Kentucky Council on Postsecondary Education

COMPREHENSIVE DATABASE REPORTING GUIDELINES INDEPENDENT INSTITUTIONS 2014-2015

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Kentucky
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M E M O R A N D U M

TO: Comprehensive Data Base Guidelines Users

FROM: Joy Mordica, Director of Data and Information

DATE: August 14, 2014

SUBJECT: Summary of Changes to 2014-15 Reporting Guidelines

For the 2014-15 academic year, new fields, instructions, and definitions have been added to the collection to improve data quality and to align data collection with policy shifts. For example, as the availability of dual credit opportunities have come to the forefront of policy discussions, the need to accurately identify students who take advantage of dual credit course offerings have also become important. Therefore, an additional dual credit field has been added to the type 2 file and definitions have been clarified to enhance the ability to identify dual credit students and dual credit courses.

Other changes include the addition of a semester field to each file so that the current academic year can be directly associated with each file. Clarifications have been added to the instructions on the entrance exam file to emphasize that statewide benchmarked exams; transcript evaluation; or prior coursework including AP, IB and CLEP can be included as supplemental institutional placement exams. Please see the attached spreadsheet for details on the additional fields, instructions and definitions.

If you have questions or concerns, please feel free to contact me at Joy.Mordica@ky.gov or Bethanie Sircy at Bethanie.Sircy@ky.gov.

2014-15 KPEDS Unit-Level Collection Changes : Sector 3

Changes that apply to Sector 3 (AIKCU) are noted below.

File/Table	Apply to Sector 3?	Field	Type of change	Description	Data submission app change	Edits programming change	Lookup table/codes change	File layout change	Definition/ instructions change
Type 1	Yes	Semester	Add field	Report semester and year for the file being submitted. 1=summer, 2=fall, 3=spring. (i.e. 20142=Fall 2014)	Add field (see new file layout)	Semester = collection period	none	Add new field	Add new instructions
Type 1	Yes	High School Code	Change in instructions	In addition to first-time degree seeking students, report high school code for high school students who are dually enrolled or enrolled in dual credit courses and WKU Academy students.	none	Check high school code for classifications 19 and 20	Table 13 Act Table	none	Clarify instructions to include high school codes for dually enrolled, dual credit and WKU Academy students.
Type 1	Yes	Transfer Credit	Change in instructions	Columns 82-84 should be left blank for first-time and continuing students.	none	first time transfer = N and transfer credit = null	none	none	Clarify instructions
Type 1	Yes	Middle Name	Add field	Columns 182-196 should be used for the full middle name	Add field (see new file layout)	none	none	Add new field	none
Type 1	Yes	Name Suffix	Add field	Columns 197-201 should be used for name suffix (i.e. Jr., Sr., II, III)	Add field (see new file layout)	none	none	Add new field	none
Type2	Yes	Course Reference Number	Change in instructions	Change from optional to recommended and should be reported in columns 54-68.	none	none	none	none	Change instructions

2014-15 KPEDS Unit-Level Collection Changes : Sector 3
Changes that apply to Sector 3 (AIKCU) are noted below.

File/Table	Apply to Sector 3?	Field	Type of change	Description	Data submission app change	Edits programming change	Lookup table/codes change	File layout change	Definition/ instructions change
Type 2	Yes	Course Reference Number	Change in defintion	Clarify the definiton that the number is an institutionally-assigned number to identify a specific course, section and semester.	none	none	none	none	Clarify definition
Type 2	Yes	Dual Credit	Add Field	In column 69, report Y or N to indicate enrollment in a course for which the student will receive both high school and college credit.	Add field (see new file layout)	Add edit to indicate if one of three data elements required to identify a dual credit student and dual credit course is missing.	none	Add new field	Add new instructions
Type 2	Yes	Dual Credit	Change in defintion	Clarify the definition of a dual credit course to be consistent with KRS 164.002(4).	Add field (see new file layout)	none	none	none	Clarify definition
Type 2	Yes	Semester	Add field	Report semester and year for the file being submitted. 1=summer, 2=fall, 3=spring. (i.e. 20142=Fall 2014)	Add field (see new file layout)	Semester = collection period	none	Add new field	Add new instructions
Type 3	Yes	Course Reference Number	Change in instructions	Change from optional to recommended and should be reported in columns 58-72.	none	none	none	none	Change to recommended

2014-15 KPEDS Unit-Level Collection Changes : Sector 3

Changes that apply to Sector 3 (AIKCU) are noted below.

File/Table	Apply to Sector 3?	Field	Type of change	Description	Data submission app change	Edits programming change	Lookup table/codes change	File layout change	Definition/ instructions change
Type 3	Yes	Course Reference Number	Change in defintion	Clarify the definiton that the number is an institutionally-assigned number to identify a specific course, section and semester.	none	none	none	none	Clarify definition
Type 3	Yes	Distance Learning Mode of Delivery	Change in instructions	to clarify that column 41 will be used to report the code from Table 6 to indicate the primary mode of delivery.	none	none	none	none	Clarify instructions
Type 3	Yes	Distance Learning Mode of Delivery	Change in defiiniton	To clarify that the primary mode of delivery of a distance learning provider = H to indicate multiple modes of delivery.	none	Add code H to edits	Added code H to Table 6.	none	Change from optional to recommended and should be reported in columns 58-72.
Type 3	Yes	Semester	Add field	Report semester and year for the file being submitted. 1=summer, 2=fall, 3=spring. (i.e. 20142=Fall 2014)	Add field (see new file layout)	Semester = collection period	none	Add new field	Add new instructions
Transfer	Yes	Academic Year	Add field	Report the academic year for the file that is being submitted (i.e. Academic Year 2014-15 should be reported as 201415).	Add field (see new file layout)	Academic year = collection year	none	Add new field	Add instructions

2014-15 KPEDS Unit-Level Collection Changes : Sector 3

Changes that apply to Sector 3 (AIKCU) are noted below.

File/Table	Apply to Sector 3?	Field	Type of change	Description	Data submission app change	Edits programming change	Lookup table/codes change	File layout change	Definition/ instructions change
Entrance Exam	Yes	Institutional placement exams	Change in instructions	Clarify supplemental institutional placement exams to include statewide benchmarked exams, transcript evaluation or prior coursework including AP, IB and CLEP.	none	none	none	none	Clarify instructions
Entrance Exam	Yes	Institutional placement exams	Change in instructions	Clarify coding for reporting of institutional placement exams to refine code 2 to represent placement in a credit-bearing course with supplemental instruction (not college ready).	none	none	none	none	Clarify instructions
Entrance Exam	Yes	Institutional placement exams	Change in instructions	Change reporting institutional placement exams to create code 3 representing placement in a non-credit bearing developmental course (not college ready).	none	none	Add code 3 to edit	none	Add new instructions for code 3

2014-15 KPEDS Unit-Level Collection Changes : Sector 3
Changes that apply to Sector 3 (AIKCU) are noted below.

File/Table	Apply to Sector 3?	Field	Type of change	Description	Data submission app change	Edits programming change	Lookup table/codes change	File layout change	Definition/ instructions change
Entrance Exam	Yes	Academic Year	Add field	Report the academic year for the file that is being submitted (i.e. Academic Year 2014-15 should be reported as 201415).	Add field (see new file layout)	Academic year = collection year	none	Add new field	Add new instructions
Entrance Exam	Yes	Middle Name	Add field	Columns 173-187 should be used for the full middle name	Add field (see new file layout)	none	none	Add new field	Columns 173-187 should be used for the full middle name
Entrance Exam	Yes	Name Suffix	Add field	Columns 188-192 should be used for name suffix (i.e. Jr., Sr., II, III)	Add field (see new file layout)	none	none	Add new field	Columns 188-192 should be used for name suffix (i.e. Jr., Sr., II, III)
Financial Aid	Yes	Academic Year	Change in instructions	Report the academic year for the file that is being submitted (i.e. Academic Year 2014-15 should be reported as 201415).	Add field (see file layout)	Academic year = collection year	none	Add new field	Add new instructions
Degrees	Yes	Academic Year	Change in instructions	Report the academic year for the file that is being submitted (i.e. Academic Year 2014-15 should be reported as 201415).	Add field (see file layout)	Academic year = collection year	none	Add new field	Add new instructions

2014-15 KPEDS Unit-Level Collection Changes : Sector 3

Changes that apply to Sector 3 (AIKCU) are noted below.

File/Table	Apply to Sector 3?	Field	Type of change	Description	Data submission app change	Edits programming change	Lookup table/codes change	File layout change	Definition/ instructions change
Table 6: Primary Distance Learning Mode of Delivery	Yes	Whole table	Add code	Add code H for Multiple Modes	none	Add code H to edits	Table 6 code H	none	none
Table 7: Classification Codes	Yes	Whole table	Add code	Add code 33 for Institutionally-defined Graduate Certificate	none	Add code 33 to edits	Table 7 code 33	none	none
Table 15: Program Prefix	Yes	Whole table	Add code	Add code Y for Institutionally-defined Graduate Certificate	none	Add code Y to edits	Table 15 code Y	none	none
Table 29: Off-Campus Course Sites	Yes	Whole table	Add sites	Add names and codes for new sites.	none	Add new site codes to edits	Add names and codes for new sites.	none	none
Table 39: Statewide Benchmarked Placement Exams	Yes	Whole table	Update list with deleted and new exams and codes. Add clarity.	Delete Asset College Algebra (11); KYOTE Calculus (24); Compass ESL (English)(28). Add KYOTE Writing (30).	none	add/delete codes	Delete Asset College Algebra (11); KYOTE Calculus (24); Compass ESL (English)(28). Add KYOTE Writing (30).	none	none
Table 40: Site Type Codes	Yes	Whole table	Revise code	use Code 00 for "Other".	none	Revise code	use Code 00 for "Other".	none	none

TABLE OF CONTENTS

Statewide Directory of Institutional Research Contacts at Independent Institutions

Institution	Name	Title/Area of Responsibility	Telephone	Email
Council on Postsecondary Education				
	Joy Mordica	Director of Data and Information	(502) 573-1555	Joy.Mordica@ky.gov
	TBA	Senior Associate, Information	(502) 573-1555	
	Bethanie Sircy	Associate, Information	(502) 573-1555	Bethanie.Sircy@ky.gov
	Mary Korfhage	Policy Analyst, Research and Planning	(502) 573-1555	Mary.Korfhage@ky.gov
	Lee Nimocks	VP for planning, Policy and Operations	(502) 573-1555	Lee.Nimocks@ky.gov
Alice Lloyd College				
	Thelmarie Thornsberry	Registrar	(606) 368-6041	thelmariethornsberry@alc.edu
	Gary Gibson	Dir., Inst. Research	(606) 368-6101	garygibson@alc.edu
	Dana Dotson	Assistant Registrar	(606) 368-6040	danadotson@alc.edu
Asbury College				
	Noel Taylor	Academic Records Statistician.	(859) 858-3511 X2310	noel.taylor@asbury.edu
	Bill Hall, Jr.	Registrar		bill.hall@asbury.edu
Bellarmine University				
	Ann Olsen	Registrar	(502) 452-8230	aolsen@bellarmine.edu
	William George	Institutional Research Analyst	(502) 452-8407	wgeorge@bellarmine.edu
Berea College				
	Clara Chapman	Institutional Research	(859) 985-3790	Clara_chapman@berea.edu
	Judith Weckman		(859) 985-3791	Judith_weckman@berea.edu
Brescia University				
	Sister Helena Fischer	Registrar	(270) 686-4248	helenaf@brescia.edu
	Stephanie Clary	Institutional Research	(270) 686-9550	stephanie.clary@brescia.edu
Campbellsville University				
	Dusty Snyder	Director, Institutional Research	(270) 789-5059	dtsnyder@campbellsville.edu
	Chris Gibbs	System Support Analyst	(270) 789-5448	cmgibbs@campbellsville.edu
Centre College				
	Tim Culhan	Registrar	(859) 238-5360	culhan@centre.edu
University of the Cumberlands				
	Charles Dupier	Director of Institutional Research & Registrar	(606) 539-4316	chuck.dupier@ucumberlands.edu
Georgetown College				
	Dave Forman	Institutional Research Associate	(502) 863-7927	Dave_Forman@georgetowncollege.edu

Institution	Name	Title/Area of Responsibility	Telephone	Email
Kentucky Christian University				
	Ken Beck	Director of Assessment & Institutional Research	(606) 474-3135	kbeck@kcu.edu
	Andrea Stamper	Registrar	(606) 474-3212	astamper@kcu.edu
Kentucky Wesleyan College				
	Jennifer Vaughan	Registrar	(270) 852-3118	jvaughan@kwc.edu
Lindsey Wilson College				
	Sue Coomer	Registrar	(270) 384-8100	coomers@lindsey.edu
	Anthony Moore	Chief Inst. Researcher	(270) 384-8025	moorea@lindsey.edu
	Tevie Gooden	Data Analyst	(270) 384-7332	goodent@lindsey.edu
Midway College				
	Johnie Dean	Dir. Of Compliance and Inst. Research	(859) 846-5779	jdean@midway.edu
University of Pikeville				
	Gia Potter	Asst. VP Academic Affairs/Registrar	(606) 218-5211	gpotter@pc.edu
	Meg Sidle	Director, Institutional Research	(606) 218-5290	msidle@pc.edu
Saint Catharine College				
	Anita Foster	Registrar	(859) 336-5082	afoster@sccky.edu
	Margaret Hockensmith	Director, Institutional Research & Effectiveness	(859) 336-1098	mhockensmith@sccky.edu
Spalding University				
	Kay Vetter	Director, Institutional Effectiveness	(502) 873-4363	kvetter@spalding.edu
	Sally Spalding	IT	x 2113	sspalding@spalding.edu
	Carlyn Nugent	Data Analyst	(502) 873-4418	cnugent@spalding.edu
Thomas More College				
	Kelly French	Registrar	(859) 344-3619	Kelly.french@thomasmore.edu
Transylvania University				
	Michelle Rawlings	Registrar	(859) 233-8116	mrawlings@transy.edu
	Rhyan Conyers	Director, Institutional Research	(859) 233-8898	rconyers@transy.edu
Union College				
	Kathy Webb	Registrar	(606) 546-1616	Kwebb@unionky.edu
	Anisa James	Institutional Effectiveness Assistant	(606) 546-1704	ajames@unionky.edu

KENTUCKY INDEPENDENT INSTITUTIONS
CALENDAR/DATA COLLECTION SCHEDULE

ACTIVITY	DUE DATE	CPE STAFF
SEPTEMBER:		
IPEDS Fall Data Collection Opens	September 4	Joy Mordica
OCTOBER:		
IPEDS Fall Data Collection Closes	October 16	Joy Mordica
NOVEMBER:		
Fall Enrollment	November 1	Bethanie Sircy
Student Financial Aid	November 15	Bethanie Sircy
DECEMBER:		
IPEDS Winter Data Collection Opens	December 11	Joy Mordica
IPEDS Spring Data Collection Opens	December 11	Joy Mordica
FEBRUARY:		
IPEDS Winter Data Collection Closes	February 12	Joy Mordica
MARCH:		
Spring Enrollment Type 1	March 30	Bethanie Sircy
APRIL:		
Application for Annual Maintenance of Licensure or Renewal of License Pursuant to 13 KAR 1:020	April 1	Sarah Levy
IPEDS Spring Data Collection Closes	April 9	Joy Mordica
MAY:		
Off-Campus Course Sites (to update Table 29 of Reporting Guidelines)	May 1	Bethanie Sircy
Estimated Degrees Conferred	May 7	Bethanie Sircy
JULY:		
Entrance Exam File	July 1	Bethanie Sircy
AUGUST:		
Transfer File	August 1	Bethanie Sircy
Degrees Conferred	August 1	Bethanie Sircy

Council on Postsecondary Education
Data Policy—Institutional Data

Section 1: Purpose

This policy establishes the principles and practices related to collection, maintenance, use, analysis, and dissemination of data and information collected and maintained through the Kentucky Council on Postsecondary Education (CPE) comprehensive database system.

Section 2: Statutory Authority

KRS 164.020, KRS 164.095, and KRS 164.283

Section 3: Background

The CPE maintains and manages a unit record database containing public and private higher education institutional data used by the CPE for state and federal reporting, policy analysis, and decision-making. This database is referred to as the comprehensive database system.

The data and information collected through the comprehensive database system are used in support of improvements to instruction and to evaluate and measure performance within the system, all in support of postsecondary education reform. The data and information collected also is part of a comprehensive accountability system that the CPE is required to develop and maintain by KRS 164.020 and KRS 164.095.

The CPE protects all data and information in accordance with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g, et. seq. and applicable state laws. Where the data collected contain individual data on students, it is subject to both privacy and confidentiality procedures.

Section 4: Definitions

A.   "Confidentiality" means how personally identifiable information collected by an authorized agency is protected and when consent by the individual is required.

B.   "Council," "Council on Postsecondary Education," or "CPE" refers both to the agency established in KRS 164.011, to the staff of the agency employed pursuant to KRS 164.013, and to agency representatives who are employed by the CPE and who are under the direct control of the agency.

C.   "Directory information" means information contained in an education record which would not generally be considered harmful or an invasion of privacy if disclosed to the public. The definition of directory information shall be specific to each institution.

D.	"Education records" means those records directly related to a student and maintained by an educational agency or institution.

E.	"Family Educational Rights and Privacy Act or FERPA" means the federal law codified at 20 U.S.C. 1232g and its implementing regulations found in 34 C.F.R. Part 99.

F.	"Legitimate educational interest," for purposes of this policy, is an endeavor that furthers the understanding of educational practices, methods, and/or theory through formal, accepted research practice.

G.	"Personally identifiable information" means information contained in an education record such as a personal identifier, characteristic, or other information that would make a student's identity easily traceable.

H.	"Privacy" means the right of an individual to have personal information adequately protected to avoid the potential for substantial harm, embarrassment, inconvenience, or unfairness.

I.	"Research" means a formal investigation designed to develop or contribute to general knowledge.

J.	"State and local education authority" means an agency or other party with educational expertise and experience that is responsible for and authorized under state or local law to regulate, plan, coordinate, advise, supervise, or evaluate elementary, secondary, or postsecondary education programs, services, agencies, or institutions in the state.

K.	"Third party" is a party other than the institution who provided the data to the CPE.

Section 5: Policy

**A.	General**

1.	This policy shall apply to all data and information created, collected, and maintained by or for the CPE, whether in electronic, paper, or other format.

2.	The CPE is authorized by KRS 164.020(6) and (26) and KRS 164.095 to perform research on postsecondary education related issues, to maintain an accountability system, and to evaluate the performance of institutions in regard to the goals of the *Kentucky Postsecondary Education Improvement Act of 1997* and the strategic agenda.

3.	Data collected and maintained by the CPE shall be managed in a manner that supports the improvement of education in Kentucky consistent with the goals of the *Kentucky Postsecondary Education Improvement Act of 1997* and the *Adult Education Act of 2000*. The CPE shall promote access to and dissemination of nonpersonally identifiable information that improves the education-related decisions of parents, teachers, administrators, policymakers, and educational stakeholders as well as the general public.

4. Where access to personally identifiable information is restricted by federal and state law, the information shall be processed (e.g., aggregated, summarized, or characterized) to provide access while meeting the requirements for restriction.

5. This policy will adhere to restrictions on the releases of personally identifiable information identified in the FERPA, 20 U.S.C. 1232g, and KRS 164.283.

6. The CPE shall ensure that data and information remain at all times under the direction and control of the CPE, that personally identifiable information is not disclosed to officials other than the CPE staff or contractors assigned to a project, and that all information is destroyed when there is no longer a need for the data for the purpose outlined.

7. Data access provisions may change if mandated by federal statute, state law, or administrative rules, where those changes are not in conflict with FERPA. The CPE may, at its discretion, propose changes in the data policy but the new rules shall not apply to data or information collected under the old policy unless proper notice has been given.

B.   Security Requirements

1. Security includes measures to ensure that records are not lost, stolen, vandalized, illegally accessed, or otherwise rendered useless. Since the data are stored on computers, it is essential that there be a high level of protection that provides integrity and availability commensurate with the level of risk and magnitude of harm.

2. Data, copies of data, and all reports containing personally identifiable information shall be maintained in a secure environment to prevent unauthorized access. A secure environment includes any electronic media, personal computer, server, or network on which the data reside.

3. The CPE shall use encryption or other best practices when using personally identifiable information, and shall require institutions to use encryption or other best practices when transferring personally identifiable information to the CPE.

4. Private or confidential data on an individual shall not be created, collected, stored, used, maintained, or disseminated for any purpose other than for the stated purpose.

5. Disclosure in summary reports is designed to protect an individual's identity. The Council will establish a cell size standard for reporting of data when it is necessary to keep an individual from being identified.

6. Private or confidential data will not be released to the public, to a third party, nor to provider institutions except as provided for in 34 C.F.R. § 99.31 or to authorized staff of the postsecondary education institution who released the data to the CPE.

C.   Requests by Individuals to Examine Their Personal Data

1. Upon request of individuals under Section 552a(f)(1) of the Privacy Act of 1974 or 34 CFR, Section 99.20 of FERPA to gain access to their records contained in the CPE comprehensive database system, the CPE will provide a copy of all or any portion in a comprehensible form and will consider requests, in consultation with the appropriate institution, to amend the record.

2. Individuals or groups requesting directory information contained in data files provided by institutions will be directed to the respective institution.

