THEC TSAC

Tennessee Higher Education Commission-
Tennessee Student Assistance Corporation

Tennessee Colleges of Applied Technology Data Dictionary: 2024-2025

(Public)

Version 1.02

FOR INTERNAL USE ONLY

Table of Contents

CHANGES **4**

Version 1.02 4
Version 1.01 4
Version 1.00 4

GENERAL INSTRUCTIONS **5**

Due Dates to the Tennessee Higher Education Commission 5
Definitions 5
File Naming Convention 9
TCAT Enrollment/Completions File Layout 10

DATA ELEMENTS **12**

System 12
Institution 13
Location 14
Student ID Number 14
Gender 15
Old Race (Inactivated) 16
Permanent Address 17
Fee Paying Status 18
Citizenship Status 20
Previous Education 20
Term of Registration 21
Cumulative Contact Hours Earned in Reported Program 22
Contact Hours Earned During Term 23
Tech Prep (Inactivated) 23
Completer/Non-completer Status 24
Type of Award 25
Major Field Code 25
Remedial Contact Hours Earned 26
Year of Birth 27
Year of Registration 27
Resident Status 28
Lottery Resident Status 28
ZIP Code of Permanent Residence 29
High School Code 29
Year of High School Graduation 30
Month of High School Graduation 31
Overall High School GPA (or GED if applicable) 32
Initial Year of Lottery Scholarship Receipt 33
Lottery Scholarship Type 34
Lottery Scholarship Amount 35
Lost Scholarship Reason 36
Displaced Homemaker 37
Economically Disadvantaged 37
Single Parent 38

Individual with Disabilities 38
Limited English Proficiency 39
Special Needs (Inactivated) 39
Non-Traditional Student 40
Training Level 41
Secondary Students 43
Delivery Method 44
Training Schedule 45
Section Type 46
Program Funding Source 47
Student Status (Inactivated) 48
Ethnicity Identification 48
Race - Unknown 49
Race - Alaskan Native 49
Race - American Indian 50
Race - Asian 50
Race - Black/African American 51
Race - White 51
Race - Native Hawaiian/Pacific Islander 52
Date of Birth 53
First Name 53
Middle Name 54
Last Name 54
Tennessee Promise Eligibility Flag 55
Tennessee Promise Award Amount 56
Tennessee Promise Lost Scholarship Reason 57
Tennessee Reconnect Eligibility Flag 58
Tennessee Reconnect Award Amount 59
Tennessee Reconnect Lost Scholarship Reason 60
Tennessee Student Assistance Award Amount 61
Term Pell Amount 61

APPENDIX A: STATE CODES 62

APPENDIX B: COUNTRY CODE 63

APPENDIX C: COUNTY CODES 67

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Changes

Version 1.02

Section	Element Name	Type of Change
Data Elements	Institution	Changed TCAT Paris to TCAT Henry/Carroll (See page 13)

Version 1.01

Section	Element Name	Type of Change
Data Elements	Institution	Removed TCAT Whiteville, changed TCAT Crossville to TCAT Upper Cumberland, and changed TCAT Newbern to TCAT Northwest (See page 13)

Version 1.00

Section	Element Name	Type of Change
General Instructions	Due Dates	Updated the due dates for the enrollment/completions file
File Naming Convention		Updated directions and examples
Data Elements	Institution	Removed institutions due to mergers
Data Elements	Location	Added link to the Off Campus site
Data Elements	Major Field Code	Updated API link
Data Elements	Year of Registration	Updated examples
Data Elements	Overall High School GPA (or GED if applicable)	Updated the list of error checks

Note: Changes are highlighted in yellow.
Warnings are highlighted in green.

General Instructions

Due Dates to the Tennessee Higher Education Commission

Required File	Due Date
Summer 2024 Enrollment/Completions	October 15, 2024
Fall 2024 Enrollment/Completions	February 1, 2025
Spring 2025 Enrollment/Completions	July 1, 2025

Definitions

Term	Description
Continuing Education Units (CEU)	Within the enrollment system, refer exclusively to students participating in individual continuing education unit (CEU) activities. One (1) CEU is defined as 10 contact hours of participation in an organized continuing education experience.
Contract Course	Any degree credit (type Ø, 1, 2, or 5) course in which 50% or more of the instructional cost of offering the course is borne by a source other than the State of Tennessee, i.e. industry, federal government, etc.; instructional costs can consist of direct teaching personnel, other academic personnel, clerical and supporting personnel, instructional equipment, supplies, and rental space.
Credit for Calculation of Enrollment	Credit which the institution designates as regular credit type (Ø), occupational or certificate credit (type 1), extension credit (type 2), co-op credit (type 5), contract credit (type B), developmental credit (type D), or remedial credit (type R)
Credit Headcount Enrollment	The sum of the full-time students and part-time credit students
Full-Time Equated Enrollment (FTE)	If the institution is a university, FTE is the sum of the full-time equated undergraduate and the full-time equated graduate/professional enrollments. If the institution is a

Term	Description
	two-year school, FTE is the total number of degree credits taken by all students divided by 15.
Full-Time Equated Undergraduate Enrollment	The total number of degree credits taken by undergraduate students divided by 15
Full-Time Equated Graduate/Professional Enrollment	The total number of degree credits taken by graduate/professional students divided by 12
Full-Time Student	A student who is enrolled for credit for 12 or more hours of degree credit
Full-Time Student Enrollment	The number of full-time students enrolled
Graduate I Enrollment	The number of Graduate I students enrolled
Graduate I Student	A student who is classified as a graduate special student, master's candidate, or Specialist in Education degree candidate
Graduate II Enrollment	The number of Graduate II students enrolled
Graduate II Student	A student who is classified as a doctoral student
Lower Division Enrollment	The number of lower division students enrolled
Lower Division Student	A student who is classified as a freshman, sophomore, or undergraduate special student
Part-Time Student	A student who is enrolled for less than (<) 12 hours of degree credit
Short Course	A course of 30 calendar days duration or less; this definition does not apply to the summer term.
Term	A term extends from the first official day of activity up to the first official day of activity of the following term. The school year will consist of three (3) regular terms (fall, spring, and summer).

Term	Description
Upper Division Enrollment	The number of upper division students enrolled
Upper Division Student	A student who is classified as a junior, senior, or fifth-year undergraduate

Pre-College Students

Pre-college students are those persons who complete some college courses before graduating from high school. Clarifications for the coding of these students are listed below.

Students who took courses from Institution A during high school and then entered Institution B following high school graduation should be coded with a previous registration of "1", a registration type of "1" and a student level of "01". The cumulative hours field will show the work taken during high school if the current institution accepted it as valid transfer work. A transfer institution will not be coded on the Tennessee Higher Education Commission enrollment record. The institution's internal records may show (and probably should show) the institution from which the work was transferred.

Students who took courses from Institution A during high school and then entered Institution A following high school graduation should be coded with a previous registration of "1", a registration type of "1" and a level of "01". The cumulative hours field will show the work taken during high school if the current institution accepted it as valid transfer work. A transfer institution will not be coded on the Tennessee Higher Education Commission enrollment record. The institution's internal records may show (and probably should show) the institution from which the work was transferred.

Students who took enough college courses while in high school to be classified as a student level higher than freshmen when they graduated from high school and registered at Institution A or B, should be coded with the same three codes described above. The student level should be "forced" in as "01" for the first semester, but then can be coded as "02" for their second semester at the institution. The cumulative hours field will show the work taken during high school if the current institution accepted it as valid transfer work. A transfer institution will not be coded on the Tennessee Higher Education Commission enrollment record. The institution's internal records may show (and probably should show) the institution from which the work was transferred.

Students who took college work while in high school and then registered at Institution A (perhaps in the summer) following high school graduation, but then moved to Institution B some subsequent semester, must be coded as a transfer student because they already would have been coded as a first-time freshman by Institution A.

Duplicate Records

The file submission should only contain one enrollment record per term, per year, per institution, per student. If a duplicate record is found an error will be generated.

Date of Birth for CEU

Please remember that "NR" should not be used on year of birth for students taking CEUs at one location and regular credit at another location.

Student Level

A student can have only one level. Student levels other than "40" should be used for records of students who are taking credit type "6" at one location and regular type credit at another location.

