

DATA DICTIONARY: ANNUAL CREDIT AND NON-CREDIT INSTRUCTIONAL ACTIVITY FILE

Revision 1.0 (04/01/2026) for FY26

SUMMARY

The Annual file captures all instructional activity that occurred throughout a fiscal year (July 1st through June 30th). For Example, fiscal year 2015 covers July 1, 2014, through June 30, 2015. Unlike other states throughout the country, Massachusetts' public colleges and universities currently report course and enrollment information for the Fall term only, as of a prescribed freeze date. As a result, the enrollment information represents only a fraction of the total instructional activity occurring each year on the Commonwealth's public campuses. An annual data submission allows colleges to report the full magnitude of instructional delivery and students served through **both** credit and non-credit courses.

In addition, the quality of the Board's institutional fiscal analysis and measurement depends on equating fiscal year financial data with annual instructional/enrollment activity. Public higher education formulas utilize annual credit enrollment data and, in many cases, non-credit workforce development enrollment as key formula variables. Thus, development of this annual file will serve three important purposes. It will: 1) Provide a clearer picture of the students served by public institutions of higher education throughout the year, 2) Improve fiscal analysis and make it more substantive, and 3) Assure the availability of data that may prove essential in securing new ways of funding higher education.

The Annual file will be utilized to assess enrollment trends for the Condition of Higher Education report and performance measurement system. The file will also be used to accurately determine the cost of education and cost per FTE, as well as to compare and contrast the information provided with that of comparable peer states and institutions.

The DHE requires each institution to submit an Annual Instructional Activity file in **August** each year. The file submitted in August will reflect all instructional activity that occurred during the fiscal year which just ended (i.e. July 1st through June 30th).

Students Included/Not Included in the Annual Credit and Non-Credit Instructional Activity File

The annual file will be used to demonstrate the volume of students served by the public higher education system as well as to calculate annual cost per FTE and course completion rates. Therefore, it is important that institutions recognize that outcome measures are as significant as input measures (i.e. number of students counted). The annual enrollment file needs to accurately capture from the "live institutional database" the end of term enrollment reality. Whereas the Term-specific enrollment file reflects enrollments as of a prescribed freeze date during the term, the annual file will be based on end of the fiscal year.

Students To Be Included: Those who 1) registered for a course(s) that started or ran during the fiscal year **and** 2) received a bill for payment and 3) had the course(s) and a grade (i.e. audit, withdrawal, letter grade, Incomplete, In Progress etc.) transcript. NOTE: Course start date is a critical field in the annual file. Start dates that do not fall within the fiscal year being reported will not be accepted.

- **Cross Registered Students:** Students who cross register, i.e. enroll through a cross registration process at the home institution, for a course offered and delivered by another institution, are correctly counted in the home institution's institutional enrollment **if** the student is billed for this course by the home institution and the home institution retains the revenues generated for the students they have cross registered.
- **Students On Exchange from Another Institution:** Students on exchange from another institution who enroll in courses at a Massachusetts public college or university, pay the Massachusetts institution, and have a transcript for their attendance should be counted in the institutional enrollment count.

Students to Be Excluded:

- Students who have been dropped from the institutional student record system prior to the college's freeze date for reasons of nonpayment etc. These students have no record of course enrollment.
- **Students On Exchange at Another Institution:** Students who are enrolling at another institution as part of an exchange program for a term(s) during the course of the fiscal year **and** registered at and paid the other institution to attend for a specified period of time should only be counted for those terms (if any) that they actually attended and paid at the home institution. The fact that the institution may have to retain a system record of the student on exchange elsewhere does not constitute enrollment.

Reporting of Not for Credit Courses and Enrollments
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- **Who Needs to Report:** Community colleges are required to report on all noncredit courses and enrollments as well as credit courses and enrollment that occurred during the fiscal year. UMass is **only required** to report credit courses and enrollment. Submission of non-credit courses and enrollment are **optional for the state universities**.
- **Workforce Development Not for Credit Courses and Enrollment:** If a community college designates a not-for-credit course within the annual file as a workforce development course, then the college must have a complete record for the course and students who enrolled in the course. This includes all courses offered and delivered through Corporate Education divisions/departments.

PART I:

COURSE INFORMATION

LIST OF ANNUAL FILE PART I DATA ELEMENTS

Institutional Identifiers

ANN001 College ID

The institutional identification code assigned by the DHE.

ANN002 Fiscal Year

The fiscal year (July 1st - June 30th) in which the course was offered.

Course Section General Attributes

ANN003 Term

The academic term in which the course is offered.

ANN004 Course Number

The identification number assigned to a credit or non-credit course by the institution.

ANN005 Course Section Number

The alphanumeric identification code is assigned to a specific section of a course.

ANN006 Course Title

Title assigned to the course by the institution.

ANN007 Course Level

Identification of the course as either an undergraduate credit, graduate credit, or a non-credit course

ANN008 Course Type

Identification of the course as either credit, non-credit or offered for Continuing Education Units or Professional Development Points.

ANN009 Non-Credit Course Type

Identifies the generic intent of the non-credit course.

ANN010 Credit Course Academic Discipline (Applies to State Universities and Community Colleges Only—Credit courses only)

The academic discipline with which the credit course is associated.

ANN011 Course Section Start Date

The year, month, and day in which the course section started.

ANN012 Course Section End Date

The year, month, and day in which the course section ended.

ANN013 Site Code

The two-digit code identifying the campus site (main, branch campus or other as designated in the Institutional Site Location File) where the course is offered.

ANN014 Credit Hours/Units Assigned to the Course

The number of credit hours/CEUs the student will receive upon successful completion of the course.

ANN015 Remedial Course Indicator for Credit Courses

Distinguishing courses that are remedial reading, writing, and/or math.

ANN016 General Education/Occupationally Specific Course Indicator (Applies to Community Colleges Only)

Distinguishes between credit courses that fulfill general education requirements and those that are focused specifically on occupational preparation

ANN017 Distance Education Section Indicator

Indicates whether or not the course section is offered as a distance education course.

ANN018 Honors Program Indicator

Indicates whether or not the course section is designated by the institution as an honors section.

Course Section Fiscal Attributes

ANN019 Course Section Fiscal Status: State/Non-State Supported

Indicates whether or not the course receives financial support from the state.

ANN020 Credit Course Fee(s) (Not Required for University of Massachusetts)

Fee (if any) applied to a student enrolled in a specific *credit* course (i.e. lab fees, recitation fees, etc.) that are above and beyond the general mandatory fees paid by all students.

ANN021 Instructor Type (Not required of the University of Massachusetts)

Indicates whether the instructor teaching the course is full-time (AA), part-time (AA), adjunct (CC) or not paid from any campus funds

Course Section Enrollments

ANN022 Course Section Enrollment

The number of students who enrolled in the course section.

Additions to File

ANN023 Third Party Contract Course Indicator

Identifies whether the course is a third-party contract course.

ANN024 ESL Course Indicator

ANN025 4-Digit -Credit Course Academic Discipline (Applies to State and Community Colleges Only—Credit courses only)

The academic discipline with which the credit course is associated.

ANN026 6-Digit -Credit Course Academic Discipline (Applies to State and Community Colleges Only—Credit courses only)

The academic discipline with which the credit course is associated.

ANN027 Civic Learning Indicator

Indicates whether or not a course section fulfills the civic learning degree requirement

ANN001 College ID

Data Type: Alphanumeric **Length** Minimum 3
Maximum 3 **Format Example** 000

Code Descriptions

See Data Dictionary Appendix A: Institution Codes

Definition

Code used to identify each college or university in the Commonwealth of Massachusetts.

Instructions

Business Rules	Dependency
Mandatory entry	Must match College's ID as specified in Data Dictionary Appendix A – Institution codes. Must be the same for the entire submission.

