

Data Dictionary

Term Specific Instructional-Activity File

Credit Course File

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Revisions

Version	Date	Author	Description
1	January 28, 2025	CGI	2025 Format Change
2	April 7, 2026	Ralph Masker - CGI	Change CRS010, CRS023, and CRS024 to remove reference to the year 2010 for the CIP codes. Appendix B references the proper year for CIP Codes listed.
2.1	April 7, 2026	Ralph Masker - CGI	Change CRS014 - description to be "Instructional Format of the Course Section", removing from the description "(Not required in FY05)". Change CRS026 to remove "starting Fall 2016" from Mandatory notice.
2.2	June 25, 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.

Overview

HEIRS II represents a significant redesign of the student unit record information traditionally submitted to the Board of Higher Education by Massachusetts' public colleges and the University. The former student unit record layout consisted of three files: the Admissions File (M), and the Student Record files (G and K) in which data redundancy was a significant problem. Frequent redundancy and, in several instances, conflicting data definitions between the three distinct files often resulted in inaccuracies and inconsistencies.

To eliminate duplication, enhance accuracy, and streamline file submission, student unit record information has been redesigned as one file submission consisting of three components (sub-files): Credit Course File, Student Demographic Profile, and the Student Enrollment Record. Much like student unit record systems operating on college campuses throughout the Commonwealth, HEIRS II will create one rather than multiple records for each applicant and enrolling student. Demographic information will be captured at the point of entry and, through the new data structure; student demographic changes will be recorded as enrollment information is updated with each new file submission.

The Term Specific Instructional Activity File includes **all** applicants for undergraduate and graduate programs (four year colleges only with Community Colleges optional) and **all undergraduate and graduate students registered in credit-bearing courses**, attempting to earn credit as of the term/year freeze date. **Students enrolled exclusively as auditors at the time of freeze are not to be included.** Every term-specific credit course enrolled in by an individual student must be included in the Term Specific Instructional Activity file. Non-credit enrollments are not included in the term specific enrollment file. Non-credit instructional activity will be captured in the annual instructional activity file.

The specifications for each component of the Term Specific Instructional Activity File are presented in the following three distinct subsections: Credit Course File, Student Demographic Profile, and Student Enrollment Record. A detailed summary overview is provided for each subsection to further clarify file requirements and intent.

Summary

The Credit Course file represents all **credit** courses offered by the institution in a given academic term that actually ran and enrolled students as of the institutional freeze date. Non-credit courses should **NOT** be included in this file, except in the case of lab sections noted below, because a significant portion of non-credit activity occurs after the term freeze date. Instead, information on non-credit courses will be captured in the Annual file. (For more information on this subject, see the summary for the Annual file).

The information gathered in the Credit Course file will allow the DHE to analyze the diversification of course offerings at institutions to show the comprehensiveness/extensiveness and workforce impact of the offerings, as well as the diversification of traditional/nontraditional instructional delivery. The DHE will also assess and/or trend the enrollment/instructional patterns at the course/academic discipline level and analyze enrollment in terms of productivity and cost-efficiency.

The DHE only **requires** a fall submission of the Term Specific Credit Course file at the time that the Term Specific Student Enrollment files are submitted. Colleges, however, have the option to submit other term-specific courses and enrollment files (e.g., Spring, Summer, etc.) for inclusion in the warehouse and accessibility through Cognos.

NOTE: It is important that this file includes all credit courses that were offered and enrolled students for a given term. In the case of lab courses that are associated with a credit course where total course credits (i.e. lecture and lab) are applied institutionally to the lecture/classroom portion of the course, with the associated lab sections appearing in the institutional system as zero credits, colleges are to submit to HEIRS II these associated lab sections.

Data Elements

CRS001 - (College ID)

Data Element	CRS001		
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. Every record submitted must be the correct college ID per the Data Dictionary and be the same college ID throughout the entire file.		

CRS002 - (Year (Calendar))

Data Element	CRS002		
Description	Year (Calendar)		
Definition	The Calendar year in which the course is offered.		
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	Each record must be the correct year as chosen when the file is submitted, not be a year previously submitted, and each record must have this same year. Future dates are invalid.		

CRS003 - (Term)

Data Element	CRS003		
Description	Term		
Definition	The academic term in which the course is offered. “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 be one of the values in Acceptable Values field. Each record must be the correct term as chosen when the file is submitted, not be a term/year combination previously submitted, and each record must have this same term.		

CRS004 - (Course Number)

Data Element	CRS004		
Description	Course Number		
Definition	The identification number assigned to the credit course by the institution. Course number assigned to courses offered for credit ONLY unless a lab as detailed in 'NOTE:' summary section (Summary - Course File)		
Data Constraints	Must not be all zeros	Data type	Alphanumeric
Field size (Min Max)	1 30	Format/Layout	BIO102
Acceptable Values	Will vary by institution		
Business Rule	Mandatory entry Course numbers entered should be actual course schedule/catalog numbers. Course number cannot be all zeroes.		
Dependency	The combination of Credit Course Number (CRS004) and Course Section Number (CRS012) must match record(s) in the Enrollment File's combination of Credit Course Number (ENR006) and Course Section Number (ENR012) . Each combination of Course Number (CRS004) and Course Section Number (CRS012) must be reported only once.		

CRS005 - (Course Title)

Data Element	CRS005		
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	"Biology"
Acceptable Values	Will vary by institution		
Business Rule	Mandatory entry		
Dependency	A comma is in the course title then this field should be surrounded by double quotes ("").		

CRS006 - (Course Level)

Data Element	CRS006		
Description	Course Level		
Definition	Identification of the course as either an undergraduate or a graduate level course.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Undergraduate 2 Graduate		
Business Rule	Mandatory entry		
Dependency	Must be one of the values in Acceptable Values field.		

CRS007 - (Credit Hours Assigned to the Course)

Data Element	CRS007		
Description	Credit Hours Assigned to the Course		
Definition	The number of credit hours the student will receive upon successful completion of the course. Number of credit hours awarded will vary by course and institution. Credit hour: 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: if the lab component of a particular course is set up as a distinct section and the total credits for the course are associated with the lecture component and not the lab section, then the lab component should logically be 0 credits.		
Data Constraints	Must be >0 and <=20 unless a lab	Data type	Numeric
Field size (Min Max)	4 4	Format/Layout	3
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Must be >0 and <=20 unless a lab as detailed in 'NOTE:' Summary Course File Tab. Can't be null. Student enrollment records must have Course Section Credit Hours (ENR008) <= to this field's value.		

CRS008 - (Remedial Course Indicator)

Data Element	CRS008		
Description	Remedial Course Indicator		
Definition	Distinguishes between reading, writing, and math remedial courses 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 in Acceptable Values field. Leave blank if course is not remedial.		

CRS009 - (General Education/Occupationally Specific Course Indicator (Applies to Community Colleges only))

Data Element	CRS009		
Description	General Education/Occupationally Specific Course Indicator (Applies to Community Colleges only)		
Definition	Distinguishes between courses that fulfill undergraduate general education requirements and those that are focused on a specific occupation. 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		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 General Education 2 Occupationally-Specific 3 Both 4 Not applicable		
Business Rule	Mandatory entry for Community Colleges. Optional UMass and State Universities.		
Dependency	If populated, must be one of the values in Acceptable Values field.		

CRS010 - (Course Academic Discipline)

Data Element	CRS010		
Description	Course Academic Discipline		
Definition	The academic discipline with which the course is most frequently associated. Academic discipline should be identified by using a two digit CIP code number. Note: Please use CIP Codes from the HEIRS II Data Dictionary Appendix B - CIP Codes Academic discipline simply refers to what typically would be categorized as “a subject area,” such as English, Biology, and Psychology. The course’s subject area is often denoted in the institutional coding schematic, for example, an English code may be listed as ENGL 117, a Biology course as BIOL 221. In almost all instances, the academic discipline can be identified using the two digit CIP code listed for the appropriate “subject area.”		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	2 2	Format/Layout	0A
Acceptable Values	See Appendix B - CIP Codes - 2 Digit		
Business Rule	Mandatory entry for State Universities and Community Colleges.		
Dependency	Must be a valid CIP code. Must be first two digits of both the 4-Digit Credit Course Academic Discipline (CRS023) and 6-Digit Credit Course Academic Discipline (CRS024).		

CRS011 - (Credit Course Fee (Applies to State and Community Colleges only))

Data Element	CRS011		
Description	Credit Course Fee (Applies to State and Community Colleges only)		
Definition	Fee (if any) applied to a student enrolled in a specific credit course (e.g., lab fees, recitation fees, etc.) that is above and beyond the general mandatory fees paid by all students		
Data Constraints		Data type	Numeric
Field size (Min Max)	6 6	Format/Layout	"000.00"
Acceptable Values			
Business Rule	Mandatory entry for State Universities and Community Colleges.		
Dependency	Must be a two digit decimal number.		

CRS012 - (Course Section Number)

Data Element	CRS012		
Description	Course Section Number		
Definition	The alphanumeric identification code assigned to a specific section of a course. Each course section number must be unique for the course section. One course may have several sections.		
Data Constraints	Must be unique combination of Institution, Year, Term, Course Number, Section Number and Site	Data type	Alphanumeric
Field size (Min Max)	1 10	Format/Layout	31
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	The combination of Credit Course Number (CRS004) and Course Section Number (CRS012) must match record(s) in the Enrollment File's combination of Credit Course Number (ENR006) and Course Section Number (ENR012) . Each combination of Course Number (CRS004) and Course Section Number (CRS012) must be reported only once.		

CRS013 - (Site Code)

Data Element	CRS013		
Description	Site Code		
Definition	The two-digit code identifying the campus site (e.g., 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 as needed. 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 and/or branch campuses (if applicable).		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	2 2	Format/Layout	0A
Acceptable Values			
Business Rule	Optional. If Colleges include site location it will enhance institutional level analysis and enrollment tracking.		
Dependency	If provided, must be a valid site from the college's Site Location File.		

CRS014 - (Instructional Format of the Course Section)

Data Element	CRS014		
Description	Instructional Format of the Course Section		
Definition	Distinguishes between courses that are offered in the traditional semester format and those that are offered in a non-traditional format.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Traditional Standard Semester Format (e.g., full 14 to 15 week Fall, or Spring Term, or standard summer session) 2 Short-term/Accelerated Course Format 3 Other Non-Traditional Format		
Business Rule	Optional		
Dependency	If provided, must be one of the values from Acceptable Values field.		

CRS015 - (Distance Education Section Indicator)

Data Element	CRS015		
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	Mandatory entry		
Dependency	Must be one of the values from Acceptable Values field.		

CRS016 - (Course Section Fiscal Status: State/Non-State Supported)

Data Element	CRS016		
Description	Course Section Fiscal Status: State/Non-State Supported		
Definition	Indicates whether or not the 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	1
Acceptable Values	1 State Supported Course 2 Non-State Supported Course		
Business Rule	Mandatory entry		
Dependency	Must be one of the values from Acceptable Values field.		

CRS017 - (Course Section Enrollment)

Data Element	CRS017		
Description	Course Section Enrollment		
Definition	The number of students who enrolled in the course section as of the institutional freeze date.		
Data Constraints	Must not be > 600; Must not = zero; Must = sum of student enrolled in the term specific student enrollment record file	Data type	Numeric
Field size (Min Max)	1 4	Format/Layout	25
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Number must be > 0. Must be a whole number. Must = the sum of students enrolled in the term specific student enrollment record file.		

CRS018 - (Course Section Auditors)

Data Element	CRS018		
Description	Course Section Auditors		
Definition	The number of students enrolled in the course section as exclusively auditors (students who are not receiving credit for the course) as of the institutional freeze date. Definition: Students who are enrolled at the College exclusively as auditors are not to be included in the Student Record Enrollment file. If, however, a student enrolls in credit course(s) in addition to auditing these students should be included in the enrollment file as part of the credit enrollment for a given term and their credit courses listed. When extracting data for the HEIRS course file, many campus administrative systems retain course enrollment information in a module separate from the student record. Total course enrollment stored in this module reflects all registrations i.e. students enrolled to earn credit as well as those enrolled for auditing purposes. A College may either: 1) Develop their HEIRS II extract program to look for auditors and exclude from their file in which case the value shown in this field would be 0 OR 2) If it is easier to download course enrollment numbers from the module and report total course enrollment (i.e. everyone registered), then the number of auditors must be indicated in this field. To ensure that the total credits generated are the same in the student file and the course file, it is necessary to identify the number of section auditors enrolled as of the time of the freeze date. Cross checking student record enrollment credits generated against course enrollments is a standard method for assessing the consistency and accuracy of total credits generated in a given term and subsequently FTE's. Institutions should enact this verification check before submitting their HEIRS II Term-Specific Student Enrollment and Course files.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 4	Format/Layout	0
Acceptable Values			
Business Rule	If college's HEIRS extract program eliminates auditors, then this field should be 0. If not excluded in submission file, then the number of auditors included in the total course enrollment count should be		

	entered as only whole numbers. Students enrolled exclusively as auditors at the time of freeze are not to be included.
Dependency	Number must = the sum of all students enrolled in this course per the term specific student enrollment record file.

CRS019 - (Instructor Type (Applies to State Universities and Community Colleges only))

Data Element	CRS019		
Description	Instructor Type (Applies to State Universities and Community Colleges only)		
Definition	Indicates whether the instructor teaching the course is full-time (AA), part-time (AA), adjunct (CC) or not paid from any campus funds. This data element relates to the instructor's type in terms of the course section being taught.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
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 entry for State Universities and Community Colleges. Optional for UMass.		
Dependency	If provided, must be one of the values from Acceptable Values field. If Third Party Contract Course Indicator (CRS021) = Y (The course is a third party contract course) then Instructor Type (CRS019) must = 4 (Contracted through third party vendor)		

CRS020 - (Honors Program Indicator)

Data Element	CRS020		
Description	Honors Program Indicator		
Definition	Indicates whether or not the course section is designated by the institution as an honors section.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	Y Yes N No		
Business Rule			
Dependency	If null, will default to No.		

CRS021 - (Third Party Contract Course Indicator)

Data Element	CRS021		
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	If CRS021 = Y then CRS019 must = 4	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 for State Universities and Community Colleges. Optional for UMass.		
Dependency	Must be one of the values from Acceptable Values field. If Third Party Contract Course Indicator (CRS021) = Y (The course is a third party contract course) then Instructor Type (CRS019) must = 4 (Contracted through third party vendor).		

CRS022 - (ESL Course Indicator)

Data Element	CRS022		
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 entry Optional Umass		
Dependency	Must be one of the values from Acceptable Values field.		

CRS023 - (4-Digit Credit Course Academic Discipline (Applies to State and Community Colleges only))

Data Element	CRS023		
Description	4-Digit Credit Course Academic Discipline (Applies to State and Community Colleges only)		
Definition	The academic discipline with which the credit course is associated. Academic discipline should be identified by the first 4 digits of its CIP code. 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		Data type	Alphanumeric
Field size (Min Max)	4 4	Format/Layout	"0202"
Acceptable Values	Academic discipline should be identified by the first 4 digits of its CIP code.		
Business Rule	Mandatory entry for State Universities and Community Colleges. Optional for UMass.		
Dependency	Must be a valid code from Appendix B - CIP codes. Must match first 4 digits of 6-digit Credit Course Academic Discipline (CRS024).		

CRS024 - (6-Digit Credit Course Academic Discipline (Applies to State Universities and Community Colleges only))

Data Element	CRS024		
Description	6-Digit Credit Course Academic Discipline (Applies to State Universities and Community Colleges only)		
Definition	The academic discipline with which the credit course is associated. Academic discipline should be identified by the full 6-digits CIP code. For a listing of six-digit CIP codes, see Appendix B. 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.” Note: Use CIP Codes from the HEIRS II Data Dictionary Appendix B - CIP Codes.		
Data Constraints	Mandatory all courses with any CDEP Dual Enrolled Students; Mandatory entry if the 4-digit CIP is not provided	Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	"020202"
Acceptable Values	Use CIP Codes from the HEIRS II Data Dictionary Appendix B - CIP Codes.		
Business Rule	Mandatory entry for State Universities and Community Colleges. Mandatory all courses with any Dual Enrolled Students. Mandatory entry if the 4-digit CIP is not provided.		
Dependency	Must be CIP Codes from the HEIRS II Data Dictionary Appendix B - CIP Codes. Mandatory for course with any Dual Enrolled Students. If 4-Digit Credit Course Academic Discipline (CRS023) is not provided, this field must be populated.		