Optional Reporting of Continuing Education Units

If continuing education units are reported in the enrollment reporting system, the following guidelines apply. If a student is enrolled both in continuing education activities and also in other types of credit, the guidelines contained in the data element dictionary apply for reporting that record. If a student is enrolled only in continuing education, the data elements listed below should be reported in the column locations found in the record format table. For CEUs, date of birth, previous registration, transfer institution, and cumulative credits earned will not be edited.

CEU Data Elements: Institution Code, Location Code, Student ID, Gender, Date of Birth, Race, Permanent Address, Resident Status, Citizenship, Registration Type (use code 6), Term, Year, Student Level (use code 40), Credit Type 1 (use code 6), Credit Hours 1(# CEUs), Major Field (use "N")

File Naming Convention

Each file submitted should follow the naming convention detailed below. For enrollment files, the file name should contain the system name abbreviation, term and year of the data being submitted, and the file type code.

The file will not be processed if the file's name is not formatted correctly.

Enrollment

Example: TCAT_Sum2024_E.csv

TCAT	Sum	2024	E	.csv
System Abbr.	Term Abbr	Term Year	File Type Code	Extension
1	2.a	2.b	3	4

1	
System Name	**Code**
Tennessee Colleges of Applied Technology	TCAT

2.a	
Term	**Code**
Summer	Sum
Fall	Fall
Spring	Spr

3	
File Type Name	**Code**
Enrollment	E
Course Level	L
Completions	C
Ad-hoc	A

2.b
Term Year
2024, 2025, etc.

TCAT Enrollment/Completions File Layout

Data Element	Column Name	Size	Field Char	Element Number
System Code	System	1	N	1
Institution Code	Institution	2	N	2
Location Code	Location	2	A/N	3
Student Number	StudentID	9	A/N	4
Gender Code	Gender	1	A	5
Race Code	OldRace	1	N	6
Permanent Address	StateCountyCode	5	A/N	7
Zip Code Permanent Address	ZipCode	5	N	8
Citizenship Status	CitizenshipStatus	1	N	9
Previous Education	PrevEducation	1	N	10
Year of Birth	BirthYear	4	N	11
Term Reported	ReportTerm	1	N	12
Year Reported	ReportYear	4	N	13
Fee Payment Status	FeePayStat	1	A	14
Hours Earned, Cumulative	CumulativeHrs	5	N	15
Contact Hours Earned During Term	TrmContactHrs	5	N	16
Tech Prep	TechPrep	0	N	17
Completer/Non-completer Status	CompleterStatus	1	N	18
Type of Award	AwardType	1	N	19
Major Field Code	CIPCode	10	N	20
Remedial Contact Hours	RemedialHrs	5	N	21
Resident Status	ResStatus	1	N	22
Lottery Resident Status	LottResStatus	1	N	23
High School Code	HSCode	6	N	24
Year of High School Graduation	HSGradYr	4	N	25
Month of High School Graduation	HSGradMo	2	N	26
Overall High School GPA (GED if Applicable)	GPAGED	4	N	27
Initial Year of Lottery Scholarship Receipt	InitialLottYr	4	Y	28
Lottery Scholarship Type	LottScholarType	1	N	29
Lottery Scholarship Amount	LottScholarAmt	7	N	30
Lost Scholarship Reason	LostScholReason	1	A	31
Displaced Homemaker	DisplacedHomemaker	1	N	32
Economically Disadvantaged	EconDisadv	1	N	33

Single Parent	SingleParent	1	N	34
Individuals with Disabilities	IndWithDisabilities	1	N	35
Limited English Proficiency	LimitedEnglishProficiency	1	N	36
Special Needs	SpecNeeds	0	N	37
Non Traditional Student	NonTradStudent	1	N	38
Training Level	TrainingLevel	1	A	39
Secondary Students	SecondaryStudent	1	N	40
Delivery Method	DeliveryMethod	2	N	41
Training Schedule	TrainingSched	1	A	42
Section Type (Day, Evening, Weekend)	SectionType	1	A	43
Program Funding Source	ProgFundSource	2	N	44
Student Status	StudentStatus	0	N	45
Ethnicity ID Hispanic or Non-Hispanic	Hispanic	1	N	46
Race ID Unknown	RaceUnknown	1	N	47
Race ID Alaskan Native	AlaskanNative	1	N	48
Race ID American Indian	AmericanIndian	1	N	49
Race ID Asian	Asian	1	N	50
Race ID Black/African American	Black_AfricanAmerican	1	N	51
Race ID White	White	1	N	52
Race ID Native Hawaiian/Pacific Islander	NativeHawaiian_PacIslander	1	N	53
Birth Date	Birthdate	10	A/N	54
First Name	FirstName	50	A	55
Middle Name	MiddleName	50	A	56
Last Name	LastName	50	A	57
Tennessee Promise Eligibility Flag	TN_PromiseFlag	1	N	58
Tennessee Promise Award Amount	TN_PromiseAmt	7	N	59
Tennessee Promise No Payment Reason	TN_PromiseLostReason	3	A/N	60
Tennessee Reconnect Eligibility Flag	TN_ReconnectFlag	1	N	61
Tennessee Reconnect Award Amount	TN_ReconnectAmt	7	N	62
Tennessee Reconnect No Payment Reason	TN_ReconnectLostReason	3	A/N	63
TSAA Award Amount	TSAA_Amt	7	N	64
Pell Award Amount	PELL_Amt	7	N	65

Data Elements

System

Data Element Number: 1

Description:

This element consists of a one-digit code used to identify the system of the reporting institution on each record it submits.

Codes:

System	Code
Tennessee Colleges of Applied Technology	4

Edit:

An error will occur if the following is *not* true:

1. This field is blank.
2. The system code is *not* one of the codes listed above.

Cross-Checks:

3. *The system code and institution code do not match.*

   >> E.g., A TCAT institution has a system code of '3' (University of Tennessee) instead of a '4'.

Institution

Data Element Number: 2

Description:

This element consists of a two-digit code used by the institution to identify itself as the reporting institution on each record it submits.

Codes:

Institution	Code
Tennessee College of Applied Technology Athens	03
Tennessee College of Applied Technology Upper Cumberland	05
Tennessee College of Applied Technology Dickson	06
Tennessee College of Applied Technology Elizabethton	07
Tennessee College of Applied Technology Harriman	08
Tennessee College of Applied Technology Hartsville	09
Tennessee College of Applied Technology Hohenwald	10
Tennessee College of Applied Technology Jacksboro	12
Tennessee College of Applied Technology Jackson	13
Tennessee College of Applied Technology Knoxville	16
Tennessee College of Applied Technology Livingston	17
Tennessee College of Applied Technology McKenzie	18
Tennessee College of Applied Technology McMinnville	19
Tennessee College of Applied Technology Memphis	20
Tennessee College of Applied Technology Morristown	21
Tennessee College of Applied Technology Murfreesboro	22
Tennessee College of Applied Technology Nashville	25
Tennessee College of Applied Technology Northwest	26
Tennessee College of Applied Technology Oneida	27
Tennessee College of Applied Technology Henry/Carroll	28
Tennessee College of Applied Technology Pulaski	29
Tennessee College of Applied Technology Crump	35
Tennessee College of Applied Technology Shelbyville	36
Tennessee College of Applied Technology Chattanooga	40

Edit:

An error will occur if the following is *not* true:

1. This field is blank.
2. The institution code is *not* one of the above codes.

Cross-Checks:

3. *The system code and institution code do not match.*

   >> E.g., A TCAT college has a system code of '3' (University of Tennessee) instead of a '4'.

Location

Data Element Numbers: 3

Description:

This element is used by the institution to identify the location where student contact hours were generated. If the student enrolled at the main campus, leave this element blank. If the student enrolled at an established off-campus location, use the appropriate two-character code assignment from the Off-Campus Location Inventory.

Codes:

Location code assignments will be made using the following guidelines:

1. Institutions should request off-campus location codes prior to the offering of the course from their respective governing board staff.
2. Appropriate governing board staff will then contact Higher Education Commission staff to receive location code assignments.

Edit:

An error will occur if one of the following is true:

1. The location code is *not*: an approved code for the reported system and institution within THEC's Off-Campus Location Inventory,

Student ID Number

Data Element Number: 4

Description:

The student's social security number is used for the student identification number. If a student does not have a social security number, assign a unique nine-character identifier.

