGH SCHOOL	CLAFLIN	170560
CENTRAL SCHOOL	ATCHISON	170149
CENTRAL STATES JUNIOR ACADEMY	KANSAS CITY	171528
CENTRALIA HIGH SCHOOL	CENTRALIA	170510
CENTRE JUNIOR-SENIOR HIGH SCH	LOST SPRINGS	171835
CHANUTE CHRISTIAN ACADEMY	CHANUTE	170516
CHANUTE HIGH SCHOOL	CHANUTE	170515
CHAPARRAL HIGH SCHOOL	ANTHONY	170095
CHAPMAN HIGH SCHOOL	CHAPMAN	170520
CHASE COUNTY HIGH SCHOOL	COTTONWOOD FALLS	170685
CHASE HIGH SCHOOL	CHASE	170525
CHAUTAUQUA CHRISTIAN SCHOOL	CHAUTAUQUA	172718
CHENEY HIGH SCHOOL	CHENEY	170530
CHERRYVALE SENIOR HIGH SCHOOL	CHERRYVALE	170540
CHETOPA HIGH SCHOOL	CHETOPA	170545
CHEYLIN HIGH SCHOOL	BIRD CITY	170320
CHISHOLM LIFE SKILLS CENTER	WICHITA	976547
CHRIST PREPARATORY ACADEMY	OVERLAND PARK	171526
CHRISTIAN CHALLENGE HIGH SCH	WICHITA	173171
CHRISTIAN FAMILY MINISTRIES AC	WICHITA	173169
CHRISTIAN LEARNING CENTER	FORT SCOTT	171024
CHURCH DELIVERANCE CHRSTN ACAD	JUNCTION CITY	171511

High School	City	Code
CHURCH OF CHRIST SCHOOL	TOPEKA	172903
CIMARRON HIGH SCHOOL	CIMARRON	170550
CIRCLE HIGH SCHOOL	TOWANDA	172940
CLASSICAL SCHOOL OF WICHITA	WICHITA	173200
CLAY CENTER COMMUNITY HS	CLAY CENTER	170570
CLAYTON HIGH SCHOOL	CLAYTON	170575
CLEARWATER HIGH SCHOOL	CLEARWATER	170580
CLIFTON HIGH SCHOOL	CLIFTON	170595
CLIFTON-CLYDE HIGH SCHOOL	CLYDE	170605
COLBY HIGH SCHOOL	COLBY	170625
COLUMBUS UNIFIED HIGH SCHOOL	COLUMBUS	170645
COMPLETE HIGH SCHOOL MAIZE	MAIZE	171884
CONCORDIA JR SR HS	CONCORDIA	170655
CONWAY SPRINGS HIGH SCHOOL	CONWAY SPRINGS	170665
COPELAND HIGH SCHOOL	COPELAND	170675
CORINTHIAN CHRISTIAN ACADEMY	WICHITA	173165
CORNERSTONE ALTERNATIVE HS	GALENA	171051
CORNERSTONE CHRISTIAN ACADEMY	CHANUTE	170518
CORNERSTONE CHRN AC OF ULYSSES	ULYSSES	172972
CORNERSTONE FAMILY SCHOOL	TOPEKA	172906
CORNING HIGH SCHOOL	CORNING	170680
COUNCIL GROVE HIGH SCHOOL	COUNCIL GROVE	170690
COURTLAND H S	COURTLAND	170695
COVENANT CHRISTIAN ACADEMY	OVERLAND PARK	172293
COVENANT HARVEST SCHOOL	PITTSBURG	172403
CREST SENIOR HIGH SCHOOL	COLONY	170640
CROSSWALK CHRISTIAN SCHOOL	SUBLETTE	172851
CUNNINGHAM HIGH SCHOOL	CUNNINGHAM	170725
DE SOTO HIGH SCHOOL	DE SOTO	170770
DECATUR COMMUNITY HIGH SCHOOL	OBERLIN	172210
DEERFIELD HIGH SCHOOL	DEERFIELD	170735
DELPHOS ATTEN CENTER	DELPHOS	170745
DENISON HIGH SCHOOL	DENISON	170750
DERBY CHRISTIAN SCHOOL	DERBY	170764
DERBY HIGH SCHOOL	DERBY	170765
DEXTER HIGH SCHOOL	DEXTER	170775
DIGHTON HIGH SCHOOL	DIGHTON	170780
DODGE CITY HIGH SCHOOL	DODGE CITY	170783
DONIPHAN WEST HIGH SCHOOL	HIGHLAND	171341
DONNELLY GATEWAY TO COLLEGE	KANSAS CITY	991672
DORRANCE HIGH SCHOOL	DORRANCE	170795
DOUGLASS HIGH SCHOOL	DOUGLASS	170800
DOWNS HIGH SCHOOL	DOWNS	170810

High School	City	Code
DURHAM HIGH SCHOOL	DURHAM	170820
EASTERN HEIGHTS HIGH SCHOOL	AGRA	170030
ED TECH ACADEMY INC	OLATHE	171721
EDNA HIGH SCHOOL	EDNA	170845
EISENHOWER HIGH SCHOOL	GODDARD	171120
EL DORADO HIGH SCHOOL	EL DORADO	170865
ELK VALLEY HIGH SCHOOL	LONGTON	171825
ELKHART HIGH SCHOOL	ELKHART	170880
ELLINWOOD HIGH SCHOOL	ELLINWOOD	170890
ELLIS HIGH SCHOOL	ELLIS	170895
ELL-SALINE HIGH SCHOOL	BROOKVILLE	170375
ELLSWORTH HIGH SCHOOL	ELLSWORTH	170900
ELSMORE HIGH SCHOOL	ELSMORE	170910
ELYRIA CHRISTIAN SCHOOL	MCPHERSON	171964
ELWOOD HIGH	ELWOOD	A21924
EMMANUEL CHRISTIAN SCHOOL	SALINA	172672
EMPORIA CHRISTIAN SCHOOL	EMPORIA	170922
EMPORIA SENIOR HIGH SCHOOL	EMPORIA	170923
ENSIGN HIGH SCHOOL	ENSIGN	170940
ERIE HIGH SCHOOL	ERIE	170955
ESBON HIGH SCHOOL	ESBON	170960
EUDORA HIGH SCHOOL	EUDORA	170970
EUREKA HIGH SCHOOL	EUREKA	170975
F L SCHLAGLE HIGH SCHOOL	KANSAS CITY	171537
FAIRFAX LEARNING CENTER	KANSAS CITY	171527
FAIRFIELD HIGH SCHOOL	LANGDON	171660
FAITH ACADEMY	WICHITA	173198
FAITH BAPTIST CHRISTIAN SCHOOL	TOPEKA	172904
FAITH BAPTIST HIGH SCHOOL	OLATHE	172217
FAITH CHRISTIAN ACADEMY	WEIR	173101
FELLOWSHIP BAPTIST SCHOOL	LIBERAL	171769
FERGUSON ROAD SCHOOL	VALLEY FALLS	172993
FIELD KINDLEY MEMORIAL HS	COFFEYVILLE	170620
FLINT HILLS CHRISTIAN SCHOOL	MANHATTAN	171889
FLINT HILLS TECHNICAL COLLEGE	EMPORIA	170924
FLINTHILLS HIGH SCHOOL	ROSALIA	172600
FLORENCE HIGH SCHOOL	FLORENCE	171000
FORD HIGH SCHOOL	FORD	171010
FORT SCOTT CHRISTIAN HEIGHTS	FORT SCOTT	171021
FORT SCOTT HIGH SCHOOL	FORT SCOTT	171020
FOWLER JR-SR HIGH SCHOOL	FOWLER	171025
FRANKFORT HIGH SCHOOL	FRANKFORT	171030
FREDERIC REMINGTON HIGH SCHOOL	WHITEWATER	173155

High School	City	Code
FREDONIA HIGH SCHOOL	FREDONIA	171035
FRONTENAC JR-SR HIGH SCHOOL	FRONTENAC	171040
FULTON HIGH SCHOOL	FULTON	171045
GALENA HIGH SCHOOL	GALENA	171050
GALESBURG H S	GALESBURG	171055
GALVA HIGH SCHOOL	GALVA	171060
GARDEN CITY ALTERNATIVE CTR	GARDEN CITY	171064
GARDEN CITY HIGH SCHOOL	GARDEN CITY	171065
GARDEN PLAIN HIGH SCHOOL	GARDEN PLAIN	171070
GARDNER EDGERTON HIGH SCHOOL	GARDNER	171075
GENESEO HIGH SCHOOL	GENESEO	171100
GIRARD HIGH SCHOOL	GIRARD	171110
GLASCO HIGH SCHOOL	GLASCO	171115
GODDARD ACADEMY	GODDARD	171129
GODDARD SENIOR HIGH SCHOOL	GODDARD	171125
GOESSEL HIGH SCHOOL	GOESSEL	171130
GOLDEN PLAINS HIGH SCHOOL	REXFORD	172570
GOODLAND HIGH SCHOOL	GOODLAND	171140
GORHAM HIGH SCHOOL	GORHAM	171145
GRACE BAPTIST H S	SALINA	172671
GRACE BAPTIST SCHOOL	LIBERAL	171768
GRACE CHRISTIAN ACADEMY	WELLINGTON	173111
GREAT BEND HIGH SCHOOL	GREAT BEND	171158
GREELEY COUNTY HIGH SCHOOL	TRIBUNE	172945
GREEN ACRES INC	BEVERLY	170317
GRIDLEY HIGH SCHOOL	GRIDLEY	171195
GRINNELL HIGH SCHOOL	GRINNELL	171200
GYPSUM HIGH SCHOOL	GYPSUM	171205
HALSTEAD BAPTIST SCHOOLS	HALSTEAD	171214
HALSTEAD HIGH SCHOOL	HALSTEAD	171215
HAMILTON HIGH SCHOOL	HAMILTON	171220
HANOVER SCHOOL	HANOVER	171230
HANSTON HIGH SCHOOL	HANSTON	171235
HARDTNER HIGH SCHOOL	HARDTNER	171240
HARTFORD HIGH SCHOOL	HARTFORD	171255
HASKELL INSTITUTE	LAWRENCE	171685
HAVEN HIGH SCHOOL	HAVEN	171270
HAVEN VIRTUAL HIGH SCHOOL	PARTRIDGE	171433
HAVILAND HIGH SCHOOL	HAVILAND	171285
HAYDEN HIGH SCHOOL	TOPEKA	172905
HAYS HIGH SCHOOL	HAYS	171295
HAYSVILLE ALTERNATIVE HS	HAYSVILLE	171305
HEALY HIGH SCHOOL	HEALY	171310

High School	City	Code
HEARTLAND BAPTIST ACADEMY	WICHITA	173176
HEARTLAND CHRISTIAN INSTITUTE	COLBY	170629
HERINGTON HIGH SCHOOL	HERINGTON	171320
HERITAGE ACADEMY	WICHITA	173173
HERITAGE BAPTIST ACADEMY	LAWRENCE	171686
HERITAGE CHRISTIAN ACADEMY	OLATHE	172216
HERITAGE CHRISTIAN SCHOOL	TOPEKA	172908
HERITAGE CHRISTIAN SCHOOL	NICKERSON	171431
HERITAGE HOME SCHOOL ACADEMY	OVERLAND PARK	171029
HERNDON HIGH SCHOOL	HERNDON	171325
HESSTON HIGH SCHOOL	HESSTON	171330
HIAWATHA CHRISTIAN ACADEMY	HIAWATHA	171336
HIAWATHA HIGH SCHOOL	HIAWATHA	171335
HIGHLAND HIGH SCHOOL (Now known as Doniphan West High School)	HIGHLAND	171341
HIGHLAND PARK HIGH SCHOOL	TOPEKA	172910
HILL CITY HIGH SCHOOL	HILL CITY	171345
HILLCREST BIBLE BAPTIST ACAD	ARKANSAS CITY	170112
HILLCREST HIGH SCHOOL	CUBA	170710
HILLSBORO HIGH SCHOOL	HILLSBORO	171350
HODGEMAN COUNTY HIGH SCHOOL	JETMORE	171495
HOISINGTON HIGH SCHOOL	HOISINGTON	171355
HOLCOMB HIGH SCHOOL	HOLCOMB	171360
HOLTON HIGH SCHOOL	HOLTON	171370
HOLYROOD HIGH SCHOOL	HOLYROOD	171375
HOPE HIGH SCHOOL	HOPE	171380
HOPE STREET ACADEMY	TOPEKA	172911
HORIZON ACADEMY	ROELAND PARK	170009
HORIZONS HIGH SCHOOL	SHAWNEE MISSION	170006
HORTON HIGH SCHOOL	HORTON	171385
HOXIE HIGH SCHOOL	HOXIE	171395
HUGOTON HIGH SCHOOL	HUGOTON	171410
HUGOTON LEARNING ACADEMY	HUGOTON	976548
HUMBOLDT HIGH SCHOOL	HUMBOLDT	171415
HUTCHINSON SENIOR HIGH SCHOOL	HUTCHINSON	171432
HYMAN BRAND HEBREW ACADEMY	OVERLAND PARK	172472
IMMACULATA HIGH SCHOOL	LEAVENWORTH	171695
IMMANL CHPL CHRSTN A	ARKANSAS CY	170113
INDEPENDENCE BIBLE SCHOOL	INDEPENDENCE	171443
INDEPENDENCE SR HIGH SCHOOL	INDEPENDENCE	171445
INDEPENDENT SCHOOL	WICHITA	173185
INGALLS HIGH SCHOOL	INGALLS	171450
INMAN HIGH SCHOOL	INMAN	171455

High School	City	Code
INSIGHT SCHOOL OF KANSAS	OLATHE	172811
IOLA HIGH SCHOOL	IOLA	171460
J C HARMON HIGH SCHOOL	KANSAS CITY	171536
JACKSON HEIGHTS HIGH SCHOOL	HOLTON	171368
JAMESTOWN H S	JAMESTOWN	171480
JAYHAWK LINN HIGH SCHOOL	MOUND CITY	172095
JEFFERSON COUNTY NORTH HS	WINCHESTER	172195
JEFFERSON WEST HIGH SCHOOL	MERIDEN	171995
JENNINGS HIGH SCHOOL	JENNINGS	171490
JEWELL HIGH SCHOOL	JEWELL	171500
JOINT RURAL H S	STARK	172825
JOSHUA ACADEMY	OVERLAND PARK	172213
JUAN PADILLA ACADEMY	WICHITA	173188
JUNCTION CITY HIGH SCHOOL	JUNCTION CITY	171510
JUVENILE DETENTION CENTER ED PROG	KANSAS CITY	991400
KANSAS CITY CHRISTIAN SCHOOL	PRAIRIE VILLAGE	171531
KANSAS CONNECTIONS ACADEMY	ELKHART	170882
KANSAS CORRECTIONL INST LANSNG	LANSING	171661
KANSAS STATE PENITENTIARY	LANSING	171663
KANSAS STATE SCHOOL FOR BLIND	KANSAS CITY	171533
KANSAS STATE SCHOOL FOR DEAF	OLATHE	172218
KANSAS VOCATIONAL REHAB CTR	SALINA	172674
KAPAUN MT CARMEL CATHOLIC HS	WICHITA	173190
KAW AREA TECHNICAL SCHOOL	TOPEKA	172912
KENDALL HIGH SCHOOL	KENDALL	171575
KICKAPOO NATION SCHOOL	POWHATTAN	172464
KINGMAN HIGH SCHOOL	KINGMAN	171590
KINSLEY HIGH SCHOOL	KINSLEY	171600
KIOWA COUNTY HIGH SCHOOL	GREENSBURG	171185
KNOLLWOOD BAPTIST HIGH SCHOOL	TOPEKA	172915
KVC BEHAVIOR HEALTH	KANSAS CITY	991401
L M ALCOTT HIGH SCHOOL	KANSAS CITY	171534
LA CROSSE HIGH SCHOOL	LA CROSSE	171625
LABETTE COUNTY HIGH SCHOOL	ALTAMONT	170060
LAKEMARY CENTER PAOLA	PAOLA	976549
LAKESIDE HIGH SCHOOL	DOWNS	170811
LAKIN HIGH SCHOOL	LAKIN	171645
LANSING HIGH SCHOOL	LANSING	171665
LARNED HIGH SCHOOL	LARNED	171670
LAWRENCE ALTERNATIVE HS	LAWRENCE	171689
LAWRENCE FREE STATE HS	LAWRENCE	171691
LAWRENCE GARDNER HIGH SCHOOL	TOPEKA	172917
LAWRENCE HIGH SCHOOL	LAWRENCE	171690

High School	City	Code
LAWRENCE VIRTUAL HIGH SCHOOL	LAWRENCE	171692
LE ROY HIGH SCHOOL	LE ROY	171755
LEARNING BY DESIGN CHARTER SCH	HAYSVILLE	171306
LEARNING CENTERS OF WICHITA	WICHITA	173220
LEARNING2 ESCHOOL OF WICHITA	WICHITA	173205
LEAVENWORTH SENIOR HIGH SCHOOL	LEAVENWORTH	171700
LEBANON HIGH SCHOOL	LEBANON	171705
LEBO HIGH SCHOOL	LEBO	171710
LENORA HIGH SCHOOL	LENORA	171725
LEOTI CHRISTIAN ACADEMY	LEOTI	171741
LEVY SPECIAL EDUCATION CENTER	WICHITA	976550
LEWIS HIGH SCHOOL	LEWIS	171765
LIBERAL HIGH SCHOOL	LIBERAL	171770
LIBERTY CHRISTIAN SCHOOL	OLATHE	172219
LIFE CHRISTIAN SCHOOL	BURLINGTON	170434
LIFE CHRISTIAN SCHOOL	COLUMBUS	170647
LIFE PREPARATORY ACADEMY	WICHITA	173215
LINCOLN BAPTIST ACADEMY	WICHITA	173178
LINCOLN HIGH SCHOOL	LINCOLN	171780
LINN HIGH SCHOOL	LINN	171795
LINWOOD HIGH SCHOOL	LINWOOD	171800
LITTLE HOUSE ADULT LRNG CENTER	SALINA	172676
LITTLE RIVER HIGH SCHOOL	LITTLE RIVER	171805
LOGAN HIGH SCHOOL	LOGAN	171810
LONG ISLAND H S	LONG ISLAND	171820
LOUISBURG HIGH SCHOOL	LOUISBURG	171840
LUCAS-LURAY HIGH SCHOOL	LUCAS	171850
LURAY HIGH SCHOOL	LURAY	171855
LYNDON HIGH SCHOOL	LYNDON	171860
LYONS HIGH SCHOOL	LYONS	171865
MACKSVILLE HIGH SCHOOL	MACKSVILLE	171870
MADISON HIGH SCHOOL	MADISON	171875
MAIZE HIGH SCHOOL	MAIZE	171885
MAIZE SOUTH HIGH SCHOOL	WICHITA	173197
MAIZE VIRTUAL PREP SCHOOL	MAIZE	170008
MANHATTAN HIGH SCHOOL	MANHATTAN	171895
MANTER HIGH SCHOOL	MANTER	171905
MARAIS DES CYGNES VALLEY HS	MELVERN	171985
MARANATHA CHRISTIAN ACADEMY	SHAWNEE	171538
MARIAN HIGH SCHOOL	HAYS	171290
MARION HIGH SCHOOL	MARION	171915
MARMATON VALLEY HIGH SCHOOL	MORAN	172065
MARQUETTE HIGH SCHOOL	MARQUETTE	171920

