

Data Dictionary

Annual Credit and Noncredit Instructional Activity File

Course Information File

Table of Contents

Table of Contents	2
Revisions	4
Data Specification	5
Summary	6
Data Elements	8
AXC001 - (College ID)	8
AXC002 - (Fiscal Year)	9
AXC003 - (Term)	10
AXC004 - (Course Number)	11
AXC005 - (Course Section Number)	12
AXC006 - (Course Title)	13
AXC007 - (Course Level)	14
AXC008 - (Course Type)	15
AXC009 - (Noncredit Course Type)	16
AXC010 - (Credit Course Academic Discipline)	18
AXC011 - (Course Section Start Date)	19
AXC012 - (Course Section End Date)	20
AXC013 - (Site Code)	21
AXC014 - (Credit Hours/Units Assigned to the Course)	22
AXC015 - (Remedial Course Indicator for Credit Courses)	24
AXC016 - (General Education/Occupationally Specific Course Indicator (Applies to Community College Credit Courses Only))	25
AXC017 - (Distance Education Section Indicator)	26
AXC018 - (Honors Program Indicator)	27
AXC019 - (Course Section Fiscal Status: State/Non-State Supported)	28
AXC020 - (Credit Course Fee(s) (Not Required for University of Massachusetts))	29
AXC021 - (Instructor Type (Not required of the University of Massachusetts))	30
AXC022 - (Course Section Enrollment)	31
AXC023 - (Third Party Contract Course Indicator)	32
AXC024 - (ESL Course Indicator)	33
AXC025 - (4-Digit Credit Course Academic Discipline)	34
AXC026 - (6-Digit Credit Course Academic Discipline)	35
AXC027 - (Civic Learning Indicator)	36

AXC028 - (Course Section Modality)	39
AXC029 - (NC Course Section Price)	40
AXC030 - (NC Course Section Associated Fees)	41
AXC031 - (NC Course Section Funding Source)	42
AXC009 – Codes	43

Revisions

Version	Date	Author	Description
1	January 21, 2025	CGI	2025 Format Change
2	February 4, 2026	Monika Patel - CGI	Add Field: (ANN028) Course Section Modality - The mode of instructional delivery for a course section, specifying whether it is conducted in-person, online, hybrid or hyflex. Add Field: (ANN029) NC Course Section Price - The self-pay price charged to enroll in the course section. This is the advertised or published price of the course, before grants or other funding may be provided to reduce or eliminate the price for the student. Add Field: (ANN030) NC Course Section Associated Fees - The associated fees or costs required for successful completion of the course section. These costs could be covered by a grant or other funding sources and are not necessarily the responsibility of the student. Examples include the cost of training materials / books, lab fees, lab coat, stethoscope, art supplies, etc. Add Field: (ANN031) NC Course Section Funding Source - The primary source of funding (if any) for the noncredit course section..
3	February 25, 2026	Monika Patel - CGI	Updated the Data Element column and other occurrences from ANE to AXE, ANN to AXC, and ANS to AXS.
3.1	June 18, 2026	Ralph Masker - CGI	Update AXC028 and AXC031 to change the Acceptable Value Codes from having a leading zero to be single digit of Data Type Numeric
3.2	June 22, 2026	Monika Patel - CGI	Updated data dictionary to address accessibility.
3.3	July 7, 2026	Lindsay Graham	Updated Business Rules for AXC 028-AXC031.

Data Specification

Terms	Definitions
Data Element	Unique identifier or title of the data element.
Description	Name of the data element.
Definition	A definition of the data element collected.
Data Constraints	Rules or limitations that are applied to the data element.
Data type	Type of data to be entered e.g. alphanumeric, numeric.
Field size	The minimum and maximum number of characters the data item can take. (format: minimum maximum 1 2)
Format/Layout	The structure or pattern the data should follow.
Acceptable Values	The form in which the data is to be entered. Specific set of values that are permitted for a given data field.
Business Rule	Additional Comments or assistance on interpreting, applying or reporting the data item or code set.
Dependency	Refers to a relationship between different data elements where the value of one element is dependent on the value of another element.
Related Fields	List of related fields to the current data element.

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 university 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 noncredit 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, noncredit 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 Noncredit 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

- **Who Needs to Report:** Community colleges are required to report 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 noncredit courses and enrollment is **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.

For the FY26 New Noncredit Fields Pilot

- **The new noncredit fields** (AXC028 – AXC032) are required to be populated only for the noncredit programs that were included in the pilot program. For all other (non-pilot) noncredit programs the new pilot fields may remain blank. It is optional to populate the new noncredit fields for all noncredit programs.

Data Elements

AXC001 - (College ID)

Data Element	AXC001		
Description	College ID		
Definition	An institutional identification code, as assigned by DHE. Code used to identify each college or university in the Commonwealth of Massachusetts.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	3 3	Format/Layout	"000"
Acceptable Values	See Data Dictionary Appendix A: Institution Codes		
Business Rule	Mandatory entry		
Dependency	Must match College's ID as specified in Data Dictionary Appendix A – Institution codes. Must be the same for the entire submission.		

AXC002 - (Fiscal Year)

Data Element	AXC002		
Description	Fiscal Year		
Definition	The fiscal year (July 1st - June 30th) in which the course was offered. 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.		
Data Constraints	Must not be a future date	Data type	Numeric
Field size (Min Max)	4 4	Format/Layout	"YYYY"
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	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.		

AXC003 - (Term)

Data Element	AXC003		
Description	Term		
Definition	The academic term in which the course's start date falls. “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)		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	"0"
Acceptable Values	Code Descriptions 0 Summer II 1 Fall 2 Winter 3 Spring 4 Full Summer 5 Summer I		
Business Rule	Mandatory entry Must not be a term/year combination previously submitted. Use course start date when determining term.		
Dependency	Course Number (AXC004), Course Section Number (AXC005), and Term (AXC003) must be found in the annual enrollment file with matching Course Number (AXE006), Course Section Number (AXE007), and Term (AXE003). Total enrollment reported for this course must = the total records of all students reported in the annual enrollment file.		

AXC004 - (Course Number)

Data Element	AXC004		
Description	Course Number		
Definition	The identification number assigned to the credit course by the institution (will vary by institution). Course numbers assigned by the college to a course. Noncredit courses that are offered and enrolled students during the fiscal year must be distinguished with a course number.		
Data Constraints	Must not be all zeros	Data type	Alphanumeric
Field size (Min Max)	1 30	Format/Layout	BIO102
Acceptable Values			
Business Rule	Mandatory entry Course numbers must be the same catalog numbers found in the term-specific course file.		
Dependency	Each record combination of Course Number (AXC004), Course Section Number (AXC005), and Term (AXC003) must be unique. Course Number (AXC004), Course Section Number (AXC005), and Term (AXC003) must be found in the annual enrollment file with matching Course Number (AXE006), Course Section Number (AXE007), and Term (AXE003). Total enrollment reported for this course must = the total records of all students reported in the annual enrollment file.		

