

DOCUMENT RESUME

ED 071 636

HE 003 837

AUTHOR Martin, James S.
TITLE Data Element Dictionary: Student. Second Edition.
INSTITUTION Western Interstate Commission for Higher Education,
Boulder, Colo. National Center for Higher Education
Management Systems.
SPONS AGENCY National Center for Educational Research and
Development (DHEW/OE), Washington, D.C. Div. of
Research and Development Resources.
REPORT NO WICHE-TR-33
PUB DATE 72
NOTE 124p.
EDRS PRICE MF-\$0.65 HC-\$6.58
DESCRIPTORS *College Students; *Educational Planning; *Higher
Education; Management; Management Information
Systems; *Management Systems; Planning; *Student
Research; Students

ABSTRACT

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe those student-related data elements: (1) required to support current National Center for Higher Education Systems (NCHEMS) products; (2) anticipated as being required for future NCHEMS products; and (3) commonly maintained by institutions for operational and reporting purposes. It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist. (Author/HS)

FILMED FROM BEST AVAILABLE COPY

NCERT
HE

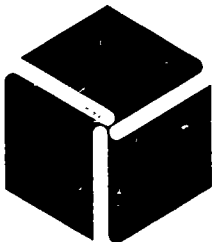
ED 071636

DATA ELEMENT DICTIONARY: STUDENT

**PRELIMINARY
DRAFT**
for review purposes only

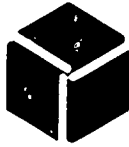
Second Edition
Technical Report 33

National
Center for
Higher
Education
Management
Systems
at WICHE



U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRO-
DUCED EXACTLY AS RECEIVED FROM
THE PERSON OR ORGANIZATION ORIG-
INATING IT. POINTS OF VIEW OR OPIN-
IONS STATED DO NOT NECESSARILY
REPRESENT OFFICIAL OFFICE OF EDU-
CATION POSITION OR POLICY

HE003837



National Center for Higher Education Management Systems at WICHE

An Equal Opportunity Employer

Executive Director, WICHE:

Robert H. Kroepsch

**Associate Director, WICHE, and
Director, National Center for
Higher Education Management Systems
at WICHE:**

Ben Lawrence

Assistant Director, NCHEMS:

Gordon Ziemer

Director, Research and Development Program:

Robert A. Wallhaus

**Director, Applications and Implementation
Program:**

Robert A. Huff

Program Associate:

John Minter

Communication Associate:

Joanne E. Arnold

The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

- . . . to increase educational opportunities for westerners.
- . . . to expand the supply of specialized manpower in the West.
- . . . to help universities and colleges improve both their programs and their management.
- . . . to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

DATA ELEMENT DICTIONARY: STUDENT

ED 071636

DATA ELEMENT DICTIONARY: STUDENT

Second Edition

Technical Report No. 33

1972

James S. Martin

This document is part of a program supported by the U. S. Office of Education, National Center for Education Research and Development, Division of Research and Development Resources.

National Center for Higher Education Management Systems at
Western Interstate Commission for Higher Education

P. O. Drawer "P"

Boulder, Colorado 80302

An Equal Opportunity Employer

ABSTRACT

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the project Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for purposes of soliciting comments and suggestions for improvements.

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories.

The definitions of data elements included in this publication will be revised to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere..

It should also be emphasized that this document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

PREFACE

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the Data Element Dictionary Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for the purposes of soliciting comments and suggestions for improvements.

We urge the readers to review this document and forward their comments, criticisms, and suggestions directly to the author or members of the staff by March 1, 1973.

Ben Lawrence
Director

ACKNOWLEDGMENTS

This second edition of the Data Element Dictionary is the product of the efforts of many individuals. In particular, we are indebted to the members of the Data Element Dictionary Task Force, who generously contributed their time and efforts in the development of this edition:

Dr. Robert L. Barringer
Director of Computer Services
Evergreen State College

Anthony D. Birch
Assistant Director for
Institutional Research
Oregon State University

Richard M. Canterbury
Director of Admissions
Lawrence University

William Dye III
Assistant to the Controller
Pennsylvania State University

Francis L. George
Systems Coordinator
Wisconsin State University
System

John Gwynn
Associate Director,
Project INFO
Stanford University

John Harrison
Director, Division of
Information Systems
The California State University
and Colleges

James L. Morgan
Director, Management Information
Systems
State University System of
Florida

Frederick E. Oliver
Director, Office of Financial
Analysis
The University of Michigan

Michael M. Roberts
Director, Management Systems
Stanford University

Edward J. Schroeder
Assistant to the Vice-President
for Business Affairs
University of Rhode Island

Dr. Donald S. Stuart
Associate Executive Secretary
New Mexico State Board of
Educational Finance

Also contributing to the development of this edition of the Data Element Dictionary were the following members of the staff of the National Center for Higher Education Management Systems: Dave Clark, William Collard, Michael Haight, Richard Johnson, Dennis Jones, Charles Manning, Marilyn McCoy, Glen Miyataki, Leonard Romney, Robert Wallhaus, and Paul Wing.

In addition, we are indebted to Charles R. Thomas, Executive Director, College and University Systems Exchange, for his suggestions during the preparation of this document.

TABLE OF CONTENTS

Chapter	Page
I. INTRODUCTION.	1
II. DICTIONARY ORGANIZATION AND FORMAT.	5
III. INDICES	11
IV. DEMOGRAPHIC AND BIOGRAPHICAL DATA	19
V. PREVIOUS EDUCATIONAL EXPERIENCE DATA.	49
VI. ADMITTANCE DATA	65
VII. TERM DATA	83
VIII. COURSE DATA	97
APPENDICES	
1. STANDARD FORMAT FOR CALENDAR DATE	105
2. STANDARD ABBREVIATIONS FOR THE STATES OF THE UNITED STATES	107
3. STANDARD ABBREVIATIONS FOR COUNTRIES OF THE WORLD	109
4. HEGIS TAXONOMY.	113
5. SUGGESTED COBOL PICTURES.	119
6. CHANGES FROM FIRST EDITION.	121
REFERENCES.	125

CHAPTER I

INTRODUCTION

The primary mission of the National Center for Higher Education Management Systems (NCHEMS) at WICHE is to assist higher education institutions and agencies with the development of improved resource allocation and management systems.

To meet these objectives, the Center has undertaken the development of:

1. Procedures for making information available to assist higher education administrators with internal management.
2. Analytical methods and tools.
3. Procedures to facilitate the exchange of comparable data among institutions and agencies of higher education.

The purpose of these procedures and tools will be to assist decision makers in institutions and agencies of higher education in improved analysis, planning, and resource allocation.

All of the developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The Data Element Dictionary (DED) is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS projects.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

The first edition of the Data Element Dictionary (Thomas, 1970) was the first product produced by the Center and as such concentrated on forecasting data elements that would be supportive of other NCHEMS efforts in the area of developing planning and management systems. The second edition of the Data Element Dictionary has incorporated changes to the first edition resulting from:

1. Reactions to the first edition by the higher education community.
2. The development of other related NCHEMS products.
3. Further efforts of the DED Task Force and Center staff in developing data bases for higher education information systems.

Elements appearing in the first edition of the Data Element Dictionary have been retained with the exception of a few data elements that the Data Element Dictionary Task Force felt were no longer appropriate.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories, i.e.,

values and definitions of those values within each data element. Data categories and definitions suggested represent common usage except in those identified instances for which national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

The definitions of data elements included in this publication will be revised when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere. In particular, the Information Exchange Procedures project will be specifying values and definitions of those values for many of the data elements.

This document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

An attempt has been made to restrict the Data Element Dictionary to only basic elemental (i.e., nonderivable) data elements. In a few cases where derived data elements were typically found to be stored by many institutions, these have also been included.

The complete Data Element Dictionary will be released in the five sections listed below:

1. Course-Related Elements
2. Facilities-Related Elements
3. Finance-Related Elements
4. Staff-Related Elements
5. Student-Related Elements

These five sections do not represent specific institutional files; rather, they represent logical groupings of data items that are separated for purposes of presentation.

CHAPTER II
DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to students who are enrolled at or have applied to the institution.

For purposes of the Data Element Dictionary, a student is defined as:

An individual who has formally applied for admission at the institution.

or:

An individual who is making a demand on the instructional resources of the institution.

The student-related data elements identified in this section of the Data Element Dictionary have been grouped into five data blocks for convenient presentation and examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. The five blocks of student-related data elements are:

1. 001-099 Demographic and Biographical Data

This block defines a series of data elements that describe the student's current demographic and biographical characteristics.

2. 101-199 Previous Educational Experience Data

This block of data elements is designed to define information about each previous educational experience of the student, including the student's terminal secondary educational experience. This block of data elements should be collected for each educational experience of the student, regardless of whether or not the student received a degree or certificate for that experience.

3. 201-299 Admittance Data

This block of data elements is designed to define information regarding the student's admission to a specific institutional program or degree objective. This block, or the appropriate subset thereof, should be generated for each attempted admission by the student.

Note: Data elements 210-215 would most likely have multiple occurrences.

4. 301-399 Term Data

This block of data elements is designed to define information about a student for each term (quarter, semester, etc.) that the student is enrolled in a course.

5. 401-499 Course Data

This block of data elements is designed to define information about each course attempted by the student. These data elements are typically used for generating student transcripts.

Most NCHEMS products require that data blocks 2-5 be maintained historically. These five data blocks would be arranged in a hierarchy as illustrated below:

Demographic and Biographical Data

*Previous Educational Experience

Admittance Data

*Term Data

-Course Data

Thus, each student (or applicant) would have one Demographic and Biographical block of data elements along with one or more Previous Educational Experience data blocks. In addition, each student would have one or more Admittance data blocks with each Admittance block having one or more Term data blocks associated with it. Similarly, each Term data block would have multiple Course data blocks associated with it.

Institutions should structure their data bases so as to link these five data blocks appropriately.

