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ABSTRACT

This data element dictionary is divided into five categories: course, facilities, finance, staff, and student. The data categories and definitions suggested represent common usage except in identified instances. The dictionary does not contain a complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements. Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories. Appendices include HEGIS taxonomy, current funds revenue categories, abbreviations, standard format for calendar date, standard room use categories, visa types, and functional classification categories. (MJM)

ED 089572

# DATA ELEMENT DICTIONARY

DATA ELEMENT DICTIONARY: Second Edition

Second Edition  
Technical Report 51

National  
Center for  
Higher  
Education  
Management  
Systems  
at WICHE



U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION

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TECHNICAL REPORT 51



## National Center for Higher Education Management Systems at WICHE

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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.

Western Interstate Commission for Higher Education  
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5-YEAR WARRANTY BINDER (THROUGH 1978)

## DATA ELEMENT DICTIONARY



DATA ELEMENT DICTIONARY

Second Edition

Technical Report No. 51

November 1973

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James S. Martin  
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National Center for Higher Education Management Systems at  
Western Interstate Commission for Higher Education

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## FOREWORD

This edition of the Data Element Dictionary (DED II) has been developed by the staff of the National Center for Higher Education Management Systems (NCHEMS) in conjunction with members of the DED Task Force.

The five sections comprising the dictionary have been reviewed by NCHEMS staff members, by the DED Task Force, by the NCHEMS Technical Council, and by representatives from all participating institutions to whom the documents were sent for review in early 1973.

Although these sections are the final version of the second edition of the dictionary (DED II), NCHEMS fully intends to continue to update them in subsequent editions. In fact, this document will be updated regularly during the coming months which will reflect the data element definitions that will have been pilot tested in several related NCHEMS projects. Revised pages and sections will be sent to each individual to whom this document has been sent. Pages that have been replaced should be destroyed.

These documents have been approved for distribution by the NCHEMS Technical Council and are intended to be used and implemented by participating institutions and agencies for internal management and information exchange purposes. The elements contained in the Data Element Dictionary are to be regarded as current recommendations by NCHEMS and not as standards for any mandated reporting purposes.

This edition of the Data Element Dictionary is intended to replace Data Element Dictionary: First Edition (NCHEMS Technical Reports 7, 8, 9, 10, and 11).

Note 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, alternatives have been provided. The Data Element Dictionary 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. 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 when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere.

Questions regarding the Data Element Dictionary: Second Edition should be directed to Suzette Goddard or Leonard Romney, National Center for Higher Education Management Systems, P. O. Drawer "P," Boulder, Colorado 80302.

## PREFACE

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 and Technical Council have reviewed this document and recommended that it be distributed to the higher education community for the purposes of implementation.

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:

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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: Maureen Byers, David Clark, William Collard, Douglas Collier, Michael Haight, Richard Johnson, Dennis Jones, Charles Manning, Marilyn McCoy, Jim McLaughlin, Sid Micek, Glenn Miyataki, Nancy Renkiewicz, 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.

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## 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 is to assist decision makers in institutions and agencies of higher education to improve 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 second edition of the Data Element Dictionary (DED II) 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 products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.
4. Certain terms that are needed to help identify institutional characteristics for exchange purposes that are not generally included in an institutional data file.

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 incorporates 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 to develop 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 which the Data Element Dictionary Task Force believed were no longer appropriate. Updates for the Data Element Dictionary will be compiled by the Center to reflect changes in existing elements and to identify new elements that the NCHEMS Staff believes are needed by planners and managers in higher education.

Because the primary intent of this document is the identification of data elements, many of the data elements permit the inclusion of institutionally defined categories within the particular data element.

Certain elements of information were identified by the NCHEMS staff that were not considered data elements. These elements or terms have been described and can be used as a standard for identifying institutional characteristics. The following definitions are currently included in the Information Exchange Procedures project and are recommended for exchange purposes:

<u>Terms</u>	<u>Description</u>
Institution Name	The legal name of the institution. The name excludes campus names denoting location, branch and/or extension. Examples include: (a) University of California, (b) Miami-Dade County Community College, and (c) Earlham College.
Unit Described	The legal name and address of the unit being described. For IEP - Phase I, the unit described must be the smallest self-contained unit that can provide data on the following: revenue, enrollment, personnel, costs across activity centers. Examples include: Berkeley Campus, South Campus, Colorado Springs Center and same as Institution. <u>Throughout the IEP - Phase I Manual, the terms "Institution" and "Unit Described" are used interchangeably, except in the case of "Institution Name" (see Institution Name).</u>