AXC005 - (Course Section Number)

Data Element	AXC005		
Description	Course Section Number		
Definition	The alphanumeric identification code assigned to a specific section of a course. Code assigned by the institution to each specific course section. Course section identification must be unique for each credit and noncredit Course Number.		
Data Constraints	Must be unique combination of Institution, Year, Term, Course Number, Section Number	Data type	Alphanumeric
Field size (Min Max)	1 10	Format/Layout	31
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Each record Course Number (AXC004), Course Section Number (AXC005), and Term (AXC003) combination must be unique. Course Number (AXC004), Course Section Number (AXC005), and Term (AXC003) must be found in the annual enrollment file with matching Course Number (AXE006), Course Section Number (AXE007), and Term (AXE003). Total enrollment reported for this course must = the total records of all students reported in the annual enrollment file.		

AXC006 - (Course Title)

Data Element	AXC006		
Description	Course Title		
Definition	Title assigned to the course by the institution.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 50	Format/Layout	N/A
Acceptable Values	Will vary by institution.		
Business Rule	Mandatory entry		
Dependency	If a comma is in the course title, then this field should be surrounded by double quotes ("").		

AXC007 - (Course Level)

Data Element	AXC007		
Description	Course Level		
Definition	Identifies the course as either an undergraduate, graduate course, or Noncredit. Identification of the course as undergraduate (1), graduate (2), or Not Applicable (3): noncredit courses and/or courses offered for Continuing Education Units or Professional Development Points.		
Data Constraints	Must be 1 or 2 for Credit Courses (AXC008 = 1)	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Undergraduate Credit 2 Graduate Credit 3 Not Applicable (Noncredit)		
Business Rule	Mandatory entry		
Dependency	Must be one of the values from the Acceptable Values Column.		

AXC008 - (Course Type)

Data Element	AXC008		
Description	Course Type		
Definition	Identification of the course as either credit, noncredit or offered for Continuing Education Units or Professional Development Points. Identification of the course as either Credit (1), Noncredit (2), or CEU, PDP, etc. (3) offered for Continuing Education Units, Professional Development Points, etc.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Credit 2 Noncredit 3 CEU, PDP, etc		
Business Rule	Mandatory entry		
Dependency	Must be one of the values from the Acceptable Values Column. If '1' (Credit) or '3' (CEU, PDP, etc.) then credits hours/units assigned to course (AXC014) must be >= 0.		

AXC009 - (Noncredit Course Type)

Data Element	AXC009		
Description	Noncredit Course Type		
Definition	Identifies the generic intent of a noncredit course. 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.		
Data Constraints	Mandatory for Noncredit Courses (AXC008 = 2) If Community College, value must equal to 1 or 2	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	0
Acceptable Values	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		

Business Rule	Mandatory entry for all noncredit courses Course Type (AXC008) = 2 (Noncredit) and must be one of the above values.
Dependency	Mandatory entry for all noncredit courses Course Type (AXC008) = 2 (Noncredit) and must be one of the above values. If = 2 (Workforce Development) then credit hours/units assigned to course (AXC014) must be ≥ 0. Leave blank where Course Type (AXC008) = 1 (Credit). If Segment is Community College value cannot equal 3.

AXC010 - (Credit Course Academic Discipline)

Data Element	AXC010		
Description	Credit Course Academic Discipline		
Definition	The academic discipline with which the credit course is associated. 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.”		
Data Constraints	If State University or Community College, Must be the same 2-digit CIP as the first 2-digits of the 4- and/or 6-digit CIPs.	Data type	Alphanumeric
Field size (Min Max)	2 2	Format/Layout	02
Acceptable Values	: Use the CIP codes from the HEIRS II Data Dictionary Appendix B - CIP Codes.		
Business Rule			
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 (AXC025) and if 6-Digit Credit Course Academic Discipline (AXC026) if 6-Digit Credit Course Academic Discipline (AXC026) is reported.		

AXC011 - (Course Section Start Date)

Data Element	AXC011		
Description	Course Section Start Date		
Definition	The year, month, and day in which the course section started. 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. July1st 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.		
Data Constraints	If exact day is unavailable, default to the first day of the month	Data type	Numeric
Field size (Min Max)	8 8	Format/Layout	YYYYMMDD
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Invalid date formats will error. Use the course start date to determine fiscal year reporting for HEIRS II. Start dates not within the fiscal year being reported will error.		

AXC012 - (Course Section End Date)

Data Element	AXC012		
Description	Course Section End Date		
Definition	The year, month, and day in which the course sec 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.		
Data Constraints	If exact day is unavailable, default to the first day of the month	Data type	Numeric
Field size (Min Max)	8 8	Format/Layout	YYYYMMDD
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Invalid date formats will error. Must be a date after the reported Course Section Start Date (AXC011).		

AXC013 - (Site Code)

Data Element	AXC013		
Description	Site Code		
Definition	The two-digit code identifying the campus site (main campus, branch campus, off-campus extensions, etc.) where the course is offered. 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.		
Data Constraints	Must exist in Institution Site File	Data type	Alphanumeric
Field size (Min Max)	2 2	Format/Layout	0A
Acceptable Values			
Business Rule	Site Code must be found in the Data Submission, Review Data, and Institution Sites Reports section of HEIRS II system.		
Dependency			

AXC014 - (Credit Hours/Units Assigned to the Course)

Data Element	AXC014		
Description	Credit Hours/Units Assigned to the Course		
Definition	The number of credit hours or CEU's the student will receive upon successful completion of the course. 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.		
Data Constraints	May not be null if Course Type (AXC008 = 1) or Noncredit Course Type (AXC009 = 2); Enter 0 for Noncredit/Non-Workforce development courses (AXC009 = 1); Must not be > 20	Data type	Numeric
Field size (Min Max)	4 4	Format/Layout	3
Acceptable Values	Credit Course: Number of credit hours awarded will vary by course and institution. Noncredit Course: If the course is coded as a Workforce Development Course (AXC009 = 2), provide the number of course/contact hours.		
Business Rule	Mandatory for Course Type (AXC008) = 1 (Credit) or 3 (CEU, PDP, etc.). Mandatory for Noncredit Course Type (AXC009) = 2 (Workforce Development (Job Skills-related, Licensure, Technical, etc.)).		