The description of each data element contains the following information:

1. ELEMENT NUMBER - A three-digit number to identify each data element. The first digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.
2. ELEMENT TITLE - A brief identification of the data element.
3. DEFINITION - A brief description of the data element.
4. CODES OR RECORDING INSTRUCTIONS - A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions.
5. USES - An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category. In addition, those elements required to complete the Higher Education General Information Survey (HEGIS) are identified.

The following abbreviations or acronyms are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP

Manpower Accounting Manual	PCM
Program Measures	PM
Resource Requirements Prediction Models	RRPM
Student Flow Models	SFM

6. COMMENTS - Additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.
7. DATE ISSUED - Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.

CHAPTER III

INDICES

ALPHABETICAL INDEX

<u>Data Element</u>	<u>DED No.</u>	<u>Page</u>
Academic Status	312	96
Accepted Previous Credits	109	59
Address - City	017	37
Address - County	020	40
Address - Name	014	34
Address - Relationship	015	35
Address - State	018	38
Address - Street/Apartment	016	36
Address - Telephone Number	021	41
Address - Type of Contact	013	33
Address - Zip Code	019	39
Admission - Date Valid	201	67
Admission Action	208	74
Admission Action Date	209	75
Admission Application Date	202	68
Admission Request - Campus Location	203	69
Admission Request - Degree Type	206	72
Admission Request - Major Field of Study	207	73
Admission Request - Student Level	204	70
Admission Request - Student Status	205	71

<u>Data Element</u>	<u>DED No.</u>	<u>Page</u>
Advisor Identifier	304	88
Beginning Date - Year	112	62
Birth Date	005	25
Citizenship	006	26
Civil Rights Racial Category	007	27
Class Standing	110	60
Course Credit	404	102
Course Identifier	402	100
Course Title	401	99
Current Major Field of Study	303	87
Degree/Certificate	104	54
Degree/Certificate Date	105	55
Ending Date - Year	113	63
Entrance Test Score - Date	214	80
Entrance Test Score - Form/Name	211	77
Entrance Test Score - Name (Type)	210	76
Entrance Test Score - Percentile Score	213	79
Entrance Test Score - Raw Score	212	78
Expected Completion Date	215	81
Father's Education	027	47
Father's Occupation	025	45
Fee Residency Status	012	32
Financial Aid - Amount	309	93
Financial Aid - Type	308	92

<u>Data Element</u>	<u>DED No.</u>	<u>Page</u>
Geographic Location at First Admission - County	008	28
Geographic Location at First Admission - State	009	29
Grade Received	405	103
Graduating Class Size	111	61
Highest Academic Degree or Diploma	023	43
Housing Status	011	31
Institution Code	103	53
Institution Name	101	51
Institution Type	102	52
Major Field of Degree	106	56
Marital Status	010	30
Mother's Education	026	46
Mother's Occupation	024	44
Name	001	21
Number of Hours Worked	310	94
Parents' Income	028	48
Previous Credits Attempted for Quality Points	107	57
Previous Quality Points Earned	108	58
Section Identifier	403	101
Sex	004	24
Social Security Number	003	23
Staff Identification Number	022	42
Student Identification Number	002	22
Student Level - Exchange Standard	306	90

<u>Data Element</u>	<u>DED No.</u>	<u>Page</u>
Student Level - Institutional Standard	305	89
Student Status	307	91
Term Date - Beginning	301	85
Term Date - Ending	302	86
Termination Status	311	95

DED - STUDENT

Alphabetical Index by NCHEMS Product

<u>NCHEMS PRODUCT</u>	<u>DATA ELEMENT</u>	<u>DED NO.</u>
HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM)	Address - City	017
	Current Major Field of Study	303
	Fee Residency Status	012
	Housing Status	011
	Marital Status	010
	Sex	004
	Student Level - Institutional Standard	305
HIGHER EDUCATION FINANCE MANUAL (HEFM)	Financial Aid - Amount	309
	Financial Aid - Type	308
FACULTY ACTIVITY ANALYSIS (FAA)	Advisor Identifier	304
	Student Level - Institutional Standard	305
INFORMATION EXCHANGE PROCEDURES (IEP)	Course Identifier	302
	Current Major Field of Study	303
	Student Level - Exchange Standard	306
	Student Level - Institutional Standard	305
PROGRAM MEASURES (PM)	Admission Request - Degree Type	206
	Admission Request - Major Field of Study	207
	Admission Request - Student Level	204
	Admission Request - Student Status	205
	Citizenship	006
	Civil Rights Racial Category	007
	Course Credit	404
	Current Major Field of Study	303
	Degree/Certificate	104
	Entrance Test Score - Percentile Score	213
	Entrance Test Score - Raw Score	212
	Fee Residency Status	012
	Financial Aid - Amount	309
	Financial Aid - Type	308
	Geographic Location at First Admission - County	008
	Geographic Location at First Admission - State	009
	Highest Academic Degree or Diploma	023
	Housing Status	011
	Major Field of Degree	106
	Marital Status	010
	Parents' Income	028
	Sex	004
	Student Level - Institutional Standard	305
	Student Status	307

STUDENT - continued

<u>NCHEMS PRODUCT</u>	<u>DATA ELEMENT</u>	<u>DEB NO.</u>
RESOURCE REQUIREMENTS PREDICTION MODELS (RRPM)	Course Identifier	402
	Current Major Field of Study	303
	Student Level - Institution Standard	305
STUDENT FLOW MODELS (SFM)	Admission - Date Valid	201
	Admission Action	208
	Admission Request - Campus Location	203
	Admission Request - Degree Type	206
	Admission Request - Major Field of Study	207
	Admission Request - Student Level	204
	Admission Request - Student Status	205
	Birth Date	005
	Civil Rights Racial Category	007
	Current Major Field of Study	303
	Degree/Certificate	104
	Entrance Test Score - Form/Name	211
	Entrance Test Score - Name (Type)	210
	Entrance Test Score - Percentile Score	213
	Entrance Test Score - Raw Score	212
	Father's Education	027
	Father's Occupation	025
	Financial Aid - Amount	309
	Financial Aid - Type	308
	Geographic Location at First Admission - County	008
	Geographic Location at First Admission - State	009
	Institution Code	103
	Institution Name	101
	Major Field of Degree	106
	Mother's Education	026
	Mother's Occupation	024
	Number of Hours Worked	310
	Parents' Income	028
	Sex	004
	Social Security Number	003
	Student Level - Exchange Standard	306
Student Level - Institutional Standard	305	
Student Status	307	
Termination Status	311	

HEGIS INDEX

<u>Data Element</u>	<u>DED No.</u>
Admission Request - Degree Type	206
Citizenship	006
Current Major Field of Study	303
Fee Residency Status	012
Major Field of Degree	106
Sex	004
Student Level - Institutional Standard	305
Termination Status	311

CHAPTER IV
DEMOGRAPHIC AND BIOGRAPHICAL DATA

<u>DED No.</u>	<u>Title</u>
001	Name
002	Student Identification Number
003	Social Security Number
004	Sex
005	Birth Date
006	Citizenship
007	Civil Rights Racial Category
008	Geographic Location at First Admission - County
009	Geographic Location at First Admission - State
010	Marital Status
011	Housing Status
012	Fee Residency Status
013	Address - Type of Contact
014	Address - Name
015	Address - Relationship
016	Address - Street/Apartment
017	Address - City
018	Address - State
019	Address - Zip Code
020	Address - Country
021	Address - Telephone Number

<u>DED No.</u>	<u>Title</u>
022	Staff Identification Number
023	Highest Academic Degree or Diploma
024	Mother's Occupation
025	Father's Occupation
026	Mother's Education
027	Father's Education
028	Parents' Income

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

001
ELEMENT
NUMBER

ELEMENT TITLE

Name

DEFINITION

The legal combination of words by which the student is known.

CODES OR RECORDING INSTRUCTIONS:

Literal text, which may include the following subelements:

- a. Last name
- b. Prefix
- c. Suffix
- d. First name
- e. Middle name
- f. Maiden name

USES

COMMENTS:

Institutions would normally use delimiters in order to identify various subelements, if required.

DATE ISSUED

September 1972

002

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY
Student Related Data Elements**

ELEMENT TITLE

Student Identification Number

DEFINITION:

The unique number assigned by the institution to identify each individual considered to be a student at that institution.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

If Social Security Number is used as a Student Identification Number, this element is not necessary.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

003
**ELEMENT
NUMBER**

ELEMENT TITLE Social Security Number

DEFINITION:

The number assigned to an individual under the Federal Insurance Contribution Act.

CODES OR RECORDING INSTRUCTIONS:

USES SFM

COMMENTS:

DATE ISSUED September 1972

004
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Sex

DEFINITION:

The sex of the student, male or female.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>
M	Male
F	Female

USES PM, SFM, HEGIS, SAM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

005
ELEMENT
NUMBER

ELEMENT TITLE Birth Date

DEFINITION:

The calendar date of birth as designated on the legal registration or certificate.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

SFM

COMMENTS:

DATE ISSUED

September 1972

006
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Citizenship

DEFINITION:

The country in which the student is legally a citizen.

*
CODES OR RECORDING INSTRUCTIONS:

*Two character code - See Appendix 3.

*Existing U. S. Department of Commerce Standard.

USES HEGIS, PM

COMMENTS:

If the student is a citizen of more than one country, choose one arbitrarily.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

007
ELEMENT
NUMBER

ELEMENT TITLE Civil Rights Racial Category

DEFINITION:

An indication of the student's ethnic origin.

CODES OR RECORDING INSTRUCTIONS:

Civil rights compliance reporting requires the following categories:

Code	Category
1	Oriental
2	American Indian
3	Negro
4	Spanish-Surnamed American*
5	All Other (Include Caucasian)

* Includes all students of Mexican, Puerto Rican, Cuban, or Spanish origin.