High School	City	Code
MARYSVILLE HIGH SCHOOL	MARYSVILLE	171925
MAUR HILL-MOUNT ACADEMY	ATCHISON	170145
MCCRACKEN HIGH SCHOOL	MCCRACKEN	171940
MCCUNE HIGH SCHOOL	MCCUNE	171945
MCDONALD HIGH SCHOOL	MCDONALD	171950
MCLOUTH HIGH SCHOOL	MCLOUTH	171955
MCPHERSON HIGH SCHOOL	MCPHERSON	171965
MEADE HIGH SCHOOL	MEADE	171977
MEDICINE LODGE HIGH SCHOOL	MEDICINE LODGE	171980
METRO BLVD ALTERNATIVE HS	WICHITA	173180
METRO MERIDIAN ALTERNATIVE HS	WICHITA	173174
METRO MIDTOWN ALTER HS	WICHITA	173175
MIDLAND ADVENTIST SCHOOL	SHAWNEE	172768
MIDWAY CHRISTIAN SCHOOL	WICHITA	173191
MIDWAY-DENTON HIGH SCHOOL	DENTON	170760
MILL VALLEY HIGH SCHOOL	SHAWNEE	172777
MILTONVALE HIGH SCHOOL	MILTONVALE	172025
MINNEAPOLIS HIGH SCHOOL	MINNEAPOLIS	172035
MINNEOLA HIGH SCHOOL	MINNEOLA	172040
MISSION OAKS CHRISTIAN SCHOOL	KANSAS CITY	171544
MISSION VALLEY HIGH SCHOOL	ESKRIDGE	170965
MONSIGNOR LUCKEY HIGH SCHOOL	MANHATTAN	171890
MONUMENT HIGH SCHOOL	MONUMENT	172060
MORNING STAR CHRISTIAN ACADEMY	WICHITA	173192
MOSCOW HIGH SCHOOL	MOSCOW	172090
MOUNDRIDGE HIGH SCHOOL	MOUNDRIDGE	172100
MT ST SCHOLASTICA ACADEMY	ATCHISON	170150
MULLINVILLE HIGH SCHOOL	MULLINVILLE	172120
MULVANE HIGH SCHOOL	MULVANE	172125
N E KAN AREA VOC TEC	ATCHISON	170152
NASHVILLE H S	NASHVILLE	172140
NASHVILLE-ZENDA H S	ZENDA	173275
NATOMA HIGH SCHOOL	NATOMA	172145
NEMAHA CENTRAL HIGH SCHOOL	SENECA	172747
NEODESHA HIGH SCHOOL	NEODESHA	172150
NESS CITY HIGH SCHOOL	NESS CITY	172165
NEW HORIZONS CHRISTIAN ACADEMY	ULYSSES	172973
NEW LIFE CHRISTIAN ACADEMY	UDALL	172968
NEW LIFE CHRISTIAN ACADEMY	OLATHE	172224
NEW TESTAMENT BAPT CHRSTN ACAD	WICHITA	173177
NEWTON CHRISTIAN HIGH SCHOOL	NEWTON	172174
NEWTON HIGH SCHOOL	NEWTON	172175
NICKERSON HIGH SCHOOL	NICKERSON	172180

High School	City	Code
NINNESCAH CHRISTIAN SCHOOL	CLEARWATER	170576
NORTH CENTRAL HIGH SCHOOL	MORROWVILLE	172085
NORTH CENTRAL KANSAS A V T SCH	BELOIT	170263
NORTHEAST HIGH SCHOOL	ARMA	170120
NORTHEAST MAGNET SCHOOL	WICHITA	173183
NORTHERN HEIGHTS HIGH SCHOOL	ALLEN	170045
NORTHERN VALLEY HIGH SCHOOL	ALMENA	170055
NORTHFIELD SCH OF LIBERAL ARTS	WICHITA	173184
NORTON HIGH SCHOOL	NORTON	172190
NORWICH HIGH SCHOOL	NORWICH	172200
OAKLEY HIGH SCHOOL	OAKLEY	172205
OFFERLE HIGH SCHOOL	OFFERLE	172215
OLATHE CHRISTIAN SCHOOL	OLATHE	172223
OLATHE EAST HIGH SCHOOL	OLATHE	172221
OLATHE NORTH HIGH SCHOOL	OLATHE	172220
OLATHE NORTHWEST HIGH SCHOOL	OLATHE	172225
OLATHE SOUTH HIGH SCHOOL	OLATHE	172222
OLATHE WEST HIGH SCHOOL	OLATHE	170010
OLPE HIGH SCHOOL	OLPE	172235
ONAGA HIGH SCHOOL	ONAGA	172245
OPEN DOOR BAPTIST SCHOOL	KANSAS CITY	171545
OSAGE CITY HIGH SCHOOL	OSAGE CITY	172255
OSAWATOMIE HIGH SCHOOL	OSAWATOMIE	172260
OSBORNE HIGH SCHOOL	OSBORNE	172265
OSKALOOSA HIGH SCHOOL	OSKALOOSA	172270
OSWEGO HIGH SCHOOL	OSWEGO	172275
OTIS-BISON SENIOR HIGH SCHOOL	OTIS	172280
OTTAWA CHRISTIAN ACADEMY	OTTAWA	172286
OTTAWA HIGH SCHOOL	OTTAWA	172285
OVERLAND CHRISTIAN SCHOOL	OVERLAND PK	172295
OXFORD HIGH SCHOOL	OXFORD	172300
OXFORD PARK ACADEMY	OVERLAND PARK	172298
PADRE PIO ACADEMY INC	SHAWNEE	172778
PALCO HIGH SCHOOL	PALCO	172315
PAOLA CHRISTIAN ACADEMY	PAOLA	172319
PAOLA HIGH SCHOOL	PAOLA	172320
PARADISE HIGH SCHOOL	PARADISE	172330
PARK HIGH SCHOOL	PARK	172335
PARSONS HIGH SCHOOL	PARSONS	172343
PATHWAY CHRISTIAN ACADEMY	PITTSBURG	172405
PAWNEE HEIGHTS HIGH SCHOOL	ROZEL	172620
PAWNEE ROCK H S	PAWNEE ROCK	172360
PEABODY-BURNS HIGH SCHOOL	PEABODY	172370

High School	City	Code
PEORIA STREET LEARNING CENTER	LOUISBURG	171843
PERRY-LECOMPTON HIGH SCHOOL	PERRY	172375
PHILLIPSBURG HIGH SCHOOL	PHILLIPSBURG	172385
PIKE VALLEY HIGH SCHOOL	SCANDIA	172700
PILGRIM CHRISTIAN SCHOOL	HUTCHINSON	171434
PIONEER CHRISTIAN ACADEMY	VIOLA	173029
PIPER HIGH SCHOOL	KANSAS CITY	172400
PITTSBURG HIGH SCHOOL	PITTSBURG	172407
PLAINVILLE HIGH SCHOOL	PLAINVILLE	172425
PLEASANT GREEN COMMUNITY SCH	KANSAS CITY	171547
PLEASANT RIDGE HIGH SCHOOL	EASTON	170830
PLEASANTON HIGH SCHOOL	PLEASANTON	172430
POINT ROCK ALTERNATIVE	ELKHART	170881
POMONA HIGH SCHOOL	POMONA	172445
POWHATTAN HIGH SCHOOL	HORTON	172465
PRAIRIE VIEW H S	PRAIRIE VW	172470
PRAIRIE VIEW HIGH SCHOOL	LA CYGNE	171630
PRATT HIGH SCHOOL	PRATT	172475
PRETTY PRAIRIE HIGH SCHOOL	PRETTY PRAIRIE	172490
PROTECTION HIGH SCHOOL	PROTECTION	172500
QUENEMO HIGH SCHOOL	QUENEMO	172505
QUINTER HIGH SCHOOL	QUINTER	172515
RANSOM HIGH SCHOOL	RANSOM	172540
RAWLINS COUNTY JR-SR HIGH SCH	ATWOOD	170170
READING HIGH SCHOOL	READING	172555
REPUBLIC COUNTY HIGH SCHOOL	BELLEVILLE	170273
REPUBLIC HIGH SCHOOL	REPUBLIC	172560
RILEY COUNTY HIGH SCHOOL	RILEY	172580
RIVERBEND INTL SCHOOL	ATCHISON	170160
RIVERSIDE HIGH SCHOOL	WATHENA	173085
RIVERTON HIGH SCHOOL	RIVERTON	172585
ROCK CREEK JR-SR HIGH SCHOOL	SAINT GEORGE	172655
ROCK HILLS JR SR HS	MANKATO	171900
ROLLA HIGH SCHOOL	ROLLA	172595
ROSE HILL HIGH SCHOOL	ROSE HILL	172605
ROSSVILLE HIGH SCHOOL	ROSSVILLE	172610
ROYAL VALLEY HIGH SCHOOL	HOYT	171400
RURAL HIGH SCHOOL	PAXICO	172365
RUSSELL HIGH SCHOOL	RUSSELL	172625
RUSSELL SPRINGS H S	RUSSELL SPG	172630
SABETHA HIGH SCHOOL	SABETHA	172635
SACRED HEART JR-SR HIGH SCHOOL	SALINA	172675
SAINT FRANCIS JUNIOR SENIOR HS	SAINT FRANCIS	172645

High School	City	Code
SAINT JAMES ACADEMY	LEXEXA	171720
SAINT JOHN HIGH SCHOOL	SAINT JOHN	172660
SAINT JOHN VIANNEY SCHOOL	MAPLE HILL	171909
SAINT JOHNS MILITARY SCHOOL	SALINA	172680
SAINT JOHNS SCHOOL	BELOIT	170265
SAINT MARY COLGAN HIGH SCHOOL	PITTSBURG	172410
SAINT MARYS ACADEMY	SAINT MARYS	172664
SAINT MARY'S HIGH SCHOOL	SAINT MARYS	172665
SAINT PAUL HIGH SCHOOL	SAINT PAUL	172670
SAINT THOMAS AQUINAS HIGH SCH	OVERLAND PARK	172776
SAINT XAVIER HIGH SCHOOL	JUNCTION CITY	171515
SALINA AREA VOCATIONAL TECH SC	SALINA	172682
SALINA CHRISTIAN ACADEMY	SALINA	172689
SALINA HIGH SCHOOL CENTRAL	SALINA	172685
SALINA HIGH SCHOOL SOUTH	SALINA	172687
SANTA FE TRAIL HIGH SCHOOL	CARBONDALE	172290
SATANTA JR. SR. HIGH SCHOOL	SATANTA	172690
SAVIOR WORLD SEMINARY	KANSAS CITY	170362
SCHOOL FOR THE BLIND HIGH	KANSAS CITY	X27211
SCHOOL FOR THE DEAF HIGH	OLATHE	X27213
SCOTT COMMUNITY HIGH SCHOOL	SCOTT CITY	172710
SE KS AREA VOC TECH	COFFEYVILLE	170623
SEAMAN HIGH SCHOOL	TOPEKA	172920
SEDAN SENIOR HIGH SCHOOL	SEDAN	172720
SEDGWICK HIGH SCHOOL	SEDGWICK	172725
SHARON HIGH SCHOOL	SHARON	172760
SHAWNEE HEIGHTS SR HIGH SCHOOL	TECUMSEH	172883
SHAWNEE MISSION BAPTIST ACAD	SHAWNEE	172769
SHAWNEE MISSION CHRISTIAN SCH	WESTWOOD	173138
SHAWNEE MISSION EAST HIGH SCH	SHAWNEE MISSION	172473
SHAWNEE MISSION NORTH HIGH SCH	SHAWNEE MISSION	172000
SHAWNEE MISSION NORTHWEST HS	SHAWNEE MISSION	172771
SHAWNEE MISSION SOUTH HS	SHAWNEE MISSION	172772
SHAWNEE MISSION WEST HS	SHAWNEE MISSION	172773
SILVER LAKE JR-SR HIGH SCHOOL	SILVER LAKE	172775
SKYLINE HIGH SCHOOL	PRATT	172477
SMITH CENTER JR-SR HIGH SCHOOL	SMITH CENTER	172785
SMOKY VALLEY HIGH SCHOOL	LINDSBORG	171790
SMOKY VALLEY VIRTUAL CHARTER	LINDSBORG	171799
SOLOMON HIGH SCHOOL	SOLOMON	172795
SOUTH BARBER HIGH SCHOOL	KIOWA	171605
SOUTH CENTRAL HIGH SCHOOL	COLDWATER	170634
SOUTH ELK HIGH SCH	GRENOLA	172045

High School	City	Code
SOUTH GRAY HIGH SCHOOL	MONTEZUMA	172050
SOUTH HAVEN HIGH SCHOOL	SOUTH HAVEN	172800
SOUTHEAST HIGH SCHOOL	CHEROKEE	170535
SOUTHEAST SALINE SENIOR HS	GYPSUM	170135
SOUTHERN COFFEY COUNTY HS	LEROY	171759
SOUTHWEST KANSAS AREA VOC-TECH	DODGE CITY	170767
SOUTHWESTERN HEIGHTS HS	KISMET	171620
SOUTHWINDS ACADEMY	OTIS	976551
SOWERS ALTERNATIVE HIGH SCHOOL	WICHITA	173195
SPEARVILLE HIGH SCHOOL	SPEARVILLE	172805
SPRING HILL HIGH SCHOOL	SPRING HILL	172810
ST BENEDICT H S	SENECA	172740
ST PAULS SCHOOL	LENEXA	171723
STAFFORD MID HIGH SCHOOL	STAFFORD	172815
STANTON COUNTY COMMUNITY H S	JOHNSON	171505
STERLING HIGH SCHOOL	STERLING	172830
STOCKTON HIGH SCHOOL	STOCKTON	172840
STRONG HIGH SCHOOL	STRONG CITY	172845
SUBLETTE HIGH SCHOOL	SUBLETTE	172850
SUMMERFIELD H S	SUMMERFIELD	172855
SUMNER ACADEMY ARTS & SCIENCE	KANSAS CITY	171550
SUN CITY BAPTIST CHURCH SCHOOL	SUN CITY	172861
SUNFLOWER LEARNING COOPERATIVE	PIERREVILLE	172390
SUNRISE CHRISTIAN ACADEMY	WICHITA	173196
SYLVAN UNIFIED HIGH SCHOOL	SYLVAN GROVE	172865
SYRACUSE CHRISTIAN ACADEMY	SYRACUSE	172874
SYRACUSE HIGH SCHOOL	SYRACUSE	172875
TESCOTT HIGH SCHOOL	TESCOTT	172885
THAYER HIGH SCHOOL	THAYER	172890
THE LEARNING CENTER	VALLEY CENTER	976552
THOMAS MORE PREP MARIAN HS	HAYS	171300
THUNDER RIDGE HIGH SCHOOL	KENSINGTON	171580
TIPTON HIGH SCHOOL	TIPTON	172895
TODAY'S CHRISTIAN ACADEMY	WICHITA	173194
TONGANOXIE HIGH SCHOOL	TONGANOXIE	172900
TOPEKA CHRISTIAN ACADEMY	TOPEKA	172909
TOPEKA HIGH SCHOOL	TOPEKA	172925
TOPEKA WEST HIGH SCHOOL	TOPEKA	172928
TREGO COMMUNITY HIGH SCHOOL	WA KEENEY	173040
TRINITY ACADEMY	WICHITA	173182
TRINITY BAPTIST SCHOOL	GARNETT	171087
TRINITY CATHOLIC HIGH SCHOOL	HUTCHINSON	171435
TRINITY CHRISTIAN ACADEMY	WICHITA	173179

High School	City	Code
TRIPLAINS HIGH SCHOOL	WINONA	173255
TROY HIGH SCHOOL	TROY	172955
TURNER HIGH SCHOOL	KANSAS CITY	172960
TYRO COMMUNITY CHRISTIAN SCH	TYRO	172958
UDALL HIGH SCHOOL	UDALL	172970
ULYSSES HIGH SCHOOL	ULYSSES	172975
UNIONTOWN HIGH SCHOOL	UNIONTOWN	172980
USD 331 Virtual School	KINGMAN	976545
UTICA HIGH SCHOOL	UTICA	172985
VALLEY CENTER HIGH SCHOOL	VALLEY CENTER	172990
VALLEY FALLS HIGH SCHOOL	VALLEY FALLS	172995
VALLEY HEIGHTS JR-SR HS	BLUE RAPIDS	170345
VERITAS CHRISTIAN SCHOOL	LAWRENCE	171693
VERMILLION H S	VERMILLION	173000
VICTORIA HIGH SCHOOL	VICTORIA	173015
VICTORY BAPTIST CHRISTIAN ACAD	OLATHE	172229
VICTORY CHRISTIAN SCHOOL	HUTCHINSON	171437
VICTORY LIFE ACADEMY	DODGE CITY	170766
WABAUNSEE SENIOR HIGH SCHOOL	ALMA	170050
WACONDA EAST HIGH SCHOOL	CAWKER CITY	170495
WAKEFIELD HIGH SCHOOL	WAKEFIELD	173045
WALLACE COUNTY HIGH SCHOOL	SHARON SPRINGS	172765
WAMEGO BIBLE BAPTIST SCHOOL	WAMEGO	173069
WAMEGO HIGH SCHOOL	WAMEGO	173070
WASHBURN RURAL ALTERNATIVE HS	TOPEKA	172931
WASHBURN RURAL HIGH SCHOOL	TOPEKA	172930
WASHINGTON COUNTY HS	WASHINGTON	173073
WASHINGTON HIGH SCHOOL	KANSAS CITY	170310
WAVERLY HIGH SCHOOL	WAVERLY	173090
WEBSTER HIGH SCHOOL	STOCKTON	172842
WELLINGTON HIGH SCHOOL	WELLINGTON	173110
WELLSVILLE SENIOR HIGH SCHOOL	WELLSVILLE	173115
WESKAN HIGH SCHOOL	WESKAN	173120
WEST ELK JR-SR HIGH SCHOOL	HOWARD	171390
WEST FRANKLIN HIGH SCHOOL	POMONA	172409
WEST GRAHAM MORLAND HS	MORLAND	172075
WEST SIDE CHRISTIAN ACADEMY	EMPORIA	170929
WESTSIDE HIGH SCHOOL	LARNED	171674
WESTERN PLAINS HIGH SCHOOL	RANSOM	172541
WESTMORELAND HIGH SCHOOL	WESTMORELAND	173130
WESTPHALIA H S	WESTPHALIA	173135
WETMORE HIGH SCHOOL	WETMORE	173140
WHEATLAND HIGH SCHOOL	GRAINFIELD	171155

High School	City	Code
WHITE CITY HIGH SCHOOL	WHITE CITY	173150
WICHITA STATE UNIVERSITY CAMPUS OF APPLIED SCIENCES AND TECHNOLOGY (WSU TECH)	WICHITA	173204
WICHITA CHRISTIAN HIGH SCHOOL	WICHITA	173181
WICHITA CHRISTIAN SCHOOL INC	WICHITA	173201
WICHITA COLLEGIATE SCHOOL	WICHITA	173210
WICHITA COUNTY HIGH SCHOOL	LEOTI	171745
WICHITA HEIGHTS BAPTIST SCHOOL	KECHI	173202
WICHITA HIGH SCHOOL EAST	WICHITA	173206
WICHITA HIGH SCHOOL NORTH	WICHITA	173207
WICHITA HIGH SCHOOL SOUTH	WICHITA	173211
WICHITA HIGH SCHOOL WEST	WICHITA	173209
WICHITA HS HEIGHTS	WICHITA	173212
WICHITA HS SOUTHEAST	WICHITA	173208
WICHITA NORTHWEST HIGH SCHOOL	WICHITA	173214
WICHITA VIRTUAL SCHOOL	WICHITA	173205
WILLIAMSBURG HIGH SCHOOL	WILLIAMSBURG	173213
WILSEY HIGH SCHOOL	WILSEY	173225
WILSON HIGH SCHOOL	WILSON	173230
WINFIELD HIGH SCHOOL	WINFIELD	173252
WYANDOTTE HIGH SCHOOL	KANSAS CITY	171560
YATES CENTER HIGH SCHOOL	YATES CENTER	173270

State ACT Codes

01 – AL	02 – AK	03 – AZ	04 – AR	05 – CA	06 - CO	07 – CT
08 – DE	09 – DC	10 – FL	11 – GA	12 – HI	13 - ID	14 - IL
15 – IN	16 – IA	17 – KS	18 - KY	19 – LA	20 – ME	21 - MD
22 – MA	23 – MI	24 – MN	25 – MS	26 – MO	27 – MT	28 – NE
29 – NV	30 – NH	31 – NJ	32 – NM	33 – NY	34 – NC	35 – ND
36 – OH	37 – OK	38 – OR	39 – PA	40 – RI	41 – SC	42 – SD
43 – TN	44 – TX	45 – UT	46 – VT	47 – VA	48 – WA	49 – WV
50 – WI	51 - WY					

Appendix 5
Kansas High School District Codes

Please contact IRHelp@ksbor.org if you need the code for a district that is not on the list.