Edit:

An error will occur if one or more of the following is true:

1. The student ID is blank.
2. The length of the student ID is *not* equal to nine (9) alphanumeric characters.

Gender

Data Element Number: 5

Description:

This data element indicates whether the student is a male, female, or unknown.

Codes:

Description	Code
Male	M
Female	F
Unknown	U

Edit:

An error will occur if the following is true:

1. The gender is blank.
2. The gender code is *not* one of the above codes.

Old Race (Inactivated)

Data Element Number: 6

Description:

This element indicates a student's racial origin and is designed to provide information in the form the U.S. federal government requires.

Codes:

Race	Description	Code
Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands; this includes, for example: China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.	1
Alaskan Native	A person having origins in the Alaskan region of North America and who maintains cultural identification through tribal affiliation or community recognition	2
Black, Not Hispanic	A person having origins in any of the Black racial groups of Africa (Black/Negro)	3
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race	4
White, Not Hispanic	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East	5
Unknown	This is not to be used as a category on the institution's collection form. It is to be the category for students who classify themselves as "human", "none of your business", etc. All reasonable efforts should be made to place the student in one of the other categories before using this one.	6
American Indian	A person having origins in any of the original peoples of North America, excluding Alaska, and who maintain cultural identification through tribal affiliation or community recognition	7
Multiracial	A person having origins in more than one (1) race	8

Edit:

An error will occur if the following is true:

1. The race is blank.
2. The race is not one of the above codes

Permanent Address

Data Element Number: 7

Description:

This element contains the County FIPS code for Tennessee residents, two-digit State code for residents outside of Tennessee, or the two-digit Country code for students outside the US.

Codes:

Address	Code
Tennessee	Use five-digit FIPS code for counties listed in Appendix C
Other States	Use two-digit code for states listed in Appendix A
Other Countries	Use two-digit code for countries listed in Appendix B

Edit:

An error will occur if the following is *not* true:

1. The permanent address is blank or NULL
2. The permanent address contains an invalid code

Fee Paying Status

Data Element Numbers: 8

Description:

This element contains the fee paying status for the student for the associated credit hours.

Codes:

Note: Use code "1", "2", or "3" for all students age 60 or older who are taking only degree credit courses for which they are paying maintenance fees.

Fee Pay Type	Description	Code
Regular Tuition Payers	Persons who are not eligible for any type of fee reduction or exemptions	A
Full-time TBR Employees for One Course Fee Waiver	Full-time TBR employees are eligible to enroll in one course per term without paying tuition charges, maintenance fees, student activity fees, or registration fees.	B
Student Fee Reduction for Spouses and Children of Full-time TBR Employees	Full-time TBR employees' spouse or dependent children are eligible for a maintenance fee discount. The governing boards determine full-time employment status.	C
Full-Time State of Tennessee Employee for One Course Fee Waiver	Full-time Tennessee state employees are eligible to enroll in one course per term without paying tuition charges, maintenance fees, student activity fees or registration fees.	D
Student Fee Discount for Children of Full-time Certified Teachers	Full-time certified Tennessee public school teachers' children under age twenty-four (24) are eligible for a 25% tuition discount.	E
Students, 60 Years and Older, or Disabled Students or Retired State Employees	Students 60 years or older, or disabled students, or retired state employees with 30 years of service who are not paying maintenance fees.	F
Students, 65 Years and older, or disabled students who pay a service charge	Students 65 or older, and all disabled students who are paying a service charge.	G

Fee Pay Type	Description	Code
Dependents of servicemen/women killed or who have died directly resulting from	Dependents under age twenty-one (21) of people killed or who have died from injuries while serving in the armed forces during the Vietnam War, or who have officially been reported as either a prisoner of war or missing in action in Vietnam.	H
Student Fee Reduction for Children of full-time Tennessee state employees	Full-time Tennessee state employees' children under age twenty-four (24) are eligible for a 25% tuition discount.	I
Student Fee Reduction for Children of full-time Tennessee state employees who died	Children under age twenty-four (24) whose parent died while employed as a full-time state employee are eligible for a 25% tuition discount.	J
Student Fee Reduction for Children of retired full-time Tennessee state employees	Retired state employees' children under age twenty-four (24) are eligible for a 25% tuition discount. Retired employees must have a 25 years creditable service minimum.	K
Full-time UT Employee for One Course Fee Waiver	Full-time UT employees are eligible to enroll in one course per term without paying tuition charges, maintenance fees, student activity fees, or registration fees.	L
Student Fee Reduction for Spouses and Children of Full-time UT Employees	Full-time UT employees' spouse or dependent children are eligible for a maintenance fee discount. The governing boards determine full-time employment status.	M
Katrina Relocated Student	Use this code for students that are from a higher education Institution in Alabama, Georgia, Louisiana or Mississippi that has been closed due to Hurricane Katrina storm damage that occurred in August/September 2005.	S

Edit:

An error will occur if one of the following is true:

1. The fee pay status is blank or NULL
2. The fee pay status is *not* one of the above codes.

Citizenship Status

Data Element Number: 9

Description:

This element is used to classify students according to their legal citizenship status.

Codes:

Description	Code
United States Citizen	1
Foreign Citizen With Temporary U.S. Residence	2
Foreign Citizen With Permanent U.S. Residence	3

Edit:

An error will occur if the following is *not* true:

1. The citizenship status is blank.
2. The citizenship status is *not* one of the above codes.

Previous Education

Data Element Number: 10

Description:

This element identifies the highest education level of the student.

Codes:

Description	Code
Non-High School Completer	0
GED	1
High School Graduate	2
Postsecondary Education	3
Postsecondary Graduate	4
Information Unavailable	5

Edit:

An error will occur if the following is *not* true:

1. The previous education field is blank or NULL
2. The previous education value is not one of the above codes

Term of Registration

Data Element Number: 11

Description:

This element indicates the term for which the report is being generated.

Codes:

Term of Registration	Code
Summer	4
Fall	1
Spring	3

Edit:

An error will occur if the following is true:

1. The term of registration is blank.
2. The term of registration is *not* the term for which the report was created.

Cumulative Contact Hours Earned in Reported Program

Data Element Number: 12

Description:

This element reports the total number of hours earned for the CIP code at or accepted by the reporting institution. The hours should be integer values with no leading or trailing zeros added.

Examples:

Please do not leave any columns in the field blank. Be sure to use leading zeros (Ø) where necessary.

Earned Contact Hours	Code
110	110
17	17
1,025	1025
Ø	0

Edit:

An error will occur if the following is true:

1. The cumulative contact hours earned field is blank or NULL
2. The cumulative contact hours earned is not a numerical value
3. The cumulative contact hours earned is not formatted correctly

Contact Hours Earned During Term

Data Element Number: 13

Description:

This is the total number of contact hours earned by the student for the reported term. The hours should be integer values with no leading or trailing zeros added.

Examples:

Please do not leave any columns in the field blank. Be sure to use leading zeros (Ø) where necessary.

Earned Contact Hours	Code
6	6
125	125
1,750	1750
Ø	0

Edit:

An error will occur if the following is true:

1. The term contact hours earned is blank or NULL
2. The term contact hours earned is not formatted correctly
3. The term contact hours earned is not a numerical value

Tech Prep (Inactivated)

Data Element Number: 14

Description

This field is inactivated and should be left blank.

Completer/Non-completer Status

Data Element Number: 15

Description:

This element indicates the student's completion status for the reported term.

Codes:

Description	Code
Drop-Out	1
Continuing Student	2
Completer	3
Basic Skills Completer	4
Early Withdrawal	5

Edit:

An error will occur if the following is *not* true:

1. The completer/non-completer status is blank or NULL
2. The completer/non-completer status is not one of the codes listed above

Type of Award

Data Element Number: 16

Description:

This element indicates the type of award the student earned. If a student has completed a program use codes 1, 2, or 3. Use code 0 if a student has not completed a program.