One alternative currently being used by some institutions of higher education is:

Code	Category	Definition
1	Asian American	Students who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan, or Filipino descent.
2	Black American	Students who identify themselves ethnically as being of Black or Afro-American descent.
3	American Indian	Students who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include White Americans.
4	Chicano or Mexican American	Students who identify themselves as being of Chicano or Mexican American descent.
5	All Other American Ethnic Minorities	Students who identify themselves ethnically with a minority group other than those listed above, such as: Puerto Ricans, Cubans, Spanish, or Latin Americans, etc.
6	White American	Students who identify themselves as native born U. S. citizens of European descent.
7	Foreign Students	Students who carry F or J visa.
8	Refuse to Indicate	Students who decline to indicate ethnic background.

USES PM, SFM

COMMENTS:

DATE ISSUED September 1972

008

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE

Geographic Location at First Admission - County

DEFINITION:

An institutionally defined code for the county in which the student resided at the time of first admission to the institution.

CODES OR RECORDING INSTRUCTIONS:

USES

SFM, PM

COMMENTS:

It is anticipated that this data element would normally be collected for in-state students only.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

009

ELEMENT
NUMBER

ELEMENT TITLE

Geographic Location at First Admission - State

DEFINITION:

The U. S. Postal Service code for the state in which the student resided at the time of first admission to the institution.

CODES OR RECORDING INSTRUCTIONS:

Two-digit code. See Appendix 2.

USES

SFM, PM

COMMENTS:

If non-U. S., code "ZZ".

DATE ISSUED

September 1972

010

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Marital Status

DEFINITION:

An institutionally defined code for the legal status of the student with respect to wedlock.

CODES OR RECORDING INSTRUCTIONS:

<u>Category</u>	<u>Definition</u>
Single	The state of never having been or not presently married.
Married	The state of having a spouse.
Legally Separated	The state of having the conjugal relationship of husband and wife terminated by court decree.
Widowed	The state of being deprived of one's spouse through his or her death.
Divorced	The state of having the marriage dissolved by judicial declaration.

USES

PM, SAM

COMMENTS:

For many institutions, "Single" or "Married" may be sufficient categories.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

011
ELEMENT
NUMBER

ELEMENT TITLE Housing Status

DEFINITION:

An institutionally defined classification of the type of housing in which the student resides; e.g., institution-operated dormitory, fraternity/sorority, private housing, etc.

CODES OR RECORDING INSTRUCTIONS:

USES PM, SAM

COMMENTS:

For many institutions, "on campus" or "off campus" may be sufficient categories.

DATE ISSUED September 1972

012

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE

Fee Residency Status

DEFINITION:

An institutionally defined code for the student's residence status for purposes of fee and tuition payments; e.g., in-state; in-state, out-of-district; out-of-state.

CODES OR RECORDING INSTRUCTIONS:

USES

PM, HEGIS, SAM

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

013

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT
NUMBER

ELEMENT TITLE

Address - Type of Contact

DEFINITION:

The type of individual for whom the following address elements are applicable.
(DED numbers 014-021)

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>
P	Parent or Legal Guardian
L	Student Local Address
M	Student Permanent Address
E	Emergency Notification

The above codes and categories represent one suggested possible set. An alternative set of codes and categories may be equally appropriate.

USES

COMMENTS:

All address data elements (DED 013-021) can be expected to have multiple occurrences.

DATE ISSUED

September 1972

014

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE

Address - Name

DEFINITION:

The legal combination of words by which this contact is known.

CODES OR RECORDING INSTRUCTIONS:

Literal text, which may include the following subelements:

- a. Last name
- b. Prefix
- c. Suffix
- d. First name
- e. Middle name
- f. Maiden name

USES

COMMENTS:

This element is not necessary if type of contact is student local address or student permanent address.

Institutions would normally use delimiters in order to identify various subelements, if required.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

015
ELEMENT
NUMBER

ELEMENT TITLE Address - Relationship

DEFINITION:

The individual's relationship to the student, if appropriate. (Father, Spouse, Guardian, etc.)

CODES OR RECORDING INSTRUCTIONS:

Name or abbreviation.

USES

COMMENTS:

This element is not necessary if type of contact is student local address or student permanent address.

DATE ISSUED September 1972

016
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Address - Street/Apartment

DEFINITION:

The street identification or P. O. Box number of the location at which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

Literal list, which may include:

- a. House Number
- b. Apartment Number.
- c. Street
- d. Post Office Box Number

USES

COMMENTS:

DATE ISSUED September 1972

DATA ELEMENT DICTIONARY
Student Related Data Elements

**ELEMENT
NUMBER**

ELEMENT TITLE

Address - City

DEFINITION:

The city in which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

USES

SAM*

COMMENTS:

*When "type of contact" is student local address.

DATE ISSUED

September 1972

018

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE

Address - State

DEFINITION:

The U. S. Postal Service designation of the state in which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

Two-digit code - See Appendix 2.

USES

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

019
**ELEMENT
NUMBER**

ELEMENT TITLE Address - Zip Code

DEFINITION:

The U. S. Postal Service Zip Code designation for the location at which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

Five-digit numeric zip code as provided in the U. S. Postal Service Manual.

USES

COMMENTS:

DATE ISSUED September 1972

020
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Address - Country

DEFINITION:

The country in which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

*A two-digit code - See Appendix 3.

*Existing U. S. Department of Commerce Standard.

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

021
ELEMENT
NUMBER

ELEMENT TITLE

Address - Telephone Number

DEFINITION:

The telephone number of the individual or that telephone number through which he may be reached.

CODES OR RECORDING INSTRUCTIONS:

Actual telephone number.

Area Code (3 digits); Exchange (3 digits); Number (4 digits), Extension (4 digits).

Omit hyphens.

USES

COMMENTS:

DATE ISSUED

September 1972

022

National Center for Higher Education Management Systems

**ELEMENT
NUMBER**

**DATA ELEMENT DICTIONARY
Student Related Data Elements**

ELEMENT TITLE

Staff Identification Number

DEFINITION:

The staff identification number of the student. This element should be coded only if the student is also an employee of the institution.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Staff Section.

DATE ISSUED

September 1972

DATA ELEMENT DICTIONARY
Student Related Data Elements

023
ELEMENT
NUMBER

ELEMENT TITLE

Highest Academic Degree or Diploma

DEFINITION:

An institutionally defined code to indicate the highest degree, certificate, or diploma earned by the student.

CODES OR RECORDING INSTRUCTIONS:

Category

No academic credential
High school diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Master's Degree
Professional Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES

PM

COMMENTS:

Honorary degrees would normally not be included.

DATE ISSUED

September 1972

024
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Student Related Data Elements

ELEMENT TITLE Mother's Occupation

DEFINITION:

The occupational category of the student's mother.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Officials and Managers	Occupations requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations.
2	Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.
3	Technicians	Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post high school education or through equivalent on the job training.
4	Sales Worker	Occupations engaging wholly or primarily in direct selling.
5	Office and Clerical	Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual.
6	Craftsman (Skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.
7	Operatives (Semiskilled)	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill levels that can be mastered in a few weeks and require only limited training.
8	Laborers (Unskilled)	Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.
9	Service Worker	Workers in both protective and nonprotective service occupations.
10	Homemaker	
11	Other	

USES SFM

COMMENTS:

The above categories and definitions represent one possible set recommended for use. The categories* selected are those used for Equal Employment Opportunity compliance reporting. An alternative set of categories and definitions may be equally appropriate.

*With the exception of Homemaker and Other.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Student Related Data Elements

025

ELEMENT
NUMBER

ELEMENT TITLE Father's Occupation

DEFINITION:

The occupational category of the student's father.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Officials and Managers	Occupations requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations.
2	Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.
3	Technicians	Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post high school education or through equivalent on the job training.
4	Sales Worker	Occupations engaging wholly or primarily in direct selling.
5	Office and Clerical	Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual.
6	Craftsman (Skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.
7	Operatives (Semiskilled)	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill levels that can be mastered in a few weeks and require only limited training.
8	Laborers (Unskilled)	Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.
9	Service Worker	Workers in both protective and nonprotective service occupations.

USES

SFM

COMMENTS:

The above categories and definitions represent one possible set recommended for use. The categories* selected are those used for Equal Employment Opportunity compliance reporting. An alternative set of categories and definitions may be equally appropriate.

*with the exception of "other"

DATE ISSUED

September 1972.

026

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Mother's Education

DEFINITION:

An institutionally defined code to indicate the highest degree, certificate, or diploma earned by the student's mother.

CODES OR RECORDING INSTRUCTIONS:

Category

No academic credential
High school diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Master's Degree
Professional Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES

SFM

COMMENTS:

DATE ISSUED

September 1972

DATA ELEMENT DICTIONARY
Student Related Data Elements**ELEMENT**
NUMBER**ELEMENT TITLE** Father's Education**DEFINITION:**

An institutionally defined code to indicate the highest degree, certificate, or diploma earned by the student's father.

CODES OR RECORDING INSTRUCTIONS:Category

No academic credential
High school diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Master's Degree
Professional Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES SFM**COMMENTS:****DATE ISSUED** September 1972

028
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Parents' Income

DEFINITION:

The adjusted gross annual income (as defined by the Internal Revenue Code) for a student's parents except where the income of one or both parents would not be relevant to a determination of such student's financial need.

CODES OR RECORDING INSTRUCTIONS:

Actual dollar amount. (Rounded to nearest whole dollar)

USES SFM, PM

COMMENTS:

This element does not include the student's income unless he is a self-supporting student. This element is also required for institutional participation in federal student financial aid programs.

