

CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

DATA ELEMENT DICTIONARY

Student Characteristics Derived Data Elements

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DED #	DATA ELEMENT NAME	FORMAT
STD1	STUDENT-AGE-AT-TERM	9(03)

This element indicates the student's age for the term recorded in Term-Identifier (GI03).

VARIABLES

Student-Birthyear, Student-Birthmonth, and Student-Birthday are the component parts that comprise the data element Student-Birth-Date (SB03).

Calendar-Year: is reported with the student basic data elements. A definition for calendar-year can be found in the Data Element Dictionary under the data element: Term-Identifier (GI03).

Calendar-Month and Calendar-Day: are both defined for each of the reporting periods. The calendar months and days are specified as follows:

<u>Reporting Period</u>	<u>Calendar-Month</u>	<u>Calendar-Day</u>
Annual	10	15
Winter-Intercession	02	01
Winter-Quarter	02	01
Spring-Semester	03	01
Spring-Quarter	03	01
Summer-Term	07	01
Summer Quarter	07	01
Fall-Semester	10	15
Fall-Quarter	10	15
None of the above	10	15

CODING

Student-Age-At-Term = (Calendar-Year - Student-Birthyear)

1. If Student-Birthmonth is greater than Calendar-Month, one is subtracted from Student-Age-At-Term; or
2. If Student-Birthmonth is equal to Calendar-Month and Student-Birthday is greater than or equal to Calendar-Day, one is subtracted from Student-Age-At-Term.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD1	STUDENT-AGE-AT-TERM – (CONTINUED)	9(03)

NOTE: Student-Age-At-Term will be coded as '999' if Student-Birth-Date was reported as unknown.

MISSING DATA

If Student-Birth-Date (SB03) was not reported, this element will be set to the default for non-reported numeric data. The default value is NULL.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD2	STUDENT-1ST-CENSUS-CREDIT-LOAD	99V99

This element indicates whether the student was a credit or noncredit student as of Monday of the Institution's first-census week for the term recorded in Term-Identifier (GI03). This element only records data on students enrolled in state apportioned sections.

VARIABLES

The reported/derived data elements used to derive this element are:

SXD1 ENROLLMENT-1ST-CENSUS-STATUS
SXD2 ENROLLMENT-CREDIT-STATUS
SXD3 ENROLLMENT-UNITS-ATTEMPTED

See also the following as they are used to derive SXD1, SXD2, and SXD3.

SX01 ENROLLMENT-EFFECTIVE-DATE
SX02 ENROLLMENT-DROP-DATE
XB01 SECTION-ACCOUNTING-METHOD
XB05 SECTION-UNITS-MAXIMUM
XF02 SESSION-DATE-BEGINNING
XF03 SESSION-DATE-ENDING
CB04 COURSE-CREDIT-STATUS
N/A INSTITUTIONAL-FIRST-CENSUS-DATE

CODING

This is a numeric field with four digits, two before and two after the implied decimal point.

This element stores four possible values:

1. The total number of units for which a credit student was enrolled as of Monday of the institution's first census week. The unit value accumulated for credit students is Section-Units-Maximum (XB05).
2. A value of 99.99 if the student was enrolled exclusively in noncredit courses as of Monday of the institution's first census week.

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Student Characteristics Derived Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD2	STUDENT-1ST-CENSUS-CREDIT-LOAD – (CONTINUED)	99V99

3. A value of 77.77 if the student was enrolled as of Monday of the institution's first census week, but the unit values or the credit status for the course were not reported (see the section below on missing data).
4. A value of 88.88 if, as of the institution's first-census date, the student was NOT enrolled or was enrolled exclusively in non-state apportioned courses. In addition, if any of the section, session, or enrollment data are missing, this element will be defaulted to 88.88 (see the section below on missing data).