CRS025 - (Dual Enrollment Contract Course Indicator)

Data Element	CRS025		
Description	Dual Enrollment Contract Course Indicator		
Definition	Identifies whether the course is a contract course. To qualify as a dual enrollment contract course, the course was taught per an arrangement between a high school and the institution for a particular set of the high school's students.		
Data Constraints	Mandatory entry if any CDEP Dual Enrolled students are enrolled in the course	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	Y
Acceptable Values	Y The course is a contract course N The course is not a contract course		
Business Rule	Mandatory entry for State Universities and Community Colleges.		
Dependency	Must be one of the values from Acceptable Values field.		

CRS026 - (Civic Learning Indicator)

Data Element	CRS026
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.
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Data Constraints		Data type	Numeric
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.		
Dependency			

CRS027 - (Zero Credit Course/Section Indicator)

Data Element	CRS027		
Description	Zero Credit Course/Section Indicator		
Definition	Indicates whether or not a course section is the associated zero credit course section (i.e. lab, clinical or discussion section)		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	Y
Acceptable Values	Y The course/section is an associated zero credit course section N The course/section is not an associated zero credit course/section		
Business Rule	Mandatory entry		
Dependency	Must be one of the values from Acceptable Values field. Null values default to N		

Data Dictionary

Term Specific Instructional-Activity File

Student File

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Revisions

Version	Date	Author	Description
1	January 21, 2025	CGI	2025 Format Change
2	September 24, 2025	Ralph Masker - CGI	Residency Status Updates: Change: (STU015) Permanent/Current Zip Code to Current Zip Code - Student's current mailing address ZIP code Change: (STU062) NEBHE Tuition Classification to Tuition Residency Status – Classification used for tuition purposes (NEBHE Regional/Proximity, In-State, Out-of-State, International) Add Field: (STU089) Application Zip Code - ZIP code most recently associated with the student at the time of application and admission. This is required for new students only (STU005 = 1).
3	December 22, 2025	Monika Patel - CGI	The following updates were based on Term Student Working group that met during the summer of 2025 to address issues where field definitions lacked clarity: Change: (STU002) Year (Calendar) - Updated the Definition section. Change: (STU003) Term - Updated the Definition section Change: (STU004) Formal Application Process (applies to all applicant records being submitted) - Updated the Definition section. Change: (STU007) Student ID - Updated the Dependency section. Change: (STU014) Country Code of Citizenship - Updated the Dependency section. Change: (STU016) Acceptance Status of Institution - Updated the Business Rule section. Change: (STU018) Program #1 Student Applied To - Updated the Business Rule section. Change: (STU019) Credential Level of Program #1 Applied To - Updated the Description, Definition, and Business Rule sections. Change: (STU021) Credential Level of Program #2 Applied To - Updated the Description, and Definition sections. Change: (STU026) Date of Initial entry - Updated the Definition section. Change: (STU027) New Student Type in Current Term - Updated the Definition and Acceptable Values sections. Change: (STU028) Dual Enrollment Indicator - Updated the Definition section. Change: (STU029) BHE Admission Categories (Applies to 4-year institutions only) - Updated the Definition section. Change: (STU035) Number of Transfer College Credits - Updated the Description, Definition, Data Constraints, and Dependency sections. Change: (STU051) ESL Exception Allowance (Applies to Four Year colleges Only) - Updated the Acceptable Values and Dependency sections. Change: (STU052) Vocational-Technical Exception Allowance (Applies to Four Year Universities Only) - Updated the Acceptable Values and Dependency sections. Change: (STU053) Pre-College Summer Exception Allowance (Applies to Four Year Colleges Only) - Updated the Acceptable Values and Dependency sections. Change: (STU054) Learning Disabled Exception Allowance (Applies to Four Year Colleges Only) - Updated the Acceptable Values and Dependency sections.

			Change: (STU055) Non-US High School Exception Allowance (Applies to Four Year Colleges Only) - Updated the Acceptable Values and Dependency sections. Change: (STU056) SAT Evidence-Based Reading and Writing Score (Only required for Four-Year Colleges) - Updated the Dependency section. Change: (STU057) SAT Math Score (Only required for Four-Year Colleges) - Updated the Dependency section. Change: (STU058) ACT Total Score (Only required for Four-Year Colleges) - Updated the Dependency section. Change: (STU067) Applicant Type - Updated the Definition, Acceptable Values and Dependency sections. Change: (STU074) Transfer Type - Updated the Definition, Acceptable Values, and Business Rule sections. (This is part of MassTransfer change.) Change: (STU075) SAT/ACT Test Optional - Updated the Description, Definition, Acceptable Values, and Dependency sections. Change: (STU077) Early College Indicator - Updated the Description and Definition sections. Change: (STU078) Accuplacer Next-Generation Reading - Updated the Dependency section. Change: (STU079) WritePlacer - Updated the Dependency section. Change: (STU080) Accuplacer Next-Generation Arithmetic - Updated the Dependency section. Change: (STU081) Accuplacer Next-Generation Quantitative Reasoning, Algebra, and Statistic - Updated the Dependency section. Change: (STU082) Accuplacer Next-Generation Advanced Algebra and Functions - Updated the Dependency section.
3.1	February 4, 2026	Ralph Masker - CGI	Change: (STU079) Update acceptable values valid range to be 0 to 8 Change: (STU031) add new acceptable value: Unlisted Middle School: 333333 (Please only use for Dual Enrolled Students)
3.2	March 5, 2026	Ralph Masker - CGI	Change: Updated fields STU080, STU081, and STU082 with Business Rule change: If STU083 = 2 then an Accuplacer Score should be provided in either STU080, STU081 or STU082 Change: Updated field STU015 (Current Zip Code) Business Rule to state "Mandatory entry for Enrolled Students only"
3.3	April 1, 2026	Monika Patel - CGI	Change: (STU089) Application Zip Code - updated Business Rule: For credit students, no more than 10% missing (not in effect for FY27).
4	April 13, 2026	Ralph Masker - CGI	Remove references to Cognos in STU060 and Summary Page.
4.1	June 26, 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.

Overview

HEIRS II represents a significant redesign of the student unit record information traditionally submitted to the Board of Higher Education by Massachusetts' public colleges and the University. The former student unit record layout consisted of three files: the Admissions File (M), and the Student Record files (G and K) in which data redundancy was a significant problem. Frequent redundancy and, in several instances, conflicting data definitions between the three distinct files often resulted in inaccuracies and inconsistencies.

To eliminate duplication, enhance accuracy, and streamline file submission, student unit record information has been redesigned as one file submission consisting of three components (sub-files): Credit Course File, Student Demographic Profile, and the Student Enrollment Record. Much like student unit record systems operating on college campuses throughout the Commonwealth, HEIRS II will create one rather than multiple records for each applicant and enrolling student. Demographic information will be captured at the point of entry and, through the new data structure; student demographic changes will be recorded as enrollment information is updated with each new file submission.

The Term Specific Instructional Activity File includes **all** applicants for undergraduate and graduate programs (four year colleges only with Community Colleges optional) and **all undergraduate and graduate students registered in credit-bearing courses**, attempting to earn credit as of the term/year freeze date. **Students enrolled exclusively as auditors at the time of freeze are not to be included.** Every term-specific credit course enrolled in by an individual student must be included in the Term Specific Instructional Activity file. Non-credit enrollments are not included in the term specific enrollment file. Non-credit instructional activity will be captured in the annual instructional activity file.

The specifications for each component of the Term Specific Instructional Activity File are presented in the following three distinct subsections: Credit Course File, Student Demographic Profile, and Student Enrollment Record. A detailed summary overview is provided for each subsection to further clarify file requirements and intent.

Summary

The Student Demographic Profile includes information on applicants and enrolled undergraduate and graduate students. This sub-file represents a collapsed version of the former M, G, and K files and is the most extensive of all of the HEIRS II files. A comprehensive array of vital student demographic and academic background information are included in the Student Demographic Profile, i.e. vital student data captured during the institutional admissions and enrollment processes.

Four-year state colleges and the University are **required** by the Massachusetts's Board of Higher Education to submit basic information on all applicants and more detailed data on applicants who have been accepted for admission to the institution. Although the Board does not currently require applicant information from Community Colleges, HEIRS II has been constructed to facilitate community college inclusion of admissions data in the warehouse to enhance institutional level research and analysis. The Board of Higher Education encourages Community Colleges to submit applicant and admissions data.

The information provided in the HEIRS II Student Demographic Profile will be used by DHE to assess segmental and institutional applicant and enrollment trends demographically, geographically, and programmatically. Specifically, trends will be viewed in light of regional and statewide population trends and workforce development needs. Where applicable, trend information will be factored into the higher education performance measurement system.

The Board of Higher Education **requires** state and Community Colleges and the University to submit **fall term admissions (four-year colleges only, Community Colleges optional) and enrollment data (all colleges)** as of a prescribed fall term freeze date, i.e., admissions/enrollment data as of the end of the institutional fall term Add/Drop period or no later than October 15th. Though only fall data is required, HEIRS II provides colleges with the option to house student data for other terms in a data warehouse environment to facilitate institutionally-specific analysis and tracking.

For four-year colleges, the University, and those Community Colleges which elect to submit admissions data, the Student Demographic Profile captures information on essentially three distinct sub-categories of students: 1) all applicants for admission (accepted/admitted; not accepted/not admitted) 2) enrolled new credit students and 3) credit students continuing from prior terms. **Community Colleges are required** to submit information on all enrolled credit students (new and continuing). The following is a summary description of each of the three student profile categories that information is provided for:

Applicants in HEIRS II: 1) Potential undergraduate or graduate students who applied for admission to the term/year represented by the student unit record file through the institution's formal admissions process that 2) have completed applications on record for which an admissions decision can be rendered. These are applicants who applied

specifically for admission to the designated term/year, completed the application process, and were either accepted for admission to the term/year, not accepted, or was deferred due to program size limitations (explained in data element # STU016).

Accepted/Admitted Applicants are undergraduate or graduate applicants who have been accepted for admission to the college in the designated term/year as of the institutional freeze date and are, therefore, eligible to enroll.

Enrolled New Credit Students: Undergraduate or graduate credit students who meet the definitional criteria for new student (data element #STU027) and have enrolled at the college as of the term-specific institutional freeze date (i.e., for the fall term, the end of the college's Add/Drop period or as of October 15th). A new credit student may be matriculated or non-matriculated, degree or non-degree seeking, and have entered the institution through either the formal admission process or a quick admission process designed specifically for non-matriculated/non-degree seeking credit students.

Enrolled Continuing Credit Students: Undergraduate or graduate students who have enrolled as of the freeze date and are continuing their course of study from a prior term. Many institutions have established policies regarding a student's length of absence from attendance and the need to reapply for readmission. If a student is returning after a lengthy absence from the college and, in accordance with institutional policy, is required to reapply, then these students are categorized as readmits and are counted as new students in the term that they have been readmitted. If a college does not have a readmission policy and a student is returning from a period of lapsed attendance, then the student is simply categorized as continuing.

Data Elements

STU001 - (College ID)

Data Element	STU001		
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. Every record submitted must be the correct college ID per the Data Dictionary and be the same college ID throughout the entire file.		

STU002 - (Year (Calendar))

Data Element	STU002		
Description	Year (Calendar)		
Definition	The Calendar year in which the student is reported. Year depicts the Calendar Year associated with the term for which data is being reported. Applicants identified in the term/year file represent students who: 1. Applied for admission to the term/year represented by the student unit record file through the institution's formal admissions process that 2. Have completed applications on record for which an admissions decision can be rendered. These are applicants who applied specifically for admission to the designated term/year as of the term freeze date, completed the application process, and were either accepted for admission to the term/year, not accepted, or received a deferred acceptance (explained in data element # STU016). Students identified as enrolled are students for the designated term/year as of the term freeze date. Students enrolled exclusively as auditors are not included.		
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	Each record must be the correct year as chosen when the file is submitted, not be a year previously submitted, and each record must have this same year. Future dates are invalid.		

STU003 - (Term)

Data Element	STU003		
Description	Term		
Definition	The academic term for which information is being reported.		
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 be one of the values from Acceptable Values column. Each record in this submission must: 1. Be the same term. 2. Be the correct term as chosen when the file is submitted 3. Not be a term/year combination previously submitted.		

STU004 - (Formal Application Process (applies to all applicant records being submitted))

Data Element	STU004		
Description	Formal Application Process (applies to all applicant records being submitted)		
Definition	Identifies whether or not the undergraduate/graduate student applied for admission to the term/year represented by the student unit record file through the institution's formal admissions process and have completed applications on record for which an admissions decision can be rendered. Yes: The student applied to the term/year through the formal application process. A person applying through a formal application process must have completed the institutional application for admission for institutional evaluation and the rendering of an admissions decision. Incomplete Applicant records should not be submitted. No: The student did not apply through the formal process (includes quick admits). Graduate Applicant: The student is a graduate applicant for the given year and term. NOTE: A Quick Admission process is often used at many colleges to enroll non-degree seeking credit students generally enrolling in one or two classes. "Quick Admits" are not considered students who have gone through a formal application process.		
Data Constraints	If Umass or College, Must be Y if (STU005 = 1) AND (STU027 = 1 or 2)	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	Y
Acceptable Values	Y Yes N No G Graduate Applicant		
Business Rule	Mandatory entry Community Colleges cannot use "G"		

Dependency	Must be one of the values from Acceptable Values column. This value must = 'Y' when Student Type at Current Registration (STU005) = '1' (New) and the New Student Type at Initial entry (STU027) = '1', '2' or '3' (First Time, Transfer or Readmit). This value must = 'G' when Student Type at Current Registration (STU005) = '1' (New) and the New Student Type at Initial entry (STU027) = '4' or '5' (Degree Seeking First-time Graduate/First Professional or Degree Seeking Other Graduate/First Professional).
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STU005 - (Student Type at Current Registration)

Data Element	STU005		
Description	Student Type at Current Registration		
Definition	Identifies the enrolled student as a new or continuing student. Definition: Student type categorizes a student in the term/year enrolled by generic type, i.e., New or Continuing. > New Student: A student enrolling in credit-bearing courses during the reported term/year who meets the new student criteria defined in STU027 (New Student Type = new first-time, transfer, readmitted, etc.). > Continuing Student: A student enrolled in any previous term at the institution at the same degree level who is continuing his/her enrollment in the reported term/year. Note: Students who had been enrolled at the institution as Non-Degree Seeking but have been accepted as a Degree-Seeking student should be coded as “New”, since they are not continuing “at the same degree level” at the institution, since they had not previously been enrolled at any degree level.		
Data Constraints	Must not be null if (STU016 = 1) AND (STU017 = 1)	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	0
Acceptable Values	1 New 2 Continuing		
Business Rule	Mandatory entry for all enrolled students.		
Dependency	Must not be null if (Acceptance Status (STU016) = '1'(Accepted) AND Admissions Outcome (STU017) = '1'(Student Accepted Offer of Admission). This value must be = '1' (New) if Formal Application Process (STU004) = 'Y' or 'G'. This value must = '2' (Continuing) if Formal Application Process (STU004) = 'N'.		

STU006 - (Student's Security Number)

Data Element	STU006		
Description	Student's 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 only 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. The combination of SS number (ENR004) and student ID (ENR005) for each record in the Enrollment File must match one record SS number (STU006) and student ID (STU007) combination in the Student File.		

STU007 - (Student ID)

Data Element	STU007		
Description	Student ID		
Definition	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	Must be unique for each student submitted. Must be > 0 digits and <= 15 digits. The combination of SS number (ENR004) and student ID (ENR005) for each record in the Enrollment File must match one record SS number (STU006) and student ID (STU007) combination in this Student File.		

STU008 - (Student's Last Name)

Data Element	STU008		
Description	Student's Last Name		
Definition	The student's last name.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 50	Format/Layout	Jones
Acceptable Values	Can be either upper case or mixed case.		
Business Rule	Mandatory entry for all applicants and enrolled students Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')		
Dependency	Must be > 0 and <= 50 characters.		

STU009 - (Student's First Name)

Data Element	STU009		
Description	Student's First Name		
Definition	The student's first name.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 32	Format/Layout	James
Acceptable Values	Can be either upper case or mixed case.		
Business Rule	Mandatory entry for all applicants and enrolled students Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')		
Dependency	Must be > 0 and <= 32 characters.		

STU010 - (Student's Middle Initial)

Data Element	STU010		
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	Middle initial must be >=0 or <=1 characters.		