School District	Code
ABILENE	D0435
ABILENE BAPTIST ACADEMY	D1201
ACCELERATED HIGH SCHOOL	D1202
ALMA	D0329
ALTOONA-MIDWAY	D0387
ANDOVER	D0385
ANTHONY-HARPER	D0361
ANW EDUCATION COOP INTERLOCAL	D0603
APOSTOLIC ACADEMY	D1203
ARCHDIOCESE OF KC IN KANSAS	D1204
ARGONIA	D0359
ARK CITY CHRISTIAN ACADEMY	D1205
ARKANSAS CITY	D0470
ASHLAND	D0220
ATCHISON	D0409
ATCHISON COUNTY	D0377
ATTICA	D0511
AUBURN WASHBURN	D0437
AUGUSTA	D0402
AXTELL (Part of Prairie Hills School District)	D0113
B AND B	D0451
BALDWIN CITY	D0348
BARBER CO.	D0254
BARNES	D0223
BASEHOR-LINWOOD	D0458
BAXTER SPRINGS	D0508
BAZINE USD 304	D0304
BELLE PLAINE	D0357
BELLEVILLE	D0427
BELOIT	D0273
BEREAN ACADEMY	D1206
BEREAN CHRISTIAN SCHOOL	D1207
BERT NASH INTERMEDIATE	D1208
BETHEL CHRISTIAN ACADEMY	D1209
BIBLE BAPTIST SCHOOL	D1210
BISHOP CARROLL CATHOLIC HS	D1211
BISHOP MIEGE HIGH SCHOOL	D1212
BISHOP SEABURY ACADEMY	D1213

School District	Code
BISHOP WARD HIGH SCHOOL	D1214
BLUE VALLEY	D0229
BLUE VALLEY - RANDOLPH/OLSBERG	D0384
BLUESTEM	D0205
BONNER SPRINGS	D0204
BREWSTER	D0314
BROWN COUNTY	D0430
BROWN COUNTY KS SP. ED. COOP	D0615
BUCKLIN	D0459
BUHLER	D0313
BURLINGAME	D0454
BURLINGTON	D0244
BURRTON	D0369
CAIR PARAVEL LATIN SCHOOL	D1215
CALDWELL	D0360
CALVARY CHAPEL CHRISTIAN SCHOOL	D1216
CANEY	D0436
CANTON-GALVA	D0419
CATHOLIC SCHOOLS OF GARDEN CITY	D1217
CATHOLIC SCHOOLS OF WICHITA	D1218
CEDAR VALE	D0285
CENTRAL	D0462
CENTRAL CHRISTIAN SCHOOLS	D1219
CENTRAL HEIGHTS	D0288
CENTRE	D0397
CHANUTE	D0413
CHANUTE CHRISTIAN ACADEMY	D1220
CHAPMAN	D0473
CHASE	D0401
CHASE COUNTY	D0284
CHAUTAUQUA	D0286
CHAUTAUQUA CHRISTIAN SCH	D1221
CHENEY	D0268
CHEROKEE	D0247
CHERRYVALE	D0447
CHETOPA	D0505
CHEYLIN	D0103
CHRISTIAN CENTER ACADEMY	D1222
CHRISTIAN LEARNING CENTER	D1223
CIMARRON-ENSIGN	D0102
CIRCLE	D0375
CLAFLIN	D0354

School District	Code
CLAY CENTER	D0379
CLEARWATER	D0264
CLIFTON-CLYDE	D0224
COFFEYVILLE	D0445
COLBY	D0315
COLUMBUS	D0493
COMMANCHE COUNTY	D0300
CONCORDIA	D0333
CONWAY SPRINGS	D0356
COPELAND	D0476
CORNERSTONE FAMILY SCHOOL	D1224
COUNCIL GROVE	D0417
CREST	D0479
CROSSWALK CHRISTIAN SCHOOL	D1225
CUBA-HILLCREST	D0455
CUNNINGHAM	D0332
DEERFIELD	D0216
DERBY	D0260
DERBY CHRISTIAN SCHOOL	D1226
DESOTO	D0232
DEXTER	D0471
DIGHTON	D0482
DODGE CITY	D0443
DONIPHAN COUNTY EDUCATION COOP	D0616
DONIPHAN WEST	D0111
DOUGLAS COUNTY CHRN SCHOOL	D1227
DOUGLASS	D0396
DURHAM-HILLSBORO	D0410
EAST CENTRAL KS COOP IN EDUC 614	D0614
EASTERN HEIGHTS	D0324
EASTON	D0449
ED SERV AND STAFF DEV ASSOC OF CTRL KS	D0622
EL DORADO	D0490
ELK VALLEY	D0283
ELKHART	D0218
ELL-SALINE	D0307
ELLINWOOD	D0355
ELLIS	D0388
ELLSWORTH	D0327
ELWOOD	D0486
ELYRIA CHRISTIAN SCHOOL	D1229
EMMANUEL CHRISTIAN SCHOOL	D1230

School District	Code
EMPORIA	D0253
ENTERPRISE ACADEMY	D1231
ERIE-ST. PAUL	D0101
EUDORA	D0491
EUREKA	D0389
FAIRFIELD	D0310
FAITH BAPT CHRISTIAN SCHOOL	D1232
FAITH BIBLE ACADEMY	D1233
FAITH CHRISTIAN ACADEMY - FORT SCOTT	D1234
FAITH CHRISTIAN ACADEMY - WEIR	D1235
FAITH CHRISTIAN LEARNING CENTER	D1236
FAITH CHRISTIAN SCHOOL - OSAWATOMIE	D1237
FAITH CHRISTIAN SCHOOL - SALINA	D1239
FAITH CHRISTIAN SCHOOL - TOPEKA	D1238
FELLOWSHIP BAPTIST SCHOOL	D1240
FLINT HILLS CHRISTIAN SCHOOL	D1241
FLINTHILLS	D0492
FORT HAYS EDUC. DEVELOPMENT CTR #633	D0633
FORT SCOTT CHRISTIAN HEIGHTS	D1242
FOWLER	D0225
FREDONIA	D0484
FRONTENAC	D0249
FT. LARNED	D0495
FT. LEAVENWORTH	D0207
FT. SCOTT	D0234
GALENA	D0499
GARDEN CITY	D0457
GARDNER-EDGERTON	D0231
GARNETT	D0365
GEARY COUNTY	D0475
GIRARD	D0248
GODDARD	D0265
GOESSEL	D0411
GOLDEN PLAINS	D0316
GOODLAND	D0352
GREAT BEND	D0428
GREELEY COUNTY	D0200
GREENSBURG	D0422
GRINNELL	D0291
HALSTEAD	D0440
HAMILTON	D0390
HANSTON	D0228

School District	Code
HAVEN	D0312
HAVILAND	D0474
HAYDEN HIGH SCHOOL	D1243
HAYS	D0489
HAYSVILLE	D0261
HEALY	D0468
HEARTLAND CHRISTIAN SCHOOL	D1244
HEARTSPRING	D1245
HERINGTON	D0487
HERITAGE CHRISTIAN SCHOOL	D1246
HESSTON	D0460
HIAWATHA	D0415
HIGH PLAINS EDUCATIONAL COOP. # 611	D0611
HIGHLAND	D0425
HILL CITY	D0281
HOISINGTON	D0431
HOLCOMB	D0363
HOLTON	D0336
HORIZON ACADEMY	D1247
HOXIE	D0412
HUGOTON	D0210
HUMBOLDT	D0258
HUTCHINSON	D0308
HYMAN BRAND HEBREW ACADEMY	D1248
IMMACULATA HIGH SCHOOL	D1249
IMMANUEL LUTHERAN SCHOOL	D1250
INDEPENDENCE	D0446
INDEPENDENCE BIBLE SCHOOL	D1251
INDEPENDENT SCHOOL	D1252
INGALLS	D0477
INMAN	D0448
IOLA	D0257
IUKA CENTER FOR EXCELLENCE IN EDUC. #624	D0624
JAUN DE PADILLA INC	D1253
JAYHAWK	D0346
JEFFERSON COUNTY	D0339
JEFFERSON WEST	D0340
JETMORE	D0227
JEWELL	D0279
KANSAS CITY	D0500
KANSAS CITY CHRISTIAN SCHOOL	D1254
KANSAS SCHOOL FOR THE DEAF	D1255

School District	Code
KANSAS STATE SCHOOL FOR THE BLIND	D1256
KAPAUN MT CARMEL HIGH SCHOOL	D1257
KAW VALLEY	D0321
KEDESH ACADEMY	D1258
KICKAPOO NATION SCHOOL	D0058
KINGMAN	D0331
KINSELY-OFFERLE	D0347
KISMET-PLAINS	D0483
KNOLLWOOD BAPTIST SCHOOL	D1259
LABETTE COUNTY	D0506
LACROSSE	D0395
LAKEMARY CENTER INC - OLATHE	D1261
LAKEMARY CENTER INC - PAOLA	D1260
LAKIN	D0215
LANSING	D0469
LAWRENCE	D0497
LAWRENCE GARDNER HIGH SCHOOL	D1262
LEAVENWORTH	D0453
LEBO-WAVERLY	D0243
LEOTI	D0467
LEROY-GRIDLEY	D0245
LEWIS	D0502
LIBERAL	D0480
LINCOLN	D0298
LITTLE RIVER	D0444
LOGAN	D0326
LORRAINE	D0328
LOUISBURG	D0416
LYNDON	D0421
LYONS	D0405
MACKSVILLE	D0351
MADISON-VIRGIL	D0386
MAIZE	D0266
MANHATTAN-OGDEN	D0383
MANKATO	D0278
MARAIS DES CYGNES	D0456
MARANATHA ACADEMY	D1263
MARION	D0408
MARION CO SPED COOP 617	D0617
MARMATON VALLEY	D0256
MARYSVILLE	D0364
MAUR HILL PREP SCHOOL	D1264

School District	Code
MCLOUTH	D0342
MCPHERSON	D0418
MEADE	D0226
MIDLAND ADVENTIST SCHOOL	D1265
MIDWAY	D0433
MIDWAY CHRISTIAN SCHOOL	D1266
MINNEOLA	D0219
MONTEZUMA	D0371
MOSCOW	D0209
MOUNDRIDGE	D0423
MOUNT ST SCHOLASTICA ACADEMY	D1267
MULLINVILLE	D0424
MULVANE	D0263
MUNCIE CHRISTIAN SCHOOLS	D1268
NATIVITY PARISH SCHOOL	D1269
NEMAHA VALLEY	D0442
NEODESHA	D0461
NES TRES LA GO	D0301
NESS CITY	D0303
NEWTON	D0373
NEWTON CHRISTIAN HIGH SCHOOL	D1270
NICKERSON	D0309
NORTH BELOIT HIGH	D1271
NORTH CENTRAL	D0221
NORTH CENTRAL KS EDU. SERV. CENTER #621	D0621
NORTH CENTRAL KS SPED COOP USD 636	D0636
NORTH JACKSON	D0335
NORTH LYON CO.	D0251
NORTH OTTAWA CO.	D0239
NORTHEAST	D0246
NORTHEAST KS EDUC. SVC. CENTER #608	D0608
NORTHERN VALLEY	D0212
NORTHFIELD SCHOOL OF LIBERAL ARTS	D1299
NW EDUCATIONAL SERVICE CENTER	D0602
NORTON	D0211
OAKLEY	D0274
OBERLIN	D0294
OLATHE	D0233
OLATHE CHRISTIAN	D1272
ONAGA	D0322
OSAGE CITY	D0420
OSAWATOMIE	D0367

School District	Code
OSBORNE	D0392
OSKALOOSA	D0341
OSWEGO	D0504
OTIS-BISON	D0403
OTTAWA	D0290
OVERLAND CHRISTIAN SCHOOLS	D1273
OXFORD	D0358
PALCO	D0269
PAOLA	D0368
PAOLA CHRISTIAN ACADEMY	D1274
PARADISE	D0399
PARSONS	D0503
PAWNEE HEIGHTS	D0496
PEABODY-BURNS	D0398
PERRY	D0343
PHILLIPSBURG	D0325
PIKE VALLEY	D0426
PIONEER CHRISTIAN ACADEMY	D1275
PIPER	D0203
PITTSBURG	D0250
PLAINVILLE	D0270
PLEASANTON	D0344
PRAIRIE HEIGHTS	D0295
PRAIRIE HILLS	D0113
PRAIRIE VIEW	D0362
PRAIRIE VIEW SCHOOL	D1276
PRATT	D0382
PRETTY PRAIRIE	D0311
QUINTER	D0293
RAWLINS COUNTY	D0105
REMINGTON-WHITEWATER	D0206
RENO COUNTY EDUCATION COOP. 610	D0610
RENWICK	D0267
REPUBLIC COUNTY SCHOOLS	D0109
RILEY COUNTY	D0378
RIVERSIDE	D0114
RIVERTON	D0404
ROCK CREEK	D0323
ROCK HILLS	D0107
ROLLA	D0217
ROSE HILL	D0394
ROYAL VALLEY	D0337

School District	Code
RURAL VISTA	D0481
RUSSELL	D0407
SABETHA (Part of Prairie Hills School District)	D0113
SACRED HEART JR SR HIGH SCHOOL	D1277
SALINA	D0305
SANTA FE	D0434
SATANTA	D0507
SCOTT COUNTY	D0466
SEAMAN	D0345
SEDGWICK	D0439
SEDGWICK COUNTY INTERLOCAL COOP. #618	D0618
SHAWNEE HEIGHTS	D0450
SHAWNEE MISSION	D0512
SILVER LAKE	D0372
SKYLINE	D0438
SMITH CENTER	D0237
SMOKY HILL USD 302	D0302
SMOKY HILL/CENTRAL KS ED SERVICE CENTER #629	D0629
SMOKY VALLEY	D0400
SOLOMON	D0393
SOUTH BARBER CO.	D0255
SOUTH CENTRAL KS ED. SERV. CENTER # 628	D0628
SOUTH CENTRAL KS SP. ED. COOP. #605	D0605
SOUTH HAVEN	D0509
SOUTHEAST KS EDUC. SERVICE CENTER #609	D0609
SOUTHEAST OF SALINE	D0306
SOUTHERN CLOUD	D0334
SOUTHERN LYON CO.	D0252
SOUTHWEST KANSAS CHRISTIAN ACADEMY	D1278
SOUTHWEST KS AREA COOP. DIST. # 613	D0613
SOUTHWEST KS ED. CONSORTIUM #625	D0625
SPEARVILLE	D0381
SPRING HILL	D0230
ST JOHN HIGH SCHOOL	D1279
ST JOHNS MILITARY SCHOOL	D1280
ST MARYS COLGAN HIGH SCHOOL	D1281
ST THOMAS AQUINAS HIGH SCHOOL	D1282
ST XAVIER CATHOLIC SCHOOL	D1283
ST. FRANCIS	D0297
ST. JOHN-HUDSON	D0350
STAFFORD	D0349
STANTON COUNTY	D0452

School District	Code
STERLING	D0376
STOCKTON	D0271
SUBLETTE	D0374
SUMNER COUNTY EDUC. SERV. INTERLOCAL #619	D0619
SW PLAINS SVC CENTER #626	D0626
SYLVAN GROVE	D0299
SYRACUSE	D0494
SYRACUSE CHRISTIAN ACADEMY	D1284
TECH. EXCELLENCE IN ED. NETWORK #632	D0632
THE LEARNING CONSORTIUM ED. COOP #631	D0631
THOMAS MORE PREP MARIAN HIGH	D1285
THREE ANGELS SCHOOL	D1286
THREE LAKES SPECIAL ED COOP #620	D0620
THUNDER RIDGE	D0110
TIPTON HIGH SCHOOL	D1287
TONGANOXIE	D0464
TOPEKA	D0501
TRI-COUNTY SPECIAL EDUC. COOP #607	D0607
TRINITY ACADEMY	D1288
TRINITY HIGH SCHOOL	D1289
TRIPLAINS	D0275
TROY	D0429
TURNER	D0202
TWIN VALLEY	D0240
TYRO COMMUNITY CHRISTIAN SCHOOL	D1290
UDALL	D0463
ULYSSES	D0214
UNIONTOWN	D0235
V. LINDSAY SDA SCHOOL	D1291
VALLEY CENTER	D0262
VALLEY FALLS	D0338
VALLEY HEIGHTS	D0498
VERITAS CHRISTIAN SCHOOL	D1292
VERMILLON	D0380
VICTORIA	D0432
VICTORY BAPTIST CHRISTIAN ACADEMY	D1293
VICTORY CHRISTIAN ACADEMY	D1294
WABAUNSEE EAST	D0330
WACONDA	D0272
WAKEENEY	D0208
WALLACE	D0241
WAMEGO	D0320

School District	Code
WASHINGTON	D0222
WASHINGTON COUNTY SCHOOLS	D0108
WATHENA	D0406
WELLINGTON	D0353
WELLSVILLE	D0289
WESKAN	D0242
WEST ELK	D0282
WEST FRANKLIN	D0287
WEST SMITH CO.	D0238
WEST SOLOMON	D0213
WESTERN PLAINS	D0106
WESTSIDE CHRISTIAN ACADEMY	D1295
WETMORE (Part of Prairie Hills School District)	D0113
WHEATLAND	D0292
WHITE ROCK	D0104
WICHITA	D0259
WICHITA ADVENTIST JR ACADEMY	D1296
WICHITA COLLEGIATE SCHOOL	D1297
WICHITA INDEPENDENT	D1298
WINFIELD	D0465
WOODSON	D0366

Appendix 6
Placement Test Types and Scores

Please contact IRHelp@ksbor.org if you need the code for an institution that is not on the list.