Certification: _____
                        Thomas D. Layzell

Original Approval: _____March 21, 2005_____

Amended: _____May 22, 2006_____

Enrollment

Fall 2014
Spring 2015

DUE DATE:
Fall: November 1   Spring: March 30

DEFINITIONS AND INSTRUCTIONS FOR FALL/SPRING ENROLLMENT
KENTUCKY INDEPENDENT INSTITUTIONS

<u>**General Instructions**</u>

The fall/spring enrollment submissions should include enrollment in all courses (day, evening, off-campus, and distance education) for which semester hour credit is granted, or regular academic courses carrying zero hours credit except for zero credit hour laboratories associated with lectures if laboratory and lecture are assigned identical course IDs. For each fall term, type one (student), type two (course), and type three (class) records should be included for each of these courses. For each spring term, type one (student) records should be included for each of these courses. For all full-term courses, the data are to be the net enrollment as of the last date of the reporting period which students may add a course for credit (census date). This date must agree with the official institutional calendar. All enrollment transactions initiated on or before the census date should be processed and reflected on the submission. Exclude students who have withdrawn on or before the census date, have not paid, or have not made arrangements with the business office for payment of tuition and fees.

Include short-term courses beginning after the effective cut-off date. For each short-term course, an individual cut-off date should be established. These dates, based on length of course, should be prorated consistent with the institution's policy for full-term courses. Report winter term enrollments with the spring enrollment.

Do not include enrollment in zero credit hour laboratories associated with lectures if laboratory and lecture are assigned identical course IDs, noncredit courses, noncredit workshops, continuing education unit courses, or other courses for which regular semester hour credit is not granted. Do not include enrollment in classes which did not materialize, were canceled, or otherwise not in fact offered. Do not report enrollments from previous semesters, with the exception of special winter terms reported with the spring collection as mentioned above.

Report a unique section number for each course within a term. This could be a totally different section number or could be a character or number added to the section number (for example, ACC 601 01 and ACC 601 01A).

The type one enrollment record will be considered the master enrollment record for students. If a student does not appear on at least one type one record during the relevant academic year, records for that student will not be accepted on the Entrance Exam, Transfer, or Financial Aid files.

Type One (Student) Record:

1. <u>**Birth Date**</u> **–** Report the student's full date of birth (MMDDYYYY).

2. <u>**County of Origin**</u> - If the student's state of origin is Kentucky, report the county of origin using the FIPS codes from Table 5-A. If the student's state of origin is something other than Kentucky, report the county of origin (if available) using the FIPS codes found at http://www.itl.nist.gov/fipspubs/co-codes/states.htm. If reporting the county for states other

than Kentucky is not possible, report 000. CPE staff will approximate the county based on the zip code (see item #20). Also report 000 for the county for students from another country. The definition of origin is legal residence at time of first admission to the institution.

3. **Declared Major or Program Prefix** – For all students, report the appropriate declared major or program prefix code from revised Table 15. The codes have been changed.

4. **Declared Major** - The declared major must be consistent with the institution's degree program inventory. Use only those codes listed in that inventory (See Tables 16-B and 17). Report the student declared major for all students except those who are not permitted by institutional policy to declare a major. Students who are not permitted, by official institutional policy, to declare a major shall be coded as baccalaureate degree students with an undeclared major prefix (Code U). Students who have declared intent to major in a program with selective admissions or limited enrollment are to be reported with their declared major.

   a. Undergraduate nondegree, graduate nondegree, and high school students enrolled in postsecondary level courses should be assigned the 90.0000 nondegree code.
   b. An undergraduate major prefix code should be reported for the not designated, undecided, undeclared student. If a specific degree level is not known, report 'U' for major prefix code.
   c. For students declaring a double major, report the first major in columns 110-118 and the second major in columns 119-127.

5. **First-Time Student** - The student is to be identified as a first-time student if he has graduated from high school and has not previously earned credits in the degree level for which he is enrolled unless the credits were earned before graduation from high school. A student should be reported as a first-time student only for the fall term in which he first enrolls.
   a. DO NOT report current high school students who are, for the first time enrolled for postsecondary credit.
   b. Report first-time students for each degree level: undergraduate (first-time freshman, sophomore, junior, and undergraduate nondegree) and graduate (master's, specialist's, doctoral, and graduate nondegree). Students in Ed.D. leadership programs who have done previous graduate-level work toward master's degrees, rank 1 and 2 certification, etc., including nondegree coursework, should not be reported as first-time graduate students.
   c. Report 'S' in the first-time student field in the fall semester for students who were first-time in the summer semester and returned to your institution in the fall.

6. **First-Time Transfer Student** - The student is to be counted as a transfer from the last institution attended prior to acceptance by the receiving institution. A first-time graduate student is not to be reported as a transfer from his undergraduate institution. Include the first-time transfer student whose transfer credits are being held pending validation of coursework. The student should be reported as he will be classified upon the validation of his coursework. Report first-time transfers for each degree level (undergraduate, graduate). The student may transfer with or without credit. A student should be reported as first-time transfer only once.

7. **GRS Cohort** – In column 81, for the fall enrollment report only, indicate Y if the student is full-time and eligible to be included in the Integrated Postsecondary Education Data System (IPEDS) Graduation Rate Survey (GRS) Cohort, P if the student meets the criteria and is enrolled part-time, or N if the student is not eligible. The following criteria determine whether an undergraduate student is included in the cohort:

Full-time First-time: Include students who attended college for the first time (either part-time or full-time) in the prior summer term whether at the same college, another college in Kentucky, in another state, or another country. Summer semester will be counted whether the student enrolled as degree-seeking or not. Also include students who have entered with advanced standing (college credits earned before graduation from high school). Degree/certificate seeking: Students must be enrolled in courses creditable toward a degree, diploma, certificate, or other formal award. Include students in occupational and vocational programs. Students at four-year institutions whose intent is not known are to be reported in the bachelor's cohort.

8. **High School GPA** – Report the weighted high school grade point average converted to a four-point scale for all first-time undergraduate degree-seeking students. It should be right justified and show two decimal places (decimal is implied).

9. **ID Type** – Report '1' if the student ID is a valid Social Security Number or '2' if it is some other ID number (institutional ID, SEVIS, other).

10. **Institutional ID** – Report in columns 138-147 the student's institutional ID number. This field is mandatory.

11. **KDE ID** – Report the ten-digit ID number supplied by the Kentucky Department of Education and found on the student's high school transcript in columns 148-157 for all first-time students who graduated from a public high school in 2008 and later and for high school students (students enrolled in dual credit courses or dually enrolled).

12. **Multi-Institution Program** – If the student is enrolled in a joint, cooperative, collaborative, or other multi-institution program, report 'X' in column 128 for the first major or in column 129 for the second major.

13. **Race** – In column 69, report the race code from Table 2 using the descriptions in Table 2.

In columns 158-165, report Y or N using the descriptions below. Records may contain a Y in more than one category, EXCEPT for nonresident aliens. If a student is a nonresident alien, no other race or ethnic information is to be reported on this file.

- **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- **Black or African American** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Nonresident alien -** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the field provided, rather than included in any of the six racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

14. **Semester** – Report the semester and year for the file being submitted. 1=summer, 2=fall, 3=spring. Example – 20142 = Fall 2014.

15. **Student Classification**

    a.   An undergraduate student is to be classified based on total semester credit hours earned, except in the following cases:

       1. A transient student should be classified as "undergraduate nondegree."

       2. Special students are listed in the definitions: "audit student," "post-baccalaureate undergraduate degree seeking," "undergraduate nondegree," or "high school."

    b.   A graduate transient student should be classified as "graduate nondegree."

    c.   A post-master's student, not officially admitted to a certificate, master's, specialist's, or doctoral program, should be classified as "graduate nondegree."

    d.   A regular degree-seeking student who, for a semester, enrolls as an audit student only may be reported with his regular classification and declared major. This applies only to degree-seeking students.

15. **Total Credit Hours** - Total hours taken for credit, excluding audit hours.

16. **Transfer Credit** - For each undergraduate first-time transfer student, report in columns 82-84 the total number of semester credit hours recorded on the student's academic permanent record as accepted by your institution as transfer credit from all previously attended

Kentucky and out-of-state institutions. If hours cannot be determined at the time of reporting, please report XXX in columns 82-84. At a later date, institutions will report actual transfer hours for all reported XXX's. For students who have previously earned a degree and are pursuing a second degree at the same level (undergraduate), report ~~tbd~~ **TBD** (transfer baccalaureate degree) or ~~tad~~ **TAD** (transfer associate degree) in columns 82-84. If decimals, round to the nearest whole number (less than .50 round down). If no credit hours are accepted for a first-time transfer student, report **000** in columns 82-84. Columns 82-84 should be blank for first-time and continuing students.

17. **Transfer FICE/IPEDS Code of Sending Institution** - Report the FICE or IPEDS code of the sending institution for each first-time transfer student from a Kentucky institution. The FICE code should reflect the most recent institution of attendance. Credit transferred in from multiple institutions is to be reported by FICE on the annual transfer file. For each first-time transfer student from an out-of-state institution, report the code of the state (FIPS Code), territory, or foreign country of the sending institution (see Table 9).

18. **Year of High School Graduation, First-Time Degree-Seeking** - Report the year the student graduated from high school or received the GED certificate in columns 102-105.

19. **Location of High School Graduation, First-Time Degree Seeking** - Report students graduated from a Kentucky high school by specific high school code. If the high school does not appear in the ACT list (http://www.actstudent.org/regist/lookuphs/), report by county as shown in Table 13. For a student with a GED certification, use the code B121. For a student graduating from an out-of-state high school, use the code B200. For a student with no high school diploma or GED certificate, use the code B122. For a student who is home schooled, use the code B123. For a student who has been home schooled, but who also received the GED, report the home schooled code B123. **Also report the high school code for high school students who are dually enrolled or are enrolled in dual credit courses and for students in the WKU Academy (student classifications 19 and 20).**

20. **Zip Code – Permanent** - Report the zip code of the student's permanent, parental, or other address which best captures the zip code of origin when the student entered your institution. If this zip code changes after the student enters, continue to report the permanent zip code at entry, not the new code. Report for all students in columns 130-134, except international students which should be reported with blanks.

21. **Zip Code – Current** - Report the zip code of the local, mailing, or other address which best identifies the student's place of residence during the current semester, such as an on-campus zip code if living in campus housing. Report for all students in columns 171-175.

Type Two (Course) Record:

1. **Audit** - Code "Y" (Yes) for audit courses and "N" (No) for courses taken for credit.

2. **Course Reference Number** – Report in columns 54-68 the institutionally-assigned number identifying a specific course, section, and semester.

3. **Credit Hours** - Number of hours for which a student is receiving credit. For audit courses, code number of hours for which the student was charged.

4. **Dual Credit** – In column 69, indicate (Y/N) whether the student is enrolled in a course for which she will receive both high school and college credit.

5.   **International Exchange Course** - For each student currently enrolled in an institution in another country under a formal international exchange program, report a Type Two Record with the Course Prefix and Number of IES 333 (universities) or 233 (KCTCS colleges), and report the code for the foreign country in which the student is enrolled in the Course ID section field, right justified. Report course with one credit hour. For foreign students attending a Kentucky institution, report a Type Two Record for each course in which the student is enrolled.

6.   **National Student Exchange Course** - For each student enrolled in your institution but currently attending an institution in another state under the National Student Exchange Program, report a Type Two Record with the Course Prefix and Number of NES 333 (universities) or 233 (KCTCS colleges), and report the code for the state in which the student is enrolled in the Course ID section field, right justified. Report the course with one credit hour. For students from institutions in another state who are attending a Kentucky institution, report a Type Two Record for each course in which the student is enrolled.

7.   **Semester** – Report the semester and year for the file being submitted. 1=summer, 2=fall, 3=spring. Example – 20142 = Fall 2014.

Type Three (Class) Record:

1.   **Course ID and Section Number** – Do not report courses with duplicate section numbers. Every section number should be unique for a specific term. This could be a totally different section number or could be a character or number added to the section number (for example, ACC 601 01 and ACC 601 01A). Courses taught simultaneously but at two locations, such as a course taught face-to-face on campus and broadcast to another off-site location, should be treated as two courses with separate section numbers and descriptive information on the Type Three (class) file.

2.   **Course Level** - Each course should be assigned only one course level (see Table 10). The course level should be assigned relative to the intended degree of complexity or expected level of student comprehension rather than the student level (or classification) of those enrolled in the course. The course level should be coded based on the following:

     a. *Lower Division* - Courses designed primarily for the instruction of freshman or sophomore students.
     b. *Upper Division* - Courses designed primarily for the instruction of junior or senior students.
     c. *Graduate* - Courses designed primarily for the instruction of graduate students.

     Courses designed to jointly serve two student levels should be assigned the lower of the appropriate codes.

3.   **Course Reference Number** - Report in columns 58-72 the institutionally-assigned number identifying a specific course, section, and semester.

4. **Courses Taught in Multiple Counties, States, or Countries** - For courses taught in more than one county, state, country, or any combination, use the codes from Tables 4A, 4B, and 5A as follows: multiple states - B99; multiple foreign countries – BZZ; multiple Kentucky counties – B21; other multiple sites - BMS.

5. **Credit Hours - Minimum and Maximum** - For a course offered for a fixed number of credit hours, report that number in Columns 27-29. If the course is offered for different hours credit (example: 1 hour, 2 hours, or 3 hours), report the minimum hours for which it is offered in columns 27-29 and the maximum hours in columns 30-32.

6. **Developmental Course** – Report 1, 2, 3, 4, or 0 from Table 26 in column 49 for developmental courses. Leave blank if course is not developmental.

7. **Distance Learning Provider** – Report distance learning course providers on the Type 3 record by entering "I" for institutionally provided courses, "K" for KYVC courses, and "O" if other organizations are providing the reported distance learning course in column 40. To be counted as KYVC, (a) a course, module, or other program must be housed on a course management platform or other software licensed by the KYVC or (b) the registration for the course, module, or other program occurred through KYVC regardless of where the course is housed electronically.   In column 41, report the code from Table 6 for the primary mode of delivery for these courses. The off-campus site in columns 46-48 can be left blank for distance learning courses.

8. **Dual Credit** - In column 25 indicate whether course is for dual credit; in column 26 indicate whether teacher of record is a high school teacher.

9. **International Exchange Class** - Report a Type Three Record to include all students enrolled in an institution in another country during the current semester in a formal international student exchange program. The class is to be reported with Course Prefix and Number of IES 333. Report the code for the foreign country in which the student is enrolled in the Course ID section field, right justified. Report a separate Type Three Record for each foreign country in which students are enrolled. Report each class with one credit hour.

    Report course level code of 00 for each IES class. Report as off-campus according to their location of enrollment.

10. **KYVC** – Report Y or N in column 57 to indicate use of KYVC services.

11. **National Student Exchange Class** – Report a Type Three Record to include all students who are enrolled in your institution, but who are attending an institution in another state during the current semester as a participant in the National Student Exchange Program. The class is to be reported with the Course Prefix and Number of NES 333. Report the code for the state in which the student is enrolled in the Course ID section field, right justified. Report a separate Type Three Record for each state in which students are enrolled. Report each class with one credit hour. Report the course level code of 00 for each NES class. Report as off-campus according to their location of enrollment.

12. **Off-Campus Site** - For each off-campus course, report the site in which the class is located. In columns 46-48 report the appropriate off-campus site from Table 29. For each new site not contained in Table 29, assign the next available numeric code and submit all required descriptive fields to CPE.

13. **On/Off-Campus Classification** - On-campus courses include courses taught on the institution's main campus. Off-campus courses include all courses taught at a site other than the main campus of the institution, including courses taught at an extended campus. Distance learning courses should be classified according to the location of the in-person component of the class. 100 percent distance learning courses should be reported with a code of "3." A course taught partially at a location classified as on-campus and partially at a location classified as off-campus is to be counted as on-campus only if at least fifty percent of the instruction takes place on-campus. IES 333 (International Exchange Student) and NES 333 (National Exchange Student) are to be reported according to their location of enrollment as above.

14. **Regional Postsecondary Education Center** – If a course is taught at one of the six official regional postsecondary education centers or the University Center of the Mountains, report in columns 44-45 the code from Table 28 that corresponds to its location. If not, leave blank.

15. **Semester** – Report the semester and year for the file being submitted. 1=summer, 2=fall, 3=spring. Example – 20142 = Fall 2014.

16. **Supplemental Course** – Report the type of supplemental instruction provided from Table 26 in column 50, using the code between 0 and 4 which corresponds to the college readiness need being addressed. Leave the field blank if no supplemental instruction is offered.

Definitions

1. **Audit Course** - A credit course will be defined as "audit" for a student who takes the course for zero hours credit.

2. **Audit Student** - Student who is not enrolled in a certificate, diploma, or degree program but is enrolled only in one or more "audit course." (See instruction 14.d for reporting degree-seeking students auditing courses.)

3. **Campus** – All property owned, leased, managed, or controlled by an institution of postsecondary education or one of its affiliated corporations, including but not limited to academic buildings; student housing and recreational facilities; residential facilities operated by any officially recognized student organization; and all sections of public property such as streets, sidewalks, and parking facilities immediately contiguous to campus buildings.

4. **County, State, Territory, or Foreign Country of Origin** - County, state, territory, or country of legal residence at time of first admission to the institution.

5. **Course Level** - The level of offering for instructional courses. Course levels are assigned relative to the intended degree of complexity or expected level of student comprehension rather than the student level of those enrolled in the course.

6. **Course Reference Number** - The institutionally-assigned number identifying a specific course, section, and semester.

7. **Declared Major** - The major program and certificate, diploma, or degree level objective, according to the student's stated intent.

    a. *First Major* - The student declared major field of greater specialization and/or primary interest.
    b. *Second Major* - For a student declaring two majors, the field of secondary interest.
    c. *Undecided, Undeclared Major (00.0000)* - The major field for a certificate, diploma, or degree-seeking student who has not declared a major, or who, because of official institutional policy, is not permitted to declare a major.

8. **Declared Major or Program Prefix Code** – The alpha code indicating the level of a student's declared degree or program as listed in Table 15.

9. **Developmental/Remedial Course -** A course developed for and required of students who do not meet statewide college readiness benchmarks in mathematics, English, or reading. The successful completion of one or more developmental courses in a given subject is required before a student can attempt college-level work in that subject. Students may receive credit for work in developmental courses (primarily for the purpose of student financial aid eligibility); but such credit does not meet the curricular requirements of a degree, certificate or other formal award. CPE USE: Developmental courses will not count as earned credit toward a degree and will not be included in the calculation of hours earned and the pseudo-GPA.

10. **Distance Learning** – Any for-credit instruction where more than 50 percent of the delivery of instruction may utilize any or all of the following: print material, e-mail, telephone, audiotape, videotape, television/VCR, satellite, or computer for access to CD ROM, interactive video,

Internet, or the Web. The instructor must be physically separated from the students for the majority of the term. This criterion excludes sessions that may be scheduled individually, such as advising, labs, or testing. KTLN sections that originate from campus are considered distance learning courses.

11. **Doctor's Degree – Research/Scholarship** – A Ph.D. or other doctor's degree that requires advanced work beyond the master's level including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution.

12. **Doctor's Degree – Research/Scholarship Dissertation Student** - Doctoral student who has completed all required coursework and is working on his research project or dissertation.

13. **Doctor's Degree – Professional Practice** – A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional" and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm. D.); Podiatry (D.P.M., Pod.D., D.P.); or Veterinary Medicine (D.V.M.), and others as designated by the awarding institution.

14. **Doctor's Degree–Other** - A doctor's degree that does not meet the definition of a doctor's degree-research/scholarship or a doctor's degree-professional practice.

15. **Dual Credit Course** – Dual credit is defined as a college-level course of study offered to high school students. This definition is consistent with KRS 164.002(4). Dual credit is enrollment in high school and college coursework with credit awarded by the college or university and the high school. A high school student may earn both high school and college credit (dual credit) for the same course upon completion of course requirements. A secondary student must apply to the public postsecondary institution and be accepted to participate in dual credit programs. The public postsecondary institution is responsible for the academic integrity of the courses for which postsecondary credit will be awarded.

16. **Ethnicity** – As noted in the Integrated Postsecondary Education Data System (IPEDS) Enrollment Survey instructions, a nonresident alien is a person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. As noted in the Council on Postsecondary Education Administrative Regulation 13 KAR 2:045 for determination of residency status for admission and tuition assessment purposes the following nonimmigrant visa designations are not eligible to establish domicile or residency: B, C, D, F, H-2, H-3, H-4 if accompanying a person with an H-2 or H-3 visa, J, M, O, P, Q, S, TD, or TN. Students holding these visas should be reported as nonresident aliens.

> Alternatively, resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status are to be reported in the appropriate racial/ethnic categories along with United States citizens.

These students hold an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status (such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). Also, students with visa designations A, E, G, H-1, H-4 if accompanying a person with an H-1 visa, I, K, L, N, and R are permitted to establish domicile in the United States and should be reported in the appropriate racial/ethnic categories along with United States citizens.

A foreign student who lives outside the United States and who is taking only online courses should be reported as a nonresident alien.

17. **First-Time Student** (Other than first-time transfer) -

   a) *First-Time Undergraduate Student* - An undergraduate student who has not previously attended any postsecondary institution or who attended college level courses as a high school student and is currently enrolled for the first time since high school graduation. Include students who were first-time in the summer semester and returned to your institution in the fall. DO NOT include students who are currently in high school taking collegiate level courses. Includes first-time freshman (01), first-time sophomore (02), first-time junior (03), and undergraduate nondegree (05).

   b) *First-Time Graduate Student* - A graduate student who has, for the first time, been classified as a graduate student. Includes master's (06), specialist's (07), doctor's degree – research/scholarship (08), doctor's degree – professional practice (12), doctor's degree – other (35), and graduate nondegree (16) students.

18. **First-Time Transfer Student** - A certificate-, diploma-, or degree-seeking student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit.