STUDENTS ENROLLED AS OF FIRST-CENSUS

Students must be enrolled in one or more courses as of Monday of the institution's first census week in order to have units accumulated or receive a value of 99.99 or 77.77. Otherwise, this element will be coded with 88.88.

The student must meet two conditions to be considered enrolled as of Monday of the institution's first census week: (1) They must have enrollment records where the effective and drop dates show they were enrolled as of the census date and (2) those enrollment records must link with sections that were running as of the census date. Active enrollments and sections are defined as follows:

Active Enrollment Records

A student's enrollment records show they were enrolled in a course as of Monday of the the institution's first census week if:

1. The Enrollment-Effective-Date (SX01) falls before Monday of the institution's first census week;
and
2. The Enrollment-Drop-Date (SX02) falls on or after Monday of the institution's first census week or is equal to "888888" (not applicable).

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Student Characteristics Derived Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD2	STUDENT-1ST-CENSUS-CREDIT-LOAD – (CONTINUED)	99V99

Active Sections

Sections are considered running as of Monday of the institution's first census week when:

1. The section has an accounting method of weekly census;

or
2. The section has an accounting method of daily census, positive attendance, or independent studies/work experience and:
 - a. At least one Session-Date-Beginning (XF02) for this section falls before or on Monday of the institution's first census week; and
 - b. At least one Session-Date-Ending (XF03) for this section falls on or after the Monday of the institution's first census week.

MISSING DATA

If Enrollment-Effective-Date (SX01), Enrollment-Drop-Date (SX02), Section-Accounting-Method (XB01), Session-Date-Beginning (XF02), Session-Date-Ending (XF03), or Institutional-First-Census-Date were not reported, this element will be defaulted to 88.88.

If Section-Units-Maximum (XB05) or Course-Credit-Status (CB04) were not reported but the student meet the criteria for being enrolled as of first-census, this element will be defaulted to 77.77.

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Student Characteristics Derived Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD3	STUDENT-DAY-EVENING-CLASS-CODE	X(01)

This element indicates whether the student is a day student or evening student as of Monday of the Institution's first-census week. See Student-1st-Census-Credit-Load (STD2), for a definition of students who are considered enrolled as of Monday of the Institution's first-census week. This element only records data on students enrolled in state apportioned sections.

Students are classified as Day, Evening, or Unknown in the following order of precedence (1) Day Students, (2) Evening Students, and (3) Unknown Students. This order for classifying a student as day, evening, or unknown is required because students can enroll in more than one section, with one or more sections scheduled during the day and the others scheduled during the evening.

VARIABLES:

The following reported/derived data elements are used to derive STD3:

STD2 STUDENT-1ST-CENSUS-CREDIT-LOAD
XB01 SECTION-ACCOUNTING-METHOD
XBD3 SECTION-DAY-EVENING-CLASS-CODE

CODING

MEANING

- A = Day Student -- The student is enrolled in one (or more) sections that have a "Day Class" designation (see XBD3). Note: The student can also enroll in sections that are designated as "Evening Class" or "Unknown" in addition to those that are coded as "Day Class."
- B = Evening Student -- The student is enrolled in at least one section that has an "Evening Class" designation and the student did not meet the preceding criteria of Day Student.
- X = Unknown -- All sections in which the student is enrolled have "Unknown" designations.

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Student Characteristics Derived Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD3	STUDENT-DAY-EVENING-CLASS-CODE – (CONTINUED)	X(01)
Y	= <u>Not Applicable</u> -- If, as of the institution's first-census date, the Student was exclusively enrolled in sections that were non-state apportioned or the student was not enrolled (see STD2), this element will be coded with a "Y". Also, see the following section on Missing Data.	

MISSING DATA

If Enrollment-Effective-Date (SX01), Enrollment-Drop-Date (SX02), Section-Accounting-Method (XB01), Session-Date-Beginning (XF02), Session-Date-Ending (XF03), or Institutional-First-Census-Date were not reported, this element will be defaulted to "Y". (NOTE: STD2 is coded as "88.88", this element will be coded with "Y".)