Placement Test Type Name	Code	Score
Math Placement Test Types and Scores		
Accuplacer Arithmetic	**AAA**	1 – 120
Accuplacer College Math	**ACM**	1 – 120
Accuplacer Elementary Algebra	**AEA**	1 – 120
Accuplacer Next-Generation Math (Advanced Algebra & Functions – AAF)	**ANA**	200 – 300
Accuplacer Next-Generation Math (Arithmetic)	**ANM**	200 – 300
Accuplacer Next-Generation Math (Quantitative Reasoning, Algebra, & Statistics)	**ANQ**	200 – 300
ASSET College Algebra	**ACA**	23 – 55
ASSET Elementary Algebra	**AEL**	23 – 55
ASSET Intermediate Algebra	**AIA**	23 – 55
ASSET Numerical Skills	**ANS**	23 – 55
ACT Mathematics Test	**ATM**	1 – 36
ACT Aspire Mathematics Test	**AAM**	400 – 460
Barton CC math placement test	**BCM**	0 – 100
COMPASS Algebra Placement	**CAL**	1 – 100
COMPASS College Algebra Placement	**CCA**	1 – 100
COMPASS Mathematics Diagnostic	**CMD**	1 – 100
COMPASS Numerical Skills/Prealgebra Placement	**CPA**	1 – 100
COMPASS Plane Geometry Placement	**CPG**	1 – 100
COMPASS Trigonometry Placement	**CTR**	1 – 100
EdReady College Algebra Readiness Initial Diagnostic	**CRI**	0 – 100
EdReady College Algebra Readiness Study Path	**CRS**	0 – 100
Emporia State Internally developed test	**ESM**	0 – 25
EdReady General Math Placement Initial Diagnostic	**GMI**	25 – 100
EdReady General Math Placement Study Path	**GMS**	25 – 100
EdReady Math Fundamentals Mastery Initial Diagnostic	**MFI**	25 – 100
EdReady Math Fundamentals Mastery Study Path	**MFS**	25 – 100
GED Math Test Score	**GED**	100-200
Mathematical Association of America's algebra assessment test (circa 1980's)	**MAA**	0 – 25
Neosho CCC College Algebra GPA	**NAG**	0 – 1
Neosho CCC College Algebra Multiple Measures	**NAM**	0 – 1
Neosho CCC Calculus GPA	**NCG**	0 – 1
Neosho CCC Calculus Multiple Measures	**NCM**	0 – 1
Neosho CCC Intermediate Algebra Multiple Measures	**NIM**	0 – 1
Neosho CCC High School Official Cumulative GPA	**NOC**	0 – 400
Neosho CCC High School Official Math GPA	**NOM**	0 – 400

Neosho CCC High School Unofficial Cumulative GPA	NUC	0 – 400
Neosho CCC High School Unofficial Math GPA	NUM	0 – 400
SAT Math 2015 & Prior Scoring	SM5	200 - 800
SAT Math 2016 Scoring	SM6	200 – 800
WorkKeys Applied Mathematics	WKM	Levels 3 - 7
Wichita State Math Placement Test	WSM	0 – 32
Washburn University Math Placement test	WUM	0 – 25

Placement Test Type Name	Code	Score
Reading Placement Test Types and Scores		
Accuplacer Reading Comprehension	ARC	1 – 120
Accuplacer Next-Generation Reading	ANR	200 – 300
ASSET Reading Skills Test	ARS	23 – 55
ACT Reading Test	ATR	1 – 36
ACT Aspire Reading Test	AAR	400 – 456
COMPASS Placement Test	CPT	1 – 100
COMPASS Reading Comprehension Diagnostic	CRD	1 – 100
COMPASS Reader Profile	CRP	1 – 100
COMPASS Vocabulary Diagnostic Test	CVD	1 – 100
SAT Verbal 2015 & Prior Scoring	SV5	200 – 800
SAT Verbal 2016 Scoring	SV6	200 – 800
WorkKeys Reading for Information test	WKR	Levels 3 – 7
Neosho CCC High School Official Cumulative GPA	NOC	0 – 400
Neosho CCC High School Unofficial Cumulative GPA	NUC	0 – 400
Wichita State Internally developed Reading Placement Test	WSR	1 – 5

Placement Test Type Name	Code	Score
Writing Placement Test Types and Scores		
Accuplacer Sentence Skills Test	**AST**	1 – 120
Accuplacer Next-Generation Writing	**ANW**	200 – 300
Accuplacer Written Essay	**AWE**	2 – 8
ACT English Test	**ATE**	1 – 36
ACT Aspire Writing Test	**AAW**	408 – 448
ASSET Writing Skills	**AWS**	23 – 55
Barton CC Writing Placement Test	**BCW**	0 – 100
COMPASS E-Write Essay – June 2006 or later	**CEE**	2 – 12
COMPASS E-Write Essay – 2001 up to June 2006	**CEO**	2 – 8
COMPASS Writing Skills Placement	**CWP**	1 – 100
COMPASS Writing Skills Diagnostic Tests	**CWD**	1 – 100
Neosho CCC High School Official Cumulative GPA	**NOC**	0 – 1
Neosho CCC English Writing GPA	**NWG**	0 – 1
Neosho CCC English Writing Multiple Measures	**NWM**	0 – 1
SAT Verbal 2015 & Prior Scoring (as used for Writing Placement assessment)	**SV5**	200 – 800
SAT Verbal 2016 Scoring (as used for Writing Placement assessment)	**SV6**	200 - 800

Appendix 7
Special Tuition Rates Assessed

Please contact IRHelp@ksbor.org if you need the code for an institution that is not on the list.

Tuition Type	Description	Institution
Special Tuition Rates to be Used by All Institutions		
AP	Annual Program	All
AW	Post 20th Day Academic Withdraw/Administrative Write-Off	All
BS	Border State Tuition	All
CE	Continuing Education	All
CL	Clinical Experience – Student pays tuition to the company/hospital where they are attending their clinical year to obtain their clinical hours of credit. This is outside the student's college or university and the student will earn credit at their college or university. Student may pay fees to their college or university associated with this clinical experience. KU Med students taking elective experience courses, Medical Residents and Fellows should also be coded with this Tuition Type Code.	All
CO	Concurrent enrollment (NOT Excel in CTE)	All
DC	Doctoral Programs – Only to be used if rate is different than standard rates	All
DE	Distance Education	All
DO	Distance Education Out-of-State - Use only if the distance education rate is different for out-of-state vs. in-state	All
DS	Dissertation, Senior Thesis, or other courses necessary for final graduation – No Tuition Charged	All
EK	EduKan	All
EM	Executive MBA (EMBA) Flat Rate Tuition	All
HG	Special Tuition Rate for Recently Graduated HS Students.	All
HK	Haskell Consortium	All
HS	Special Tuition Rates for High School Students	All
ID	In District Tuition Rate	All
IE	Intensive English Tuition Rate	All
IN	In-State Tuition Rate	All
IT	International Tuition Rate	All
LG	Legacy Program Tuition	All
MD	Special tuition rate for military dependent or military related student taking courses at a location outside of the institution's main campus	All
MW	MSEP - Midwest Student Exchange Program	All
NA	Accelerated Baccalaureate Nursing – Resident Program Fee	All
NN	Accelerated Baccalaureate Nursing – Nonresident Program Fee	All
OL	On-Line Tuition Rate	All
OT	Out-of-State Tuition Rate	All

Tuition Type	Description	Institution
PA	Performing Arts – zero credits	All
PC	Pre-College Tuition Rate Assessed	All
SA	Study Abroad	All
S5	Excel in CTE, AO-K (Proviso, TANF and Pathway to Career) (tuition shall be $0)	All
TR	Tiered Tuition Rate	All
VS	Visiting Student Special Rate	All
LT	Lowest Tiered Tuition	CC's & TC's
WR	Weighted Average Tiered Tuition	CC's & TC's
MB	Board Approved Market-based Instruction Tuition	ESU, KSU, WSU ONLY
SC	Special Circumstances: Other Special Circumstances under which the institution does not charge tuition, but fees are charged. These circumstances **MUST** be reported to Data, Research and Planning (IRHelp@ksbor.org) prior to use.	Only approved institutions may use
Special Tuition Rates by Institution		
CP	Corky Plus In-State	ESU
CD	Corky Plus Distance Ed	ESU
JS	Jump Start In-State	ESU
JD	Jump Start Distance Ed	ESU
NR	NEARR - Neighbors in Education and Recruitment and Retention	ESU
CS	FHSU Contiguous State Resident Tuition	FHSU
VI	FHSU Virtual College International	FHSU
VM	FHSU Virtual College MBA	FHSU
DH	FHTC Hygiene Program (Dental Hygiene)	FHTC
HD	FHTC Health Department Program (Dental Asst., Nursing)	FHTC
RN	Tuition Contract Reno County Government Agency	Hutch CC & JCCC
ME	JCCC & KCKCC METRO	JCCC & KCKCC
CN	Compact In-State Tuition (KU)	KU
CT	Compact Out-of-State Tuition Rate (KU)	KU
LW	Leavenworth Campus Tuition Rates	KU
PI	KUPharm-In State	KU
PO	KUPharm-Out of State	KU
KC	KU Med Certificate Pgm Tuition	KU Med
MN	Medical In-State Tuition	KU Med
MT	Medical Out-of-State Tuition	KU Med
GA	PSU Gorilla Advantage	PSU
GE	PSU Gorilla Edge	PSU

Tuition Type	Description	Institution
PN	Pratt Comm College Wichita Partnership	Pratt CC
AH	WU In-state/Out-of-state CLS/CT/MRI/Sonography	WU
BB	WU In-state Business	WU
B1	WU Out-of-state Business	WU
B2	WU In-state Online Business	WU
B3	WU Out-of-state Online Business	WU
LK	WU In-state Law (JD)	WU
LO	WU Out-of-state Law (JD)	WU
NS	WU In-state Nursing	WU
N1	WU Out-of-state Nursing	WU
N2	WU In-state Online Nursing	WU
N3	WU Out-of-state Online Nursing	WU
RT	WU In-state/Out-of-state Radiation Therapy	WU
22	WU In-state/Out-of-state PLAN 2+2	WU
	Kansas State University Only Tuition Type Codes	**Campus**
CE	On Campus/Contin Ed-Undergraduate – In State	Manhattan
CE	On Campus/Contin Ed-Graduate – In State	Manhattan
CK	On Campus/Contin Ed-Undergraduate – Out-of-State	Manhattan
CK	On Campus/Contin Ed-Graduate – Out-of-State	Manhattan
EE	English Language Program – Ecuador Rate	Manhattan
FF	Off Campus-Undergraduate – In State	Manhattan
FF	Off Campus-Graduate – In State	Manhattan
FF	Off Campus-Undergraduate – Out-of-State	Manhattan
FF	Off Campus-Graduate – Out-of-State	Manhattan
VF	Off Campus-Vet – In State	Manhattan
VF	Off Campus-Vet – Out-of-State	Manhattan
IN	On Campus-Undergraduate – In State	Manhattan
IN	On Campus-Graduate – In State	Manhattan
OT	On Campus-Undergraduate – Out-of-State	Manhattan
OT	On Campus-Graduate – Out-of-State	Manhattan
VC	On Campus/Contin Ed-Vet – In State	Manhattan
VE	On Campus/Contin Ed-Vet – Out-of-State	Manhattan
VF	Off Campus – Vet Med	Manhattan
VN	On Campus-Vet – Out-of-State/Non-resident	Manhattan
VR	On Campus-Vet – In State/Resident	Manhattan
OA	Graduate – In State	Olathe
OA	Graduate – Out-of-State	Olathe
CE	On Campus/Cont Ed-Undergraduate – In State	Salina
CE	On Campus/Cont Ed-Graduate – In State	Salina
CK	On Campus/Cont Ed-Undergraduate – Out-of-State	Salina

Tuition Type	Description	Institution
CK	On Campus/Cont Ed-Graduate – Out-of-State	Salina
EE	English Language Program – Ecuador Rate	Salina
FF	Off Campus-Undergraduate – In State	Salina
FF	Off Campus-Graduate – In State	Salina
FF	Off Campus-Undergraduate – Out-of-State	Salina
FF	Off Campus-Graduate – Out-of-State	Salina
IE	English Language Program	Salina
IN	On Campus-Undergraduate – In State	Salina
IN	On Campus-Graduate – In State	Salina
OT	On Campus-Undergraduate – Out-of-State	Salina
OT	On Campus-Graduate – Out-of-State	Salina
PC	On Campus-PreCollege – In State	Salina
PC	On Campus/Cont Ed-PreCollege – Out-of-State	Salina

Appendix 8
KBOR Award Codes

Please contact IRHelp@ksbor.org if you need the code for an award that is not on the list.

Award Code	Description
Federal Level Awards	
AMER	Americorps
CAMP	College Assistance Migrant Program
CARE	Coronavirus Aid, Recovery, and Economic Security (CARES) Act HEERF I Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) HEERF II American Rescue Plan (ARP) HEERF III
DEAP	Dependents Education Assistance Program (Dept of Veterans Affairs Chapter 35)
DODT	Department of Defense Tuition Assistance
FBIA	Bureau of Indian Affairs
FPTG	Federal Pass-through Grants (such as the USDA Rural Business Development Grant Program (RBDG), Rural Business Enterprise Grant Program (RBEG) and Rural Business Opportunity Grant
FWKS	Federal Work Study Program
HPSL	Health professions Student Loan (Federal loan administered by the institution as the lender)
HRSA	Health Resources and Services Administration Loan
IASG	Iraq Afghanistan Service Grant
MGIB	Montgomery GI Bill (Chapters 30, 1606 and 1607)
PELL	Pell Grant
PERK	Perkins Loan
PGIB	Post 9/11 GI Bill Benefits (Chapter 33)
PLUS	PLUS Loans
ROTC	Federal Military Scholarships
SCHP	Scholar programs, competitive grants, and scholarships such as K-Inbre, McNair, NSF, GEEKS, SMART, Academic Competitiveness Grant
SEOG	SEOG Grant
STAF	Stafford Loans-subsidized
TEAC	Teach Grant
TSSS	TRIO Student Support Services
UNSB	Stafford Loans-unsubsidized
VVRE	Veteran Voc Rehab and Employment (also known as Chapter 31)
WIOA	Workforce Innovation & Opportunity Act (also known as WIA) (Use this code for Heartland Works and KANSASWORKS programs)

Award Code	Description
State Level Awards	
JBPF	James B. Pearson Fellowship
KAOK	Accelerating Opportunity: Kansas TANF program. ONLY AO-K TANF students will have a financing record. AO-K Proviso and AO-K Pathway to Career should have S5 Tuition Type Code in the Costs file and no financing record.
KCTW	Kansas Career Technical Workforce Grant (formerly "Voc. Education Scholarship")
KWKS	Kansas Career Work Study program (K.S.A. 74-3274)
KSCG	Kansas Comprehensive Grant
KDEO	Kansas Dental Education Opportunities Program
KDSP	Kansas Distinguished Scholarship Program
KEMS	Kansas Ethnic Minority Scholarship
KICS	Kansas Insurance Certificate Scholarship
KKGU	Kansas Kids Gear Up Scholarship
KMSS	Kansas Military Service Scholarship
KNBU	Kansas Need-Based Scholarships for Universities (MOE Fund), 2021 Senate Bill 159 Appropriations, Section 48(a)
KNES	Kansas Nurse Educator Service Scholarship
KNGE	Kansas National Guard Educational Assistance
KNSK	Kansas Nursing Service Scholarship
KOMS	Kansas Osteopathic Medical Service Scholarship
KOSS	Kansas Optometry Service Scholarship
KPSA	Kansas Promise Scholarship Act
KRTC	Kansas ROTC Service Scholarship
KSGS	Kansas Governor's Scholarship
KSSS	Kansas State Scholarship
KTSS	Kansas Teacher Service Scholarship
KVOR	KS Dept. of Child. & Families Voc Rehab and all other DCF Scholarships/Grants
KUGT	Kansas Department of Commerce Underground Technology Grant
KWKF	Kansas Department of Commerce Workforce Aid Grant
KVSP	Kansas Veterinary Training Program
KMSL	KUMC Kansas Medical Student Loan – aka KMS
Tuition Waivers, Reductions, Adjustments/Allowances or Discounts	
WTCW	WIT (only) Consortium Waiver
WTPA	Waiver due to Third Party Agreement
WUAL	Washburn University (only) Alumni Waiver
WUIX	Washburn University (only) Interstate Exemption
WUWT	Washburn/WIT Tuition Adjustment
WVAA	Tuition Waiver due to Articulation Agreement
WVDP	Dependent of Staff Member
WVEC	KU Edwards Campus
WVED	Individual recruited to Kansas for Economic Development

Award Code	Description
WVFC	Foster Children-persons in custody of social and rehabilitation services at age of 18
WVGA	Graduate Assistant - Research, Teaching, Administrative
WVHN	Hornet Nation (ESU Only)
WVHU	Waiver for those who attended Haskell
WVIA	Iowa Student Exchange Program
WVIX	International Reciprocal Agreements
WVJG	Jayhawk Generations
WVKA	Dependent of KS Army or Air National Guard Member Killed in Action – pre 9/11/01
WVKB	Grad Student Employed in KS Waiver (Bd Approved)
WVKE	KU Excellence
WVKH	Kansas High School Grads (KAR 88-3-10)
WVKS	KBOR Staff Tuition Benefit
WVMF	Spouse or dependent of active military personnel (K.S.A. 76-729)
WVMK	Veteran, spouse or dependent of veteran (K.S.A. 76-729)
WVMO	Missouri Reciprocal Agreement
WVMS	Individual in active military service (K.S.A. 76-729)
WVMX	Midwest Student Exchange Program
WVM8	KUMC Medical 8 Waiver
WVOX	Other State Exchange Program
WVPS	Spouse or dependent of deceased public safety officers, certain deceased military personnel, and prisoners of war
WVRR	Returning Kansas residents
WVRW	ROTC Program
WVSC	Shocker City Partnership – WSU ONLY
WVSF	Sunflower Scholarship – ESU ONLY
WVSM	Staff Member
WVSP	Spouse of Staff Member
WVSS	Shocker Select – WSU ONLY
WVTY	Kansas Teacher of the Year
WVUI	K.S.A. 76-731a: Undocumented Immigrants
WV60	Over 60 or other Older Student Discount plan (may be aged 55 years or older at Community and Technical College, for ex.)
WWCI	Wrongful Conviction & Imprisonment – waiver for individuals found to be wrongfully convicted of crime
Third Party/Embassy	
TGFC	Third Party Grant Funded Coursework
TPSP	Scholarship/Sponsorship-3rd party, foreign, outside
Institution Aid	
INGT	Institutional Grant
INSP	Institution sponsored scholarship

Award Code	Description
IRRB	Institution Refund for Room and Board due to COVID-19
IUSB	Institution Unsubsidized Loan
IWKS	Formal Institution Work Study Program
Additional Funding/Awards	
PLON	Private or Alternative Loan

Appendix 9
Concurrent Enrollment

CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS IN ELIGIBLE PUBLIC POSTSECONDARY INSTITUTIONS THROUGH CONCURRENT ENROLLMENTS PARTNERSHIPS

It is the policy of the Kansas Board of Regents to encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling. K.S.A. 72-3220 through 72-3224 provide for these opportunities through the Kansas Challenge to Secondary School Pupils Act. The act commonly is known as concurrent enrollment of high school students in eligible postsecondary institutions. Statutory language provides conditions under which secondary schools and eligible postsecondary institutions may establish cooperative agreements, defined as a Concurrent Enrollment Partnership.

