

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Student Financial Aid Data Elements

DED#	DATA ELEMENT NAME	PICTURE	PAGE
<b>FINANCIAL AID APPLICANT DATA ELEMENTS (SF)</b>			
SF01	STUDENT-AID-APPLICANT-STATUS	X(01)	6.02
SF02	STUDENT-AID-TIME-PERIOD	DELETED	6.03
SF03	STUDENT-AID-BUDGET-CATEGORY	X(01)	6.04
SF04	STUDENT-AID-TOTAL-BUDGET-AMT	9(05)	6.05
SF05	STUDENT-AID-DEPENDENCY-STATUS	X(01)	6.06
SF06	STUDENT-AID-HOUSEHOLD-SIZE	9(02)	6.07
SF07	STUDENT-AID-FAMILY-STATUS	X(02)	6.08
SF08	STUDENT-AID-INCOME-AGI-PARENT	9(06)	6.09
SF09	STUDENT-AID-INCOME-AGI-STUDENT	9(06)	6.010
SF10	STUDENT-AID-UNTAX-INC-PARENT	9(06)	6.011
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SF16	STUDENT-AID-GROSS-FIN-NEED	DELETED	6.017
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<b>SF01</b>	<b>STUDENT-AID-APPLICANT-STATUS</b>	<b>X(01)</b>

This element indicates whether a financial aid applicant received financial aid or not and the reason if they did not. This element should be reported for all financial aid applicants.

<u>CODING</u>	<u>MEANING</u>
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1	=	Received financial aid
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Did not receive financial aid because:

2	=	Never enrolled/attended
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3	=	Did not complete File
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4	=	Determined Ineligible with no need
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5	=	Eligible with complete file after enrollment but no funds available
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6	=	Disqualified due to lack of satisfactory academic progress
---	---	--

7	=	Other
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X	=	Unknown/Uncollected
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Use code "1" if the student received any student financial assistance. If the student has campus student employment (non-need based) only, do not include as a financial aid recipient for the purposes of this element.

Codes '2 – X' are optional; it is permissible to indicate 'X' for all non-recipients.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
SF02	STUDENT-AID-TIME-PERIOD	X(05)

**DELETED**

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF03</b>	<b>STUDENT-AID-BUDGET-CATEGORY</b>	<b>X(01)</b>

This element indicates the standard budget category upon which the student's financial aid eligibility was based for the reported award year.

<u>CODING</u>	<u>MEANING</u>
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H	= At home with parent(s) budget
C	= ON campus budget
O	= OFF campus budget
X	= Unknown budget

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF04</b>	<b>STUDENT-AID-TOTAL-BUDGET-AMT</b>	<b>9(05)</b>

This element indicates the final campus-based student budget determined by the local institution. This is the final budget for the year including any adjustments made during the year and reflecting the actual time period in element SF02.

CODING

Enter dollar amount rounded to the nearest dollar.

Enter 99999 if the amount is unknown

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF05</b>	<b>STUDENT-AID-DEPENDENCY-STATUS</b>	<b>X(01)</b>

This element identifies the student as dependent or independent for financial aid purposes according to Federal Public Law 99-498, Section 480(d) (Reauthorization of the Higher Education Act of 1965).

<u>CODING</u>	<u>MEANING</u>
I	= Independent
D	= Dependent
O	= Override (Independent)
X	= Unknown

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF06</b>	<b>STUDENT-AID-HOUSEHOLD-SIZE</b>	<b>9(02)</b>

This element indicates the size of the household of the student.

CODING

If the student's dependency status (SF05) is "D", this element should reflect the size of the student's parent's household as reported on the Free Application for Federal Student Aid (FAFSA) or as adjusted by the Financial Aid Office on the basis of additional documentation.

If the student's dependency status is "I", this element should reflect the size of the student's household as reported on the FAFSA or as adjusted by the Financial Aid Office on the basis of additional documentation.

Enter the appropriate two digit integer (i.e. 01, 02, etc.)

Enter 99 if the size is unknown.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF07</b>	<b>STUDENT-AID-FAMILY-STATUS</b>	<b>X(02)</b>

This element indicates the marital status and status of dependents for a student.

<u>POSITION</u>	<u>CODING</u>	<u>MEANING</u>
1	M =	Married
	U =	Unmarried (includes single, divorced, widowed)
	S =	Separated
	X =	Unknown
2	N =	Has no dependents
	D =	Has one or more dependents
	X =	Unknown

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF08</b>	<b>STUDENT-AID-INCOME-AGI-PARENT</b>	<b>9(06)</b>

This element indicates the adjusted gross income (AGI) from the student's parent(s) federal income tax form as documented by the Financial Aid Office.

This element should not include income from non-tax filers. Income for non-tax filers should be reported in the untaxed income element (SF10).

CODING

Round to the nearest dollar.

Enter 999999 if the parent's AGI is unknown.

Enter 888888 if the parent's AGI is ' Not Applicable'.