Dependency	Must be ≥ 0 and ≤ 20. Must be > 0 when Course Type (AXC008) = 1 (Credit) or 3 (CEU, PDP, etc.). Must be = 0 when Course Type (AXC008) = 2 (Noncredit). Must be ≥ 0 when Noncredit Course Type (AXC009) = 2 (Work force development). Must be = 0 when Noncredit Course Type (AXC009) = 1 (Personal Growth/Enrichment/Recreation/Leisure).
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AXC015 - (Remedial Course Indicator for Credit Courses)

Data Element	AXC015		
Description	Remedial Course Indicator for Credit Courses		
Definition	Distinguishes credit courses that are remedial reading, writing, and math. 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.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	2 2	Format/Layout	RR
Acceptable Values	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		
Business Rule	Mandatory entry for Remedial Course		
Dependency	If populated, must be one of the values from the Acceptable Values column. Leave blank if course is not remedial.		

AXC016 - (General Education/Occupationally Specific Course Indicator (Applies to Community College Credit Courses Only))

Data Element	AXC016		
Description	General Education/Occupationally Specific Course Indicator (Applies to Community College Credit Courses Only)		
Definition	Distinguishes between credit courses that fulfill general education requirements and those that are focused specifically on occupational preparation. 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.		
Data Constraints	If Community College, Must be 1, 2 or 3 for all credit courses (AXC008 = 1)	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	0
Acceptable Values	1 General Education 2 Occupationally Specific 3 Both 4 Not applicable		
Business Rule	Mandatory entry for Community Colleges. Optional for UMass and State Universities.		
Dependency	If populated, must be one of the values from the Acceptable Values column.		

AXC017 - (Distance Education Section Indicator)

Data Element	AXC017		
Description	Distance Education Section Indicator		
Definition	Indicates whether or not the credit or noncredit course section is offered as a distance education option. 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.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	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		
Business Rule			
Dependency	Must be one of the values from the Acceptable Values column. Null values will error.		

AXC018 - (Honors Program Indicator)

Data Element	AXC018		
Description	Honors Program Indicator		
Definition	Indicates whether or not the course section is designated by the institution as an honors section. 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.		
Data Constraints	Course/Section is designated as Honors - Not related to Student's designation	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	Y Yes N No		
Business Rule			
Dependency	Must be one of the values from the Acceptable Values column.		

AXC019 - (Course Section Fiscal Status: State/Non-State Supported)

Data Element	AXC019		
Description	Course Section Fiscal Status: State/Non-State Supported		
Definition	Indicates whether or not the credit/noncredit course receives financial support from the state. 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.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	0
Acceptable Values	1 State Supported Course 2 Non-State Supported Course		
Business Rule	Mandatory entry		
Dependency	Must be one of the values from the Acceptable Values column.		

AXC020 - (Credit Course Fee(s) (Not Required for University of Massachusetts))

Data Element	AXC020		
Description	Credit Course Fee(s) (Not Required for University of Massachusetts)		
Definition	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 Constraints		Data type	Numeric
Field size (Min Max)	6 6	Format/Layout	000.00
Acceptable Values			
Business Rule	Required for State Universities and Community Colleges only.		
Dependency	Dependency If Course Type (AXC008) = 1 (Credit), must be populated. Must be a whole number and 2 decimals >= 0.00.		

AXC021 - (Instructor Type (Not required of the University of Massachusetts))

Data Element	AXC021		
Description	Instructor Type (Not required of the University of Massachusetts)		
Definition	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. 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.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	0
Acceptable Values	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		
Business Rule	Mandatory for State Universities and Community colleges; optional UMass.		
Dependency	Must be one of the values from the Acceptable Values column.		

AXC022 - (Course Section Enrollment)

Data Element	AXC022		
Description	Course Section Enrollment		
Definition	The number of students who enrolled in the course section. 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.		
Data Constraints	Must not be > 600; Must not = zero Total Course Section Enrollment will be compared with the sum of Students enrolled in the course/section as reported in the Annual Enrollment file.	Data type	Numeric
Field size (Min Max)	1 4	Format/Layout	0
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Must be a whole number > 0. This value must equal the sum of all matching Course Number (AXE006), Course Section Number (AXE007), and Term (AXE003) records reported annual enrollment file.		

AXC023 - (Third Party Contract Course Indicator)

Data Element	AXC023		
Description	Third Party Contract Course Indicator		
Definition	Identifies whether the course is a third party contract course. 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.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	Y
Acceptable Values	Y = The course is a third party contract course N = The course is not a third party contract course		
Business Rule	Mandatory entry		
Dependency	Must be one of the values from the Acceptable Values column. If Y, then Instructor Type (AXC021) must = 4 (Contracted through third party vendor).		

AXC024 - (ESL Course Indicator)

Data Element	AXC024		
Description	ESL Course Indicator		
Definition	Identifies whether the course is an ESL course. All courses classified on campus as “English as a Second Language” must be indicated with a “Y” for this field.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	Y
Acceptable Values	Y = The course is an ESL course N = The course is not an ESL course		
Business Rule	Mandatory for State Universities and Community colleges; optional UMass.		
Dependency	Must be one of the values from the Acceptable Values column.		

AXC025 - (4-Digit Credit Course Academic Discipline)

Data Element	AXC025		
Description	4-Digit Credit Course Academic Discipline		
Definition	The academic discipline with which the credit course is associated. 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.”		
Data Constraints	Mandatory entry for credit (AXC008=1) courses at State and Community Colleges	Data type	Alphanumeric
Field size (Min Max)	4 4	Format/Layout	0202
Acceptable Values	Use the CIP codes from the HEIRS II Data Dictionary Appendix B - CIP Codes.		
Business Rule	Mandatory entry for credit Course Type (AXC008) =1 (Credit) for State Universities and Community colleges. Optional UMass.		
Dependency	Must be a valid CIP from the Data Dictionary Appendix B - CIP Codes. If the 6-digit CIP (AXC026) is given, this code must match the first 4-digits of 6-Digit Credit Course Academic Discipline (AXC026).		

AXC026 - (6-Digit Credit Course Academic Discipline)

Data Element	AXC026		
Description	6-Digit Credit Course Academic Discipline		
Definition	The academic discipline with which the credit course is associated. 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 six-digit CIP code listed for the appropriate “subject area.”		
Data Constraints	Optional entry for credit (AXC008=1) courses at State and Community Colleges. Mandatory entry if the 4-digit CIP is not provided.	Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	20202
Acceptable Values	Use the CIP codes from the HEIRS II Data Dictionary Appendix B - CIP Codes.		
Business Rule	Optional entry for credit Course Type (AXC008) =1 (Credit) at State Universities and Community Colleges when the 4-digit CIP (AXC025) is reported. Mandatory entry if the 4-digit CIP (AXC025) is not provided.		
Dependency	Must be a valid CIP from the Data Dictionary Appendix B - CIP Codes.		