ANN002 Fiscal Year

The fiscal year (July 1st - June 30th) in which the course was offered.

Data Type: Numeric

Length Minimum 4
 Maximum 4

Format Example YYYY

Code Descriptions

Definition: The HEIRS II fiscal year is the standard IPEDS Fiscal Year (i.e. state fiscal year) extending from July 1st through June 30th. For example, Fiscal Year 2015 covers July 1, 2014 through June 30, 2015. Identification of courses for inclusion in a given fiscal year is based on the course **start** date and not the end date. This includes all courses that were offered and enrolled students with a course start date that falls in the time period July 1st through June 30th. Placement of summer courses in the appropriate fiscal year should be based on **start** date and correctly reflect when the revenue generated is actually counted.

Instructions

Business Rules	Dependency
Mandatory entry	Must be the correct year as chosen when the file is submitted. Must not be a year previously submitted. Must be the same for the entire submission.

ANN003 Term

The academic term in which the course's start date falls.

Data Type: Numeric

Length Minimum 1
Maximum 1

Format Example 0

Code Descriptions

- 0** Summer II
- 1** Fall
- 2** Winter
- 3** Spring
- 4** Full Summer
- 5** Summer I

Definition

“**Full Summer**” courses typically have a start date of May or June in the fiscal year for which you are reporting, but cross over summer sessions and may end in the next fiscal year (July or August for a 12-week course). These courses should be counted in the fiscal year ending June 30th.

“**Summer I**” courses typically have a start date of May in the fiscal year for which you are reporting. (e.g., a 6-week summer course starting in May and ending in June)

“**Summer II**” courses typically have a start date of July in the fiscal year for which you are reporting. (e.g., a 6-week course beginning in July and ending in August)

Instructions

Business Rules	Dependency
Mandatory entry. Must not be a term/year combination previously submitted. Use course start date when determining term.	Course Number (ANN004), Course Section Number (ANN005), and Term (ANN003) must be found in the annual enrollment file with matching Course Number (ANE006), Course Section Number (ANE007), and Term (ANE003). Total enrollment reported for this course must = the total records of all students reported in the annual enrollment file.

ANN004 Course Number

The identification number assigned to a credit or non-credit course by the institution.

Data Type: Alphanumeric **Length** Minimum 1
Maximum 30 **Format Example** N/A

Code Descriptions

Will vary by institution

Definition

Course numbers assigned by the college to a course. Non-credit courses that are offered and enrolled students during the fiscal year must be distinguished with a course number.

Instructions

Business Rules	Dependency
Mandatory entry. Course numbers entered should be actual course schedule/catalog numbers.	Each record combination of Course Number (ANN004), Course Section Number (ANN005), and Term (ANN03) must be unique. Course Number (ANN004), Course Section Number (ANN005), and Term (ANN003) must be found in the annual enrollment file with matching Course Number (ANE006), Course Section Number (ANE007), and Term (ANE003). Total enrollment reported for this course must = the total records of all students reported in the annual enrollment file.

ANN005 Course Section Number

The alphanumeric identification code assigned to a specific section of a course.

Data Type: Alphanumeric **Length** Minimum 1 **Format Example** N/A
Maximum 10

Code Descriptions

Definition

Code assigned by the institution to each specific course section. Course section identification must be unique for each credit and non-credit Course Number.

Instructions

Business Rules	Dependency
Mandatory entry	Each record Course Number (ANN004), Course Section Number (ANN005), and Term (ANN003) combination must be unique. Course Number (ANN004), Course Section Number (ANN005), and Term (ANN003) must be found in the annual enrollment file with matching Course Number (ANE006), Course Section Number (ANE007), and Term (ANE003). Total enrollment reported for this course must = the total records of all students reported in the annual enrollment file.

Title assigned to the course by the institution.

Format Example N/A

Will vary by institution.

Instructions

Business Rules	Dependency
Mandatory entry	If a comma is in the course title, then this field should be surrounded by double quotes (“).

ANN007 Course Level

Identifies the course as either an undergraduate, graduate course, or Non-Credit.

Data Type: Numeric

Length Minimum 1
Maximum 1

Format Example 1

Code Descriptions

- 1** Undergraduate Credit
- 2** Graduate Credit
- 3** Not Applicable (Non-Credit)

Definition: Identification of the course as undergraduate (1), graduate (2), or Not Applicable (3): non-credit courses and/or courses offered for Continuing Education Units or Professional Development Points.

Instructions

Business Rules	Dependency
Mandatory entry	Must be one of the above values.

ANN008 Course Type

Identification of the course as either credit, non-credit or offered for Continuing Education Units or Professional Development Points.

Data Type: Numeric

Length Minimum 1
Maximum 1

Format Example 1

Code Descriptions

- 1** Credit
- 2** Non-Credit
- 3** CEU, PDP, etc.

Definition: Identification of the course as either Credit (1), Non-Credit (2), or CEU, PDP, etc. (3) offered for Continuing Education Units, Professional Development Points, etc.

Instructions

Business Rules	Dependency
Mandatory entry	Must be one of the above values. If '1' (Credit) or '3' (CEU, PDP, etc.) then credits hours/units assigned to course (ANN014) must be ≥ 0 .

ANN009 Non-Credit Course Type

Identifies the generic intent of a non-credit course.

Data Type: Numeric **Length** Minimum 1 **Format Example** 0
Maximum 1

Code Descriptions

- 1** Personal Growth/Enrichment/Recreation/Leisure
- 2** Certificate-bearing Workforce Development (Job Skills-related, Licensure, Technical, etc.)
- 3** Not Applicable (University and State Colleges only segments to use value “3”.)
- 4** Non-certificate bearing Workforce Development
- 5** Basic skills/remedial
- 6** Test preparation

Definition: Personal growth/enrichment/recreation/leisure not-for-credit courses address the personal and leisure interests of students. A certificate-bearing not-for-credit Workforce Development/Job Skills Training course is a college-sponsored job/occupational skills related training activity under the leadership of a qualified or **for which the college maintains a record of participation that results in an industry-recognized certificate**. Examples would include: CISCO Licensure and Oracle Licensure, etc. The Board recommends that community colleges reach consensus on what should be legitimately reported as “workforce development”. Not-for-credit courses that fall under the not applicable category do not meet the criteria of any of the other course types. Non-certificate bearing not-for-credit Workforce Development courses are workforce development courses that **do not result in an industry-recognized certificate**. Basic skills/remedial includes ABE/ESL/GED and perhaps developmental. Test preparation includes TEAS, SAT, GRE, MCAS review, etc. Additional Explanation of Codes

Code	Code descriptions	Definition	Examples (but not
1	Personal Growth/Enrichment/Recreation/Leisure	Courses address the personal and leisure interests of students. This category pertains to courses outside of professional or formal academic training.	Quilter Group, Chocolate Creations, Beginner West Coast Swing
2	Certificate-bearing Workforce Development (Job Skills-related, Licensure, Technical, etc.)	Reflect college-sponsored job/occupational skills related training activity under the leadership of a qualified instructor for which the college maintains a record of participation that leading to an industry-recognized certificate.	CISCO Licensure, Oracle Licensure, Certified Nursing Assistant licensure , Certificate in Human Resources Management (CHRM).
3	Not Applicable (University and State Colleges only segments to use value "3".)	Does not meet the criteria of any of the other course types.	
4	Non-certificate bearing Workforce Development (includes Professional Development)	Workforce development courses that do not result in an industry-recognized certificate. This category also includes professional development courses (often through career centers) that may enhance the career of students but do not result in a certificate.	Essentials of supervision, Grant writing, Business administration Accounting
5	Basic skills/remedial		ABE/ELL and developmental.
6	Test preparation	Courses offering test preparation	TEAS, Accuplacer, SAT , GRE, MCAS, HiSET/GED, Refresher and career readiness testing

Instructions

Business Rules	Dependency
Mandatory entry for all non-credit courses Course Type (ANN008) = 2 (Non-Credit) and must be one of the above values.	If = 2 (Workforce Development) then credit hours/units assigned to course (ANN014) must be ≥ 0 . Leave blank where Course Type (ANN008) = 1 (Credit). If Segment is Community College value cannot equal 3.