Codes:

Description	Code
Non-completer	0
Certificate	1
Diploma	2
Supplemental Certificate	3
Sufficient Credential	4

Edit:

An error will occur if the following is *not* true:

1. The type of award is blank or NULL
2. The type of award is not one of the codes listed above

Major Field Code

Data Element Number: 17

Description:

This element contains the academic major of the student. The major is reported using the appropriate code from the Academic Program Inventory of the Tennessee Higher Education Commission. The Academic Program Inventory major code is based upon the Classification of Instruction Programs, developed and published by the National Center for Educational Statistics. The API can be found here.

Edit:

An error will occur if the following is true:

1. The major field code is blank or NULL.
2. The major field code is an invalid CIP code.

Remedial Contact Hours Earned

Data Element Number: 18

Description:

This is the total number of remedial contact hours earned by the student for the reported term. These hours are also included in the total term contact hours. Please note that the decimal is understood and should not be coded.

Examples:

Please do not leave any columns in the field blank. Be sure to use leading zeros (Ø) where necessary.

Remedial Contact Hours Earned	Code
6.5	00650
10.00	01000
17.00	01700
Ø	00000

Edit:

An error will occur if the following is true:

1. The remedial contact hours earned is blank or NULL
2. The remedial contact hours earned is not formatted correctly
3. The remedial contact hours earned is not a numerical value

Year of Birth

Data Element Number: 19

Description:

This data element holds the student's year of birth.

Examples:

Year of Birth	Code
1997	1997
2002	2002

Edit:

An error will occur if the following is true:

1. The year of birth is blank.
2. The year of birth is outside an acceptable range.

Year of Registration

Data Element Number: 20

Description:

This element indicates the four-digit year for which the report is being generated.

Examples:

2024
2025

Codes:

An error will occur is the following is true:

1. The year of registration is blank.
2. The year of registration is *not* the year for which the report was created.

Resident Status

Data Element Number: 21

Description:

This element contains the legal residence status of the student.

Codes:

Description	Code
In-State	1
Out-of-State	2

Edit:

An error will occur if the following is true:

1. The resident status is blank.
2. The resident status is *not* one of the above codes.

Lottery Resident Status

Data Element Number: 22

Description:

This element contains the resident status of the student with respect to the Tennessee Lottery. TSAC's website defines lottery residency as:

"Be a Tennessee resident, as defined by Chapter 0240-2-2, Classifying Students In-State and Out-of-State, of regulations promulgated by the Board of Regents, for one year as of May 1 immediately preceding enrollment in an eligible postsecondary institution."

This element should be left blank for non-lottery students.

Codes:

Description	Code
In-State	1
Out-of-State	2

Edit:

An error will occur if the following is true:

1. The lottery resident status code is not one of the above codes.
2. The lottery resident status is blank, and the student has a lottery scholarship.

ZIP Code of Permanent Residence

Data Element Number: 23

Description:

This is the student's permanent zip code at the time of current semester registration. It is the home address when he or she is not a student. An unemancipated person whose parent is out of the country on temporary assignment, such as military, would use the appropriate state code from Appendix A in lieu of a zip code. A full list of zip codes is available for download here.

Examples:

37206

Edit:

An error will occur if the following is *not* true:

Lottery Students:

1. The zip code is invalid.

Cross-Checks:

2. *The zip code is blank for lottery students, and the state code is a valid U.S. state.*

High School Code

Data Element Numbers: 24

Description:

This element contains the College Board (CEEB) code for the student's high school of graduation and is required for lottery recipients.

Codes:

CEEB codes can be searched for here.

Edit:

An error will occur if the following is true:

1. The high school code is invalid.
2. The high school code's length is *not* equal to six (6).

Cross-Checks:

3. *The high school code is blank, and the lottery scholarship type is not blank.*

Year of High School Graduation

Data Element Number: 25

Description:

This element holds the four-digit year of the student's high school graduation and is required for lottery recipients.

Codes:

2004

2003

Edit:

An error will occur if the following is true:

1. The year of high school graduation is *not* a numerical value.
2. The year of high school graduation's length is *not* equal to 4.

Cross-Checks:

3. *The year of high school graduation is blank, and the lottery scholarship type is not blank.*

Month of High School Graduation

Data Element: 26

Description:

This element holds the two-digit month of the student's high school graduation and is required for lottery recipients.

Examples:

Month	Code
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

Edit:

An error will occur if the following is true:

1. The month of high school graduation is *not* one of the above codes.

Cross-Checks:

2. *The month of high school graduation is blank, and the lottery scholarship type is not blank.*

Overall High School GPA (or GED if applicable)

Data Element Number: 27

Description

This is the overall high school GPA as reported on the students' high school transcript. Include weighted scores if they are available. Please note that the decimal is understood and should not be coded.

Examples:

GPA	Code
3.09	3090
2.75	2750
3.243	3243

Edit:

An error will occur if the following is true:

1. The overall high school GPA (or GED score) is *not* a numerical value.
2. The overall high school GPA (or GED score) is *not* formatted correctly.
3. The overall high school GPA (or GED score) has a length not equal to 4.

Cross-Checks:

4. *The overall high school GPA (or GED score) is blank, and the lottery scholarship type is not blank.*

Initial Year of Lottery Scholarship Receipt

Data Element Number: 28

Description

This element is the four-digit year in which the student first received a lottery scholarship. Leave this field blank if the student has not received a lottery scholarship.

Examples:

Initial Year	Code
2007	2007

Edit:

An error will occur if the following is true:

1. The initial year of lottery scholarship receipt is not a valid year.

Cross-Checks:

2. *The initial year of lottery scholarship receipt is blank or NULL and the lottery scholarship type is not blank or NULL*

Lottery Scholarship Type

Data Element Number: 29

Description:

This element holds the type of lottery scholarship the student received. Only one code should be entered for each student. The General Assembly Merit Scholarship and the Need-Based Supplemental Award assumes that the student has the Tennessee HOPE Scholarship. For students who have not received the lottery scholarship this field should be left blank.

Codes:

Lottery Scholarship Type	Code
Tennessee HOPE Scholarship	1
General Assembly Merit Scholarship	2
Need-Based Supplemental Award (Aspire)	3
Tennessee HOPE Access Grant	4
Wilder-Naifeh Technical Skills Grant	5
Dual Enrollment Grant	6
HOPE Foster Care Grant	7
Nontraditional Component	8
Helping Heroes Grant	9

Edit:

An error will occur if the following is true:

1. The lottery scholarship type is *not* equal to one of the codes listed above.

Cross-Checks:

2. *The lottery scholarship type is blank, and the lottery scholarship amount is not blank*

Lottery Scholarship Amount

Data Element Number: 30

Description:

This element holds the monetary amount of the lottery scholarship for the reporting semester only. This element is not the cumulative amount. Note that the decimal is understood and the amount should be seven digits in length. Use leading zeros (Ø) where necessary. For students who have not received the lottery scholarship, this field should be left blank.

Examples:

Lottery Scholarship Amount	Code
$10,000.00	1000000
$2,250.00	0225000
$0.00	0000000

Edit:

An error will occur if the following is true:

1. The lottery scholarship amount is *not* a numerical value.
2. The lottery scholarship amount is *not* formatted correctly.
3. The lottery scholarship amount is *not* six (7) digits in length.

Cross-Checks:

4. *The lottery scholarship amount is blank, and*
    a. *The lottery scholarship type is not blank, and*
    b. *The lost scholarship reason is not blank.*

Lost Scholarship Reason

Data Element Number: 31

Description:

This element holds the code indicating the reason a student lost the lottery scholarship. For students who have not received the lottery scholarship this field should be left blank.

Codes:

Reason	Code
Cumulative Higher Ed. GPA	A
Maximum TELS Total Hours Attempted	B
24 Attempted Hours (Hope Access Grant)	C
Enrollment Status Change	D
Non-Continuous Enrollment	E
Received Bachelor's Degree	F
Maximum Time or Hours on TELS Reached	G
Reached 8 Consecutive FTE Semesters	H
Other	O
Has Not Lost Lottery Scholarship	Z

Edit:

An error will occur if the following is true:

1. The lost scholarship reason is *not* one of the above codes.

Cross-Checks:

2. *The lost scholarship reason is blank, and:*
    a. *The lottery scholarship type is not blank, and*
    b. *The lottery scholarship amount is not blank.*

Displaced Homemaker

Data Element Number: 32

Description:

A displaced homemaker is defined as one of the following: (A) (i) has worked primarily without renumeration to care for a home and family and for that reason has diminished marketable skills. (ii) has become dependent on the income of another family member but is no longer supported by that income; or (iii) 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 2 years after the date on which the parent applies for assistance under this title; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. [sec.3 (7)]

Codes:

Description	Code
Student is a displaced homemaker	1
Student is not a displaced homemaker	blank

Edit:

An error will occur if the following is *not* true:

1. The displaced homemaker code is *not* one of the above codes.

Economically Disadvantaged

Data Element Number: 33

Description:

An economically disadvantaged student is an individual from an economically disadvantaged family who is determined to be low income according to the latest available data from the Department of Commerce. Students who qualify for need-based financial aid/benefit programs are generally classified as economically disadvantaged. Foster children or students who are wards of the State would also be classified as economically disadvantaged.