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DATA ELEMENT DICTIONARY

Student Characteristics Derived Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD4	STUDENT-ACADEMIC-LEVEL	X(01)

This element indicates whether the student is a Special-Admit, Freshmen, Sophomore, A.A. degree recipient, or B.A. degree (or higher) recipient at the beginning of the term recorded in Term-Identifier (GI03).

A student's academic level is derived using the cumulative total units earned (both local and transfer) up to but not including the current term.

VARIABLES

The following reported/derived data elements are used to derive STD4:

SB11 STUDENT-EDUCATION-STATUS
SB16 STUDENT-UNITS-EARNED-LOCAL
SB17 STUDENT-UNITS-EARNED-TRANSFER
STD5 STUDENT-DEGREE-APPLICABLE-UNITS-EARNED-THIS-TERM

FORMULA FOR CUMULATIVE-TOTAL-UNITS

For the purposes of deriving STUDENT-ACADEMIC-LEVEL, CUMULATIVE-TOTAL-UNITS must first be calculated. This value is calculated using the following formula:

$$(SB16 + SB17) - STD5$$

where SB17 is not equal to 8888.88 (see data element SB17).

CODING MEANING

0	=	<u>Special Admit student currently enrolled in K - 12</u> (SB11 = 10000).
1	=	<u>Freshmen, Not a High School Graduate</u> Student is Not a graduate of and no longer enrolled in high school (SB11 =10000), AND CUMULATIVE-TOTAL-UNITS is less then 30 for semester system colleges or less then 45 for quarter system colleges.

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Student Characteristics Derived Data Elements

DED #	DATA ELEMENT NAME	FORMAT
STD4	STUDENT-ACADEMIC-LEVEL – (CONTINUED)	X(01)
2	<p>= <u>Freshmen, Currently Enrolled in Adult School</u> Student is currently enrolled in Adult School (SB11 = 20000), AND CUMULATIVE-TOTAL-UNITS is less then 30 for semester system colleges or less then 45 for quarter system colleges.</p>	
3	<p>= <u>Freshmen, High School Graduate Without a College Degree</u> Student is a high school graduate without a college degree (SB11 = 3yyyy, 4yyyy, 5yyyy, or 6yyyy, where yyyy = year received diploma or certificate), AND CUMULATIVE-TOTAL-UNITS is less then 30 for semester system colleges or less then 45 for quarter system colleges.</p>	
4	<p>= <u>Sophomore, Not a High School Graduate</u> Student is Not a graduate of and no longer enrolled in high school (SB11 = 00000), AND CUMULATIVE-TOTAL-UNITS is between 30 and 59.99 for semester system colleges or between 45 and 89.99 for quarter system colleges.</p>	
5	<p>= <u>Sophomore, Currently Enrolled in Adult School</u> Student is currently enrolled in Adult School (SB11 = 20000), AND CUMULATIVE-TOTAL-UNITS is between 30 and 59.99 for semester system colleges or between 45 and 89.99 for quarter system colleges.</p>	
6	<p>= <u>Sophomore, High School Graduate Without a College Degree</u> Student is a high school graduate without a college degree (SB11 = 3yyyy, 4yyyy, 5yyyy, or 6yyyy, where yyyy = year received diploma or certificate), AND CUMULATIVE-TOTAL-UNITS is between 30 and 59.99 for semester system colleges or between 45 and 89.99 for quarter system colleges.</p>	
7	<p>= <u>AA Degree Recipient</u> Received an Associated Degree (SB11 = 7yyyy, where yyyy = year received college degree).</p>	

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Student Characteristics Derived Data Elements