While various forms of dual enrollment may be offered under the statute, this policy applies only to Concurrent Enrollment Partnerships formed between a high school and eligible postsecondary education institution in which a high school faculty member teaches a college-level course to high school students at the high school during the regular high school day. These partnerships must conform to paragraph b. of this policy.

Concurrent Enrollment Partnerships do NOT include the following: (1) programs in which the high school student travels to the college campus to take courses prior to graduation during the academic year or during the summer; (2) programs in which college faculty travel to the high school to teach separate courses to high school students; and (3) the College Board Advanced Placement Program and the International Baccalaureate Program, which use standardized tests to assess the student's knowledge of a curriculum developed by a committee consisting of both college and high school faculty.

PURPOSES OF CONCURRENT ENROLLMENT PARTNERSHIPS

As established by the Kansas Board of Regents, the system-wide purposes of Concurrent Enrollment Partnerships are threefold:

To Reduce Time-to Degree and Lower Costs

Concurrent Enrollment Partnerships enable students to get an early start on their college education, thus potentially reducing the time required to complete a degree and lowering the costs borne by parents, students, and taxpayers.

To Challenge High School Students and Promote College-Level Success

Concurrent Enrollment Partnerships are aimed at providing a college-level learning experience for qualified students by enhancing the amount, level, and diversity of learning in high school beyond the traditional secondary curriculum. First year experience courses, performing and visual arts courses and advanced science, mathematics, and language offerings not available in high school are especially encouraged.

To Foster Improved Relationships Between Kansas Public Postsecondary Education Institutions and Kansas Secondary Schools

Concurrent Enrollment Partnerships are intended to foster improved relationships among stakeholders by clarifying expectations, roles, and responsibilities.

Procedures and Standards for Implementing Concurrent Enrollment Partnerships

Definitions:

For purposes of this policy:

"Concurrent Enrollment Partnership student" means a person who is in grades 10, 11, or 12, or who is gifted and is in grade 9 (see paragraph b.v. (2) of the Concurrent Enrollment Policy in the KBOR Policy Manual); has been admitted to an eligible postsecondary education institution as a degree-seeking or non-degree seeking student; and is enrolled in courses at a high school at which approved high school faculty teach college credit courses during the normal school day.

"Concurrent Enrollment Partnership agreement" means a written memorandum of understanding between an eligible postsecondary institution and a school district for the purpose of offering college-level learning to students who are eligible to enroll in college courses offered at a high school at which approved high school faculty teach said college courses during the normal school day.

"Eligible postsecondary institution" means any state university, community college, technical college, municipal university, or affiliated institute of technology.

Agreement between Eligible Postsecondary Institutions and School Districts

A Concurrent Enrollment Partnership agreement shall be established between the eligible postsecondary institution and the school district. Such agreement shall satisfy the requirements of K.S.A. 72-3223 and contain the essential elements provided in this policy. The agreement shall contain, at a minimum:

the names and contact information of the liaisons for both parties, term of the agreement and any provisions for early termination, the individual and joint responsibilities of both parties, information, guidelines and necessary directions for curriculum, faculty, students, assessment, and a listing of principles for assuring quality in programming;

an implementation plan for ensuring high school faculty teaching concurrently enrolled partnership students are integrated into the postsecondary partner institution through orientation, professional development, seminars, site visits, annual evaluations, and ongoing communication with the postsecondary partner institution's faculty;

a clause addressing issues of compensation, awarding of credit and course listings for each party;

acknowledgement that the academic credit shall be granted for course work successfully completed by the student at the postsecondary partner institution, which shall qualify as college credit and may qualify as both high school and college credit;

acknowledgement that such course work shall qualify as credit applicable toward the award of a degree or certificate at the postsecondary partner institution;

acknowledgement that the student shall pay to the postsecondary partner institution the negotiated amount of tuition, fees and related costs charged by the institution for enrollment of the student except in the case of tiered technical courses. Secondary students admitted to postsecondary tiered technical courses conducted by a community college, technical college or institute of technology may be charged fees, but shall not be charged tuition; (K.S.A. 72-3810, as amended)

a plan for ensuring that courses offered through a Concurrent Enrollment Partnership are annually reviewed by college faculty in the discipline at the postsecondary partner institution according to the criteria described in iii.(5) of the Concurrent Enrollment Policy in the KBOR Policy Manual; and

a statement indicating the Concurrent Enrollment Partnership agreement shall be reviewed at least every five years by the postsecondary partner institution to assure compliance and quality considerations as outlined in this policy.

Curriculum Standards, Course Content/Materials, and Assessment of Students

Courses administered through a Concurrent Enrollment Partnership shall be university/college catalogued courses with the same departmental id, course descriptions, numbers, titles, and credits. Courses must have been approved through the curriculum approval process of the postsecondary partner institution.

The high school and college-level prerequisites, the content of courses, course goals and objectives, must be the same as those for the same courses offered to students at any location or by any delivery method.

Materials such as textbooks must be comparable to those used in the same course throughout the postsecondary partner institution. Procedures for selection of textbooks and related material by high school faculty who teach concurrently enrolled students must follow the postsecondary partner's institutional policies.

If a course has been approved by Board staff as competency-based, the competencies for the courses must be the same as those for courses not taught to concurrently enrolled students.

College faculty at the postsecondary partner institution shall annually review Concurrent Enrollment Partnership courses in their discipline to ensure that:

Concurrent Enrollment Partnership students are held to the same grading standards and standards of achievement as those expected of students in on-campus sections;

Concurrent Enrollment Partnership students are being assessed using the same methods (i.e., papers, portfolios, quizzes, labs) as students in on-campus sections;

high school faculty are utilizing the same final examination for each Concurrent Enrollment Partnership course as is given in a representative section of the same course taught at the public postsecondary institution awarding the course credit; and

high school faculty are applying the same scoring rubric for the assigned course as is used in the on-campus course; and that course management, instructional delivery and content meet or exceed those in regular on-campus sections.

Remedial/developmental course work shall not be offered as a Concurrent Enrollment Partnership course.

HIGH SCHOOL FACULTY

Qualifications

High school faculty teaching college-level, non-tiered Concurrent Enrollment Partnership courses shall attain instructional eligibility by meeting the standards established by the Higher Learning Commission of the North Central Association, as stated in that body's *Criteria for Accreditation and Assumed Practices* regarding faculty roles and qualifications.

Faculty teaching college-level tiered technical courses through a Concurrent Enrollment Partnership shall attain instructional eligibility by meeting the academic standards addressed above or possess a valid/current industry-recognized credential and a minimum of 4,000 hours of work experience in the specific technical field.

Postsecondary partner institutions may set higher standards.

Orientation, Professional Development and Evaluation

Before approving high school faculty to teach college-level Concurrent Enrollment Partnership courses, the postsecondary partner institution shall provide the high school faculty with orientation and training in course curriculum, assessment criteria, course philosophy, and Concurrent Enrollment Partnership administrative requirements.

The postsecondary partner institution shall provide the high school faculty with ongoing professional development opportunities.

Orientation and/or professional development activities shall include collaborative faculty development programming such as pedagogy, instructional design, course management, instructional delivery skill improvement, curricular reform initiatives, and student success assessment strategies.

The postsecondary partner institution shall annually conduct evaluations of high school faculty teaching Concurrent Enrollment Partnership courses to ensure compliance with the state expectations for Concurrent Enrollment Partnership courses.

STUDENT ELIGIBILITY FOR ENROLLMENT, ADVISING AND STUDENT GUIDES

High school students enrolled in courses administered through a Concurrent Enrollment Partnership shall be enrolled as degree or non-degree/non-matriculated students at the postsecondary partner institution. Each Concurrent Enrollment Partnership student must meet the postsecondary partner institution's requirements for admission as a degree-seeking or non-degree/non-matriculated student. Concurrently enrolled students shall have met institutional enrollment requirements; satisfied course prerequisites; and followed institutional procedures regarding assessment/placement. To enroll in a Concurrent Enrollment Partnership course, students shall achieve the same score or sub score on a standardized placement test as is required for students enrolled in the same on-campus course. Postsecondary partner institutions may establish higher standards.

Students who are enrolled in grade 9 and are classified by a school district as "gifted" according to the State Department of Education's definition, K.A.R. 91-40-1(bb), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.

The student must be authorized by the high school principal to apply for enrollment.

Advising of students who desire to enroll in Concurrent Enrollment Partnership courses must be carried out by both the high school and postsecondary institution.

Students shall be provided with a student guide created as part of the Concurrent Enrollment Partnership that outlines their rights and responsibilities as university/college students. The student guide shall also provide a description of how courses may be transferred in the Kansas public postsecondary education system.

Concurrent Enrollment Partnership Courses that Include Students Enrolled for Secondary and/or Postsecondary Credit

A course may include students enrolled for postsecondary and/or secondary credit. The postsecondary partner institution is responsible for ensuring that academic standards (course requirements and grading criteria) are not compromised.

REPORTING OF CONCURRENT ENROLLMENT PARTNERSHIPS

Institutions will report the following as a part of the regular Kansas Postsecondary Database collection:

Directory information for each high school student enrolled;

Credit hours generated by each high school student;

Credentials of faculty teaching Concurrent Enrollment Partnership courses; and

Concurrent Enrollment Partnership credit hours generated by each high school student.

By January 31 of odd-numbered years, each public postsecondary institution shall provide to Board staff a list of high schools with which it has Concurrent Enrollment Partnership agreements. For each institution, Board staff will select no more than two high schools for reporting. For each high school selected, each institution will submit the following to the Board office:

Copy of the Concurrent Enrollment Partnership agreement that includes the criteria described in b.ii.;

Student Guide for Concurrent Enrollment Partnership students as described in b.v.(5) of the Concurrent Enrollment Policy in the KBOR Policy Manual; and

Report resulting from the annual review of Concurrent Enrollment Partnership courses by postsecondary partner institution, aggregated by discipline (as described in section b.iii.(5) of the Concurrent Enrollment Policy in the KBOR Policy Manual.

By January 31 of odd-numbered years, each institution shall forward to the Board office a copy of all reports resulting from the five-year institutional review of Concurrent Enrollment Partnerships (as described in b.ii.(8)).

All reports shall be reviewed for compliance and the results will be reported to the Board President and Chief Executive Officer.

Appendix 10
Career and Technical Education
Perkins V Reports

OVERVIEW: Perkins V reports provide institutions with concentrator data and performance data for the three federally required postsecondary indicators. While the reports are available (on the "Reports" tab of the DRP website) as soon as the institution locks the Academic Year (AY) submission, it is important to note that core indicator percentage values change throughout the year. As additional data become available, the Perkins V indicator formulas account for the new data and update the values in the report.

REPORTS:

Perkins Concentrators Report (PDF) – provides summary statistics for all students who are concentrators in Perkins approved programs. The data are used for Perkins accountability and should be reviewed closely.

Perkins Eligibility Assignment – provides a listing of each student and their eligibility (concentrator, participant, none) as well as student first and last name, student ID, SSN, CIP, and PALA in Perkins approved programs. The report can be filtered to focus on specific groups.

Pell Counts Report – a list of all students who have been identified as concentrators in a program eligible for Perkins funding and who have been submitted as Pell recipients. This information is used by Board staff to calculate the institutional Perkins allocation. In the allocation formula students are counted as Full-time, 3/4 - time, 1/2 - time, 1/4 - time or are omitted. The assignment to these categories is determined based on the number of credit hours attempted by the student during the academic year in which the student receives the Pell grant.
- Full-time = 30 or more total hours
- 3/4 - time = at least 22.5 total hours but less than 30 hours
- 1/2 - time = at least 15 total hours but less than 22.5 hours
- 1/4 - time = at least 8 total hours but less than 14 hours

NOTE: When determining the student's hours applicable to the formula, Board staff will capture only those hours listed when the Pell recipient value equals Y. This means that a Y value for the Pell recipient flag must be populated for **every semester/term** that the Perkins eligible student receives the Pell.

Follow-up Download - This report shows all students who have been identified as a concentrator or Stand-alone Program completer for the previous academic year. All concentrators will have at least one record in this file with the student's name, ID, program, and award level appearing. The quality of these records depends on data submitted by the institution. The report is generated for institutions as soon as reports are generated during the Academic Year collection (September). This allows institutions the ability to begin the process of gathering data to provide in January-February for the Follow Up Collection. Not all students in the follow-up are included in the Perkins allocation calculation, but all students in the follow-up download must be followed-up on for other KBOR reporting.

Core Indicators – Summary report allows institutions to review both overall institutional values and program-level values. While only the institutional overall value will be negotiated with the Board staff, reviewing the program-level information can help the institution determine performance gaps. Program performance is evaluated in the Program Review/Audit process and during the Comprehensive Local Needs Assessment.

Core Indicators Special Population – Summary report provides overall performance of special populations at the institution and program-level data for special populations.

Core Indicators Report – Detail can be utilized to identify individual students that comprise the Denominator and Numerator total headcounts for each Core Indicator within each CIP code.

WEBSITE PROFILE: When logged into the DRP website, users are always asked to select a period and year for the data they want to view or submit. This is referred to as the "profile." The Core Indicator reports are only viewable when the user is in the KHEDS project. It will be available in the "Reports" tab for KSPSD AY period.

DATES: The data reflected in the reports match the year in the profile of the KSPSD website. For example, if the profile is set to year 2020, the data in the report will be from Academic Year 2020 (roughly summer 2019, fall 2019, and spring 2020). Perkins V Core Indicator reports are available from AY 2017 through the most recently completed Follow-up Collection Report.

Data Submission Steps

- Submit all required files for the KSPSD Academic Year (AY) collection.
- Run edits and correct all submission fatal errors.
- Review submission warnings and correct any as necessary.
- If the edit report returns zero fatal errors, a "Run Reports" routine will begin. When "Run Reports" has been completed, several Perkins reports links will appear.

QUESTIONS: Questions regarding the formulas for the core indicator report should be directed to the Kansas Board of Regents Data, Research and Planning (DRP) staff. The best practice is to send an email message to IRHelp@ksbor.org. This message will be sent to several DRP staff members, assuring that someone will be reviewing the questions and preparing responses.

**Student Definitions and Measurement Approaches
for the Core Indicators of Performance Under Perkins V**

Indicator 1P1 – Postsecondary Placement

Statute Language: The percentage of career technical education (CTE) concentrators who, during the second quarter after program completion, remain enrolled in postsecondary education, are in advanced training, military service, or a service program that receives assistance under title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.), are volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a)), or are placed or retained in employment.

Numerator: Number of CTE concentrators who, during the 2nd quarter after exit, remain enrolled in postsecondary education, are in advanced training, military service, or a service program, or a service program, or are placed or retained in employment.

Denominator: Number of CTE concentrators who have completed program of study (reached an exit point)

Indicator 2P1 – Earned Recognized Postsecondary Credential

Statute Language: The percentage of CTE concentrators who receive a recognized postsecondary credential during participation in or within 1 year of program completion.

Numerator: Number of CTE concentrators who received a postsecondary credential during recent program year or within 1 year of completing an exit point (previous academic year).

Denominator: Number of CTE concentrators who left postsecondary education in the prior reporting year.

Indicator 3P1 –Non-traditional program concentration *(gender based, e.g. female welder or male nurse)*

Statute Language: The percentage of CTE concentrators in career and technical education programs and programs of study that lead to non-traditional fields.

Numerator: Number of CTE concentrators, from underrepresented gender groups, in career and technical education programs that lead to non-traditional fields.

Denominator: Number of CTE concentrators in a CTE program that leads to a nontraditional field, during the reporting year.