19. **Freshman** - Student who has graduated from high school and earned fewer credits than officially required by the institution for sophomore classification.

20. **Full-Time Equivalent (FTE)** – A single value providing a meaningful combination of full-time and part-time students. Full-time equivalent enrollments are calculated using the following formula.

   (Undergraduate student credit hours/15)+(graduate SCH/12)+(law SCH/12)+(headcount of medical, dental, and pharmacy students)+(headcount of doctoral dissertation students)+(headcount of post-doctoral students)+(headcount of house staff)

21. **Full-Time Student** - A student enrolled for the number of hours required by the institution for full-time status. Hours in courses taken for audit are to be included in the calculation of full-time status.

22. **Graduate Nondegree Student** - Student with at least a baccalaureate degree enrolled in the graduate school but not in a degree program.

23. **High School Student** - Student currently in high school and enrolled in postsecondary level courses; should be reported as 90.0000 -- nondegree student major program code.

24. **Junior** - Student who has earned the credits officially required by the institution for classification as a junior.

25. **Master's Degree Student** - Student with at least a baccalaureate degree enrolled in a graduate program which results in a master's degree.

26. **Multi-Institution Program** – A program that involves resource sharing among multiple institutions or organizations. All participating institutions share responsibility for some aspects of the program's delivery and quality. The appropriate faculty and staff of each participating institution will agree on the home school of enrollment for participating students, degree conferral, financial aid, program delivery, the allocation of equipment and facilities, provision of student services, assessment criteria, and the general management of the program. A copy of the program agreement will be submitted to the Council on Postsecondary Education prior to recognition of the arrangement on the CPE's *Registry of Degree Programs*. This definition applies to joint, cooperative, and collaborative programs and other multi-institution agreements.

27. **Net Credit Hour Enrollment** - Total credit hours for which a student is enrolled as of the census date.

28. **Net Headcount Enrollment** - Total number of students who are enrolled as of the census date.

29. **Off-Campus Instruction** - All courses taught at any location other than "on-campus."

30. **On-Campus Instruction** - All courses taught within the boundaries of the main campus.

31. **Post-Baccalaureate Certificate Student -** A student enrolled in a CPE-approved post-baccalaureate certificate program. Report with classification code 31 - Post-Baccalaureate Certificate, degree program prefix code C, and the appropriate post-baccalaureate certificate program CIP code.

32. **Post-Baccalaureate Undergraduate Degree-Seeking Student -** A student with a baccalaureate degree who is working toward another baccalaureate degree or an associate degree. Report with classification code 30 - Post Baccalaureate Degree-Seeking, and with the appropriate degree prefix and program CIP code.

33. **Post-Master's Certificate Student** – A student enrolled in a CPE-approved post-master's certificate program. Report with classification code 32 – Post-Master's Certificate, degree program prefix code C, and the appropriate post-master's certificate program CIP code.

34. **Post-Doctor's Degree Professional Practice Certificate** – A student enrolled in a certificate program that provides advanced training and enhances knowledge in important areas of clinical or research specialization and specialty practice for individuals who hold a professional degree (e.g., J.D., D.M.D., or M.D.).

35. **Primary Distance Learning Mode of Delivery** – For each distance learning course, indicate the method of instructional delivery:

- Internet/World Wide Web.

- Site to site, 2 way, audio/video. Includes compressed video via land lines (e.g., T1 lines).
- Open Broadcast/Community Cable Television – A telecourse that is transmitted by traditional television open broadcast signal and that can usually be viewed in one's home via antenna reception or local cable service.
- Print-based, Audiotaped, Videotaped, Telephone, or CD.
- Satellite and Microwave Telecourse – Telecourse that requires students to report to a specific site to enroll in and view the course. Includes satellite and microwave delivery.
- Multiple modes – if the course uses more than one of the above modes.

36. **Regional Postsecondary Education Center –** One of the six official regional postsecondary education centers and the University Center of the Mountains, listed in Table 28.

37. **Senior** - Student who has earned the credits officially required by the institution for senior classification.

38. **Sophomore** - Student who has earned the credits officially required by the institution for sophomore classification.

39. **Specialist's Degree Student** - Student with at least a master's degree enrolled in a graduate program which results in a specialist's degree.

40. **Supplemental Course** – An entry-level, credit-bearing course in an academic department that offers supplemental academic support for students with developmental needs. Supplemental courses provide an avenue for students at or near the college-readiness benchmark to pursue a college-level course while overcoming their readiness needs through extra class sessions, additional labs, tutoring or monitoring of students. For example, a social science course might include extra sessions designed to improve reading comprehension. For purposes of reporting to CPE, only report a course as supplemental in English, mathematics, science, or reading (codes 1-4) if the course can be substituted for a developmental/remedial course in that subject or if the course is designed for students scoring below the minimum placement or entrance exam score needed for placement in a regular (non-supplemented), credit-bearing class. CPE USE: Supplemental courses will be counted as earned credit toward a degree and will be included in the calculation of hours earned and the pseudo-GPA.

41. **Transfer Credit –** The total semester credit hours recorded on the student's academic permanent record as accepted by the institution as transfer credit from all previously attended Kentucky or out-of-state institutions.

42. **Transient Student** - A student in good standing in any recognized institution who is taking work in another institution to transfer back to the first institution.

43. **Undergraduate Nondegree Student** - Student who is enrolled for credit in undergraduate courses but does not intend to receive a degree from the institution. Should be reported with 90.0000 – nondegree program. (DO NOT include students who are currently in high school taking collegiate level courses.)

44. **Undergraduate Student –** Student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or in a vocational or technical program below the baccalaureate that is normally terminal and results in formal recognition.

1.LIST OF TABLES
FOR
OPENING ENROLLMENT

TABLE
NUMBER   **TITLE**

FORMAT OF TYPE 1 (STUDENT) RECORD
(One Record Per Student)

Column 1 (positions 1–70):

- 1 Form - 1 - char(1)
- 2 Institution Number(FICE Code) - char(8)
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10 Social Security Number - char(9)
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19 ID Type - 1=Valid SSN Number, 2=Institutional Number - char(1)
- 20 Last Name - expanded from 15 to 25
- 21 positions - char(25)
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39
- 40
- 41
- 42
- 43
- 44
- 45 First Name - expanded from 10 to 15
- 46 positions - char (15)
- 47
- 48
- 49
- 50
- 51
- 52
- 53
- 54
- 55
- 56
- 57
- 58
- 59
- 60 Birth Date - mmddyyyy - char(8)
- 61
- 62
- 63
- 64
- 65
- 66
- 67
- 68 Gender - (M/F) - char(1)
- 69 Race - See Table 2 - char(1)
- 70 Blank - char(1)

Column 2 (positions 71–137):

- 71 State/Country of Origin - FIPS for states - char(2)
- 72
- 73 County of Origin - FIPS - char(3)
- 74
- 75
- 76 Blank - char(5)
- 77
- 78
- 79
- 80
- 81 GRS (Y,N,P) - char(1)
- 82 Number of hours accepted in transfer (right justify, zero
- 83 fill, no decimal) - char(3)
- 84
- 85 Full/Part-Time (F/P) - char(1)
- 86 Student Classification - see Table 7 - char(2)
- 87
- 88 Blank - char(1)
- 89 First-Time Student (Y/N/S) - char (1)
- 90 First-Time Transfer(Y,N) - char (1)
- 91 Transfer FICE - see Table 9 - char(8)
- 92
- 93
- 94
- 95
- 96
- 97
- 98
- 99 Total Credit Hours - Numeric, one decimal point, right
- 100
- 101
- 102 Year of High School Graduation - yyyy - char(4)
- 103
- 104
- 105
- 106 High School Code - see Table 13 - char(4)
- 107
- 108
- 109
- 110 BLANK - char(1)
- 111 Declared First Major - Table 17 - char(8)
- 112
- 113
- 114
- 115
- 116
- 117
- 118
- 119 BLANK - char(1)
- 120 Declared Second Major - Table 17 - char(8)
- 121
- 122
- 123
- 124
- 125
- 126
- 127
- 128 Multi-Institutional Program First Major- blank or X - char (1)
- 129 Multi-Institutional Program Second Major- blank or X - char (1)
- 130 Permanent Zip Code - char(5)
- 131
- 132
- 133
- 134
- 135 High School GPA - numeric (two decimal places, right
- 136 justified, zero fill)
- 137

Column 3 (positions 138–201):

- 138 Institutional ID - Student's Internal ID -
- 139 char(10) - MANDATORY
- 140
- 141
- 142
- 143
- 144
- 145
- 146
- 147
- 148 KDE ID - char(10)
- 149
- 150
- 151
- 152
- 153
- 154
- 155
- 156
- 157
- 158 Hispanic or Latino (Y or N) - char(1)
- 159 American Indian or Alaskan Native (Y or N) - char(1)
- 160 Asian (Y or N) - char(1)
- 161 Black or African American (Y or N) - char(1)
- 161 Native Hawaiian or Other Pacific Islander (Y or N) - char(1)
- 163 White (Y or N) - char(1)
- 164 Non-Resident Alien (Y or N) - char(1)
- 165 Race and Ethnicity Unknown (Y or N) - char(1)
- 166 Blank - char(1)
- 167 Declared First Major Prefix - see Table 15 -
- 168 left justify, blank fill - char(2)
- 169 Declared Second Major Prefix - see Table
- 170 15 - left justify, blank fill - char(2)
- 171 Current ZIP Code - char(5)
- 172
- 173
- 174
- 175
- 176 Blank - char(1)
- 177 Semester - char(5) - 1=summer, 2=fall,
- 178 3=spring. Example - 20142 = Fall 2014.
- 179
- 180
- 181
- 182 Middle Name - left justify - char(15)
- 183
- 184
- 185
- 186
- 187
- 188
- 189
- 190
- 191
- 192
- 193
- 194
- 195
- 196
- 197 Name Suffix - left justify - char(5) (Ex. Jr.,
- 198 Sr., II, III)
- 199
- 200
- 201

FORMAT OF TYPE 2 (COURSE) RECORD
(One Record Per Student Per Course)

#	Left Column	#	Right Column
1	Form - 2 - char (1)	54	Institutional Course Reference Number - char(15)
2	Institution Number(FICE Code) - see Table 1 - char(8)	55	~~OPTIONAL~~ RECOMMENDED
3		56	
4		57	
5		58	
6		59	
7		60	
8		61	
9		62	
10	Social Security Number - must be nonblank - char(9)	63	
11		64	
12		65	
13		66	
14		67	
15		68	
16		69	Dual Credit Student - Y/N - char (1)
17		70	Semester - char(5) - 1=summer, 2=fall,
18		71	3=spring. Example - 20142 = Fall 2014.
19	Course Prefix - expanded from 4 to 5 positions - left justify - char(5)	72	
20		73	
21		74	
22			
23			
24	Course Number - expanded from 4 to 5 positions - left justify - char(5)		
25			
26			
27			
28			
29	Section Number - expanded from 4 to 5 positions - right justify - char(5)		
30			
31			
32			
33			
34	Credit Hours - Numeric, one decimal point, right justify, zero fill - numeric(3)		
35			
36			
37	Audit (Y/N) - char (1)		
38	Blank - char (6)		
39			
40			
41			
42			
43			
44	Institutional ID - Student's Internal ID - char (10)		
45	MANDATORY		
46			
47			
48			
49			
50			
51			
52			
53			

FORMAT OF TYPE 3 (CLASS) RECORD

#	Description
1	Form - 3 - char(1)
2	Institution Number(FICE Code) - see Table 1 - char(8)
3	
4	
5	
6	
7	
8	
9	
10	Course Prefix - expanded from 4 to 5 positions - left justify - char(5)
11	
12	
13	
14	
15	Course Number - expanded from 4 to 5 positions - left justify - char(5)
16	
17	
18	
19	
20	Section Number - expanded from 4 to 5 positions - right justify - char(5)
21	
22	
23	
24	
25	Dual Credit Course (Y/N) - char(1)
26	High School Teacher of Record (Y/N) - char(1)
27	Credit Hours - Minimum or fixed - Numeric, one decimal place, right justify, zero fill - numeric(3)
28	
29	
30	Credit Hours - Maximum - Numeric, one decimal place, right justify, zero fill, leave blank if same as minimum - numeric(3)
31	
32	
33	1=On-Campus, 2=Off-Campus, 3=100% Distance Learning - char(1)
34	Blank - char(3)
35	
36	
37	Number of Students - right justify, zero fill - numeric(3)
38	
39	
40	Distance Learning Provider - I=Institutional, K=KYVC, N=No, O=Other - char(1)
41	Primary Dist Learn Mode of Delivery (see Table 6) -char(1)
42	Course Level - see Table 10 - right justify, zero fill - char(2)
43	
44	Regional Postsecondary Education Centers - see Table 28 - char(2)
45	
46	Off-Campus Sites - see Table 29 - zero fill - char(3)
47	
48	
49	Developmental - 1,2,3,4, or 0 - blank fill - Table 26 - char(1)
50	Supplemented Course - 1,2,3,4, or 0 - Table 26 - char(1)
51	Blank - char (5)
52	
53	
54	
55	
56	Blank - char (1)
57	KYVC (Y/N) - char (1)

#	Description
58	Institutional Course Reference Number - char (15) -
59	~~OPTIONAL~~ RECOMMENDED
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	Semester - char(5) - 1=summer, 2=fall,
74	3=spring. Example - 20142 = Fall 2014.
75	
76	
77	

Transfer File

TRANSFER FILE
TYPE T

General Instructions

The purpose of this file is to capture all transfer credits accepted for enrolled students, not just the credits of first-time transfer students that were accepted in their first semester of enrollment as reported on the Type 1 file.   Report all transfer credits accepted for undergraduate students who were enrolled during the academic year and for whom a Type 1 enrollment record was submitted during the summer – spring academic year. Report this information once a year and include data from all three reporting semesters (summer, fall, and spring). Do not include graduate students.

If transfer credits are accepted in a semester in which a student is not enrolled, report these credits in the student's next semester of enrollment. For instance, if an applicant is awarded transfer credit but does not enroll in the expected semester, do not report this credit until the semester in which the student enrolls, regardless of academic year. Or, if a student takes an online course at another university and the transfer credits are awarded during the summer or when the student is stopped-out, do not report these credits until the student's next semester of enrollment, regardless of academic year. This is to prevent transfer credits from being included in the file that are not actually used toward some academic objective by the student. No transfer credits should be reported for students who never enroll in your institution.

Relationship between semester of credit acceptance and semester of enrollment

	Enrolled during semester	**Not enrolled during semester**
Credit accepted during semester	Report in semester.	Report once in next semester of enrollment, regardless of academic year.
Credit accepted during any previous semester	Report in semester if record was not previously submitted to CPE. Do not report again in future semesters.	Do not report in semester. If student never enrolls, do not report transfer credits accepted.

Only report transfer credits once. If a transfer record has been reported to CPE in a previous year's transfer file, do not include it again, regardless of semester of enrollment. Report previously-accepted credits in the next semester of enrollment regardless of when the credits were accepted, as long as the credits are still valid.

Submit one record for each institution from which credit is accepted for each student. Report the semester the credit is accepted in columns 31-35. Report all transfer credits accepted regardless of whether the student is considered a first-time transfer or not. For example, a first-time transfer student may enter with coursework accepted from three institutions. That student will have three records for that term. A continuing student could take a summer or online class from another institution. When the student brings that transcript to your institution and you accept the credit, she would have one record of those credits reported on this file. If a student transfers in credit from one institution at two or more points in time, include one record for each instance. If a student transfers in credit from two or more institutions in the same state, include one record for each instance. Do not include records for students who were reported as first-time transfer, but without any transfer hours.

Definitions

1. **Academic Year** – Report the academic year for the file that is being submitted. Example – Academic Year 2014-15 should be reported as 201415.

2. **Transfer FICE** – The FICE code of the sending institution for each student from a Kentucky institution. For each transfer from an out-of-state institution, report the code of the state (FIPS code), territory, or foreign country of the sending institution. Institution and state codes are listed in Table 9. If the sending institution is not listed and the coursework was taken online, report the transfer FICE according to the geographic location of the sending institution as listed in Table 9, regardless of the student's residency at the time.

3. **Term** - Term refers to the academic reporting term when your institution accepts the credit and **not** the term the student took the course. Term is the year plus the semester coded as follows: summer = 20141; fall = 20142; spring = 20153.

FORMAT OF TRANSFER RECORD
TYPE T

1	Form - T - char(1)
2	Institution Number(FICE Code) - see Table 1 - char(8)
3	
4	
5	
6	
7	
8	
9	
10	Social Security Number - must be nonblank - char(9)
11	
12	
13	
14	
15	
16	
17	
18	
19	BLANK - char(1)
20	Number of hours accepted in transfer - right justify,
21	zero fill, no decimal - numeric(3)
22	
23	Transfer FICE Code - FICE code of institution from
24	which student transferred - see Table 9 - char(8)
25	
26	
27	
28	
29	
30	
31	Term e.g. 20141 (summer 2014), 20142 (fall 2014),
32	20153 (spring 2015) - char(5)
33	
34	
35	
36	Blank
37	
38	
39	
40	
41	
42	
43	Blank - char(3)
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	Institutional Student ID# - MANDATORY - char(10)
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	Academic Year - char(6) Ex., 201415.
65	
66	
67	
68	
69	

Entrance Exam File

ENTRANCE EXAM FILE
TYPE E

General Instructions

The Entrance Exam file is designed to inform policies regarding the preparation and college-going experience of students entering an institution. The data reported on this file are used to determine the college-readiness of entering students as defined in 13 KAR 2.020 (Guidelines for Admission to the State-Supported Postsecondary Institutions in Kentucky) and the Unified Strategy for College and Career Readiness (Senate Bill 1) enacted in 2009. The procedures used to determine college-readiness are described here: Operationalization of College Readiness (PDF).

Nothing in this description of data reporting requirements is intended to imply or require that any student should be placement tested or placed into developmental coursework.

The Cohort

The Type E file contains one record for each undergraduate degree-seeking student who enrolled for the first time at an institution during the academic year. Both first-time in college students and first-time transfer students are included. This annual file is expected to include all students so defined on the previous summer, fall and spring semester Type 1 files. Include a record for ~~all~~ each ~~students~~ in the cohort, even if all placement data is blank.

Undergraduate degree and credential-seeking students are identified on the Type 1 enrollment file with a student classification of Freshman (01), Sophomore (02), Junior (03), Senior (04), or Fifth-Year at UK only (14), and may be pursuing a bachelor's or associate degree, a certificate, or diploma. Nondegree students (classification 05), Post-Baccalaureate Undergraduate Degree-Seeking (30) and dually-enrolled students (classifications 19 and 20) are NOT included.

Exemptions from Testing Requirement Based on Prior Courses Taken

Transfer students and first-time students entering with college-level coursework taken in high school may not be required to undergo placement testing under 13 KAR 2:020 if the student meets one of the following criteria:

1. The student has successfully completed one of the developmental or supplemental courses at a Kentucky public institution which are listed in the College Readiness Indicators (PDF) document.
2. The student has successfully completed, at any institution, a developmental or supplemental course which the reporting institution has determined meets the system-

wide learning outcomes for that subject as identified in the College Readiness Indicators (PDF) document.
3. The student has successfully completed, at any institution, a college-level course which the reporting institution has determined is equivalent to a college-level course at their own institution that demonstrates college-level proficiency in a given subject (math, English, or reading).

The Data

The data to be reported on the Entrance Exam file include (1) ACT subject and composite superscores; (2) SAT scores; (3) scores on the test(s) for which statewide standards for college readiness have been established and the students' scores; (4) an indication of whether or not another commercial or institutionally-developed exam was administered by the institution for purposes of placement a student was placed in a college-level course based on another commercial or institutionally-developed exam; (5) for cases in which another test (referenced in 4) was administered, an indication of the resulting course-level placement; (6) each student's exemption from placement testing requirement, if applicable.

All scores should be reported as superscores. A superscore is the highest score on an exam or subsection of an exam achieved on multiple attempts. Superscores may come from a single administration of an exam or from a combination of administrations. If your institution recalculates a composite or total score based on superscores drawn from a combination of administrations the recalculated total score should be reported to CPE.

All students included in the Entrance Exam file cohort are expected to have at least one field reported in each subject area (math, English writing, and reading), whether a test score, an institutional placement exam result, or an exemption flag.

Definitions and Instructions

1. **Placement --** the assignment of a student to a course appropriate to the student's assessed level of readiness in that subject. Courses are defined primarily as developmental or college-level although math has two advanced levels: college algebra and calculus. Course placement is directed by results on one or more entrance exams, a placement exam, or prior college-level coursework completed.

2. **ACT Scores** –The mathematics, English/writing, reading, science reasoning, and composite scores on the ACT assessment that the institution used for placement purposes. Test dates are included for each subscore to indicate when that subsection of the test was taken. ACT scores are reported as superscores.

3. **SAT Scores** –The Critical Reading, Mathematics, Writing, and total scores on the SAT Assessment that the institution used for placement purposes. Test dates are included for each subscore to indicate when that subsection of the test was taken.

4. **Statewide Placement Exams** – Standardized, subject-specific exams with statewide minimum readiness standards. These exams are administered on campus to supplement or in lieu of ACT or SAT scores, and the results are used to refine the level of placement suggested by the ACT or SAT alone. Statewide placement exams are reported by an assigned code and score. They are identified in Table 39. If a student presents scores

from multiple administrations of an exam or scores on multiple exams, report the exam and score that would result in the highest level of college-readiness.

