THEC TSAC

Tennessee Higher Education Commission-
Tennessee Student Assistance Corporation

TICUA
Data Dictionary: 2024-2025
(Private)

Version 1.02

FOR INTERNAL USE ONLY

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Changes

Version 1.02

Section	Element Name	Type of Change
File Naming Convention	Due Dates	Corrected terms required for the completions data

Version 1.01

Section	Element Name	Type of Change
File Naming Convention		Removed "Course Level" from table 3
Enrollment Data Elements	ZIP Code of Permanent Residence	Updated reference link

Version 1.00

Section	Element Name	Type of Change
General Instructions	Due Dates	Updated the due dates for the enrollment and completion files
File Naming Convention		Updated directions and examples
Enrollment Data Elements	Institution	Removed Martin Methodist (41)
Enrollment Data Elements	Registration Type	Added missing code
Enrollment Data Elements	Year of Registration	Updated examples
Enrollment Data Elements	Student Level	Reorganized list of student level codes
Enrollment Data Elements	Student Level	Added missing code
Enrollment Data Elements	Student Major	Updated API link
Enrollment Data Elements	Overall High School GPA (or GED if applicable)	Updated the list of error checks
Completions Data Elements	Institution	Removed Martin Methodist (41)
Completions Data Elements	Year of Award	Updated examples
Completions Data Elements	Student Major	Updated API link

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/Lottery	October 15, 2024
Fall 2024 Enrollment/Lottery	February 1, 2025
Spring 2025 Enrollment/Lottery	July 1, 2025
2024-2025 Completions	September 14, 2025

Definitions

Term	Description
Census Date	The 14th calendar day from the beginning of classes, including the day on which classes begin, for the fall and spring terms. Census dates for the summer term enrollments are: 7–12-week sessions--the 14th calendar day from the beginning of classes, including the day on which classes begin; 4–6-week sessions--the 7th calendar day from the beginning of classes, including the day on which classes begin; terms of length up to four weeks--the final day of classes.
Changes	Any updates, removals, or additions made to the data dictionary. Highlighted in yellow.
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.

Term	Description
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
Errors	Refers to the data element(s) being reported and are required to be corrected by resubmitting the entire file.
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 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

Term	Description
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).
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
Warnings	Highlighted in green and serve primarily as a flag to let us know when there may be an issue, but they are not required to be corrected.

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 <u>only</u> 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.

<u>CEU Data Elements</u>: 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")

Report of Graduates

The Annual Report of Graduates consists of information on each student who completed academic programs during the 2024-2025 year. The collection is defined as all the academic terms Summer 2024 term, Fall 2024 term, and Spring 2025 term.

File Naming Convention

Each file submitted should follow the naming convention detailed below and be a csv file. For enrollment, course level, and ad-hoc files, the file name should contain the system name abbreviation, term and year of the data being submitted, and the file type code. For the completions file, replace the term and year with the academic year of the data being submitted.

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

Enrollment

Example: TICUA_Fall2024_E.csv

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

Completions

Example: TICUA_2023-2024_C.csv

TICUA	2024-2025	C	.csv
System Abbr	Academic Year	File Type Code	Extension
1	2.c	3	4

1	
System Name	**Code**
Tennessee Independent Colleges and Universities Association	TICUA

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

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

2.b
Term Year
2024, 2025, etc.

2.c
Academic Year
2024-2025

Section I: Enrollment

Enrollment/Lottery File Layout

Data Element	Column Name	Size	Field Char	Element Number
Institution	Institution	2	N	1
System	System	1	N	2
Student ID Number	Student ID Number	9	N	3
Gender	Gender	1	A	4
Year of Birth	Year of Birth	4	N	5
Race	Race	1	N	6
Resident Status	Resident Status	1	N	7
Lottery Residency Status	Lottery Residency Status	1	N	8
Citizenship Status	Citizenship Status	1	N	9
ZIP code of Permanent Residence	Zip Code of Permanent Residence	5	N	10
State Code	State Code	2	A/N	11
County of Permanent Residence	County of Permanent Residence	3	A/N	12
Previous Registration Type	Previous Registration Type	1	N	13
Registration Type	Registration Type	1	N	14
Year of Registration	Year of Registration	4	N	15
Term of Registration	Term of Registration	1	N	16
Student Level	Student Level	2	N	17
Transfer Institution	Transfer Institution	5	A/N	18
Student Major	Student Major	10	A/N	19
Credit Type	Credit Type	1	A/N	20
Credit Hours	Credit Hours	4	N	21
Cumulative Credits Earned	Cumulative Credits Earned	5	N	22
Cumulative Home GPA	Cumulative Home GPA Earned	4	N	23
Cumulative Credits Attempted (Lottery Hours)	Cumulative Credits Attempted (Lottery Hours)	5	N	24
Lottery GPA	Lottery GPA	4	N	25
High School Code	High School Code	6	A/N	26
Year of High School Graduation	Year of High School Graduation	4	N	27
Month of High School Graduation	Month of High School Graduation	2	N	28
High School Diploma Type	High School Diploma Type	1	N	29
Overall High School GPA (GED score if applicable)	Overall High School GPA	4	N	30
Unweighted High School GPA	Unweighted High School GPA	4	N	31
Number of Advanced Placement Courses Taken	Number of Advanced Placement Courses Taken	2	N	32
ACT Composite Score	ACT Composite Score	2	N	33
SAT Composite Score	SAT Composite Score	4	N	34
Initial Month of Scholarship Receipt	Initial Month of Scholarship Receipt	2	N	35