Codes:

Description	Code
Student is economically disadvantaged	1
Student is not economically disadvantaged	blank

Edit:

An error will occur if the following is *not* true:

1. The economically disadvantaged code is *not* one of the above codes.

Single Parent

Data Element Number: 34

Description:

A single parent is an individual who is unmarried or legally separated from a spouse, who has a minor child or children for whom the parent has either custody or joint custody, or who is pregnant.

Codes:

Description	Code
Student is a single parent	1
Student is not a single parent	blank

Edit:

An error will occur if the following is *not* true:

1. The single parent code is *not* one of the above codes.

Individual with Disabilities

Data Element Number: 35

Description:

Disability is defined in Section 3 of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12102) as a physical or mental impairment that substantially limits one or more of the individual's major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. More definitive information from Section 504 of the Rehabilitation Act of 1973 states that term "physical or mental impairment" may include, but is not limited to, conditions such as visual or hearing impairment, mobility impairment, HIV infection, mental retardation, drug addiction (except current illegal use of or addiction to drugs), or mental illness.

Codes:

Description	Code
Student does have disabilities	1
Student does not have disabilities	blank

Edit:

An error will occur if the following is *not* true:

1. The individual with disabilities code is *not* one of the above codes.

Limited English Proficiency

Data Element Number: 36

Description:

The term "individual with limited English proficiency" means a secondary school student, an adult, or an out-of-school youth, who has limited ability in speaking, reading, writing, or understanding the English language, and whose native language is a language other than English; or who lives in a family of community environment in which a language other than English is the dominant language.

Codes:

Description	Code
Student is not limited in English proficiency	1
Student is limited in English proficiency	blank

Edit:

An error will occur if the following is *not* true:

1. The limited in English proficiency code is *not* one of the above codes.

Special Needs (Inactivated)

Data Element Number: 37

Description

This field is inactivated and should be left blank.

Non-Traditional Student

Data Element Number: 38

Description:

A "non-traditional student" is a student enrolled in a training program which prepares students for employment in an occupation for which individuals from one gender comprise less than 25 percent of the individuals employed in each occupation or field of work. The U.S. Department of Labor, Bureau of Labor Statistics, compiles data each year to determine which occupations are non-traditional for males and females. The data may be accessed through the Peer Collaborative Resource Network website at: http://www.edcountability.net/

Codes:

Description	Code
Student is not a Non-traditional Student	1
Student is a Non-traditional Student	blank

Edit:

An error will occur if the following is *not* true:

1. The non-traditional student code is *not* one of the above codes.

Training Level

Data Element Numbers: 39

Description:

This describes the educational standards or award level of the program/course the student is taking. This reporting element is critical to all required state and federal reports.

Codes:

Training Level	Definition	Codes
ROCE Program (Non Credit)	The Regents Online Continuing Education program is designed for individuals who are interested in acquiring a new skill or improving existing skills for advancement or Continuing Education Units (CEUs) for certification and/or recertification to maintain credentials in a specified field of study/work. Students must be registered as online students through the RODP website.	R
Special Interest Course (Non Credit)	Non-credit courses designed for the personal development of individuals or for cultivation of a hobby or personal interest, such as Scrapbooking, Flower Arrangement, Calligraphy, etc. There are no standards for completion or formal evaluations in these non-credit courses.	I
Preparatory Program (Diploma and Certificate – Default)	TBR approved programs designed to prepare the student for successful employment in specific occupations. A Diploma or Certificate identifying the specific job title or proficiency level is awarded to the student. As most training activity in a TCAT is in COE approved preparatory programs, Preparatory is the default value.	P
Continuing Education Unit (CEU Course)	A short-term course designed by the TCAT to meet the continuing professional development requirements for a specific business or industry. One (1.0) CEU is awarded for each 10 clock hours of instruction in the course. To award CEUs, the course must be developed in accordance with the guidelines established by the International Association for Continuing Education and Training [IACET] Provider guidelines.	E

Training Level	Definition	Codes
Supplemental Certificate Training (Not CEU)	Short-term training or a single course designed to upgrade or update an individual's skills. A supplemental certificate designating the number of clock hours earned in the course is awarded to the student.	S

Edit:

An error will occur if the following is true:

1. The training level is *not* one of the above codes.

Secondary Students

Data Element Numbers: 40

Description:

This describes whether the student is postsecondary, dual enrolled, or joint enrolled.

Codes:

Secondary Student	Definition	Codes
Postsecondary Student (Default)	As most enrollment in a TCAT is the adult population, this value is the Default for this field.	0
Dual Enrollment Grant	Select this value if the high school student will receive the Dual Enrollment Grant for the term as described in TSAC Rules and Procedures for the Tennessee Dual Enrollment Grant.	1
Dual Enrollment Other	Select this value if the high school student is not eligible for the Dual Enrollment Grant for the current term.	2
Special Enrollment (Postsecondary Credit Only)	This value serves to describe an arrangement in which the secondary student will receive credit from the TCAT only. The high school will not award credit on the student's high school transcript.	3

Edit:

An error will occur if the following is true:

1. The secondary student is *not* one of the above codes.

Delivery Method

Data Element Numbers: 41

Description:

This element contains the method of delivery for the program. Choose the method that is most used during the course. The use of web-based learning and testing within an on-ground program is not considered online instruction.

Codes:

Delivery Method	Description	Code
Ground (On-campus – default)	*Conventional Methodology* – This code should be used for course sections which are taught using the traditional method. Sections which are generally considered group instruction either for lecture, discussion group, and/or other traditional instructional medium should be coded as '01'. Physical education activities, science laboratory, and remedial sections should be included in this category.	01
Regents Online (RODP and ROCE)	Internet/Web Based/On-line Instruction Excluding Regents On-Line Degree Program and New College On-Line Degree Program – Use this code for web-based courses delivered by the institution.	02
Other Online	Regents On-line Degree Program – This instructional code should be used for courses taken online under the Tennessee Board of Regents' RODP program.	11

Edit:

An error will occur if the following is true:

1. The delivery method is *not* one of the above codes.
2. The delivery method's length is *not* equal to two (2).

Training Schedule

Data Element Numbers: 42

Description:

This element denotes if the student is full-time or part-time.

Codes:

Training Schedule	Description	Code
Full-time	To be classified as a full-time student in a Technology Center, the student must attend a minimum of 30 hours per week. There are no exceptions to this rule.	F
Part-time	Any student, regardless of training level, who attends less than 30 hours per week, must be classified as a part-time student.	P

Edit:

An error will occur if the following is true:

1. The training schedule is *not* one of the above codes.

Section Type

Data Element Numbers: 43

Description:

This element indicates when the program or course will be conducted for the term. This data will distinguish students enrolled in full-time day programs from students enrolled in the same program offered during the evening or weekends.

Codes:

Training Schedule	Description	Code
Day (default)	Select this value for full-time or part-time programs which begin in the morning. This is the default value for this field.	D
Weekend (Attends less than 30 hours per week)	This value will identify generally part-time programs or short-term courses which begin in the late afternoon/early evening. This value should also be selected to identify evening/weekend programs for any preparatory program offered by the institution, such as Practical Nursing.	N

Edit:

An error will occur if the following is true:

1. The section type is *not* one of the above codes.

Program Funding Source

Data Element Numbers: 44

Description:

This element serves to identify a program supplemented with funding from external sources. This field does not concern any financial aid given to a student through an Individual Referral contract. Select the appropriate source of funding for any program which receives external funding, regardless of the amount of funding, through a contractual agreement. TCAT is the default value for this field. Do NOT select any other value unless the institution has a grant or a written contract.