5. **Institutional Placement Exams** – Includes all instruments administered on-campus which:

    a. Are institutionally-developed, or if standardized, do not have a statewide standard for college readiness (see table 39).

    b. Supplement or are given in lieu of ACT, SAT, statewide benchmarked exams, or transcript evaluation of prior coursework, including AP, IB, and CLEP.

    c. Are used to refine the level of placement suggested by the ACT, SAT, or statewide benchmarked exams alone.

Students who were not tested because they entered college-ready should be reported with a code of 0. No blanks permitted.

Institutional placement exams are to be reported by subject as follows:

Code	Description
0	No instrument of this type administered.
1	Student placed in college-level course without supplemental instruction. (College-ready)
2	Student placed in ~~a non-credit-bearing developmental course or~~ a credit-bearing course with required supplemental instruction (using CPE's narrow definition of supplemental instruction). (Not college-ready)
3	Student placed in a non-credit bearing developmental course. (Not college-ready)

6. **Exemption Status** – Whether or not an entering student is exempted from the state placement testing requirement based on prior coursework completed. Exemption status is to be reported by subject with an "E" if exempt and a "N" if not exempt.

7. **Academic Year** – Report the academic year for the file that is being submitted. Example – Academic Year 2014-15 should be reported as 2014-15.

FORMAT OF ENTRANCE EXAM RECORD
(One record per student)

Position	Field
1	Form - E - char(1)
2–9	Institution Number(FICE Code) - see Table 1 - char(8)
10–18	Social Security Number - must be nonblank - char(9)
19–43	Last Name - left justify - char(25)
44–58	First Name - left justify - char(15)
59–60	ACT Math Score - char(2)
61–66	Test Date of ACT Math Score (MMYYYY) - char(6)
67–68	ACT English Score - char(2)
69–74	Test Date of ACT English Score (MMYYYY) - char(6)
75–76	ACT Reading Score - char(2)
77–82	Test Date of ACT Reading Score (MMYYYY) - char(6)
83–84	ACT Science Score - char(2)
85–90	Test Date of ACT Science Score (MMYYYY) - char(6)
91–92	ACT Composite Score - char(2)
93–98	Test Date of ACT Composite Score (MMYYYY) - char(6)
99–101	SAT Critical Reading Score - char(3)
102–107	Test Date of SAT Critical Reading
108–110	SAT Mathematics Score - char(3)
111–116	Test Date of SAT Mathematics Score (MMYYYY) - char(6)
117–119	SAT Writing Score - char(3)
120–125	Test Date of SAT Writing Score (MMYYYY) - char(6)
126–129	SAT Total Score - char(4)
130–135	Test Date of SAT Total Score (MMYYYY) - char(6)
136–137	Math Statewide Placement Exam Code - see Table 39 - char(2)
138–140	Math Placement Score - char(3)
141–142	English/Writing Statewide Placement Exam Code - see Table 39 - char(2)
143–145	English/Writing Placement Score - char(3)
146–147	Reading Statewide Placement Exam Code - see Table 39 - char(2)
148–150	Reading Placement Score - char(3)
151	Institutional Placement in Math - char(1)
152	Institutional Placement in English/Writing - char(1)
153	Institutional Placement in Reading - char(1)
154–163	Institutional Student ID# - char(10)
164	Math Exemption Flag ("E"/"N")
165	English Exemption Flag ("E"/"N")
166	Reading Exemption Flag ("E"/"N")
167–172	Academic Year - char(6) Ex., 201415.
173–187	Middle Name - left justify - char(15)
188–192	Name Suffix - left justify - char(5) (Ex: Jr., Sr., II, III)

43

Estimated Degrees
And Other
Formal Awards Conferred

PRELIMINARY DEGREES AND FORMAL AWARDS CONFERRED
2014-15

General Instructions

Report the number of degrees and formal awards that were conferred in 2014-15. This number should be an estimate of those that will be reported on the official degrees conferred file that will be submitted in August.

Institution_____

Preliminary Degrees/Formal Awards Conferred

Summer 2014

Undergraduate Diploma	Undergraduate Certificate	Associate	Bachelor's	Master's/Spec.	Doctor – Research/ Scholarship	Doctor – Professional Practice	Doctor - Other	Graduate Certificate	Total

Fall 2014

Undergraduate Diploma	Undergraduate Certificate	Associate	Bachelor's	Master's/Spec.	Doctor – Research/ Scholarship	Doctor – Professional Practice	Doctor - Other	Graduate Certificate	Total

Spring 2015

Undergraduate Diploma	Undergraduate Certificate	Associate	Bachelor's	Master's/Spec.	Doctor – Research/ Scholarship	Doctor – Professional Practice	Doctor - Other	Graduate Certificate	Total

Name of Respondent_____

Telephone Number_____

Please email this completed form to Bethanie.Sircy@ky.gov or
fax to Bethanie Sircy at (502) 573-1535

Degrees
And Other
Formal Awards Conferred

July 1, 2013 – June 30, 2014

DEGREES AND FORMAL AWARDS CONFERRED
JULY 1 - JUNE 30

General Instructions

The degrees and formal awards file should reflect the academic period between July 1, 2013, and June 30, 2014. One record for each degree or award conferred should be included in this submission. If a student is conferred two separate degrees (not a double major) in the same reporting period at the same level (for instance, a BA in chemistry and a BS in computer science) or at two different levels (for instance, an associate degree and a baccalaureate degree), this student would have two separate records in the file. The date for each degree or award conferred should be reported by term – fall, spring, or summer. Do not report any degrees or awards conferred in previous academic years or not yet completed based on institutional academic policy. Reporting of multi-institution (joint, collaborative, or cooperative) degrees should reflect the degree-granting status of the participating institutions. See Table 17.

Degrees and Formal Awards Conferred Record:

1. **Birth Year** - Report the student's full date of birth (MMDDYYYY).

2. **Date Conferred** - Report the date of receipt of degree, certificate, or diploma for graduates whose date of completion of degree, certificate, or diploma requirements and date of receipt of degree, certificate, or diploma differ. If a degree is awarded and backdated to a previous reporting period, report the degree in the next reporting period. Report the year and semester conferred. For example, 20132 would be fall 2013.

3. **Majors** - Majors must be consistent with each institution's program inventory. Use only those codes listed for your institution in Table 17.

4. **Earned Credit Hours -** For each first-time associate and baccalaureate degree recipient, report in columns 120-122 the total number of credit hours earned at the time of degree or program completion. This total should include the number of hours accepted in transfer. Do not report credit hours for persons earning a second degree at the same level. For these persons, report **TBD** (transfer baccalaureate degree) or **TAB** (transfer associate degree). For each certificate or diploma recipient, report in columns 120-122 the total number of semester credit hours earned for that credential. For subsequent certificate or diploma completions within the same program area, report only the additional hours earned for the additional certificate or diploma.

5. **Honorary Degree** - Do not include honorary degrees in this report.

6. **Majors of Students Prepared to Teach** - Students receiving baccalaureate degrees that have prepared them to teach an academic subject such as English, biology, or French should be reported respectively in English (23.0101), biology (26.0101), and French (16.0901) and not in education.

7. **Multi-Institution Program** – If the student received a degree offered jointly by more than one institution, report 'X' in column 119.

8. **Multiple Majors** - When a student graduates with a major in two or more discipline specialties, report each discipline specialty in which the student completed a major. The first reported major columns 103-110) should agree with the major reported to NCES in the IPEDS Completions Survey.

9. **State/County of Origin** - Use the FIPS codes found in Tables 4A and 5A for reporting state and county of origin. If the student's state of origin is Kentucky, report the county of origin using the FIPS codes from Table 5-A. If the student's state of origin is something other than Kentucky, report the county of origin using the FIPS codes found at http://www.itl.nist.gov/fipspubs/co-codes/states.htm.

10. **ID Type** – Report '1' if the student ID is a valid Social Security Number or '2' if it is some other ID number (institutional ID, SEVIS, other).

11. **Degree Conferred** – Report in columns 88-102 the specific degree being conferred; for example, BA, BS, AA, AAS.

12. **Race** – In column 74, report the race code from Table 2 using the descriptions in Table 2.

    In columns 133-140, report Y or N using the following descriptions:

    - **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
    - **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
    - **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
    - **Black or African American** - A person having origins in any of the black racial groups of Africa.
    - **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
    - **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
    - **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the field provided, rather than included in any of the six racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
    - **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

13. **Academic Year** – Report the academic year for the file that is being submitted. Example – Academic Year 2014-15 should be reported as 201415.

Definitions

1. **Associate's Degree** - An award that normally requires at least 60 semester credit hours or the equivalent.

2. **Bachelor's Degree** - An award that normally requires at least 120 semester credit hours or the equivalent. This includes all bachelor's degrees conferred in a five-year cooperative (work-study) program and degrees in which the normal four years of work are completed in three years.

3. **Date of Conferral** - The date of graduate's receipt of degree, certificate, or diploma:
    1. *Summer* – Degrees, certificates, or diplomas awarded at close of summer semester;
    2. *Fall* – Degrees, certificates, or diplomas awarded at close of fall semester; or
    3. *Spring* – Degrees, certificates, or diplomas awarded at close of spring semester.

4. **Degree** - An award conferred by a postsecondary education institution as official recognition for the successful completion of an academic program.

5. **Diploma (less than one academic year)** – A program of study that requires completion of an academic program below the baccalaureate degree in less than one academic year or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours, by a student enrolled full time.

6. **Diploma (at least one but fewer than two academic years)** – A program of study that requires completion of an academic program below the baccalaureate degree in at least one but fewer than two full-time equivalent academic years, or is designed for completion in at least 30 but fewer than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours, by a student enrolled full time.

7. **Diploma (at least two but fewer than four academic years)** – A program of study that requires completion of an academic program below the baccalaureate degree in at least two but fewer than four full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours, by a student enrolled full time.

8. **Doctor's Degree – Research/Scholarship** – A Ph.D. or other doctor's degree that requires advanced work beyond the master's level including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement.

9. **Doctor's Degree – Professional Practice** – A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as "first-professional."

10. **Doctor's Degree–Other** - A doctor's degree that does not meet the definition of a doctor's degree-research/scholarship or a doctor's degree-professional practice.

11. **Kentucky County, State, Territory, or Foreign Country of Origin** - County, state, territory, or country of legal residence at time of first admission to the institution.

12. **Master's Degree** - An award that requires the successful completion of an academic program of at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level.

13. **Post-Baccalaureate Certificate** – A credential that requires completion of an academic program equivalent to 18 semester credit hours beyond the bachelor's degree but does not meet the requirements of a master's degree.

14. **Post-Master's Certificate** – A credential that requires completion of an academic program equivalent to 24 semester credit hours beyond the master's degree but does not meet the requirements of academic degrees at the doctor's level.

15. **Post-Doctor's Degree-Professional Practice Certificate** – A credential that provides advanced training and enhances knowledge in important areas of clinical or research specialization and specialty practice for individuals who hold a professional degree (e.g., J.D., D.M.D., or M.D.).

16. **Specialist Degree** - An award that normally requires 60 semester hours of concentrated and approved graduate coursework beyond the bachelor's degree. It is generally offered in the field of education to acknowledge completion of advanced graduate study designed to help individuals meet licensure requirements or develop additional knowledge and skill beyond the master's degree but not at the doctoral level.

17. **Undergraduate (pre-baccalaureate) Certificate** - A subbaccalaureate credential granted upon satisfactory completion of a series of courses related to a specific topic or skill. It has the primary purpose of providing marketable, entry-level skills. These certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy.

18. **Undergraduate Certificate (less than one academic year)** – A credential that requires completion of an academic program below the baccalaureate degree in less than one academic year, or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours, by a student enrolled full-time.

19. **Undergraduate Certificate (at least one but fewer than two academic years)** – A credential that requires completion of an academic program below the baccalaureate degree in at least one but fewer than two full-time equivalent academic years, or is designed for completion in at least 30 but fewer than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours, by a student enrolled full-time.

20. **Undergraduate Certificate (at least two but fewer than four academic years)** – A credential that requires completion of an academic program below the baccalaureate degree in at least two but fewer than four full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours, by a student enrolled full time.

LIST OF TABLES
FOR
DEGREES AND OTHER FORMAL AWARDS CONFERRED

FORMAT OF DEGREES AND FORMAL AWARDS CONFERRED RECORD
(One Record Per Degree or Award Conferred)

#	Description	#	Description	#	Description
1	Form - 5 - char(1)	65	Birth Date - mmddyyyy - zero fill - char(8)	119	Multi-Institutional Progam - blank or X
2	Date Conferred: Year Plus Term, e.g.	66		120	Earned Credit Hours at Time of Degree -
3	20132 = Fall 2013	67		121	right justify, zero fill, no decimal -
4	1=Summer, 2=Fall, 3=Spring	68		122	numeric(3)
5		69		123	Institutional Student ID# - MANDATORY -
6		70		124	char(10)
7	Institution Number (FICE Code) - char(8)	71		125	
8	see Table 1	72		126	
9		73	Gender - (M/F) - char(1)	127	
10		74	Race - see Table 2 - char(1)	128	
11		75	Blank - char(1)	129	
12		76	State/Country of Origin - FIPS - Tables	130	
13		77	4A, 4B - rt justify, zero fill - char(2)	131	
14		78	County of Origin - FIPS - see Table 5A -	132	
15	Social Security Number - must be	79	right justify, zero fill - char(3)	133	Hispanic or Latino (Y or N) - char(1)
16	nonblank - char(9)	80		134	American Indian or Alaskan Native (Y or
17		81	Blank - char(5)	135	Asian (Y or N) - char(1)
18		82		136	Black or African American (Y or N) -
19		83		137	Native Hawaiian or Other Pacific Islander (Y or N) - char(1)
20		84		138	White (Y or N) - char(1)
21		85		139	Non-Resident Alien (Y or N) - char(1)
22		86	Level of Degree - left justify, blank fill - char(2) - see Table 15	140	Race and Ethnicity Unknown (Y or N) - char(1)
23		87		141	BLANK - char(1)
24	ID Type - 1=Valid SSN Number, 2=Institutional Number - char(1)	88	Degree Conferred - e.g. BA, BS, AA, AAS - left justified - char(15)	142	Academic Year - char(6) Ex.. 201415.
25	Last Name - expanded from 15 to 25	89		143	
26	positions - left justify - char(25)	90		144	
27		91		145	
28		92		146	
29		93		147	
30		94		148	Middle Name - left justify - char(15)
31		95		149	
32		96		150	
33		97		151	
34		98		152	
35		99		153	
36		100		154	
37		101		155	
38		102		156	
39		103	First Major Program - see Table 17 - left	157	
40		104	justify, blank fill, do not include decimal	158	
41		105	points - char(8)	159	
42		106		160	
43		107		161	
44		108		162	
45		109		163	Name Suffix - left justify - char(5)
46		110		164	(Ex: Jr., Sr., II, III)
47		111	Second Major Program - see Table 17 -	165	
48		112	left justify blank fill, do not include decimal	166	
49		113	points - char(8)	167	
50	First Name - expanded from 10 to 15	114			
51	positions - left justify - char(15)	115			
52		116			
53		117			
54		118			
55					
56					
57					
58					
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62					
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Student Financial Aid

STUDENT FINANCIAL AID FILE

General Instructions

This file will include records for all undergraduate students who received financial aid from any source during the 2014-15 academic year, whether or not a FAFSA was filed. This includes students who received tuition waivers as their only form of financial aid. The amounts reported should be the cumulative total of all aid given to a student within a single category at any time within the 2014-15 academic year, including the summer 2014, fall 2014, and spring 2015 semesters. Undergraduate students are defined by student classification in Table 7 of the database guidelines and the records submitted will be edited to match an institution's Type 1 enrollment records for the summer 2014, fall 2014, and spring 2015 semesters.

All aid amounts should reflect student financial aid that has been disbursed, not awarded. Funds include those that the financial aid office awards to a student through the Bursar's Office. Funds that are based upon a third party billing are considered disbursed aid and should be included in the data. Likewise, private aid, such as employer reimbursements or outside scholarships that are paid directly to the students and do not go through the financial aid office should be reported to the extent that the financial aid office is aware of the aid awarded. Dollar amounts for the aid fields are five digits long to capture amounts up to $99,999.49 rounded to the nearest dollar, without commas or decimals. For example, an aid amount of "$12,345.78" should be submitted as "12346." The income fields are eight digits long to capture amounts up to $9,999,999.49 rounded to the nearest dollar, with a negative sign but without commas or decimals. Negative numbers should be reported in these fields with a negative sign.

Data Definitions:

1. **Employer Paid Tuition** – This field includes tuition paid by third-party employers only, to the extent that the student financial aid office is aware of tuition paid by third party employers. Tuition waivers given to faculty/staff and their families should not be included here, but should be included in the Tuition Waivers field.

2. **FAFSA/ISIR Cost of Attendance (COA)** – This field should reflect the student's most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR COA or one that has been adjusted by your institution.

3. **FAFSA/ISIR Dependency Status** – This field should reflect the student's most updated status during the academic year and should be reported using ISIR codes:
   - D = Dependent, calculated EFC provided
   - I = Independent, calculated EFC provided
   - X = Dependent rejected, no EFC calculated
   - Y = Independent rejected, no EFC calculated
   - Blank = missing

4. **FAFSA/ISIR Expected Family Contribution (EFC)** – This field is for the student's primary EFC and should reflect the student's most updated amount that was used for calculating student aid during the academic year including the FAFSA/ISIR EFC or one that has been adjusted by your institution. If a student's EFC is "None Calculated," report this under the dependency code, as on the ISIR. Because zero (0) is a valid value in this field, do not use zero (0) for missing values. Leave missing values blank.

5. **FAFSA/ISIR Dependents Other than Children/Spouse** – This field should reflect the student's most updated status during the academic year and should be reported using ISIR codes:
   - 1 = Yes
   - 2 = No
   - Blank = missing

6. **FAFSA/ISIR Father's Educational Level** – The father's highest grade level completed should reflect the student's most updated status during the academic year and should be reported using ISIR codes:
   - 1 = Middle School/Jr. High
   - 2 = High School
   - 3 = College or beyond
   - 4 = Other/Unknown
   - Blank = missing

7. **FAFSA/ISIR Grade Level in College** – This field should reflect the student's most updated status during the academic year and should be reported using ISIR codes. Because zero (0) is a valid value in this field, do not use zero (0) for missing values. Leave missing values blank.

> 0 = 1st year, never attended college before
> 1 = 1st year, attended college before
> 2 = 2nd year/sophomore
> 3 = 3rd year/junior
> 4 = 4th year/senior
> 5 = 5th year/other undergrad
> Blank = missing

8. **FAFSA/ISIR Have Children You Support** – This field should reflect the student's most updated status during the academic year and should be reported using ISIR codes:

> 1 = Yes
> 2 = No
> Blank = missing

9. **FAFSA/ISIR Marital Status (Student's)** – This field should reflect the student's most updated status during the academic year and should be reported using ISIR codes:

> 1 = Single
> 2 = Married/Remarried
> 3 = Separated
> 4 = Divorced or Widowed
> Blank = missing

10. **FAFSA/ISIR Mother's Educational Level** – The mother's highest grade level completed should reflect the student's most updated status during the academic year and should be reported using ISIR codes:

> 1 = Middle School/Jr. High
> 2 = High School
> 3 = College or beyond
> 4 = Other/Unknown
> Blank = missing

11. **FAFSA/ISIR Parent's Adjusted Gross Income from IRS Form** – This field should reflect the most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR amount or adjustments made by your institution. Because zero (0) is a valid value in this field, do not use zero (0) for missing values. Leave missing values blank.

12. **FAFSA/ISIR Student Adjusted Gross Income from IRS Form** – This field should reflect the most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR amount or adjustments made by your institution. Because zero (0) is a valid value in this field, do not use zero (0) for missing values. Leave missing values blank.

13. **FAFSA/ISIR Total Income (TI: Family Income)** – This field should reflect the most updated amount that was used for calculating student aid during the academic year, including the FAFSA/ISIR amount or adjustments made by your institution. Because zero (0) is a valid value in this field, do not use zero (0) for missing values. Leave missing values blank.

14. **Federal Financial Aid Fields** – These fields should include the cumulative amount of financial aid disbursed to each student from a particular federal program throughout the academic year, including the fall, spring, and summer semesters.

15. **Institutional Grants and Scholarships** – Includes institutional grants, scholarships, fellowships, and other aid which the student does not need to pay back and which does not include a work expectation. Following IPEDS, "These awards do not require the performance of services by the recipient while a student (such as teaching) or subsequently. The term does not include loans to students (subject to repayment), College Work-Study Program (CWS), or awards granted because of faculty or staff status. Also not included are awards to students where the selection of the student recipient is not made by the institution. Examples of this would include Lions Club scholarships where the club selects the recipient and Wal-Mart scholarships where the company names the recipient." If a third party selects the student recipient, this award should be included under "Scholarships/Grants from Third Parties."

16. **Institutional Need-Based Grants/Scholarships, Loans, or Work-Study** – The cumulative academic year amount of institutional aid of that particular type (scholarships, loans, or work-study) disbursed to a student based solely on financial need as determined by the Federal Methodology (federal Cost of Attendance (COA) minus federal Expected Family Contribution (EFC)). If any factor other than need is used to determine eligibility for a portion of a student's aid, report that portion as non-need or mixed need/non-need-based aid as appropriate.

17. **Institutional Need/Non-Need-Based Grants/Scholarships, Loans, or Work-Study** – The cumulative academic year amount of institutional aid of that particular type (scholarships, loans, or work-study) disbursed to a student based on any combination of financial need as determined by the Federal Methodology (federal Cost of Attendance (COA) minus federal Expected Family Contribution (EFC)) and characteristics other than financial need, including academic achievement, geography, demographics or special skills, talents, etc. Leave these fields blank if your institution does not have programs which combine need and non-need factors (as these terms are defined in this document) in the disbursing of aid.