ANN010 Credit Course Academic Discipline

The academic discipline with which the credit course is associated.

Data Type: Alphanumeric **Length** Minimum 2
Maximum 2 **Format Example** 02

Code Descriptions:

Use the CIP codes from the HEIRS II Data Dictionary Appendix B - CIP Codes.

Definition

Academic discipline simply refers to what typically would be categorized as “a subject area,” such as English, Biology, and Psychology. The course’s subject area is often denoted in the institutional coding schematic, for example, an English code may be listed as ENGL 117, a Biology Course as BIOL 221.

In almost all instances, the academic discipline can be identified using a two-digit CIP code listed for the appropriate “subject area.”

Instructions

Business Rules	Dependency
	Must be a valid CIP from the Data Dictionary Appendix B - CIP Codes. Must be the first two digits of both the 4-Digit Credit Course Academic Discipline (ANN025) and if 6-Digit Credit Course Academic Discipline (ANN026) if 6-Digit Credit Course Academic Discipline (ANN026) is reported.

ANN011 Course Section Start Date

The year, month, and day in which the course section started.

Data Type: Numeric **Length** Minimum 8 **Format Example** YYYYMMDD
Maximum 8

Code Descriptions

Definition(s)

1) Course section Start Dates must fall within the Fiscal Year for which you are reporting. In the event that an exact day is unavailable, default to the first day of the month.

Note: Course Start Date is a key critical field in the annual file. It is important that each course have a correct start date that falls within the designated fiscal year (i.e. July 1st through June 30th). For example, Fiscal Year 2015 covers July 1, 2014 through June 30, 2015. Dates that fall out of fiscal year range will not be accepted.

Instructions

Business Rules	Dependency
Mandatory entry	Invalid date formats will error. Use the course start date to determine fiscal year reporting for HEIRSII. Start dates not within the fiscal year being reported will error.

ANN012 Course Section End Date

The year, month, and day in which the course section ended.

Data Type: Numeric **Length** Minimum 8 **Format Example** YYYYMMDD
Maximum 8

Code Descriptions

Definition

Course Section End Dates may **not** always fall within the fiscal year for which you are reporting (i.e., a Summer I course may end in July or August of the next fiscal year). **Placement of the course in the correct fiscal year depends upon the course start date.** In the event that an exact day is unavailable, default to the first day of the month.

Instructions

Business Rules	Dependency
Mandatory entry	Invalid date formats will error. Must be a date after the reported Course Section Start Date (ANN011).

ANN013 Site Code

The two-digit code identifying the campus site (main campus, branch campus, off-campus extensions, etc.) where the course is offered.

Data Type: Alphanumeric **Length** Minimum 2
Maximum 2 **Format Example** 0A

Code Descriptions

Definition

The sites associated with the courses must be identified in the institutional site location file. The site location file is updated annually in July of each fiscal year. Definition of course site locations via the site location file is an institutional prerogative. Identified campus sites should reflect what makes sense for that institution in terms of tracking and analysis of course enrollment data. At a minimum, institutions should designate a main campus.

Instructions

Business Rules	Dependency
Site Code must be found in the Data Submission, Review Data, and Institution Sites Reports section of HEIRSII system.	

ANN014 Credit Hours/Units Assigned to the Course

The number of credit hours or CEU's the student will receive upon successful completion of the course.

Data Type: Numeric

Length Minimum 4
Maximum 4

Format Example 3

Code Descriptions

Credit Course: Number of credit hours awarded will vary by course and institution.

Non-Credit Course: If the course is coded as a Workforce Development Course (ANN009 = 2), provide the number of course/contact hours.

Definition

Credit hours: The number of credits assigned to the course by the institution as denoted in the course schedule/catalog. The number of credit hours assigned to the course **SHOULD NOT** equal 0 unless the following is applicable: the course is not-for-credit. **DO NOT Submit** Lab sections unless they have associated credits. Report the maximum credits attached to the course.

Contact Hours:

Contact Hour: A unit of measure that represents an hour of scheduled instruction given to students. See CLOCK-HOUR.

Clock-hour: The designation given approximately 60 minutes of class work or instruction. This may include time for passing from one class to another.

Instructions

Business Rules	Dependency
Mandatory for Course Type (ANN008) = 1 (Credit) or 3 (CEU, PDP, etc.).	Must be ≥ 0 and ≤ 20 .
Mandatory for Non-Credit Course Type (ANN009) = 2 (Workforce Development (Job Skills-related, Licensure, Technical, etc.)).	Must be > 0 when Course Type (ANN008) = 1 (Credit) or 3 (CEU, PDP, etc.). Must be $= 0$ when Course Type (ANN008) = 2 (Non-credit). Must be ≥ 0 when Non-Credit Course Type (ANN009) = 2 (Work force development). Must be $= 0$ when Non-Credit Course Type (ANN009) = 1 (Personal Growth/Enrichment/Recreation/Leisure).

ANN015 Remedial Course Indicator for Credit Courses

Distinguishes **credit** courses that are remedial reading, writing, and math.

Data Type: Alphanumeric **Length** Minimum 2
Maximum 2 **Format Example** RR

Code Descriptions

RR Remedial Reading
RW Remedial Writing
RM Remedial Math
MR Multi-Remedial (for institutions with linked learning, learning communities, etc.)
AR Academic Support - Reading
AW Academic Support - Writing
AM Academic Support - Math

Definition

Remedial courses in HEIRS II refer only to basic skills courses, i.e. reading, writing, and math. If the college has a course(s) that are considered both remedial reading and writing, the institution should assign the acceptable value of remedial reading.

NOTE: Study skills courses and ESL courses should **NOT** be labeled as remedial.

Instructions

Business Rules	Dependency
Mandatory entry for Remedial Course	If populated, must be one of the above values. Leave blank if course is not remedial.

ANN016 General Education/Occupationally Specific Course Indicator (Applies to Community College Credit Courses Only)

Distinguishes between credit courses that fulfill general education requirements and those that are focused specifically on occupational preparation.

Data Type: Numeric

Length Minimum 1
Maximum 1

Format Example 0

Code Descriptions

- 1 General Education
- 2 Occupationally Specific
- 3 Both
- 4 Not applicable

Definition

General Education: General Education courses are a sequence of courses required of all undergraduate students, typically in the arts and sciences. They are designed to add breadth to the curriculum and a common educational experience for all students. General education courses generally include a balance of required study and/or restricted electives in the liberal arts and sciences (e.g. humanities, arts, natural and physical sciences, mathematics, and social sciences).

Occupationally-Specific: A credit course that provides a job-related skill and/or is part of an occupationally specific curriculum or job training program.

Instructions

Business Rules	Dependency
Mandatory entry for Community Colleges.	If populated, must be one of the above values.
Optional for UMass and State Universities.	

ANN017 Distance Education Section Indicator

Indicates whether or not the credit or noncredit course section is offered as a distance education option.

Data Type: Alphanumeric **Length** Minimum 1 **Format Example** N
Maximum 1

Code Descriptions

- 1 Meets state and accrediting standard of at least 80% Distance**
- 2 At least 50 % of Course is Delivered in a Distance Mode**
- 3 Not Applicable**

Definition

A distance education course section is defined as a course section where instruction with the student and the instructor are not in the same place; instruction occurs in either synchronous or asynchronous format. Distance education includes courses conducted online (web-based) and/or through synchronous video conferencing.

NOTE: To be considered a distance education course, NEASC has defined that 80% of the course's instruction should be conducted in distance mode. Institutions are being provided two % options: at least 80%; at least 50% of the course is conducted in a distance mode.