Data Element	Column Name	Size	Field Char	Element Number
Initial Year of Scholarship Receipt	Initial Year of Scholarship Receipt	4	N	36
Lottery Scholarship Type	Lottery Scholarship Type	1	N	37
Lottery Scholarship Amount	Lottery Scholarship Amount	6	N	38
Lost Scholarship Reason	Lost Scholarship Reason	1	A	39
Regain Award Flag	Regain	1	N	40
Repeat Course Flag	Repeat	1	N	41
Tennessee Promise Eligibility Flag	TN_PromiseFlag	1	N	42
Tennessee Promise Award Amount	TN_PromiseAmt	7	N	43
Tennessee Promise Lost Scholarship Reason	TN_PromiseLostSchol	1	A/N	44
Tennessee Reconnect Eligibility Flag	TN_ReconnectFlag	1	N	45
Tennessee Reconnect Award Amount	TN_ReconnectAmt	7	N	46
Tennessee Reconnect Lost Scholarship Reason	TN_ReconnectLostReason	3	A/N	47

Enrollment Data Elements

Institution

Data Element Number: 1

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
Bryan College	05
LeMoyne-Owen College	06
Freed-Hardeman University	08
Maryville College	09
Knoxville College	10
Bethel College	12
Belmont University	13
Tennessee Temple University	17
Carson-Newman College	18
Lane College	19
Hiwassee College	20
Memphis College of Art	21
Lee University	25
Tennessee Wesleyan College	26
Aquinas College	27
Lambuth University	28
Johnson Bible College	29
Lincoln Memorial University	34
Southern Adventist University	35
Fisk University	36
Cumberland University	42
King College	43
Tusculum College	47
Milligan College	48
Lipscomb University	52
Union University	54
Harding University Graduate School of Religion	55
Trevecca Nazarene University	56
Rhodes College	57

O'Moore College of Design	58
John A. Gupton College	68
Meharry Medical College	69
University of the South	71
Southern College of Optometry	72
Vanderbilt University	74
Free Will Baptist Bible College	77
Emmanuel School of Religion	78
Mid-America Baptist Seminary	84
Crichton College	87
American Baptist College	88
Memphis Theological Seminary	89
William Moore College of Technology	90
Baptist Memorial College of Health Sciences	91
Watkins College of Art & Design	99
Church of God School of Theology	AA
Middle Tennessee School of Anesthesia	BB
Nashville School of Law	CC

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 TICUA University has a system code of '2' (TBR Community Colleges) instead of a '5'.

Warnings:

>> Missing institutions will be listed as warnings.

System

Data Element Number: 2

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
Independent Colleges and Universities	5

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 TICUA University has a system code of '2' (TBR Community Colleges) instead of a '5'.

Student ID Number

Data Element Number: 3

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.
3. The file submission should only contain one (1) enrollment record per term, per year, per institution, per student. If a duplicate record is found, an error will be generated.

Gender

Data Element Number: 4

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.

Year of Birth

Data Element Number: 5

Description:

This data element holds the four digits of the student's year of birth. If the year of birth is not known, the institution may code a "0000" in this field to indicate "not reported". The institution should not use "0000" unless all efforts have been exhausted to obtain this information.

Examples:

1990

2002

Edit:

An error will occur if the following is true:

1. The year of birth is *not* 4 characters in length.
2. The date of birth is blank.

Race

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.

Resident Status

Data Element Number: 7

Description:

This element contains the legal residence status of the student.

Codes:

Description	Code
In-State	1
Out-of-State	2
Foreign	3

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: 8

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:

Lottery Students:

1. The lottery resident status code is *not* one of the above codes.

Cross-Checks:

2. *The lottery resident status is blank, and the student has a lottery scholarship.*

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.

ZIP Code of Permanent Residence

Data Element Number: 10

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:

37026

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.*

State Code

Data Element Number: 11

Description:

This element contains the two-character state/country code. If the student is a U.S. citizen, the appropriate state code should be placed here. If the student is a non-U.S. citizen, the appropriate country code should be placed here.

Codes:

See Appendix A for a list of state codes and Appendix B for a list of country codes.

Edit:

An error will occur if the following is true:

1. The state code is blank.
2. The state code's length is *not* equal to two (2).
3. The state code is invalid.

County of Permanent Residence

Data Element Number: 12

Description:

This element contains the three-character county code for the student's permanent address. Out-of-state students should use 'O-S', and foreign students should use 'FOR'. The county code must be a valid code for the reported U.S. state code. A full list of county FIPS codes is available for download here.

Codes:

See Appendix C for a list of Tennessee county codes.

Edit:

An error will occur if the following is true:

Lottery Students:

1. The county code is blank.
2. The county code is invalid.

Previous Registration Type

Data Element Number: 13

Description:

This element is used to describe the previous enrollment status of the student.

Codes:

Previous Registration	Definition	Code
First-Time-at-Institution Student	A student who has never before attended the institution	1
Returning Student	A student who was registered at the institution during the preceding term, or in the case of the fall term, during the preceding spring or summer term	2
Readmitted Student	A student who has previously attended the institution and who is not a returning student	3
Pre-College Student	A high school student taking college courses in advance of high school graduation; for these students, the registration type must be 6 and the student level must be “06”.	4

Edit:

An error will occur if the following is true:

1. The previous registration type is blank.
2. The previous registration type is *not* one of the above codes.

Registration Type

Data Element Number: 14

Description:

This element is used to describe the current enrollment status of the student.