18. **Institutional Non-Need-Based Grants/Scholarships, Loans, or Work-Study** The cumulative academic year amount of institutional aid of that particular type (scholarships, loans, or work-study) disbursed to a student based solely on characteristics other than financial need, including academic achievement, geography, demographics, or special skills, talents, etc. If need is used to determine eligibility for a portion of a student's aid, report that portion as need or mixed need/non-need-based aid as appropriate.

19. **Kentucky's Affordable Pre-Paid Tuition (KAPT)** – The Council is aware that some institutions do not have the ability to report this item. In that case, leave this field blank.

20. **Scholarships/Grants from Third Parties** – This category includes awards to students where the selection of the student recipient is not made by the institution. Examples of this would include Lions Club scholarships where the club selects the recipient and Wal-Mart scholarships where the company names the recipient. A standing scholarship program funded by a third party for which the institution chooses the student recipients should be recorded under "Institutional Grants and Scholarships."

21. **Tuition Waivers and Discounts** – This field includes any tuition waiver or discount given to faculty/staff and their families, as well as statutory tuition waivers such as those granted to former foster children or veterans. A tuition waiver is tuition not charged to the student's account, or a waiver of all or part of the tuition due; a waiver includes no funding from internal or external sources. Regardless of accounting procedures at your particular institution, it is the intent of this data element to capture the value of tuition that is not charged, whether a discount or a waiver.

22. **Kentucky Coal County College Completion Scholarship** – Total aid disbursed to student through this targeted scholarship program for juniors and seniors from a nine-county region in eastern Kentucky. Only students at a limited number of institutions and locations are eligible for this scholarship; only institutions listed below should report in this field:
    a. Alice Lloyd College
    b. University of Pikeville
    c. Morehead State University (Prestonsburg campus only)
    d. Lincoln Memorial University (Southeast Community and Technical College site only)
    e. Lindsey Wilson College (Big Sandy and Southeast Community and Technical College site only).

23. **Academic Year** – Report the academic year for the file that is being submitted. Example – Academic Year 2014-15 should be reported as 201415.

Position	Field
1	Form Number - A - char(1)
2-3	Institution Number (FICE Code) - see Table 1 - char(8)
4-9	
10-11	Social Security Number - must be nonblank - char(9)
12-18	
19-20	Last Name - expanded from 15 to 25 positions - left justify - char(25)
21-43	
44-45	First Name - expanded from 10 to 15 positions - left justify - char(15)
46-58	
59-60	FAFSA/ISIR Cost of Attendance (COA) - char(5)
61-63	
64-65	FAFSA/ISIR - Expected Family Contribution (EFC) - char(5)
66-68	
69-70	FAFSA/ISIR - Total Income (TI: Family Income) - char(8)
71-76	
77-78	FAFSA/ISIR - Student Adjusted Gross Income (from IRS form) - char(8)
79-84	
85-86	FAFSA/ISIR - Parents' Adjusted Gross Income (from IRS form) - char(8)
87-92	
93	FAFSA/ISIR - Dep. Status - char(1)
94	FAFSA/ISIR - Stud. Marital Status - (1)
95-96	FAFSA/ISIR - State of Legal Res. - char(2)
97	FAFSA/ISIR - Grade Level in College - (1)
98	FAFSA/ISIR - Father's Educ. Level - (1)
99	FAFSA/ISIR - Mother's Educ. Level - (1)
100	FAFSA/ISIR - Children (1,2,blank) - char(1)
101	FAFSA/ISIR - Other Dependents (1,2,blank)
102	Pell Grants - char(5)
103-106	
107-108	Subsidized Stafford Loans (FFEL or Direct) - char(5)
109-111	
112-113	Unsubsidized Stafford Loans (FFEL or Direct) - char(5)
114-116	
117-118	PLUS Parent Loans (FFEL or Direct) - char(5)
119-121	
122	Perkins Loans - char(5)
123-126	
127	Federal SEOG Grants - char(5)
128-131	
132	Federal Work Study - char(5)
133-136	
137	Robert Byrd Honors Scholarships - char(5)
138-141	
142-144	Federal Health Professions Loans (Nursing, HPSL, Primary Care, Disadvantaged) - char(5)
145-146	
147-149	Federal Health Professional Disadvantaged Students Scholarships - char(5)
150-151	
152-154	The National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) - char(5)
155-156	
157-158	Federal Academic Competitiveness Grant (ACG) - char(5)
159-161	
162-163	College Access Program (CAP) Grants - char(5)
164-166	
167-168	Kentucky Educational Excellence Scholarships (KEES) - char(5)
169-171	
172	Kentucky Tuition Grants - char(5)
173-176	
177	Kentucky Teacher Awards - char(5)
178-181	
182-183	Early Childhood Development Scholarships - char(5)
184-186	
187-188	Kentucky National Guard Tuition Award Program - char(5)
189-191	
192-194	Kentucky Minority Educator Recruitment and Retention Scholarships - char(5)
195-196	
197	KHEAA Work Study - char(5)
198-201	
202	Other State Grants - char(5)
203-206	
207-208	Institutional Need-Based Grants and Scholarships - char(5)
209-211	
212-213	Institutional Need/Non-Need-Based Grants and Scholarships - char(5)
214-216	
217-218	Institutional Non-Need-Based Grants and Scholarships -char(5)
219-221	
222-223	Institutional Need-Based Loans - char(5)
224-226	
227-228	Institutional Need/Non-Need-Based Loans - char(5)
229-231	
232-233	Institutional Non-Need-Based Loans - char(5)
234-236	
237-238	Institutional Need-Based Work Study - char(5)
239-241	
242-243	Institutional Need/Non-Need-Based Work Study - char(5)
244-246	
247-248	Institutional Non-Need-Based Work Study - char(5)
249-251	
252-253	Scholarships/Grants from Third Parties - char(5)
254-256	
257	Employer Paid Tuition - char(5)
258-261	
262-263	Tuition Waivers and Discounts - char(5)
264-266	
267	ROTC/Armed Forces Grants - char(5)
268-271	
272-273	JTPA, Job Training, Vocational Rehabilitation - char(5)
274-276	
277-278	Bureau of Indian Affairs Grants - char(5)
279-281	
282-283	Scholarships/Grants from State Agencies Outside Kentucky - char(5)
284-286	
287-288	Other Loans (Private, Commercial, etc.) - char(5)
289-291	
292-293	Kentucky's Affordable Prepaid Tuition (KAPT) - char(5)
294-296	
297	Veterans' Benefits - char(5)
298-301	
302-303	Kentucky Coal County College Completion Scholarship - char(5)
304-306	
307	Academic Year - char(6) Ex., 201415.
308-312	
313	Middle Name - left justify - char(15)
314-327	
328-329	Name Suffix - left justify - char(5) (Ex: Jr., Sr., II, III)
330-332	

The Michael Minger Act Report

The Minger Reporting System

About the Law

The Michael Minger Act is a Kentucky state law that requires public colleges and universities as well as private institutions licensed by the Kentucky Council on Postsecondary Education (CPE) to report campus crimes to their employees, students, and the public on a timely basis.

About the Reporting System

The Minger Reporting System is a Web-based data input system provided by the Kentucky Council on Postsecondary Education. As part of the Michael Minger Act, the Council is responsible for providing crime statistics and policy information for all postsecondary education institutions in Kentucky. The Minger Reporting System can be found at www.Minger.ky.gov. The site is open for reporting beginning January 1 of each year and **the report must be completed by September 30 of each year**.

TABLES

INDEPENDENT INSTITUTION ENROLLMENT REPORTING

LIST OF TABLES

Table	**Title**	**Pages**

TABLE 1

INSTITUTION CODES (INDEPENDENT)

Number	Institution
00195100	Alice Lloyd College
00195200	Asbury University
00195400	Bellarmine University
00195500	Berea College
00195800	Brescia University
00195900	Campbellsville University
00196100	Centre College
00196200	University of the Cumberlands
00196400	Georgetown College
00196500	Kentucky Christian University
00196900	Kentucky Wesleyan College
00197200	Lindsey Wilson College
~~02576200~~	~~MidContinent University~~
00197500	Midway College
00198000	University of Pikeville
00196000	Spalding University
00198300	St. Catharine College
00200100	Thomas More College
00198700	Transylvania University
00198800	Union College

TABLE 2

ETHNIC CODES

Code	Ethnic Category
1	Nonresident Alien
2	Black, Non-Hispanic Only
3	American Indian or Alaskan Native, Non-Hispanic Only
4	Asian, Non-Hispanic Only
5	Hispanic or Latino, regardless of race
6	White, Non-Hispanic Only
7	Race and Ethnicity Unknown
8	Two or More Races
9	Native Hawaiian or Other Pacific Islander, Non-Hispanic Only

Descriptions:

Nonresident Alien - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the field provided, rather than included in any of the six racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens. (See page 32 for more information.)

Black, Non-Hispanic Only - A person having origins in any of the black racial groups of Africa, not reporting any other race or ethnicity.

American Indian or Alaskan Native, Non-Hispanic Only - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment, not reporting any other race or ethnicity.

Asian, Non-Hispanic Only - 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, not reporting any other race or ethnicity.

Hispanic - A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

White, Non-Hispanic Only - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa, not reporting any other race or ethnicity.

Race/Ethnicity Unknown - This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

Two or More Races – Includes all non-Hispanic/non-Latino students who report more than one race.

Native Hawaiian or Other Pacific Islander, Non-Hispanic Only – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, not reporting any other race or ethnicity.

TABLE 4-A

FIPS STATE CODES

Code	State	Code	State
01	Alabama	30	Montana
02	Alaska	31	Nebraska
04	Arizona	32	Nevada
05	Arkansas	33	New Hampshire
06	California	34	New Jersey
08	Colorado	35	New Mexico
09	Connecticut	36	New York
10	Delaware	37	North Carolina
11	District of Columbia	38	North Dakota
12	Florida	39	Ohio
13	Georgia	40	Oklahoma
15	Hawaii	41	Oregon
16	Idaho	42	Pennsylvania
17	Illinois	44	Rhode Island
18	Indiana	45	South Carolina
19	Iowa	46	South Dakota
20	Kansas	47	Tennessee
21	Kentucky	48	Texas
22	Louisiana	49	Utah
23	Maine	50	Vermont
24	Maryland	51	Virginia
25	Massachusetts	53	Washington
26	Michigan	54	West Virginia
27	Minnesota	55	Wisconsin
28	Mississippi	56	Wyoming
29	Missouri	89	Armed Forces Overseas
		99	Multiple States

*U.S. Territories are included in Table 4-B1

TABLE 4-B1
FOREIGN COUNTRIES AND U. S. TERRITORIES CODES
ALPHABETICALLY BY COUNTRY

Foreign Country	Code
A	
Afghanistan	AF
Akrotiri	AX
Albania	AL
Algeria	AG
American Samoa (U. S. Territory)	AQ
Andorra	AN
Angola	AO
Anguilla	AV
Antarctica	AY
Antigua and Barbuda	AC
Argentina	AR
Armenia	AM
Aruba	AA
Ashmore and Cartier Islands	AT
Australia	AS
Austria	AU
Azerbaijan	AJ
B	
Bahamas	BF
Bahrain	BA
Baker Island (U. S. Territory)	FQ
Bangladesh	BG
Barbados	BB
Bassas Da India	BS
Belarus*****	BO
Belgium	BE
Belize (Changed from British Honduras)	BH
Benin	BN
Bermuda	BD
Bhutan	BT
Bolivia	BL
Bosnia and Herzegovina*	BK
Botswana	BC
Bouvet Island	BV
Brazil	BR

 *Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B1 (Continued)

Foreign Country	Code
B	
British Indian Ocean Territory	IO
British Virgin Islands	VI
Brunei	BX
Bulgaria	BU
Burkina Faso	UV
Burma	BM
Burundi	BY
C	
Cambodia	CB
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	CJ
Central African Republic	CT
Chad	CD
Chile	CI
China	CH
Christmas Island (Indian Ocean)	KT
Clipperton Island	IP
Cocos (Keeling) Islands	CK
Colombia	CO
Comoros	CN
Congo (Brazzaville)	CF
Congo, Democratic Republic of the (Kinshasa) (formerly Zaire)	CG
Cook Islands	CW
Coral Sea Islands	CR
Costa Rica	CS
Croatia	HR
Cuba	CU
Curacao	UC
Cyprus	CY
Czech Republic	EZ

 *Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B1 (Continued)

Foreign Country	**Code**
D	
Denmark	DA
Dhekela	DX
Djibouti	DJ
Dominica	DO
Dominican Republic	DR
E	
East Timor	TT
Ecuador	EC
Egypt	EG
El Salvador	ES
Equatorial Guinea	EK
Eritrea	ER
Estonia	EN
Ethiopia	ET
Europa Island	EU
F	
Falkland Islands	FK
Faroe Islands	FO
Federated States of Micronesia	FM
Fiji	FJ
Finland	FI
France	FR
French Guiana	FG
French Polynesia	FP
French Southern and Antarctic Lands	FS
G	
Gabon	GB
Gambia, The	GA
Gaza Strip	GZ
Georgia	GG
Germany	GM
Ghana	GH
Gibraltar	GI

*Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B1 (Continued)

Foreign Country	**Code**
G	
Glorioso Islands	GO
Greece	GR
Greenland	GL
Grenada	GJ
Guadeloupe	GP
Guam (U. S. Territory)	GQ
Guatemala	GT
Guernsey	GK
Guinea	GV
Guinea-Bissau	PU
Guyana	GY
H	
Haiti	HA
Heard and McDonald Islands	HM
Honduras	HO
Hong Kong	HK
Howland Island (U. S. Territory)	HQ
Hungary	HU
I	
Iceland	IC
India	IN
Indonesia	ID
Iran	IR
Iraq	IZ
Ireland	EI
Isle of Man	IM
Israel	IS
Israel-Syria Demilitarized Zones	IU
Italy	IT
Ivory Coast (Cote D'Ivoire)	IV
J	
Jamaica	JM
Jan Mayen	JN

 *Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B1 (Continued)

Foreign Country	**Code**
J	
Japan	JA
Jarvis Island (U. S. Territory)	DQ
Jersey	JE
Johnston Atoll (U. S. Territory)	JQ
Jordan	JO
Juan De Nova Island	JU
K	
Kazakhstan	KZ
Kenya	KE
Kingman's Reef	KQ
Kiribati (now includes Gilbert Islands)	KR
Korea, Democratic People's Republic	KN
Korea, Republic of	KS
Kosovo	KV
Kuwait	KU
Kyrgyzstan	KG
L	
Laos	LA
Latvia	LG
Lebanon	LE
Lesotho	LT
Liberia	LI
Libya	LY
Liechtenstein	LS
Lithuania	LH
Luxembourg	LU
M	
Macau	MC
Macedonia	MK
Madagascar	MA
Malawi	MI
Malaysia	MY
Maldives	MV
Mali	ML

 *Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B1 (Continued)

Foreign Country	Code
M	
Malta	MT
Marshall Islands	RM
Martinique	MB
Mauritania	MR
Mauritius	MP
Mayotte	MF
Mexico	MX
Midway Islands (U. S. Territory)	MQ
Moldova	MD
Monaco	MN
Mongolia	MG
Montenegro	MJ
Montserrat	MH
Morocco	MO
Mozambique	MZ
N	
Namibia	WA
Nauru	NR
Navassa Island (U. S. Territory)	BQ
Nepal	NP
Netherlands	NL
Netherlands Antilles	NT
New Caledonia	NC
New Zealand	NZ
Nicaragua	NU
Niger	NG
Nigeria	NI
Niue	NE
Norfolk Island	NF
Northern Mariana Islands (U. S. Territory)	CQ
Norway	NO
O	
Oman	MU

*Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B1 (Continued)

Foreign Country	Code
P	
Pakistan	PK
Palau (formerly Trust Territory of the Pacific Islands)	PS
Palmyra Atoll (U. S. Territory)	LQ
Panama	PM
Papua New Guinea	PP
Paracel Islands	PF
Paraguay	PA
Peru	PE
Philippines	RP
Pitcairn Island	PC
Poland	PL
Portugal	PO
Puerto Rico (U. S. Territory)	RQ
Q	
Qatar	QA
R	
Reunion	RE
Romania	RO
Russia	RS
Rwanda	RW
S	
Samoa (formerly Western Samoa)	WS
San Marino	SM
Sao Tome and Principe	TP
Saudi Arabia	SA
Senegal	SG
Serbia	RI
Seychelles	SE
Sierra Leone	SL
Singapore	SN
Sint Maarten	NN
Slovakia	LO
Slovenia	SI
Solomon Islands	BP
Somalia	SO
South Africa	SF
South Georgia Islands and South Sandwich Islands	SX

 *Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B1 (Continued)

Foreign Country	Code
S	
South Sudan	OD
Spain	SP
Spratly Island	PG
Sri Lanka	CE
St. Barthelemy	TB
St. Christopher (KITTS) and Nevis	SC
St. Helena	SH
St. Lucia	ST
St. Martin	RN
St. Pierre and Miquelon	SB
St. Vincent and the Grenadines	VC
Sudan	SU
Suriname	NS
Svalbard	SV
Swaziland	WZ
Sweden	SW
Switzerland	SZ
Syria	SY
T	
Taiwan	TW
Tajikistan	TI
Tanzania	TZ
Thailand	TH
Togo	TO
Tokelau Islands	TL
Tonga	TN
Trinidad and Tobago	TD
Tromelin Island	TE
Tunisia	TS
Turkey	TU
Turkmenistan	TX
Turks and Caicos Islands	TK
Tuvalu	TV

*Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B1 (Continued)

Foreign Country	Code
U	
Uganda	UG
Ukraine	UP
United Arab Emirates	AE
United Kingdom	UK
Uruguay	UY
Uzbekistan	UZ
V	
Vanuatu	NH
Vatican City	VT
Venezuela	VE
Vietnam	VM
Virgin Islands (U. S. Territory)	VQ
W	
Wake Island (U. S. Territory)	WQ
Wallis and Futuna	WF
West Bank	WE
Western Sahara	WI
Y	
Yemen	YM
Yugoslavia	YO
Z	
Zambia	ZA
Zimbabwe	ZI
Multiple Foreign Countries	ZZ
OTHER	XX

 *Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B2
FOREIGN COUNTRIES AND U. S. TERRITORIES CODES
ALPHABETICALLY BY CODE

<u>Code</u>	<u>Foreign Country</u>
A	
AA	Aruba
AC	Antigua and Barbuda
AE (formerly TC)	United Arab Emirates
AF	Afghanistan
AG	Algeria
AJ	Azerbaijan
AL	Albania
AM	Armenia
AN	Andorra
AO	Angola
AQ	American Samoa (U. S. Territory)
AR	Argentina
AS	Australia
AT	Ashmore and Cartier Islands
AU	Austria
AV	Anguilla
AX	Akrotiri
AY	Antarctica
B	
BA	Bahrain
BB	Barbados
BC	Botswana
BD	Bermuda
BE	Belgium
BF	Bahamas
BG	Bangladesh
BH	Belize (Changed from British Honduras)
BK	Bosnia and Herzegovina*
BL	Bolivia
BM	Burma
BN	Benin
BO	Belarus*
BP	Solomon Islands
BQ	Navassa Island (U. S. Territory)
BR	Brazil
BS	Bassas Da India
BT	Bhutan

 *Official change in spelling
**Source: <u>Federal Information Processing Standards (FIPS)</u>, U.S. Department of Commerce.

TABLE 4-B2 (Continued)

Code	Foreign Country
B	
BU	Bulgaria
BV	Bouvet Island
BX	Brunei
BY	Burundi
C	
CA	Canada
CB	Cambodia
CD	Chad
CE	Sri Lanka
CF	Congo (Brazzaville)
CG	Congo, Democratic Republic of the (Kinshasa) (formerly Zaire)
CH	China
CI	Chile
CJ	Cayman Islands
CK	Cocos (Keeling) Islands*
CM	Cameroon
CN	Comoros
CO	Colombia
CQ	Northern Mariana Islands (U.S. Territory)
CR	Coral Sea Islands
CS	Costa Rica
CT	Central African Republic
CU	Cuba
CV	Cape Verde
CW	Cook Islands
CY	Cyprus
D	
DA	Denmark
DJ	Djibouti
DO	Dominica
DQ	Jarvis Island (U. S. Territory)
DR	Dominican Republic
DX	Dhekelia

*Official change in spelling
**Source: <u>Federal Information Processing Standards (FIPS)</u>, U.S. Department of Commerce.