DATE ISSUED September 1972

CHAPTER V
PREVIOUS EDUCATIONAL EXPERIENCE DATA

<u>DED No.</u>	<u>Title</u>
101	Institution Name
102	Institution Type
103	Institution Code
104	Degree/Certificate
105	Degree/Certificate Date
106	Major Field of Degree
107	Previous Credits Attempted for Quality Points
108	Previous Quality Points Earned
109	Accepted Previous Credits
110	Class Standing
111	Graduating Class Size
112	Beginning Date - Year
113	Ending Date - Year

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

101
ELEMENT
NUMBER

ELEMENT TITLE Institution Name

DEFINITION:

The name of the institution where the student attempted or completed the educational experience described in this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

USES SFM

COMMENTS:

DATE ISSUED September 1972

102
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Institution Type

DEFINITION:

An institutionally defined code for the type of institution described by this block of data elements; e.g., university, four year college, high school, GED, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

103
ELEMENT
NUMBER

ELEMENT TITLE

Institution Code

DEFINITION:

The code designation for the institution as described in the data element number 101.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code defined by the Federal Interagency Committee on Education (FICE) and published by the U. S. Office of Education in the "Higher Education Directory" is recommended.

USES

SFM

COMMENTS:

FICE codes are valid to describe institutions of higher education only.

DATE ISSUED

September 1972

104

National Center for Higher Education Management Systems

ELEMENT
NUMBERDATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE

Degree/Certificate

DEFINITION:

The title or award conferred upon the student for the successful completion of a given curriculum or program.

CODES OR RECORDING INSTRUCTIONS:

No academic credential
High school diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Master's Degree
Professional Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES

SFM, PM

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

105
**ELEMENT
NUMBER**

ELEMENT TITLE Degree/Certificate Date

DEFINITION:

Calendar date on which degree or certificate was awarded.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code - YYYY

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

106

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY
Student Related Data Elements**

ELEMENT TITLE

Major Field of Degree

DEFINITION:

The degree or certificate program in which the student was enrolled or has completed.
HEGIS Taxonomy preferred.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code.

For HEGIS Taxonomy, see Appendix 4.

USES

HEGIS, SFM, PM

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

107

ELEMENT
NUMBER

ELEMENT TITLE Previous Credits Attempted for Quality Points

DEFINITION:

The total number of previous credits attempted for quality points by the student during the educational experience described by this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

Actual number of credits.

USES

COMMENTS:

This element and element (108) may be used to calculate the student's grade point average (G.P.A.).

DATE ISSUED September 1972

108

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE

Previous Quality Points Earned

DEFINITION:

The number of quality points earned by the student during this educational experience, where a quality point is defined as:

a numerical value assigned to the grade a student receives in a course in order to provide a quantitative determination of the student's scholarship. (AACRAO)

CODES OR RECORDING INSTRUCTIONS:

Actual number of quality points.

USES

COMMENTS:

This element and element (107) may be used to calculate the student's grade point average (G.P.A.).

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

109
ELEMENT
NUMBER

ELEMENT TITLE Accepted Previous Credits

DEFINITION:

The total number of credits accepted from the educational experience described by this block of data elements, including those not attempted for quality points.

CODES OR RECORDING INSTRUCTIONS:

Actual number of credits.

USES

COMMENTS:

DATE ISSUED September 1972

110
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Class Standing

DEFINITION:

The academic standing of the student in the graduating class at the institution where this degree/certificate was conferred.

CODES OR RECORDING INSTRUCTIONS:

Actual number with "1" being the highest possible standing.

USES

COMMENTS:

This information is usually obtained from the student's transcript submitted at the time of application for admission.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

111
ELEMENT
NUMBER

ELEMENT TITLE Graduating Class Size

DEFINITION:

The number of students in the graduating class at the institution where this degree/certificate was conferred.

CODES OR RECORDING INSTRUCTIONS:

Actual number of students.

USES

COMMENTS:

DATE ISSUED

September 1972

112
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE

Beginning Date - Year

DEFINITION:

The calendar year in which the educational experience described by this block of data elements began.

CODES OR RECORDING INSTRUCTIONS:

Two low-order digits of calendar year.

USES

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

113
ELEMENT
NUMBER

ELEMENT TITLE Ending Date - Year

DEFINITION:

The calendar year in which the educational experience described by this block of data elements terminated.

CODES OR RECORDING INSTRUCTIONS:

Two low-order digits of calendar year.

USES

COMMENTS:

This element is not needed if degree or certificate was awarded.

DATE ISSUED September 1972

CHAPTER VI
ADMITTANCE DATA

<u>DED No.</u>	<u>Title</u>
201	Admission - Date Valid
202	Admission Application Date
203	Admission Request - Campus Location
204	Admission Request - Student Level
205	Admission Request - Student Status
206	Admission Request - Degree Type
207	Admission Request - Major Field of Study
208	Admission Action
209	Admission Action Date
210	Entrance Test Score - Name (Type)
211	Entrance Test Score - Form/Name
212	Entrance Test Score - Raw Score
213	Entrance Test Score - Percentile Score
214	Entrance Test Score - Date
215	Expected Completion Date

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

201
ELEMENT
NUMBER

ELEMENT TITLE

Admission - Date Valid

DEFINITION:

Calendar date when the admission request described in this block of data elements would be effective.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

SFM

COMMENTS:

DATE ISSUED

September 1972

202
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE

Admission Application Date

DEFINITION:

The calendar date that the application form submitted by the student is received.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

203

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT
NUMBER

ELEMENT TITLE

Admission Request - Campus Location

DEFINITION:

Institutionally defined code for campus to which student is making application.

CODES OR RECORDING INSTRUCTIONS:

USES

SFM

COMMENTS:

DATE ISSUED

September 1972

204

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY
Student Related Data Elements**

ELEMENT TITLE

Admission Request - Student Level

DEFINITION:

An institutionally defined code that indicates the student's entering academic level; e.g., Freshman, Special, Professional, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

PM, SFM

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

205

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT
NUMBER

ELEMENT TITLE Admission Request - Student Status

DEFINITION:

An institutionally defined code which indicates the student's status with regard to admission at this institution, e.g., New, First time transfer, Re-Admit, etc.

CODES OR RECORDING INSTRUCTIONS:

USES PM, SFM

COMMENTS:

DATE ISSUED September 1972

206

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY
Student Related Data Elements**

ELEMENT TITLE

Admission Request - Degree Type

DEFINITION:

The type of degree program for which the student is applying; e.g., B.A., M.S., Ph.D., etc.

CODES OR RECORDING INSTRUCTIONS:

Four-character abbreviation of degree type.

USES

PM, SFM, HEGIS

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

207

ELEMENT
NUMBER

ELEMENT TITLE

Admission Request - Major Field of Study

DEFINITION:

The student's indicated field of primary emphasis for the admission request described by this block of data elements, HEGIS Taxonomy code preferred.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code.

For HEGIS Taxonomy, see Appendix 4.

USES

PAI, SFM

COMMENTS:

If institutional codes are used, they should be able to map to HEGIS codes.

DATE ISSUED

September 1972

208

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE

Admission Action

DEFINITION:

An institutionally defined code for the type of action taken with regard to the student's application for admission; e.g., Incomplete, Being evaluated, Accepted for admission, Denied admission.

CODES OR RECORDING INSTRUCTIONS:

USES

SFM

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

209

ELEMENT
NUMBER

ELEMENT TITLE

Admission Action Date

DEFINITION:

The calendar date on which action was taken on the admission request described by this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED

September 1972

210
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Entrance Test Score - Name (Type)

DEFINITION:

An institutionally defined code for the name or type of entrance examination for which the student has submitted a result to support his admission request (ACT, SAT, GRE, etc.).

CODES OR RECORDING INSTRUCTIONS:

USES SFM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

211

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT
NUMBER

ELEMENT TITLE Entrance Test Score - Form/Name

DEFINITION:

The name or other identifier of the specific entrance test for which a score was reported to the institution, e.g., Math, English, Composite, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

SFM

COMMENTS:

DATE ISSUED

September 1972

212

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE

Entrance Test Score - Raw Score

DEFINITION:

The student's raw score on the entrance examination described in the previous two data elements.

CODES OR RECORDING INSTRUCTIONS:

USES

PM, SFM

COMMENTS

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

213

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT
NUMBER

ELEMENT TITLE Entrance Test Score - Percentile Score

DEFINITION:

The student's percentile score on the entrance examination described in data elements 210 and 211.

CODES OR RECORDING INSTRUCTIONS:

USES

PM, SFM

COMMENTS:

DATE ISSUED

September 1972

214
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Entrance Test Score - Date

DEFINITION:

Calendar date on which this entrance examination was taken.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code-YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

DATA ELEMENT DICTIONARY
Student Related Data Elements

**ELEMENT
NUMBER**

ELEMENT TITLE

Expected Completion Date

DEFINITION:

The calendar date upon which the student expects to complete the academic objectives for which this admission request pertains.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code - YYYY

See Appendix I.

USES

COMMENTS

DATE ISSUED

September 1972

CHAPTER VII

TERM DATA

<u>DED No.</u>	<u>Title</u>
301	Term Date - Beginning
302	Term Date - Ending
303	Current Major Field of Study
304	Advisor Identifier
305	Student Level - Institutional Standard
306	Student Level - Exchange Standard
307	Student Status
308	Financial Aid - Type
309	Financial Aid - Amount
310	Number of Hours Worked
311	Termination Status
312	Academic Status

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

301
ELEMENT
NUMBER

ELEMENT TITLE Term Date - Beginning

DEFINITION:

Calendar date on which this term begins.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

302

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

**DATA ELEMENT DICTIONARY
Student Related Data Elements**

ELEMENT TITLE

Term Date - Ending

DEFINITION:

Calendar date on which this term ends.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYYYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

303
ELEMENT
NUMBER

ELEMENT TITLE Current Major Field of Study

DEFINITION:

The student's stated major field of concentration at the time of this registration.
HEGIS Taxonomy preferred.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code.

For HEGIS Taxonomy, see Appendix 4.

For students whose major is undeclared, the HEGIS code would be '9999'. If appropriate, many undeclared students may be coded using the first two digits of the HEGIS code followed by '99'; e.g., undeclared in School of Business-- '0599'.