DED #	DATA ELEMENT NAME	FORMAT
STD4	STUDENT-ACADEMIC-LEVEL – (CONTINUED)	X(01)
8	= <u>BA Degree Recipient</u> Student received a Bachelor degree or higher (SB11 = 8yyyy, where yyyy = year received college degree).	
A	= <u>Other Under Graduate, Not a High School Graduate</u> Student is Not a graduate of and no longer enrolled in high school or is Currently enrolled in Adult School (SB11 = 00000 or 20000), AND CUMULATIVE-TOTAL-UNITS is greater than or equal to 60 for semester system colleges or greater than or equal to 90 for quarter system colleges.	
B	= <u>Other Under Graduate, High School Graduate Without a College Degree</u> Student is a High School Graduate without college degree (SB11 = 3yyyy, 4yyyy, 5yyyy, or 6yyyy, where yyyy = year received diploma or certificate), AND CUMULATIVE-TOTAL-UNITS is greater than or equal to 60 for semester system colleges or greater than or equal to 90 for quarter system colleges.	
X	= <u>Unknown</u> Student-Education-Status is Unknown/unreported (SB11 = XXXXX).	

MISSING DATA

If Student-Education-Status (SB11) or Student-Units-Earned-Local (SB16) were not reported, this element will be set to spaces.

In addition, if Student-Degree-Applicable-Units-Earned-This-Term (STD5) is greater than zero and Student-Units-Earned-Local (SB16) is equal to zero, this element will be set to spaces. This is because STD5 is subtracted from SB16 for the purposes of computing this element. If SB16 is equal to zero and STD5 is greater than zero, this will result in a negative difference. This condition indicates that SB16 is being reported incorrectly or was not available.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD5	STUDENT-DEGREE-APPLIC-UNITS-EARNED-THIS-TERM	99V99

This element indicates the total DEGREE APPLICABLE units earned by this student for the term recorded in Term-Identifier (GI03). Units tallied for this element include all units the student earned throughout the entire term. This includes all full-term and short-term courses in which the student may have enrolled and earned units.

VARIABLES:

The following reported/derived data elements are used to generate STD5:

SX03 ENROLLMENT-UNITS-EARNED
SX04 ENROLLMENT-GRADE
SXD2 ENROLLMENT-CREDIT-STATUS

CODING

This is a numeric field with four digits, two before and two after the implied decimal point.

This element is equal to the sum of SX03 (for all courses in which the student was enrolled)

Where:

1. SX04 is among "A", "B", "C", "D", or "CR", indicating the units were earned by the student.
and
2. SXD2 is equal to "T" or "D", for "Transferable/Not Transferable and Credit - Degree Applicable.

MISSING DATA

If Enrollment-Units-Earned (SX03), Enrollment-Grade (SX04), or Course-Credit-Status (CB04) are missing, this element will be set to zero. Note that CB04 is used to derive Enrollment-Credit-Status (SXD2).

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Student Characteristics Derived Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD6	STUDENT-DAY-EVENING-CLASS-CODE-2	X(01)

This element indicates whether the student is a day student or evening student as of the end of the term. This element only records data on students enrolled in state apportioned sections.

Students are classified as Day, Evening, or Unknown in the following order of precedence (1) Day Students, (2) Evening Students, and (3) Unknown Students. This order for classifying a student as day, evening, or unknown is required because students can enroll in more than one section, with one or more sections scheduled during the day and the others scheduled during the evening.

VARIABLES:

The following reported/derived data elements are used to derive STD6:

XB01 SECTION-ACCOUNTING-METHOD
XBD3 SECTION-DAY-EVENING-CLASS-CODE

<u>CODING</u>	<u>MEANING</u>
A	= <u>Day Student</u> -- The student is enrolled in one (or more) sections that have a "Day Class" designation (see XBD3). Note: The student can also enroll in sections that are designated as "Evening Class" or "Unknown" in addition to those that are coded as "Day Class."
B	= <u>Evening Student</u> -- The student is enrolled in at least one section that has an "Evening Class" designation and the student did not meet the preceding criteria of Day Student.
X	= <u>Unknown</u> -- All sections in which the student is enrolled have "Unknown" designations.
Y	= <u>Not Applicable</u> -- All sections in which the student is enrolled were non-state apportioned (XB01). Also, see the following section on Missing Data.