TABLE 4-B2 (Continued)

Code	Foreign Country
E	
EC	Ecuador
EG	Egypt
EI	Ireland
EK	Equatorial Guinea
EN	Estonia
ER	Eritrea
ES	El Salvador
ET	Ethiopia
EU	Europa Island
EZ	Czech Republic
F	
FG	French Guiana
FI	Finland
FJ	Fiji
FK	Falkland Islands
FM	Federated States of Micronesia
FO	Faroe Islands*
FP	French Polynesia
FQ	Baker Island (U. S. Territory)
FR	France
FS	French Southern and Antarctic Lands
G	
GA	Gambia, The
GB	Gabon
GG	Georgia
GH	Ghana
GI	Gibraltar
GJ	Grenada
GK	Guernsey
GL	Greenland
GM	Germany
GO	Glorioso Islands
GP	Guadeloupe
GQ	Guam (U. S. Territory)
GR	Greece

 *Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B2 (Continued)

Code	Foreign Country
G	
GT	Guatemala
GV	Guinea
GY	Guyana
GZ	Gaza Strip
H	
HA	Haiti
HK	Hong Kong
HM	Heard and McDonald Islands
HO	Honduras
HQ	Howland Island (U.S. Territory)
HR	Croatia
HU	Hungary
I	
IC	Iceland
ID	Indonesia
IM	Isle of Man
IN	India
IO	British Indian Ocean Territory
IP	Clipperton Island
IR	Iran
IS	Israel
IT	Italy
IU	Israel-Syria Demilitarized Zones
IV	Ivory Coast (Cote D'Ivoire)
IZ	Iraq
J	
JA	Japan
JE	Jersey
JM	Jamaica
JN	Jan Mayen
JO	Jordan
JQ	Johnston Atoll (U.S. Territory)
JU	Juan De Nova Island

*Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B2 (Continued)

Code	Foreign Country
K	
KE	Kenya
KG	Kyrgyzstan
KN	Korea, Democratic People's Republic
KQ	Kingman's Reef
KR	Kiribati (includes Gilbert Islands)
KS	Korea, Republic of
KT	Christmas Island (Indian Ocean)
KU	Kuwait
KV	Kosovo
KZ	Kazakhstan
L	
LA	Laos
LE	Lebanon
LG	Latvia
LH	Lithuania
LI	Liberia
LO	Slovakia
LQ	Palmyra Atoll (U. S. Territory)
LS	Liechtenstein
LT	Lesotho
LU	Luxembourg
LY	Libya
M	
MA	Madagascar
MB	Martinique
MC	Macau
MD	Moldova
MF	Mayotte
MG	Mongolia
MH	Montserrat
MI	Malawi
MJ	Montenegro
MK	Macedonia
ML	Mali
MN	Monaco
MO	Morocco
MP	Mauritius
MQ	Midway Islands (U.S. Territory)
MR	Mauritania

*Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B2 (Continued)

Code	Foreign Country
M	
MT	Malta
MU	Oman
MV	Maldives
MX	Mexico
MY	Malaysia
MZ	Mozambique
N	
NC	New Caledonia
NE	Niue
NF	Norfolk Island
NG	Niger
NH	Vanuatu
NI	Nigeria
NL	Netherlands
NN	Sint Maarten
NO	Norway
NP	Nepal
NR	Nauru
NS	Suriname
NT	Netherlands Antilles
NU	Nicaragua
NZ	New Zealand
O	
OD	South Sudan
P	
PA	Paraguay
PC	Pitcairn Island
PE	Peru
PF	Paracel Islands
PG	Spratly Island
PK	Pakistan
PL	Poland
PM	Panama
PO	Portugal
PP	Papua New Guinea
PS	Palau
PU	Guinea-Bissau

 *Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B2 (Continued)

Code	Foreign Country
Q	
QA	Qatar
R	
RI	Serbia
RE	Reunion
RM	Marshall Islands
RN	St. Martin
RO	Romania
RP	Philippines
RQ	Puerto Rico (U. S. Territory)
RS	Russia
RW	Rwanda
S	
SA	Saudi Arabia
SB	St. Pierre and Miquelon
SC	St. Christopher (KITTS) and Nevis
SE	Seychelles
SF	South Africa
SG	Senegal
SH	St. Helena
SI	Slovenia
SL	Sierra Leone
SM	San Marino
SN	Singapore
SO	Somalia
SP	Spain
ST	St. Lucia
SU	Sudan
SV	Svalbard
SW	Sweden
SX	South Georgia Islands and South Sandwich Islands
SY	Syria
SZ	Switzerland

*Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B2 (Continued)

Code	Foreign Country
T	
TB	St. Barthelemy
TD	Trinidad and Tobago
TE	Tromelin Island
TH	Thailand
TI	Tajikistan
TK	Turks and Caicos Islands
TL	Tokelau Islands
TN	Tonga
TO	Togo
TP	Sao Tome and Principe
TS	Tunisia
TT	East Timor
TU	Turkey
TV	Tuvalu
TW	Taiwan
TX	Turkmenistan
TZ	Tanzania
U	
UC	Curacao
UG	Uganda
UK	United Kingdom
UP	Ukraine
UV	Burkina Faso
UY	Uruguay
UZ	Uzbekistan
V	
VC	St. Vincent and the Grenadines
VE	Venezuela
VI	British Virgin Islands
VM	Vietnam
VQ	Virgin Islands (U. S. Territory)
VT	Vatican City

*Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 4-B2 (Continued)

Code	Foreign Country
W	
WA	Namibia
WE	West Bank
WF	Wallis and Futuna
WI	Western Sahara
WQ	Wake Island (U. S. Territory)
WS	Samoa
WZ	Swaziland
X	
XX	Other
Y	
YM	Yemen
YO	Yugoslavia
Z	
ZA	Zambia
ZI	Zimbabwe
ZZ	Multiple Foreign Countries

 *Official change in spelling
**Source: Federal Information Processing Standards (FIPS), U.S. Department of Commerce.

TABLE 5-A
FIPS KENTUCKY COUNTY CODES

Code	County	Code	County	Code	County
001	Adair	081	Grant	161	Mason
003	Allen	083	Graves	163	Meade
005	Anderson	085	Grayson	165	Menifee
007	Ballard	087	Green	167	Mercer
009	Barren	089	Greenup	169	Metcalfe
011	Bath	091	Hancock	171	Monroe
013	Bell	093	Hardin	173	Montgomery
015	Boone	095	Harlan	175	Morgan
017	Bourbon	097	Harrison	177	Muhlenberg
019	Boyd	099	Hart	179	Nelson
021	Boyle	101	Henderson	181	Nicholas
023	Bracken	103	Henry	183	Ohio
025	Breathitt	105	Hickman	185	Oldham
027	Breckinridge	107	Hopkins	187	Owen
029	Bullitt	109	Jackson	189	Owsley
031	Butler	111	Jefferson	191	Pendleton
033	Caldwell	113	Jessamine	193	Perry
035	Calloway	115	Johnson	195	Pike
037	Campbell	117	Kenton	197	Powell
039	Carlisle	119	Knott	199	Pulaski
041	Carroll	121	Knox	201	Robertson
043	Carter	123	Larue	203	Rockcastle
045	Casey	125	Laurel	205	Rowan
047	Christian	127	Lawrence	207	Russell
049	Clark	129	Lee	209	Scott
051	Clay	131	Leslie	211	Shelby
053	Clinton	133	Letcher	213	Simpson
055	Crittenden	135	Lewis	215	Spencer
057	Cumberland	137	Lincoln	217	Taylor
059	Daviess	139	Livingston	219	Todd
061	Edmonson	141	Logan	221	Trigg
063	Elliott	143	Lyon	223	Trimble
065	Estill	145	McCracken	225	Union
067	Fayette	147	McCreary	227	Warren
069	Fleming	149	McLean	229	Washington
071	Floyd	151	Madison	231	Wayne
073	Franklin	153	Magoffin	233	Webster
075	Fulton	155	Marion	235	Whitley
077	Gallatin	157	Marshall	237	Wolfe
079	Garrard	159	Martin	239	Woodford
				B21	Multiple Kentucky Counties

TABLE 6
PRIMARY DISTANCE LEARNING MODE OF DELIVERY

<u>Code</u>	<u>Description</u>
B	Internet/World Wide Web
C	Site-to-Site, 2 Way, Audio/Video
D	Open Broadcast/Community Cable Television
E	Print-Based, Audiotaped, Videotaped, Telephone, or CD ROM Study (includes traditional correspondence study)
G	Satellite and Microwave Telecourse
<u>H</u>	<u>Multiple modes</u>

TABLE 7
CLASSIFICATION CODES

Code	Classification
01	Freshman
02	Sophomore
03	Junior
04	Senior
05	Undergraduate - Nondegree
06	Master's
07	Specialist's
08	Doctor's Degree – Research/Scholarship Coursework
09	Doctor's Degree – Research/Scholarship Dissertation
12	Doctor's Degree – Professional Practice
13	Auditor
16	Graduate Nondegree
20	High School
25	Doctor's Degree – Professional Practice Nondegree
30	Post-Baccalaureate Undergraduate Degree-Seeking
31	Post-Baccalaureate Certificate
32	Post-Master's Certificate
<u>33</u>	<u>Institutionally-defined Graduate Certificate</u>
34	Post-Doctor's Degree Professional Practice Certificate
35	Doctor's Degree – Other (Coursework)
36	Doctor's Degree - Other (Dissertation)

Note: Degree levels to which above classifications are assigned:

Undergraduate: 1, 2, 3, 4, 5, 13, 20, 30
Graduate: 6, 7, 8, 9, 12, 16, 25, 31, 32, <u>33</u>, 34, 35, 36

Table 9
Institution and State FICE Codes

Public Universities
00196300	Eastern Kentucky University
00196800	Kentucky State University
00197600	Morehead State University
00197700	Murray State University
00927500	Northern Kentucky University
00198900	University of Kentucky
00199900	University of Louisville
00200200	Western Kentucky University

Kentucky Community and Technical College System (KCTCS)
00199000	Ashland Community & Technical College
00199600	Big Sandy Community & Technical College
00524400	Bluegrass Community & Technical College
00199100	Elizabethtown Community & Technical College
00527300	Gateway Community & Technical College
00696200	Hazard Community & Technical College
00199300	Henderson Community College
00199400	Hopkinsville Community College
00696100	Jefferson Community & Technical College
00901000	Madisonville Community College
00696000	Maysville Community & Technical College
03034500	Owensboro Community & Technical College
00199700	Somerset Community College
00527100	Southcentral Ky Community and Technical College
00199800	Southeast Ky Community & Technical College
00197900	West Ky Community & Technical College

Table 9 (continued)
Institution and State FICE Codes

Association of Independent Kentucky Colleges and Universities (AIKCU)

00195100	Alice Lloyd College
00195200	Asbury University
00195400	Bellarmine University
00195500	Berea College
00195800	Brescia University
00195900	Campbellsville University
00196100	Centre College
00196400	Georgetown College
00196500	Kentucky Christian University
00196900	Kentucky Wesleyan College
00197200	Lindsey Wilson College
02576200	MidContinent University
00197500	Midway College
00196000	Spalding University
00198300	St. Catharine College
00200100	Thomas More College
00198700	Transylvania University
00198800	Union College
00196200	University of Cumberlands
00198000	University of Pikeville

Table 9 (continued)
Institution and State FICE Codes

Other Independent Institutions

77770950	Abundance of Rain Ministries
00195300	Asbury Theological Seminary
77770100	Baptist Seminary of Kentucky
03611300	Brighton Center's Center for Employment Training
15641700	Clear Creek Baptist Bible College
15643500	College of the Scriptures
77770700	Commonwealth Baptist College
77770200	Commonwealth Christian College
00842500	Daymar Learning of Paducah, Inc. d/b/a Daymar College
00931300	Daymar Learning, Inc. d/b/a Daymar College
03885300	Employment Solutions Inc., d/b/a College for Technical Education
77770800	Frontier Christian University
15672700	Frontier Nursing University
77770300	Hopkinsville College of the Bible
15754400	Kentuckianna Bible College
15703000	Kentucky Mountain Bible College
00197100	Lexington Theological Seminary
15723400	Louisville Bible College
00197400	Louisville Presbyterian Theological Seminary
77770900	Metropolitan Christian University
01048905	National College of Kentucky, Inc.
15768700	Simmons College of Kentucky
00198200	Southern Baptist Theological Seminary
00461800	Spencerian College
00461901	Sullivan College of Technology & Design
00461900	Sullivan University
77770600	The Pastors College

Table 9 (continued)
Institution and State FICE Codes

Out-of-State Institutions Operating in Kentucky

00372600	American National University - Online
00188100	Ashford University - Online
02491100	Beckfield College - Florence
02491101	Beckfield College - Online
00239700	Belhaven University - Online
00370300	Bluefield College - Online
00161600	Boise State University - Online
02108202	Brown Mackie College - Ft. Mitchell
02108201	Brown Mackie College – Louisville – Fern Valley
03267300	Capella University - Online
00638500	Chamberlain College of Nursing - Online
01034500	Cincinnati State Technical and Community College – Erlanger
00303301	College of Mount St. Joseph - Covington
00303300	College of Mount St. Joseph - Hebron
04121500	Columbia Southern University - Online
00473100	Daniel Webster College - Online
00167201	DeVry University - Louisville
00167202	DeVry University - Online
00931304	Draughons Junior College d/b/a Daymar College- Clinton
00931303	Draughons Junior College d/b/a Daymar College - Bowling Green
00931305	Draughons Junior College d/b/a Daymar College - Russellville
00147902	Embry-Riddle Aeronautical University - Hebron
00147901	Embry-Riddle Aeronautical University - Louisville
00147900	Embry-Riddle Aeronautical University - Online
02295000	Everest College Phoenix - Online
00153400	Everest University Tampa - Online
00149901	Everest University South Orlando - Online
00304600	Franklin University - Online
03083700	Galen College of Nursing - Louisville
00144400	George Washington University - Online
00144500	Georgetown University - Online
00157900	Georgia Regents University – Online
00107400	Grand Canyon University - Online
04122300	Grantham University - Online
20158400	Harrison College-Online
04074300	Hondros College - Online
00367409	Independence University - Online
00180502	Indiana Institute of Technology - Ft. Wright
00180501	Indiana Institute of Technology - Louisville
00180500	Indiana Institute of Technology - Online
00180700	Indiana State University - Online
00182226	Indiana Wesleyan - Christian Academy of Louisville (CAL)
00182202	Indiana Wesleyan - Elizabethtown - Holiday Inn Express

Table 9 (continued)
Institution and State FICE Codes

00182201	Indiana Wesleyan - Elizabethtown- Hampton Inn
00182203	Indiana Wesleyan - Florence - Florence Education Center
00182205	Indiana Wesleyan - Lexington - Lexington Education Center
00182206	Indiana Wesleyan - Louisville - Louisville Education Center
00182208	Indiana Wesleyan - Online
00182227	Indiana Wesleyan University - Radcliff
00732701	ITT - Lexington
00732702	ITT - Louisville
00732703	ITT - Online
00991701	Ivy Tech Community College of Indiana
00991700	Ivy Tech Community College of Indiana - Online
03534300	Jones International University - Online
00458600	Kaplan University - Online
00350000	Lee University - Louisville Extension
02053000	Liberty University - Online
00350201	Lincoln Memorial University - Corbin
00350202	Lincoln Memorial University - Middlesboro
00201600	Loyola University - Louisville
00248200	Maryville University - Online
00172201	McKendree University - Frankfort
00172202	McKendree University - Glasgow
00172203	McKendree University - Louisville
00172204	McKendree University - Paducah
00172205	McKendree University - Radcliff
00172207	McKendree University - University Hospital Louisville
00172206	McKendree University- Online
00229000	Michigan State University - Online
00405700	National American University - Online
00372600	National College - Online
01146000	National University - Online
00407204	Northwood University - Chamberlain
00407203	Northwood University - Fern Valley
00407201	Northwood University - Georgetown
00407202	Northwood University - Lou Ctr
00407205	Northwood University - Online
00182401	Oakland City University - Dixon
00332900	Pennsylvania State University - Online
00136300	Regis University - Online
00205100	Saint Joseph's College of Maine - Online
00220800	Simmons College - Online
00311901	Sinclair Community College
00311900	Sinclair Community College - Online
01303900	South University - Online
00175800	Southern Illinois University - Carbondale
00145902	Strayer University - Lexington

Table 9 (continued)
Institution and State FICE Codes

00145903	Strayer University - Louisville
00145901	Strayer University - Florence
00145904	Strayer University - Online
03752400	SUM Bible College and Theological Seminary - Online
00104700	Troy University - Online
01092300	Union Institute & University - Online
00312500	University of Cincinnati - Online
01164400	University of Maryland University College - Online
00251600	University of Missouri - Online
00297400	University of North Carolina at Chapel Hill - Online
02098802	University of Phoenix - Florence
02098801	University of Phoenix - Louisville
02098803	University of Phoenix - Online
00105700	University of South Alabama - Online
00132800	University of Southern California - Online
00353500	Vanderbilt University
00353501	Vanderbilt University - Online
02504200	Walden University - Online
00252101	Webster University - Louisville
00252103	Webster University - Online
00252102	Webster University - Radcliff
01124500	West Virginia School of Osteopathic Medicine
00314401	Xavier University - Ft. Mitchell
00314400	Xavier University - Park Hills
77770400	Midwest Center for Theological Studies

Table 9 (continued)
Institution and State FICE Codes

Closed or Inactive Institutions

00260318	Brannon - closed 1992
00197000	Lees College
00198600	Sue Bennett College
00000003	American Justice School of Law
00000004	Bethel College
44624200	College for Technical Education
00000005	Cornell University - Louisville
00157155	Lexington Baptist College
01048903	National College - Danville
01048904	National College - Florence
01048906	National College - Louisville
01048901	National College - Pikeville
01048902	National College - Richmond
77770500	Saint Joseph Hospital
00000006	Southern Christian Bible
00182212	Indiana Wesleyan - Bardstown- Hampton Inn
00182213	Indiana Wesleyan - Elizabethtown - Fairfield Inn & Suites
00182214	Indiana Wesleyan - Florence - Courtyard
00182215	Indiana Wesleyan - Florence - Hotel Ivy
00182216	Indiana Wesleyan - Florence - La Quinta Inn & Suites
00182217	Indiana Wesleyan - Florence - Microtel Inn & Suites
00182218	Indiana Wesleyan - Lexington - Courtyard
00182219	Indiana Wesleyan - Louisville - Bell South
00182210	Indiana Wesleyan - Louisville - Country Inn & Suites
00182220	Indiana Wesleyan - Louisville - Hill Street Baptist Church
00182204	Indiana Wesleyan - Louisville - Hilton Garden Inn - CLOSED
00182211	Indiana Wesleyan - Louisville - Hilton Garden Inn Airport
00182221	Indiana Wesleyan - Louisville - Jamieson Inn South - Airport
00182222	Indiana Wesleyan - Louisville - Marriott East
00182223	Indiana Wesleyan - Louisville - NorthEast Family YMCA
00182224	Indiana Wesleyan - Louisville - Springhill Suites
00182207	Indiana Wesleyan - Shepherdsville - Paroquet Springs Conference Center CLOSED
00182225	Indiana Wesleyan - TARC
00350203	Lincoln Memorial - Cumberland
00242300	Mississippi State - Cumberland
00182403	Oakland City University - Beaver Dam
00182402	Oakland City University - Sebree
00321600	Portland State University

Table 9 (continued)
Institution and State FICE Codes

State

99999901	Alabama
99999902	Alaska
99999904	Arizona
99999905	Arkansas
99999906	California
99999908	Colorado
99999909	Connecticut
99999910	Delaware
99999911	District of Columbia
99999912	Florida
99999913	Georgia
99999915	Hawaii
99999916	Idaho
99999917	Illinois
99999918	Indiana
99999919	Iowa
99999920	Kansas
99999921	Kentucky
99999922	Louisiana
99999923	Maine
99999924	Maryland
99999925	Massachusetts
99999926	Michigan
99999927	Minnesota
99999928	Mississippi
99999929	Missouri
99999930	Montana
99999931	Nebraska
99999932	Nevada
99999933	New Hampshire
99999934	New Jersey
99999935	New Mexico
99999936	New York
99999937	North Carolina
99999938	North Dakota
99999939	Ohio
99999940	Oklahoma
99999941	Oregon
99999942	Pennsylvania
99999944	Rhode Island
99999945	South Carolina
99999946	South Dakota

Table 9 (continued)
Institution and State FICE Codes

99999947	Tennessee
99999948	Texas
99999949	Utah
99999950	Vermont
99999951	Virginia
99999953	Washington
99999954	West Virginia
99999955	Wisconsin
99999956	Wyoming
99999988	U. S. Territory
99999989	Transfers from all foreign institutions
99999990	Transfers from the military
99999991	Online - not licensed in Kentucky
99999992	Multiple states
99999999	Unknown KCTCS Institution

TABLE 10

COURSE LEVEL CODES

Code	Level
01	Lower Division
02	Upper Division
07	Graduate
08	Technical

TABLE 13-A
HIGH SCHOOL CODES

Updated August 2012

Report using the last four digits of the six-digit high school code published by ACT., Inc.:
http://www.actstudent.org/regist/lookuphs/ If a high school is not found on the list, report using the
codes below.