Perkins Eligibility Assignment

LEGEND:
PALA = **P**rogram, **A**ward **L**evel and **A**ward
C= Concentrator
P= Participant
N= Neither
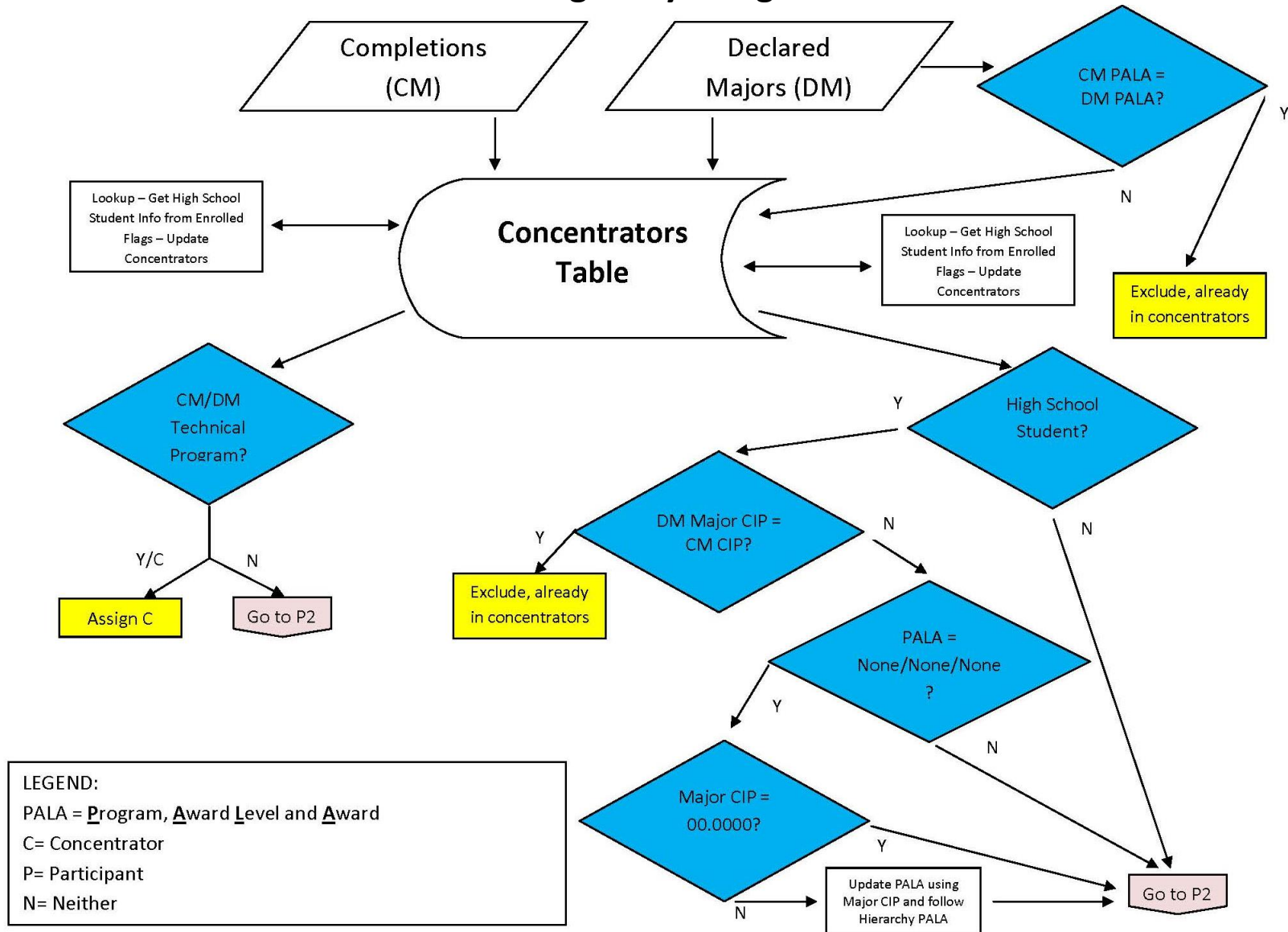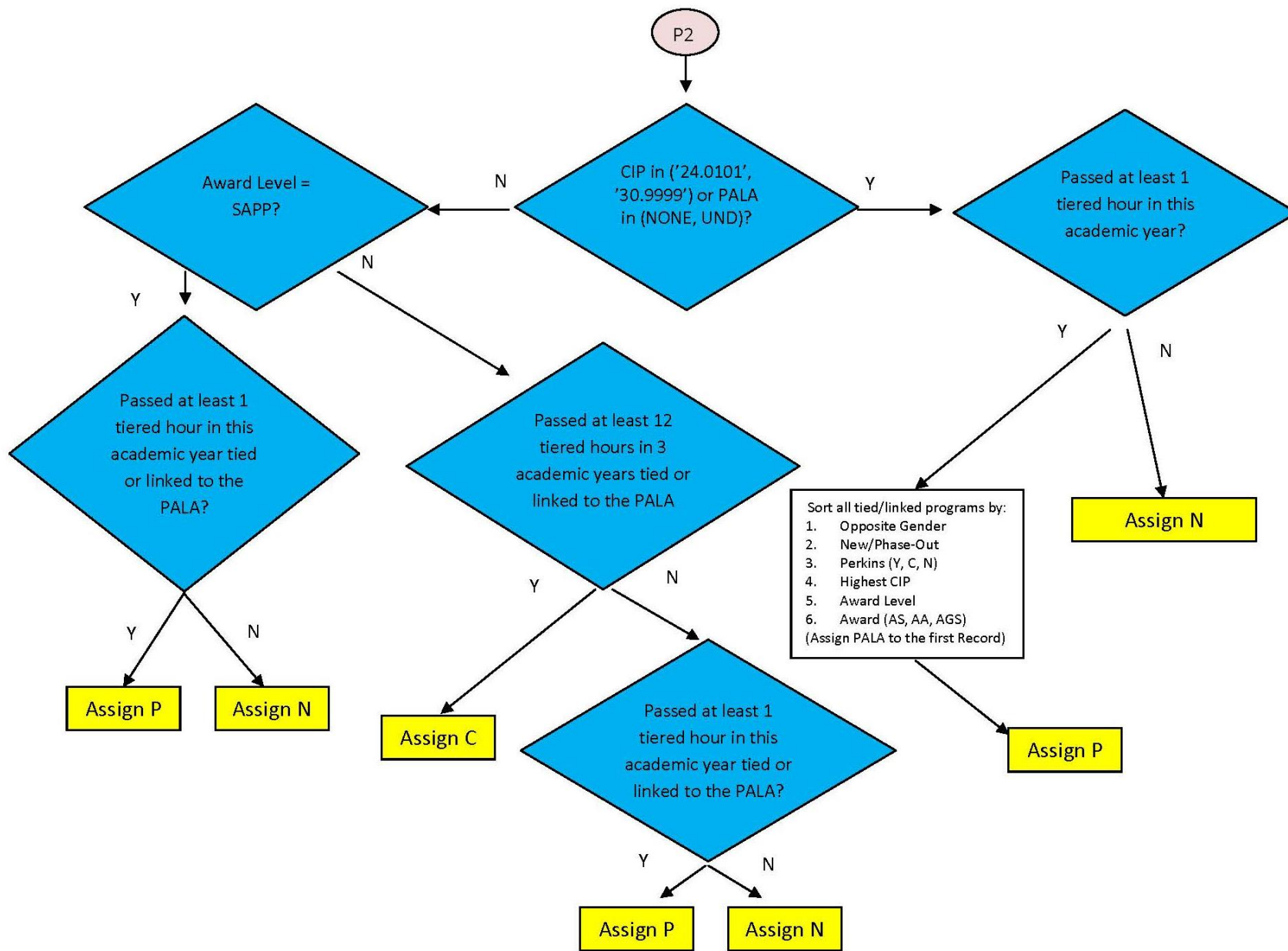
Perkins Core Indicators Reporting Timeline						
Perkins Indicator	**Academic Year (AY)**	**Fall Census (FA)**	**Follow-Up (SU)**	**Kansas Labor Data (DL)**	**Next Academic Year (NY)**	**Next AY Follow-Up (NF)**
1P1	*N/A	Calculated	Re-Calculated	Re-Calculated	No Change	No Change
2P1	*N/A	Calculated	Calculated	No Change	Re-Calculated	Re-Calculated
3P1	Calculated	No Change	No Change	No Change	No Change	No Change

*Data not available at this time

Appendix 11
Tiered/Non-Tiered Course Designation Process

Process for Determining "Tiered" (T) or "Non-Tiered" (N) Course Designations

The Kansas Postsecondary Technical Education Authority was charged by the 2007 Kansas Legislature to develop a new approach to funding technical education. The new funding approach was to be developed based on

1. rates that are tiered to recognize and support cost differentials in providing high-demand, high-tech training,
2. take into consideration target industries critical to the Kansas economy,
3. be responsive to program growth, and
4. include other factors and considerations as deemed necessary or advisable

Definitions and guidance for the determination of course "tiering" was provided as follows per statute **K.S.A. 71-1802—Definitions for Non-tiered and Tiered Courses** . . . . . .

*(f) "**Non-tiered course**" means any postsecondary credit-bearing course offered by an eligible institution and identified by the state board as not meeting the definition of a tiered technical course. Non-tiered courses include courses that are generally designed to:*

(1) Contribute to academic knowledge or skills across multiple disciplines and occupations, such as communication, writing, mathematics, humanities, social or behavioral science and natural or physical science courses, some of which may be considered for transfer as general education credit toward a baccalaureate degree;

(2) contribute to general knowledge or skills in areas such as critical thinking and reasoning, problem solving, use of technology and teamwork skills;

(3) provide instruction in basic or foundational skills necessary for individuals to effectively participate in technical programs;

(4) prepare individuals for certification or licensure exams or re-certifications and skill updates; or

(5) allow individuals to explore various career opportunities. Seminars, workshops, or other courses that are supplemental to the primary instruction required for the occupationally specific technical program shall be considered non-tiered courses, unless otherwise specified by the state board.

*(j) "**Tiered technical course**" means a postsecondary credit-bearing course included in the sequence of courses comprising a technical program, which course is itself designed to provide competency-based applied instruction to prepare individuals with occupationally specific knowledge and skills necessary for employment, and which the state board has identified as a tiered technical course.*

Early in the development, it became apparent that the increment for accurately calculating a new cost model needed to be the credit hour attached to each technical education course within an approved technical program, rather than at the program level. As a result, each course title included in the master course list was reviewed and analyzed to determine whether the course should be

designated for the tiered technical education funding pool or another funding source. <u>The T or N designation for each course title is applied to every instance of the course title throughout the entire system, not just a single institution or program.</u>

The framework used by KBOR staff to determine whether a course title would be flagged with an N included the following:

⇨ Is the course typically considered a required general education course for associate degrees for most colleges?

⇨ Could the course be considered an appropriate elective/substitute for required general education course for any of the following areas/disciplines: communications, mathematics, humanities, social or behavioral science, natural or physical science?

⇨ Is the course designed to teach general or foundational skills/concepts applicable across multiple disciplines (both academic and/or technical)? (Examples: writing, speaking, reasoning, problem solving/critical thinking, use of technology, workplace skills, job seeking strategies, etc.)

⇨ Is the course designed to teach general or foundational skills/concepts only in an applied manner? (Examples: Math for Welders, Writing for Technical Occupations, Engineering Physics, Spanish in the Workplace, Interpersonal Skills)

⇨ Is the course title likely to be used for a course in a non-technical program? (Example: Design Theory, Drawing I, Advanced Keyboarding)

⇨ Is the course designed to provide the opportunity for students to develop basic or remedial skills necessary to effectively participate in the technical program?

⇨ Do course enrollments predominantly consist of undecided, AA, AA, AGS majors in addition to technical program majors?

⇨ Is the course designed to prepare students for end of program or certification/ licensure exams, update skills, re-certifications, career exploration?

⇨ Is the course a seminar, workshop, practicum, or other course typically supplemental to the primary instruction required for the occupationally specific technical program?

⇨ Is the course considered a system-level transfer course?

The framework used by KBOR staff to determine whether a course title would be flagged with a T included the following:

⇨ Is the course technical in nature and does the title identify the specific occupational program to which the course is tied/linked?

⇨ Is the course included in an approved technical program?

⇨ Is the course in the technical core required for program completion or only a closely related technically oriented elective course in the program sequence?

⇨ Does the course require extraordinary resources to deliver effectively?

⇨ Do course enrollments predominantly consist of technical program majors?

⇨ Do the course outcomes include specific occupational skills? Does the occupation require a baccalaureate degree?

The framework was not designed to represent every situation for every technical course at every institution in all technical programs across Kansas. Because the initial assignment of the "T" and "N" flag to all courses throughout the state was not an entirely objective process, an appeal process was put in place to allow institutions to request a review of and potential change in a course designation. This appeal process occurred frequently in the initial phase, especially as courses-within-programs (CWP) were being developed for all technical programs. In most cases institutions were asked to supply additional information regarding the course (such as the course description, syllabus, and competencies) for further review and analysis by KBOR staff. Institutions making this request were reminded that the T or N designation for each course title is <u>applied to every instance of the course title throughout the entire system, not just at their institution or for their program.</u>

Current process for new/modified courses added to Course Inventory (CI):

⇨ Institutions enter new/modified course title and information into the course inventory (CI) system.

⇨ CI system email is sent to KBOR staff for review and analysis of the course information.

⇨ Utilizing the statute definition and framework, KBOR staff attaches either the T or N flag to the course. The course is added into CI and available for use by the institution to construct the courses-within-programs (CWP) course sequence for any program of study.

⇨ Institutions requesting a change of the T or N designation for a specific course (new or existing course) send a request to KBOR staff.

⇨ Upon receipt of the request, KBOR staff researches similar courses and course titles in the system for consistency and may request additional information to be submitted (course description, syllabus, competencies, etc.).

⇨ After reviewing and discussing the information submitted and research from system, KBOR staff contacts the requesting institution for further discussion and provides the explanation/rationale for making or not making the change in classification.

⇨ If it is determined a change is to be made, Workforce Development/CTE staff notifies IR staff to make the change in the CI system.

The following flow chart is a representation of how the statute definition and framework is applied to each course submitted for determination of Tiered or Non-Tiered status. Courses are designated as Tiered or Non-Tiered at the system level, and the appeal process remains in place for individual course review requests from institutions. Additional resources regarding funding for Two Year institutions can be found on the KBOR website at: http://data.kansasregents.org/support/training/.

Review Process for
Tiered/Non-Tiered Course Status

Process

Course is part of a KBOR approved technical program delivered by an eligible institution *(i)*

Yes ← Transfer **General Education** course to university across multiple disciplines
(f-1) (KBOR Transfer/Articulation Course List) → No

Yes ← Required Gen. Ed. course for associate degrees across multiple disciplines *(f-1)* → No

Yes ← Can be used to fulfill a Gen. Ed. requirement *(f-1, f-2)* → No

Yes ← Academic knowledge/skill delivered in applied manner *(f-1. f-2)*
(Math for welders, Spanish in the workplace, engineering physics, etc.). → No

Yes ← Knowledge/Skill applicable for **college students across multiple disciplines** *(f-2)*
(Critical thinking/reasoning, problem solving, interpersonal skills, teamwork, use of technology, employability skills, etc.) → No

Yes ← Pre-skill for technical program participation *(f-3)* → No

Yes ← Supplemental instruction *(f-4, f-5)*
(Career awareness, test prep, skill update, re-certification, seminar, workshop, practicum, general/current topics or issues, independent study, continuing educ., etc.) → No

No ← Competency-based Instruction/Skills occupationally specific and necessary for employment *(j)* → Yes

Non-Tiered Course Status

Tiered Course Status

Statute—K.S.A. 71-1802

(i) Technical Program: means any program of study comprised of a sequence of tiered technical courses and non-tiered courses, which program is identified by the state board as a technical program for funding purposes. Technical programs must:

- *Be designed to prepare individuals for gainful employment in current or emerging technical occupations requiring other than a baccalaureate or advance degree;*
- *lead to technical skill proficiency, industry-recognized credential, certificate or associate degree; and*
- *Be delivered by an eligible institution.*

(f) Non-Tiered Course: means any postsecondary credit-bearing course offered by an eligible institution and identified by the state board as not meeting the definition of a tiered technical course. Non-tiered courses include courses that are generally designed to:

1. **Contribute to academic knowledge or skills across multiple disciplines and occupations,** such as communications, writing, mathematics, humanities, social or behavioral science, and natural or physical science, some of **which may be considered for transfer as general education credit toward a baccalaureate degree;**
2. **contribute to general knowledge or skills** in areas such as critical thinking and reasoning, problem solving, use of technology, and teamwork skills**;**
3. **provide instruction in basic or foundational skills necessary for individuals to effectively participate in technical programs;**
4. **prepare individuals for certification or licensure exams or re-certifications and skill updates**; or
5. **allow individuals to explore career opportunities.** Seminars, workshops or other courses that are **supplemental to the primary instruction required for the occupationally specific technical program** shall be considered non-tiered courses, unless otherwise specified by the state board.

(j) Tiered Technical Course: means a postsecondary credit bearing course included in the sequence of courses comprising a technical program, which course is itself designed to provide:

- **Competency-based applied instruction**
- *To prepare individuals with **occupationally specific knowledge and skills necessary for employment**, and which the state board has identified as a tiered technical course.*

Appendix 12
Kansas Board of Regents Acronyms & Definitions

Acronym	Meaning	Definition
AACRAO	American Association of Collegiate Registrars and Admissions Officers	Nonprofit, voluntary, professional association of more than 11,000 higher education admissions and registration professionals.
AAS	Associate of Applied Science Degree	An AAS degree provides the student a degree in a chosen major in technical/occupational areas and is intended for students who plan to enter the workforce after completion of program requirements.
AASCU	American Association of State Colleges and Universities	Higher education association of nearly 420 public colleges, universities, and systems whose members share a learning- and teaching- centered culture, a historic commitment to underserved student populations and a dedication to research and creativity that advances their regions' economic progress and cultural development.
AAUP	American Association of University Professors	An association offering assistance in the form of lobbying, research, and collective bargaining for higher education professionals.
ACE	American Council on Education	Organization that advocates for higher education, convenes many higher education associations and agencies, and coordinates among member institutions. Provides research and identifies innovative practices.
ACTE	Association for Career and Technical Education	Largest national education association dedicated to the advancement of education that prepares youth and adults for careers.
ADM	Admissions	This annual component of IPEDS is required of all currently operating Title IV postsecondary institutions in the United States and other areas that are do not have an open admissions policy. Eligibility for Admissions is determined using a screening question in the Institutional Characteristics Header component and open admissions institutions will not see the component. Admissions data are collected for the current fall reporting period. Data are collected on admissions requirements, the number of applicants, admitted students, the number of admitted students that subsequently enrolled, and percentiles for ACT and SAT test scores. The number of applicants, admitted, and enrolled students is disaggregated by gender; enrolled students are further disaggregated by part-time and full-time status. Prior to the 2014-15 data collection cycle, Admissions was part of the Institutional Characteristics components. In 2014-15, it became part of the Winter data collection.

Acronym	Meaning	Definition
AE	Adult Education	Ongoing data collection by the Kansas Board of Regents (KBOR) of student information for adult education. Also known as AESIS.
AESIS	Adult Education Student Information System	Ongoing data collection by Kansas Board of Regents (KBOR) of student information for adult education. Also known as ABE.
AIR	Association for Institutional Research	An organization for institutional researchers that is focused on providing educational resources, best practices, and professional-development opportunities for members.
AL	Academic Libraries	This annual component of IPEDS collects information on library collections, expenses, and services from degree-granting postsecondary institutions. Institutions with library expenses less than $100,000 annually report their collections and circulation or usage to IPEDS. Specific library collection items include physical and electronic/digital books, media, and databases (applicable to electronic only). Institutions with library expenses equal to or greater than $100,000 annually report both their collections and circulation or usage and details about their expenses to IPEDS. Detail expense categories include library salaries and wages, fringe benefits, materials and services costs, and operations and maintenance costs.
ALEC	American Legislative Exchange Council	Works to advance limited government and federalism at the state level through a nonpartisan public-private partnership of America's state legislators, members of the private sector and the general public.
AO-K	Accelerating Opportunity - Kansas	The Kansas Board of Regents, in partnership with the Kansas Department of Commerce, is implementing the Accelerating Opportunity initiative in Kansas (AO-K) to transform the delivery system for adult education in Kansas by using Career Pathways to deliver career and technical education simultaneously with adult basic skills instruction. Students complete short-term certificate programs aligned with labor market needs, leading to industry endorsed credentials and immediate jobs.
AQIP	Academic Quality Improvement Program	The Higher Learning Commission of the North Central Association of Colleges and Schools developed the AQIP in 1999 to provide colleges and universities with an alternative process for continuing accreditation.
ARRA	American Recovery and Reinvestment Act	Also known as Stimulus Package. Federal funding provided to states to stimulate economic recovery.
AS	Associate of Science Degree	An AS degree is intended to prepare students dually for the workforce and for transfer to some baccalaureate programs.
ASSOC	Associate's Award Level	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
AY	Academic Year	The annual period during which a student attends school, college, or university. For KHEDS collection AY = Summer + Fall + Spring.