STU011 - (Gender)

Data Element	STU011		
Description	Gender		
Definition	The student's gender. Not more than 5% should have unknown gender. Please review HEIRS discrepancy and data verification Range Report RANGE005 for percentages.		
Data Constraints		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	Mandatory entry for all applicants and enrolled students		
Dependency	Must be one of the values from Acceptable Values column. For all enrolled students, no more than 5% should be "Unknown."		

STU012 - (Student's Race/Ethnicity)

Data Element	STU012
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		Data type	Numeric
Field size (Min Max)	1 2	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	Mandatory entry for all applicants and enrolled students
Dependency	Must be one of the values from Acceptable Values column. For degree-seeking enrolled students, no more than 10% should be unknown For non-degree seeking enrolled students, no more than 25% should be unknown Please review HEIRS Discrepancy Out of Range Report RANGE005 for percentages and HEIRS Students Data Verification Reports and the Students Enrolled by Race/Ethnic reports STDV031, STDV030 and STD045.

STU013 - (Birth date)

Data Element	STU013		
Description	Birth date		
Definition	The student's date of birth.		
Data Constraints	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	19790321
Acceptable Values	Birth Year: YYYY Birth Month: MM Birth Day: DD		
Business Rule	Mandatory entry 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. Must be => 12 and < 95. Must be < High School Credential Date (STU030).		

STU014 - (Country Code of Citizenship)

Data Element	STU014		
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		Data type	Alphanumeric
Field size (Min Max)	2 2	Format/Layout	CA
Acceptable Values	See Data Dictionary Appendix C: ISO Country Codes		
Business Rule	Mandatory entry for all applicants and enrolled students. NOTE: Please use the following values for Unknown countries: 99 = FOREIGN UNKNOWN 00 = UNKNOWN		
Dependency	Must be two-digit county code as designated by the Data Dictionary Appendix C - ISO Country Codes. Student's Race/Ethnicity (STU012) Must < > '1' (U.S. Non-resident) When using US or US territories Country Code.		

STU015 - (Current Zip Code)

Data Element	STU015		
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 for Enrolled Students only		
Dependency	Must be a valid zip code from USPS.com Null values default to ZZZZZ		

STU016 - (Acceptance Status of Institution)

Data Element	STU016		
Description	Acceptance Status of Institution		
Definition	Institution's decision on the applicant This field should reflect the decision made by the institution about a student's completed application. "Deferred" should only be used in situations where the student was not accepted to the institution due to size limitations of the program to which he/she was applying. In this situation, if a space in the program was to free up, the student would be accepted to the program.		
Data Constraints	If UMass or State University, Must not be null if STU004 = Y or G If Community College, Must not be null if STU004 = Y	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	2
Acceptable Values	1 Accepted 2 Not Accepted 3 Deferred: Student was not able to be accepted at the institution due to size limitations of the program applied to, despite meeting program qualifications		
Business Rule	Mandatory entry for all applicants who applied through the formal application process		
Dependency	If provided, must be one of the values from Acceptable Values column. Cannot be null if formal application process (STU004) = 'Y' or 'G'. Cannot be null if New Student Type (STU0027) = '1' (Degree Seeking Undergraduate First-time Freshman) and Student's Current Registration Level (STU063) = '1' (UG degree seeking first-time freshman).		

STU017 - (Student's Admissions Decision)

Data Element	STU017		
Description	Student's Admissions Decision		
Definition	Student's response to the institution's offer of admissions. Indicates whether or not an applicant who applied for the designated term/year actually accepted the institution's offer of admissions for that term Deferred Acceptance refers to the student deciding that they will defer enrollment to another term. This practice may not be available at all institutions.		
Data Constraints	If UMass or State University, Must not be null if STU004 = Y or G If Community College, Must be 1 or 2 if (STU004 = Y) AND (STU016 = 1)	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	2
Acceptable Values	1 Accepted Offer of Admission 2 Declined Offer of Admission 3 Deferred Acceptance to Another Term		
Business Rule	Mandatory entry for all accepted applicants.		
Dependency	Must be one of the values from Acceptable Values column. Must be null for Acceptance Status of Institution (STU016) = '2' (Not Accepted) or '3' (Differed). Must not be null for Accepted Status of Institution (STU016) = '1' (Accepted).		

STU018 - (Program #1 Student Applied To)

Data Element	STU018		
Description	Program #1 Student Applied To		
Definition	Institutionally-assigned code used to identify the program to which a student applied. Program code that is assigned by the institution. Will vary by institution. Valid programs for your school can be found in the Data Submission, Review Data, and Program Reports section of the HEIRS II site.		
Data Constraints	If UMass or College, Must not be null if STU004 = Y or G	Data type	Alphanumeric
Field size (Min Max)	1 15	Format/Layout	ACCT
Acceptable Values			
Business Rule	Mandatory for all applicants who applied through the formal application process. Mandatory entry for all undergraduate and graduate applicants. Program must be a valid active program located in the institution's Program Inventory file.		
Dependency	Cannot be null if Formal Admissions Process (STU004) = 'Y' or 'G'.		

STU019 - (Credential Level of Program #1 Applied To)

Data Element	STU019		
Description	Credential Level of Program #1 Applied To		
Definition	The credential level of the program to which the student applied.		
Data Constraints	If UMass or State University, Must not be null if STU004 = Y or G	Data type	Numeric
Field size (Min Max)	1 2	Format/Layout	3
Acceptable Values	(As seen in Data Dictionary Appendix F: Degree Level Codes) 1 No Award 2 Award of less than 1 academic year below the baccalaureate level 3 Award of at least 1 but less than 2 academic years below the baccalaureate level 4 Associate's Degree 5 Award of at least 2 but less than 4 academic years below the baccalaureate level 6 Bachelor's Degree 7 Post baccalaureate Certificate 8 Master's Degree 9 Post-Master's Certificate 10 Doctor's Degree 11 First-Professional Degree 12 First-Professional Certificate		
Business Rule	Mandatory for all applicants who applied through the formal application process. Mandatory entry for all undergraduate and graduate applicants. Program & degree level combination must be valid and active in the institution's Program Inventory file.		
Dependency	Cannot be null if Formal Admissions Process (STU004) = 'Y' or 'G'.		

STU020 - (Program #2 Student Applied To)

Data Element	STU020		
Description	Program #2 Student Applied To		
Definition	Institutionally-assigned code used to identify the second program (if any) to which the student applied. Program code that is assigned by the institution. Will vary by institution. Valid programs for your school can be found in the Data Submission, Review Data, and Program Reports section of the HEIRS II site.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 15	Format/Layout	ACCT
Acceptable Values			
Business Rule	Mandatory if a second program applied to. Program must be a valid active program located in the institution's Program Inventory file.		
Dependency	The second program (STU020) and second degree level (STU021) must not be the same as the combination first program (STU018) and first credential level (STU019).		

STU021 - (Credential Level of Program #2 Applied To)

Data Element	STU021		
Description	Credential Level of Program #2 Applied To		
Definition	The credential level of the second program (if any) to which the student applied.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 2	Format/Layout	2
Acceptable Values	(As seen in Data Dictionary Appendix F: Degree Level Codes) 1 No Award 2 Award of less than 1 academic year below the baccalaureate level 3 Award of at least 1 but less than 2 academic years below the baccalaureate level 4 Associate's Degree 5 Award of at least 2 but less than 4 academic years below the baccalaureate level 6 Bachelor's Degree 7 Post baccalaureate Certificate 8 Master's Degree 9 Post-Master's Certificate 10 Doctor's Degree 11 First-Professional Degree 12 First-Professional Certificate		
Business Rule	Mandatory if a second program applied to. Program & degree level combination must be valid and active in the institution's Program Inventory file.		
Dependency	The second program (STU020) and second degree level (STU021) must not be the same as the combination first program (STU018) and first credential level (STU019). Must not be null if STU020 is not null; Must be null if STU020 is null.		

STU022 - (Program #1 Student Admitted/Enrolled In)

Data Element	STU022		
Description	Program #1 Student Admitted/Enrolled In		
Definition	Institutionally assigned code used to identify the program in which the student has been admitted and/or enrolled. Program code that is applied by the institution to the program that the student actually was admitted and/or enrolled in as of the designated term-specific freeze date (applies to all students reported in the term-specific student enrollment file). Program code will vary by institution. Valid programs for your school can be found in the Data Submission, Review Data, and Program Reports section of the HEIRS II site.		
Data Constraints	Must not be null if (STU004 = Y or G) AND (STU016 = 1); Must not be null if STU005 = 1,2; Must be Active Program (PRG008 = 1) if (STU005 = 1); Must be Active or Suspended Program (PRG008 = 1 or 2) if (STU005 = 2)	Data type	Alphanumeric
Field size (Min Max)	1 15	Format/Layout	ACCT
Acceptable Values			
Business Rule	Mandatory entry for all undergraduate and graduate applicants accepted for admission and all undergraduate and graduate enrolled students. Program must be a valid active program located in the institution's Program Inventory file.		
Dependency	Program may be "Suspended" if the student is continuing or returning.		

STU023 - (Program #2 Student Admitted/Enrolled In)

Data Element	STU023		
Description	Program #2 Student Admitted/Enrolled In		
Definition	Institutionally-assigned code used to identify the second program (if any) in which the student has been admitted and/or enrolled. Program code that is applied by the institution to the second program (if any) that the student actually was admitted to and enrolled in as of the designated term-specific freeze date (applies to all students reported in the term-specific student enrollment file who are enrolled in a 2nd program). Program level will vary by institution. Valid programs for your school can be found in the Data Submission, Review Data, and Program Reports section of the HEIRS II site.		
Data Constraints	Must be Active Program (PRG008 = 1) if (STU005 = 1); Must be Active or Suspended Program (PRG008 = 1 or 2) if (STU005 = 2 or 3)	Data type	Alphanumeric
Field size (Min Max)	1 15	Format/Layout	ACCT
Acceptable Values			
Business Rule	Mandatory entry for all undergraduate and graduate applicants accepted for admission in a second program and all undergraduate and graduate students enrolled in a second program. Program must be a valid active program located in the institution's Program Inventory file.		
Dependency	The second program (STU023) and second degree level (STU025) must not be the same as the combined first program (STU022) and first degree level (STU024). Program may be "Suspended" if the student is continuing or returning.		

STU024 - (Degree Level of Program #1 Admitted/Enrolled In)

Data Element	STU024		
Description	Degree Level of Program #1 Admitted/Enrolled In		
Definition	The degree level of the program to which the student has been admitted and/or enrolled.		
Data Constraints	Must be null if STU022 is null; Must not be null if STU022 is not null; Must not be null if STU016 = 1;	Data type	Numeric
Field size (Min Max)	1 2	Format/Layout	1
Acceptable Values	(As seen in Data Dictionary Appendix F: Degree Level Codes) 1 No Award 2 Award of less than 1 academic year below the baccalaureate level 3 Award of at least 1 but less than 2 academic years below the baccalaureate level 4 Associate's Degree 5 Award of at least 2 but less than 4 academic years below the baccalaureate level 6 Bachelor's Degree 7 Post baccalaureate Certificate 8 Master's Degree 9 Post-Master's Certificate 10 Doctor's Degree 11 First-Professional Degree 12 First-Professional Certificate		
Business Rule	Mandatory entry for all undergraduate and graduate applicants accepted for admission and all undergraduate and graduate enrolled students. Program & degree level combination must be valid and active in the institution's Program Inventory file.		
Dependency	Must be null if STU022 is null. Must not be null if STU022 is not null. Must not be null if Acceptance Status of Institution (STU016) = '1' (Accepted).		

STU025 - (Degree Level of Program #2 Admitted/Enrolled In)

Data Element	STU025		
Description	Degree Level of Program #2 Admitted/Enrolled In		
Definition	The degree level of the second program (if any) to which the student has been admitted and/or enrolled.		
Data Constraints	Must be null if STU023 is null; Must be not be null if STU023 is not null	Data type	Numeric
Field size (Min Max)	1 2	Format/Layout	1
Acceptable Values	(As seen in Data Dictionary Appendix F: Degree Level Codes) 1 No Award 2 Award of less than 1 academic year below the baccalaureate level 3 Award of at least 1 but less than 2 academic years below the baccalaureate level 4 Associate's Degree 5 Award of at least 2 but less than 4 academic years below the baccalaureate level 6 Bachelor's Degree 7 Post baccalaureate Certificate 8 Master's Degree 9 Post-Master's Certificate 10 Doctor's Degree 11 First-Professional Degree 12 First-Professional Certificate		
Business Rule	Mandatory entry for all undergraduate and graduate applicants accepted for admission in a second program and all undergraduate and graduate students enrolled in a second program. Program & degree level combination must be valid and active in the institution's Program Inventory file.		
Dependency	Must be null if STU023 is null. Must be not be null if STU023 is not null. The second program (STU023) and second degree level (STU025) must not be the same as the combined first program (STU022) and first degree level (STU024).		

STU026 - (Date of Initial entry)

Data Element	STU026		
Description	Date of Initial entry		
Definition	Month and Calendar Year in which the student first entered the institution as a new credit student which is defined as the earliest date where STU005 = 1 (as a credit student) for the student. The date (month/calendar year) when the student first entered the institution as a “new” credit student The month need not be the exact registration date but should correspond with the times during the fiscal year when enrollment is possible, e.g., if the Fall term: September, Spring Term: January, etc.		
Data Constraints	Must not be null if STU005 = 1; Future dates invalid	Data type	Numeric
Field size (Min Max)	6 6	Format/Layout	YYYYMM
Acceptable Values			
Business Rule	Mandatory entry for all NEW students.		
Dependency	Future dates are invalid. Cannot be null if Student Type at Current Registration (STU005) = ‘1’ (New).		

STU027 - (New Student Type in Current Term)

Data Element	STU027
Description	New Student Type in Current Term
Definition	If a student is classified as new in the current term, his/her new student type. See Data Dictionary Appendix G: New Student Type Codes 1 - Degree Seeking First-Time Student: A new undergraduate student, either full-time or part-time, with no prior college enrolled in a program which results in a degree/certificate in accordance with IPEDS's definitions. Students who entered with advanced standing (college credits or recognized postsecondary credential earned before graduation from high school) are considered First-time Students IPEDS's definition - A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer session, and students who entered with advanced standing (college credits or recognized postsecondary credential earned before graduation from high school). 2 - Degree Seeking Undergraduate Transfer: A degree-seeking undergraduate student with previous college experience. Students are not required to transfer credits to be considered a transfer student in accordance with IPED's definitions. Note: Readmit / Reactivate policies vary by campus, campus should report student as per their campus policy 3 - Degree Seeking Undergraduate Readmitted/Reactivated New Student: An undergraduate degree seeking student who returns to college after a period of nonattendance and goes through a formal reapplication process. Note: Readmit / Reactivate policies vary by campus, campus should report student as per their campus policy.

	4 - Non-Degree Seeking New Undergraduate Student: Any non-degree seeking new undergraduate student with or without previous college experience 5 - Degree Seeking First-Time Graduate/First Professional: A graduate student seeking his or her first graduate degree (i.e. Master's degree, PhD, JD, MBA) who has not previously been enrolled in a graduate program. 6 - Degree Seeking Other Graduate/First Professional: A graduate student who has previously been enrolled in a graduate program. This classification also includes the following types: • Degree Seeking Graduate Transfer Student • Degree Seeking Graduate Readmitted/Reactivated New Student 7 - Non-Degree Seeking Graduate/First Professional: A student enrolled in graduate courses, with or without previous graduate experience, who has not declared an intention of obtaining a degree. 8 - Degree Seeking Undergraduate seeking another Degree at same institution. • At the same level • Or in some cases at a different level (often students pursuing another degree or certificate at a different level are considered transfer students, Code 2)		
Data Constraints	If UMass or State University, Must not be null if STU005 = 1 If STU027=1 then STU029 must = 1,3 or 4 If STU027=2 then STU029 must = 2 or 4 If Community College, Must not be null if STU005=1	Data type	Numeric
Field size (Min Max)	1 2	Format/Layout	1
Acceptable Values	1 Degree Seeking Undergraduate First-time Student 2 Degree Seeking Undergraduate Transfer Student 3 Degree Seeking Undergraduate Readmitted/Reactivated New Student (who went through a formal reapplication process)		

	4 Non-Degree Seeking New Undergraduate Student 5 Degree Seeking First-time Graduate/First Professional 6 Degree Seeking Other Graduate/First Professional 7 Non-Degree Seeking Graduate/First Professional 8 Degree Seeking Undergraduate Seeking another Degree at the same institution.
Business Rule	Mandatory entry for all NEW students. For 4 yr. Institutions: All values acceptable For 2 yr. Institutions: Values 1, 2, 3, 4, 8
Dependency	If populated, must be one of the values from Acceptable Values column. Cannot be null if Student Type at Current Registration (STU005) = '1' (New). If New Student Type in Current Term (STU027) = '1' (Degree Seeking UG First-Time Freshman), then BHE Admission Categories (STU029) must = '1' (First-Time Freshman), '3' (Non-Traditional), or '4' (Special Admit). If New Student Type in Current Term (STU027) = '2' (Degree Seeking UG Transfer), then BHE Admission Categories (STU029) must = '2' (Transfer) or '4' (Special Admit). If New Student Type in Current Term (STU027) = "1, 2, 3, 5, 6, or 8" then the combination of Program #1 Student Admitted/Enrolled In (STU022) and Degree Level of Program #1 Admitted/Enrolled In (STU024) need to be a valid program/degree level in the program inventory file AND the Student's Current Registration Level (STU063) needs to coincide with what is reporting in New Student Type in Current Term (STU027).