Instructions

Business Rules	Dependency
	Must be one of the above values. Null values will error.

ANN018 Honors Program Indicator

Indicates whether or not the course section is designated by the institution as an honors section.

Data Type: Alphanumeric

Length Minimum 1
 Maximum 1

Format Example N

Code Descriptions

Y Yes
N No

Definition

Note: The honors program indicator is associated with the course and not the student. The intent of the honors program indicator is to identify course sections specifically geared to high achieving students.

Instructions

Business Rules	Dependency
	Must be one of the above values.

ANN019 Course Section Fiscal Status: State/Non-State Supported

Indicates whether or not the credit/noncredit course receives financial support from the state.

Data Type: Numeric **Length** Minimum 1
Maximum 1 **Format Example** 0

Code Descriptions

- 1** State Supported Course
- 2** Non-State Supported Course

Definition

State Supported Course: A course taught by an instructor who receives compensation from the state (from state appropriations, grants, tuition retention, or vocational education money) for teaching it.

Non-State Supported Course: A course taught by an instructor who receives compensation for teaching the course from non-state sources. Revenue earned from non-state supported courses is retained by the institution.

Instructions

Business Rules	Dependency
Mandatory entry	Must be one of the above values.

ANN020 Credit Course Fee(s) (Not Required for University of Massachusetts)

Fee (if any) applied to a student enrolled in a specific *credit* course (i.e. lab fees, recitation fees, etc.) that are above and beyond the general mandatory fees paid by all students.

(APPLIES TO CREDIT COURSES ONLY)

Data Type: Numeric

Length Minimum 6
Maximum 6

Format Example 000.00

Code Descriptions

Definition

Fee , if any, applied to a student enrolled in a specific *credit* course (i.e. lab fees, recitation fees, etc.) that is above and beyond the general mandatory fees paid by all students.

(APPLIES TO CREDIT COURSES ONLY)

Instructions

Business Rules	Dependency
Required for State Universities and Community Colleges only.	If Course Type (ANN008) = 1 (Credit), must be populated. Must be a whole number and 2 decimals >= 0.00.

ANN021 Instructor Type (Not required of the University of Massachusetts)

Indicates whether the instructor teaching the course is full-time (AA), part-time (AA), adjunct (CC) or not paid from any campus funds for this course, section and term instance.

Data Type: Numeric **Length** Minimum 1
Maximum 1 **Format Example** 0

Code Descriptions

- 1 Full-time Faculty (AA Subsidiary)
- 2 Part-time Faculty (AA Subsidiary)
- 3 Part-time Adjunct (CC Subsidiary)
- 4 Contracted through third party vendor
- 5 Consortium/Other non-institutional payment

Definition

The system is capturing the funding source of the instructor for only this instance of the Course/Section being taught. This is not the overall instructor type, but how they are classified for this course, section, and term instance of the course.

Instructions

Business Rules	Dependency
Mandatory for State Universities and Community colleges; optional UMass.	Must be one of the above values.

ANN022 Course Section Enrollment

The number of students who enrolled in the course section.

Data Type: Numeric

Length Minimum 1
Maximum 4

Format Example 0

Code Descriptions

Definition

Number of students enrolled should include all fiscal year course enrollments during the period, July 1st through June 30th. For example, Fiscal Year 2015 covers July 1, 2014 through June 30, 2015. Institutions should freeze their annual data (census snapshot off an institution's live system) for the prior fiscal year based on institutional practice regarding final grading for summer terms. Technically, an institution does not need to freeze if going against end of term data but given the practice of backdating etc. and the desire to keep a permanent institutional record institutionally of what happened, it is a good practice to identify a date in July or August as a fiscal year freeze point.

Instructions

Business Rules	Dependency
Mandatory entry	Must be a whole number > 0. This value must equal the sum of all matching Course Number (ANE006), Course Section Number (ANE007), and Term (ANE003) records reported annual enrollment file.

ANN023 Third Party Contract Course Indicator

Identifies whether the course is a third party contract course.

Data Type: Alphanumeric

Length Minimum 1
Maximum 1

Format Example Y

Code Descriptions

Y = The course is a third party contract course

N = The course is not a third party contract course

Definition

To qualify as a third party contract course, the course is taught by an instructor who is compensated by an outside entity **AND** the course is **not** held at a campus facility.

Instructions

Business Rules	Dependency
Mandatory entry	Must be one of the above values. If Y, then Instructor Type (ANN021) must = 4 (Contracted through third party vendor).

ANN024 ESL Course Indicator

Identifies whether the course is an ESL course.

Data Type: Alphanumeric

Length Minimum 1
 Maximum 1

Format Example Y

Code Descriptions

Y = The course is an ESL course

N = The course is not an ESL course

Definition

All courses classified on campus as “English as a Second Language” must be indicated with a “Y” for this field.

Instructions

Business Rules	Dependency
Mandatory for State Universities and Community colleges; optional UMass.	Must be one of the above values.

ANN025 4-Digit Credit Course Academic Discipline

The academic discipline with which the credit course is associated.

Data Type: Alphanumeric **Length** Minimum 4
Maximum 4 **Format Example** 0202

Code Descriptions

Use the CIP codes from the HEIRS II Data Dictionary Appendix B - CIP Codes.

Definition

Academic discipline simply refers to what typically would be categorized as “a subject area,” such as English, Biology, and Psychology. The course’s subject area is often denoted in the institutional coding schematic, for example, an English code may be listed as ENGL 117, a Biology Course as BIOL 221.

In almost all instances, the academic discipline can be identified using a four-digit CIP code listed for the appropriate “subject area.”

Instructions

Business Rules	Dependency
Mandatory entry for credit Course Type (ANN008) =1 (Credit) for State Universities and Community colleges. Optional UMass.	Must be a valid CIP from the Data Dictionary Appendix B - CIP Codes. If the 6-digit CIP (ANN026) is given, this code must match the first 4-digits of 6-Digit Credit Course Academic Discipline (ANN026).

The academic discipline with which the credit course is associated.

Format Example 020202

Use the CIP codes from the HEIRS II Data Dictionary Appendix B - CIP Codes.

Academic discipline simply refers to what typically would be categorized as “a subject area,” such as English, Biology, and Psychology. The course’s subject area is often denoted in the institutional coding schematic, for example, an English code may be listed as ENGL 117, a Biology Course as BIOL 221.

Instructions

Business Rules	Dependency
Optional entry for credit Course Type (ANN008) =1 (Credit) at State Universities and Community Colleges when the 4-digit CIP (ANN025) is reported. Mandatory entry if the 4-digit CIP (ANN025) is not provided.	Must be a valid CIP from the Data Dictionary Appendix B - CIP Codes.

ANN027 Civic Learning Indicator

Indicates whether or not a course section fulfills the civic learning degree requirement

Data Type: numeric	Length Minimum 1 Maximum 1	Format Example 1
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Code Descriptions

- | | |
|----------|--|
| 1 | Civic Learning with Engagement Required |
| 2 | Civic Learning with Engagement Optional |
| 3 | Civic Learning without Engagement |
| 4 | Not Reviewed |
| 5 | Not Applicable |

Definition

The Civic Learning Indicator is used by institutions to identify if and using what criteria an undergraduate course meets civic learning degree requirements.

The **four elements of the BHE definition of Civic Learning** are:

1. Knowledge
2. Intellectual skills
3. Applied competencies or practical skills needed for informed and effective participation in civic and democratic life
4. Understanding of the social and political values underlying democratic structures and practices.

There are **five functional specifications used to classify Civic Learning courses**:

- A. The course description or syllabus articulates a substantial Civic Engagement activity, which is explicitly linked to course learning goals.
- B. Student Participation. **Include one:**
 1. Every student in the course is required to participate in the Civic Engagement activity (project or placement).