AXC027 - (Civic Learning Indicator)

Data Element	AXC027
Description	Civic Learning Indicator
Definition	Indicates whether or not a course section fulfills the civic learning degree requirement. 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.		
Data Constraints		Data type	Alphanumeric

Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Civic Learning with Engagement Required 2 Civic Learning with Engagement Optional 3 Civic Learning without Engagement 4 Not Reviewed 5 Not Applicable		
Business Rule	Mandatory for all credit courses at the Community Colleges and State Universities, starting FY 2017.		
Dependency			

AXC028 - (Course Section Modality)

Data Element	AXC028		
Description	Course Section Modality		
Definition	The mode of instructional delivery for a course section, specifying whether it is conducted in-person, online, hybrid or hyflex. Fully Online is delivered either synchronously, asynchronously or both. Hybrid combines in person with online asynchronous. HyFlex allows students to choose how they will participate either in person, online synchronous, or online asynchronous.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 – Fully In Person 2 – Fully Online Synchronous 3 – Fully Online Asynchronous 4 – Fully Online Both Synchronous and Asynchronous 5 – Hybrid 6 – HyFlex (Hybrid – Flexible)		
Business Rule	Requested for FY26 Pilot Noncredit Courses/Programs		
Dependency			

AXC029 - (NC Course Section Price)

Data Element	AXC029		
Description	NC Course Section Price		
Definition	The self-pay price to enroll in the course section. This is the advertised or published price of the course, before grants or other funding may be provided to reduce or eliminate the price for the student. Note: The price does not include any fees associated with the course. Any associated fees or additional cost with taking the course are captured in AXC030.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 5	Format/Layout	1200
Acceptable Values	Any amount 0 – 99999. If course is free for all students, then cost should be 0.		
Business Rule	Requested for FY26 Pilot Noncredit Courses/Programs when Noncredit Course Type (AXC009) = 2 or 4 (Workforce Development (Job Skills-related, Licensure, Technical, etc.)).		
Dependency	When AXC031 = 1 (No designated funding or sponsorship) this field should contain the published course section cost. When AXC031 = 2, 3, 4, 5, 6, 7, 8, or 9 (a funding source reported) field may be set to zero if the cost to all students taking the course is free.		

AXC030 - (NC Course Section Associated Fees)

Data Element	AXC030		
Description	NC Course Section Associated Fees		
Definition	The associated fees or costs required for successful completion of the course section. These costs could be covered by a grant or other funding sources and are not necessarily the responsibility of the student. Examples include the cost of training materials / books, lab fees, lab coat, stethoscope, art supplies, work boots, etc.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 5	Format/Layout	550
Acceptable Values	Any amount 0 – 99999.		
Business Rule	Requested for FY26 Pilot Noncredit Courses/Programs when Noncredit Course Type (AXC009) = 2 (Workforce Development (Job Skills-related, Licensure, Technical, etc.).		
Dependency	When AXC031 = 1 (No designated funding or sponsorship) this field should contain the course section cost associated fees, if any. If associated fees costs are included in AXC030 (NC Course Price) then this value may be set to zero. When AXC031 = 2, 3, 4, 5, 6, 7, 8, or 9 (a funding source reported) field should be set to zero if the associated fees are zero to all students taking the course or if there are no associated fees with the course even for self-pay.		

AXC031 - (NC Course Section Funding Source)

Data Element	AXC031		
Description	NC Course Section Funding Source		
Definition	The primary source of funding (if any) for the noncredit course section.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	2
Acceptable Values	1 - No designated funding or sponsorship (student responsible for enrollment cost) 2 - Institutionally Funded (General Operating Budget) 3 - Federally Funded (e.g., Perkins, WIOA, Title III) 4 - State-Funded 5 - Grant-Funded (Private/Foundation or Temporary Grant) 6 - Employer-Funded Program 7 - Local Government or Municipality Funded 8 - Third-party, Non-employer Organization 9 - Other		
Business Rule	Requested for FY26 Pilot Noncredit Courses/Programs when Noncredit Course Type (AXC009) = 2 or 4 (Workforce Development (Job Skills-related, Licensure, Technical, etc.).		
Dependency			

AXC009 – Codes

Code No.	Code Descriptions	Definitions	Examples (but not limited to)
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	Essentials of supervision, Grant writing, Business administration Accounting

		courses (often through career centers) that may enhance the career of students but do not result in a certificate.	
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

Data Dictionary

Annual Credit and Noncredit Instructional Activity File

Student Information File

Table of Contents

<i>Table of Contents</i>	2
<i>Revisions</i>	3
<i>Data Specification</i>	4
<i>Summary</i>	5
<i>Annual Student File</i>	7
<i>Data Elements</i>	8
AXS001 - (College ID)	8
AXS002 - (Fiscal Year)	9
AXS003 - (Term)	10
AXS004 - (Student's Social Security Number)	11
AXS005 - (Students ID)	12
AXS006 - (Current Zip Code)	13
AXS007 - (Student's Enrollment/Registration Level)	14
AXS008 - (Tuition Residency Status)	16
AXS009 - (Student's Last Name)	17
AXS010 - (Student's First Name)	18
AXS011 - (Student's Middle Initial)	19
AXS012 - (Gender)	20
AXS013 - (Student's Race/Ethnicity)	21
AXS014 - (Birth date)	25
AXS015 - (Country Code of Citizenship)	26
AXS016 - (Met Gateway Math Pathway Requirement in First Year)	27
AXS017 - (Met Gateway English Requirement in First Year)	29
AXS018 - (ESOL Participation)	31
AXS019 - (Pre-enrollment Employment Status)	32
AXS020 - (Pre-enrollment Employer Industry (NAICS))	33
AXS021 - (Pre-enrollment Position (SOC))	34
AXS022 - (Pre-enrollment Hourly Wage)	35
AXS023 - (Pre-enrollment Average Hours Working Per Week)	36

Revisions

Version	Date	Author	Description
1	January 24, 2025	CGI	2025 Format Change
2	September 24, 2025	Ralph Masker - CGI	Residency Status Updates: Change: (ANS006) Permanent Zip Code to Current Zip Code – Student’s current mailing address ZIP code Change: (ANS008) NEBHE Tuition Classification to Tuition Residency Status – Classification used for tuition purposes (NEBHE Regional/Proximity, In-State, Out-of-State, International)
3	February 9, 2026	Monika Patel - CGI	Add Field: (ANS018) ESOL Participation - Indicates whether the student is currently enrolled in or receiving support through an English for Speakers of Other Languages (ESOL) program during the term. Participation may be determined based on course enrollment (e.g., designated ESOL classes), assessment placement, or services received. Add Field: (ANS019) Pre-enrollment Employment Status - The students’ employment status at the time of enrolling in Noncredit course / program. Add Field: (ANS020) Pre-enrollment Employer Industry (NAICS) - SOC code for employment position prior to enrolling in course / program. Add Field: (ANS021) Pre-enrollment Position (SOC) - The self-reported or verified hourly wage earned by student prior to enrolling in course / program. Add Field: (ANS022) Pre-enrollment Hourly Wages - Transfer credits recorded / earned by the student in the term. Add Field: (ANS023) Pre-enrollment Average Hours Working Per Week - The self-reported or verified average hours per week working by student prior to enrolling in course / program
4	February 25, 2026	Monika Patel - CGI	Updated the Data Element column and other occurrences from ANE to AXE, ANN to AXC, and ANS to AXS.
5	June 10, 2025	Ralph Masker - CGI	Update AXS020, AXS021, AXS022 and AXS023 Acceptable Values to include: If AXS019 = NULL then this value should be NULL as well
5.1	June 18, 2026	Ralph Masker - CGI	Change: (AXS008) Update Acceptable Values codes to retire code 2, and renumber codes 3 - In-State, 4 - Out-of-State, and 5 - International
5.2	June 18, 2026	Ralph Masker - CGI	Change: (AXS022) Update Max Value to be 112.0
5.3	June 22, 2026	Monika Patel - CGI	Updated data dictionary to address accessibility.
5.4	July 7, 2026	Lindsay Graham	Updated Business Rules for AXS019-AXS023