STU028 - (Dual Enrollment Indicator)

Data Element	STU028		
Description	Dual Enrollment Indicator		
Definition	Indicates whether or not an undergraduate student is enrolled in high school and college at the same time. STU028 should be inclusive of all dual enrolled students regardless of funding or program. This indicator includes students participating in the Early College program. Yes: The student is enrolled in high school and college at the same time, either taking pre-college (e.g. remedial) or college-level coursework. No: The student is not a dual enrollment student X: Does Not Apply – The student is a graduate student		
Data Constraints	Must be Y or N if (STU005 is not null) AND (STU063 = 1 or 2); Must be X if STU063 = (3 or 4)	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	Y Yes, a dual enrolled undergraduate N No, not a dual enrolled undergraduate X Does Not Apply – a graduate student		
Business Rule	Mandatory entry for all undergraduate students.		
Dependency	Must be 'Y' or 'N' if Student Type (STU005) is not null and Student Current Registration Level (STU063) = '1' or '2' (Undergraduate level). Must be 'X' if Student Current Registration Level (STU063) = '3' or '4' (Graduate level). If Dual Enrollment Indicator (STU028) = 'Y' then SASID (STU072) and Dual Enrollment Funding Source (ENR009) must be populated.		

STU029 - (BHE Admission Categories (Applies to 4-year institutions only))

Data Element	STU029
Description	BHE Admission Categories (Applies to 4-year institutions only)
Definition	Classification of all undergraduate accepted/admitted applicants (i.e., applicants accepted for admission and eligible to enroll) in accordance with BHE Admissions Policy standards/definitions. Applies only to undergraduate students applying to a four year institution for the reported term/year that were accepted and enrolled or were accepted and did not enroll. Category 1: First-time Freshman: An individual applying directly from high school or within 3 years of graduation with no prior college coursework (unless college credits were earned while the applicant/enrollee was in high school) who meet the following admissions standards with or without exception allowances: 1) The applicant must have completed the following sixteen college preparatory courses (each course is equivalent to a year-long high school class): 4 English courses 3 Mathematics courses (Algebra I, Algebra II, and Geometry or Trigonometry, or comparable coursework) 3 Science courses (including two courses with laboratory work) 2 Social Science courses (including 1 course in US History) 2 Foreign Language courses (in a single language) 2 Electives (from the above subjects, Arts and Humanities, or Computer Sciences) 2) The applicant also achieved a minimum 3.0 weighted high school GPA in all college preparatory courses completed at the time of application to the college or met the SAT sliding scale Category 2: Transfer: A student with 12-23 transferable college credits and a minimum college GPA of 2.5 OR a student with up to 23 transferable college credits and a minimum college GPA of 2.0 and a high school transcript that meets the specified admissions standards for freshman applicants OR a student with 24 or more transferable credits and a minimum college GPA of 2.0.

	NOTE: If a student has earned less than 12 credits after high school graduation, they are a category 1 freshman applicant. NOTE: For the purposes of the transfer GPA calculation, transferable credits are to be calculated based on non-remedial credits earned from the most recently attended institution of higher education. Students who have earned college credits while enrolled in high school are not transfer students and must meet the admissions standards for freshman applicants. In order to be counted, college credits earned need only be transferable to the accepting institution and not necessarily transferable to a specific degree program. Remedial coursework is not transferable. Category 3: Non-Traditional: A student applying for admission more than 3 years after high school graduation OR a student who has earned a GED and whose high school class graduated 3 or more years prior to the student's application to college. The student must show his or her ability to succeed in college based upon high school and/or college transcripts. Some campuses may consider standardized test scores and other factors as part of the admissions process for non-traditional applicants. NOTE: Students who drop out of high school, earn a GED, and apply to college within 3 years of when their high school class graduated is subject to the same admission standards as students applying within 3 years of graduation from high school. Category 4 Special Admissions: There are two types of Special Admissions Students: 1) Freshman applicants who do not meet the standards described in the previous categories but who otherwise demonstrate their potential for academic success. 2) Transfer applicants who do not meet the standards described in the previous categories but who otherwise demonstrate their potential for academic success. For a more detailed Descriptions, see the Admissions Implementation Guide. NOTE: Total Special Admissions (Freshman and Transfer students combined) is limited to 15% of total new enrollees in 1997, 12% in 1998, and 10% in 1999 and thereafter.		
Data Constraints	If UMass or State University, Must not be null if (STU004 = Y) AND	Data type	Numeric

	(STU005 = 1) AND (STU063 = 1,2) AND (STU024 not < 6); Must not be null if (STU016 = 1) AND (STU063 = 1,2) AND (STU024 not < 6)		
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 First-time Freshman 2 Transfer 3 Non-Traditional 4 Special Admissions		
Business Rule	Mandatory entry for all applicant types of First-time, Transfer, or Readmit undergraduate accepted for admission at four year institutions.		
Dependency	Must be value from Acceptable Values column. If Acceptance Status (STU016) = '1' (Accepted) and Applicant Type (STU067) = "1, 2, or 3", BHE Admission Categories (STU029) must be populated.		

STU030 - (High School Credential Date (Applies to Undergraduate Students Only))

Data Element	STU030		
Description	High School Credential Date (Applies to Undergraduate Students Only)		
Definition	The month and year in which the student received his or her high school credential. A high school credential is defined as a high school diploma, a certificate of completion, or a GED. Note: The Board of Higher Education expects colleges to actively collect and include this information for students enrolled and coded as degree seeking to facilitate analysis of high school graduating class participation in public higher education as well as compliance with Board Admission policies. If this information is known for non-degree seeking students it should also be entered to provide a more complete picture.		
Data Constraints	If UMass or State University, Must not be null if (STU005 = 1); Must not be a future date unless (STU028 = 'Y' If Community College, Must not be null if (STU005 = 1) and (STU063 = 1); Must not be a future date unless (STU028 = 'Y')	Data type	Numeric
Field size (Min Max)	6 6	Format/Layout	YYYYMM
Acceptable Values	Year = YYYY Month = MM If unknown, enter 190001		
Business Rule	Mandatory entry for all “new” undergraduate students enrolling in the reported term/year for four-year institutions and for “new” undergraduate degree-seeking students enrolling in the reported term/year for Community Colleges. If only year is available, use June as the default. Format: YYYY06 If unknown, enter 190001		

	Information may also be provided for continuing/returning students if the institution wants to assure the accuracy of the data converted to HEIRS II through the refreshing of this field.
Dependency	Must be > birth date (STU013). Must not be a future date unless Dual Enrollment Indicator (STU028) = 'Y'. No more than 5% unknown (190001) should be reported. This % should be checked and corrected before sign-off using the Out Of Range report (RANGEV005).

STU031 - (CEEB High School Code)

Data Element	STU031		
Description	CEEB High School Code		
Definition	The student's six-digit CEEB high school code. Each high school has a unique CEEB code. GED programs, charter schools, and home schooling also have CEEB codes. Colleges should be using the most current CEEB code listing.		
Data Constraints	If UMass or State University, Must not be null if (STU005 = 1); Unknown value cannot be provided for CDEP Dual Enrolled student (STU028 = Y) If Community College, Must not be null if (STU005 = 1) and (STU063 = 1); Unknown value cannot be provided for CDEP Dual Enrolled student (STU028 = Y)	Data type	Alphanumeric
Field size (Min Max)	6 6	Format/Layout	"000000"
Acceptable Values	Use most current CEEB code listing for High Schools. In the following cases, use the codes listed below: GED: 909090 Unknown MASS High School: 777777 Unknown Foreign High School: 959595 Unknown High School: 999999 Home Schooled: 970000 Unlisted Middle School: 333333 (Please only use for Dual Enrolled Students)		
Business Rule	Mandatory entry for all "new" undergraduate students enrolling in the reported term/year for four-year institutions and for "new" undergraduate degree-seeking students enrolling in the reported term/year for Community Colleges. Information should also be provided for continuing/returning students when known if the institution wants to assure the accuracy of the data converted to HEIRS II through the refreshing of this field.		

Dependency	Unknown value cannot be provided for CDEP Dual Enrolled student (STU028) = 'Y'. For UMass and State Universities: Must not be null if BHE Admission Category (STU029) = '1' (New) or '4' (Special Admit). Must not be null if BHE Admission Category (STU029) = '2' (Transfer) AND Transfer credits (STU035) < 24) AND (2.0 < Transfer GPA (STU036) < 2.5). For Community Colleges: Must not be null if Student Type (STU005) = '1' (New) AND Student Current Registration Level (STU063) = '1' (Undergraduate).
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STU032 - (Weighted High School Grade Point Average (Applies to 4 year Colleges only))

Data Element	STU032		
Description	Weighted High School Grade Point Average (Applies to 4 year Colleges only)		
Definition	The accepted for admission undergraduate applicant's high school GPA. The student's high school GPA may be weighted (e.g. a student may have a GPA higher than the traditional 4.0 because he or she took honors and/or AP classes.)		
Data Constraints	If Umass or State University, Must not be null if (STU029 = 1, 4); Must not be null if (STU029 =2) AND (STU035 < 24) AND (2.0 < STU036 < 2.5)	Data type	Numeric
Field size (Min Max)	4 4	Format/Layout	0
Acceptable Values	GPA range: 2.00 to 5.30		
Business Rule	Mandatory for all newly accepted/admitted undergraduate applicants as outlined in Dependency.		
Dependency	Must be populated for Accepted/Admitted applicants at the four -year colleges with BHE Admission Category (STU029) = '1' (First-time Freshman) or '4' (Special Admission). Mandatory entry for all Accepted/Admitted applicants with BHE Admission Category (STU029) = '2' (Transfer) with: 1. < 12 transferable college credits (STU035). 2. 12-23 transferable credits (STU035) and college GPA (STU036) < 2.5. 3. >= 24 transferable credits (STU035) and a college GPA (STU036) < 2.0. High School GPA may NOT be below 2.0 for above mandatory categories. For all other accepted/admitted applicants, BHE Admission Category (STU029) = '3' (non-traditional) a high school GPA is not required, but it is preferred. Up to 0.5% of all students required to have a Weighted High School GPA can be missing/unknown if the Student's High School is a charter		

	school, home school, or from selected foreign high schools. This information can be checked and corrected before sign-off by viewing the Out Of Range report RANGEV005.
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STU033 - (Highest Prior Academic Credential)

Data Element	STU033		
Description	Highest Prior Academic Credential		
Definition	The enrolled student's highest level of educational attainment prior to initial entry as a "new" undergraduate credit student to the institution. This data element applies to all students categorized as "new" undergraduate for the reported term/year.		
Data Constraints	Must not be null if (STU005 = 1)	Data type	Numeric
Field size (Min Max)	1 2	Format/Layout	"00"
Acceptable Values	(As seen in Data Dictionary Appendix H: Prior Academic Credentials Codes) 1 No High School 2 High School Diploma 3 High School Certificate of Completion 4 GED 5 Pre-Baccalaureate Certificate 6 Associate's Degree 7 Bachelor's Degree 8 Post-Baccalaureate Certificates 9 Master's Degrees 10 Post-Master's Certificates 11 Doctor's Degree 12 First-Professional Degree 13 First-Professional Certificate (Post-Degree) 14 Unknown/Not Reported 15 Still Enrolled in High School		
Business Rule	Mandatory entry for all new enrolled undergraduate credit students.		
Dependency	Must be one of the values from Acceptable Values column. Must be populated if Student's Admission Decision (STU017) = '1' (Accepted Offer of Admissions).		

STU034 - (Ability to Benefit (Applies to Community Colleges Only))

Data Element	STU034		
Description	Ability to Benefit (Applies to Community Colleges Only)		
Definition	Indicates whether a community college student enrolled without a high school credential demonstrates an ability to benefit from taking college courses. Students who do not have a high school credential (i.e. diploma, certificate of completion, GED) may be enrolled at a community college provided they meet an ability to benefit standard.		
Data Constraints	If UMass or State University, If not null, then IF (STU005 =1) AND (STU027 = 1) AND (STU033 = 1), THEN (STU034 = Y) If Community College, Must be Y or N IF (STU005 = 1) AND (STU033 = 1) ; IF (STU005 =1) AND (STU027 = 1) AND (STU033 = 1), THEN (STU034 = Y)	Data type	Alphanumeric
Field size (Min Max)	1 2	Format/Layout	Y
Acceptable Values	Y Yes N No		
Business Rule	Mandatory entry for all new students.		
Dependency	Must be one of the values from Acceptable Values column. Highest Prior Academic Credential (STU033) = '1' (No High School) must show Ability to Benefit (STU034) = 'Y'.		

STU035 - (Number of Transfer College Credits)

Data Element	STU035		
Description	Number of Transfer College Credits		
Definition	The number of credit hours an enrolled student categorized as “transfer” at initial entry that could possibly be transferred in. from another institution. This field only applies to students who 1) Have transferred from another institution during the current or in a prior term and 2) at the point of initial entry to the College were categorized as a “transfer” student. “Transferable” Credits are those earned at the most recently attended higher education institution that are deemed eligible for transfer in. The institution may or may not accept and apply all eligible transferable credits to a specific degree program. Remedial coursework is not transferable. Additional guidelines outlined in the “Admissions Standards for the Massachusetts State University System and University of Massachusetts.” Transferable Credits = credits that could possibly be transferred in. Transferred in Credits = credits actually accepted and applied. Reporting either “Transferable” Credits or “Transferred in” Credits is valid.		
Data Constraints	Must not be null if (STU005 = 1) AND (STU027 = 1 or 2)	Data type	Numeric
Field size (Min Max)	1 4	Format/Layout	15
Acceptable Values	0.0 = No transfer credits		
Business Rule	Mandatory for all new transfer applicants		
Dependency	Number of Transferable Credits using above Definition. Must be populated if New Student Type in Current Term (STU027) = '2' (Degree Seeking Undergraduate Transfer Student) If (STU005 = 1) AND (STU027 = 1) Then field is valid to report credit earned by student prior to enrollment, i.e. dual enrollment credits.		

STU036 - (Transfer Grade Point Average (Applies to Transfer Students at 4 year Colleges only))

Data Element	STU036		
Description	Transfer Grade Point Average (Applies to Transfer Students at 4 year Colleges only)		
Definition	An accepted for admission undergraduate transfer student's cumulative college grade point average. The GPA reported needs to be that upon which the admissions decision was based following the guidelines outlined in the "Admissions Standards for the Massachusetts State University System and University of Massachusetts."		
Data Constraints	If UMass or State University, Must not be null if (STU005 = 1) AND (STU027 = 2) AND (STU016 = 1); Must not < 2.00 if (STU005 = 1) AND (STU027 = 2) AND (STU016 = 1)	Data type	Numeric
Field size (Min Max)	1 4	Format/Layout	0
Acceptable Values	The GPA reported in this field should be on a 4.0 scale		
Business Rule	Mandatory for all new transfer applicants		
Dependency	Must be populated if New Student Type in Current Term (STU027) ='2' (Degree Seeking Undergraduate Transfer Student).		

STU037 - (Transfer College Code #1)

Data Element	STU037		
Description	Transfer College Code #1		
Definition	The four-digit CEEB code for the institution where the student completed the majority of his or her prior college coursework. Up to 3 transfer college CEEB codes may be entered in this file. The first should be entered in this field. If no transfer college information is applicable or available, leave this field blank. The most current CEEB code listing should be used. Unknown CEEB = 0000 Unknown Foreign CEEB = 0001 Life/Work Experience CEEB = XXXX		
Data Constraints	Must not be null if (STU005 = 1) AND (STU027 = 2)	Data type	Alphanumeric
Field size (Min Max)	4 4	Format/Layout	"0000"
Acceptable Values			
Business Rule	Mandatory for all new transfer applicants If information is missing, default to 0000 unknown.		
Dependency	Must be populated if New Student Type in Current Term (STU027) ='2' (Degree Seeking Undergraduate Transfer Student). Must be a valid college CEEB code.		