USES

RRPM, SFM, IEP, HEGIS, SAM, PM

COMMENTS:

DATE ISSUED

September 1972

304

National Center for Higher Education Management Systems

**ELEMENT
NUMBER**

**DATA ELEMENT DICTIONARY
Student Related Data Elements**

ELEMENT TITLE

Advisor Identifier

DEFINITION:

The staff identification number of the student's advisor for this term.

CODES OR RECORDING INSTRUCTIONS:

USES

FAA

COMMENTS:

This is a linking element to the Staff section.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

305

ELEMENT
NUMBER

ELEMENT TITLE

Student Level - Institutional Standard

DEFINITION:

The categorization by institutional standards of the student's progress toward a specific degree or certificate; e.g., Freshman, Sophomore, Junior, Senior, Graduate, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

SFM, RRPM, HEGIS, SAM, PM, FAA, IEP

COMMENTS:

DATE ISSUED

September 1972

306
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Student Level - Exchange Standard

DEFINITION:

The categorization by NCHEMS exchange standards of the student's progress toward a specific degree or certificate.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Lower Division	Up to and including 50% completion toward a baccalaureate degree; 0-89 quarter hours or 0-59 semester hours.
2	Upper Division	Over 50% completion toward a baccalaureate degree; over 89 quarter hours or over 59 semester hours.
3	Graduate I	A student who holds a baccalaureate degree and who has completed less than 45 quarter hours or 30 semester hours of graduate work.
4	Graduate II	A student who holds a baccalaureate degree and who has completed 45 or more quarter hours or 30 or more semester hours of graduate work and has been admitted to an advanced graduate program. Include registered Postdoctoral students.

USES IEP, SFM

COMMENTS:

These categories and definitions are preliminary at this time and are subject to modification as the Information Exchange Procedure project progresses. This element is derivable from the previous data element (305) and thus institutions would probably not store this data element.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

307

DATA ELEMENT DICTIONARY
Student Related Data Elements

**ELEMENT
NUMBER**

ELEMENT TITLE

Student Status

DEFINITION:

An institutionally defined code that identifies the type of registration under which the student is attending the institution; e.g., New student, Continuing, Returning, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

SFM, PM

COMMENTS:

DATE ISSUED

September 1972

308
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Financial Aid - Type

DEFINITION:

An institutionally defined code that indicates the type of financial aid the student is receiving, independent of funds that are being administered by the institution; e.g., National Defense Student Loans, College Work Study Program, etc.

CODES OR RECORDING INSTRUCTIONS:

USES SFM, PM, HEFM

COMMENTS:

Include also Veterans and Social Security benefits.

There may be multiple occurrences of this data element.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

309
ELEMENT
NUMBER

ELEMENT TITLE Financial Aid - Amount

DEFINITION:
The dollar amount of income received in the financial aid source described in the previous data element. (Number 308)

CODES OR RECORDING INSTRUCTIONS:
Rounded dollar amount.

USES SFM, PM, HEFM

COMMENTS:
There may be multiple occurrences of this data element.

DATE ISSUED September 1972

310
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Number of Hours Worked

DEFINITION:

The number of hours per week that the student is gainfully employed during this term.

CODES OR RECORDING INSTRUCTIONS:

Actual number of hours.

USES SFM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

311
ELEMENT
NUMBER

ELEMENT TITLE Termination Status

DEFINITION:

An institutionally defined code for the student's reason for departing from the institution; e.g., voluntary withdrawal, involuntary withdrawal, graduated, etc.

CODES OR RECORDING INSTRUCTIONS:

USES SFM, HEGIS

COMMENTS:

Include departures occurring both during the term and after the term has ended.

DATE ISSUED September 1972

312
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Academic Status

DEFINITION:

An institutionally defined code for the student's academic status as of the term described by this block of data elements, e.g., good standing, probation, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

CHAPTER VIII

COURSE DATA

<u>DED No.</u>	<u>Title</u>
401	Course Title
402	Course Identifier
403	Section Identifier
404	Course Credit
405	Grade Received

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

401
ELEMENT
NUMBER

ELEMENT TITLE Course Title

DEFINITION:

The official title for this course as it appears in the institutional catalog.

CODES OR RECORDING INSTRUCTIONS:

Literal title.

USES

COMMENTS

DATE ISSUED September 1972

402

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Course Identifier

DEFINITION:

Official institutional number or other code that serves uniquely to identify this course. May include prefix and/or suffix,

CODES OR RECORDING INSTRUCTIONS:

USES

RRPM, IEP

COMMENTS:

This is a linking element to the Course section.

DATE ISSUED

September 1972

DATA ELEMENT DICTIONARY
Student Related Data Elements

403
**ELEMENT
NUMBER**

ELEMENT TITLE

Section Identifier

DEFINITION:

A unique identifier for the section within this course.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This is a linking element to the Course section.

DATE ISSUED

September 1972

404
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Course Credit

DEFINITION:

Number of credits that will (would) be earned by the student for successful completion of this course.

CODES OR RECORDING INSTRUCTIONS:

Actual credit, to hundredths.

USES

PM

COMMENTS:

DATE ISSUED, September 1972

ELEMENT TITLE Grade Received

DEFINITION:

The institutionally defined rating or evaluation of the student's achievement for this course in terms of the institution's grading system.

CODES OR RECORDING INSTRUCTIONS:

Actual grade including "+" or "-", if appropriate.

USES

COMMENTS:

DATE ISSUED September 1972

APPENDIX 1

STANDARD FORMAT FOR CALENDAR DATE

The specification for calendar date used in the Data Element Dictionary is the one adopted by the U. S. Department of Commerce, National Bureau of Standards as reported in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this standard, "Calendar Date is represented by a numeric code of six consecutive positions that represent (from left to right, in high to low order sequence) the Year, the Month and the Day, as identified by the Gregorian Calendar."

The first two positions represent the tens and units identification of the year. For example, the year 1914 is represented as 14, and the year 1915 is represented as 15.

The third and fourth positions represent the twelve months of the year, i.e.,

<u>Month</u>	<u>Code</u>
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

The fifth and sixth positions represent the days of the month, which are expressed as 01 through 31.

Examples of calendar date coding are: December 1, 1909, is coded as 091201; 31 January, 1964, is coded as 640131; 1967 January 15 is coded as 670115.

When the day of the month is not known, insert zeroes in the last two digits of the date field.

APPENDIX 2

STANDARD ABBREVIATIONS FOR STATES OF THE UNITED STATES

The two-character alphabetic codes below are recognized by the United States Postal Service and recommended for use as the standard code set in the NCHEMS Data Element Dictionary.

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NB
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

APPENDIX 3

STANDARD ABBREVIATIONS FOR COUNTRIES OF THE WORLD

The standard value set recommended to represent countries of the world is that of the U. S. Department of Commerce, National Bureau of Standards as reported in Federal Information Processing Standards (FIPS) publication number 10 dated June 15, 1970.

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
A			
AC	ANTIGUA	BR	BRAZIL
AF	AFGHANISTAN	BT	BHUTAN
AG	ALGERIA	BU	BULGARIA
AL	ALBANIA	BV	BOUVET ISLAND
AN	ANDORRA	BX	BRUNEI
AO	ANGOLA	BY	BURUNIDI
AQ	AMERICAN SAMOA		
AR	ARGENTINA		C
AS	AUSTRALIA		
AT	ASHMORE AND CARTIER ISLANDS	CA	CANADA
AU	AUSTRIA	CB	CAMBODIA
AY	ANTARCTICA	CD	CHAD
	B	CE	CEYLON
BA	BAHRAIN	CF	CONGO(BRAZZA VILLE)
BB	BARBADOS	CG	CONGO (KINSHASA)
BC	BOTSWANA	CH	CHINA, COMMUNIST
BD	BERMUDA	CI	CHILE
BE	BELGIUM	CJ	CAYMAN ISLANDS
BF	BAHAMAS	CK	COCOS ISLANDS
BH	BRITISH HONDURAS	CL	CENTRAL AND SOUTHERN LINE ISLANDS
BL	BOLIVIA	CM	CAMEROON
BM	BURMA	CN	COMORO ISLANDS
BP	BRITISH SOLOMON ISLANDS	CO	COLOMBIA
BQ	UNITED STATES MISC. CARIBBEAN ISLANDS	CS	COSTA RICA
		CT	CENTRAL AFRICAN REPUBLIC
		CU	CUBA
		CV	CAPE VERDE

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
CW	COOK ISLANDS	GJ	GRENADA
CY	CYPRUS	GL	GREENLAND
CZ	CZECHOSLOVAKIA	GN	GILBERT AND ELLICE ISLANDS
	D	GP	GUADELOUPE
DA	DENMARK	GQ	GUAM
DM	DAHOMEY	GR	GREECE
DO	DOMINICA	GT	GUATEMALA
DR	DOMINICAN REPUBLIC	GV	GUINEA
	E	GY	GUYANA
		GZ	GAZA STRIP
			H
EC	ECUADOR	HA	HAITI
EG	UNITED ARAB REPUBLIC.	HK	HONG KONG
EI	IRELAND	HM	HEARD AND McDONALD ISLANDS
EK	EQUATORIAL GUINEA	HO	HONDURAS
EQ	CANTON AND ENDERBURY ISLANDS	HU	HUNGARY
ES	EL SALVADOR		I
ET	ETHIOPIA		
	F	IC	ICELAND
FA	FALKLAND ISLANDS	ID	INDONESIA
FG	FRENCH GUIANA	IN	INDIANA
FI	FINLAND	IO	BRITISH INDIAN OCEAN TERRITORY
FJ	FIJI	IQ	UNITED STATES MISC. PACIFIC ISLANDS
FO	FAEROE ISLANDS	IR	IRAN
FP	FRENCH POLYNESIA	IS	ISRAEL
FR	FRANCE	IT	ITALY
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS (excluding Terre Adelie)	IU	ISRAEL-SYRIA DEMILITARIZED ZONES
FT	FRENCH TERRITORY OF AFARS AND ISSAS	IY	IRAQ-SAUDI ARABIA NEUTRAL ZONE
	G	IZ	IRAQ
			J
GA	GAMBIA	JA	JAPAN
GB	GABON	JM	JAMAICA
GC	GERMANY, SOVIET ZONE OF	JN	JAN MAYEN
GE	GERMANY, FEDERAL REPUBLIC OF	JO	JORDAN
GH	GHANA	JQ	JOHNSTON ATOLL
GI	GIBRALTAR		