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Student Characteristics Derived Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD6	STUDENT-DAY-EVENING-CLASS-CODE-2 – (CONTINUED)	X(01)

MISSING DATA

If Section-Accounting-Method (XB01) was not reported or the student had no enrollment records reported for them, this element will be coded with a "Y".

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Student Characteristics Derived Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD7	STUDENT-HEADCOUNT-STATUS	X(01)

This element indicates whether the student was a credit or noncredit student as of term-end.

VARIABLES:

The following reported/derived data elements are used to derive STD7:

SX03 ENROLLMENT-UNITS-EARNED
SX05 ENROLLMENT-POSITIVE-ATTENDANCE-HOURS
SXD2 ENROLLMENT-CREDIT-STATUS
XB01 SECTION-ACCOUNTING-METHOD

CODING MEANING

Codes will be assigned to students in the order listed (i.e., A, B, C...) because students may have enrollments that meet more than one of the coding criteria.

A = Credit Student enrolled in Weekly / Daily Census section.
Student enrolled in one or more weekly / daily census sections during the term. Weekly and daily census sections are always offered for credit.

B = Credit Student enrolled in Positive Attendance section with 8 or more hours or 0.50 or more units earned.
The sum of positive attendance hours enrolled by the student in one or more credit positive attendance sections in one term is 8.0 or more,

Or

The sum of units earned by the student in one or more credit positive attendance sections in one term is 0.50 or more.

C = Credit Student enrolled in Independent Study section with 0.50 or more units earned.
The sum of units earned by the student in one or more credit independent study sections in one term is 0.50 or more.

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Student Characteristics Derived Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD7	STUDENT-HEADCOUNT-STATUS – (CONTINUED)	X(01)
D	= <u>Credit Student enrolled in Positive Attendance section with less than 8 hours and less than 0.50 units earned.</u> The sum of positive attendance hours enrolled by the student in one or more credit positive attendance sections in one term is 7.9 or less, And The sum of units earned by the student in one or more credit positive attendance sections in one term is 0.49 or less.	
E	= <u>Credit Student enrolled in Independent Study section with less than 0.50 units earned.</u> The sum of units earned by the student in one or more credit independent study sections in one term is 0.49 or less.	
F	= <u>Noncredit Student enrolled in Positive Attendance section with 8 or more hours.</u> The sum of positive attendance hours attended by the student in one or more non-credit positive attendance sections in one term is 8.0 or more.	
G	= <u>Noncredit Student enrolled in Positive Attendance section with less than 8 hours.</u> The sum of positive attendance hours attended by the student in one or more non-credit positive attendance sections in one term is 7.9 or less.	
Y	= <u>Non-state Apportioned.</u> Student enrolled exclusively in non-state apportioned sections.	

MISSING DATA

If any of the elements listed above under variables were not reported or could not be derived, this element can be coded with an "X" value. If SXD2 could not be derived or XB01 was not reported, this element will always be coded as "X".

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD8	STUDENT-LOCAL-CUMULATIVE-GPA	9V99

This element indicates the cumulative Grade Point Average (GPA) earned by the student at the reporting college. This is the student's cumulative GPA over as many terms as the student has been in attendance at the reporting college including the current term reported in Term-Identifier (GI03).

VARIABLES:

The following reported/derived data elements are used to generate STD8:

SB18 STUDENT-UNITS-ATTEMPTED-LOCAL
SB20 STUDENT-TOTAL-GRADE-POINTS-LOCAL

CODING

This is a numeric field with three digits, one before and two after the implied decimal point.

This element is derived using the following formula:

SB20 / SB18

MISSING DATA

This element will be zero filled if:

1. Either SB18 or SB20 were reported as spaces ((group 3) allowed prior to 1/1/95)
or
2. Either SB18 or SB20 were reported as zeros.