STU038 - (Transfer College Code #2)

Data Element	STU038		
Description	Transfer College Code #2		
Definition	The four-digit CEEB code for the 2nd institution from which a student transferred. Up to 3 transfer college CEEB codes may be entered in this file. The second should be entered in this field. If no transfer college information is applicable or available, leave this field blank. The most current CEEB code listing should be used. Unknown CEEB = 0000 Unknown Foreign CEEB = 0001 Life/Work Experience CEEB = XXXX		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	4 4	Format/Layout	"0000"
Acceptable Values			
Business Rule			
Dependency	Must be a valid college CEEB code.		

STU039 - (Transfer College Code #3)

Data Element	STU039		
Description	Transfer College Code #3		
Definition	The four-digit CEEB code for the 3rd institution from which a student transferred. Up to 3 transfer college CEEB codes may be entered in this file. The second should be entered in this field. If no transfer college information is applicable or available, leave this field blank. The most current CEEB code listing should be used. Unknown CEEB = 0000 Unknown Foreign CEEB = 0001 Life/Work Experience CEEB = XXXX		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	4 4	Format/Layout	"0000"
Acceptable Values			
Business Rule			
Dependency	Must be a valid college CEEB code.		

STU040 - (MCAS English Results (FUTURE entry))

Data Element	STU040		
Description	MCAS English Results (FUTURE entry)		
Definition	The student's highest score on the 10th grade MCAS English test. This field only applies to Massachusetts public high school graduates, and it should include both the student's numeric scores and assessment category (e.g. failed, needs improvement, proficient, advanced). Not Effective in FY 2013. This field will be populated when a link to the DOE database is actualized or if MCAS becomes a required data element.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	N/A	Format/Layout	N/A
Acceptable Values			
Business Rule	This is a new field for which information will be collected in the future when a link to the DOE database is actualized or if MCAS becomes a required application for admission data element.		
Dependency			

STU041 - (MCAS Math Results (FUTURE entry))

Data Element	STU041		
Description	MCAS Math Results (FUTURE entry)		
Definition	The student's highest score on the 10th grade MCAS Math test. This field only applies to Massachusetts public high school graduates, and it should include both the student's numeric scores and assessment category (e.g. failed, needs improvement, proficient, advanced). Not Effective in FY 2013. This field will be populated when a link to the DOE database is actualized or if MCAS becomes a required data element.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	N/A	Format/Layout	N/A
Acceptable Values			
Business Rule	This is a new field for which information will be collected in the future when a link to the DOE database is actualized or if MCAS becomes a required application for admission data element.		
Dependency			

STU042 - (Reading Test - Suspended)

Data Element	STU042		
Description	Reading Test - Suspended		
Definition	Indicates whether or not the new first-time degree-seeking freshman is required to take the Accuplacer reading comprehension assessment test. Required/Tested: The student was required to take the Accuplacer reading comprehension assessment test and took the test before the freeze date. Required/Did Not Take Test: The student was required to take the Accuplacer reading comprehension assessment test but did not take the test as of the freeze date or the file submission date Exempt from Test: Students who score over 500 on the SAT I-Verbal exam are exempt. NOTE: New first-time degree-seeking freshmen are students with: Student Type at Current Registration (STU005) = 1 (New) and New Student Type in Current Term (STU027) = 1 (Degree Seeking Undergraduate First-Time Freshman)		
Data Constraints	Must not be null if (STU005 = 1) AND (STU027 = 1)	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Required/Tested 2 Required/Did Not Take Test as of freeze or file submission date 3 Exempt from Test		
Business Rule	Mandatory entry for all new first-time degree-seeking freshmen. Optional for UMass		
Dependency	Dependency Total number of scores submitted must = total number of new first-time degree seeking freshman. If SATV (STU056) <= 500, must be '1' (Required/Tested) or '2'		

	(Required/Did Not Take Test as of freeze or file submission date)
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STU043 - (Accuplacer Reading Comprehension Assessment Score - Optional)

Data Element	STU043		
Description	Accuplacer Reading Comprehension Assessment Score - Optional		
Definition	The new first-time degree-seeking freshman's (i.e., those who were required to take the test and took the test before the institutional data freeze date) score on the Accuplacer reading comprehension assessment test. The actual score the student received on the Accuplacer reading comprehension assessment test. NOTE: Scores are only reported for students who were required to take the reading assessment test and actually took the test prior to the institutional freeze or file submission date.		
Data Constraints	Must not be null if (STU005 = 1) AND (STU027 = 1)	Data type	Numeric
Field size (Min Max)	1 3	Format/Layout	111
Acceptable Values	Valid score ranges 1 – 120		
Business Rule	Mandatory entry for all new first-time degree-seeking freshmen who were required and tested by freeze date. Optional for Umass		
Dependency	If Reading Test (STU042) = '1 '(Required/Tested) then the Accuplacer reading comprehension assessment score MUST be provided.		

STU044 - (Writing Test - Suspended)

Data Element	STU044		
Description	Writing Test - Suspended		
Definition	Indicates whether or not the new first-time degree-seeking freshman is required to take a writing assessment test. Required/Tested: The student was required to take a writing assessment test and took the test before the freeze date. Required/Did Not Take Test: The student was required to take a writing assessment test but did not take the test as of the freeze date or the file submission date Exempt from Test: Students who score over 600 on the SAT I-Verbal exam are exempt.		
Data Constraints	Must not be null if (STU005 = 1) AND (STU027 = 1)	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Required/Tested 2 Required/Did Not Take Test 3 Exempt from Test		
Business Rule	Mandatory entry for all new first-time degree-seeking freshmen. Optional for Umass		
Dependency	Total number of scores submitted must = total number of new first-time degree seeking freshman. If SATV (STU056) <= 600, must be '1' (Required/Tested) or '2' (Required/Did Not Take Test as of freeze or file submission date).		

STU045 - (Writing Test Score - Optional)

Data Element	STU045		
Description	Writing Test Score - Optional		
Definition	The new first-time degree-seeking freshman's (i.e., those who were required to take the test and took the test before the institutional data freeze date) score on the writing assessment test Pass/Fail. The assessment the student received on the writing placement test. NOTE: Scores should only be reported for students who were required to take the writing assessment test.		
Data Constraints	Must not be null if (STU005 = 1) AND (STU027 = 1)	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	P
Acceptable Values	P Pass F Fail		
Business Rule	Mandatory entry for all new first-time degree-seeking freshmen. Optional for Umass		
Dependency	If Writing Test (STU044) = '1' (Required/Test) then the Writing Test Score field MUST be populated.		

STU046 - (Math Test - Suspended)

Data Element	STU046		
Description	Math Test - Suspended		
Definition	Indicates whether or not the new first-time degree-seeking freshman took or did not take one of the required Accuplacer math assessment tests Required/Took: The student was required to take a math assessment test and took it before the freeze date Required/Did Not Take: The student was required to take a math assessment test but did not take it by the freeze or file submission date Exempt: The student was not required to take a math assessment test.		
Data Constraints	Must not be null if (STU005 = 1) AND (STU027 = 1); If STU046 = 1, then STU047 or STU048 or STU049 cannot be null	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Required/Took 2 Required/Did Not Take 3 Exempt from Test		
Business Rule	Mandatory entry for all new first-time degree-seeking freshmen Optional for Umass		
Dependency	Total number of scores submitted must = total number of new first-time degree seeking freshman.		

STU047 - (Accuplacer College Level Math Assessment Score Optional)

Data Element	STU047		
Description	Accuplacer College Level Math Assessment Score Optional		
Definition	The new undergraduate credit student's (i.e. those who were required to take the test and took the test before the institutional data freeze The actual score the student received on the Accuplacer college level math assessment test. Board Policy is an accuplacer college level math assessment score > 40 or an Accuplacer elementary algebra assessment score > 82 is required for remedial course exemption. date) score on the Accuplacer college level math assessment test.		
Data Constraints	Must not be null if (STU005 = 1) AND (STU027 = 1)	Data type	Numeric
Field size (Min Max)	1 3	Format/Layout	111
Acceptable Values	Valid score ranges 1 – 120		
Business Rule	Mandatory entry for all new first-time degree-seeking freshmen. Optional for UMass		
Dependency	If Math Test (STU046) ='1' (Required/Tested) then either the Accuplacer College Level Math Assessment Score (STU047) or the Accuplacer Elementary Algebra Assessment Score (STU048) MUST be populated. If student did not take test, please leave blank.		

STU048 - (Accuplacer Elementary Algebra Assessment Score Optional)

Data Element	STU048		
Description	Accuplacer Elementary Algebra Assessment Score Optional		
Definition	The new first-time degree-seeking freshman's score (i.e., those who were required to take the test and took the test before the institutional data freeze date) score on the Accuplacer elementary algebra assessment test The actual score the student received on the Accuplacer college level math assessment test. An Accuplacer college level math assessment score > 40 or an Accuplacer elementary algebra assessment score > 82 is required for remedial course exemption.		
Data Constraints	Must not be null if (STU005 = 1) AND (STU027 = 1)	Data type	Numeric
Field size (Min Max)	1 3	Format/Layout	111
Acceptable Values	Valid score ranges 1 – 120		
Business Rule	Mandatory entry for all new first-time degree-seeking freshmen. Optional for Umass		
Dependency	If Math Test (STU046) = '1' (Required/Tested) then either the Accuplacer College Level Math Assessment Score (STU047) or the Accuplacer Elementary Algebra Assessment Score (STU048) MUST be populated. If student did not take, please blank.		

STU049 - (Accuplacer Arithmetic Assessment Score Optional)

Data Element	STU049		
Description	Accuplacer Arithmetic Assessment Score Optional		
Definition	The new first-time degree-seeking freshman's score on the Accuplacer arithmetic test. The actual score the student received on the Accuplacer arithmetic placement test.		
Data Constraints	Must not be null if (STU005 = 1) AND (STU027 = 1)	Data type	Numeric
Field size (Min Max)	2 3	Format/Layout	111
Acceptable Values	Valid score ranges 1 – 120		
Business Rule	Optional		
Dependency			

STU050 - (Met Core Course Requirements (Applies to Four Year colleges Only))

Data Element	STU050		
Description	Met Core Course Requirements (Applies to Four Year colleges Only)		
Definition	Whether or not an accepted/admitted applicant met the core course requirements for admission. Yes: The accepted/admitted applicant met the core course requirements for admission if he or she completed the following sixteen college preparatory courses (each course is equivalent to a year-long high school class): • 4 English courses • 3 Mathematics courses (Algebra I, Algebra II, and Geometry or Trigonometry or comparable coursework) • 3 Science courses (including two courses with laboratory work) • 2 Social Science courses (including 1 course in US History) • 2 Foreign Language courses (in a single language) • 2 Electives (from the above subjects, Arts and Humanities, or Computer Sciences) No: The accepted/admitted applicant did not meet the core course requirements for admission.		
Data Constraints	If UMass or State University, Must be Y or N if (STU029 = 1,4); Must be Y or N if (STU029 =2) AND (STU035 < 24) AND (2.0 < STU036 < 2.5)	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	Y Yes N No		
Business Rule	Mandatory entry for all BHE Admission Categories (STU029) '1' (First-time Freshman) , '4' (Special Admissions) accepted/admitted applicants. Mandatory entry all BHE Admission Categories (STU029) = '2' (Transfer) accepted/admitted applicants with less than 24 transferable college credits and with a college GPA less than 2.5. Must be one of the above values. If "No" then an appropriate exception allowance must have been granted.		

Dependency	Must be one of the values from the Acceptable Values column. If “No” then an appropriate exception allowance must have been granted.

STU051 - (ESL Exception Allowance (Applies to Four Year colleges Only))

Data Element	STU051		
Description	ESL Exception Allowance (Applies to Four Year colleges Only)		
Definition	Whether or not the accepted/admitted applicant was granted the DHE Admissions Policy ESL exception allowance. ESL Exception Allowance: English as Second Language (ESL) applicants must complete the 16 required college preparatory courses with two exceptions: 1. ESL applicants may substitute up to two college preparatory electives for the two required foreign language courses and, 2. ESL applicants may substitute up to two years of college preparatory ESL English courses for college preparatory English courses, provided they achieve a rank of at least the 62nd percentile on the TOEFL or ELPT test. (This means a 550 on the paper TOEFL, 213 on the computerized TOEFL or a 968 on the ELPT test.) ESL exception applicants who meet minimum GPA To qualify for either of these exceptions ESL applicants must achieve the required minimum GPA in their college preparatory and substitute ESL courses. Applicants must submit in addition to the required TOEFL or ELPT, and SAT-I or ACT test score, although no minimum SAT 1 or ACT score must be achieved. ESL exception applicants who do not meet minimum GPA When the applicant's GPA is below the minimum required GPA, in addition to the required TOEFL or ELPT score, the sliding scale must be used to meet minimum admissions standards and an appropriate SAT-I or ACT test score must be achieved.		
Data Constraints	If UMass or State University, Must be Y or N if (STU029 = 1,4); Must be Y or N if (STU029 =2) AND (STU035 < 24) AND (2.0 < STU036 < 2.5)	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N

Acceptable Values	Y – Yes, student is granted the allowance. N – No, student is not granted the allowance. (Answering No does not imply eligibility)
Business Rule	Mandatory entry for all BHE Admission Categories (STU029) '1' (First-time Freshman) or '4' (Special Admissions) accepted/admitted applicants. Mandatory entry for all BHE Admission categories (STU29) = '2' (Transfer) accepted/admitted applicants with less than 24 transferable college credits and with a college GPA less than 2.5.
Dependency	Must be one of the values from the Acceptable Values column.

STU052 - (Vocational-Technical Exception Allowance (Applies to Four Year Universities Only))

Data Element	STU052		
Description	Vocational-Technical Exception Allowance (Applies to Four Year Universities Only)		
Definition	Whether or not the accepted/admitted applicant was granted the DHE Admissions Policy Vocational-Technical exception allowance. Vocational-Technical Exception Allowance: Vocational-technical high school applicants must complete the 16 core college preparatory course distribution mandatory for admission (see definition for STU048 “Met Core Course Requirements” data element) and meet the same minimum GPA as other applicants, with the following exceptions: • Two vocational-technical courses may be used to fulfill the two required electives. • Vocational-technical high school graduates who do not complete the two required college preparatory foreign language courses must complete an additional elective college preparatory course (for a total of three such electives) and satisfy one of the following options: • Complete at least one Carnegie unit of foreign language • Complete a fourth Carnegie unit of mathematics or science • Complete one Carnegie unit of computer science NOTE: A Carnegie unit is defined as one year of study or the equivalent in a specific subject.		
Data Constraints	If UMass or State University, Must be Y or N if (STU029 = 1,4); Must be Y or N if (STU029 =2) AND (STU035 < 24) AND (2.0 < STU036 < 2.5)	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	Y – Yes, student is granted the allowance. N – No, student is not granted the allowance. (Answering No does not imply eligibility)		

Business Rule	Mandatory entry for all BHE Admission Categories (STU029) '1' (First-time Freshman) or '4' (Special Admissions) accepted/admitted applicants. Mandatory entry for all BHE Admission categories (STU29) = '2' (Transfer) accepted/admitted applicants with less than 24 transferable college credits and with a college GPA less than 2.5
Dependency	Must be one of the values from the Acceptable Values column.

STU053 - (Pre-College Summer Exception Allowance (Applies to Four Year Colleges Only))

Data Element	STU053		
Description	Pre-College Summer Exception Allowance (Applies to Four Year Colleges Only)		
Definition	Whether or not the accepted/admitted applicant was granted the DHE Admissions Policy pre-college summer exception allowance. Pre-College Summer Exception Allowance: Students who do not meet the applicable requirements with other exception allowances may demonstrate their preparedness for the rigors of college-level work through the successful completion of a DHE-approved pre-college summer program prior to enrolling as a First-time Freshman.		
Data Constraints	If UMass or State University, Must be Y or N if (STU029 = 1,4); Must be Y or N if (STU029 =2) AND (STU035 < 24) AND (2.0 < STU036 < 2.5)	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	Y – Yes, student is granted the allowance. N – No, student is not granted the allowance. (Answering No does not imply eligibility)		
Business Rule	Mandatory entry for all BHE Admission Categories (STU029) '1' (First-time Freshman) or '4' (Special Admissions) accepted/admitted applicants. Mandatory entry for all BHE Admission categories (STU29) = '2' (Transfer) accepted/admitted applicants with less than 24 transferable college credits and with a college GPA less than 2.5		
Dependency	Must be one of the values from the Acceptable Values column.		