Acronym	Meaning	Definition
BAASC	Board Academic Affairs Standing Committee	Kansas Board of Regents Committee consisting of four members of the Board and appointed by the Board Chair. BAASC meets by conference call approximately two weeks prior to each Board meeting and prior to the Board Chair's conference call to finalize the Board agenda. Meetings usually consist of discussion of items to be placed on the upcoming agenda of the full Board.
BI	Business Intelligence tool	Application software designed to retrieve, analyze, and report data.
C	Completions	This annual component of IPEDS collects number of degrees and other recognized postsecondary credentials (certificates) conferred. These data are reported by level (associate's, bachelor's, master's, and doctor's), as well as by length of program for some. Both are reported by race/ethnicity and gender of recipient, and the field of study, using the Classification of Instructional Programs (CIP) code. Institutions report all degrees and other awards conferred during an entire academic year, from July 1 of one calendar year through June 30 of the following year. Completions data by race/ethnicity at the 2-digit CIP level became an annual collection in 1990; since the 1995 collection, race/ethnicity is collected at the 6-digit CIP level. In 2001, IPEDS began collecting completers of double majors by level, 6-digit CIP code, and by race/ethnicity and gender of recipient.
CAEL	Council for Adult and Experiential Learning	Nonprofit that works at all levels within the higher education, public, and private sectors to make it easier for people to get the education and training they need.
CATC	College Affordability and Transparency Center	Provides information for students, parents, and policymakers about college costs at America's colleges and universities. The Center includes several lists of institutions based on the tuition and fees and net prices (the price of attendance after considering all grant and scholarship aid) charged to students.
CATEF	College Affordability and Transparency Explanation Form	The CATE Form collection will satisfy the statutory requirements in the Higher Education Opportunity Act (HEOA) for additional information from those institutions appearing on the Highest Tuition and Fees and/or Net Price Increase College Affordability and Transparency Center Lists.
CCSSO	Council of Chief State School Officers	A nonpartisan, nationwide, nonprofit organization of public officials who head departments of elementary and secondary education.
CDS	Common Data Set Initiative	A collaborative effort among data providers in the higher education community and publishers as represented by the College board, Peterson's, and U.S. News and world Report. Stated goal is to provide accurate and timely data to students and their families while decreasing the workload of administrators.

Acronym	Meaning	Definition
CEDS	Common Education Data Standards	National collaborative effort to develop voluntary, common data standards for a key set of education data elements.
CEP	Concurrent Enrollment Partnership	Concurrent Enrollment Partnership (CEP) consists of an agreement between an eligible postsecondary institution and a school district for the purpose of offering college-level learning to students who have been accepted for concurrent enrollment partnership in off-campus classes at a high school at which approved high school teachers teach college credit classes during the normal school day.
CERT0	Postsecondary award, certificate, or diploma (less than 1 academic year)	An award level used in the Kansas Higher Education Data System (KHEDS) collection for an award that requires 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.
CERT1	Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)	An award level used in the Kansas Higher Education Data System (KHEDS) collection for an award that requires 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.
CERT2	Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)	An award level used in the Kansas Higher Education Data System (KHEDS) collection for an award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years or designed for completion in at least 60 but less than 120 semester credit hours.
CERTA	Postsecondary Technical Certificate from 16 to 29 credit hours	An award level used in the Kansas Higher Education Data System (KHEDS) collection which requires completion of an organized program of study in a technical area of at least 16 but less than 30 credit hours in length, at the postsecondary level which is below a baccalaureate degree. See PALA.
CERTB	Postsecondary Technical Certificate from 30 to 44 credit hours	An award level used in the Kansas Higher Education Data System (KHEDS) collection which requires the completion of an organized program of study in a technical area of at least 30 but less than 45 credit hours in length, at the postsecondary level which is below the baccalaureate degree. See PALA.
CERTC	Postsecondary Technical Certificate from 45 to 59 credit hours	An award level used in the Kansas Higher Education Data System (KHEDS) collection which requires completion of an organized program of study in a technical area of at least 45 but less than 60 credit hours in length, at the postsecondary level which is below the baccalaureate degree. See PALA.
CI	Course Inventory	Kansas Board of Regents (KBOR) data collection of courses offered at institutions.

Acronym	Meaning	Definition
CIP	Classification of Institutional Programs	A taxonomic coding scheme for secondary and postsecondary instructional programs.
CIRO	Council of Institutional Research Officers	A committee comprised of institutional research officers from each of the Kansas public universities. The committee meets biannually and provides a platform for dialogue amongst CIRO and KBOR employees for meeting the higher education data gathering and reporting needs of the state.
COBO	Council of Business Officers	Council consisting of the chief business officer of each state university. The Board of Regents' director of Finance and Administration serves as an ex officio member. Advisory body to the Council of Presidents that meets to address system wide concerns relative to the administration and financing of the universities.
COCAO	Council of Chief Academic Officers	Council of the Regent's academic vice presidents that reports to the Council of Presidents. Established in 1969, one of the primary functions is to outline the academic plan for the Regents system.
Cohort	A specific group of students	A specific group of students used for tracking purposes.
Concurrent Enrollment Partnership Agreement	Concurrent Enrollment Partnership Agreement	Concurrent Enrollment Partnership agreement means a written memorandum of understanding between an eligible postsecondary institution and a school district for the purpose of offering college level learning to students who are eligible to enroll in college courses offered at a high school at which approved high school faculty teach said college courses during the normal school day.
Concurrent Enrollment Partnership Student	Concurrent Enrollment Partnership Student	Concurrent Enrollment Partnership student means a person who is in grades 10, 11, or 12, or who is gifted and is in grade 9; has been admitted to an eligible postsecondary education institution as a degree seeking or non degree seeking student; and is enrolled in courses at a high school at which approved high school faculty teach college credit courses during the normal school day.
COPS	State University Council of Presidents	Council including the chief executive officers for State Universities. Considers items of interest to the institutions and acts on proposals prior to their going to the Board of Regents for consideration.
COSAO	Council of Student Affairs Officers	Council that consists of the chief student affairs officers of the Regents institutions and the Board of Regents' Director of Academic Affairs serves as an ex officio member. The purpose of the group is to consider the welfare and development of students and institutional services to meet their needs. Reports to the Council of Presidents.
CPL	Credit for Prior Learning	Comprehensive term used to describe learning gained outside a traditional academic environment.
CSSC	Classified Support Staff Council	Primary purpose is to provide a direct channel of communication between classified employees and University administrators.

Acronym	Meaning	Definition
CTE	Career and Technical Education	K.S.A 74-32,407 (Statute referencing the State Plan for CTE) - "Career technical education" means organized educational programs offering a sequence of courses which are directly related to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Such programs shall include competency-based applied learning which contributes to an individual's academic knowledge, higher-order reasoning, and problem-solving skills, work attitudes, general employability skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society. The term "career technical education" also includes technology education and career and technical education as referenced in The Strengthening Career and Technical Education for the 21st Century Act (Perkins V). K.S.A 71-1802 The statutory definition for a postsecondary Technical Program is as follows: "Technical program" means any program of study comprised of a sequence of tiered technical courses and non-tiered courses, which program is identified by the state board as a technical program for funding purposes. Technical programs must: (1) Be designed to prepare individuals for gainful employment in current or emerging technical occupations requiring other than a baccalaureate or advanced degree; (2) lead to technical skill proficiency, an industry-recognized credential, a certificate or an associate degree; and (3) be delivered by an eligible institution.
CWB	Course within Block	Acronym used in KHEDS program inventory system which identifies courses included within elective blocks.
CWP	Course within Program	Kansas Board of Regents data collection of courses offered within a program that is collected throughout the year.
DANTES	Defense Activity for Non-Traditional Education Support	A Department of Defense agency that provides leadership and support for service members and veterans pursuing their educational goals.
DBTF	Database Task Force (DBTF) Faculty Report	KBOR survey that collects information on faculty and staff at each of the state universities. Data collected by the survey reflects actual appointments and contracts on the November 1 payroll. Information from the DBTF report is used for the Faculty section of the KBOR State University Data Book.
DRP	Data, Research and Planning	The Data, Research and Planning (DRP) unit is responsible for providing data analysis support for data-driven decision-making activities of the Kansas Board of Regents.
Dual Enrolled High School Student	Dual Enrolled High School Student	A dual enrolled high school student is one who, in addition to taking a regular high school curriculum, is also enrolled in college level courses at a postsecondary institution.

Acronym	Meaning	Definition
E12	12-Month Enrollment	This annual component of IPEDS collects data for the entire 12-month academic year, while enrollment data collected in the Fall Enrollment component are fall data. Institutions report an unduplicated head count for the total number of students by gender, attendance status (full-time, part-time), race/ethnicity, level (undergraduate, graduate, first-professional), first-time (entering), transfer-in (non-first-time entering), continuing/returning, and degree/certificate-seeking statuses enrolled throughout the reporting period. Students included are those enrolled in any courses leading to a degree or other recognized postsecondary credential, as well as those enrolled in courses that are part of a terminal vocational or occupational program. Institutions also report the total instructional activity for the same 12-month period for both undergraduate and graduate programs. Instructional activity data are reported in units of clock hours or credit hours.
EAP	Employees by Assigned Position	Employee classification which classifies employees by primary occupational activity which is used by the Integrated Postsecondary Education Data System (IPEDS) annual Human Resources (HR) survey which is collected by the U.S. Department of Education's National Center for Education Statistics (NCES).
EDGAR	Education Department General Administrative Regulations	Guidance for federal awards under the Uniform Grant Guidance (UGG).
EF	Fall Enrollment	This annual component of IPEDS collects data on the number of students enrolled in the fall at postsecondary institutions. Students reported are those enrolled in courses creditable toward a degree or other recognized postsecondary credential; students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus or extension centers; and high school students taking regular college courses for credit. Institutions report annually the number of full- and part-time students, by gender, race/ethnicity, and level (undergraduate, graduate, first-professional); the total number of undergraduate entering students (first-time, full-and part-time students, transfer-ins, and non-degree students); and retention rates. In even-numbered years, data are collected for state of residence of first-time students and for the number of those students who graduated from high school or received high school equivalent certificates in the past 12 months. Also, in even-numbered years, 4-year institutions are required to provide enrollment data by gender, race/ethnicity, and level for selected fields of study. In odd-numbered years, data are collected for enrollment by age category by student level and gender.

Acronym	Meaning	Definition
EPSCoR	Experimental Program to Stimulate Competitive Research	Mission is to assist the National Science Foundation in its statutory function "to strengthen research and education in science and engineering throughout the United States and to avoid undue concentration of such research and education." Source: https://www.nsf.gov/od/oia/programs/epscor/
eScholar	Software and service provider	Vendor selected to provide unique identifiers for the Kansas Institutional Data on Students (KIDS) State Student Identifier (SSID) assignment system. eScholar works with state, local, and federal education agencies across the country to help them solve their education data management and data warehouse challenges.
ETI	Electronic Transcript Initiative	Seeks to facilitate the transfer of student information between the Midwest's public and private high schools and the Midwest's public and private colleges and universities, as well as among the Midwest's postsecondary institutions. https://www.mhec.org/contracts/technology/services
Excel in CTE	K.S.A 72-3819	Effective July 1, 2012, the Bill provides new state dollars to pay college tuition for high school students earning college credits in technical courses and at the same time, earn an industry credential.
F	Finance	This annual component of IPEDS collects data that describe the financial condition of postsecondary education in the nation. These data are used to monitor changes in postsecondary education finance and to promote research involving institutional financial resources and expenditures. Specific data elements include such items as institutional revenues by source (e.g., tuition and fees, government, private gifts); institutional expenditures by function (e.g., instruction, research, plant maintenance and operation); physical plant assets and indebtedness; and endowment investments. Institutions may use different survey forms depending on the control of institution (e.g. public, private non-profit, or private for-profit) and the accounting standards followed by the institution (e.g. FASB or GASB).
FA	Fall semester	Acronym used to denote the fall semester in the KHEDS data collections.
Faculty Senate	Council of Faculty Senate Presidents	Group that addresses faculty concerns.
FAFSA	Free Application for Federal Student Aid	Federal Student Aid, a part of the U.S. Department of Education, is the largest provider of student financial aid in the nation is responsible for creating the FAFSA. Federal Student Aid is responsible for managing the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965. These programs provide grants, loans, and work-study funds to students attending college or career school.
FASB	Financial Accounting Standards Board	Organization that establishes accounting and financial reporting standards for nongovernmental entities.

Acronym	Meaning	Definition
FERPA	Family Educational Rights and Privacy Act	Limits sharing of student records and gives students the right to inspect, review, and to seek amendment of educational records.
FICE	Federal Interagency Committee on Education	Federal institutional unique identifier.
FIPS	Federal Information Processing Standards	Standardized numeric and alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities throughout all federal agencies.
FTE	Full-time equivalent	A unit that represents the workload of an employed person or student in a way that makes workloads comparable across various contexts.
FTFT	First-time, full-time	Definitions vary, but the most commonly used definitions for first-time full-time undergrads are: IPEDS defines a first-time student as a student who has no prior postsecondary experience (except college credits earned before graduation from high school) 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. Full-time for an undergraduate is defined by IPEDS as enrollment in 12 or more semester credits.
GASB	Governmental Accounting Standards Board	Organization that establishes accounting and financial reporting standards for state and local governments in the U.S.
GED Accelerator	GED Accelerator	On April 21, 2014, the Kansas legislature signed House Bill 2506 into law, "Postsecondary education performance-based incentive funds", known as the GED Accelerator. The GED Accelerator, codified at K.S.A. 74-32,434, awards community and technical colleges with performance funding for students who concurrently earn a GED and an approved postsecondary credential.
GR	Graduation Rates	This annual component of IPEDS was added in 1997 to help institutions satisfy the requirements of the Student Right-to-Know legislation. Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission. Prior to 2007, institutions who offered athletically related student aid were asked to report, by sport, the number of students receiving aid and whether they completed within 150 percent of normal time to completion. Now, these institutions only need

Acronym	Meaning	Definition
		to report a URL where the athletic data is located on their website, when available. GR automatically generates worksheets that calculate rates, including average rates over 4 years.
GR200	200% Graduation Rates Survey	200 percent postsecondary graduation rates survey developed by National Center of Educational Statistics (NCES) as part of Integrated Postsecondary Education Data System (IPEDS).
GR	Graduation Rate Survey	Postsecondary graduation rate survey developed by the National Center for Education Statistics (NCES) as part of Integrated Postsecondary Education Data System (IPEDS).
HEA	Higher Education Act of 1965	Act requires that all institutions participating in federal student financial assistance programs complete surveys in the Integrated Postsecondary Education Data System (IPEDS).
HEOA	Higher Education Opportunity Act of 2008	In accordance with the Higher Education Opportunity Act of 2008 (HEOA), each postsecondary institution in the United States that participates in Title IV student aid programs must post a net price calculator on its website that uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances.
HEPI	Higher Education Price Index	The Higher Education Price Index (HEPI) is a measure of the inflation rate applicable to United States higher education; more precisely, the increase in costs in a defined basket of goods and services typically purchased by institutions of higher education. The index is calculated on a fiscal year basis ending each June 30.
HIPAA	Health Insurance Portability and Privacy Act	Provides standards for how covered entities use and disclose individually identifiable health information.
HLC	Higher Learning Commission	One of six regional institutional accreditors in the United States, HLC accredits degree-granting post-secondary educational institutions in the North Central region (which includes Kansas).
HR	Human Resources	This annual component of IPEDS was formed in 2006 by combining three previously separate components: Employees by Assigned Position (EAP), Fall Staff (S), and Salaries (SA). This was done to avoid (or at least reduce) conflicting data which had occurred when collected separately. The information collected has remained basically the same. The fall staff data was collected biennially in odd-numbered years prior to 2016-17 but is now collected annually similar to the other HR components.
IC	Institutional Characteristics	This annual component is the core of the IPEDS system is and is required of all currently operating Title IV postsecondary institutions in the United States and other areas. As the control file for the entire IPEDS system, IC constitutes the sampling frame for all other NCES surveys of postsecondary institutions. It also helps determine the specific IPEDS screens that are shown to each institution. This component collects the

Acronym	Meaning	Definition
		basic institutional data that are necessary to sort and analyze not only the IC DATA, but also all other IPEDS DATAs. IC data are collected for the academic year, which generally extends from September of one calendar year to June of the following year. Specific data elements currently collected for each institution include: institution name, address, telephone number, control or affiliation, calendar system, levels of degrees and awards offered, types of programs, application information, student services, and accreditation. The IC component also collects pricing information including tuition and required fees, room and board charges, books and supplies and other expenses for release on College Navigator.
Imputation	Method for estimating data	Used to estimate data for an entity that did not respond to a data item in the Integrated Postsecondary Education Data System (IPEDS).
IPEDS	Integrated Postsecondary Education Data System	A system of interrelated surveys conducted annually by the U.S. Department of Education's National Center for Education Statistics (NCES). The surveys gather information from every college, university, and technical and vocational institution that participates in federal student financial aid programs.
IPSR	Institute for Policy and Social Research (KU)	IPSR brings together social scientists from a broad range of disciplines to pursue and conduct sponsored research at the international, national, regional, state, and local levels. IPSR affiliated faculty represent disciplines such as economic, education, environmental studies, geography, political science, public administration, social welfare, sociology, and urban planning.
K.S.A. 74-32,410	Kansas Statute	Kansas Statute – Allocation and distribution of state and federal funds. The state board shall be responsible for the allocation and distribution of the state and federal funds provided for pursuant to The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) in accordance with the state plan. Moneys allocated and distributed under the provisions of this section shall be expended only in accordance with and for the purposes specified in federal or state law or the state plan. Payments under this act may be made in installments and in advance or by way of reimbursement, with necessary adjustments on account of overpayments or underpayments. Federal funds for career and technical education shall be deposited in the state treasury.
K.S.A. 74-32,418	Kansas Statute	Kansas Statute – Kansas training information program, establishment, and administration; rules and regulations; reports; advisory committee; forms Establishes the Kansas training information program that gives the state board authority to adopt rules and regulations for administration of the program.
K.S.A. 76-731a	Kansas Statute	Kansas Statute - Certain persons without lawful immigration status deemed residents for purpose of tuition and fees.