Note: If Student Aid Dependency Status (SF05) is coded as "D", this element cannot be coded as "999999".

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF09</b>	<b>STUDENT-AID-INCOME-AGI-STUDENT</b>	<b>9(06)</b>

This element indicates the adjusted gross income (AGI) from the Federal income tax form of the student (and spouse) as documented by the Financial Aid Office.

This element should not include income from non-tax filers. Income for non-tax filers should be reported in the untaxed income element (SF11).

CODING

Round to the nearest dollar.

Enter 999999 if the student's AGI is unknown.

Enter 888888 if the student's AGI is 'Not Applicable'.

Note: If Student Aid Dependency Status (SF05) is coded as "I" or "O", this element cannot be coded as '999999'.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF10</b>	<b>STUDENT-AID-UNTAX-INC-PARENT</b>	<b>9(06)</b>

This element indicates the untaxed income of the student's parent(s) as documented by the Financial Aid Office.

This element should include all untaxed income (including earned portion) for non-tax filers and any other income not included in the parent(s) adjusted gross income (AGI).

CODING

Round to the nearest dollar.

Enter 999999 if the parent's untaxed income is unknown.

Note: If Student Aid Dependency Status (SF05) is coded as "D", this element cannot be coded as '999999'.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF11</b>	<b>STUDENT-AID-UNTAX-INC-STUDENT</b>	<b>9(06)</b>

This element indicates the untaxed income of the student (and spouse) as documented by the Financial Aid Office.

This element should include all untaxed income (including earned portion) for non-tax filers and any other income not included in the student's (and spouse's) adjusted gross income (AGI).

CODING

Round to the nearest dollar.

Enter 999999 if the student's untaxed income is unknown.

Note: If Student Aid Dependency Status (SF05) is coded as "I" or "O", this element cannot be coded as '999999'.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF12</b>	<b>STUDENT-AID-TANF-STATUS</b>	<b>X(01)</b>

This element indicates whether element SF11 includes TANF (Temporary Assistance for Needy Families) benefits.

CODING

DELETED

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF13</b>	<b>STUDENT-AID-CONTRIB-PARENT</b>	<b>9(05)</b>

This element indicates the student's parent(s) final contribution (PC) used in determining the student's eligibility for awards.

CODING

DELETED

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF14</b>	<b>STUDENT-AID-CONTRIB-STUDENT</b>	<b>9(05)</b>

This element indicates the student's (and spouse) final contribution (SC) used in determining the student's eligibility for awards.

CODING

DELETED

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF15</b>	<b>STUDENT-AID-UNMET-NEED</b>	<b>9(05)</b>

This element indicates the total amount of remaining need after all available aid has been awarded.

CODING

DELETED

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF16</b>	<b>STUDENT-AID-GROSS-FIN-NEED</b>	<b>9(05)</b>

The student's final gross financial need as calculated by the financial aid office.

CODING

DELETED

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF17</b>	<b>STUDENT-AID-EXPECTED-FAMILY-CONTRIBUTION</b>	<b>9(05)</b>

This element indicates the final expected family contribution (EFC) computed for financial aid eligibility purposes for the award year.

CODING

Round to the nearest dollar.

Enter 99999 if the expected family contribution (EFC) is unknown.

Note: The EFC reported on each student must be the final EFC in the financial aid records. If the Student received Pell Grant, the EFC reported must be the actual EFC used to determine Pell Payment.

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF18</b>	<b>STUDENT-AID-VET-BENEFIT-STATUS</b>	<b>X(01)</b>

This element indicates the student's status with regard to veteran's educational benefits.

CODING      MEANING

**DELETED**

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF19</b>	<b>STUDENT-AID-WORK-STUDY-HOURS</b>	<b>9(04)</b>

This element indicates the total number of work-study (need-based) hours actually worked by the student during the time period indicated in data element SF02 and funded by Work Study award received in element SF22.

Do not include hours for non-need based campus student employment in this element.

CODING

DELETED

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF20</b>	<b>STUDENT-AID-CAMPUS-EMPLOY-AMT</b>	<b>9(05)</b>

This element indicates the dollar amount earned from non-need based campus student employment during the reported award year.

Do not report these dollars anywhere in financial aid awards received element (SF22).

CODING

DELETED

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<u>DED#</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
<b>SF21</b>	<b>STUDENT-AID-AWARD-TYPE</b>	<b>X(02)</b>

This element indicates the type of financial aid award received and with SF22, makes up the Award sub-record which may occur up to eight times in the Financial Aid record.