STU054 - (Learning Disabled Exception Allowance (Applies to Four Year Colleges Only))

Data Element	STU054		
Description	Learning Disabled Exception Allowance (Applies to Four Year Colleges Only)		
Definition	Whether or not the accepted/admitted applicant was granted the DHE Admissions Policy learning disabled exception allowance. Learning Disabled Exception Allowance: Applicants with professionally diagnosed and documented learning disabilities (documentation must include diagnostic test results) are exempt from taking standardized tests for admission to any public institution of higher education in the Commonwealth of Massachusetts. These students must still complete the 16** college preparatory courses required for admission as well as have a minimum 3.00 GPA or present other evidence of the potential for academic success. **An applicant may substitute two college preparatory electives for the required foreign language courses only if the applicant has on file with the high school results of a psycho-educational evaluation completed within the past three years that provides a specific diagnosis of a learning disability and an inability to succeed in a foreign language.		
Data Constraints	If UMass or State University, Must be Y or N if (STU029 = 1,4); Must be Y or N if (STU029 =2) AND (STU035 < 24) AND (2.0 < STU036 < 2.5)	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	Y – Yes, student is granted the allowance. N – No, student is not granted the allowance. (Answering No does not imply eligibility)		
Business Rule	Mandatory entry for all BHE Admission Categories (STU029) '1' (First-time Freshman) or '4' (Special Admissions) accepted/admitted applicants. Mandatory entry for all BHE Admission categories (STU29) = '2'		

	(Transfer) accepted/admitted applicants with less than 24 transferable college credits and with a college GPA less than 2.5
Dependency	Must be one of the values from the Acceptable Values column.

STU055 - (Non-US High School Exception Allowance (Applies to Four Year Colleges Only))

Data Element	STU055		
Description	Non-US High School Exception Allowance (Applies to Four Year Colleges Only)		
Definition	Whether or not the accepted/admitted applicant was granted the BHE Admissions Policy non-US high school exception allowance. Non-US High School Exception Allowance: Core course allowance: Graduates of high schools that are outside of the United States may substitute the same number of any college preparatory courses or their equivalent for the required distribution of core courses. Admissions officers may use a documentation service or other appropriate means to determine whether the transcript of a non-U.S. high school graduate is comparable to the required transcript. A weighted high school GPA must be calculated. Applicants who are graduates of non-U.S. high schools who do not meet the GPA requirement default to the sliding scale unless the applicant is unable to take the SAT due to extreme circumstances beyond their control in their home country.		
Data Constraints	If UMass or State University, Must be Y or N if (STU029 = 1,4); Must be Y or N if (STU029 =2) AND (STU035 < 24) AND (2.0 < STU036 < 2.5)	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	Y – Yes, student is granted the allowance. N – No, student is not granted the allowance. (Answering No does not imply eligibility)		
Business Rule	Mandatory entry for all BHE Admission Categories (STU029) '1' (First-time Freshman) or '4' (Special Admissions) accepted/admitted applicants. Mandatory entry for all BHE Admission categories (STU29) = '2'		

	(Transfer) accepted/admitted applicants with less than 24 transferable college credits and with a college GPA less than 2.5
Dependency	Must be one of the values from the Acceptable Values column.

STU056 - (SAT Evidence-Based Reading and Writing Score (Only required for Four-Year Colleges))

Data Element	STU056		
Description	SAT Evidence-Based Reading and Writing Score (Only required for Four-Year Colleges)		
Definition	The accepted/admitted applicant's score on the Reading and Writing which now make up a single section—Evidence-Based Reading and Writing, or EBRW of the SAT. If the institution receives more than one set of SAT scores for the student, the student's highest score on the Evidence-Based Reading and Writing section of the SAT should be entered. NOTE: The combined Math, Evidence-Based Reading and Writing score SHOULD NOT be reported.		
Data Constraints	If UMass or State University, Must not be null if (STU029 = 1,4) AND (STU058 is null); Must not be null if (STU029 =2) AND (STU035 < 24) AND (2.0 < STU036 < 2.5) AND (STU058 is null)	Data type	Numeric
Field size (Min Max)	3 3	Format/Layout	200
Acceptable Values	Valid scores range from 200 to 800		
Business Rule	This field is Not Required if ACT score is provided OR Not Required if Learning Disabled Exception (STU054) = 'Y' OR Not Required if SAT/ACT Test Optional (STU075) = 1. Otherwise this field is Mandatory entry for all BHE Admission Categories (STU029) '1' (First-time Freshman) AND Mandatory entry for all BHE Admission Categories (STU029) = '2' (Transfer) accepted/admitted applicants with less than 24 transferable college credits and with a college GPA less than 2.5.		
Dependency	Must be between 200 and 800.		

STU057 - (SAT Math Score (Only required for Four-Year Colleges))

Data Element	STU057		
Description	SAT Math Score (Only required for Four-Year Colleges)		
Definition	The accepted/admitted applicant's score on the Math section of the SAT. If the institution receives more than one set of SAT scores for the student, the student's highest score on the Math section of the SAT should be entered. NOTE: The combined Math, Evidence-Based Reading and Writing score SHOULD NOT be reported.		
Data Constraints	If UMass or State University, Must not be null if (STU029 = 1,4) AND (STU058 is null); Must not be null if (STU029 =2) AND (STU035 < 24) AND (2.0 < STU036 < 2.5) AND (STU058 is null)	Data type	Numeric
Field size (Min Max)	3 3	Format/Layout	200
Acceptable Values	Valid scores range from 200 to 800		
Business Rule	This field is Not Required if ACT score is provided OR Not Required if Learning Disabled Exception (STU054) = 'Y' OR Not Required if SAT/ACT Test Optional (STU075) = 1. Otherwise this field is Mandatory entry for all BHE Admission Categories (STU029) '1' (First-time Freshman) AND Mandatory entry for all BHE Admission Categories (STU029) = '2' (Transfer) accepted/admitted applicants with less than 24 transferable college credits and with a college GPA less than 2.5.		
Dependency	Must be between 200 and 800.		

STU058 - (ACT Total Score (Only required for Four-Year Colleges))

Data Element	STU058		
Description	ACT Total Score (Only required for Four-Year Colleges)		
Definition	The accepted/admitted applicant's total score on the ACT.		
Data Constraints	If UMass or State University, Must not be null if (STU029 = 1,4) AND ((STU056 is null) and (STU057 is null)); Must not be null if (STU029 =2) AND (STU035 < 24) AND (2.0 < STU036 < 2.5) AND ((STU056 is null) and (STU057 is null))	Data type	Numeric
Field size (Min Max)	1 2	Format/Layout	"00"
Acceptable Values	Valid scores range from 0 to 36		
Business Rule	This field is Not Required if SAT score (both verbal and math) is provided OR Not Required if Learning Disabled Exception (STU054) = 'Y' OR Not Required if SAT/ACT Test Optional (STU075) = 1. Otherwise this field is Mandatory entry for all BHE Admission Categories (STU029) '1' (First-time Freshman), unless SAT scores (both verbal and math) are provided. Mandatory entry for BHE Admission Categories (STU029) = '2' (Transfer) accepted/admitted applicants with less than 24 transferable college credits and with a college GPA less than 2.5.		
Dependency	Must be between 0 and 36.		

STU059 - (TOEFL/ELPT Score (Only required for Four-Year Colleges))

Data Element	STU059		
Description	TOEFL/ELPT Score (Only required for Four-Year Colleges)		
Definition	The accepted/admitted applicant's score on the TOEFL/ELPT. The accepted/admitted applicant's score on the Test of English as a Foreign Language (TOEFL) or English Language Proficiency Test (ELPT).		
Data Constraints	If UMass or State University, Must not be null if (STU051 = Y); Must be null if (STU051 = N)	Data type	Numeric
Field size (Min Max)	2 3	Format/Layout	"00"
Acceptable Values	Valid scores range from 0 to 999 as detailed in the Dependency Section.		
Business Rule	Mandatory for all ESL Exception student's Mandatory entry for all BHE Admission Categories (STU029) '1' (First-time Freshman) or '4' (Special Admissions) accepted/admitted applicants with an ESL Exception Allowance (STU051) = 'Y' Mandatory entry for BHE Admission Categories (STU029) = '2' (Transfer) accepted/admitted applicants with less than 24 transferable college credits and with a college GPA less than 2.5 with an ESL Exception Allowance (STU051) = 'Y'		
Dependency	Must be one of the acceptable values if ESL Exception Allowance (STU051) = "Y" Must be between 0 and 999. In addition, the student's scores must fall between 0 -120 on the internet based TOEFL, 0-300 on the computerized TOEFL, 310-677 on the paper TOEFL, and 968-999 on the ELPT.		

**STU060 - (Joint Admission Program (Applies to Four Year Colleges Only)-
Discontinued)**

Data Element	STU060		
Description	Joint Admission Program (Applies to Four Year Colleges Only)- Discontinued		
Definition	Indicates whether or not the new undergraduate transfer student enrolled in the four year institution under the Joint Admissions Program with Massachusetts' Community Colleges. NOTE: Joint Admissions students at Community Colleges are not generally identified prior to the freeze date. Therefore, the data for these students will be collected annually in the annual instructional activity file or as a special excel/access request that can be stored in an Oracle table.		
Data Constraints	If UMass or State University, Must not be null if (STU027 = 2) AND (STU037 is a Massachusetts CEEB code)	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	Y Yes N No		
Business Rule	Mandatory entry for all New Transfer State University students who transfer from a Massachusetts Community College.		
Dependency	Must be one of the values from the Acceptable Values column. If field is left blank defaults to "N". Mandatory entry for all Student Type at Current Registration (STU005) = '1' (New) and New Student Type in Current Term (STU027) = '2' (Degree Seeking Undergraduate Transfer Student) with a Massachusetts Community College CEEB code.		

STU061 - (On-Campus Housing (Applies to Four Year Colleges Only))

Data Element	STU061		
Description	On-Campus Housing (Applies to Four Year Colleges Only)		
Definition	Indicates whether or not the enrolled undergraduate student lives in on-campus housing.		
Data Constraints	If UMass or State University, Must not be null if (STU005 is not null) AND (STU063 = 1,2)	Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	Y Yes N No		
Business Rule	Mandatory entry for all undergraduate enrolled students		
Dependency	Must be one of the values from the Acceptable Values column. Null values default to 'N'		

STU062 - (Tuition Residency Status)

Data Element	STU062		
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 above values.		

STU063 - (Student's Current Registration Level)

Data Element	STU063		
Description	Student's Current Registration Level		
Definition	An enrolled student's current registration level.		
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 Undergraduate, Degree Seeking 2 Undergraduate, Non-Degree Seeking 3 Graduate/Professional Degree Seeking 4 Graduate/Professional Non-Degree Seeking		
Business Rule	Mandatory entry for all enrolled students		
Dependency	Must be one of the values from the Acceptable Values column. Must be consistent with the student's Program Admitted/Enrolled (STU024) degree level.		

STU064 - (Accumulated Credit Hours)

Data Element	STU064		
Description	Accumulated Credit Hours		
Definition	The total number of credit hours accumulated by the enrolled student prior to the current semester.		
Data Constraints	Must not be null if (STU005 = 2)	Data type	Numeric
Field size (Min Max)	1 6	Format/Layout	45.5
Acceptable Values	If no accumulated credits to report leave field blank		
Business Rule	Mandatory entry for all enrolled continuing students.		
Dependency	If Student Type at Current Registration (STU005) = '2' (Continuing) value cannot be null. Must be <= 999.9		

STU065 - (Cumulative Grade Point Average)

Data Element	STU065		
Description	Cumulative Grade Point Average		
Definition	The enrolled student's cumulative grade point average (on a 4.0 scale) prior to the current semester.		
Data Constraints	Must not be null if (STU005 = 2)	Data type	Numeric
Field size (Min Max)	1 4	Format/Layout	2.5
Acceptable Values	Fields left blank will remain null. GPAs coded as 0 for New Students will be converted to null. GPAs coded as 0 for all other students will remain 0. New Students may have a cumulative GPA when they begin.		
Business Rule	Mandatory entry for all enrolled continuing students.		
Dependency	If Student Type at Current Registration (STU005) = '2' (Continuing) value cannot be null. Must be <= 4.0		

STU066 - (Total Credit Hours Registered For)

Data Element	STU066		
Description	Total Credit Hours Registered For		
Definition	The number of credit hours for which the student is registered. This data field should include the total credits that a student will earn upon successful completion of all courses. For example, if a student is taking 5 classes that are 3 credits each, this field should read 15.		
Data Constraints	Must not be null if STU005 is not null	Data type	Numeric
Field size (Min Max)	1 6	Format/Layout	15.5
Acceptable Values			
Business Rule	Mandatory entry for all enrolled continuing students.		
Dependency	Must be > 0 Must equal the sum of all Course Credit Hours (ENR008) for the student as reported in the Enrollment File.		

STU067 - (Applicant Type)

Data Element	STU067		
Description	Applicant Type		
Definition	Identifies whether an Applicant is a First-Time, Transfer, Re-Admitted, or Seeking another Credential at the Same Level.		
Data Constraints	Must not be null if STU004 = Y	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 First-Time 2 Transfer 3 Re-Admit 4 Seeking another Credential at the Same Level		
Business Rule	Mandatory entry for all new accepted and enrolled students		
Dependency	If Formal Application Process (STU004) = 'Y' and Student Type at Current Registration (STU005) = '1' (New) then Applicant type must correspond with New Student Type in Current Term (STU027) for accepted and enrolled students. (e.g., If Applicant Type (STU067) = '1' (First-Time), New Student Type in Current Term (STU027) must be one of the "First-Time" types of 1 or 3). If Applicant Type (STU067) = '4' (Seeking another Credential at the Same Level) then New Student Type in Current (STU027) must = '8' (Degree Seeking Undergraduate Seeking another Degree at the Same Level.		

STU068 - (SAT Writing Score – Optional - Discontinued)

Data Element	STU068		
Description	SAT Writing Score – Optional - Discontinued		
Definition	The accepted/admitted applicant's score on the Writing section of the SAT. If the institution receives more than one set of SAT scores for the student, the student's highest score on the Writing section of the SAT should be entered. NOTE: The combined Math, Verbal, and Writing score SHOULD NOT be reported.		
Data Constraints	If UMass or State University, Must not be null if (STU029 = 1,4) AND (STU058 is null); Must not be null if (STU029 =2) AND (STU035 < 24) AND (2.0 < STU036 < 2.5) AND (STU058 is null)	Data type	Numeric
Field size (Min Max)	3 3	Format/Layout	200
Acceptable Values	Valid scores range from 200 to 800.		
Business Rule	Optional		
Dependency	If provided, must be between, must be between 200 and 800.		

STU069 - (SAT Writing Multiple Choice Score (Only required for Four-Year Colleges) –Optional – Discontinue)

Data Element	STU069		
Description	SAT Writing Multiple Choice Score (Only required for Four-Year Colleges) –Optional – Discontinue		
Definition	The accepted/admitted applicant's score on the Writing Multiple Choice section of the SAT. If the institution receives more than one set of SAT scores for the student, the student's Multiple Choice score for the highest score on the Writing section of the SAT should be entered.		
Data Constraints		Data type	Numeric
Field size (Min Max)	2 2	Format/Layout	20
Acceptable Values	Valid scores range from 20 to 80.		
Business Rule	Optional		
Dependency	If provided, must be between, must be between 20 and 80.		

STU070 - (SAT Writing Essay Score (Only required for Four-Year Colleges) – Optional – Discontinued)

Data Element	STU070		
Description	SAT Writing Essay Score (Only required for Four-Year Colleges) – Optional – Discontinued		
Definition	The accepted/admitted applicant’s score on the Writing Essay section of the SAT. If the institution receives more than one set of SAT scores for the student, the student’s Essay score for the highest score on the Writing section of the SAT should be entered.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 2	Format/Layout	2
Acceptable Values			
Business Rule	Optional		
Dependency	If provided, must be between, must be between 2 and 12.		