Codes:

Registration Type	Definition	Code
First-Time College Student	A student who has not been previously enrolled for work creditable toward a bachelor's or associate degree or certificate in any college, university, or technical institute since they graduated from high school but who is now enrolled for work creditable toward such a degree; a first-time college student may be a full-time or part-time student. This code should be used only for the individual's first term in college; later terms are coded "6".	1
First-Time Graduate or Professional Student	A student who has not been previously enrolled for work creditable toward an advanced degree at any university and who is enrolled for work creditable toward such a degree; a first-time graduate or professional student may be a full-time or part-time student.	2
Transfer Student	A student who last attended another institution from which credit is acceptable toward the degree or certificate in progress by the student. This code should be used for all graduate (resident) medical students at UT Health Science Center and ETSU College of Medicine.	3
Transient Student	A transient or term special student is one who is regularly enrolled and in good standing at an institution other than the reporting institution and who is taking a course(s) at the reporting institution which he/she intends to transfer to their regular institution	4
First-Time Professional and Transfer Student	Restricted to students at UT Memphis and ETSU College of Medicine	5

Registration Type	Definition	Code
Student Not Classified in One of the Above Categories	A high school student enrolling at a university or college before graduating from high school should be classified with a Previous Registration Code of “4”, a Registration Code of “6”, and a Student Level of “06”.	6

Edit:

An error will occur if the following is true:

1. The registration type is blank.
2. The registration type is *not* one of the above codes.

Year of Registration

Data Element Number: 15

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.

Term of Registration

Data Element Number: 16

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.

Student Level

Data Element Number: 17

Description:

This data element indicates the student's level. If a student is working toward a degree or certificate at the reporting institution, the individual is classified according to the level or progress within that program. If a student is not working toward a degree or certificate at the reporting institution, the student is classified according to the degree level he or she has already attained, or as a continuing education student.

Codes:

Undergraduate Student Levels

Student Level	Definition	Code
Freshman	The term "freshman" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	01
Sophomore	The term "sophomore" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	02
Junior	The term "junior" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	03
Senior	The term "senior" is institutionally defined to describe the level of a student working toward an undergraduate degree or certificate.	04
Fifth-Year Undergraduate	This term refers to students enrolled in programs which normally take five (5) years to complete, e.g. some engineering programs or medical technology degrees. Do not use "fifth-year undergraduate" to describe a student who takes five years to complete a four-year degree.	05
Undergraduate Special	This is a student who is (1) non-degree seeking and holds no degree or certificate; or (2) non-degree seeking, holding any level degree, but taking only courses for undergraduate credit; or (3) non-degree seeking, holding no bachelor's degree, and taking courses for both graduate and undergraduate credit; or (4) one seeking a Technical Certificate of Credit.	06

Graduate Student Levels

Student Level	Definition	Code
Graduate Special	A student who is (1) non-degree seeking, holding a bachelor's or higher degree, taking courses for graduate credit only; or (2) non-degree seeking, holding a bachelor's or higher degree, taking courses for both graduate and undergraduate credit; or (3) holding a bachelor's degree, and seeking a Graduate Certificate of Credit	10
Master's Candidate	A student who has been formally admitted to graduate school for the purpose of pursuing a master's degree	11
Specialist-in-Education Candidate	A student who has been formally admitted to a graduate school for the purpose of pursuing a Specialist in Education degree	12
Doctoral Candidate, Early Stage	A student who has been formally admitted to graduate study and whose major academic endeavor consists of formal course work directed toward fulfilling requirements for a doctoral degree	30
Doctoral candidate, Late Stage	A student who has been advanced to candidacy for a doctoral degree, or one whose principal academic endeavor consists of independent study, research, or work toward fulfilling requirements for a doctoral degree	31
Post-Doctoral Student	A student who holds a doctoral degree and who is pursuing a program of study or training for which a doctoral degree is requisite	32

Professional-Degree Student Levels

Student Level	Definition	Code
Professional Non-Degree Seeking	A transient non-degree seeking student enrolled in professional studies	20
First year Professional	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, or DVM degree and is in the first year of his studies toward that degree.	21

Student Level	Definition	Code
Second-Year Professional Student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, or DVM degree and is in the second year of their studies toward that degree	22
Third-Year Professional Student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, or DVM degree and is in the third year of their studies toward that degree	23
Fourth-Year Professional Student	A student who has been accepted into a program leading to the JD, MD, DDS, PharmD, or DVM degree and is in the fourth year of their studies toward that degree	24
Master's Professional	---	25

Graduate Medical Residency Student Level

Student Level	Definition	Code
First-Year Resident, Second-Year Resident, Third-Year Resident, or Fourth-Year Resident	A person holding the MD, DDS, or DVM degree and who has been admitted to advanced professional study in a residency program and is in the first, second, third, or fourth year of that study.	35

Non-Degree Student Level

Student Level	Definition	Code
Continuing-Education Student	A student who is participating exclusively in individual continuing education unit activities	40

Edit:

An error will occur if the following is true:

1. The student level code is blank.
2. The student level code is *not* one of the above codes.
3. The student level code's length is *not* equal to two (2).

Cross-Checks:

4. *The student has "U" for student major, and student level code does not equal "01", "02", "03", or "04".*
5. *The student has "N" for student major, and the student level code does not equal "06", "10", "20", or "40".*

Transfer Institution

Data Element Number: 18

Description:

This element indicates the institution from which a student has transferred, or in the case of graduate (resident) medical students at UT Health Science Center or ETSU College of Medicine, the student's undergraduate institution. If a student is identified as a transfer student under Registration Type (code 3) the appropriate transfer institution code should be reported in this element. Use the six-digit FICE code of the transfer institution to report this element.

Codes:

If no FICE code exists for an institution, the alternate codes listed below may be used. Make sure to left-justify the alternate codes listed below within the field.

Transfer Institution	Code
Foreign Institutions	A
Two-year public institutions	T1
Two-year independent institutions	T2
Four-year or more public institutions	F1
Four-year or more independent institutions	F2
Miscellaneous code to be used as a last resort and/or if the transfer institution is unknown	999999

Edit:

An error will occur if the following is true:

1. The transfer institution is *not* a valid six-digit FICE code or one of the codes listed above.

Cross-Checks:

2. *A transfer institution is listed, and the registration type code is not equal to "3,"*

   or

3. *The registration type code is "3", and the transfer institution is blank.*

Student Major

Data Element Number: 19

Description:

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

Codes:

Type of Student	Code
Student With Declared Major	Use the appropriate 10-digit major code for the reporting institution from the Tennessee Higher Education Commission's Academic Program Inventory (API).
Undergraduate Student With Undeclared Major	Place a "U" in the first column of the major field, and leave the remaining columns of the field blank.
Special Student or Student in CEU Courses (For a definition of undergraduate special or graduate special, see data element "Student Level".)	Place an "N" in the first column of the field, and leave the remaining columns of the field blank. Do not use "N" for students seeking a Technical Certificate of Credit or Graduate Certificate of Credit. These must be reported with appropriate Academic Program Inventory major codes.