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
	K		N
KE	KENYA	NA	NETHERLANDS ANTILLES
KN	KOREA, NORTH	NC	NEW CALEDONIA
KS	KOREA, REPUBLIC OF	NE	NIUE
KT	CHRISTMAN ISLAND (INDIAN OCEAN)	NF	NORFOLK ISLAND
KU	KUWAIT	NG	NIGER
		NH	NEW HEBRIDES
	L	NI	NIGERIA
		NL	NETHERLANDS
LA	LAOS	NO	NORWAY
LE	LEBANON	NP	NEPAL
LI	LIBERIA	NR	NAURU
LS	LIECHTENSTEIN	NS	SURINAM
LT	LESOTHO	NU	NICARAGUA
LU	LUXEMBOURG	NZ	NEW ZEALAND
LY	LIBYA		P
	M	PA	PARAGUAY
MA	MADAGASCAR	PC	PITCAIRN ISLAND
MB	MARTINIQUE	PE	PERU
MC	MACAO	PF	FRENCH POLYNESIA
ME	SPANISH TERRITORIES IN NORTHERN MOROCCO	PG	SPRATLY ISLAND
MG	MONGOLIA	PK	PAKISTAN
MH	MONTSERRAT	PL	POLAND
MI	MALAWI	PN	PANAMA
ML	MALI	PO	PORTUGAL
MN	MONACO	PP	PAPUA AND NEW GUINEA
MO	MOROCCO	PQ	CANAL ZONE
MP	MAURITIUS	PT	PORTUGUESE TIMOR
MQ	MIDWAY ISLANDS	PU	PORTUGUESE GUINEA
MR	MAURITANIA		Q
MT	MALTA	QA	QATAR
MU	MUSCAT AND OMAN		R
MV	MALDIVES		
MX	MEXICO		
MY	MALAYSIA	RE	REUNION
MZ	MOZAMBIQUE	RH	SOUTHERN RHODESIA

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name	Code	Name
RO	ROMANIA		
RP	PHILIPPINES		U
RQ	PUERTO RICO		
RW	RWANDA	UG	UGANDA
		UK	UNITED KINGDOM
		UR	SOVIET UNION
	S	US	UNITED STATES
		UV	UPPER VOLTA
SA	SAUDI ARABIA	UY	URUGUAY
SB	ST. PIERRE AND MIQUELON		
SC	ST. CHRISTOPHER-NEVIS- ANGUILLA		V
SE	SEYCHELLES	VC	ST. VINCENT
SF	SOUTH AFRICA	VE	VENEZUELA
SG	SENEGAL	VI	BRITISH VIRGIN ISLANDS
SH	ST. HELENA	VN	VIET-NAM, NORTH
SK	SIKKIM	VQ	VIRGIN ISLANDS (U.S.)
SL	SIERRA LEONE	VS	VIET-NAM, REPUBLIC OF
SM	SAN MARINO	VT	VATICAN CITY
SN	SINGAPORE		
SO	SOMALIA		W
SP	SPAIN		
SQ	SWAN ISLANDS	WA	SOUTH-WEST AFRICA
SS	SPANISH SAHARA	WB	WEST BERLIN
ST	ST. LUCIA	WF	WALLIS AND FUTUNA
SU	SUDAN	WQ	WAKE ISLAND
SV	SVALBARD	WS	WESTERN SAMOA
SW	SWEDEN	WZ	SWAZILAND
SY	SYRIA		
SZ	SWITZERLAND		Y
	T		
		YE	YEMEN
		YO	YUGOSLAVIA
TC	TRUCIAL STATES	YQ	RYUKYU ISLANDS, SOUTHERN
TD	TRINIDAD AND TOBAGO	YS	SOUTHERN YEMEN
TH	THAILAND		
TK	TURKS AND CAICOS ISLANDS		Z
TL	TOKELAU ISLANDS		
TN	TONGA	ZA	ZAMBIA
TO	TOGO		
TP	SAO TOME AND PRINCIPE		
TQ	TRUST TERRITORY OF THE PACIFIC ISLANDS		
TS	TUNISIA		
TU	TURKEY		
TW	CHINA, REPUBLIC OF		
TZ	TANZANIA		

APPENDIX 4*

THE HEGIS TAXONOMY*

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

<i>Title</i>	<i>Code</i>		<i>Code</i>
Accounting	0502	Biochemistry	0414
Administration, business	0506	Bioengineering	0905
Administration, educational	0827	Biological and physical sciences (interdisciplinary)	4902
Administration, public	2102	Biology, cellular	0417
Administration, special education	0809	Biology, general	0401
Adult education	0807	Biology, marine	0418
Advertising	0604	Biology, molecular	0416
Aeronautical engineering	0902	Biomedical communication	1217
Aerospace engineering	0902	Biomedical engineering	0905
Aerospace science	1803	Biometrics	0419
African languages (non-Semitic)	1116	Biophysics	0415
African studies	0305	Biostatistics	0419
Afro-American studies	2211	Black culture studies	2211
Agricultural businesses	0112	Botany, general	0402
Agricultural economics	0111	Business administration	0506
Agricultural engineering	0903	Business, agricultural	0112
Agricultural management	0110	Business economics	0517
Agriculture, general	0101	Business education	0838
Agriculture technologies	0116	Business, general	0501
Agronomy	0102	Business, international	0513
American Indian cultural studies	2212	Business management	0506
American studies	0313	Business statistics	0503
Analytical chemistry	1909	Cafeteria management	1307
Anatomy	0412	Catalan	1199
Animal science	0104	Cell biology	0417
Anthropology	2202	Cell physiology	0417
Applied design	1009	Ceramic engineering	0916
Applied mathematics	1703	Ceramics	1009
Arabic	1112	Chemical engineering	0906
Archeology	2203	Chemistry, general	1905
Architectural engineering	0904	Child development	1305
Architecture	0202	Chinese	1107
Architecture, naval	0923	Chiropractic	1221
Art	1002	Cinematography	1010
Art appreciation	1003	City planning	0206
Art, commercial	1009	Civil engineering	0908
Art education	0831	Classics	1504
Art history	1003	Clinical psychology	2003
Asian studies, general	0301	Clinical social work	1222
Astronautical engineering	0902	Clothing	1303
Astronomy	1911	Commerce education	0838
Astrophysics	1912	Commerce, general	0501
Atmospheric sciences	1913	Commercial art	1009
Audiology	1220	Communication media	0605
Bacteriology	0403	Communications, general	0601
Banking	0504	Communications engineering	0909
Biblical languages	2303	Community college education	0806
		Community planning	0206
		Community services, general	2101
		Comparative literature	1503
		Computer programming	0704
		Computer sciences, general	0701
		Construction engineering	0908
		Consumer economics	1304

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Continuing education	0807	Fashion design	1009
Corrections	2105	Field crops	0102
Counseling, educational	0826	Finance	0504
Counseling, psychology for	2004	Fine arts, general	1001
Creative writing	1507	Finnish	1199
Criminology	2209	Fish management	0107
Crop management	0102	Floriculture	0109
Curriculum	0829	Foods and nutrition	1306
Cytology	0417	Food science	0113
		Food technology	0113
Dairy sciences	0105	Foreign languages, general	1101
Dance	1008	Forensic science	1506
Danish	1114	Forestry	0114
Data processing	0703	Forestry technologies	0116
Debate	1506	French	1102
Demography	2215	Fruit production	0108
Dental hygiene	1213		
Dental specialties	1205	Game management	0107
Dental technologies	1224	General liberal arts and sciences (interdisciplinary)	4901
Dentistry, D.D.S. or D.M.D. degree	1204	Genetics	0422
Developmental psychology	2009	Geochemistry	1915
Dietetics	1306	Geography	2206
Distributive education	0838	Geological engineering	0911
Dramatic arts	1007	Geology	1914
Drawing	1002	Geophysical engineering	0912
Driver education	0836	Geophysics	1916
		German	1103
Earth sciences, general	1917	Government	2207
East Asian studies	0302	Greek, classical	1110
Eastern European studies	0311	Guidance, education	0826
Ecology	0420		
Economics	2204	Health care administration	1202
Economics, agricultural	0111	Health education	0837
Economics, business	0517	Health professions, general	1201
Education of the culturally disadvantaged	0813	Hebrew	1111
Education of the deaf	0812	Helping services	2104
Education of the emotionally disturbed	0816	Higher education, general	0805
Education, general	0801	Histology	0413
Education of the gifted	0811	History	2205
Education of mentally retarded	0810	History of education	0821
Education of the multiple handicapped	0820	Home decoration	1302
Education of the physically handicapped	0819	Home economics, general	1301
Education, religious	2304	Home equipment	1302
Education of the visually handicapped	0814	Home management	1304
Educational administration	0827	Horticulture	0108
Educational evaluation	0825	Hospital administration	1202
Educational measurement	0825	Hotel management	0508
Educational psychology	0822	Humanities and social sciences (interdisciplinary)	4903
Educational research	0824	Husbandry, animal	0104
Educational statistics	0824	Husbandry, dairy	0105
Educational supervision	0823		
Educational testing	0825	Ichthyology	0499
Electrical engineering	0909	India studies	0303
Electronics engineering	0909	Indian (Asiatic)	1113
Elementary education, general	0802	Industrial arts education	0839
Embryology	0427	Industrial engineering	0913
Engineering, general	0901	Industrial psychology	2008
Engineering mechanics	0921	Industrial relations	0516
Engineering and other disciplines (interdisciplinary)	4904	Information sciences	0702
Engineering physics	0919	Information sciences, general	0701
Engineering technologies	0925	Information systems	0702
English as a foreign language	1508	Inorganic chemistry	1906
English, general	1501	Institutional management	1307
English, literature	1502	Instruction	0829
Entomology	0421	Insurance	0512
Environmental design, general	0201	Interior decoration	1009
Environmental engineering	0922	Interior design	0203
European studies, general	0310	International business	0513
Experimental psychology (animal and human)	2002	International public service	2106
		International relations	2210
Family life education	0837	Investments	0505
Family relations	1305	Islamic studies	0306
Farm management	0110	Italian	1104