Data Specification

Terms	Definitions
Data Element	Unique identifier or title of the data element.
Description	Name of the data element.
Definition	A definition of the data element collected.
Data Constraints	Rules or limitations that are applied to the data element.
Data type	Type of data to be entered e.g. alphanumeric, numeric.
Field size	The minimum and maximum number of characters the data item can take. (format: minimum maximum 1 2)
Format/Layout	The structure or pattern the data should follow.
Acceptable Values	The form in which the data is to be entered. Specific set of values that are permitted for a given data field.
Business Rule	Additional Comments or assistance on interpreting, applying or reporting the data item or code set.
Dependency	Refers to a relationship between different data elements where the value of one element is dependent on the value of another element.
Related Fields	List of related fields to the current data element.

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 university 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 noncredit 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, Noncredit 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 Noncredit 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

- **Who Needs to Report:** Community colleges are required to report 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 noncredit courses and enrollment is **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.

For the FY26 New Noncredit Fields Pilot

- **The new noncredit fields (AXS018 – AXS023)** are required to be populated only for the noncredit programs that were included in the pilot program. For all other (non-pilot) noncredit programs the new pilot fields may remain blank. It is optional to populate the new noncredit fields for all noncredit programs.

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 Noncredit courses within a given Term, the Credit Undergraduate or Graduate Registration Level should take precedence over Noncredit. i.e. the student should be classified as a credit student for that term. A Student with a Noncredit registration level should ONLY be enrolled in Noncredit course(s) for the given Term. Also, in each given term, a student should only be classified as either Undergraduate or Graduate.

Data Elements

AXS001 - (College ID)

Data Element	AXS001		
Description	College ID		
Definition	An institutional identification code, as assigned by DHE. Code used to identify each college or university in the Commonwealth of Massachusetts.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	3 3	Format/Layout	"000"
Acceptable Values	See Data Dictionary Appendix A: Institution Codes		
Business Rule	Mandatory entry		
Dependency	Must match College's ID as specified in Data Dictionary Appendix A – Institution codes. Must be the same for the entire submission.		

AXS002 - (Fiscal Year)

Data Element	AXS002		
Description	Fiscal Year		
Definition	The fiscal year (July 1st - June 30th) that is being reported.		
Data Constraints	Must not be a future date	Data type	Numeric
Field size (Min Max)	4 4	Format/Layout	"YYYY"
Acceptable Values	For example, Fiscal Year 2015 covers July 1, 2014 through June 30, 2015.		
Business Rule	Mandatory entry		
Dependency	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.		

AXS003 - (Term)

Data Element	AXS003		
Description	Term		
Definition	The term for which information is being reported. This is the term for which the course's start date belongs to. "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)		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	"0"
Acceptable Values	0 Summer II 1 Fall 2 Winter 3 Spring 4 Full Summer 5 Summer I		
Business Rule	Mandatory entry		
Dependency	Must not be a term/year combination previously submitted. Use course start date when determining term.		

AXS004 - (Student's Social Security Number)

Data Element	AXS004		
Description	Student's Social Security Number		
Definition	The student's social security number. Unique identification number assigned by the Federal government to each citizen and permanent resident of the United States.		
Data Constraints	Campuses enter '000000000' if there is no SSN for a student	Data type	Numeric
Field size (Min Max)	9 9	Format/Layout	000000000
Acceptable Values			
Business Rule	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.		
Dependency	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.		

AXS005 - (Students ID)

Data Element	AXS005		
Description	Students ID		
Definition	An identification code assigned to the student by the institution. Unique code used by the institution to identify students.		
Data Constraints	Must be unique for combination of Institution, Year, Term	Data type	Alphanumeric
Field size (Min Max)	1 15	Format/Layout	" 0000000000000000"
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Each student's unique id as assigned by the institution for the duration of a student's enrollment.		

AXS006 - (Current Zip Code)

Data Element	AXS006		
Description	Current Zip Code		
Definition	Capture students' current residence zip code. This will change depending on the student's current living address.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	5 9	Format/Layout	"00000" or "00000-0000"
Acceptable Values	Any valid Zip Code Missing or Unknown Zip Codes ZZZZZ Foreign Zip Codes XXXXX		
Business Rule	Mandatory entry		
Dependency	Must be a valid zip code from USPS.com Null values default to ZZZZZ		

AXS007 - (Student's Enrollment/Registration Level)

Data Element	AXS007		
Description	Student's Enrollment/Registration Level		
Definition	An enrolled student's current enrollment/registration level for the term enrolled. This field is used to calculate FTE. Therefore, for students enrolled in both Credit and Noncredit courses within a given Term, the Registration Status of Credit takes precedence over Noncredit. 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 Noncredit Status should only be enrolled in Noncredit course(s) for the given Term.		
Data Constraints	Mandatory entry for all enrolled students	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Undergraduate Credit 2 Graduate/Professional Credit 3 Noncredit		
Business Rule	Mandatory entry. Must match the Course Level (AXC007) submitted in the annual course file for which this student is enrolled.		
Dependency	If a student is enrolled completely in credit or both credit and noncredit 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 noncredit courses this field must be: '3' (Noncredit).		

AXS008 - (Tuition Residency Status)

Data Element	AXS008		
Description	Tuition Residency Status		
Definition	The current residency status of the student for tuition calculation purposes. Example, if the student lives out of the New England region but pays the NEBHE rate then select code 1. Or if the student lives out of state but pays In-State rate select code 3. If an international student then select code 5.		
Data Constraints	Must not be null if STU005 is not null	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 – NEBHE Regional/Proximity Rate 3 – In-State Rate 4 – Out-of-State Rate (Non-International) 5 – International Code 2 is retired.		
Business Rule	Mandatory entry for all enrolled students		
Dependency	Must be one of the acceptable values if Student's Enrollment/Registration Level (AXS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit).		