Codes:

Program Funding Source	Description	Code
TCAT (default)	Default value	01
Perkins Funds	Select this value if your institution was awarded Perkins funds to conduct a specific program of study.	02
Special Industry/Other (stand-alone course)	This value will identify contract training for a specific industry.	03
TRA/TTA (stand –alone course)	Select one of these values only if this source is providing funding to conduct a stand-alone program. This does not refer to Individual Referral students who mainstreamed into a regular program.	04
USDA Rural Development Grant (stand -alone course)	Select one of these values only if this source is providing partial funding to conduct a stand-alone program.	05
WIA program (stand-alone course)	Select one of these values only if this source is providing partial funding to conduct a stand-alone program. This does not refer to Individual Referral students who mainstreamed into a regular program.	06
Other funding source/Multiple funding sources	Select this value for any other contractual arrangement or for programs which receive funding from more than one source.	07

Edit:

An error will occur if the following is true:

1. The program funding source is *not* one of the above codes.

Student Status (Inactivated)

Data Element Number: 45

Description

This field is inactivated and should be left blank.

Ethnicity Identification

Data Element Number: 46

Description:

This element identifies the student of Hispanic, Latino, or Spanish in origin. The ethnicity is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Codes:

Description	Code
Student is Hispanic/Latino	1
Student is not Hispanic/Latino	2
Ethnicity Unknown	blank

Edit:

An error will occur if the following is true:

1. The ethnicity identification is *not* the term for which the report was created.

Race - Unknown

Data Element Number: 47

Description:

This element is used when the student's race is not known.

Codes:

Description	Code
Race – Unknown	1

Edit:

An error will occur if the following is true:

1. The race code is not 1 or blank

Race - Alaskan Native

Data Element Number: 48

Description:

This element identifies a person having origins in the Alaskan region of North America and who maintain cultural identification through tribal affiliation or community recognition.

Codes:

Description	Code
Race – Alaskan Native	1

Edit:

An error will occur if the following is true:

1. The race code is not 1 or blank

Race - American Indian

Data Element Number: 49

Description:

This element identifies a person having origins in any of the original peoples of North America, excluding Alaska, and who maintain cultural identification through tribal affiliation or community recognition.

Codes:

Description	Code
Race – American Indian	1

Edit:

An error will occur if the following is true:

1. The race code is not 1 or blank

Race - Asian

Data Element Number: 50

Description:

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.

Codes:

Description	Code
Race – Asian	1

Edit:

An error will occur if the following is true:

1. The race code is not 1 or blank

Race - Black/African American

Data Element Number: 50

Description:

This element identifies a person having origins in any of the Black racial groups of Africa (Black/Negro).

Codes:

Description	Code
Race – Black/African American	1

Edit:

An error will occur if the following is true:

1. The race code is not 1 or blank

Race - White

Data Element Number: 51

Description:

This element identifies a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Codes:

Description	Code
Race – White	1

Edit:

An error will occur if the following is true:

1. The race code is not 1 or blank

Race - Native Hawaiian/Pacific Islander

Data Element Number: 52

Description:

This element identifies a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Codes:

Description	Code
Race – Native Hawaiian/Pacific Islander	1

Edit:

An error will occur if the following is true:

1. The race code is not 1 or blank

Date of Birth

Data Element Number: 53

Description:

This data element holds the student's date of birth. The date should be formatted MM/DD/YYYY with the slashes included. A leading zero (Ø) should be used for single-digit months and days.

Examples:

12/01/1990

01/01/1990

Edit:

An error will occur if the following is true:

1. The date of birth is *not* 10 characters in length.
2. The date of birth is *not* formatted correctly.

   >> E.g., MM/DD/YYYY (Forward slashes are required.)
3. The date of birth is blank.
4. The date of birth is *not* a valid date.
5. The date of birth is outside an acceptable range.
   a. (The Current Year – Date of Birth) < 8,

      or

   b. (The Current Year – Date of Birth) > 100.

First Name

Data Element Number: 54

Description:

This field holds the student's first name and is used for identification purposes.

Edit:

An error will occur if the following is true:

1. The first name is blank.
2. The first name is greater than (>) 50 characters.
3. The first name contains special characters.

   >> Exception: An apostrophe (') is allowed.

Middle Name

Data Element Number: 55

Description:

This field holds the student's middle name. If a student does not have a middle name than the field should be left blank.

Edit:

An error will occur if the following is true:

1. The middle initial is *not* an alphabetic character.

Last Name

Data Element Number: 56

Description:

This field holds the student's last name and is used for identification purposes. The suffix should be removed from the last name field (e.g., Jr, Sr, etc.).

Edit:

An error will occur if the following is true:

1. The last name is blank.
2. The last name is greater than (>) 50 characters.
3. The last name contains special characters.
    a. Exception: An apostrophe (') is allowed.
    b. Exception: The value "St." is allowed if it comes at the beginning of the last name.

Tennessee Promise Eligibility Flag

Data Element Number: 57

Description:

This element is a flag indicating if the student is eligible for the Tennessee Promise Scholarship.

Codes:

Description	Code
Not Eligible for the Tennessee Promise Scholarship	Blank
Eligible for the Tennessee Promise Scholarship	1

Edit:

An error will occur if the following is not true:

1. The Tennessee Promise eligibility flag is *not* blank or a '1'.

Cross-Checks:

2. *The Tennessee Promise eligibility flag is blank, and the Tennessee Promise award amount is not blank.*
3. *The Tennessee Promise eligibility flag is '1', and the Tennessee Promise lost scholarship reason is a valid lost scholarship reason code.*

Tennessee Promise Award Amount

Data Element Number: 58

Description:

This element holds the monetary amount of the Tennessee Promise scholarship for the reporting semester only. This element is not the cumulative amount. Note that the decimal is understood. For students who have not received the Tennessee Promise scholarship this field should be blank.

Examples:

Tennessee Promise Award Amount	Code
$10,000.00	1000000
$2,250.00	0225000
$0.00	0000000

Edit:

An error will occur if the following is true:

1. The Tennessee Promise award amount is *not* a numerical value.
2. The Tennessee Promise award amount is *not* formatted correctly.

Cross-Checks:

3. *The Tennessee Promise award amount is blank and the Tennessee Promise eligibility flag is '1'.*
4. *The Tennessee Promise award amount is not blank and the Tennessee Promise lost scholarship reason is a valid lost scholarship reason code.*

Tennessee Promise Lost Scholarship Reason

Data Element Number: 59

Description:

This element holds the code indicating the reason a student lost the Tennessee Promise scholarship. For students who have not received the Tennessee Promise scholarship this field should be blank.

Codes:

Lost Scholarship Reason	Code
Verification Incomplete	N01
Not Enrolled	N02
Not Enrolled Full-time	N03
Tuition/Fees Covered by Gift Aid	N04
Graduated	N05
Drop from Full-time to Part-time Status	N06
Academic Progress Not Met	N07
Leave of Absence	N08
Appeals Pending	N09
Ineligible Degree	N10
Diploma Received	N11
Program Complete	N12
Associate's Degree Received	N13
Received five (5) Semesters	N14
Not a Tennessee Resident	N15

Edit:

An error will occur if the following is true:

1. The Tennessee Promise lost scholarship reason is not blank *or* one of the above codes.

Cross-Checks:

2. *The Tennessee Promise lost scholarship reason is one of the above codes, and the Tennessee Promise award amount is not blank.*
3. *The Tennessee Promise lost scholarship reason is one of the above codes, and the Tennessee Promise eligibility flag is '1'.*

Tennessee Reconnect Eligibility Flag

Data Element Number: 60

Description:

This element is a flag indicating if the student is eligible for the Tennessee Reconnect Scholarship.

Codes:

Description	Code
Not Eligible for the Tennessee Reconnect Scholarship	Blank
Eligible for the Tennessee Reconnect Scholarship	1

Edit:

An error will occur if the following is not true:

1. The Tennessee Reconnect eligibility flag is *not* blank or a '1'.

Cross-Checks:

2. *The Tennessee Reconnect eligibility flag is blank, and the Tennessee Reconnect award amount is not blank.*
3. *The Tennessee Reconnect eligibility flag is '1', and the Tennessee Reconnect lost scholarship reason is a valid lost scholarship reason code.*

Tennessee Reconnect Award Amount

Data Element Number: 61

Description:

This element holds the monetary amount of the Tennessee Reconnect scholarship for the reporting semester only. This element is not the cumulative amount. Note that the decimal is understood. For students who have not received the Tennessee Reconnect scholarship this field should be blank.