Edit:

An error will occur if the following is true:

1. The student major is blank.
2. The student major is an invalid CIP code.

Cross-Checks:

3. *The student major is equal to "U", and the student level is not equal to "01", "02", "03", or "04".*
4. *The student major is equal to "N", and the student level is not equal to "06", "10", "20", or "40".*

Credit Type

Data Element Numbers: 20

Description:

This element indicates the specific type of credit for which a student is enrolled.

Codes:

Credit Type	Definition	Codes
Regular Credit	Residence work (main campus or established off-campus site) creditable toward an associate, bachelor's, professional, or graduate degree	Ø
Occupational or Certificate Program	Undergraduate credit in occupational or credit certificate programs (programs that prepare students for specific semi-skilled, skilled, or technical occupations)	1
Extension Credit	Work creditable toward a degree or certificate which is established by an institution in cooperative efforts with outside agencies; courses taken at an established off-campus site or center should not be coded as extension credit.	2
Institutional Community Credit	Work classified as credit work by the institution and which is not acceptable toward a degree or certificate and which is community (type 3) or is remedial or sub college in nature (type 4); credit hour value assigned to type 3 should be reported in CEUs. Type 4 credit hour assignments should be made similarly to regular course work in the same subject.	3
Institutional Subcollege Credit	Work classified as credit work by the institution and which is not acceptable toward a degree or certificate and which is community (type 3) or is remedial or subcollege in nature (type 4); credit hour value assigned to type 3 should be reported in CEUs. Type 4 credit hour assignments should be made similarly to regular course work in the same subject.	4

Credit Type	Definition	Codes
Co-Op Credit	Credit received by students in cooperative programs during those terms when they are off campus working; co-op credit counts toward a student's degree, but it is not regular credit in that it is not generated through use of the institution's facilities or faculty. It is counted the same as regular credit.	5
Non-Credit Community Service Continuing Education	Credit value assignment is made in CEUs.	6
Audit	Credit value assignment should be whatever the credit hour value of the course audited would normally be assigned.	7
Non-Credit Remedial	Designed to correct and prevent further learning difficulties which interfere with a student's expected progress in any of several required courses; credit value assignment should be similar to that for regular course work in the same subject.	8
Non-Credit Co-Op	Credit value assignment should be "0100". This credit type should be used for graduate medical resident students.	9
Job Training Partnership Act (JTPA) Credit	Course work taken under the federally funded Job Training Partnership Act	A
Contract Course Credit	Work received from any degree credit (types Ø, 1, 2, or 5) course where 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.	B

Credit Type	Definition	Codes
Developmental I Course Credit	Credit received by students enrolled in Development I; Developmental I courses are defined as those courses numbered 0800 to 0899 or a three-digit equivalent. These courses are designed to assist students in developing proficiency in the basic academic competencies defined by the college board in its EQ project, e.g. reading, writing, math, reasoning, study skills, etc.	D
Workforce Development Credit	Course work undertaken under the federally funded workforce investment training program	P
Remedial Course Credit (NOT for Universities)	Credit received by students enrolled in remedial courses. Remedial courses are defined as those courses numbered from 0700 to 0799 or a 3 digit equivalent. These courses are designed to assist students in developing proficiency in the basic skills at the level established by the State Department of Education's proficiency test objectives, e.g. writing, reading, math, study skills, etc. (NOT for Universities)	R
Remedial Course Credit (For Universities)	Credit received by students enrolled in remedial courses. Remedial courses are defined as those courses numbered from 0700 to 0799 or a 3 digit equivalent. These courses are designed to assist students in developing proficiency in the basic skills at the level established by the State Department of Education's proficiency test objectives, e.g. writing, reading, math,, study skills, etc. These courses are taught by a public community college through a contract basis.	S
Remedial Course Credit for Regents Online	Credit received by students enrolled in remedial courses. Remedial courses are defined as those courses numbered from 0700 to 0799 or a 3 digit equivalent. These courses are designed to assist students in developing proficiency in the basic skills at the level established by the State Department of Education's proficiency test objectives, e.g. writing, reading, math,, study skills, etc. These courses are taught on-line as part of the Regents on-line degree program.	T

Credit Type	Definition	Codes
Remedial Course Credit Alternative	Credit received by students enrolled in remedial courses. Remedial courses are defined as those courses numbered from 0700 to 0799 or a 3 digit equivalent. Credit for this instruction is received by students not coded as "S" or "T" but identified as needing remedial coursework or some interventions and are placed in alternative delivery courses where student degree credit hours are delivered.	U
International Exchange/National Exchange/Study Abroad	Credit received by students studying abroad in an exchange program.	V

Edit:

An error will occur if the following is true:

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

Cross-Checks:

2. *The credit type is blank, and the credit hours are present.*
3. *The credit type is present, and the credit hours are blank.*

Warnings:

>> Missing credit type codes will be listed as warnings.

Credit Hours

Data Element Numbers: 21

Description:

This element is used to report the number of credit hours for which the student has enrolled. Credit Hours are the number of hours taken by the student in the credit type reported under Credit Type.

Examples:

For the credit hour field, a four-digit number is used. The first column in the credit hour field represents the tens' place. The second column in the field represents the ones' place. The third column in the field represents the tenths' place. The fourth column in the field represents the hundredth's place. Use leading zeros (Ø) where necessary.