AXS009 - (Student's Last Name)

Data Element	AXS009		
Description	Student's Last Name		
Definition	The student's last name.		
Data Constraints	Mandatory for all credit students (AXS007 = 1 or 2)	Data type	Alphanumeric
Field size (Min Max)	1 50	Format/Layout	JONES
Acceptable Values	Can be either upper case or mixed case.		
Business Rule	Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')		
Dependency	Mandatory entry for Student's Enrollment/Registration Level (AXS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit).		

AXS010 - (Student's First Name)

Data Element	AXS010		
Description	Student's First Name		
Definition	The student's first name.		
Data Constraints	Mandatory for all credit students (AXS007 = 1 or 2)	Data type	Alphanumeric
Field size (Min Max)	1 32	Format/Layout	JAMES
Acceptable Values			
Business Rule	Mandatory entry for all applicants and enrolled students Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')		
Dependency	Mandatory entry for Student's Enrollment/Registration Level (AXS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit).		

AXS011 - (Student's Middle Initial)

Data Element	AXS011		
Description	Student's Middle Initial		
Definition	The student's middle initial.		
Data Constraints		Data type	Letter
Field size (Min Max)	1 1	Format/Layout	E
Acceptable Values			
Business Rule	Not mandatory but preferred in order to differentiate between students with the same first and last names Middle Initial should only contains letters from A to Z		
Dependency			

AXS012 - (Gender)

Data Element	AXS012		
Description	Gender		
Definition	The student's gender.		
Data Constraints	Mandatory for all credit students (AXS007 = 1 or 2)	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Male 2 Female 3 Unknown 4 Another Gender		
Business Rule	Non-numeric characters will cause file to error.		
Dependency	Mandatory entry for Student's Enrollment/Registration Level (AXS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit). Null values default to 3 (Unknown).		

AXS013 - (Student's Race/Ethnicity)

Data Element	AXS013
Description	Student's Race/Ethnicity
Definition	The race and/or ethnicity of the student. 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
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	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.		
Data Constraints	Mandatory for all credit students (AXS007 = 1 or 2)	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	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 Hawai ian or Other Pacific Islander
Business Rule	Null values default to 7 (Unknown).
Dependency	Mandatory entry for Student's Enrollment/Registration Level (AXS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit).

AXS014 - (Birth date)

Data Element	AXS014		
Description	Birth date		
Definition	The student's date of birth.		
Data Constraints	Mandatory for all credit students (AXS007 = 1 or 2); Must not be future date; ages greater than 95, or less than or equal to 12 will be considered "missing"	Data type	Numeric
Field size (Min Max)	8 8	Format/Layout	YYYYMMDD
Acceptable Values	Code Descriptions Birth Year: YYYY Birth Month: MM Birth Day: DD		
Business Rule	Mandatory entry if Student's Enrollment/Registration Level (AXS007) = 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.		
Dependency	Birth date must be in YYYYMMDD format. Student's ages < 95 and >= 12 are considered valid.		

AXS015 - (Country Code of Citizenship)

Data Element	AXS015		
Description	Country Code of Citizenship		
Definition	The ISO identification code for the student's country of citizenship. A two-digit country code, as designated by the Data Dictionary Appendix C - ISO Country Codes.		
Data Constraints	Mandatory for all credit students (AXS007 = 1 or 2)	Data type	Alphanumeric
Field size (Min Max)	2 2	Format/Layout	AA
Acceptable Values	See Data Dictionary Appendix C: ISO Country Codes		
Business Rule	Must match Data Dictionary Appendix C - ISO Country Codes		
Dependency	Mandatory entry if Student's Enrollment/Registration Level (AXS007) = 1 (Undergraduate Credit) or 2 (Graduate/Professional Credit.)		

AXS016 - (Met Gateway Math Pathway Requirement in First Year)

Data Element	AXS016								
Description	Met Gateway Math Pathway Requirement in First Year								
Definition	Indicates the student met the gateway math requirement in their first year for their initial math pathway. 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 – <table><tr><td>0</td><td>Summer II</td></tr><tr><td>1</td><td>Fall</td></tr><tr><td>2</td><td>Winter</td></tr><tr><td>3</td><td>Spring</td></tr></table>	0	Summer II	1	Fall	2	Winter	3	Spring
0	Summer II								
1	Fall								
2	Winter								
3	Spring								

	4	Full Summer	
	5	Summer I	
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Yes 2 No 3 Exempt 4 NA (Not Applicable)		
Business Rule	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.		
Dependency	Must be one of the values from the Acceptable Values column. 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)		

AXS017 - (Met Gateway English Requirement in First Year)

Data Element	AXS017														
Description	Met Gateway English Requirement in First Year														
Definition	Indicates is the student met the Gateway English requirement in their first year. 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 – <table><tr><td>0</td><td>Summer II</td></tr><tr><td>1</td><td>Fall</td></tr><tr><td>2</td><td>Winter</td></tr><tr><td>3</td><td>Spring</td></tr><tr><td>4</td><td>Full Summer</td></tr><tr><td>5</td><td>Summer I</td></tr></table>			0	Summer II	1	Fall	2	Winter	3	Spring	4	Full Summer	5	Summer I
0	Summer II														
1	Fall														
2	Winter														
3	Spring														
4	Full Summer														
5	Summer I														
Data Constraints		Data type	Numeric												

Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Yes 2 No 4* NA (Not Applicable) *using 4 to be consistent with AXS016		
Business Rule	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.		
Dependency	Must be one of the values from the Acceptable Values column. 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)		

AXS018 - (ESOL Participation)

Data Element	AXS018		
Description	ESOL Participation		
Definition	Indicates whether the student is currently enrolled in or receiving support through an English for Speakers of Other Languages (ESOL) program during the term. Participation may be determined based on course enrollment (e.g., designated ESOL classes), assessment placement, or services received.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	Y
Acceptable Values	Y - Yes (student is participating in an ESOL program) N - No (student is not participating) U - Unknown / Not Reported (optional)		
Business Rule	Mandatory entry		
Dependency			

AXS019 - (Pre-enrollment Employment Status)

Data Element	AXS019		
Description	Pre-enrollment Employment Status		
Definition	The students' employment status at the time of enrolling in noncredit course / program.		
Data Constraints		Data type	Numeric
Field size (Min Max)	2 2	Format/Layout	1
Acceptable Values	1 – Employed Full-Time 2 – Employed Part-Time 3 – Self-Employed 4 – Unemployed 5 – Not in Workforce 6 – Never Employed 15 – Unknown / Not Reported		
Business Rule	Requested for all students enrolled in FY26 Pilot Noncredit Courses/Programs during the term.		
Dependency			

AXS020 - (Pre-enrollment Employer Industry (NAICS))