__Other High Schools__	__Code__
OTHER ADAIR COUNTY HIGH SCHOOL	A001
OTHER ALLEN COUNTY HIGH SCHOOL	A003
OTHER ANDERSON COUNTY HIGH SCHOOL	A005
OTHER BALLARD COUNTY HIGH SCHOOL	A007
OTHER BARREN COUNTY HIGH SCHOOL	A009
OTHER BATH COUNTY HIGH SCHOOL	A011
OTHER BELL COUNTY HIGH SCHOOL	A013
OTHER BOONE COUNTY HIGH SCHOOL	A015
OTHER BOURBON COUNTY HIGH SCHOOL	A017
OTHER BOYD COUNTY HIGH SCHOOL	A019
OTHER BOYLE COUNTY HIGH SCHOOL	A021
OTHER BRACKEN COUNTY HIGH SCHOOL	A023
OTHER BREATHITT COUNTY HIGH SCHOOL	A025
OTHER BRECKINRIDGE COUNTY HIGH SCHOOL	A027
OTHER BULLITT COUNTY HIGH SCHOOL	A029
OTHER BUTLER COUNTY HIGH SCHOOL	A031
OTHER CALDWELL COUNTY HIGH SCHOOL	A033
OTHER CALLOWAY COUNTY HIGH SCHOOL	A035
OTHER CAMPBELL COUNTY HIGH SCHOOL	A037
OTHER CARLISLE COUNTY HIGH SCHOOL	A039
OTHER CARROLL COUNTY HIGH SCHOOL	A041
OTHER CARTER COUNTY HIGH SCHOOL	A043
OTHER CASEY COUNTY HIGH SCHOOL	A045
OTHER CHRISTIAN COUNTY HIGH SCHOOL	A047
OTHER CLARK COUNTY HIGH SCHOOL	A049
OTHER CLAY COUNTY HIGH SCHOOL	A051
OTHER CLINTON COUNTY HIGH SCHOOL	A053
OTHER CRITTENDEN COUNTY HIGH SCHOOL	A055
OTHER CUMBERLAND COUNTY HIGH SCHOOL	A057
OTHER DAVIESS COUNTY HIGH SCHOOL	A059
OTHER EDMONSON COUNTY HIGH SCHOOL	A061
OTHER ELLIOTT COUNTY HIGH SCHOOL	A063
OTHER ESTILL COUNTY HIGH SCHOOL	A065
OTHER FAYETTE COUNTY HIGH SCHOOL	A067
OTHER FLEMING COUNTY HIGH SCHOOL	A069
OTHER FLOYD COUNTY HIGH SCHOOL	A071
OTHER FRANKLIN COUNTY HIGH SCHOOL	A073
OTHER FULTON COUNTY HIGH SCHOOL	A075
OTHER GALLATIN COUNTY HIGH SCHOOL	A077
OTHER GARRARD COUNTY HIGH SCHOOL	A079
OTHER GRANT COUNTY HIGH SCHOOL	A081
OTHER GRAVES COUNTY HIGH SCHOOL	A083
OTHER GRAYSON COUNTY HIGH SCHOOL	A085

TABLE 13-A
HIGH SCHOOL CODES

Other High Schools	Code
OTHER GREEN COUNTY HIGH SCHOOL	A087
OTHER GREENUP COUNTY HIGH SCHOOL	A089
OTHER HANCOCK COUNTY HIGH SCHOOL	A091
OTHER HARDIN COUNTY HIGH SCHOOL	A093
OTHER HARLAN COUNTY HIGH SCHOOL	A095
OTHER HARRISON COUNTY HIGH SCHOOL	A097
OTHER HART COUNTY HIGH SCHOOL	A099
OTHER HENDERSON COUNTY HIGH SCHOOL	A101
OTHER HENRY COUNTY HIGH SCHOOL	A103
OTHER HICKMAN COUNTY HIGH SCHOOL	A105
OTHER HOPKINS COUNTY HIGH SCHOOL	A107
OTHER JACKSON COUNTY HIGH SCHOOL	A109
OTHER JEFFERSON COUNTY HIGH SCHOOL	A111
OTHER JESSAMINE COUNTY HIGH SCHOOL	A113
OTHER JOHNSON COUNTY HIGH SCHOOL	A115
OTHER KENTON COUNTY HIGH SCHOOL	A117
OTHER KNOTT COUNTY HIGH SCHOOL	A119
OTHER KNOX COUNTY HIGH SCHOOL	A121
OTHER LARUE COUNTY HIGH SCHOOL	A123
OTHER LAUREL COUNTY HIGH SCHOOL	A125
OTHER LAWRENCE COUNTY HIGH SCHOOL	A127
OTHER LEE COUNTY HIGH SCHOOL	A129
OTHER LESLIE COUNTY HIGH SCHOOL	A131
OTHER LETCHER COUNTY HIGH SCHOOL	A133
OTHER LEWIS COUNTY HIGH SCHOOL	A135
OTHER LINCOLN COUNTY HIGH SCHOOL	A137
OTHER LIVINGSTON COUNTY HIGH SCHOOL	A139
OTHER LOGAN COUNTY HIGH SCHOOL	A141
OTHER LYON COUNTY HIGH SCHOOL	A143
OTHER MCCRACKEN COUNTY HIGH SCHOOL	A145
OTHER MCCREARY COUNTY HIGH SCHOOL	A147
OTHER MCLEAN COUNTY HIGH SCHOOL	A149
OTHER MADISON COUNTY HIGH SCHOOL	A151
OTHER MAGOFFIN COUNTY HIGH SCHOOL	A153
OTHER MARION COUNTY HIGH SCHOOL	A155
OTHER MARSHALL COUNTY HIGH SCHOOL	A157
OTHER MARTIN COUNTY HIGH SCHOOL	A159
OTHER MASON COUNTY HIGH SCHOOL	A161
OTHER MEADE COUNTY HIGH SCHOOL	A163
OTHER MENIFEE COUNTY HIGH SCHOOL	A165
OTHER MERCER COUNTY HIGH SCHOOL	A167
OTHER METCALFE COUNTY HIGH SCHOOL	A169
OTHER MONROE COUNTY HIGH SCHOOL	A171
OTHER MONTGOMERY COUNTY HIGH SCHOOL	A173
OTHER MORGAN COUNTY HIGH SCHOOL	A175
OTHER MUHLENBERG COUNTY HIGH SCHOOL	A177
OTHER NELSON COUNTY HIGH SCHOOL	A179
OTHER NICHOLAS COUNTY HIGH SCHOOL	A181
OTHER OHIO COUNTY HIGH SCHOOL	A183

TABLE 13-A
HIGH SCHOOL CODES

<u>Other High Schools</u>	<u>Code</u>
OTHER OLDHAM COUNTY HIGH SCHOOL	A185
OTHER OWEN COUNTY HIGH SCHOOL	A187
OTHER OWSLEY COUNTY HIGH SCHOOL	A189
OTHER PENDLETON COUNTY HIGH SCHOOL	A191
OTHER PERRY COUNTY HIGH SCHOOL	A193
OTHER PIKE COUNTY HIGH SCHOOL	A195
OTHER POWELL COUNTY HIGH SCHOOL	A197
OTHER PULASKI COUNTY HIGH SCHOOL	A199
OTHER ROBERTSON COUNTY HIGH SCHOOL	A201
OTHER ROCKCASTLE COUNTY HIGH SCHOOL	A203
OTHER ROWAN COUNTY HIGH SCHOOL	A205
OTHER RUSSELL COUNTY HIGH SCHOOL	A207
OTHER SCOTT COUNTY HIGH SCHOOL	A209
OTHER SHELBY COUNTY HIGH SCHOOL	A211
OTHER SIMPSON COUNTY HIGH SCHOOL	A213
OTHER SPENCER COUNTY HIGH SCHOOL	A215
OTHER TAYLOR COUNTY HIGH SCHOOL	A217
OTHER TODD COUNTY HIGH SCHOOL	A219
OTHER TRIGG COUNTY HIGH SCHOOL	A221
OTHER TRIMBLE COUNTY HIGH SCHOOL	A223
OTHER UNION COUNTY HIGH SCHOOL	A225
OTHER WARREN COUNTY HIGH SCHOOL	A227
OTHER WASHINGTON COUNTY HIGH SCHOOL	A229
OTHER WAYNE COUNTY HIGH SCHOOL	A231
OTHER WEBSTER COUNTY HIGH SCHOOL	A233
OTHER WHITLEY COUNTY HIGH SCHOOL	A235
OTHER WOLFE COUNTY HIGH SCHOOL	A237
OTHER WOODFORD COUNTY HIGH SCHOOL	A239
GED CERTIFICATE	B121
NON-HIGH SCHOOL GRADUATE OR NON-GED	B122
HOME SCHOOLED	B123
OUT-OF-STATE HIGH SCHOOL	B200

TABLE 13-C
CLOSED HIGH SCHOOL CODES – ALPHABETICAL ORDER

Updated August 2009

High School Name	Code
AHRENS NIGHT SCHOOL	1625
AHRENS TRADE SCHOOL	1630
ALL SAINTS HIGH SCHOOL (London)	0502
ALL SAINTS PREP ACADEMY	1506
ALLIANCE CHRISTIAN ACADEMY	1507
ALVATON HIGH SCHOOL	0030
ANGELA MERICI HIGH SCHOOL	1508
ANNVILLE INSTITUTE	0040
AUBURN HIGH SCHOOL	0073
BEREAN CHRISTIAN ACADEMY	2034
BETTER WAY CHRISTIAN ACADEMY	2307
BLUEGRASS CHRISTIAN SCHOOL	1518
BREMEN HIGH SCHOOL	0280
BURNSIDE HIGH SCHOOL	0335
CALVARY CHRISTIAN ACADEMY (Letcher)	1402
CALVARY HOLINESS CHRISTIAN ACADEMY (Brooks)	0299
CALVARY TEMPLE CHRISTIAN SCHOOL (Lovely)	1639
CAMARGO HIGH SCHOOL	1890
CANEYVILLE HIGH SCHOOL	0395
CARR CREEK HIGH SCHOOL	0415
CARTER HIGH SCHOOL	0425
CENTRAL CHRISTIAN SCHOOL	0146
CENTRAL CITY HIGH SCHOOL (NOW MUHLENBERG NORTH H.S.)	0455
CENTRAL KENTUCKY TREATMENT CENTER	1522
CHANDLERS HIGH SCHOOL	0075
CHAPEL PRAISE CHRISTIAN ACADEMY (Falmouth)	0792
CHILDREN'S TREATMENT SERV SCHOOL	1524
CHRISTIAN LIFE ACADEMY	1206
CLARKSON HIGH SCHOOL	0465
COMMUNITY CHRISTIAN SCHOOL	2296
CORNERSTONE CHRISTIAN ACADEMY	0274
CREATIVE EDUCATION CENTER	0121
CUBA HIGH SCHOOL	1725
CUMBERLAND HIGH SCHOOL	0610
DORTON HIGH SCHOOL (now SHELBY VALLEY HIGH SCHOOL)	0675
DOVE CHRISTIAN ACADEMY (Radcliff)	2268
DRAKESBORO CONSOLIDATED HIGH SCHOOL	0685
DURRETT HIGH SCHOOL	1527
EARLINGTON HIGH SCHOOL	0705
EASTWOOD TRADE SCHOOL	
NOW: ACADEMY FOR INDIVIDUAL EXCELLENCE	0724
ELKHORN CITY HIGH SCHOOL	0745
EMERSON HIGH SCHOOL	1521
EMMANUEL HARVESTER SCHOOL	1531
EUBANK HIGH SCHOOL	0775
EVARTS HIGH SCHOOL	0780
EZEL HIGH SCHOOL	0785
FAIRVIEW CHRISTIAN ACADEMY	2711
FAITH ACADEMY CHRISTIAN SCHOOL (Maysville)	1753

TABLE 13-C
CLOSED HIGH SCHOOL CODES – ALPHABETICAL ORDER

High School Name	Code
FAITH CHRISTIAN ACADEMY (Cox's Creek)	0127
FAITH TEMPLE CHRISTIAN HIGH SCHOOL	1536
FAMILIES FOR CHRIST CHRISTIAN ACADEMY (Louisville)	1634
FANCY FARM HIGH SCHOOL	0795
FARMDALE CHRISTIAN SCHOOL	1526
FARMINGTON HIGH SCHOOL	0800
FAYETTE COUNTY HIGH SCHOOL	1422
FEDERAL CORRECTIONAL INSTITUTE	0064
FEDS CREEK HIGH SCHOOL	0805
FERGUSON HIGH SCHOOL	0810
FIRST AMERICAN CHRISTIAN ACADEMY	1529
FIRST CHURCH OF GOD ACADEMY	1208
FLEMING-NEON HIGH SCHOOL	0825
FORDSVILLE HIGH SCHOOL	0840
FOUNDATION CHRISTIAN LIVING SCHOOL (Louisville)	0787
FREDONIA HIGH SCHOOL	0925
FREEDOM BAPTIST ACADEMY (Pikeville)	2165
FREEDOM CHRISTIAN ACADEMY (Mt. Sterling)	2071
GAMALIEL CONSOLIDATED HIGH SCHOOL	0950
GEORGETOWN HIGH SCHOOL	0970
GETHSEMANE CHRISTIAN HIGH SCHOOL	1532
GLEN LILY CHRISTIAN ACADEMY (Munfordville)	0400
GRACE CHRISTIAN ACADEMY (Irvine)	1267
GRACE FELLOWSHIP CHRISTIAN ACADEMY (Lexington)	1423
GRAHAM HIGH SCHOOL	1000
GREENVILLE HIGH SCHOOL(MIDDLE SCHOOL-1990)	1030
GREENWOOD HIGH SCHOOL	0292
HARRODSBURG HIGH SCHOOL	1075
HARVEST CHRISTIAN ACADEMY (Lexington)	1424
HAZEL GREEN ACADEMY	1125
HENDERSON CITY HIGH SCHOOL	1145
HENDERSON SETTLEMENT HIGH SCHOOL	0875
HERITAGE ADVANCED TRAINING INSTITUTE	1538
HERITAGE CHRISTIAN ACADEMY	2549
HIGH STREET HIGH SCHOOL	0260
HIGHLANDS PREPARATORY SCHOOL	2264
HOLY FAMILY HIGH SCHOOL	0065
HOPKINS COUNTY CENTRAL HIGH SCHOOL	1673
HUGHES KIRK HIGH SCHOOL	0170
IMMACULATE CONCEPTION HIGH SCHOOL	1100
IMMANUEL LUTHERAN HIGH SCHOOL	1542
IRVINE HIGH SCHOOL	1270
JAMES A. CAWOOD HIGH SCHOOL	1067
JEWISH COMMUNITY CENTER	1544
JOHNS CREEK HIGH SCHOOL NOW: PIKE COUNTY CENTRAL HIGH SCHOOL	2170
JOHNSON BRECKINRIDGE HIGH SCHOOL	1539
KENTON CENTRAL ALTERNATIVE	2140
KENTUCKY CHILDREN'S HOME RESIDENCE	1552
KENTUCKY YOUTH ACADEMY HIGH SCHOOL (Ashcamp)	0068

TABLE 13-C
CLOSED HIGH SCHOOL CODES – ALPHABETICAL ORDER

High School Name	Code
KINGDOM COME SETTLEMENT HIGH SCHOOL	1470
KNOTT COUNTY HIGH SCHOOL	2210
LA SALLETTE ACADEMY	0560
LAKELAND CHRISTIAN ACADEMY	0353
LAUREL HILL CHRISTIAN ACADEMY	0722
LEATHERWOOD HIGH SCHOOL	1360
LETCHER HIGH SCHOOL	1403
LEWISBURG HIGH SCHOOL	1405
LIBERTY HIGH SCHOOL	1450
LIFE CHRISTIAN ACADEMY (Madisonville)	1671
LIGHTHOUSE CHRISTIAN ACADEMY (Dayton)	0668
LINCOLN GRANT HIGH SCHOOL	0565
LONE JACK HIGH SCHOOL	0870
LONGVIEW CHRISTIAN ACADEMY	0158
LOUISVILLE COVENANT SCHOOL	1571
LOUISVILLE URBAN VOCATIONAL CENTER (now RICE AUDUBON)	1551
LOWES HIGH SCHOOL	1638
LYNCH CHRISTIAN ACADEMY	1654
LYNCH HIGH SCHOOL	1655
LYNN GROVE HIGH SCHOOL	1665
LYNWOOD HIGH SCHOOL	1582
MADISON HIGH SCHOOL	2279
MADISONVILLE CHRISTIAN SCHOOL	1672
MAGOFFIN BAPTIST INSTITUTE	1880
MAJESTY CHRISTIAN SCHOOL (Owensboro) (was GOOD SHEPHERD)	2042
MARGARET HALL SCHOOL	2595
MARION CHURCH OF GOD CHRISTIAN SCHOOL	1702
MARTIN HIGH SCHOOL	1715
MAYKING CHRISTIAN SCHOOL	1742
MAYSVILLE AREA VOCATIONAL EDUCATION	1747
MAYSVILLE HIGH SCHOOL	1750
MAYTOWN HIGH SCHOOL	1345
MCDOWELL CONSOLIDATED HIGH SCHOOL NOW: SOUTH FLOYD HIGH SCHOOL	1770
MCVEIGH CHRISTIAN SCHOOL	1790
MILLARD HIGH SCHOOL	1130
MILLCREEK TECHNICAL CENTER	1583
MILLERSBURG MILITARY ACADEMY	1830
MINERVA HIGH SCHOOL	1835
MOUNTAIN CHRISTIAN ACADEMY	1717
MT ST JOSEPH ACADEMY	1695
MT STERLING HIGH SCHOOL	1905
MULLINS HIGH SCHOOL	2173
NANCY HIGH SCHOOL	1940
NEW BEGINNINGS CHRISTIAN ACADEMY (Morehead)	1852
NEW COVENANT ACADEMY	1436
NEW LIFE CHRISTIAN SCHOOL (Carrollton)	0422
NEWPORT CHRISTIAN ACADEMY	1974

TABLE 13-C
CLOSED HIGH SCHOOL CODES – ALPHABETICAL ORDER

High School Name	Code
NINTH & O CHRISTIAN SCHOOL	1588
NORTON ACADEMY	1458
NORWOOD CHRISTIAN ACADEMY (Somerset)	2454
OLMSTEAD HIGH SCHOOL	2025
ORCHARD STREET CHRISTIAN SCHOOL	0756
ORMSBY VILLAGE SCHOOL	0035
OUR LADY HIGHLANDS HIGH SCHOOL	0860
OUR LADY PROVIDENCE ACADEMY	1970
OWENSBORO CHRISTIAN ACADEMY	2046
PADUCAH CHRISTIAN ACADEMY	0236
PHELPS CHRISTIAN ACADEMY	2159
PINE KNOTT HIGH SCHOOL	2190
PIONEER CHRISTIAN ACADEMY (Sidney)	2418
POTTER ORPHAN HOME/SCHOOL	0261
RALPH BUNCHE HIGH SCHOOL	0985
REVELATION BAPTIST ACADEMY	1442
RICE AUDUBON SCHOOL	1551
RIVERVIEW HIGH SCHOOL	1165
ROSENWALD HIGH SCHOOL	1680
SAINT CAMILLUS ACADEMY	0515
SAINT JOHN EVANGELIST HIGH SCHOOL	2100
SAINT MARY'S COLLEGE HIGH SCHOOL	2345
SAINT ROMUALD HIGH SCHOOL	1055
SAINT THOMAS HIGH SCHOOL	0865
SCIENCE HILL CHRISTIAN ACADEMY	2371
SCOTTSVILLE HIGH SCHOOL	2385
SEDALIA HIGH SCHOOL	2395
SHELBYVILLE HIGH SCHOOL	2405
SHIVELY CHRISTIAN SCHOOL	1616
SHOPVILLE HIGH SCHOOL	2415
SOUTH HOPKINS HIGH SCHOOL	2000
SOUTH LOUISVILLE CHRISTIAN	1619
SOUTHLAND CHRISTIAN SCHOOL	2097
SOUTHWESTERN CHRISTIAN SCHOOL	1621
STUART HIGH SCHOOL	2578
SYMSONIA HIGH SCHOOL	2530
TABERNACLE CHRISTIAN HIGH SCHOOL NOW: NEW HOPE CHRISTIAN ACADEMY (Midway)	1826
THOMAS JEFFERSON HIGH SCHOOL	1633
TOLLESBORO HIGH SCHOOL	2540
TRAINING SCHOOL – WKU	0250
TRINITY CHRISTIAN ACADEMY (Auburn)	0078
TURKEY CREEK CHRISTIAN ACADEMY	2550
UNITED CHRISTIAN ACADEMY (LaGrange)	0320
UNITED PENTECOSTAL CHURCH ACADEMY	1445
UNIVERSITY BRECKINRIDGE SCHOOL	1850
VICTORY BAPTIST SCHOOL (Florence)	0839
VIRGIE HIGH SCHOOL (MIDDLE SCHOOL 1990)	2615

TABLE 13-C
CLOSED HIGH SCHOOL CODES – ALPHABETICAL ORDER

High School Name	Code
WAYLAND HIGH SCHOOL	2655
WEST HARDIN HIGH SCHOOL (MIDDLE SCHOOL-1990)	2508
WESTERN ANDERSON HIGH SCHOOL	2430
WESTPORT ROAD HIGH SCHOOL	1637
WHEELWRIGHT HIGH SCHOOL	2680
WHITESBURG HIGH SCHOOL	2695
WILLISBURG HIGH SCHOOL	2730
WINCHESTER CHRISTIAN ACADEMY	2754
WINGO HIGH SCHOOL	2760
WOERMER METROPOLITAN SCHOOL	1557
WOODBRIDGE ACADEMY	1413
WOODLAND HILLS CHRISTIAN SCHOOL	1072

TABLE 15

LEVEL OF DEGREE
AND
DECLARED MAJOR AND PROGRAM PREFIX CODES

Code	**Declared Major or Program Prefix**
A	Associate
B	Baccalaureate
I	Diploma < 1 year
J	Diploma 1-2 years
K	Diploma 2-4 years
O	Doctor's Degree – Other
P	Doctor's Degree – Professional Practice
D	Doctor's Degree – Research/Scholarship
H	House Staff
M	Master's
N	Nondegree
U	Not Designated, Undecided, Undeclared
T	Post-Baccalaureate Certificate
V	Post-Master's Certificate
W	Post-Doctor's Degree Professional Practice Certificate
S	Specialist
F	Training (enrollment only)
C	Undergraduate Certificate < 1 year
E	Undergraduate Certificate 1-2 years
G	Undergraduate Certificate 2-4 years
Y	Institutionally-defined Graduate Certificate

TABLE 16-A
CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP) CODES

(To be used in reporting Course Inventory)

01. Agriculture, Agriculture Operations, and Related Sciences
03. Natural Resources and Conservation
04. Architecture and Related Services
05. Area, Ethnic, Cultural and Gender Studies
09. Communications, Journalism, and Related Programs
10. Communications Technologies/Technicians and Support Services
11. Computer and Information Sciences and Support Services
12. Personal and Culinary Services
13. Education
14. Engineering
15. Engineering- Technologies/Technicians
16. Foreign Languages, Literatures, and Linguistics
19. Family and Consumer Sciences/Human Sciences
22. Legal Professions and Studies
23. English Language and Literature/Letters
24. Liberal Arts and Sciences, General Studies, and Humanities
25. Library Science
26. Biological and Biomedical Sciences
27. Mathematics and Statistics
29. Military Technologies
30. Multi/Interdisciplinary Studies
31. Parks, Recreation, Leisure, and Fitness Studies
32. Basic Skills
33. Citizenship Activities
34. Health-Related Knowledge and Skills
35. Interpersonal and Social Skills
36. Leisure and Recreational Activities
37. Personal Awareness and Self-Improvement
38. Philosophy and Religious Studies
39. Theology and Religious Vocations
40. Physical Sciences
41. Science Technologies/Technicians
42. Psychology
43. Security and Protective Services
44. Public Administration and Social Service Professions
45. Social Sciences
46. Construction Trades
47. Mechanics and Repair Technologies/Technicians
48. Precision Production
49. Transportation and Materials Moving
50. Visual and Performing Arts
51. Health Professions and Related Clinical Sciences
52. Business, Management, Marketing, and Related Support Services
54. History
60. Dental, Medical, and Veterinary Residency Programs

TABLE 16-B
UNDECLARED AND NONDEGREE CODES

Code	**Program Description**
00.0000	Not Designated/Undecided/Undeclared
90.0000	Nondegree

TABLE 17

PROGRAMS

Beginning in fall 2011, CPE will maintain two versions of the Program Inventory, both available to data submitters online.