Credit Hours	Code
6.5	0650
17	1700
0	0000

Edit:

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

1. The credit hours contain non-numeric characters.
2. The credit hours are not in the correct format.

Cross-Checks:

3. *The credit hours are blank, and the credit type is not blank.*
4. *The credit hours are 0, and the credit type is not blank.*

Cumulative Credits Earned

Data Element Number: 22

Description:

This element reports the total number of credits earned at or accepted by the reporting institution. The first column in the field is for the hundreds' position. The second column in the field is for the tens' position. The third column in the field is for the digits' position. The fourth column in the field is for the tenths' position. The fifth column in the field is for the hundredths' position. For transfer students, it is recognized that there may be a delay in the processing of credits to be accepted so that a time lag of one (1) term may be unavoidable. Please note that the implied decimal is not coded.

Examples:

Please do not leave any columns in the field blank. This field is to be left blank for student levels other than undergraduates. Be sure to use leading zeros (Ø) where necessary.

Earned Credit Hours	Code
110.25	11025
17.25	01725
14.33	01433
Ø	00000

Edit:

An error will occur if the following is true:

1. The cumulative credits earned is *not* a numerical value.
2. The cumulative credits earned is *not* formatted correctly.

Cross-Checks:

3. *The cumulative credits earned field is blank, and the student is reported as an undergraduate. (See Student Level for a list of undergraduate student level codes.)*
4. *The cumulative credits earned field is not blank, and the student is reported as a graduate. (See Student Level for a list of graduate student level codes.)*

Cumulative Home GPA Earned

Data Element Number: 23

Description:

This element is the cumulative GPA at the home institution according to the home institution grading and transfer policy. Please note that the decimal is understood and should not be coded.

Examples:

GPA Earned	Code
2.128	3128
2.54	2540

Edit:

An error will occur if the following is true:

1. The cumulative home GPA is *not* a numerical value.
2. The cumulative home GPA is *not* in the correct format.
3. The cumulative home GPA is greater than (>) 4000 (4.0).

Cross-Checks:

4. *The cumulative home GPA earned is blank, and:*
   a. *The student is not a first-time freshman, or*
   b. *The student is not a transfer student.*

Cumulative Credits Attempted (Lottery Hours)

Data Element Number: 24

Description:

This element is the total cumulative hours attempted in the student's college career at all institutions. Please note that the decimal is understood and should not be coded.

Examples:

Attempted Credit Hours	Coding
110.25	11025
17.25	01725
10	01000
ø	00000

Edit:

An error will occur if the following is true:

1. The cumulative credits attempted is *not* a numerical value.
2. The cumulative credits attempted is *not* formatted correctly.

Cross-Checks:

3. *The cumulative credits attempted is blank, and:*
   a. *The lottery scholarship type is not blank, and*
   b. *The student is an undergraduate.*

Cumulative Home + Transfer GPA Earned (Lottery GPA)

Data Element Number: 25

Description:

This element is the cumulative GPA earned in the student's college career at all institutions. If the student does not have a GPA then use zeros (Ø). Please note that the decimal is understood and should not be coded.

Examples:

GPA Earned	Code
3.128	3128
2.54	2540

Edit:

An error will occur if the following is true:

1. The cumulative home + transfer GPA earned is *not* a numerical value.
2. The cumulative home + transfer GPA earned is *not* formatted correctly.
3. The (cumulative home) + (transfer GPA earned) is greater than (>) 4000 (4.0).

High School Code

Data Element Numbers: 26

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 reported high school diploma type is '1' or '2'. (See High School Diploma Type for a list of all high school diploma type codes and their descriptions.)*
   a. *And the lottery scholarship type is not blank.*

Year of High School Graduation

Data Element Number: 27

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 lottery scholarship type is not blank, and:*
   a. *The year of high school graduation is blank, and*
   b. *The high school diploma type is equal to '1' or '2' (See High School Diploma Type for a list of all high school diploma type codes and their descriptions.)*
   c. *And the student level is '01' (Freshman).*

Month of High School Graduation

Data Element: 28

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 lottery scholarship type is not blank, and:*
   a. *The month of high school graduation is blank, and*
   b. *The high school diploma type is equal to '1' or '2'. (See High School Diploma Type for a list of all high school diploma type codes and their descriptions.)*
   c. *And the student level is '01' (Freshman).*

High School Diploma Type

Data Element Number: 29

Description:

This element contains a one-digit code for the high school diploma type and is required for lottery recipients. The codes are as follows:

Codes:

High School Diploma Type	Code
High School Diploma/met A89 admission requirements	1
High School Diploma/did not meet A89 admission requirements	2
No High School Diploma	3
No High School Diploma/Early Admission	4
No High School Diploma/Dual Enrollment	5
GED	6
Home School	7

Edit:

An error will occur if the following is true:

1. The high school diploma type is *not* one of the above codes.

Cross-Checks:

2. *The high school diploma type is blank, and*
   a. *The previous registration type is equal to '1', and*
   b. *The registration type is equal to '1', and*
   c. *And the lottery scholarship type is not blank.*

Overall High School GPA (or GED if applicable)

Data Element Number: 30

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 lottery scholarship type is <u>not</u> blank, and:*
   a. *The overall high school GPA (or GED score) is blank, and*
      i. *The high school diploma type is equal to '1', '2', or '6',*

      or

   b. *The overall high school GPA (or GED score) is Ø,*
      i. *And the high school diploma type is '1' or '2'.*

Overall High School GPA (Unweighted)

Data Element Number: 31

Description

This is the overall high school unweighted GPA for the student's high school course work. 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 (Unweighted) is *not* a numerical value.
2. The overall high school GPA (Unweighted) is *not* formatted correctly.