Data Element	AXS020		
Description	Pre-enrollment Employer Industry (NAICS)		
Definition	NAICS code for industry of employment prior to enrolling in course / program.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	4 4	Format/Layout	1234
Acceptable Values	Valid 4-digit NAICS code If AXS019 = 4, 5, 6 or 15 this value should be NULL If AXS019 = NULL then this value should be NULL as well		
Business Rule	Requested for all students enrolled in FY26 Pilot Noncredit Courses/Programs during the term.		
Dependency			

AXS021 - (Pre-enrollment Position (SOC))

Data Element	AXS021		
Description	Pre-enrollment Position (SOC)		
Definition	SOC code for employment position prior to enrolling in course / program.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	"000000"
Acceptable Values	Valid 6-digit SOC code for specific industry employment position If AXS019 = 4, 5, 6, or 15 this value should be NULL If AXS019 = NULL then this value should be NULL as well		
Business Rule	Requested for all students enrolled in FY26 Pilot Noncredit Courses/Programs during the term.		
Dependency			

AXS022 - (Pre-enrollment Hourly Wage)

Data Element	AXS022		
Description	Pre-enrollment Hourly Wage		
Definition	The self-reported or verified hourly wage earned by student prior to enrolling in course / program.		
Data Constraints		Data type	Decimal
Field size (Min Max)	3 5	Format/Layout	18.55
Acceptable Values	Positive numeric value Min 0.00 Max 112.0 If AXS019 = 4, 5, or 6 this value should be 0 If AXS019 = 15 this value should be NULL If AXS019 = NULL then this value should be NULL as well		
Business Rule	Requested for all students enrolled in FY26 Pilot Noncredit Courses/Programs during the term.		
Dependency			

AXS023 - (Pre-enrollment Average Hours Working Per Week)

Data Element	AXS023		
Description	Pre-enrollment Average Hours Working Per Week		
Definition	The self-reported or verified average hours per week working by student prior to enrolling in course/program.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 3	Format/Layout	24
Acceptable Values	Positive numeric value If AXS019 = 4, 5, or 6 this value should be 0 If AXS019 = 15 this value should be NULL If AXS019 = NULL then this value should be NULL as well		
Business Rule	Requested for all students enrolled in FY26 Pilot Noncredit Courses/Programs during the term.		
Dependency			

Data Dictionary

Annual Credit and Noncredit Instructional Activity File

Enrollment Information File

Table of Contents

Table of Contents	2
Revisions	3
Data Specification	4
Summary	5
Data Elements	7
AXE001 - (College ID)	7
AXE002 - (Fiscal Year)	8
AXE003 - (Term)	9
AXE004 - (Student's Social Security Number)	10
AXE005 - (Student's ID Number)	11
AXE006 - (Course Number)	12
AXE007 - (Course Section Number)	13
AXE008 - (Credit Hours/Units Registered For/Attempted (Applies to Credit and CEU/PDP's attempted))	14
AXE009 - (Credit Hours/Units Earned (Applies to Credit and CEU/PDP's earned))	15
AXE010 - (End of Term Enrollment Outcome Status (Credit and Students registered in a not for credit workforce development course))	16
AXE011 - (Co-requisite Indicator for Developmental and College level Math and English Course Sections)	17
AXE012 - (Grade Received)	19
AXE013 - (Pass/Fail Grade Received)	20

Revisions

Version	Date	Author	Description
1	January 21, 2025	CGI	2025 Format Change
2	April 25, 2025	Suzanne S	Addition of ANE012 and ANE013 fields
3	February 26, 2026	Monika Patel - CGI	Updated the Data Element column and other occurrences from ANE to AXE, ANN to AXC, and ANS to AXS.
3.1	June 18, 2026	Ralph Masker - CGI	Updated (AXE009) Dependency to correctly state: Must be <= Credits Attempted (AXE008).
3.2	June 18, 2026	Ralph Masker - CGI	Update (AXE012) Business Rules to be more clear based on results of AXE010 and AXE013
3.1	June 19, 2026	Monika Patel - CGI	Updated data dictionary to address accessibility.

Data Specification

Terms	Definitions
Data Element	Unique identifier or title of the data element.
Description	Name of the data element.
Definition	A definition of the data element collected.
Data Constraints	Rules or limitations that are applied to the data element.
Data type	Type of data to be entered e.g. alphanumeric, numeric.
Field size	The minimum and maximum number of characters the data item can take. (format: minimum maximum 1 2)
Format/Layout	The structure or pattern the data should follow.
Acceptable Values	The form in which the data is to be entered. Specific set of values that are permitted for a given data field.
Business Rule	Additional Comments or assistance on interpreting, applying or reporting the data item or code set.
Dependency	Refers to a relationship between different data elements where the value of one element is dependent on the value of another element.
Related Fields	List of related fields to the current data element.

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 university 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 noncredit 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, Noncredit 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 Noncredit 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

- **Who Needs to Report:** Community colleges are required to report 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 is **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.

Data Elements

AXE001 - (College ID)

Data Element	AXE001		
Description	College ID		
Definition	An institutional identification code, as assigned by DHE. Code used to identify each college or university in the Commonwealth of Massachusetts.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	3 3	Format/Layout	"000"
Acceptable Values	See Data Dictionary Appendix A: Institution Codes		
Business Rule	Mandatory entry		
Dependency	Must match College's ID as specified in Data Dictionary Appendix A – Institution codes. Must be the same for the entire submission.		

AXE002 - (Fiscal Year)

Data Element	AXE002		
Description	Fiscal Year		
Definition	The fiscal year (July 1st - June 30th) that is being reported.		
Data Constraints	Must not be a future date	Data type	Numeric
Field size (Min Max)	4 4	Format/Layout	"YYYY"
Acceptable Values	For example, Fiscal Year 2015 covers July 1, 2014 through June 30, 2015.		
Business Rule	Mandatory entry		
Dependency	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.		

AXE003 - (Term)

Data Element	AXE003		
Description	Term		
Definition	The term for which information is being reported. This is the term for which the course's start date belongs to. "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)		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	"0"
Acceptable Values	Code Descriptions 0 Summer II 1 Fall 2 Winter 3 Spring 4 Full Summer 5 Summer I		
Business Rule	Mandatory entry		
Dependency	Must be one of the values from the Acceptable Values column. Must not be a term/year combination previously submitted. Use course start date when determining term.		

AXE004 - (Student's Social Security Number)

Data Element	AXE004		
Description	Student's Social Security Number		
Definition	The student's social security number. Unique identification number assigned by the Federal government to each citizen and permanent resident of the United States.		
Data Constraints	Must include leading zeroes. Campuses enter '000000000' if there is no SSN for a student	Data type	Numeric
Field size (Min Max)	9 9	Format/Layout	000000000
Acceptable Values			
Business Rule	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.		
Dependency	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 (AXE015) combined with Student's Social Security Number (AXE014) must match a student's Id (AXS005) combined with Student's Social Security Number (AXS004).		