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Student Characteristics Derived Data Elements

<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD9	STUDENT-TOTAL-CUMULATIVE-GPA	9V99

This element indicates the cumulative Grade Point Average (GPA) earned by the student at the reporting college combined with grade points earned and units attempted at another college. This is the student's cumulative GPA over as many terms as the student has been in attendance at the reporting college including the current term reported in Term-Identifier (GI03).

VARIABLES:

The following reported/derived data elements are used to generate STD9:

- SB18 STUDENT-UNITS-ATTEMPTED-LOCAL
- SB19 STUDENT-UNITS-ATTEMPTED-TRANSFER
- SB20 STUDENT-TOTAL-GRADE-POINTS-LOCAL
- SB21 STUDENT-TOTAL-GRADE-POINTS-TRANSFER

CODING

This is a numeric field with three digits, one before and two after the implied decimal point. This element is derived using the following formula:

$$(SB20 + SB21) / (SB18 + SB19)$$

NOTE: Student-Units-Attempted-Transfer (SB19) and Student-Total-Grade-Points-Transfer (SB21) are only added into the equation when the student did indeed transfer from another college (see definitions for SB19 and SB21 for details). If the student did not transfer units or grade points, the value of this element will be the same as Student-Local-Cumulative-GPA (STD8).

MISSING DATA

This element will be zero filled if the student did NOT transfer to the reporting college any grade points or attempted units and the following conditions exist:

3. Either SB18 or SB20 were reported as spaces ((group 3) allowed prior to 1/1/95)

or

4. Either SB18 or SB20 were reported as zeros.

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<u>DED #</u>	<u>DATA ELEMENT NAME</u>	<u>FORMAT</u>
STD10	STUDENT-IPEDS-ETHNICITY	X(01)

VARIABLES:

The following reported/derived data element is used to derive STD10:

SB29 STUDENT-MULTI-ETHNICITY

<u>CODING</u>	<u>MEANING</u>
A	= Asian
B	= Black or African American
H	= Hispanic / Latino
N	= American Indian or Alaska Native
P	= Native Hawaiian or Other Pacific Islander
W	= White
T	= Two or More Races
X	= Unknown/Non-Respondent

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DED # DATA ELEMENT NAME FORMAT

STD10 STUDENT-IPEDS-ETHNICITY X(01)

The following table illustrates the possible ways in which SB29 can be coded to derive STD10

STD10 VALUE	Group 1 Position 1	Group 2 Position 2-5	Group 3 Position 6-14	Group 4 Position 15	Group 5 Position 16	Group 6 Position 17-20	Group 7 Position 21
A – Asian	N or X	All N	One or More = Y	N	N	All N	N
B – Black or African American	N or X	All N	All N	Y	N	All N	N
H – Hispanic / Latino	Y*	Y or N	All Y or N	Y or N	Y or N	All Y or N	Y or N
H – Hispanic / Latino	N or X	One or More = Y	All Y or N	Y or N	Y or N	All Y or N	Y or N
N – American Indian or Alaska Native	N or X	All N	All N	N	Y	All N	N
P – Native Hawaiian or Pacific Islander	N or X	All N	All N	N	N	One or More = Y	N
W – White	N or X	All N	All N	N	N	All N	Y
T – Two or More Races	N or X	All N	*	*	*	*	*
X – Unreported or Unknown	N or X	All N	All N	N	N	All N	N

Y*	If student/employee response is 'Y' then student derived value = 'H'
*	Y in any position in a group AND Two or more groups with at least one Y

Note:

- *American Indian or Alaska Native.* A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- *Asian.* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- *Black or African American.* A person having origins in any of the Black racial groups of Africa.
- *Native Hawaiian or Other Pacific Islander.* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- *White.* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

See 1997 Standards, 62 FR 58789 (October 30, 1997).