Examples:

Tennessee Reconnect Award Amount	Code
$10,000.00	1000000
$2,250.00	0225000
$0.00	0000000

Edit:

An error will occur if the following is true:

1. The Tennessee Reconnect award amount is *not* a numerical value.
2. The Tennessee Reconnect award amount is *not* formatted correctly.

Cross-Checks:

3. *The Tennessee Reconnect award amount is blank and the Tennessee Reconnect eligibility flag is '1'.*
4. *The Tennessee Reconnect award amount is not blank and the Tennessee Reconnect lost scholarship reason is a valid lost scholarship reason code.*

Tennessee Reconnect Lost Scholarship Reason

Data Element Number: 62

Description:

This element holds the code indicating the reason a student lost the Tennessee Reconnect Grant. For students who have not received the Tennessee Reconnect Grant this field should be blank.

Codes:

Lost Scholarship Reason	Code
Verification Incomplete	N01
Not Enrolled	N02
Not Enrolled Full-time	N03
Tuition/Fees Covered by Gift Aid	N04
Graduated	N05
Drop from Full-time to Part-time Status	N06
Academic Progress Not Met	N07
Leave of Absence	N08
Appeals Pending	N09
Ineligible Degree	N10
Diploma Received	N11
Program Complete	N12
Associate's Degree Received	N13
Received five (5) Semesters	N14
Not a Tennessee Resident	N15

Edit:

An error will occur if the following is true:

1. The Tennessee Reconnect lost scholarship reason is not blank *or* one of the above codes.

Cross-Checks:

2. *The Tennessee Reconnect lost scholarship reason is one of the above codes, and the Tennessee Reconnect award amount is not blank.*
3. *The Tennessee Reconnect lost scholarship reason is one of the above codes, and the Tennessee Reconnect eligibility flag is '1'.*

Tennessee Student Assistance Award Amount

Data Element Number: 63

Description

The total amount of Tennessee Student Assistance Award aid the student received during the reporting term. Note the decimal is understood: $10,000.00 = 1000000

Examples:

Amount Awarded	Code
$500.00	50000
$1,000.00	100000
$10,000.00	1000000

Edit:

An error will occur if the following is true:

1. The term institutional aid amount is not a numerical value
2. The term institutional aid amount is not formatted correctly

Term Pell Amount

Data Element Number: 64

Description:

The total amount of Pell Grant the student received during the reporting term. Note the decimal is understood: $10,000.00 = 1000000

Examples:

Amount Awarded	Code
$500.00	50000
$1,000.00	100000
$10,000.00	1000000

Edit:

An error will occur if the following is true:

1. The term Pell amount is *not* a numerical value.
2. The term Pell amount is *not* formatted correctly.

Appendix A: State Codes

Code	State Name
01	Alabama
02	Alaska
04	Arizona
05	Arkansas
06	California
08	Colorado
09	Connecticut
10	Delaware
11	D.C.
12	Florida
13	Georgia
15	Hawaii
16	Idaho
17	Illinois
18	Indiana
19	Iowa
20	Kansas
21	Kentucky
22	Louisiana
23	Maine
24	Maryland
25	Massachusetts
26	Michigan
27	Minnesota
28	Mississippi
29	Missouri
30	Montana
31	Nebraska
32	Nevada

Code	State Name
33	New Hampshire
34	New Jersey
35	New Mexico
36	New York
37	North Carolina
38	North Dakota
39	Ohio
40	Oklahoma
41	Oregon
42	Pennsylvania
44	Rhode Island
45	South Carolina
46	South Dakota
47	Tennessee
48	Texas
49	Utah
50	Vermont
51	Virginia
53	Washington
54	West Virginia
55	Wisconsin
56	Wyoming
57	Fort Campbell
99	MILITARY BASE/DIPLOMATIC LOCATION
AA	Armed Forces - Americas
AE	Armed Forces - Europe, Canada, Middle East, Africa
AP	Armed Forces - Pacific
??	Unknown State

Appendix B: Country Code

Code	Country Name
AF	AFGHANISTAN
AX	ALAND ISLANDS
AL	ALBANIA
DZ	ALGERIA
AS	AMERICAN SAMOA
AD	ANDORRA
AO	ANGOLA
AI	ANGUILLA
AQ	ANTARCTICA
AG	ANTIGUA AND BARBUDA
AR	ARGENTINA
AM	ARMENIA
AW	ARUBA
AU	AUSTRALIA
AT	AUSTRIA
AZ	AZERBAIJAN
BS	BAHAMAS
BH	BAHRAIN
BD	BANGLADESH
BB	BARBADOS
BY	BELARUS
BE	BELGIUM
BZ	BELIZE
BJ	BENIN
BM	BERMUDA
BT	BHUTAN
BO	BOLIVIA (PLURINATIONAL STATE OF)
BQ	BONAIRE, SINT EUSTATIUS AND SABA
BA	BOSNIA AND HERZEGOVINA
BW	BOTSWANA
BV	BOUVET ISLAND
BR	BRAZIL
IO	BRITISH INDIAN OCEAN TERRITORY
BN	BRUNEI DARUSSALAM
BG	BULGARIA
BF	BURKINA FASO
BI	BURUNDI

Code	Country Name
CV	CABO VERDE
KH	CAMBODIA
CM	CAMEROON
CA	CANADA
KY	CAYMAN ISLANDS
CF	CENTRAL AFRICAN REPUBLIC
TD	CHAD
CL	CHILE
CN	CHINA
CX	CHRISTMAS ISLAND
CC	COCOS (KEELING) ISLANDS
CO	COLOMBIA
KM	COMOROS
CG	CONGO
CD	CONGO (DEMOCRATIC REPUBLIC OF THE)
CK	COOK ISLANDS
CR	COSTA RICA
CI	COTE D'IVOIRE
HR	CROATIA
CU	CUBA
CW	CURACAO
CY	CYPRUS
CZ	CZECHIA
DK	DENMARK
DJ	DJIBOUTI
DM	DOMINICA
DO	DOMINICAN REPUBLIC
EC	ECUADOR
EG	EGYPT
SV	EL SALVADOR
GQ	EQUATORIAL GUINEA
ER	ERITREA
EE	ESTONIA
ET	ETHIOPIA
FK	FALKLAND ISLANDS (MALVINAS)
FO	FAROE ISLANDS
FJ	FIJI

Code	Country Name
FI	FINLAND
FR	FRANCE
GF	FRENCH GUIANA
PF	FRENCH POLYNESIA
TF	FRENCH SOUTHERN TERRITORIES
GA	GABON
GM	GAMBIA
GE	GEORGIA
DE	GERMANY
GH	GHANA
GI	GIBRALTAR
GR	GREECE
GL	GREENLAND
GD	GRENADA
GP	GUADELOUPE
GU	GUAM
GT	GUATEMALA
GG	GUERNSEY
GN	GUINEA
GW	GUINEA-BISSAU
GY	GUYANA
HT	HAITI
HM	HEARD ISLAND AND MCDONALD ISLANDS
VA	HOLY SEE
HN	HONDURAS
HK	HONG KONG
HU	HUNGARY
IS	ICELAND
IN	INDIA
ID	INDONESIA
IR	IRAN (ISLAMIC REPUBLIC OF)
IQ	IRAQ
IE	IRELAND
IM	ISLE OF MAN
IL	ISRAEL
IT	ITALY
JM	JAMAICA
JP	JAPAN
JE	JERSEY
JO	JORDAN
KZ	KAZAKHSTAN
KE	KENYA