AXE005 - (Student's ID Number)

Data Element	AXE005		
Description	Student's ID Number		
Definition	An identification code assigned to the student by the institution. Unique code used by the institution to identify students.		
Data Constraints	Must be unique for combination of Institution, Year, Term	Data type	Alphanumeric
Field size (Min Max)	1 15	Format/Layout	0000000000000000
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Each student must be reported only once for each term.		

AXE006 - (Course Number)

Data Element	AXE006		
Description	Course Number		
Definition	The identification code assigned to a credit or noncredit course by the institution. (will vary by institution). Course numbers assigned by the college to a course. Noncredit courses that are offered and enrolled students during the fiscal year must be distinguished with a course number.		
Data Constraints	Must not be all zeros Must be unique combination of institution, year, term, course, section and student	Data type	Alphanumeric
Field size (Min Max)	1 30	Format/Layout	BIO102
Acceptable Values	Will vary by institution.		
Business Rule	Mandatory entry		
Dependency	Course Number (AXE006), Section Number (AXE007), and Term (AXE003) combination must match at least one Course Number (AXC004), Section Number (AXC005), and Term (AXC003) combination.		

AXE007 - (Course Section Number)

Data Element	AXE007		
Description	Course Section Number		
Definition	The alphanumeric identification code assigned to a specific section of a course. Each course section identification must be unique for the Course Number.		
Data Constraints	Must be unique combination of Institution, Year, Term, Course Number, Section Number	Data type	Alphanumeric
Field size (Min Max)	1 10	Format/Layout	BIO102
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Course Number (AXE006), Section Number (AXE007), and Term (AXE003) must match at least one Course Number (AXC004), Section Number (AXC005), and Term (AXC003).		

AXE008 - (Credit Hours/Units Registered For/Attempted (Applies to Credit and CEU/PDP's attempted))

Data Element	AXE008		
Description	Credit Hours/Units Registered For/Attempted (Applies to Credit and CEU/PDP's attempted)		
Definition	The number of credit hours/CEUs for which the student is registered for the course.		
Data Constraints	Must not be null if Course Type is Credit or CEU/PDP's (AXC008 = 1 or 3)	Data type	Numeric
Field size (Min Max)	5 5	Format/Layout	00.00
Acceptable Values			
Business Rule	Mandatory entry for students registered in a credit Course Type (AXC008) = 1 (Credit) or 3 (CEU, PDP, etc.).		
Dependency	Must be < = Credit Hours Assigned to course (AXC014). Leave blank for a student enrolled in a noncredit Course Type (AXC008) = 2 (Noncredit).		

AXE009 - (Credit Hours/Units Earned (Applies to Credit and CEU/PDP's earned))

Data Element	AXE009		
Description	Credit Hours/Units Earned (Applies to Credit and CEU/PDP's earned)		
Definition	The number of credit hours/units the student earned for the course.		
Data Constraints	Must not be null if Course Type is Credit or CEU/PDP's (AXC008 = 1 or 3)	Data type	Numeric
Field size (Min Max)	5 5	Format/Layout	00.00
Acceptable Values			
Business Rule	Mandatory Entry for students registered in Course Type (AXC008) = 1 (Credit) or 3 (CEU, PDP, etc.).		
Dependency	Must be < = credits hours/units assigned to course (AXC014). Must be <= Credits Attempted (AXE008). Leave blank for a student enrolled in Course Type (AXC008) = 2 (Noncredit).		

AXE010 - (End of Term Enrollment Outcome Status (Credit and Students registered in a not for credit workforce development course))

Data Element	AXE010		
Description	End of Term Enrollment Outcome Status (Credit and Students registered in a not for credit workforce development course)		
Definition	Whether a student completed, audited, withdrew, failed, or did not complete a Credit or Workforce Development Noncredit course. 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 (AXC008) = 1(Credit) or 3 (CEU, PDP, etc.), or Workforce Development Noncredit course (AXC009 =2).		
Data Constraints	Mandatory Entry for students enrolled in Credit or CEU/PDP Courses (AXC008 = 1 or 3) or Noncredit Workforce Development Courses (AXC009 = 2)	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	0
Acceptable Values	1 = Completed: credits or CEUs. If a Noncredit 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		
Business Rule	Mandatory Entry for students enrolled in Course Type (AXC008) = 1 (Credit), 3 (CEU,PDP, etc.), or Noncredit Course Type (AXC009) = 2 (Workforce Development)		
Dependency	Must be one of the values from the Acceptable Values column. Leave blank for enrollment in a noncredit course not designated as workforce development.		

AXE011 - (Co-requisite Indicator for Developmental and College level Math and English Course Sections)

Data Element	AXE011
Description	Co-requisite Indicator for Developmental and College level Math and English Course Sections
Definition	Indicates whether the student is enrolled in a Co-requisite Course Section for developmental and college level course work in either Math or English. 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 AXE011.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 English Co-requisite 2 Math Co-requisite 3 Other Co-requisite (Not English or Math) 4 Non Co-requisite		
Business Rule	Mandatory entry for FY20		
Dependency			

AXE012 - (Grade Received)

Data Element	AXE012		
Description	Grade Received		
Definition	The numeric grade received for the course		
Data Constraints		Data type	Numeric
Field size (Min Max)	4 4	Format/Layout	0.0
Acceptable Values	Grade Range 0.0 – 4.0		
Business Rule	AXE012 should be 0.0 – 4.0 if AXE013 is null. If AXE013 is null, AXE012 should be reported. If AXE010 = 1 (Completed), AXE012 should be greater than 0. If AXE010 = 4 (Failed), AXE012 should be 0.		
Dependency	Mandatory Entry if AXE010 (End of Term Enrollment Outcome Status) = 1 (Completed: Earned credit) and AXE013 is NOT reported as 'P'. Mandatory Entry = 0 if AXE010 (End of Term Enrollment Outcome Status) = 4 (Failed the Course) and AXE013 is NOT reported as 'F'.		

AXE013 - (Pass/Fail Grade Received)

Data Element	AXE013		
Description	Pass/Fail Grade Received		
Definition	The grade received for a Pass/Fail the course.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	P
Acceptable Values	P Pass F Fail		
Business Rule	AXE012 should be null if AXE013 equals 'P' or 'F' Mandatory entry for Credit Courses only		
Dependency	Mandatory Entry = 'P' if AXE010 (End of Term Enrollment Outcome Status) = 1 (Completed: Earned credit) and numeric Grade is NOT reported in AXE012. Mandatory Entry = 'F' if AXE010 (End of Term Enrollment Outcome Status) = 4 (Failed the Course) and numeric Grade is NOT reported in AXE012.		