<u>Terms</u>	<u>Description</u>
Address	The Postal Service designation of the street address or Post Office Box number. The city, state, and zip code where the institution may be found or reached.
Institution Type	<p>Refers to the kinds of degree/diploma/certificates awarded by the Unit Described:</p> <ol style="list-style-type: none"> <li>1. <u>Associate Degree Granting</u>: The highest degree awarded is the Associate of Arts, Associate of Applied Sciences, or other similar degrees.</li> <li>2. <u>Baccalaureate Degree Granting</u>: The highest degree awarded is the Bachelor of Arts, Bachelor of Sciences, or other similar degree.</li> <li>3. <u>First Professional Degree Granting</u>: The highest degree awarded is one of the following: (a) M.D.; (b) D.O.; (c) L.L.B. or J.D. (if J.D. is first professional law degree offered); (d) D.D.S.; (e) D.V.M.; (f) O.D.; (g) B.D., M.Div., Rabbi; (h) Pod.D., P.M.</li> <li>4. <u>Master's Degree Granting</u>: The highest degree awarded is Master's Degree or other similar degrees.</li> <li>5. <u>Doctorate Degree Granting</u>: Institutions that award doctorate degrees.</li> </ol>
FICE Code	<p>The Federal Interagency Committee on Education code which is an unstructured number that is unique for each institution and remains as the institutional identification number for the life of the institution. The primary utility of the FICE code is the precise identification of a particular institution of higher education. For IEP - Phase I, the FICE code for the institution should be given. (See Unit Described.)</p>
Institutional Structure	<p>The type of structure in which the institution resides. The following conventional descriptors have been developed to describe common types of structures used in IEP - Phase I.</p> <ol style="list-style-type: none"> <li>1. <u>Single Campus Institution</u>--an organizational structure having only one campus.</li> </ol>

## Terms

### Institutional Structure (Continued)

## Description

2. Main Campus plus Branch(es) and/or Extension(s)--an organizational structure consisting of one parent campus plus any number of branch campuses or extension centers.
3. Multi-Campus System--an organizational structure consisting of several administratively equal campuses often controlled by one central office.
4. Other Institutional Structures--this category should be used for other structures not accounted for in the above distinctions. If this category is used, briefly explain the organizational structure.

### Legal Identity

The constituency to which the institution has primary legal responsibility:

1. Public: Control of policy and funding originating directly or indirectly from a constitutionally-defined form of government.
2. Private: Control of policy and funding originating primarily from a non-governmental entity.
3. Other/Specify: Control of policy and/or funding is a combination of governmental and non-governmental entities.

### Predominant Calendar System

The method by which the institution structures most of its courses for the calendar year. The following systems are included in the current Information Exchange Procedures Manual:

1. Quarter--The quarter calendar consists of three quarters with about twelve weeks for each quarter of instruction. There may be an additional quarter in the summer.

## Terms

## Description

### Predominant Calendar System (Continued)

2. Semester--The semester calendar consists of two semesters during the typical academic year with about sixteen weeks for each semester of instruction. There may be an additional summer session.
3. Trimester--The trimester calendar is composed of three terms with about fifteen weeks for each term of instruction.
4. 4-1-4--The 4-1-4 calendar is composed of four courses taken for four months, one course taken for one month, and four courses taken for four months. There may be an additional summer session.
5. Other (Specify)--Describe predominant calendar systems that are not defined by any of the above terms.

### Fiscal Year

A twelve-month period beginning with the first day of a special month and ending the last day of the twelfth consecutive month.

### Academic Year

A consecutive period of time which is institutionally designated as the academic year. An academic year may be equivalent to a fiscal year or may include only some of the sessions during which course work is offered. Most typically an academic year consists of two semesters, three quarters, two trimesters, or the period of time covered by the 4-1-4 plan.

## DATA ELEMENT DICTIONARY: COURSE

## COURSE-RELATED DATA ELEMENTS

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## CHAPTER I

### COURSE-RELATED DATA ELEMENTS DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to courses and their sections.

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

*An organized set of activities pertaining to instruction in a particular subject matter, which is conducted during a given period of time (usually a quarter or semester) and for which credit toward graduation or certification is usually given.*

A section is defined as:

- 1) *A group of students who are scheduled to meet together for instruction as a regularly scheduled, organized class with one or more instructors, or,*
- 2) *A group of students or a single student assigned to one or more instructors for independent or supervised study (including clinical work, student teaching, thesis supervision, etc.) under a specified course number, or,*



- 3) *A single student assigned to an instructor for individual lesson teaching under a specified course number.*

Note: Separate sections should be identified for each different type of instruction, even though the same group of students is involved.