OR

 2. Students choose between a Civic Engagement activity and a substantial project with a Civic Learning focus. Either choice will connect with **at least one of the four elements** of the BHE definition of Civic Learning.
- C. The Civic Engagement activity is designed to provide reciprocal benefits to both the students and a broader community or communities beyond the classroom (that broader community could be the campus community or a community beyond the campus).

- D. The Civic Engagement activity must include a reflection component in which the student is required to report on, present, or explain the significance of the experience and locate it within its broader political, social, or economic context.
- E. Course outcomes are designed to include in a significant or substantial way **at least one of the four elements** of the BHE definition of Civic Learning: knowledge. **Include one:**
1. No additions to definition.
- OR**
2. Include either:
 - i. The engagement activity is designed to connect with **at least one of the four elements** of the BHE definition of Civic Learning. Thus every course that features a Civic Engagement requirement is categorized as “Civic Learning.”
- OR**
- ii. Both the engagement activity and the alternate project are designed to connect with **at least one of the four elements** of the BHE definition of Civic Learning, ensuring that all students in the course will have a significant experience with “Civic Learning.”

Examples: What is Civic Engagement/Service Learning?

1. Learning and applying tax preparation skills with an agency that helps members of the local community file their taxes.
2. Helping to build bridges so a remote community could have better access to critical services.

Examples: What may not qualify as Civic Engagement/Service Learning?

1. A brief internship at a tax preparation business.
2. A study abroad program to learn French.

1 - Civic Learning with Engagement Required

These courses include the functional specifications: A, B.1, C, D, and E.2.i

2 - Civic Learning with Engagement Optional

These courses include the functional specifications: A, B.2, C, D, and E.2.ii

3 - Civic Learning without Engagement

These courses include the functional specification: E.1

4 - Not-Reviewed

This course has not been reviewed for a Civic Learning component.

5 - Not Applicable

This course DOES NOT incorporate a substantial Civic Learning component.

Instructions

Business Rules	Dependency
Mandatory for all credit courses at the Community Colleges and State Universities, starting FY 2017.	

PART II:

STUDENT INFORMATION

Annual Student File

The Annual Student file captures all unique students who enrolled in the courses that ran from July 1 through June 30th. These are students who were counted as part of the course enrollment in Part I: COURSE INFORMATION of the Annual file. Unique students should be identified for courses that ran for each term reported within the fiscal year (July 1st through June 30th). For example, Fiscal Year 2015 covers July 1, 2014 through June 30, 2015. There should be **ONLY** one student record per term. For each given term, the student should have only one Registration Level, Current Zip Code and Tuition Classification. HEIRS II will allow for changes to these fields between terms.

Permanent Zip Code: The reported Zip Code should be the student's **permanent address** not dormitory address for the term(s) he/she was enrolled.

Student's Registration Level

This field is important for calculating FTE. If a student is enrolled in both Credit and Non-Credit courses within a given Term, the Credit Undergraduate or Graduate Registration Level should take precedence over Non-Credit. i.e. the student should be classified as a credit student for that term. A Student with a Non-Credit registration level should **ONLY** be enrolled in Non-Credit course(s) for the given Term. Also, in each given term, a student should only be classified as either Undergraduate or Graduate.

LIST OF ANNUAL FILE PART II DATA ELEMENTS

ANS001 College ID

The institutional identification code assigned by the DHE.

ANS002 Fiscal Year

The fiscal year (July 1st - June 30th) that is being reported.

ANS003 Term

The academic term in which the course is offered

ANS004 Student's Social Security Number

The student's social security number.

ANS005 Student ID Number

An identification code assigned to the student by the institution.

ANS006 Permanent/Current Zip Code

Five-digit zip code of the student's city/town.

ANS007 Student's Registration Level

The enrolled student's current registration level.

ANS008 NEBHE Tuition Classification

Distinguishes students paying NEBHE tuition rates.

ANS009 Student's Last Name

The student's last name.

ANS010 Student's First Name

The student's first name.

ANS011 Student's Middle Initial

The student's middle initial.

ANS012 Gender

The student's gender.

ANS013 Student's Race/Ethnicity

The race and/or ethnicity of the student.

ANS014 Birth date

The student's date of birth.

ANS015 Country Code of Citizenship

The ISO identification code for the student's country of citizenship.

ANS016 Met Gateway Math Pathway Requirement in First Year

Indicates the student met the gateway math requirement in their first year for their initial math pathway

ANS017 Met Gateway English Requirement in First Year

Indicates is the student met the Gateway English requirement in their first year

ANS001 College ID

An institutional identification code assigned by the Data Dictionary Appendix A: Institution Codes.

Data Type: Numeric

Length Minimum 3
Maximum 3

Format Example 000

Code Descriptions

See Data Dictionary Appendix A: Institution Codes

Definition

See Data Dictionary Appendix A: Institution Codes

Instructions

Business Rules	Dependency
Mandatory entry.	Must match College's ID as specified in Data Dictionary Appendix A – Institution codes. Must be the same for the entire submission.

ANS002 Fiscal Year

The fiscal year (July 1st - June 30th) that is being reported.

Data Type: Numeric

Length Minimum 4
 Maximum 4

Format Example YYYY

Code Descriptions

For example, Fiscal Year 2015 covers July 1, 2014 through June 30, 2015.

Definition

Instructions

Business Rules	Dependency
Mandatory entry	Must be the correct year as chosen when the file is submitted. Must not be a year previously submitted. Must be the same for the entire submission.

ANS003 Term

The term for which information is being reported. This is the term for which the course's start date belongs to.

Data Type: Numeric

Length Minimum 1
Maximum 1

Format Example 0

Code Descriptions

- 0** Summer II
- 1** Fall
- 2** Winter
- 3** Spring
- 4** Full Summer
- 5** Summer I

Definition

“Full Summer” courses typically have a start date of May/June in the fiscal year for which you are reporting but cross over Summer sessions and may end in the next fiscal year (July/August ex. 12-week course). These courses should be counted in the fiscal year ending June 30th.

“Summer I” courses typically have a start date of May in the fiscal year for which you are reporting. (ex. 6-week summer course starting in May and ending in June)

“Summer II” courses typically have a start date of July in the fiscal year for which you are reporting. (ex. 6-week course beginning in July and ending in August)

Instructions

Business Rules	Dependency
Mandatory entry	Must not be a term/year combination previously submitted. Use course start date when determining term.

ANS004 Student's Social Security Number

The student's social security number.

Data Type: Numeric
Maximum 9

Length Minimum 9

Format Example 000000000

Code Descriptions

Definition

Unique identification number assigned by the Federal government to each citizen and permanent resident of the United States.

Instructions

Business Rules	Dependency
Mandatory entry If the student does not have a Social Security number, enter 000000000. DO NOT enter an identification code assigned by the institution for this item. Institutionally assigned identifiers should be reported in the Student ID data element.	Must have leading zeros. First three digits must be between 001 and 899 (excluding 666), middle two digits must be between 01 and 99, and last four digits must be 0001 and 9999.

ANS005 Students ID Number

An identification code assigned to the student by the institution.

Data Type: Alphanumeric **Length** Minimum 1
Maximum 15 **Format Example** 0000000000000000

Code Descriptions

Definition

Unique code used by the institution to identify students.

Instructions

Business Rules	Dependency
Mandatory entry	Each student's unique id as assigned by the institution for the duration of a student's enrollment.

ANS006 Permanent Zip Code

Five-digit zip code of the student's permanent city/town.

Data Type: Alphanumeric	Length Minimum 5 Maximum 9	Format Example 00000
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Code Descriptions

Missing or Unknown Zip Codes	ZZZZZ
Foreign Zip Codes	XXXXX

Definition

The permanent zip code for the student's address. This should not be the dormitory address zip code.