Code	Country Name
KI	KIRIBATI
KP	KOREA (DEMOCRATIC PEOPLE'S REPUBLIC OF)
KR	KOREA (REPUBLIC OF)
KW	KUWAIT
KG	KYRGYZSTAN
LA	LAO PEOPLE'S DEMOCRATIC REPUBLIC
LV	LATVIA
LB	LEBANON
LS	LESOTHO
LR	LIBERIA
LY	LIBYA
LI	LIECHTENSTEIN
LT	LITHUANIA
LU	LUXEMBOURG
MO	MACAO
MK	NORTH MACEDONIA
MG	MADAGASCAR
MW	MALAWI
MY	MALAYSIA
MV	MALDIVES
ML	MALI
MT	MALTA
MH	MARSHALL ISLANDS
MQ	MARTINIQUE
MR	MAURITANIA
MU	MAURITIUS
YT	MAYOTTE
MX	MEXICO
FM	MICRONESIA (FEDERATED STATES OF)
MD	MOLDOVA (REPUBLIC OF)
MC	MONACO
MN	MONGOLIA
ME	MONTENEGRO
MS	MONTSERRAT
MA	MOROCCO
MZ	MOZAMBIQUE
MM	MYANMAR
NA	NAMIBIA
NR	NAURU
NP	NEPAL
NL	NETHERLANDS

Code	Country Name
NC	NEW CALEDONIA
NZ	NEW ZEALAND
NI	NICARAGUA
NE	NIGER
NG	NIGERIA
NU	NIUE
NF	NORFOLK ISLAND
MP	NORTHERN MARIANA ISLANDS
NO	NORWAY
OM	OMAN
PK	PAKISTAN
PW	PALAU
PS	PALESTINE, STATE OF
PA	PANAMA
PG	PAPUA NEW GUINEA
PY	PARAGUAY
PE	PERU
PH	PHILIPPINES
PN	PITCAIRN
PL	POLAND
PT	PORTUGAL
PR	PUERTO RICO
QA	QATAR
RE	REUNION
RO	ROMANIA
RU	RUSSIAN FEDERATION
RW	RWANDA
BL	SAINT BARTHELEMY
SH	SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA
KN	SAINT KITTS AND NEVIS
LC	SAINT LUCIA
MF	SAINT MARTIN
PM	SAINT PIERRE AND MIQUELON
VC	SAINT VINCENT AND THE GRENADINES
WS	SAMOA
SM	SAN MARINO
ST	SAO TOME AND PRINCIPE
SA	SAUDI ARABIA
SN	SENEGAL
RS	SERBIA
SC	SEYCHELLES

Code	Country Name
SL	SIERRA LEONE
SG	SINGAPORE
SX	SINT MAARTEN
SK	SLOVAKIA
SI	SLOVENIA
SB	SOLOMON ISLANDS
SO	SOMALIA
ZA	SOUTH AFRICA
GS	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS
SS	SOUTH SUDAN
ES	SPAIN
LK	SRI LANKA
SD	SUDAN
SR	SURINAME
SJ	SVALBARD AND JAN MAYEN
SZ	ESWATINI
SE	SWEDEN
CH	SWITZERLAND
SY	SYRIAN ARAB REPUBLIC
TW	TAIWAN (PROVINCE OF CHINA)
TJ	TAJIKISTAN
TZ	TANZANIA, UNITED REPUBLIC OF
TH	THAILAND
TL	TIMOR-LESTE
TG	TOGO
TK	TOKELAU
TO	TONGA
TT	TRINIDAD AND TOBAGO
TN	TUNISIA
TR	TURKEY
TM	TURKMENISTAN
TC	TURKS AND CAICOS ISLANDS
TV	TUVALU
UG	UGANDA
UA	UKRAINE
AE	UNITED ARAB EMIRATES
GB	UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND
US	UNITED STATES OF AMERICA
UM	UNITED STATES MINOR OUTLYING ISLANDS

Code	Country Name
UY	URUGUAY
UZ	UZBEKISTAN
VU	VANUATU
VE	VENEZUELA (BOLIVARIAN REPUBLIC OF)
VN	VIET NAM
VG	VIRGIN ISLANDS (BRITISH)

Code	Country Name
VI	VIRGIN ISLANDS (U.S.)
WF	WALLIS AND FUTUNA
EH	WESTERN SAHARA
YE	YEMEN
ZM	ZAMBIA
ZW	ZIMBABWE

Appendix C: County Codes

Code	County Name	FIPS
001	ANDERSON COUNTY	47001
003	BEDFORD COUNTY	47003
005	BENTON COUNTY	47005
007	BLEDSOE COUNTY	47007
009	BLOUNT COUNTY	47009
011	BRADLEY COUNTY	47011
013	CAMPBELL COUNTY	47013
015	CANNON COUNTY	47015
017	CARROLL COUNTY	47017
019	CARTER COUNTY	47019
021	CHEATHAM COUNTY	47021
023	CHESTER COUNTY	47023
025	CLAIBORNE COUNTY	47025
027	CLAY COUNTY	47027
029	COCKE COUNTY	47029
031	COFFEE COUNTY	47031
033	CROCKETT COUNTY	47033
035	CUMBERLAND COUNTY	47035
037	DAVIDSON COUNTY	47037
039	DECATUR COUNTY	47039
041	DEKALB COUNTY	47041
043	DICKSON COUNTY	47043
045	DYER COUNTY	47045
047	FAYETTE COUNTY	47047
049	FENTRESS COUNTY	47049
051	FRANKLIN COUNTY	47051
053	GIBSON COUNTY	47053
055	GILES COUNTY	47055
057	GRAINGER COUNTY	47057
059	GREENE COUNTY	47059
061	GRUNDY COUNTY	47061
063	HAMBLEN COUNTY	47063
065	HAMILTON COUNTY	47065
067	HANCOCK COUNTY	47067
069	HARDEMAN COUNTY	47069
071	HARDIN COUNTY	47071
073	HAWKINS COUNTY	47073

Code	County Name	FIPS
075	HAYWOOD COUNTY	47075
077	HENDERSON COUNTY	47077
079	HENRY COUNTY	47079
081	HICKMAN COUNTY	47081
083	HOUSTON COUNTY	47083
085	HUMPHREYS COUNTY	47085
087	JACKSON COUNTY	47087
089	JEFFERSON COUNTY	47089
091	JOHNSON COUNTY	47091
093	KNOX COUNTY	47093
095	LAKE COUNTY	47095
097	LAUDERDALE COUNTY	47097
099	LAWRENCE COUNTY	47099
101	LEWIS COUNTY	47101
103	LINCOLN COUNTY	47103
105	LOUDON COUNTY	47105
107	MCMINN COUNTY	47107
109	MCNAIRY COUNTY	47109
111	MACON COUNTY	47111
113	MADISON COUNTY	47113
115	MARION COUNTY	47115
117	MARSHALL COUNTY	47117
119	MAURY COUNTY	47119
121	MEIGS COUNTY	47121
123	MONROE COUNTY	47123
125	MONTGOMERY COUNTY	47125
127	MOORE COUNTY	47127
129	MORGAN COUNTY	47129
131	OBION COUNTY	47131
133	OVERTON COUNTY	47133
135	PERRY COUNTY	47135
137	PICKETT COUNTY	47137
139	POLK COUNTY	47139
141	PUTNAM COUNTY	47141
143	RHEA COUNTY	47143
145	ROANE COUNTY	47145
147	ROBERTSON COUNTY	47147

Code	County Name	FIPS
149	RUTHERFORD COUNTY	47149
151	SCOTT COUNTY	47151
153	SEQUATCHIE COUNTY	47153
155	SEVIER COUNTY	47155
157	SHELBY COUNTY	47157
159	SMITH COUNTY	47159
161	STEWART COUNTY	47161
163	SULLIVAN COUNTY	47163
165	SUMNER COUNTY	47165
167	TIPTON COUNTY	47167
169	TROUSDALE COUNTY	47169
171	UNICOI COUNTY	47171
173	UNION COUNTY	47173

Code	County Name	FIPS
175	VAN BUREN COUNTY	47175
177	WARREN COUNTY	47177
179	WASHINGTON COUNTY	47179
181	WAYNE COUNTY	47181
183	WEAKLEY COUNTY	47183
185	WHITE COUNTY	47185
187	WILLIAMSON COUNTY	47187
189	WILSON COUNTY	47189
TN?	TN UNKNOWN	47TN?
FOR	FOREIGN	OSFOR
O-S	OUT OF STATE	OSO-S
OS?	OS UNKNOWN	OSOS?