Acronym	Meaning	Definition
KACCBO	Kansas Association of Community College Business Officers	A committee comprised of the business officers from all 19 Kansas community colleges. The committee meets quarterly throughout the year to exchange ideas and collaborate on fiscal matters relevant to the community college sector. The committee also oversees the production of the KACCBO Enrollment and Financial Statistics publication, which contains financial and student data for all Kansas community colleges.
KACCT	Kansas Association of Community Colleges Trustees	KACCT's mission is to build better futures through cooperation, collaboration, and communication in advocating on behalf of community colleges; to position community colleges to better serve Kansas constituencies.
KACRAO	Kansas Association of Collegiate Registrars and Admissions Officers	KACRAO is a nonprofit, voluntary, professional association of more than 400 higher education administrators who represent nearly 80 institutions and agencies in the State of Kansas.
Kansas Challenge Act	Kansas Challenge to Secondary School Students Act	The purpose of the Kansas Challenge Act is to provide the means to school districts to encourage secondary students to take advantage of all educational opportunities in Kansas. The bill requires each postsecondary institution that accepts students for concurrent or dual enrollment to submit a report to the State Board of Regents. Kansas House Bill 2134, 2021
Kansas Promise Act	Kasnas Promise Act Scholarship	The Kansas Promise Scholarship was created during the 2021 Kansas Legislative Session to assist students attending Kansas community colleges, technical colleges, Washburn Institute of Technology and certain private postsecondary educational institutions and enrolled in specified programs of study. Kansas House Bill 2064, 2021
KANSASWORKS	**KANSAS**WORKS	A web-based job-matching and labor market information system operated by the Kansas Department of Commerce. **KANSAS**WORKS provides job seekers, employers, and training providers with easy-to-use tools that support a wide range of activities. The goal of **KANSAS**WORKS is to link businesses, job seekers, educational institutions, and training providers to ensure the state's workforce is equipped to meet industry needs.
KASFAA	Kansas Association for Student Financial Aid Administrators	The National Association of Student Financial Aid Administrators (NASFAA) serves students in thousands of different institutions, including Kansas (KASFAA). NASFAA works to increase student access to and success in postsecondary education and serves as a way for communication and collaboration on student financial aid issues. Source: http://www.nasfaa.org/mkt/about/About_NASFAA.aspx
KBOR	Kansas Board of Regents	The nine-member Kansas Board of Regents is the governing board of the state's six universities and the statewide coordinating board for the state's 32 public higher education institutions (six state universities, one municipal university, nineteen community colleges, and six technical

Acronym	Meaning	Definition
		colleges). In addition, the Board administers the state's student financial aid, adult education, high school equivalency, and career and technical education programs. Private proprietary schools and out-of-state institutions are authorized by the Kansas Board of Regents to operate in Kansas, and the Board continues to administer Kan-ed, a program for facilitating and promoting distance learning and telemedicine in schools, libraries, and hospitals.
KBOR ID	Unique ID assigned by KBOR	Kansas Board of Regents unique ID for identifying students.
KCOG	Kansas Core Outcomes Groups	Faculty led, discipline-specific groups that meet annually or as necessary, to confirm or articulate learning outcomes and discuss courses for inclusion in the Kansas Systemwide Transfer process.
KHEDS	Kansas Higher Education Data System	In response to the Kansas Higher Education Coordination Act, the Kansas Board of Regents developed the Kansas Postsecondary Database (KSPSD) to collect student data as well as the Business Training and Enrichment student data collection (BTE), Program Inventory (PI), Course Inventory (CI) and Courses within Programs (CWPs). Together these collections are referred to as the Kansas Higher Education Data System (KHEDS). KHEDS supports informed decision-making through the collection, analysis, and reporting of postsecondary education in Kansas.
KHEER	Kansas Higher Education Enrollment Report	Every fall and spring semester, public and independent postsecondary educational institutions within the state of Kansas are asked to report aggregate data to the Kansas Board of Regents information regarding their enrolled students.
KHEStats	Kansas Higher Education Statistics	The Kansas Higher Education Statistics (KHEStats) is a web-based enterprise business intelligence reporting tool for providing its constituents access to data about Kansas public postsecondary institutions. KHEStats allows users to view trends, filter reports, and perform comparisons through user-friendly dashboards, graphs, and charts. KHEStats reports are generated from data collected by the Kansas Board of Regents from the state's 32 public higher education institutions (six state universities, one municipal university, nineteen community colleges, and six technical colleges) throughout the year in data collections such as the Fall Census and the Kansas Higher Education Data System (KHEDS). These data collections support reporting about enrollments, completions, demographics, and other characteristics.
KICA	Kansas Independent Colleges Association and Fund	Founded in 1984, KICA supports the individual missions of the member colleges--the 18 regionally accredited non-profit colleges and universities in the state. KICA provides direct services to enhance efficiency and effectiveness to the member colleges and works to raise financial support and public awareness of those institutions.

Acronym	Meaning	Definition
KIDS	Kansas Institutional Data on Students	A Kansas Department of Education data collection system that assigns unique state student IDs to all students and stores core data on students.
KIE	Kansas International Educators	Kansas chapter of the National Association of International Educators. This group establishes principles of good practice, provides networking, professional development and training opportunities, and advocates for international education.
KIR	Kansas Industrial Retraining	A Kansas Department of Commerce program that assists employees of restructuring companies who will likely be displaced due to inadequate or obsolete job skills.
KIT	Kansas Industrial Training	A Kansas Department of Commerce program that assists companies with pre-employment and on-the-job training for employees.
KORA	Kansas Open Records Act	K.S.A. 45-21545-215, et seq., as amended, make up the elements of the Kansas Open Records Act. The statute generally requires that public records be open for inspection to any person. This extends to any kind of record maintained, kept, or in the possession of a public agency.
KRSN	Kansas Regents Shared Number	The Kansas Board of Regents' approved courses for guaranteed transfer among all Kansas public postsecondary institutions are assigned a KRSN. This is a number that identifies what courses at each institution are transferable for tracking purposes.
KSDE	Kansas Department of Education	Oversees K-12 education in Kansas.
KSPSD	Kansas Postsecondary Database	Kansas Board of Regents system of collecting, maintaining, and providing data analysis through a uniform postsecondary education database.
K-TIP	The Kansas Training Information Program	The Kansas Training Information Program (K-TIP) reports employment and wage data for all approved postsecondary career technical education programs offered by technical colleges, community colleges, and Washburn Institute of Technology, and is compiled from data submitted to the Kansas Board of Regents from the individual postsecondary institutions and supplemented with data provided by the Kansas Department of Labor where available.
Longitudinal Database	System for tracking students	Longitudinal data system is a data system capable of tracking student information over multiple years in multiple schools and often into the workforce.
MACE	Mid- America Association for Computers in Education	Provide an association for sharing and exchanging ideas, techniques, materials, and procedures for groups now using or planning to use technology in an educational environment.
MHEC	Midwestern Higher Education Compact	Interstate compact (45 ILCS 155/) enacted with the intention of improving regional access to, research in and choice of higher education for the citizens of involved states. Eligible states include Illinois, Indiana,

Acronym	Meaning	Definition
		Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.
MSG	Measurable Skill Gains	The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress towards such a credential or employment.
NACAC	National Association for College Admission Counseling	Advocates and supports ethical and professional practice in helping students transitioning to postsecondary education.
NACE	National Association of Colleges and Employers	Connects campus recruiting and career services professionals, and provides best practices, trends, research, professional development, and conferences.
NAM	National Association for Manufacturers	Industrial trade association that enhances the competitiveness of manufacturers by Lobbying for legislation and regulations conducive to the U.S. economic growth.
NASBO	The National Association of State Budget Officers	Advances state budget practices through research, policy analysis, education, and knowledge sharing among its members. Provides information and training on critical state fiscal issues and budget processes, responds to member research inquiries, and organizes national meeting where members can discuss critical issues and share best practices.
NCCBP	National Community College Benchmarking Project	Established by Johnson County Community College as a benchmarking initiative.
NCES	National Center for Education Statistics	Collects, analyzes, and makes education data available.
NCHEMS	National Center for Higher Education Management Systems	Private nonprofit (501) (c) (3) organization whose mission is to assist colleges and universities to improve their management capability.
NCPPHE	National Center for Public Policy and Higher Education	The National Center for Public Policy and Higher Education promotes public policies that enhance Americans' opportunities to pursue and achieve a quality higher education. Established in 1998 by a consortium of national foundations, the National Center is an independent, nonprofit, nonpartisan organization based in San Jose, California. It is not associated with any institution of higher education, with any political party, or with any government agency.

Acronym	Meaning	Definition
NHEBI	National Higher Education Benchmarking Institute	Works with community colleges and national data consortia to provide benchmarking and peer comparison services.
NIEER	National Institute for Early Education Research	Conducts and communicates research to support high-quality, effective early childhood education for all young children.
NPEC	National Postsecondary Education Cooperative	Voluntary organization of all sectors of postsecondary education with a major emphasis on data collection.
NRS	National Reporting System	The National Reporting System for Adult Education (NRS) is an outcome-based reporting system for the State-administered, federally funded adult education program.
NSC	National Student Clearinghouse	Nonprofit organization which is source for degree and enrollment verification.
NSSE	National Survey of Student Engagement	Annually collects information at four-year colleges and universities about student participation in programs and activities that institutions provide for their learning and personal development.
OEIE	Office of Education Innovation and Evaluation	Founded in 2000 and affiliated with Kansas State University and the College of Education, OEIE provides a variety of independent evaluation services for an extensive range of projects in the fields of science, agriculture, education, health, and workforce development. Their clients include local, state, national, and international researchers, faculty, and administrators working within universities, government agencies, foundations, and other organizations.
OM	Outcome Measures	This annual IPEDS component aims to improve the collection of student progression and completion data on a more diverse group of undergraduate students at degree-granting institutions. Award and enrollment statuses are collected on four cohorts (first-time, full-time; first-time, part-time; non-first-time, full-time; and non-first-time, part-time) and on eight sub-cohorts (based on Pell Grant recipient status) of degree/certificate-seeking students at three points of time (four-, six-, and eight-years after entering the institution).
OMB	Office of Management and Budget	Government office that assists the President to oversee the preparation of the Federal budget and supervise administration in the Executive Branch.
OPE	Office of Postsecondary Education	Formulates postsecondary federal policy.

Acronym	Meaning	Definition
PALA	Program code, Award Level, and Award	In KSPSD data collections, this is a combination of Program Code, Award Level and Award.
PBCER	Post baccalaureate certificate	An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree but does not meet the requirements of a master's degree.
PEO	Postsecondary Education Opportunity	A research newsletter founded on the sound public social policy requiring accurate, current, independent, and focused information on the human condition and requiring that education is essential to the development of human potential and resources for both private and public benefit.
PESC	Postsecondary Electronic Standards Council	PESC is a non-profit organization that enables cost-effective connectivity between data systems in higher education.
PeTAC	Postsecondary Electronic Transcript Advisory Council	Supports the statewide Postsecondary eTranscript initiative, provides guidance and expertise, advises the Kansas Board of Regents Office regarding eTranscript common issues, aids in resolving any conflict arising during implementation, and ensures a seamless approach to transcript exchange in the State of Kansas.
PI	Program Inventory	List of Kansas Board of Regents approved programs by institution that is collected throughout the year.
PMC	Process Management Committee	KBOR committee that gives input to KBOR on procedures for various projects including technical funding.
PMCER	Post-master's certificate	An award that requires completion of an organized program of study beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.
PPA	Program Participation Agreement	A school's Program Participation Agreement (PPA) describes requirements of its participation in the FSA programs (Title IV federal student aid programs).
PPS	Private Postsecondary	The Kansas Board of Regents Private Postsecondary Education Department authorizes private and out-of-state institutions to operate in Kansas with a Certificate of Approval that must be renewed annually. These schools offer instruction for business trade, technical or industrial occupations, or confer degrees. All schools operating with a physical presence in Kansas or that are actively soliciting enrollment of prospective students to receive instruction in the state of Kansas must apply for a certificate of approval or an exemption. An institution approved by the Kansas Board of Regents goes through a comprehensive and rigorous process to ensure it is educationally sound, financially stable, and well run. Kansas Board of Regents Private Postsecondary Education staff strive to work closely with approved institutions to ensure

Acronym	Meaning	Definition
		the continued quality of educational programs is the best possible for Kansas students.
PR	Program Review	In cooperation with the state universities, the Board maintains a program review cycle and review process that allows the universities to demonstrate that they are delivering quality programs consistent with their mission. All degree programs are reviewed on an eight-year cycle, with reviews focusing on a variety of indicators of program quality.
PTAC	Privacy Technical Assistance Center	A "one-stop" resource for education stakeholders to learn about data privacy, confidentiality, and security practices related to student-level longitudinal data systems and other uses of FERPA protected student data.
QA	Qualified Admissions	Annual survey of qualified admissions required by KSA 76-717 for state universities collected by the Kansas Board of Regents.
RITC	Regent Information Technology Council	Includes council members from the six state universities and Washburn University. Deals with keeping up with IT security documentations, security policies and procedures, and constructs and discusses an annuals security report form.
RPOS	Rigorous Programs of Study	A Rigorous Program of Study is a comprehensive, structured approach for delivering academic and career and technical education to prepare students for postsecondary education and career success that utilizes a framework of 10 supporting elements viewed as instrumental for creating and implementing a high quality, comprehensive program of study.
SAC	Students' Advisory Committee	Group consisting of the student body president from each Regents institution. The SAC advises the Board regarding the impact of policy decisions on student affairs, identifying concerns, and increasing awareness of student rights/responsibilities.
SAPP	Stand- Alone program award- Less than 16 credit hours	An award level used in the Kansas Higher Education Data System (KHEDS) collection for students who have completed a KBOR- designated stand-alone program. This program consists of three criteria: it is less than 16 credit hours, leads to an industry recognized credential, license, or certification, and has been approved by KBOR's Workforce Development staff. See PALA.
SARA	State Authorization and Reciprocity Agreement	Reciprocity allows participating states to work with other like-minded states to agree to a set of common expectations, standards, procedures, and policies for regulating postsecondary distance education within their borders. States and institutions can choose to participate or not. Kansas does participate in SARA.

Acronym	Meaning	Definition
SB 143	Senate Bill No. 143	Creates the postsecondary Tiered Technical Education State Aid Act which gives KBOR authority to distribute state funds to community and technical colleges and Washburn Institute of Technology for costs associated with secondary students enrolled in postsecondary career technical education programs.
SCOBO	System Council of Chief Business Officers	Group consisting of chief business officers from the state universities, Washburn University, and representatives of the community colleges and technical colleges. SCOBO makes recommendations regarding the implementation of the Higher Education Coordination Act as it applies to business affairs.
SCOCAO	System Council of Chief Academic Officers	Group consisting of the chief academic officers of the state universities, Washburn University, and representatives of the community colleges and technical colleges. SCOCAO makes recommendations regarding the implementation of the Higher Education Coordination Act as it applies to academic affairs, reviews recommendations from campuses and instructional groups, and promotes continuous improvement and coordination of higher education in Kansas and improvement through professional and academic development. SCOCAO provides continuous academic planning for the Regents system as well.
SCOPS	System Council of Presidents	Group consisting of the presidents of the state universities, Washburn University, and representatives of the community colleges and technical colleges. SCOPS make recommendations to the Board regarding policies affecting all the institutions. SCOPS can create ad hoc committees to study and report on specific subjects.
SFA	Student Financial Aid	Includes grants, scholarships, and loans. SFA can be available through the federal and state government, private corporations, and philanthropic organizations. KBOR is responsible for the administration of the state-funded grants and scholarships.
SFA	IPEDS Student Financial Aid	This annual component of IPEDS began with a pilot test in 1999 and collected both institution price and student financial aid data. The 2000-01 data collection included questions regarding the total number of full-time first-time degree/certificate-students receiving financial assistance for the previous year, the number of those students who received financial assistance by type of aid, and, for aid recipients, the average amounts. The tuition and other price items are now part of the Institutional Characteristics (IC) component; the student financial aid questions remain part of SFA.
SFM	Student Financing Module	Acronym used in the KSPSD AY collection. The SFM consists of the Students Costs and Students Financing files in the AY collection.
SHEEO	State Higher Education Executive Officers	Professional organization that serves statewide coordinating and governing boards in developing and sustaining excellent systems of higher education.

Acronym	Meaning	Definition
SLDS	Statewide Longitudinal Data Systems	The Statewide Longitudinal Data Systems (SLDS) Grant Program, as authorized by the Educational Technical Assistance Act of 2002, Title II of the statute that created the Institute of Education Sciences (IES), is designed to aid state education agencies in developing and implementing longitudinal data systems.
SOAR	SHEEO Online Access to Resources	A series of sourcebooks that organizes and describes diverse resource materials, provides hotlinks to original materials, and allows users to search in different ways.
SOC	Standard Occupational Classification system	A system used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.
SP	Spring semester	Acronym used to denote the spring semester in the KHEDS data collections.
SPR	Statewide Performance Report	The statewide performance report presents the WIOA performance indicators for each state and the nation, broken down by participant characteristics.
SRE	Student Record Exchange	System that provides school administrators a secure online interface to request, send, and receive complete electronic student records in a FERPA compliant manner.
SRTK	Student Right-to-Know Act	Enacted in 1990, this Act requires colleges and universities to disclose the rate students complete academic programs at postsecondary institutions.
SSID	State Student Identifier	The unique identifier that is assigned through the Kansas Individual Data on Students (KIDS) system.
STEM	Science, Technology, Engineering, and Mathematics	Academic disciplines of science, technology, engineering, and mathematics. The term is typically used when addressing education policy and curriculum choices in schools to improve competitiveness in science and technology development. STEM is a sequence of courses or a program of study that prepares students and underrepresented groups for successful employment in our technology-dependent society.
SU	Summer Semester	Acronym used to denote the summer semester in the KHEDS data collections.
TAAC	Transfer and Articulation Council	To facilitate transfer and articulation across the system of public higher education, the Kansas Board of Regents established a Transfer and Articulation Council (TAAC) with oversight responsibility of implementing the transfer and articulation policy.
TAACCCT	Trade Adjustment Assistance Community College and Career Training	A federal program that provides community colleges and other eligible institutions of higher education with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less, are suited for workers who are eligible for training under the Trade Adjustment Assistance (TAA) for Workers

Acronym	Meaning	Definition
		program and prepares program participants for employment in high-wage, high-skill occupations.
TANF	Temporary Assistance for Needy Families	The Temporary Assistance for Needy Families (TANF) program is designed to help needy families achieve self-sufficiency. States receive block grants to design and operate programs that accomplish one of the purposes of the TANF program.
TEA	Technical Education Authority	The Kansas Postsecondary Technical Education Authority (TEA) was established by the Kansas Legislature in 2007. As delineated through legislation, the TEA functions under the auspices of the Kansas Board of Regents and makes recommendations to the Regents regarding the coordination, statewide planning, and improvements/enhancements to the postsecondary technical education system. The TEA is composed of 12 appointed members.
TRP	Technical Review Panel	IPEDS review panel that reviews potential changes to IPEDS.
WDQI	Workforce Data Quality Initiative	A KBOR workforce initiative furthered by a grant from the U.S. Department of Labor to support development of a longitudinal database that integrates workforce and education data. The goal of WDQI is to track students from PK-12 through workforce training programs, adult education programs, or postsecondary education, and into the workforce. Kansas' WDQI grant efforts are coordinated through partnership between the Kansas Department of Commerce, Kansas Department of Labor, Kansas Board of Regents, and the Kansas Department of Education.
WICHE	Western Interstate Commission for Higher Education	WICHE and its 15-member states work to improve access to higher education and ensure student success.
WIOA	Workforce Innovation and Opportunity Act	Federal legislation designed to connect people to employment, education, training, and support services. WIOA reaffirms the role of the customer-focused one-stop delivery system, a cornerstone of the public workforce development system, and enhances and increases coordination among several key employment, education, and training programs. To accomplish these objectives, WIOA requires the interoperability of data systems. This includes: streamlining data collection and usage; ensuring consistently defined and applied data elements; and providing data for performance reporting and evaluation.