Number of Advanced Placement Courses Taken

Data Element Number: 32

Description:

This element will be the number of Advanced Placement courses a student took in high school. If a student did not take any Advanced Placement courses, then '00' should be used.

Examples:

Note: Blanks are not allowed; use '00' instead.

03

10

00

Edit:

An error will occur if the following is true:

Lottery Students:

1. The number of advanced placement courses taken is *not* a numerical value.
2. The number of advanced placement courses is *not* formatted correctly.

Cross-Checks:

3. *The lottery scholarship type is not blank, and:*
   a. *The number of advanced placement courses taken is blank.*

ACT Composite Score

Data Element Number: 33

Description:

This is a two-digit element containing the ACT composite score for the student. The composite score is the average of the four ACT subtests rounded to an integer. For composite scores less than (<) 10, use a leading zero (Ø). If the student does not have an ACT composite score, the field should be left blank.

Examples:

22

29

14

Edit:

An error will occur if the following is true:

1. The ACT composite score is *not* a numerical value.
2. The ACT composite score is Ø.
3. The ACT composite score is greater than (>) 36.
4. The ACT composite score's length is *not* equal to two (2).

SAT Composite Score

Data Element Number: 34

Description:

This is a four-digit element containing the SAT composite score for the student. For SAT composite scores less than (<) 1000, use a leading zero (Ø). If the student does not have an SAT composite score, this field should be left blank.

Examples:

1200

0950

Edit:

An error will occur if the following is true:

1. The SAT composite score is *not* a numerical value.
2. The SAT composite score is Ø.
3. The SAT composite score's length is *not* equal to four (4).

Initial Month of Lottery Scholarship Receipt

Data Element Number: 35

Description:

This element indicates the two-digit month of initial lottery receipt.

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

Codes:

An error will occur is the following is true:

1. The initial month of lottery scholarship receipt is *not* one of the above codes.

Initial Year of Lottery Scholarship Receipt

Data Element Number: 36

Description:

This element indicates the four-digit year of initial lottery receipt.

Examples:

2018
2019

Codes:

An error will occur is the following is true:

1. The initial year of lottery scholarship receipt is blank.
2. The initial year of lottery scholarship receipt's length is *not* equal to four (4).

Lottery Scholarship Type

Data Element Number: 37

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

Lottery Scholarship Amount

Data Element Number: 38

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 six 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
$2,250.00	225000
$850.50	085050
$100.00	010000
$0.00	000000

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 (6) 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: 39

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.*

Regain Award Flag

Data Element Number: 40

Description:

This is a single-digit element that indicates whether or not a student has regained the lottery scholarship. It is required for lottery recipients. For students who have not received the lottery scholarship, this field should be left blank.

Codes:

Regain Award	Code
Student has not lost and regained a lottery scholarship	Ø
Student has lost and regained a lottery scholarship	1

Edit:

An error will occur if the following is true:

1. The regain award flag is *not* one of the above codes.

Cross-Checks:

2. *The regain award flag is blank, and the lottery scholarship type code is not blank.*

Repeat Course Flag

Data Element Number: 41

Description:

This is a single-digit element that indicates whether or not a student has repeated a course and is required for lottery students. For students who have not received the lottery scholarship, this field should be left blank.

Codes:

Repeat Course	Code
Student has not repeated a course	Ø
Student has repeated a course	1

Edit:

An error will occur if the following is true:

1. The repeat course flag is *not* one of the above codes.

Cross-Checks:

2. *The repeat course flag is blank, and the lottery scholarship type code is not blank.*

Tennessee Promise Eligibility Flag

Data Element Number: 42

Description:

This element is a flag indicating if the student is eligible for the Tennessee Promise Scholarship. **This element only applies to systems with participating institutions.**

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: 43

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. The amount should be six digits in length; use leading zeros (Ø) where necessary. For students who have not received the Tennessee Promise scholarship, this field should be blank. This element only applies to systems with participating institutions.

Examples:

Tennessee Promise Award Amount	Code
$2,250.00	225000
$850.50	085050
$500.00	050000
$0.00	000000

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: 44

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. This element only applies to systems with participating institutions.

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
Completed a certificate program and not enrolled in a sequential certificate or degree program.	N16

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: 45

Description:

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

Codes:

Description	Code
Not Eligible for the Tennessee Reconnect Grant	Blank
Eligible for the Tennessee Reconnect Grant	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: 46

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: 47

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'.*

Section II: Completions

Completions File Layout

Data Element	Column Name	Size	Field Char	Element Number
Institution	Institution	2	N	1
System	System	1	N	2
Student ID Number	StudentID	9	A/N	3
Year of Award	AwardYear	4	N	4
Term of Award	AwardTerm	1	N	5
Degree Level	DegreeLevel	2	A/N	6
Student Major	StudentMajor	6	N	7
Lottery GPA	LotteryGPA	4	N	8
Cumulative GPA	CumulativeGPA	4	N	9

Completions Data Elements

Institution

Data Element Number: 1

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
Bryan College	05
LeMoyne-Owen College	06
Freed-Hardeman University	08
Maryville College	09
Knoxville College	10
Bethel College	12
Belmont University	13
Tennessee Temple University	17
Carson-Newman College	18
Lane College	19
Hiwassee College	20
Memphis College of Art	21
Lee University	25
Tennessee Wesleyan College	26
Aquinas College	27
Lambuth University	28
Johnson Bible College	29
Lincoln Memorial University	34
Southern Adventist University	35
Fisk University	36
Cumberland University	42
King College	43
Tusculum College	47
Milligan College	48
Lipscomb University	52
Union University	54
Harding University Graduate School of Religion	55
Trevecca Nazarene University	56
Rhodes College	57

O'Moore College of Design	58
John A. Gupton College	68
Meharry Medical College	69
University of the South	71
Southern College of Optometry	72
Vanderbilt University	74
Free Will Baptist Bible College	77
Emmanuel School of Religion	78
Mid-America Baptist Seminary	84
Crichton College	87
American Baptist College	88
Memphis Theological Seminary	89
William Moore College of Technology	90
Baptist Memorial College of Health Sciences	91
Watkins College of Art & Design	99
Church of God School of Theology	AA
Middle Tennessee School of Anesthesia	BB
Nashville School of Law	CC

Edit:

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

1. This field is blank.
2. The institution code is *not* equal to the above code(s).

Cross-Checks:

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

   >> E.g., A TICUA University has a system code of '2' (TBR Community Colleges) instead of a '5'.