CODING      MEANING

Board Financial Assistance Program (BOGW - Board of Governors Enrollment Fee Waiver)

- BA = BOGW - Method A-? (unknown base)
- B1 = BOGW - Method A-1 based on TANF recipient status
- B2 = BOGW - Method A-2 based on SSI recipient status
- B3 = BOGW - Method A-3 based on general assistance recipient status
  
- BB = BOGW - Method B based on income standards
- BC = BOGW - Method C based on financial need
  
- F1 = Fee Waiver – Dependent (children) of Deceased Law Enforcement/Fire Suppression (Subject to Group C edits)
- F2 = Fee Waiver – Dependent (surviving spouse and children) of deceased or disabled member of CA National Guard (Subject to Group C edits)
- F3 = Fee Waiver – Dependent of (children) deceased or disabled Veteran (Subject to Group C edits)
- F4 = Fee Waiver – Dependent of (children) of Congressional Medal of Honor recipient (CMH) or CMH recipient (Subject to Group C edits)
- F5 = Fee Waiver – Dependent of (surviving spouse and children) of deceased victims of September 11, 2001 terrorist attack. (Subject of Group C edits)

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DED#	DATA ELEMENT NAME	FORMAT
<b>SF21</b>	<b>STUDENT-AID-AWARD-TYPE - CONTINUED</b>	<b>X(02)</b>

**GRANTS**

- GA = Academic Competitiveness Grant
- GB = Cal Grant B
- GC = Cal Grant C
- GE = EOPS Grant
- GF = CARE Grant
- GP = Pell Grant
- GS = SEOG (Supplemental Educational Opportunity Grant)
- GU = Other grant: institutional source
- GV = Other grant: non-institutional source
- GW = Bureau of Indian Affairs (BIA) Grant
- GG = Chafee Grant

**LOANS**

- LD = Perkins Loan
- LE = EOPS loan
- LG = Stafford Loan, subsidized
- LH = Stafford Loan, unsubsidized
- LI = Other loan: institutional source
- LN = Other loan: non-institutional source
- LP = PLUS loan: parent loan for undergraduate student.
- LS = Federal Direct Student Loan - subsidized
- LL = Federal Direct Student Loan - unsubsidized

**SCHOLARSHIP**

- SO = Scholarship: Osher Scholarship
- SU = Scholarship: institutional source
- SV = Scholarship: non-institutional source
- SX = Scholarship: source unknown

**WORK STUDY**

- WC = California State Work Study (SWS)
- WE = EOPS Work Study
- WF = Federal Work Study (FWS) (Federal share)
- WU = Other Work Study and matching funds

Note: For all forms of Work Study, report the matching funds in WU (unless the program was directly matched with another program on the list.

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SF21	STUDENT-AID-AWARD-TYPE - CONTINUED	X(02)

#### MIS Reporting of BOG Fee Waivers

Instructions for October 1, 2000 Submission of 1999-2000 Fee Waiver Activity

BOG Fee Waivers are not the same as “regular” financial aid and we must address that issue. The purpose of reporting the BOG Fee Waivers to the Chancellor’s Office is to provide a mechanism for calculating the amount that a school should be reimbursed for (a) the number of fee waivers processed and (b) the amount of fees waived. To facilitate this process, the colleges must report each student for which they want to be reimbursed using the following reporting rules.

1. Report a fee waiver for every student:
  - Determined eligible for a BOG Fee Waiver AND
  - For whom fees were assessed AND
  - Attended at least one meeting of a course for which the fees were waived.
2. The amount of the fee waiver reported should be the total fees that would have been collected from the student had they actually paid for their credit load. As an example, if a student initially enrolls in fifteen units at the beginning of a term but by the end of the refund period, they have dropped to six units, the amount reported should be what the student would have paid for those six units. If the student does not drop the courses until after the refund period, the amount reported would be what the student would have paid for all fifteen units. If the student drops all of their courses within the refund period report the amount waived as zero. **BOG Fee Waivers are the only financial aid awards that can be reported with a zero amount.**
3. The amount of the fee waiver reported on the MIS financial aid (SF) record is the total fees waived for the year for that fee waiver type. Only one aid type per student should be reported regardless of how many times the student received that type of aid.
4. If a student pays fees but is subsequently determined to be eligible for a fee waiver and the fees are refunded to the student, report that student and the fees waived.
5. In multi-campus districts, report the student as a recipient at each college where the student enrolls. If the student enrolls at more than one college in the district, do not limit the reporting to a single campus. Each college's SF records are separate and represent the activity at that college only. The MIS data reported should reflect the types of aid received by all the students at that college without regard to enrollment in other colleges in the district.
6. Even if the student does not meet the reporting domain for MIS Enrollment (SX) data, you must submit a Student Basic (SB) record for every term the student meets the criteria given in #1 if you intend to submit a SF record for them. In the case of students attending and receiving a waiver at more than one college, SB records must be reported for all colleges attended.
7. Summer fee waivers are always reported as "leaders" not "trailers".

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<b>SF22</b>	<b>STUDENT-AID-AMOUNT-RECEIVED</b>	<b>9(05)</b>

This element indicates the total amount of financial aid (of the type indicated in SF21) received by the student for this reported award period.

This element along with SF21 makes up the Award sub-record which occurs up to eight times in the Student Financial Aid record.

CODING

Round to the nearest dollar.

NOTE: Board of Governors Enrollment Fee Waiver (BOGW) amounts are also to be reported in this element.