Japanese	1108	Operations research	0507
Jewelry	1009	Optometry	1209
Journalism	0602	Organic chemistry	1907
Junior college education	0806	Ornamental horticulture	0109
Junior high school education	0804	Ornithology	0499
Kindergarten education	0823	Osteopathic medicine, D.O. degree	1210
Korean	1199	Pacific area studies	0314
Labor relations	0516	Painting	1002
Landscape architecture	0204	Paleontology	1918
Latin	1109	Parasitology	0499
Latin American studies	0308	Park management	2103
Law enforcement	2105	Pathology, animal	0408
Law, general	1401	Pathology, human	0408
Learning theory	0822	Pathology, plant	0404
Liberal arts and sciences (interdisciplinary)	4901	Personnel management	0515
Library science, general	1601	Petroleum engineering	0907
Limnology	0499	Petroleum refining	0906
Linguistics	1505	Pharmaceutical chemistry	1910
Literature, comparative	1503	Pharmacology, animal	0409
Literature, English	1502	Pharmacology, human	0409
Management, business	0506	Pharmacology, plant	0405
Management, engineering	0913	Pharmacy	1211
Marine biology	0418	Philology	1505
Marine engineering	0923	Philosophy	1509
Marketing	0509	Philosophy of education	0821
Materials engineering	0915	Phonetics	1505
Mathematics, applied	1703	Photography	1011
Mathematics, education	0833	Physical chemistry	1908
Mathematics, general	1701	Physical education	0835
Mathematics, statistics	1702	Physical sciences, general	1901
Mechanical engineering	0910	Physical therapy	1212
Medical laboratory technologies	1223	Physics, general	1902
Medical record librarianship	1215	Physiological psychology	2010
Medical specialties	1207	Physiology, animal	0410
Medicine, M.D. degree	1206	Physiology, human	0410
Metallurgical engineering	0914	Physiology, plant	0406
Metallurgy	1920	Plant pathology	0404
Metalsmithing	1009	Plant pharmacology	0405
Meteorology	1913	Plant physiology	0406
Mexican-American cultural studies	2213	Podiatry	1716
Microbiology	0411	Political science	2207
Middle Eastern studies	0309	Poultry science	0106
Military science	1801	Pre-elementary education	0823
Mineral, engineering	0918	Programming, computer	0704
Mining engineering	0918	Psychology, clinical	2003
Molecular biology	0416	Psychology for counseling	2004
Molecular physics	1903	Psychology, developmental	2009
Music (liberal arts program)	1005	Psychology, education	0822
Music appreciation	1006	Psychology, general	2001
Music, composition	1004	Psychology, industrial	2008
Music education	0832	Psychology, physiological	2010
Music history	1006	Psychology, social	2005
Music, performing	1004	Psychometrics	2006
Music, theory	1004	Public address	1506
Musicology	1006	Public administration	2102
Natural resources management	0115	Public health	1214
Naval architecture	0923	Public utilities	0510
Naval science	1802	Purchasing	0509
Neurosciences	0425	Radio	0603
Norwegian	1114	Radiobiology	0423
Nuclear engineering	0920	Radiologic technologies	1225
Nuclear physics	1904	Range management	0117
Nursery science	0109	Reading education	0830
Nursing (baccalaureate and higher programs)	1203	Real estate	0511
Nutrition, scientific	0424	Recreation management	2103
Occupational therapy	1208	Regional planning	0206
Ocean engineering	0924	Rehabilitation services	1222
Oceanography	1919	Religious education	2304
		Religious music	2302
		Religious studies	1510
		Remedial education	0817

Section II:

Restaurant management	0508
Rhetoric	1506
Russian	1106
Russian studies	0307
Safety education	0836
Sanitary engineering	0922
Sanskrit	1199
Scandinavian languages	1114
Science education	0834
Sculpture	1002
Secondary education, general	0803
Secretarial studies	0514
Securities	0505
Seismology	1916
Semantics	1505
Slavic languages (other than Russian)	1115
Slavic studies	0307
Social foundations of education	0821
Social sciences, general	2201
Social psychology	2005
Social work	2104
Sociology	2208
Soil conservation	0103
Soil management	0103
Soil science	0103
South Asian studies	0303
Southeast Asian studies	0304
Spanish	1105
Special education, general	0808
Special learning disabilities	0818
Speech	1506
Speech correction	0815
Speech pathology	1220
Statistics, mathematical and theoretical	1702
Statistics in psychology	2007
Student personnel	0826
Swedish	1114
Systems analysis	0705
Systems, information	0702
Teaching of English as a foreign language	1508
Technical education	0839
Television	0603
Textile design	1009
Textile engineering	0917
Textiles, home economics	1303
Theological professions, general	2301
Toxicology	0426
Transportation	0510
Transportation engineering	0908
Urban architecture	0205
Urban studies	2214
Vegetable production	0108
Veterinary medicine, D.V.M. degree	1218
Veterinary medicine specialties	1219
Vietnamese	1199
Vocational education	0839
Weaving	1009
West European studies	0312
Wildlife management	0107
Writing, creative	1507
Zoology, general	0407

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

<i>Title</i>	<i>Code</i>
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5302
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Animal laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible study	5502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies, general	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Construction technologies	5317
Corrections technologies	5505
Cosmetologist	5006
Data processing equipment maintenance technologies	5105
Data processing technologies, general	5101
Dental assistant technologies	5202
Dental hygiene technologies	5203
Dental laboratory technologies	5204
Diesel technologies	5307
Distribution technologies	5004
Drafting, architectural	5304
Education technologies	5503
Electrician technologies	5317
Electro diagnostic technologies	5217
Electromechanical technologies	5311
Electronics and machine technologies	5310
Engineering graphics	5303
Engineering technologies, general	5301
Environmental health technologies	5408
Finance technologies	5003
Fine arts technologies	5012
Fire control technology	5507
Fisheries technologies	5403
Food services technologies	5404
Forestry technologies	5403

Graphic arts technologies	5012	Radiologic technologies	5207
Health services assistant technologies, general	5201	Real estate technologies	5004
Heating technologies	5317	Recreation technologies	5506
Home economics technologies	5405	Religion related occupations	5502
Horticulture technologies	5402	Rest home management technology	5218
Hospital food service technologies	5404	Restaurant management technologies	5010
Hotel management technologies	5010	Sales technologies	5004
Industrial management technologies	5004	Sanitation technologies	5408
Industrial technologies	5312	Secretarial technologies	5005
Inhalation therapy technologies	5215	Sheet metal technologies	5317
Input preparation technologies	5102	Social work related technologies	5506
Institutional management technologies	5218	Stewardess preparation	5006
Instrumentation technologies	5314	Surgical technologies	5211
Insurance technologies	5004	Surveying technologies	5309
Key punch operator technologies	5102	Teacher aide preparation	5503
Laboratory technologies, general	5407	Television broadcasting technologies	5008
Landscape technologies	5402	Television repair technologies	5310
Law enforcement technologies	5505	Textile technologies	5313
Library assistant technologies	5504	Tool design technologies	5303
Lithography technologies	5009	Transportation technologies	5011
Machine drafting and design technologies	5303	Welding technologies	5308
Machine repair technologies	5310	Wildlife technologies	5403
Marina equipment technologies	5004	X-ray technologies	5207
Marine technologies	5406		
Marketing technologies	5004		
Mechanical technologies	5315		
Mechanical technologies, general	5301		
Medical assistant technologies	5214		
Medical laboratory assistant technologies	5205		
Medical office assistant technologies	5214		
Medical record technologies	5213		
Mental health aide programs	5216		
Natural science technologies, general	5401		
Newspaper communication technologies	5008		
Nuclear technologies	5316		
Nursing, practical (L.P.N. or L.V.N.)	5209		
Nursing R.N. preparation	5208		
Occupational therapy technologies	5210		
Oceanographic technologies	5406		
Ocular care technologies	5212		
Office machine repair technologies	5310		
Office machine training	5005		
Ophthalmic technologies	5212		
Optical technologies	5212		
Optometric technologies	5212		
Personal service technologies	5006		
Personnel management technologies	5004		
Photogrammetry technologies	5309		
Photography technologies	5007		
Physical therapy technology	5219		
Plastics technologies	5305		
Plumbing technologies	5317		
Police technologies	5505		
Printing technologies	5009		
Programmer technologies	5103		
Psychiatric technologies	5216		
Public administration and management technologies	5508		
Public health inspection technologies	5408		
Public service technologies, general	5501		
Public utility technologies	5011		
Purchasing technologies	5004		
Radio broadcasting technologies	5008		
Radio repair technologies	5310		

APPENDIX 5
DED - STUDENT
SUGGESTED COBOL PICTURES

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Academic Status	312	X(01)
Accepted Previous Credits	109	9(03)
Address - City	017	X(13)
Address - Country	020	X(02)
Address - Name	014	X(30)
Address - Relationship	015	X(06)
Address - State	018	X(02)
Address - Street/Apartment	016	X(16)
Address - Telephone Number	021	9(14)
Address - Type of Contact	013	X(01)
Address - Zip Code	019	9(05)
Admission - Date Valid	201	9(06)
Admission Action	208	X(01)
Admission Action Date	209	9(06)
Admission Application Date	202	9(06)
Admission Request - Campus Location	203	X(03)
Admission Request - Degree Type	206	X(05)
Admission Request - Major Field of Study	207	9(04)
Admission Request - Student Level	204	9(01)
Admission Request - Student Status	205	9(01)
Advisor Identifier	304	X(09)
Beginning Date - Year	112	9(02)
Birth Date	005	9(06)
Citizenship	006	X(02)
Civil Rights Racial Category	007	9(01)
Class Standing	110	9(05)
Course Credit	404	99V9
Course Identifier	402	X(10)
Course Title	401	X(25)
Current Major Field of Study	303	9(02)
Degree/Certificate	104	X(01)
Degree/Certificate Date	105	9(04)
Ending Date - Year	113	9(02)
Entrance Test Score - Date	214	9(06)
Entrance Test Score - Form/Name	211	X(08)
Entrance Test Score - Name (Type)	210	X(04)
Entrance Test Score - Percentile Score	213	99V9
Entrance Test Score - Raw Score	212	X(03)
Expected Completion Date	215	9(04)