STU071 - (Veteran Status)

Data Element	STU071		
Description	Veteran Status		
Definition	Indicates whether or not the student is a US Veteran. A veteran is defined as an individual who has served on active duty in the US Armed Forces.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 1	Format/Layout	N
Acceptable Values	Y Yes N No X Not Applicable		
Business Rule			
Dependency			

STU072 - (SASID)

Data Element	STU072		
Description	SASID		
Definition	State Assigned Student Identifiers (SASID) A State Assigned Student Identifiers (SASID) is a unique identifier given to each student receiving a publicly funded education in Massachusetts. The SASID number remains with the student throughout his or her educational life in grades pre-K through 12, even as the student transfers from one district or school to another.		
Data Constraints	Mandatory if (STU028 = 'Y' and ENR009 in (1,2) and STU031 = Public MA High School); Must not begin or end with '0'; Must not contain three or more repeating numbers; Must be 10 digits.	Data type	Alphanumeric
Field size (Min Max)	10 10	Format/Layout	"0000000000"
Acceptable Values			
Business Rule	Mandatory entry for all CDEP Dual Enrolled Students that attend a Mass Public High School and Mandatory for all ECP student (STU077 = 1)		
Dependency	Must not begin or end with '0'. Must not contain three or more repeating numbers. Must be 10 digits.		

STU073 - (College-Level Math Ready Discontinued)

Data Element	STU073
Description	College-Level Math Ready Discontinued
Definition	Indicates whether or not the new first-time degree-seeking freshman was determined to be eligible for college-level (non-remedial) math coursework and whether this was under Established standard or New Pilot Standards developed in response to AAC 14-12, or another standard (see option #4 below). See Data Dictionary Appendix J: College Math Assessment Standards-Update forthcoming 1. Yes, determined to be college-ready under Established Standard using Accuplacer Cut Score. 2. Yes, determined to be college-ready under Pilot Standard A1. 3. Yes, determined to be college-ready under New Pilot Standard B. 4. Yes, determined to be college-ready under Any Other Standard. 5. No, determined NOT to be college ready. 6. No Determination. 7. Yes, determined to be college-ready under Pilot Standard A1. 8. Yes, determined to be college-ready under Pilot Standard A2. 9. Yes, determined to be college-ready under Pilot Standard A3. College-Ready Code Definitions: 1. Determined to be College-Ready for Math under Established Standard: Student identified to be college math ready based on Accuplacer cut scores as determined in BHE Policy ACA 99-04 on October 5, 1998. The Accuplacer cut scores are as follows: 40 on the Accuplacer College Level Math test or 82 on the Accuplacer Elementary Algebra test 2. Determined to be College-Ready for Math under New Pilot Standard A: Discontinued fall 2016 forward. 3. Determined to be College-Ready for Math under New Pilot Standard B: Discontinued fall 2016 forward. 4. Determined to be College-Ready for Math under Any Other Standard: This includes students who are exempted from meeting any of the

	above standards or have been held to any standard other than the Pilot A1-A3 standards. Also includes students for whom college-readiness was determined by Accuplacer, but not using the cut scores mentioned in option #1 5. Determined NOT to be college ready: by assessment done using 1,4, 7-9 6. No Determination: The student was NOT assessed and no determination can be made. 7. Determined to be College-Ready for Math under New Pilot Standard A1: Student determined to be college ready based on a high school GPA of 2.7 or above. 8. Determined to be College-Ready for Math under New Pilot Standard A2: Student determined to be college ready based on a high school GPA of 2.7 and a “B” or higher in Algebra II. 9. Determined to be College-Ready for Math under New Pilot Standard A3: Student determined to be college ready based on a high school GPA of 2.7 and four years of high school math.		
Data Constraints	Mandatory entry for all new first-time degree-seeking students (STU027 = 1).	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values			
Business Rule	Mandatory entry for all new first-time degree-seeking students (STU027 = 1).		
Dependency	Must be one of the values from the Acceptable Values column.		

STU074 - (Transfer Type)

Data Element	STU074		
Description	Transfer Type		
Definition	Indicates if the student is participating in a Massachusetts Department of Higher Education Transfer Program Agreement The Transfer type is associated with the student. The intent of the Transfer type is to identify students who have completed and are participating in the Massachusetts Department of Higher Education Transfer Program Agreements. 1 - Associate to Bachelors (A2B): The student completed an approved MassTransfer Mapped or Linked Associate Degree, with a minimum GPA of 2.0. (http://www.mass.edu/masstransfer/about/home.asp) 2 - MassTransfer GenEd Foundation/STEM GenEd: The student is transferring prior to degree completion but having completed the 34-credit GenEd Foundation or the 28-credit STEM GenEd with a minimum GPA of 2.0. (http://www.mass.edu/masstransfer/about/home.asp) (Data Dictionary Appendix K - MassTransfer Gen Ed Foundation) 8 - Other: The undergraduate transfer student is not participating in a specified transfer program agreement (values 1-2) or was not admitted under any transfer program agreement. 9 – Unknown Transfer Type: Cannot currently determine if a transfer student is participating in a transfer agreement.		
Data Constraints	Mandatory entry	Data type	Numeric
Field size (Min Max)	1 4	Format/Layout	1
Acceptable Values	1 MassTransfer Associate to Bachelors (A2B) 2 MassTransfer Gen Ed Foundation/STEM GenEd 8 Other		

	9 Unknown Transfer Type The following values have been retired: 3 (MassTransfer Pathway), 4 (Additional Transfer Agreements), 5 (Early Childhood Education), 6 (Elementary Education), 7 (Nursing Education Transfer Policy)
Business Rule	Mandatory entry
Dependency	Must be one of the values from the Acceptable Values column. Mandatory entry for all Student Type at Current Registration (STU005) = '1' (New) and New Student Type in Current Term (STU027) = '2' (Degree Seeking Undergraduate Transfer Student)

STU075 - (SAT/ACT Test Optional)

Data Element	STU075		
Description	SAT/ACT Test Optional		
Definition	Indicates whether an Undergraduate Formal Applicant (STU004 = Y) is admitted under a test optional policy. • For more information on Policy click here: https://www.mass.edu/forstufam/admissions/admissionsstandards.asp		
Data Constraints	Mandatory for all undergraduate formal applicants (STU004 = Y)	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1- Yes: The student applied under test optional 2- No: The student did not apply under test optional 3- Not Applicable – Not a formal undergraduate applicant		
Business Rule	Mandatory for all undergraduate formal applicants (STU004 = Y)		
Dependency	Mandatory for four-year and UMass institutions For All Undergraduate applicants value must be equal to 1 or 2, value 3 is not allowed; For all other applicants field value must be equal to 3 or left blank (Null) ; All blanks (Null values) will default to 3.		

STU076 - (Commonwealth Honors Program (CHP) Student Indicator)

Data Element	STU076		
Description	Commonwealth Honors Program (CHP) Student Indicator		
Definition	Indicates whether or not the student is flagged as a CHP scholar student in the current term submission. Campuses participating in CHP are listed here http://www.mass.edu/system/honors.asp The CHP student indicator is associated with the student. The intent of the CHP student indicator is to identify high achieving undergraduate students. 1. Freshman admission to the Program includes such factors as high SAT scores, graduation near the top of the high school class, and/or other factors that are predictive of academic success. Freshman admission may also be granted on the basis of recommendation of faculty or admissions officers with the approval of the honors coordinator/director. 2. Continuing student admission to the Program has defined procedures where by their academic performance has demonstrated that they are capable of honors work. 1 - Yes: The student is a CHP participate in the current term 2- No: The student is not a CHP participate in the current term 3- Not Applicable – Campus does not participate in the CHP program or student is not enrolled an Certificate, Associate or Bachelor degree program		
Data Constraints	Mandatory for all associate and bachelor seeking students in Campuses participating in the CHP program	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Yes 2 No 3 Not Applicable		

Business Rule	Mandatory for all certificate, associate and bachelor seeking students in Campuses participating in the CHP program.
Dependency	For Students enrolled at the Certificate, Associate or Bachelor Degree Level at CHP participating campuses value must be equal to 1 or 2, value 3 not allowed; For all other Degree levels or for Non Participating Campuses field value must be equal to 3 or left blank (Null) ; All blanks (Null values) will default to 3.

STU077 - (Early College Indicator)

Data Element	STU077
Description	Early College Indicator
Definition	Indicates whether the Dual Enrolled student is flagged as being enrolled in a Designated Massachusetts Early College Program. Designated Massachusetts Early College Programs must have applied for and been approved by the Early College Joint Committee of the Board of Higher Education and the Board of Elementary and Secondary Education to offer a Designated Early College Program. These partnerships are structured partnerships between one 2 year and/or 4 year institution(s) of higher education (IHE) and one K-12 partner. Designated secondary partners must be a Massachusetts public school. Campuses with currently Designated Early College Programs are listed below. A link to Designated Early College Programs may be found here: https://www.mass.edu/strategic/earlycollege.asp#programs. Note that a student may only be flagged if they are participating in the Designated Early College Program. Note therefore that some campuses with Designated Early College Programs may have dual enrollment students who are NOT Designated Early College Program participants. Indicates whether the Dual Enrolled student is flagged as being enrolled in a Designated Massachusetts Early College Program. Designated Massachusetts Early College Programs must have applied for and been approved by the Early College Joint Committee of the Board of Higher Education and the Board of Elementary and Secondary Education to offer a Designated Early College Program. These partnerships are structured partnerships between one 2 year and/or 4 year institution(s) of higher education (IHE) and one K-12 partner. Designated secondary partners must be a Massachusetts public school. Campuses with currently Designated Early College Programs are listed below. A link to Designated Early College Programs may be found here: https://www.mass.edu/strategic/earlycollege.asp#programs. Note that a student may only be flagged if they are participating in the

	Designated Early College Program. Note therefore that some campuses with Designated Early College Programs may have dual enrollment students who are NOT Designated Early College Program participants. Bridgewater State University Fitchburg State University Framingham State University Salem State University Westfield State University Worcester State University Massachusetts College of Liberal Arts Bristol Community College Bunker Hill Community College Berkshire Community College Greenfield Community College Holyoke Community College Massachusetts Bay Community College Massasoit Community College Middlesex Community College Mount Wachusett Community College North Shore Community College Northern Essex Community College Quinsigamond Community College Springfield Technical Community College University of Massachusetts - Amherst University of Massachusetts – Boston University of Massachusetts – Dartmouth University of Massachusetts – Lowell		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Yes 2 No 3 Not Applicable For the 24 participating Institutions – All dual enrolled students (STU028 = “Y”) must have been coded with a value of 1 or 2. Non dual enrolled students must be coded as 3 – Not Applicable. For the other Non-participating Institutions – The field can be left blank or equal to 3.		

Business Rule	
Dependency	If Dual Enrollment Indicator (STU028) <> 'Y' then Dual Enrolled Student Indicator (STU077) cannot be 1.

STU078 - (Accuplacer Next-Generation Reading)

Data Element	STU078		
Description	Accuplacer Next-Generation Reading		
Definition	Accuplacer Next Generation Reading test score		
Data Constraints		Data type	Numeric
Field size (Min Max)	3 3	Format/Layout	200-300
Acceptable Values	Valid score ranges 200-300		
Business Rule	Mandatory entry for all new first-time degree-seeking freshmen who were required and tested by freeze date. Optional for Umass		
Dependency	Not required If STU085 = 1, 2, 3, 5, 7 or 8. This field is required If STU085 = 4 or 6.		

STU079 - (WritePlacer)

Data Element	STU079		
Description	WritePlacer		
Definition	Accuplacer Next Generation Writing test score		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1-8
Acceptable Values	Valid score ranges 0-8		
Business Rule	Mandatory entry for all new first-time degree-seeking freshmen who were required and tested by freeze date. Optional for Umass		
Dependency	Not required If STU085 = 1, 2, 7, 8 or 9. This field is required If STU085 = 3, 4, 5 or 6.		

STU080 - (Accuplacer Next-Generation Arithmetic)

Data Element	STU080		
Description	Accuplacer Next-Generation Arithmetic		
Definition	Accuplacer Next Generation Arithmetic test score		
Data Constraints		Data type	Numeric
Field size (Min Max)	3 3	Format/Layout	200-300
Acceptable Values	Valid score ranges 200-300		
Business Rule	Not required If STU083 = 1, 3, 4 or 5. If STU083 = 2 then an Accuplacer Score should be provided in either STU080, STU081 or STU082 Mandatory entry for all new first-time degree-seeking freshmen who were required and tested by freeze date, a score result must be submitted in either STU080, STU081, or STU082. Optional for Umass		
Dependency			

STU081 - (Accuplacer Next-Generation Quantitative Reasoning, Algebra, and Statistic)

Data Element	STU081		
Description	Accuplacer Next-Generation Quantitative Reasoning, Algebra, and Statistic		
Definition	Accuplacer Next Generation Quantitative Reasoning, Algebra, and Statistic test score		
Data Constraints		Data type	Numeric
Field size (Min Max)	3 3	Format/Layout	200-300
Acceptable Values	Valid score ranges 200-300		
Business Rule	Not required If STU083 = 1, 3, 4 or 5. If STU083 = 2 then an Accuplacer Score should be provided in either STU080, STU081 or STU082 Mandatory entry for all new first-time degree-seeking freshmen who were required and tested by freeze date, a score result must be submitted in either STU080, STU081, or STU082. Optional for Umass		
Dependency			

STU082 - (Accuplacer Next-Generation Advanced Algebra and Functions)

Data Element	STU082		
Description	Accuplacer Next-Generation Advanced Algebra and Functions		
Definition	Accuplacer Next Generation Advanced Algebra and Functions test score		
Data Constraints		Data type	Numeric
Field size (Min Max)	3 3	Format/Layout	200-300
Acceptable Values	Valid score ranges 200-300		
Business Rule	Not required If STU083 = 1, 3, 4 or 5. If STU083 = 2 then an Accuplacer Score should be provided in either STU080, STU081 or STU082 Mandatory entry for all new first-time degree-seeking freshmen who were required and tested by freeze date, a score result must be submitted in either STU080, STU081, or STU082. Optional for Umass		
Dependency			

STU083 - (Math Placement Assessment Standard)

Data Element	STU083
Description	Math Placement Assessment Standard
Definition	Indicates how the student was assessed for entry into a college level Gateway Math course. The assessment standard used to determine readiness for entry into college level math. The standard a student must meet for entry into the initial college level math course is dependent on their math pathway (STU087). The following placement standards are for the four recognized mathematics pathways: Calculus, Elementary Education, Quantitative Reasoning, and Statistics. For reference see AAC Motion 18-16: Acceptance of the Final Report of the Task Force on Transforming Developmental Math Education – Mathematics Pathways Subcommittee (https://www.mass.edu/bhe/lib/documents/AAC/AAC18-16DesigningMathPathways.pdf) and AAC 19-23 2019 Common Assessment Policy. (https://www.mass.edu/bhe/lib/documents/AAC/14_AAC 19-23 2019 Common Assessment Policy.pdf) 1. Standard A: GPA Standard Students who have graduated from high school within the past three years, have earned a 2.7 high school GPA, and will enroll in a college-level Quantitative Reasoning or Statistics, do not have to complete an Accuplacer exam and may be placed directly into a Quantitative Reasoning or Statistics course. Institutions may also use the 2.7 HS GPA standard to place students into other gateway college-level mathematics courses below the level of calculus or any mathematics course in the elementary education pathway. 2. Standard B: Accuplacer Standards by Mathematics Pathway Quantitative Reasoning and Statistics Mathematics Pathways

- If a student is not deemed to be eligible under Standard A they must score at least a 262 on the Next Generation Accuplacer – Quantitative Reasoning, Algebra, and Statistics exam to place directly into a college-level Quantitative Reasoning or Statistics course. Institutions may set a higher cut score up to 268.

Elementary Education Pathways

- If a student is not deemed to be eligible under Standard A, they must score at least a 268 on the Next Generation Accuplacer – Quantitative Reasoning, Algebra, and Statistics exam in order to be directly placed into the first course in the Elementary Education mathematics pathway sequence.

Calculus Mathematics Pathways

- If a student is not deemed to be eligible under Standard A, they must score at least a 268 on the Next Generation Accuplacer – Quantitative Reasoning, Algebra, and Statistics exam in order to be directly placed into a College Algebra/Introduction to Functions course.
- If a student is not deemed to be eligible under Standard A, they must score at least a 237 on the Next Generation Accuplacer – Advanced Algebra and Functions exam to place directly into Pre-Calculus. Institutions may set a higher cut score up to 243.
- Students must score at least a 250 on Next Generation Accuplacer – Advanced Algebra and Functions exam to place directly into Calculus. Institutions may set a higher cut score up to 263.