Instructions

Business Rules	Dependency
Mandatory entry For credit students, no more than 10% missing. Null values default to ZZZZZ.	Must be a valid Zip Code. Will validate with US Postal Service www.USPS.com.

ANS007 Student's Enrollment/Registration Level

An enrolled student's current enrollment/registration level for the term enrolled

Data Type: Numeric **Length** Minimum 1 **Format Example** 1
Minimum 1

Code Description

- 1** Undergraduate Credit
- 2** Graduate/Professional Credit
- 3** Non-Credit

Definition

This field is used to calculate FTE. Therefore, for students enrolled in both Credit and Non-Credit courses within a given Term, the Registration Status of Credit takes precedence over Non-Credit. Students enrolled as undergraduates, working towards an undergraduate degree, who may be taking graduate level course (s) are correctly counted as undergraduates. If a student is enrolled in a dual track program (i.e. will receive a Bachelor and Master level degree at the end of the dual course of study), the institution needs to determine which category to count the student in i.e. undergraduate or graduate. A Student with a Non-Credit Status should *only* be enrolled in Non-Credit course(s) for the given Term.

Instructions

Business Rules	Dependency
Mandatory entry. Must match the Course Level (ANN007) submitted in the annual course file for which this student is enrolled.	If a student is enrolled completely in credit or both credit and non-credit courses, this field must be: '1' (Undergraduate) for student enrolled only for Undergraduate credit courses OR '2' (Graduate) if student enrolled only for Graduate credit courses OR Institution decides on either a '1' (Undergraduate) or '2' (Graduate) for student enrolled in both Undergraduate and Graduate credit courses. If a student is enrolled completely in non-credit courses this field must be: '3' (Non-Credit).

ANS008 NEBHE Tuition Classification

Distinguishes whether the credit student is paying NEBHE tuition rates.

Data Type: Numeric	Length Minimum 1 Maximum 1	Format Example 1
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Code Descriptions

- 1 NEBHE Rate
 - 2. Non NEBHE Rate
-

Definition:

NEBHE: The student is a resident of one of the member states of the New England Board of Higher Education and participates in the Regional Student Program, or attends either Berkshire Community College or Massachusetts College of Liberal Arts is a New York state resident and is eligible for the NEBHE rate. (FYI a limited number of spots due to low enrollment at each colleges voted by the Board).

Instructions

Business Rules	Dependency
	Must be one of the above values if Student's Enrollment/Registration Level (ANS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit).

ANS009 Student's Last Name

The student's last name.

Data Type: Alphanumeric **Length** Minimum 1
Maximum 50 **Format Example** JONES

Code Descriptions

Definition

Instructions

Business Rules	Dependency
Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')	Mandatory entry for Student's Enrollment/Registration Level (ANS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit).

ANS010 Student's First Name

The student's first name.

Data Type	Alphanumeric	Length	Minimum 1 Maximum 32	Format Example	JAMES
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Code Descriptions

Definition

Instructions

Business Rules	Dependency
Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')	Mandatory entry for Student's Enrollment/Registration Level (ANS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit).

ANS011 Student's Middle Initial

The student's middle initial.

Data Type Letter

Length Minimum 1
Maximum 1

Format Example E

Code Descriptions

Definition

Instructions

Business Rules	Dependency
Not mandatory but preferred in order to differentiate between students with like first and last names.	
Middle Initial should only contains letters from A to Z	

ANS012 Gender

The student's gender.

Data Type: Numeric **Length** Minimum 1
Maximum 1 **Format Example** 1

Code Descriptions

- 1 Male**
- 2 Female**
- 3 Unknown**
- 4 Another Gender**

Definition

Instructions

Business Rules	Dependency
Non-numeric characters will cause file to error.	Mandatory entry for Student's Enrollment/Registration Level (ANS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit). Null values default to 3 (Unknown).

ANS013 Student's Race/Ethnicity

The race and/or ethnicity of the student.

Data Type: Numeric	Length Minimum 1 Maximum 1	Format Example 1
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Code Descriptions

- | | |
|----|---|
| 1 | U.S. Non-resident |
| 2 | Black or African American |
| 3 | American Indian or Alaska Native |
| 5 | Hispanic or Latino (of any race) |
| 6 | White |
| 7 | Race and Ethnicity Unknown |
| 8 | Cape Verdean |
| 9 | Two or more races |
| 10 | Asian |
| 11 | Native Hawaiian or Other Pacific Islander |

Definition

This data element reflects either the student's racial/ethnic background or non-resident status.

Students who do not report this information should be classified as “7” = Unknown.

Students who report Hispanic/Latino of any race should be reported in only this category even if they report additional races in addition to their ethnicity.

U.S. Non-residents should be identified as such and not assigned to any of the other categories.

Racial/ethnic designations are requested only for United States citizens, residents, and other eligible non-citizens. Eligible noncitizens include all students who completed high school or a GED equivalency within the United States (including DACA and undocumented students) and who were not on an F-1 non-immigrant student visa at the time of high school graduation. More information about other eligible (for financial aid purposes) non-citizens is available at <https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens>.

Important Note: The Commonwealth of Massachusetts recognizes individuals with ancestry from Cape Verde as a distinct group. For HEIRS reporting purposes, Cape Verdeans are to be reported as a separate group. For IPEDS reporting these students should be reported as Black or African American.

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.

U.S Nonresident

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. Do not include DACA, undocumented, or other eligible noncitizens in this category. Note: Nonresidents are to be reported separately in the places provided, rather than in any of the racial/ethnic categories described above.

Eligible non-citizens

Eligible noncitizens include all students who completed high school or a GED equivalency within the United States (including DACA and undocumented students) and who were not on an F-1 non-immigrant student visa at the time of high school graduation. More information about other eligible (for financial aid purposes) non-citizens is available at <https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens>.

Race/ethnicity unknown

The category used to report students or employees whose race and ethnicity are not known.

Cape Verdean

A person having origins in any of the original peoples of Cape Verde.

Instructions:

Educational institutions will be required to report aggregated racial and ethnic data in seven categories:

Hispanic/Latino of any race

For individuals who are non-Hispanic/Latino only

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

In Summary –

For State Reporting – Cape Verdean is a separate subgroup of Black or African American and should be included in the Black or African American group for Federal (IPEDS) reporting.

As taken from <http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf>

Example 1: A respondent self-identifies as Hispanic/Latino and as Asian. This respondent is report only in the Hispanic/Latino category.

Example 2: A respondent self-identifies as Hispanic/Latino and as Asian and Black or African American. This respondent is report only in the Hispanic/Latino category.

Example 3: A respondent self-identifies as non-Hispanic/Latino and as Native Hawaiian or Other Pacific Islander. This respondent is reported in the Native Hawaiian or Other Pacific Islander category.

Example 4: A respondent self-identifies as non-Hispanic/Latino and as American Indian or Alaska Native and White. This respondent is reported in the two or more races category.

Business Rules	Dependency
Null values default to 7 (Unknown).	Mandatory entry for Student's Enrollment/Registration Level (ANS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit).

ANS014 Birth date

The student's date of birth.

Data Type: Numeric

Length Minimum 8
Maximum 8

Format Example YYYYMMDD

Code Descriptions

Birth Year: YYYY

Birth Month: MM

Birth Day: DD

Definition

Instructions

Business Rules	Dependency
Mandatory entry if Student's Enrollment/Registration Level (ANS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit.) If only birth year is available, use June 15th as the default. Format: YYYY0615 If only birth year and month are available, use the 15th, as the default. Format: YYYYMM15 If missing, leave the field blank.	Birth date must be in YYYYMMDD format. Student's ages < 95 and >= 12 are considered valid.

ANS015 Country Code of Citizenship

The ISO identification code for the student's country of citizenship.

Data Type: Alphanumeric	Length Minimum 2 Maximum 2	Format Example AA
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Code Descriptions

See Data Dictionary Appendix C: ISO Country Codes.