Warnings:

>> Missing institutions will be listed as warnings.

System

Data Element Number: 2

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
Independent Colleges and Universities	5

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 TICUA University has a system code of '2' (TBR Community Colleges) instead of a '5'.

Student ID Number

Data Element Number: 3

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.

Year of Award

Data Element Number: 4

Description:

This element indicates the 4-digit year during which the degree or certificate was awarded.

Examples:

2024
2025

Codes:

An error will occur is the following is true:

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

Term of Award

Data Element Number: 5

Description:

This element indicates the academic term in which the degree/certificate was awarded.

Codes:

Term of Award	Code
Summer	4
Fall	1
Spring	3

Edit:

An error will occur if the following is true:

1. The term of award is blank.
2. The term of award is *not* one of the codes listed above.

Degree Level

Data Element Number: 6

Description:

This element indicates the level of the academic major reported in the student major field. The level code must represent an approved level for the academic major.

Examples:

See Appendix D for a list of award levels.

Award Level
25
42

Edit:

An error will occur if the following is true:

1. The degree level is blank.
2. The degree level is invalid.

Student Major

Data Element Number: 7

Description:

This element is used to report the area in which the degree or certificate was awarded.

Codes:

The codes to be used are the six-digit codes of the Academic Program Inventory as found in the listing Academic Program Inventory, published by the Tennessee Higher Education Commission.

Edit:

An error will occur if the following is true:

1. The student major is blank.
2. The student major is invalid.

Lottery GPA

Data Element Number: 8

Description:

This data element represents the final Grade Point Average (GPA) at graduation which includes both transfer work, if applicable toward the degree earned, and work completed at the graduating institution. Please note that the decimal is understood and should not be coded.

Examples:

GPA Earned	Code
3.975	3975
4.0	4000

Edit:

A error will occur if the following is true:

1. The lottery GPA is *not* a numerical value.
2. The lottery GPA is *not* in the correct format.
3. The lottery GPA is *not* greater than zero

Cumulative GPA

Data Element Number: 9

Description:

This element is the cumulative GPA at the home institution according to the home institution grading and transfer policy. Please note that the decimal is understood and should not be coded.

Examples:

GPA Earned	Code
3.975	3975
4.0	4000

Edit:

A error will occur if the following is true:

1. The cumulative GPA is *not* a numerical value.
2. The cumulative GPA is *not* in the correct format.
3. The cumulative GPA is *not* greater than zero

Appendix A: State Codes

Code	State Name
01	ALABAMA
02	ALASKA
04	ARIZONA
05	ARKANSAS
06	CALIFORNIA
08	COLORADO
09	CONNECTICUT
10	DELAWARE
11	DISTRICT OF COLUMBIA
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
AA	ARUBA
AC	ANTIGUA AND BARBUDA
AE	UNITED ARAB EMIRATES
AF	AFGHANISTAN
AG	ALGERIA
AJ	AZERBAIJAN
AL	ALBANIA
AM	ARMENIA
AN	ANDORRA
AO	ANGOLA
AQ	AMERICAN SAMOA
AR	ARGENTINA
AS	AUSTRALIA
AU	AUSTRIA
AV	ANGUILLA
AY	ANTARCTICA
BA	BAHRAIN
BB	BARBADOS
BC	BOTSWANA
BD	BERMUDA
BE	BELGIUM
BF	BAHAMAS
BG	BANGLADESH
BH	BELIZE
BK	BOSNIA AND HERZEGOVINA
BL	BOLIVIA (PLURINATIONAL STATE OF)
BM	MYANMAR
BN	BENIN
BO	BELARUS
BP	SOLOMON ISLANDS
BR	BRAZIL
BT	BHUTAN
BU	BULGARIA
BV	BOUVET ISLAND
BX	BRUNEI DARUSSALAM
BY	BURUNDI

Code	Country Name
CA	CANADA
CB	CAMBODIA
CD	CHAD
CE	SRI LANKA
CF	CONGO
CG	CONGO (DEMOCRATIC REPUBLIC OF THE)
CH	CHINA
CI	CHILE
CJ	CAYMAN ISLANDS
CK	COCOS (KEELING) ISLANDS
CM	CAMEROON
CN	COMOROS
CO	COLOMBIA
CQ	NORTHERN MARIANA ISLANDS
CS	COSTA RICA
CT	CENTRAL AFRICAN REPUBLIC
CU	CUBA
CV	CABO VERDE
CW	COOK ISLANDS
CY	CYPRUS
DJ	DJIBOUTI
DK	DENMARK
DO	DOMINICA
DR	DOMINICAN REPUBLIC
EC	ECUADOR
EG	EGYPT
EI	IRELAND
EK	EQUATORIAL GUINEA
EN	ESTONIA
ER	ERITREA
ES	EL SALVADOR
ET	ETHIOPIA
EZ	CZECHIA
FG	FRENCH GUIANA
FI	FINLAND
FJ	FIJI