3. Other Assessment

Institutions that wish to use measures not listed in the CAP must contact the Department and request approval. Please refer to page 4 of the Common Assessment Policy Implementation Guidelines for additional information.

[https://www.mass.edu/strategic/completion/documents/2019 CAP Implementation Guidelines.pdf](https://www.mass.edu/strategic/completion/documents/2019%20CAP%20Implementation%20Guidelines.pdf)

For example: Student that took an AP Math course in High School and score was used to place student in a gateway mathematics course.

4. No Assessment Available

For students that should have been assessed but were not

	5. Exempt from Assessment Use this option for Students that have already met Gateway requirements prior to enrolling as new First-time Degree-Seeking Students For example: Student was a Dual Enrolled student and already successfully completed a Gateway Math course		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Standard A – GPA Standard 2 Standard B: Accuplacer Standards by Mathematics Pathway 3 Other Assessment 4 No Assessment Available 5 Exempt from Assessment		
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) and Enrolled in Associate Degree program or Higher		
Dependency	Must be one of the values from the Acceptable Values column. If STU083 = 1 then HS GPA should be provided in STU032 (State Universities and UMass only). If STU083 = 2 then an Accuplacer Score should be provided in either STU080, STU081 or STU082.		

STU084 - (Math Assessment Result)

Data Element	STU084		
Description	Math Assessment Result		
Definition	Indicates if the student was assessed as ready for entry into college level Gateway Math course. Indicates the student met the math assessment standard identified in STU084. For example, if STU083 = 1 and HS GPA is ≥ 2.7 then STU084 = 1. If STU083 = 1 and HS GPA is < 2.7 GPA then STU084 = 2. If the student is in a pathway (ST087) that uses Standard A: High School GPA (STU083=1) to assess college math readiness and the HS GPA is not available then STU084=3.		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Yes – College Math Ready 2 No – Not College Math Ready 3 Not Assessed		
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) and Enrolled in Associate Degree program or Higher .		
Dependency	Must be one of the values from the Acceptable Values column. If STU083 = 1, 2 or 3 then STU084 must be equal to 1 or 2. If STU083 = 4 or 5 then STU084 must be equal to 3.		

STU085 - (English Placement Assessment Standard)

Data Element	STU085
Description	English Placement Assessment Standard
Definition	Indicates how the student was assessed for entry into a college level Gateway English course. The assessment standard used to determine readiness for entry into college level English. For reference see AAC 19-23 2019 Common Assessment Policy (https://www.mass.edu/bhe/lib/documents/AAC/14_AAC 19-23 2019 Common Assessment Policy.pdf) and the 2019 Common Assessment Policy Implementation Guidelines (https://www.mass.edu/strategic/completion/documents/2019 CAP Implementation Guidelines.pdf). 1. Standard A: GPA Standard Students who have graduated from high school within the past ten years and have earned a 2.7 or higher high school GPA do not have to complete an Accuplacer and/or WritePlacer exam. 2. Standard B: SAT Standard Students who score over 500 on the SAT I-Verbal exam are exempt from the reading test. Students who score over 600 on the SAT I-Verbal exam are exempt from both reading and writing tests. 3. Standard C – Option 1a for Placing Students into Composition I: • Students who score at least a 5 on the WritePlacer. 4. Standard C – Option 1b Students who score at least a 5 on the WritePlacer and a score of at least 245 on the Reading Accuplacer 5. Standard C – Option 2a Students who score at least a 4 on the WritePlacer and meet state university and University of Massachusetts admission standards. 6. Standard C – Option 2b Students who score a 4 on the WritePlacer and a score of at least 259 on the Reading Accuplacer

	7. Other Assessment For example: Student that took an AP English course in High School and score was used to place student. 8. No Assessment Available For students that should have been assessed but were not 9 Exempt from Assessment Use this option for Students that have already met Gateway requirements prior to enrolling as new First-time Degree-Seeking Students For example: Student was a Dual Enrolled student and already successfully completed a Gateway English course		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Standard A : GPA Standard Only 2 Standard B: SAT Standard Only 3 Standard C – Option 1a Writeplacer >= 5 4 Standard C – Option 1b Writeplacer >=5 and Reading Accuplacer >=245 5 Standard C – Option 2a Writeplacer >=4 and Admissions Standards 6 Standard C – Option 2b Writeplacer >=4 and Reading Accuplacer >=259 7 Other Assessment 8 No Assessment Available 9 Exempt from Assessment		
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) and Enrolled in Associate Degree program or Higher		
Dependency	Must be one of the values from the Acceptable Values column.		

STU086 - (English Assessment Result)

Data Element	STU086		
Description	English Assessment Result		
Definition	Indicates if the student was assessed as ready for entry into college level Gateway English course. Indicates the student met the English assessment standard identified in STU085. For example, if STU085 = 1 and HS GPA is ≥ 2.7 then STU086 = 1. If STU085 = 1 and HS GPA is < 2.7 GPA then STU086 = 2. If the student should be assessed for college English readiness by Standard A: High School GPA (STU085 = 1) and HS GPA is not available then STU086 = 3		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Yes – College English Ready 2 No – Not College English Ready 3 Not Assessed		
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) and Enrolled in Associate Degree program or Higher		
Dependency	Must be one of the values from the Acceptable Values column. If STU085 = 1 thru 7 then STU086 must be equal to 1 or 2. If STU085 = 8 or 9 then STU086 must be equal to 3.		

STU087 - (Math Pathway)

Data Element	STU087		
Description	Math Pathway		
Definition	Students Math Pathway at Initial entry as a New First-time Degree Seeking student. Identifies the math pathway of the student. For explanation of Math Pathways see AAC Motion 18-16: Acceptance of the Final Report of the Task Force on Transforming Developmental Math Education – Mathematics Pathways Subcommittee. (https://www.mass.edu/bhe/lib/documents/AAC/AAC18-16DesigningMathPathways.pdf)		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 Quantitative Reasoning Pathways 2 Statistics Mathematics Pathways 3 Elementary Education Pathways 4 Calculus Mathematics Pathways 5 Other – Program not associated with a Math Pathway		
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) and Enrolled in Associate Degree program or Higher		
Dependency	Must be one of the values from the Acceptable Values column.		

STU088 - (First-Generation Student Indicator)

Data Element	STU088		
Description	First-Generation Student Indicator		
Definition	Indicates whether an undergraduate student is a first-generation college student. Indicates whether an undergraduate student is a first-generation student. A first-generation student is defined as a student for whom neither parent/guardian has earned a bachelor's degree or higher (but may have some postsecondary experience).		
Data Constraints		Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1. Y 2. N 3. Unknown or not reported 4. Not applicable		
Business Rule	Mandatory entry starting in Fall 2026. Mandatory entry if Student Type at Current Registration (STU005) = '1' (New) and the New Student Type at Initial entry (STU027) = '1' (Degree-Seeking Undergraduate First-time Freshman) or '2' (Degree Seeking Undergraduate Transfer Student) Must choose 1, 2, or 3 if STU027 is 1 or 2		
Dependency	Must be one of the values from the Acceptable Values column. For students who were not reported as Degree-Seeking First-time Freshman or Degree-Seeking Transfer Students in STU027, report 4 (Not Applicable) or leave blank		

STU089 - (Application Zip Code)

Data Element	STU089		
Description	Application Zip Code		
Definition	Capture zip code of student at the time of application. This identifies the region the student lived in prior to enrollment. Five-digit zip code of the student's permanent city/town. This will represent the "permanent" zip code for the student's address. This should not be the dormitory address zip code. ZIP code most recently associated with the student at the time of admission. This is required for new students only (STU005 = 1)		
Data Constraints	Campuses set Non-US Countries to 'XXXXX'	Data type	Alphanumeric
Field size (Min Max)	5 9	Format/Layout	"02110" or "02110-1234"
Acceptable Values	Missing or Unknown Application Zip Codes ZZZZZ Foreign Zip Codes XXXXX		
Business Rule	Mandatory entry for New Students; Must not be null if STU005 = 1. Null values default to ZZZZZ. For credit students, no more than 10% missing (not in effect for FY27)		
Dependency	Must be a valid Zip Code. Will validate with US Postal Service www.USPS.com .		

Data Dictionary

Term Specific Instructional-Activity File

Student Enrollment File

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Revisions

Version	Date	Author	Description
1	January 30, 2025	CGI	2025 Format Change
1.1	June 22, 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.

Overview

HEIRS II represents a significant redesign of the student unit record information traditionally submitted to the Board of Higher Education by Massachusetts' public colleges and the University. The former student unit record layout consisted of three files: the Admissions File (M), and the Student Record files (G and K) in which data redundancy was a significant problem. Frequent redundancy and, in several instances, conflicting data definitions between the three distinct files often resulted in inaccuracies and inconsistencies.

To eliminate duplication, enhance accuracy, and streamline file submission, student unit record information has been redesigned as one file submission consisting of three components (sub-files): Credit Course File, Student Demographic Profile, and the Student Enrollment Record. Much like student unit record systems operating on college campuses throughout the Commonwealth, HEIRS II will create one rather than multiple records for each applicant and enrolling student. Demographic information will be captured at the point of entry and, through the new data structure; student demographic changes will be recorded as enrollment information is updated with each new file submission.

The Term Specific Instructional Activity File includes **all** applicants for undergraduate and graduate programs (four year colleges only with Community Colleges optional) and **all undergraduate and graduate students registered in credit-bearing courses**, attempting to earn credit as of the term/year freeze date. **Students enrolled exclusively as auditors at the time of freeze are not to be included.** Every term-specific credit course enrolled in by an individual student must be included in the Term Specific Instructional Activity file. Non-credit enrollments are not included in the term specific enrollment file. Non-credit instructional activity will be captured in the annual instructional activity file.

The specifications for each component of the Term Specific Instructional Activity File are presented in the following three distinct subsections: Credit Course File, Student Demographic Profile, and Student Enrollment Record. A detailed summary overview is provided for each subsection to further clarify file requirements and intent.

Summary

The Student Enrollment Record includes information on all undergraduate and graduate students registered for credit courses as of the term-specific freeze date. It specifically captures, for each student identified in the term-specific student demographic profile, the actual credit courses that he/she is registered in. **Students enrolled exclusively as auditors should not be included in the term-specific student demographic profile and consequently the Student Enrollment Record.**

Detailed attributes of each course are retained in the Term-Specific Course file. It is important that the Term-Specific Course file be accurate and reflective of courses that students are enrolled in as of the term freeze date. HEIRS II student enrollment records will be verified against the Term-Specific Course files and not accepted by DHE if a course identified in the student's enrollment record is not found in the Course file. If a course identified in the course file shows student registrations but does not have associated student records in the student unit record file, it too will not be accepted by DHE. In sum, student record enrollments and course registrations will be scrupulously checked and matched.

As before in HEIRS I, the Student Enrollment Record collects basic information on each student registered for credit courses, including social security number, course number and section enrolled in, and total number of credit hours registered for. HEIRS II student credit enrollment information will be used by DHE to assess total system, segment, and institutional credit enrollment trends by demographic, geographic, and programmatic factors. DHE will also draw on the data in this file to compare and contrast enrollment trends and patterns with both state and national trends as well as demonstrate the public higher education system's vital role in meeting state and/or regional needs.

Data Elements

ENR001 - (College ID)

Data Element	ENR001		
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- Institutions codes. Every record submitted must be the correct college ID throughout the file.		

ENR002 - (Year (Calendar))

Data Element	ENR002		
Description	Year (Calendar)		
Definition	The calendar year for which information 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			
Business Rule	Mandatory entry		
Dependency	Each record must be the correct year as chosen when the file is submitted, not be a year previously submitted, and each record must have this same year. Future dates are invalid.		

ENR003 - (Term)

Data Element	ENR003		
Description	Term		
Definition	The term for which information is being reported. “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 be one of the values in Acceptable Values field. Each record must be the correct term as chosen when the file is submitted, not be a term/year combination previously submitted, and each record must have this same term.		

ENR004 - (Student's Security Number)

Data Element	ENR004		
Description	Student's 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.		
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. The combination of SS number (ENR004) and student ID (ENR005) for each record in the Enrollment File must match one record SS number (STU006) and student ID (STU007) combination in the Student File.		

ENR005 - (Student ID)

Data Element	ENR005		
Description	Student ID		
Definition	An identification code assigned to the student by the institution. Unique code used by the institution to identify students.		
Data Constraints		Data type	Alphanumeric
Field size (Min Max)	1 15	Format/Layout	"0000000000000000"
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Must be unique for each student submitted. Must be > 0 digits and <= 15 digits. The combination of SS number (ENR004) and student ID (ENR005) for each record in this Enrollment File must match one record SS number (STU006) and student ID (STU007) combination in the Student File.		

ENR006 - (Credit Course Number)

Data Element	ENR006		
Description	Credit Course Number		
Definition	The identification number assigned to the credit course by the institution.		
Data Constraints	Must not be all zeros	Data type	Alphanumeric
Field size (Min Max)	1 30	Format/Layout	BIO100
Acceptable Values	Will vary by institution		
Business Rule	Mandatory entry Course numbers must be the same catalog numbers found in the Term-Specific Course file.		
Dependency	The combination of Credit Course Must exist in term specific course file. Length must be between > 0 and < = 30 characters long. The combination of Credit Course Number (ENR006) and Course Section Number (ENR007) must match a combination of Credit Course Number (CRS004) and Course Section Number (CRS012) in the Term-Specific Course file.		

ENR007 - (Course Section Number)

Data Element	ENR007		
Description	Course Section Number		
Definition	The identification number assigned to a specific section of the course. Each course section number must be unique for the course.		
Data Constraints	Must be unique combination of institution, year, term, course, section and student ID	Data type	Alphanumeric
Field size (Min Max)	1 10	Format/Layout	2
Acceptable Values			
Business Rule	Mandatory entry Course number and section must be identifiable in the Term-Specific Course file.		
Dependency	Must exist in Term-Specific Course Length must be between > 0 and < = 10 characters long. The combination of Credit Course Number (ENR006) and Course Section Number (ENR007) must match a combination of Credit Course Number (CRS004) and Course Section Number (CRS012) in the Term-Specific Course file.		

ENR008 - (Course Section Credit Hours)

Data Element	ENR008		
Description	Course Section Credit Hours		
Definition	The number of course section credit hours for which the student is registered. The number of course credit hours must reflect the credits that the student will receive for each particular course. In the case of variable credit courses, ensure that the appropriate credits associated with each student is reflected in this field. For example, if a course allows a maximum of 4 credits but a student will only receive 3 credits upon successful completion of the course, then 3 must be entered in this field. The only case where zero credits will be accepted is when the section is associated with a credit course (such as a lab section). The sum of Course Section Credits for all courses associated with the student must equal the number of Total Credits Registered (STU066) for the same student.		
Data Constraints	Must not be null if STU005 is not null; Sum of Course Credits for a given Student ID = Total Credits Registered on Student File (STU066)	Data type	Numeric
Field size (Min Max)	1 5	Format/Layout	3.5
Acceptable Values			
Business Rule	Mandatory entry		
Dependency	Must be > 0 and <= 20. Course Section Credit Hours (ENR008) cannot be greater than the credit hours reported in Credit Hours Assigned to the Course (CRS007) in Term-Specific Course file. The sum of Course Section Credits for all courses associated with the student must equal the number of Total Credits Registered (STU066) for the same student.		

ENR009 - (Dual Enrollment Funding Source)

Data Element	ENR009		
Description	Dual Enrollment Funding Source		
Definition	Indicates the funding source for Dual Enrolled Students course Enrollment. The Commonwealth Dual Enrollment Program is a state-funded dual enrollment program, managed through the Department of Higher Education, as the fiscal agent, and the Department of Elementary and Secondary Education. Public institutions are awarded grants from the DHE for this program. For more information (including a list of CDEP coordinators by campus) go to http://www.mass.edu/strategic/read_cdepcontacts.asp		
Data Constraints	Mandatory entry for Dual Enrolled Students (STU028 = Y)	Data type	Numeric
Field size (Min Max)	1 1	Format/Layout	1
Acceptable Values	1 CDEP funded only 2 Multiple funding sources; one of which includes CDEP 3 Other funding source (NOT CDEP)		
Business Rule	Mandatory entry for Dual Enrolled Students		
Dependency	If Dual Enrollment Indicator (STU028) = 'Y' then Dual Enrollment Funding Source (ENR009) cannot be null.		

ENR010 - (Co-requisite Indicator for Developmental and College level Math and English Course Sections)

Data Element	ENR010
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 ENR010.		
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 Fall 2019		
Dependency			