99 = FOREIGN UNKNOWN

00 = UNKNOWN

Definition

A two-digit country code, as designated by the Data Dictionary Appendix C - ISO Country Codes.

Instructions

Business Rules	Dependency
Must match <u>Data Dictionary Appendix C - ISO Country Codes</u>	Mandatory entry if Student's Enrollment/Registration Level (ANS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit.)

ANS016 Met Gateway Math Pathway Requirement in First Year

Indicates the student met the gateway math requirement in their first year for their initial math pathway

Data Type: Numeric **Length** Minimum 1
Maximum 1 **Format Example** 1

Code Descriptions

- 1 Yes**
- 2 No**
- 3 Exempt**
- 4 NA (Not Applicable)**

Definition

The student has met the gateway math requirement of the pathway identified in STU087. The requirement could have been met in a course completed at current institution, through a course transfer, AP exam or other means.

Exempt is for students in degree programs without a first-year gateway math requirement.

Instructions:

Must be completed for student enrolled in either an Associate or Bachelor degree program (certificate students are exempt). Student's status is determined by the Prior Fall Term file submission.

The logic should be for the Fall ONLY cohort of students (First-time Associate or Bachelor Degree-Seeking students from the Prior Fall). Please report No or Exempt (Math only for Exempt) in every term until the student meets the requirement then report Yes in every term that follows.

For example: If the student meets the requirement in Fall term then report Yes in Fall and Spring and any other term the student is enrolled in between Fall and Spring.

If the student did not meet the requirement in Fall report No in Fall and if they meet the requirements in Spring report Yes in Spring and any term the student is enrolled in after Spring – like Full Summer or Summer I.

Term order is as follows –

- 0 Summer II
- 1 Fall
- 2 Winter
- 3 Spring
- 4 Full Summer
- 5 Summer I

Business Rules	Dependency
Mandatory Entry if Student Type at Current Registration (STU005) = '1' (New) and the New Student Type at Initial Entry (STU027) = '1' (First Time-Degree-Seeking Undergraduate) and Enrolled in Associate or Bachelor Degree Program from the Prior Fall Term Student file submission.	Must be one of the values provided above. For Students that were Not New Degree-Seeking Undergraduates enrolled in an Associate or Bachelor Degree Program in the Prior Fall – either leave the field empty (NULL) or report 4- NA (Not Applicable)

ANS017 Met Gateway English Requirement in First Year

Indicates is the student met the Gateway English requirement in their first year

Data Type: Numeric	Length Minimum 1 Maximum 1	Format Example 1
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Code Descriptions

1	Yes
2	No
4*	NA (Not Applicable) *using 4 to be consistent with ANS016

Definition

The student has met the English gateway requirement (typically a course like Comp 101) The requirement could have been met in a course completed at current institution, through a course transfer, AP exam or other means.

Instructions:

Must be completed for student enrolled in either an Associate or Bachelor degree program (certificate students are exempt. Student's status is determined by the Prior Fall Term file submission.

The logic should be for the Fall ONLY cohort of students (First-time Associate or Bachelor Degree-Seeking students from the Prior Fall). Please report No or Exempt (Math only for Exempt) in every term until the student meets the requirement then report Yes in every term that follows.

For example: If the student meets the requirement in Fall term then report Yes in Fall and Spring and any other term the student is enrolled in between Fall and Spring.

If the student did not meet the requirement in Fall report No in Fall and if they meet the requirements in Spring report Yes in Spring and any term the student is enrolled in after Spring – like Full Summer or Summer I.

Term order is as follows –

0	Summer II
1	Fall
2	Winter
3	Spring
4	Full Summer
5	Summer I

Business Rules	Dependency
Mandatory Entry if Student Type at Current Registration (STU005) = '1' (New) and the New Student Type at Initial Entry (STU027) = '1' (First Time-Degree-Seeking Undergraduate) and Enrolled in Associate or Bachelor Degree Program from the Prior Fall Term Student file submission.	Must be one of the values provided above. For Students that where Not New Degree-Seeking Undergraduates enrolled in an Associate or Bachelor Degree Program in the Prior Fall – either leave the field empty (NULL) or report 4- NA (Not Applicable)

PART III:

ENROLLMENT

INFORMATION

LIST OF ANNUAL FILE PART III DATA ELEMENTS

ANE001 College ID

The institutional identification code assigned by the DHE.

ANE002 Fiscal Year

The fiscal year (July 1st - June 30th) that is being reported.

ANE003 Term

The term for which information is being reported.

ANE004 Student's Social Security Number

The student's social security number.

ANE005 Student ID Number

An identification code assigned to the student by the institution.

ANE006 Course Number

The identification code assigned to a credit or non-credit course by the institution.

ANE007 Course Section Number

The alphanumeric identification code assigned to a specific section of a course.

ANE008 Credit Hours/Units Registered For

The number of credit hours/CEUs for which the student is registered for the course.

ANE009 Credits Hours/Units Earned

The number of credit hours/CEUs earned for the course.

**ANE010 End of Term Enrollment Outcome Status (Credit and Students registered in
a not for credit workforce development course)**

The end of term enrollment outcome status of the student registered in the course.

**ANE011 Co-requisite Indicator for Developmental and College level Math and English
Course Sections**

Indicates whether the student is enrolled in a Co-requisite Course Section for developmental and college level course work in either Math or English

ANE012 Grade Received

The numeric grade received for the course

ANE013 Pass/Fail Grade Received

The grade received for a Pass/Fail course

ANE001 College ID

An institutional identification code assigned by the Data Dictionary Appendix A: Institution Codes.

Data Type: Numeric

Length Minimum 3
Maximum 3

Format Example 000

Code Descriptions

See Data Dictionary Appendix A: Institution Codes

Definition

Code used to identify each college or university in the Commonwealth of Massachusetts.

Instructions

Business Rules	Dependency
Mandatory entry.	Must match College's ID as specified in Data Dictionary Appendix A – Institution codes. Must be the same for the entire submission.

ANE002 Fiscal Year

The fiscal year July 1st - June 30th that is being reported.

Data Type: Numeric

Length Minimum⁴
Maximum 4

Format Example YYYY

Code Descriptions

For example, Fiscal Year 2015 covers July 1, 2014 through June 30, 2015.

Definition

Instructions

Business Rules	Dependency
Mandatory entry.	Must be the correct year as chosen when the file is submitted. Must not be a year previously submitted. Must be the same for the entire submission.

ANE003 Term

The term for which information is being reported.

Data Type: Numeric

Length Minimum 1
Maximum 1

Format Example 0

Code Descriptions

- 0** Summer II
- 1** Fall
- 2** Winter
- 3** Spring
- 4** Full Summer
- 5** Summer I

Definition

“**Full Summer**” courses typically have a start date of May/June in the fiscal year for which you are reporting but cross over Summer sessions and may end in the next fiscal year (July/August ex. 12-week course). These courses should be counted in the fiscal year ending June 30th.

“**Summer I**” courses typically have a start date of May in the fiscal year for which you are reporting. (ex. 6-week summer course starting in May and ending in June)

“**Summer II**” courses typically have a start date of July in the fiscal year for which you are reporting. (ex. 6-week course beginning in July and ending in August)

Instructions

Business Rules	Dependency
Mandatory entry.	Must be one of the above values. Must not be a term/year combination previously submitted. Use course start date when determining term.

ANE004 Student's Social Security Number

The student's social security number.

Data Type: Numeric	Length Minimum 9	Format Example 000000000
(Must include leading zeros)	Maximum 9	

Code Descriptions

Definition

Unique identification number assigned by the Federal government to each citizen and permanent resident of the United States.