Code	Country Name
FK	FALKLAND ISLANDS (MALVINAS)
FM	MICRONESIA (FEDERATED STATES OF)
FO	FAROE ISLANDS
FP	FRENCH POLYNESIA
FR	FRANCE
FS	FRENCH SOUTHERN TERRITORIES
GA	GAMBIA
GB	GABON
GG	GEORGIA
GH	GHANA
GI	GIBRALTAR
GJ	GRENADA
GK	GUERNSEY
GL	GREENLAND
GM	GERMANY
GP	GUADELOUPE
GQ	GUAM
GR	GREECE
GT	GUATEMALA
GV	GUINEA
GY	GUYANA
HA	HAITI
HK	HONG KONG
HM	HEARD ISLAND AND MCDONALD ISLANDS
HO	HONDURAS
HR	CROATIA
HU	HUNGARY
IC	ICELAND
ID	INDONESIA
IM	ISLE OF MAN
IN	INDIA
IO	BRITISH INDIAN OCEAN TERRITORY
IR	IRAN (ISLAMIC REPUBLIC OF)
IS	ISRAEL
IT	ITALY
IV	COTE D'IVOIRE
IZ	IRAQ
JA	JAPAN
JE	JERSEY
JM	JAMAICA
JO	JORDAN
KE	KENYA

Code	Country Name
KG	KYRGYZSTAN
KN	KOREA (DEMOCRATIC PEOPLE'S REPUBLIC OF)
KR	KIRIBATI
KS	KOREA (REPUBLIC OF)
KT	CHRISTMAS ISLAND
KU	KUWAIT
KZ	KAZAKHSTAN
LA	LAO PEOPLE'S DEMOCRATIC REPUBLIC
LE	LEBANON
LG	LATVIA
LH	LITHUANIA
LI	LIBERIA
LO	SLOVAKIA
LS	LIECHTENSTEIN
LT	LESOTHO
LU	LUXEMBOURG
LY	LIBYA
MA	MADAGASCAR
MB	MARTINIQUE
MC	MACAO
MD	MOLDOVA (REPUBLIC OF)
MF	MAYOTTE
MG	MONGOLIA
MH	MONTSERRAT
MI	MALAWI
MJ	MONTENEGRO
MK	NORTH MACEDONIA
ML	MALI
MN	MONACO
MO	MOROCCO
MP	MAURITIUS
MR	MAURITANIA
MT	MALTA
MU	OMAN
MV	MALDIVES
MX	MEXICO
MY	MALAYSIA
MZ	MOZAMBIQUE
NC	NEW CALEDONIA
NE	NIUE
NF	NORFOLK ISLAND

Code	Country Name
NG	NIGER
NH	VANUATU
NI	NIGERIA
NL	NETHERLANDS
NN	SINT MAARTEN
NO	NORWAY
NP	NEPAL
NR	NAURU
NS	SURINAME
NU	NICARAGUA
NZ	NEW ZEALAND
OD	SOUTH SUDAN
PA	PARAGUAY
PC	PITCAIRN
PE	PERU
PK	PAKISTAN
PL	POLAND
PM	PANAMA
PO	PORTUGAL
PP	PAPUA NEW GUINEA
PS	PALAU
PU	GUINEA-BISSAU
QA	QATAR
RE	REUNION
RI	SERBIA
RM	MARSHALL ISLANDS
RN	SAINT MARTIN
RO	ROMANIA
RP	PHILIPPINES
RQ	PUERTO RICO
RS	RUSSIAN FEDERATION
RW	RWANDA
SA	SAUDI ARABIA
SB	SAINT PIERRE AND MIQUELON
SC	SAINT KITTS AND NEVIS
SE	SEYCHELLES
SF	SOUTH AFRICA
SG	SENEGAL
SH	SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA
SI	SLOVENIA
SL	SIERRA LEONE

Code	Country Name
SM	SAN MARINO
SN	SINGAPORE
SO	SOMALIA
SP	SPAIN
ST	SAINT LUCIA
SU	SUDAN
SV	SVALBARD AND JAN MAYEN
SW	SWEDEN
SX	SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS
SY	SYRIAN ARAB REPUBLIC
SZ	SWITZERLAND
TB	SAINT BARTHELEMY
TD	TRINIDAD AND TOBAGO
TH	THAILAND
TI	TAJIKISTAN
TK	TURKS AND CAICOS ISLANDS
TL	TOKELAU
TN	TONGA
TO	TOGO
TP	SAO TOME AND PRINCIPE
TS	TUNISIA
TT	TIMOR-LESTE
TU	TURKEY
TV	TUVALU
TW	TAIWAN (PROVINCE OF CHINA)
TX	TURKMENISTAN
TZ	TANZANIA, UNITED REPUBLIC OF
UC	CURACAO
UG	UGANDA
UK	UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND
UP	UKRAINE
US	UNITED STATES OF AMERICA
UV	BURKINA FASO
UY	URUGUAY
UZ	UZBEKISTAN
VC	SAINT VINCENT AND THE GRENADINES
VE	VENEZUELA (BOLIVARIAN REPUBLIC OF)
VI	VIRGIN ISLANDS (BRITISH)
VN	VIET NAM
VQ	VIRGIN ISLANDS (U.S.)

Code	Country Name
VT	HOLY SEE
WA	NAMIBIA
WE	PALESTINE, STATE OF
WF	WALLIS AND FUTUNA
WI	WESTERN SAHARA

Code	Country Name
WS	SAMOA
WZ	ESWATINI
YM	YEMEN
ZA	ZAMBIA
ZI	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
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?

Appendix D: Award Level

Code	Level
21	Certificate less than one year (2.1)
22	Certificate at least one year but less than two years (2.2)
23	Associate degree (2.3)
24	Certificate at least two years but less than four years (2.4)
25	Bachelor's degree (2.5)
31	First-professional degree (3.1)
32	Post-professional degree (3.2)
41	Post-baccalaureate certificate (4.1)
42	Master's degree (4.2)
43	Educational Specialist degree (4.3)
44	Doctoral degree (4.4)