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Father's Education	027	X(01)
Father's Occupation	025	X(02)
Fee Residency Status	012	X(01)
Financial Aid - Amount	309	9(05)
Financial Aid - Type	308	9(03)
Geographic Location at First Admission - County	008	9(04)
Geographic Location at First Admission - State	009	X(02)
Grade Received	405	X(02)
Graduating Class Size	111	9(05)
Highest Academic Degree or Diploma	023	X(01)
Housing Status	011	9(02)
Institution Code	103	9(06)
Institution Name	101	X(20)
Institution Type	102	9(01)
Major Field of Degree	106	9(04)
Marital Status	010	X(01)
Mother's Education	026	X(01)
Mother's Occupation	024	X(02)
Name	001	X(30)
Number of Hours Worked	310	9(02)
Parents' Income	028	9(06)
Previous Credits Attempted for Quality Points	107	9(03)
Previous Quality Points Earned	108	9(03)
Section Identifier	403	X(04)
Sex	004	X(01)
Social Security Number	003	9(09)
Staff Identification Number	022	9(09)
Student Identification Number	002	X(09)
Student Level - Exchange Standard	306	9(02)
Student Level - Institutional Standard	305	9(02)
Student Status	307	9(01)
Term Date - Beginning	301	9(06)
Term Date - Ending	302	9(06)
Termination Status	311	9(01)

APPENDIX 6

DED - STUDENT

CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Admission Action, Most Recent	205	208	Admission Action
Admission Action, Original	201	208	Admission Action
Admission Action Date, Most Recent	207	209	Admission Action Date
Admission Action Date, Original	203	209	Admission Action Date
Admission Term, Original	204	201	Admission - Date Valid
Admission Type Most Recent	206	205	Admission Request - Student Status
Admission Type, Original	202	205	Admission Request - Student Status
Citizenship Classification	006	006	Citizenship
College(s) Previously Attended	109	101 102 103	Institution Name Institution Type Institution Code
Course Credit Amount	302	404	Course Credit
Course Descriptors	305	402	Course Identifier
Course Grade	303	405	Grade Received
Course Identification	301	401 402 403	Course Title Course Identifier Section Identifier
Date of Birth	005	005	Birth Date
Entrance Test Scores	106	210 211 212 213 214	Entrance Test Score - Name (Type) Entrance Test Score - Form/Name Entrance Test Score - Raw Score Entrance Test Score - Percentile Score Entrance Test Score - Date

STUDENT CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Financial Aid - Amount	021	309	Financial Aid - Amount
Financial Aid - Type	020	308	Financial Aid - Type
Geographic Origin	007	008	Geographic Location at First Admission - County
		009	Geographic Location at First Admission - State
Highest Previous Degree(s), Undergraduate	110	023	Highest Academic Degree or Diploma
Highest Previous Degree(s), Graduate	111	023	Highest Academic Degree or Diploma
High School Code	101	103	Institution Code
High School Class Rank	104	110	Class Standing
High School Class Size	105	111	Graduating Class Size
Local Address	008	013	Address - Type of Contact
		016	Address - Street/Apartment
		017	Address - City
		018	Address - State
		019	Address - Zip Code
		020	Address - Country
		021	Address - Telephone Number
Previous College Credits Accepted	114	109	Accepted Previous Credits
Previous College Credits Attempted for Quality Points	112	107	Previous Credits Attempted for Quality Points
Previous College Quality Points	113	108	Previous Quality Points Earned

STUDENT CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Race	013	007	Civil Rights Racial Category
Relative	010	014	Address - Name
		015	Address - Relationship
		016	Address - Street/Apartment
		017	Address - City
		018	Address - State
		019	Address - Zip Code
		020	Address - Country
		021	Address - Telephone Number
Resident - Status	012	012	Fee Residency Status
Student Employment	022	310	Number of Hours Worked
Student Housing	016	011	Housing Status
Student Level - Exchange Standard	213	306	Student Level - Exchange Standard
Student Level - Institu- tional Standard	212	305	Student Level - Institutional Standard
Student Name	001	001	Name
Student Number	002	002	Student Identification Number
Term Identification	304	301	Term Date - Beginning
		302	Term Date - Ending
Year of High School Graduation	102	105	Degree/Certificate Date

STUDENT CHANGES - Continued

DELETIONS FROM PREVIOUS DED	DED NO.	DED NO.	ADDITIONS TO CURRENT DED
Credits Attempted for Quality Points, Cumulative at Current Institution	215 *	312	Academic Status
		202	Admission Application Date
Credits Earned, Cumulative at Current Institution	214 *	203	Admission Request - Campus Location
Dependents	015	204	Admission Request - Student Level
Family Relationships to Institution	011	112	Beginning Date - Year
Future Plans, Graduating Student	023	303	Current Major Field of Study
Future Plans, Nongraduating Student	024	104	Degree/Certificate
Graduate Credits, Cumulative	218 *	113	Ending Date - Year
High School Course Work Summary	107 *	215	Expected Completion Date
High School G.P.A.	103 *	027	Father's Education
High School G.P.A. By Major Academic Fields	108 *	025	Father's Occupation
Previous College Quality Points Accepted	115	106	Major Field of Degree
Quality Points, Cumulative at Current Institution	216 *	026	Mother's Education
Registration Date, Most Recent	210	024	Mother's Occupation
Registration Method, Most Recent	211	028	Parents' Income
Registration Type, Current	209 *	022	Staff Identification Number
Selective Service Number	018	307	Student Status
Selective Service Status	017	311	Termination Status
Undergraduate Credits, Cumulative	217		
Veteran's Benefit Status	019		

*These elements are derivable from other elements that are in the second edition.

REFERENCES

Thomas, Charles R. Data Element Dictionary: Students. First Edition. Boulder, Colorado: Western Interstate Commission for Higher Education, 1970.

2641911000045300:
2.5M:173:GD:Hirsch:2BA67

9341600000045200:
1.5M:173:GD:Hirsch:2BA67

Advisory Structure for the NATIONAL CENTER FOR HIGHER EDUCATION MANAGEMENT SYSTEMS at WICHE

EXECUTIVE COMMITTEE

Robert Mautz (Chairman)
Chancellor, State University
System of Florida

Thomas S. Smith (Vice-Chairman)
President, Lawrence University

Frank C. Abbott
Executive Director, Colorado
Commission on Higher Education

Rutherford H. Adkins
Vice President, Fisk University

Fred E. Balderston
Chairman, Center for Research in
Management Science, University of
California, Berkeley

Hale Champion
Financial Vice President
Harvard University

Donald H. Clark
Chairman, Higher Education Advisory
Committee to the Midwest

Kenneth Creighton
Deputy Vice President for Finance
Stanford University

Ted E. Davis
Financial Vice President
University of Utah

Alan Ferguson
Executive Director, New England
Board of Higher Education

James Furman
Executive Coordinator, Washington
Council on Higher Education

Richard Gibb
Commissioner of Higher Education
South Dakota State Board of Regents

James F. Gollattscheck
President, Valencia Community
College

George Kaludis
Vice Chancellor, Operations and
Fiscal Planning, Vanderbilt
University

Douglas MacLean
Vice President for Management Services
University of Houston

Robert McCambridge
Assistant Commissioner for Higher
Education Planning, New York State
Education Department

James Miller
Professor, Center for the Study of
Higher Education, The University
of Michigan

G. Theodore Mitau
Chancellor, The Minnesota State
College Board

Gordon Osborn
Assistant Vice Chancellor for
Management, State University of
New York, Central Administration
Garland P. Peed
Assistant Superintendent of
Business, State Center Junior
College District, California

Donald E. Percy
Vice President for Budget Planning
and Analysis, University of
Wisconsin System

Richard S. Takasaki
Chancellor, University of Hawaii,
Manoa

Marvin Wachman
Vice President for Academic
Affairs, Temple University

Fred L. Wellman
Executive Secretary, Illinois
Junior College Board

Martin Zeigler
Associate Provost
University of Illinois

TECHNICAL COUNCIL

James Eden (Chairman)
Director of Administrative
Services and Assistant to the
President, University of
Rochester, River Campus

John F. Chaney (Vice-Chairman)
Vice Provost for Management
Systems, University of Colorado

W. K. Boutwell, Jr.
Director, Office of Planning and
Evaluation, Florida State
University System

Mary Jane Calais
Vice President, Financial Affairs
and Treasurer, The Junior College
District of St. Louis

Denis J. Curry
Deputy Coordinator for Information
Systems, Washington Council on
Higher Education

William Dempsey
Assistant to the President, State
University of New York, Plattsburgh

Boyd W. Horne
Assistant Chief, Budget Planning
and Administration, The California
State University and Colleges

Hans H. Jenny
Vice President of Finance and
Business, Director of Administrative
Computer Services, College of
Wooster

T. Harry McKinney
Director, Planning Division Bureau
of Higher Education, Michigan Department
of Education

William R. Odom
Coordinator, PPBS Development, Division
of Community Colleges, Florida State
Department of Education

Michael M. Roberts
Director, Management Systems
Stanford University

Ron Sapp
Director, Office of Administrative
Systems, Johns Hopkins University