The "live" version with the most recent changes requested by institutional academic affairs staff as approved by CPE's academic affairs unit can be found on the Data Portal on the CPE website (link is below). Choose "Program Inventory"; then select your institution and "all" from the CIP drop down box for a complete list of your institution's programs which can be exported to an Excel spreadsheet.

http://dataportal.cpe.ky.gov/AcadProg.shtm

In addition to this live program inventory, CPE will take a snapshot of the program inventory which will be used for the edits and data cleaning of that file. This will be the case for all enrollment and degrees collections. A copy of this snapshot will be placed on the data submitters SharePoint site for reference during the data cleaning process.

TABLE 26

SUBJECT CODES FOR DEVELOPMENTAL AND SUPPLEMENTAL COURSES

Code	Course
0	Developmental/Supplemental/Remedial, Learning Skills/Other – Remedial courses not included in remedial categories 1, 2, 3, or 4.
1	Developmental/Supplemental/Remedial – English: Course to prepare students for college-level study in English.
2	Developmental/Supplemental/Remedial – Mathematics: Course to prepare students for college-level study in mathematics.
3	Developmental/Supplemental/Remedial – Science: Course to prepare students for college-level study in science.
4	Developmental/Supplemental/Remedial – Reading: Course to prepare students for college-level study.

TABLE 28

REGIONAL POSTSECONDARY EDUCATION CENTERS

Code	Center
21	South East Regional Postsecondary Education Center London, Corbin, and Somerset
22	Southern Regional Postsecondary Education Center Glasgow
23	Central Regional Postsecondary Education Center Elizabethtown
24	North East Regional Postsecondary Education Center Prestonsburg
25	West Regional Postsecondary Education Center Hopkinsville
26	South Central Regional Postsecondary Education Center Albany
27	University Center of the Mountains

Table 29

Off-Campus Site Codes

Code	Name	City	State	ZIP
	Alice Lloyd College			
	None			
	Asbury University			
001	Jessamine Co. Career Technology Center	Nicholasville	KY	40356
	Bellarmine University			
001	Ashland	Ashland	KY	
002	Lexington	Lexington	KY	
003	Bullitt Central High School	Shepherdsville	KY	40165
004	Jeffersonville High School			
005	Floyd Central High School			
006	Oldham County High School	Buckner	KY	40010
007	Our Lady of Providence High School			
008	South Oldham High School	Crestwood	KY	40014
009	Spencer County High School	Taylorsville	KY	
010	Curtin University			
011	University San Francisco			
012	Yokohama National University			
013	University of Salamanca			
014	Chinese University of Hong Kong			
015				
016				
017	St. Xavier High School	Louisville	KY	40217
018	Trinity High School	Louisville	KY	40207
019	Holy Cross High School	Shively	KY	40216
020	Louisville Male High School	Louisville	KY	40213
021	Fairdale High School	Louisville	KY	40118
022	DuPont Manual High School	Louisville	KY	40208
023	Brown School	Louisville	KY	40202
024	Christian Academy of Louisville	Louisville	KY	40245
025	Assumption High School	Louisville	KY	40205
026	Pleasure Ridge Park High School	Louisville	KY	40258
027	Sacred Heart Academy	Louisville	KY	40206
028	Mercy High School	Louisville	KY	40228
029	Moore High School	Louisville	KY	40228
030	Fern Creek High School	Louisville	KY	40291
	Berea College			
	None			
	Brescia University			
001	Bowling Green	Bowling Green	KY	
002	Greenville	Greenville	KY	
003	Hardinsburg	Hardinsburg	KY	
004	Henderson	Henderson	KY	
005	Hopkinsville	Hopkinsville	KY	
006	Huntingburg	Huntingburg		
007	Knoxville	Knoxville	TN	

Table 29
Off-Campus Site Codes

Code	Name	City	State	ZIP
	Brescia University (continued)			
008	Mayfield	Mayfield	KY	
009	Nashville	Nashville	TN	
010	Paducah	Paducah	KY	
011	Franklin	Franklin	KY	
012	Whitesville	Whitesville		
013	Aurora	Aurora		
014	Washington	Washington		
015	Jasper	Jasper	IN	
016	Newbergh	Newbergh		
017	Evansville	Evansville	IN	
018	Morganfield	Morganfield	KY	
019	Madisonville	Madisonville	KY	
020	Central City	Central City	KY	
021	Murray	Murray	KY	
022	Princeton	Princeton	KY	
023	Ferdinand	Ferdinand		
<u>024</u>	<u>Owensboro Catholic High School</u>	<u>Owensboro</u>	<u>KY</u>	
	Campbellsville University			
001	Bell County Forestry Camp			
002	Fruit of the Loom			
003	Marion Adjustment Center			
004	Marion County High School			
005	Russell County High School			
006	Taylor County High School			
007	Green County High School			
008	St. Matthews Baptist Church – Louisville Center			
009	Larue County High School			
010	Florence	Florence	KY	
011	Casey County High School			
012	Oldham County Vocational School			
013	Taylor County High School Distance Learning			
014	Bowling Green Campus			
015	Boyle County High School			
016	Breckinridge County High School			
017	Campbellsville High School	Campbellsville	KY	
018	Caverna High School			
019	Danville High School			
020	Ft. Mitchell	Ft. Mitchell	KY	
021	Lake Cumberland Head Start, Jamestown	Jamestown	KY	
022	Lebanon Baptist Church			
023	Lexington	Lexington	KY	
024	Lincoln County High School			
025	Meade County High School			
026	Metcalfe County High School			
027	Monroe County High School			
028	Brazil			
029	Albany			
030	Cumberland County High School			
031	Franklin County High School			

Table 29

Off-Campus Site Codes

Code	Name	City	State	ZIP
Campbellsville University (continued)				
032	Hart County High School			
033	BUK			
034	Central Hardin High School			
035	Mercer County High School			
036	Allen County High School			
037	Washington County High School			
038	Japan			
039	Lincoln County High School			
040	Somerset Community College			
041	Elizabethtown Community and Technical College	Elizabethtown	KY	
042	Frankfort Christian Academy	Frankfort	KY	
043	Jacob's Grove Baptist Church			
044	Burgin Independent	Burgin	KY	
045	Clear Creek Baptist Bible College			
046	Elizabethtown CTC	Elizabethtown	KY	
047	Elizabethtown	Elizabethtown	KY	
048	Frankfort Christian Academy	Frankfort	KY	
049	Hodgenville Center	Hodgenville	KY	
050	Spencer County High School			
051	International Studies			
052	Whitfield Christian Academy			
053	North Hardin High School			
054	Elizabethtown-Severns Valley	Elizabethtown	KY	
055	Louisville Center	Louisville	KY	
056	Whitefield Academy			
057	Edmonson County High School			
058				
059	North Hardin High School			
060	3825-C S. Hwy.27	Somerset	KY	
Centre College				
001	London	London		
002	Strasbourg	Strasbourg		
003	Budapest	Budapest		
004	Ecuador	Ecuador		
005	Merida	Merida		
006	Yamaguchi	Yamaguchi		
007	Consortium Universities - China			
008	Reading University			
009	Consortium Universities - Northern Ireland			
010	Consortium Universities - Spain			
011	Consortium Universities - Washington, DC	Washington	DC	
012	Consortium Universities			
013	Consortium Universities			

Table 29
Off-Campus Site Codes

Code	Name	City	State	ZIP
	Georgetown College			
001	Harrison County High School			
002	Henry Clay High School			
003	Scott County Middle School			
004	Western Hills High School			
005	Woodford County Community Educ. Center			
006	Grant County High School			
007	University of Kentucky			
008	Fayette County Central Office			
009	Fayette County Professional Center			
010	Tates Creek High School			
011	Bondurant Middle School			
012	Jessie Clark Middle School			
013	Crawford Middle School			
014	Midway College			
015	Owen County Middle School			
016	Martin Luther King Academy			
017	Millcreek Elementary School			
018	Winburn Middle School			
019	Second Street Elementary School			
020	Harrison County Middle School			
021	Toyota Motor Manufacturing Plant			
022	Lexington Christian High			
023	Wright Elementary School			
024	Lexington Catholic High School			
031	Scott County High School			
032	KTLN			
033	Robert Williams Cultural Center			
034	Sandersville Elementary School			
035	Julius Marks Elementary School			
036	Brazil			
037	Costa Rica			
038	Italy			
039	Kenya			
040	Spain			
041	United Kingdom			
	Kentucky Christian University			
001	East Carter High School	Grayson	KY	41143
	Kentucky Wesleyan College			
	None			
	Lindsey Wilson College			
001	Blackburn Correctional Complex			
002	Northpoint Training Center			
003	Scottsville	Scottsville		
004	Burgin	Burgin	KY	
005	LaGrange	LaGrange	KY	
006	Lexington	Lexington	KY	
007	Somerset	Somerset	KY	
008	Jackson	Jackson	KY	
009	Prestonsburg	Prestonsburg	KY	

Table 29
Off-Campus Site Codes

Code	Name	City	State	ZIP
	Lindsey Wilson College (continued)			
010	Harlan	Harlan	KY	
011	Albany	Albany	KY	
012	Ashland	Ashland	KY	
013	Maysville	Maysville	KY	
014	Logan, West Virginia	Logan	WV	
015	Mt. Empire, Virginia	Mt. Empire	VA	
016	Southwest Virginia		VA	
017	Hazard Community and Technical College	Hazard	KY	41701
018	Cumberland County		KY	
019	Jefferson Community and Technical College	Louisville	KY	40202
020				
021				
022	London	London	KY	
023	Russell Springs	Russell Springs	KY	
024	Southern State – Hillsboro, Ohio	Hillsboro	OH	
025	Cincinnati State Tech.			
026	Danville	Danville	KY	
027	Henderson	Henderson	KY	
028	Hopkinsville	Hopkinsville	KY	
029	Madisonville	Madisonville	KY	
030	Wytheville, Virginia	Wytheville	WV	
031	Wytheville Community College	Wytheville	VA	24382
032	Volunteer State Community College	Gallatin	TN	37066
033	Hopkinsville Community College	Hopkinsville	KY	42241
034	Madisonville Community College	Madisonville	KY	42431
035	Henderson Community College	Henderson	KY	42420
036	Bluegrass Community & Technical College	Danville	KY	40422
037	Cincinnati State Technical and Community College	Cincinnati	PA	45223
038	Southern State Community College	Hillsboro	PA	45133
039	Somerset Community College - London Campus	London	KY	40741
040	The Challenger Learning Center - Radcliff Campus	Radcliff	KY	40160
041	Mountain Empire Community College	Big Stone Gap	VA	24219
042	Southwest Virginia Community College - Richlands Campus	Richalands	VA	24641
043	Maysville Community & Technical College	Maysville	KY	41056
044	Southern West Virginia Community & Technical - Logan	Mount Gay	WV	25697
045	Elizabethtown Community and Technical College	Elizabethtown	KY	42701
046	Ashland Community & Technical College	Ashland	KY	41101
047	Southeast Community & Technical College	Cumberland	KY	40823
048	West Kentucky Community & Technical College - Paducah	Paducah	KY	42001
049	Somerset Community College	Somerset	KY	42501
050	Big Sandy Community & Technical College	Prestonburg	KY	41652
051	Charlene Harris Adult Education Center - Russell County	Russell Springs	KY	42642
052	Lindsey Wilson Scottsville Campus	Scottsville	KY	42164
053	Bluegrass Community & Technical College	Lexington	KY	40503
054	Gateway Community & Technical College	Florence	KY	41042
055	Jefferson Community and Technical College	Shelbyville	KY	40065

Table 29
Off-Campus Site Codes

Code	Name	City	State	ZIP
	Midway College			
001	Ephraim McDowell Hospital Annex (Danville)	Danville	KY	
002	UPS, Lexington	Lexington	KY	
003	Cabinet for Human Resources			
004	Legislative Research Commission			
005	Maysville Community College	Maysville	KY	41056
006	Three M Corporation			
007	Lexington Community College	Lexington	KY	
008	Somerset Community College	Somerset	KY	42501
009	New Horizons			
010	Veterans Hospital	Lexington	KY	40502
011	Jefferson Community College	Louisville	KY	40202
012	Prestonsburg Community College	Prestonsburg	KY	
013	Hazard-Appalachian Regional Hospital	Hazard	KY	
014	Cynthiana Licking Valley Center	Cynthiana	KY	41031
015	Southeast Community College			
016	Carrolton	Carrolton	KY	
017	McKee	McKee	KY	
018	Woodford County High School	Versailles	KY	40383
019	Toyota	Georgetown	KY	40324
020	Williamson, WestVirginia	Williamson	WV	
021	Hopkinsville	Hopkinsville	KY	
022	Scott County High School	Georgetown	KY	40324
023	St. Joseph Hospital, Lexington	Lexington	KY	40504
024	Sullivan University, Louisville	Louisville	KY	
025	Frankfort Regional Medical Center	Frankfort	KY	40601
026	London	London	KY	40741
027	Southeast Ky. CTC, Whitesburg	Cumberland	KY	40823
028	Midway Campus - Lexington	Lexington	KY	40509
029	Lexington Theological Seminary	Lexington	KY	
030	Boone National Guard Armory, Frankfort	Frankfort	KY	
031	Harlan Appalachian Regional Hospital	Harlan	KY	
032	Midway College - Radcliff	Radcliff	KY	
033	Midway School of Pharmacy, Paintsville	Paintsville	KY	
034	Jackson County Area Technology Center	McKee	KY	40447
035	Lexington Police Department	Lexington	KY	40504
036	Hazard Community College	Hazard	KY	41701
037	Osram Sylvania Plant	Versailles	KY	40383
038	University of Kentucky	Lexington	KY	
	University of Pikeville			
001	Southeast Ky Community & Technical College	Cumberland	KY	
002	Southeast Ky Community & Technical College	Middlesboro	KY	
003	Southeast Ky Community & Technical College	Whitesburg	KY	
004	Big Sandy Community & Technical College	Prestonsburg	KY	
005	Big Sandy Community & Tech College - Mayo	Paintsville	KY	
006	Big Sandy Community & Technical College	Pikeville	KY	
007	Hazard Community & Technical College	Hazard	KY	
008	Hazard Community & Technical College	Hindman	KY	

Table 29

Off-Campus Site Codes

Code	Name	City	State	ZIP
	Spalding University			
001	Allentown			
002	Executive Inn			
003	Northern Kentucky University			
004	Bardstown	Bardstown	KY	
005	United Catalyst			
006	UPS			
007	Shelby Campus			
008	Holy Rosary			
009	OptionCare Building, Radcliff	Radcliff	KY	
	St. Catharine College			
001	Bardstown High School	Bardstown	KY	
002	Marion Adjustment Center			
003	Flaget Center			
004	Nazareth			
005	Bethlehem High School			
006	Marion County Technology Center			
007	Marion County High School			
008	Nelson County High School			
009	Washington County High School			
010	Loretto Child Care Center			
011	St. Catharine Center	St. Catharine	KY	
012	St. Thomas			
013	Baptist Hospital East			
014	St. M & E Hospital			
015	Frankfort High School	Frankfort	KY	
016	Centre Square, Lebanon	Lebanon	KY	
017	Opera House, Springfield	Springfield	KY	
018	ECTC, Springfield Campus	Springfield	KY	
019	St. Catharine Education Center, Lebanon			
020	Spalding Hall, Bardstown	Bardstown	KY	
021	Thomas Nelson High School	Bardstown	KY	

Table 29
Off-Campus Site Codes

Code	Name	City	State	ZIP
	Thomas More College			
001	AT&T			
002	Providence Hospital, Cincinnati	Cincinnati	OH	
003	Urban Learning Center, Covington	Covington	KY	
004	Blue Ash Learning Center, Cincinnati	Cincinnati	OH	
005	Biology Field Station			
006	Bishop Brossart High School	Alexandria	KY	41001
007	Campbell County High School	Alexandria	KY	41001
008	Covington Latin High School	Covington	KY	41011
009	Dixie Heights High School	Crestview Hills	KY	41017
010	Elder High School	Cincinnati	PA	45205
011	Highlands High School	Ft. Thomas	KY	41075
012	Holy Cross High School	Covington	KY	41015
013	McAuley High School	Cincinnati	PA	45224
014	Mother of Mercy High School	Cincinnati	PA	45211
015	Newport Central Catholic High School	Newport	KY	41071
016	Notre Dame High School	Park Hills	KY	41011
017	Scott High School	Taylor Mill	KY	41015
018	Simon Kenton High School	Independence	KY	41051
019	South Dearborn High School	Aurora	IN	47001
020	Villa Madonna High School	Villa Hills	KY	41017
021	Walton-Verona High School	Walton	KY	41094
022	Covington Catholic High School	Covington	KY	41011
023	Beechwood High School	Ft. Mitchell	KY	41017
024	Consortium	Multiple Sites		
025	Boone County High School	Hebron	KY	41048
026	Connor High School	Hebron	KY	41048

Transylvania University
None

Table 29

Off-Campus Site Codes

Code	Name	City	State	ZIP
	Union College			
001	Corbin Middle School	Corbin	KY	40701
002	Cumberland Valley Occupational Health Center			
003	Faith Assembly of God Church			
004	Jackson County Middle School	McKee	KY	40447
005	James A. Cawood High School	Harlan	KY	40831
006	Leslie County High School	Hyden	KY	41749
007	Lynn Camp High School	Corbin	KY	40701
008	Manchester Elementary School	Manchester	KY	40962
009	McCreary Central High School	Stearns	KY	42647
010	Middlesboro Senior High School	Middlesboro	KY	40965
011	Monticello	Monticello	KY	42633
012	Hazard High School	Hazard	KY	41701
013	Bennett Center, London	London	KY	40741
014	Oak Grove Elementary	Corbin	KY	40701
015	Harlan High School	Harlan	KY	40831
016	Perry County High School			
017	Campbell County, Tennessee			
018	Salyersville High School	Salyersville	KY	41465
019	Pulaski County Middle School			
020	Sullivan South H. S., Kingsport, Tennessee	Kingsport	TN	
021	MLSC – EKU, Richmond	Richmond	KY	40475
022	Pike County High School	Pikeville	KY	41501
023	KCTCS – Middlesboro	Middlesboro	KY	40965
024	West Pines Elementary – Greenville, Tennessee	Greenville	TN	
025	Magoffin Middle School	Salyersville	KY	41465
026	Magoffin County High School	Salyersville	KY	41465
027	St. Clair Elementary School, Rogersville, Tennessee	Rogersville	TN	
028	Southern Elementary, Somerset	Somerset	KY	
029	Hunter Hills Elementary, Corbin	Corbin	KY	
030	Southwest High School	Somerset	KY	
031	Wynn Habersham Elem. (only used fall 2012)	Duff	TN	
032	Somerset Community College, Laurel Campus			
033	Camp Creek Elementary School- Greenville, Tennessee	Greenville,	TN	
	University of the Cumberlands			
001	Somerset Community College – London	London	KY	
002	Southeast Kentucky Community and Tech College			
003	Florence	Florence	KY	41042

TABLE 39
Codes for Statewide Benchmarked Placement Exams
Reported in the Entrance Exam File

Code	Exam
08	Asset Reading Skills (Reading)
09	Asset Elementary Algebra (Math)
10	Asset Intermediate Algebra (Math)
~~11~~	~~Asset College Algebra (Math)~~
13	COMPASS Writing Skills (English/Writing)
14	COMPASS Reading (Reading)
16	COMPASS Algebra (Math)
17	COMPASS College Algebra (Math)
22	KYOTE College Readiness Math (Math)
23	KYOTE College Algebra Domain (Math)
~~24~~	~~KYOTE Calculus (Math)~~
25	KYOTE Reading, Scaled Score (Reading)
26	COMPASS e-Write (8-point) (English/Writing)
27	COMPASS e-Write (12-point) (English/Writing)
~~28~~	~~COMPASS ESL (English)~~
29	COMPASS ESL (Reading)
30	KYOTE Writing

TABLE 40
SITE TYPE CODES

Code	Description
~~01~~ 00	Other
01	Quarter program site
02	Dual credit/dual enrollment site for high school students
03	International program site
04	Practicum/internship site
05	Workplace (delivered on-site, for employees only)
10	Administrative/Advising

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