Instructions

Business Rules	Dependency
Mandatory entry If the student does not have a Social Security number, enter 000000000. DO NOT enter an identification code assigned by the institution for this item. Institutionally assigned identifiers should be reported in the Student ID data element.	First three digits must be between 001 and 899 (excluding 666), middle two digits must be between 01 and 99, and last four digits must be 0001 and 9999. Student Id (ANE015) combined with Student's Social Security Number (ANE014) must match a student's Id (ANS005) combined with Student's Social Security Number (ANS004).

ANE005 Students ID Number

An identification code assigned to the student by the institution.

Data Type: Alphanumeric **Length** Minimum 1 **Format Example** 0000000000000000
Maximum 15

Code Descriptions

Definition

Unique code used by the institution to identify students.

Instructions

Business Rules	Dependency
Mandatory entry	Each student must be reported only once for each term.

ANE006 Course Number

The identification code assigned to a credit or non-credit course by the institution.

Data Type: Alphanumeric **Length** Minimum 1 **Format Example** N/A
Maximum 30

Code Descriptions

Will vary by institution.

Definition

Instructions

Business Rules	Dependency
Mandatory entry	Course Number (ANE006), Section Number (ANE007), and Term (ANE003) combination must match at least one Course Number (ANN004), Section Number (ANN005), and Term (ANN003) combination.

ANE007 **Course Section Number**

The alphanumeric identification code assigned to a specific section of a course.

Data Type: Alphanumeric **Length** Minimum 1
Maximum 10 **Format Example** N/A

Code Descriptions

Definition

Each course section identification must be unique for the Course Number.

Instructions

Business Rules	Dependency
Mandatory entry	Course Number (ANE006), Section Number (ANE007), and Term (ANE003) must match at least one Course Number (ANN004), Section Number (ANN005), and Term (ANN003).

ANE008 Credit Hours/Units Registered For/Attempted (Applies to Credit and CEU/PDP's attempted)

The number of credit hours/CEUs for which the student is registered for the course.

Data Type: Numeric

Length Minimum 5
 Maximum 5

Format Example 00.00

Code Descriptions

Definition

Instructions

Business Rules	Dependency
Mandatory entry for students registered in a credit Course Type (ANN008) = 1 (Credit) or 3 (CEU, PDP, etc.).	Must be < = Credit Hours Assigned to course (ANN014). Leave blank for a student enrolled in a non-credit Course Type (ANN008) = 2 (Non-Credit).

ANE009 Credit Hours/Units Earned (Applies to Credit and CEU/PDP's earned)

The number of credit hours/units the student earned for the course.

Data Type: Numeric

Length Minimum 5
 Maximum 5

Format Example 00.00

Code Descriptions

Definition

Instructions

Business Rules	Dependency
Mandatory Entry for students registered in Course Type (ANN008) = 1 (Credit) or 3 (CEU, PDP, etc.).	Must be <= credits hours/units assigned to course (ANN014). Must be <= Credits Attempted (ANN008). Leave blank for a student enrolled in Course Type (ANN008) = 2 (Non-Credit).

ANE010 End of Term Enrollment Outcome Status (Credit and Students registered in a not for credit workforce development course)

Whether a student completed, audited, withdrew, failed, or did not complete a Credit or Workforce Development Non-Credit course.

Data Type: Numeric

Length Minimum 1
Maximum 1

Format Example 0

Code Descriptions

- 1 = Completed: Earned credits or CEUs. If a Non-Credit Workforce Development Course, Recognized by Institution as Successful Completion (i.e. Completed Course Requirements)
- 2 = Audited a Course
- 3 = Withdrew from a Course (Administrative or otherwise)
- 4 = Failed the Course (Received an “F” grade, Administrative or otherwise)
- 5 = Did not Complete the Course (Incomplete Grade)
- 6 = Course in Progress unable to Give Grade

Definition

The end of term enrollment outcome status designates whether a student successfully completed i.e. earned credit or audited, withdrew, failed, did not complete a credit (ANN008) = 1(Credit) or 3 (CEU, PDP, etc.), or Workforce Development Non-Credit course (ANN009 =2).

Instructions

Business Rules	Dependency
Mandatory Entry for students enrolled in Course Type (ANN008) = 1 (Credit), 3 (CEU,PDP, etc.), or Non-Credit Course Type (ANN009) = 2 (Workforce Development) .	Must be above values. Leave blank for enrollment in a non-credit course not designated as workforce development.

ANE011 Co-requisite Indicator for Developmental and College level Math and English Course Sections

Indicates whether the student is enrolled in a Co-requisite Course Section for developmental and college level course work in either Math or English

Data Type: Numeric

Length Minimum 1
Maximum 1

Format Example 1

Code Descriptions

- 1 English Co-requisite
- 2 Math Co-requisite
- 3 Other Co-requisite (Not English or Math)
- 4 Non Co-requisite

Definition

Indicates that the student's enrollment in the course is a part of a co-requisite course design. Corequisite is a course design in which students who are assessed below college-ready in math, English or Reading are enrolled in a gateway college level course and receive additional academic support or otherwise are instructed in college-level content and receive additional academic support concurrently with the college-level material. This flag applies to both college level and non college level components of a Co-requisite program. For example, if a student is enrolled in a three credit Math 101 course and a programmatically linked one credit Math1A section, the enrollment in both courses should be flagged as Math Co-requisite.

There are several corequisite course designs that combine developmental and college level work in English or Math. Here are some of more common models:

- A. Co-enroll students in the first year college level course and a related remedial course in the same semester (ex. Co-enroll in first year college English course and associated remedial English course).
- B. Enroll students in first year college courses that add an additional hour of instruction for remedial students.
- C. Enroll students in first year college courses that add a required lab or mandatory tutoring for remedial students.
- D. Enroll students in a single first year college courses that accelerate students through remedial content for a portion of a semester, followed by accelerated Instruction in the content in the first-year college course.

A survey, conducted as part of the Co-requisite at Scale Initiative, found that Models A and B are the most common being developed in Massachusetts public higher education. In Model A both the college level and remedial course would be code corequisite (1 if it is

an English combination, 2 if it is a Math combination). In the other two models the single course would be coded as co-requisite.

This flag is limited to college level/non-college level English and Math designs. There are co-requisite models in other subjects such as nursing where two college level courses, for example in nursing practice and biology may be part of a linked design. These models are not within the scope of ANE011.

Instructions

Business Rules	Dependency
Mandatory entry for FY20	

ANE012 Grade Received

Data Type: Numeric **Length** Minimum 4 **Format Example** 0.0
Maximum 4

Code Descriptions

Grade Range 0.0-4.0

Definition

The numeric grade received for the course

Instructions

Business Rules	Dependency
ANE012 should be 0.0 – 4.0 if ANE013 is null.	Mandatory Entry if ANE010 (End of Term Enrollment Outcome Status) = 1 (Completed: Earned credit) and ANE013 is NOT reported as 'P'.
If ANE013 is null, ANE012 should be reported.	
If ANE010 = 1 (Completed), ANE012 should be greater than 0.	Mandatory Entry = 0 if ANE010 (End of Term Enrollment Outcome Status) = 4 (Failed the Course) and ANE013 is NOT reported as 'F'.
If ANE010 = 4 (Failed), ANE012 should be 0.	

ANE013 Pass/Fail Grade Received

Data Type: Alphaumeric

Length Minimum 1
Maximum 1

Format Example P

Code Descriptions

P Pass

F Fail

Definition

The grade received for a Pass/Fail course.

Instructions

Business Rules	Dependency
ANE012 should be null if ANE013 equals 'P' or 'F'	Mandatory Entry = 'P' if ANE010 (End of Term Enrollment Outcome Status) = 1 (Completed: Earned credit) and numeric Grade is NOT reported in ANE012.
Mandatory entry for Credit Courses only	Mandatory Entry = 'F' if ANE010 (End of Term Enrollment Outcome Status) = 4 (Failed the Course) and numeric Grade is NOT reported in ANE012.