The course-related data elements identified in this section of the Data Element Dictionary have been grouped into three 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 three blocks of course-related data elements are:

1. 1001-1099 Course Attribute Data

This block of data elements contains information about each course offered by the institution.

2. 1101-1199 Section Attribute Data

This block includes data elements that describe information on all sections associated with each course. There may be one or more section attribute data blocks associated with each course.

3. 1201-1299 Section Resource Data

This block of data elements includes information pertaining to the resources associated with each section. There may be one or more section resource data blocks associated with each section, or subset thereof.

Normally, institutions would wish to maintain these blocks of data elements historically and thus retain information on each course for every term it was offered.

These three data blocks are arranged in a hierarchy as illustrated below:

A. Course Attribute Data<sub>1</sub>

1. Section Attribute Data<sub>11</sub>
  - a. Section Resource Data<sub>111</sub>
  - b. Section Resource Data<sub>112</sub>

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·

2. Section Attribute Data<sub>12</sub>
  - a. Section Resource Data<sub>121</sub>
  - b. Section Resource Data<sub>122</sub>

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·  
·

B. Course Attribute Data<sub>2</sub>

·  
·  
·

The underlying premise in this hierarchical structure is that each individual course would have one block of course attribute data associated with it. In addition, each course would have one or more sections, with each section having one block of section attribute data elements. Each section would also have one or more section resource data blocks associated with it. Because all elements in the section resource data block would not necessarily have multiple occurrences for any given section, institutions might wish to repeat only those data elements that occur more than once. Institutions should structure their data bases in such a manner as to link these three data blocks in an appropriate manner for each course.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second 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, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.
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.

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

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Inventory and Classification Manual	FICM
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP
Program Measures	PM
Resource Requirements Prediction Model	RRPM
Statewide Measures	SWM

6. Date Issued: Indicates calendar date on which NCHEMS released this version of the data element. Institutions may wish to use the "date issued" space for those data elements they have added to the Data Element Dictionary.

## CHAPTER II

### COURSE-RELATED DATA ELEMENTS

#### INDICES

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<u>Data Element</u>	<u>DED No.</u>	<u>Page</u>
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# ALPHABETICAL INDEX BY NCHEMS PRODUCT

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	Course Credits	1011
	Course Level	1006
	Discipline	1003
	Program Category Identifier	1009
	Program Identifier	1008
	Program Sector Identifier	1010
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	Course Credits	1011
	Course Enrollment	1007
	Course Identifier	1004
	Course Level	1006
	Discipline	1003
	Faculty Contact Hours	1208
	Method of Instruction	1107
	Organizational Unit	1001
	Program Category Identifier	1009
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	Program Sector Identifier	1010
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	Section Identifier	1101
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	Course Credits	1011
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	Discipline	1003
	Faculty Contact Hours	1208
	Method of Instruction	1107
	Organizational Unit	1001
	Section Contact Hours	1106
HIGHER EDUCATION FINANCE MANUAL (HEFM)	Section Size - Maximum	1102
	Course Credits	1011
	Course Level	1006
	Discipline	1003
	Method of Instruction	1107
	Program Category Identifier	1009
	Program Identifier	1008
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NCHEMS PRODUCTINFORMATION EXCHANGE  
PROCEDURES (IEP)DATA ELEMENTDED NO.

Course Credits	1011
Course Enrollment	1007
Course Identifier	1004
Course Level	1005
Discipline	1003
Organizational Unit	1001
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Course Enrollment	1007
Course Level	1006
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Faculty Contact Hours	1208
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Course Contact Hours	1012
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Course Identifier	1004
Course Level	1006
Discipline	1003
Faculty Contact Hours	1208
Method of Instruction	1107
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Program Category Identifier	1009
Program Identifier	1008
Program Sector Identifier	1010
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Section Identifier	1101
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NCHEMS PRODUCTDATA ELEMENTDED NO.STATEWIDE MEASURES  
(SWM)

Course Credits	1011
Course Level	1006
Discipline	1003
Faculty Contact Hours	1208
Method of Instruction	1107
Organizational Unit	1001
Program Category Identifier	1009
Program Identifier	1008
Program Sector Identifier	1010
Section Contact Hours	1106

## CHAPTER III

### COURSE-RELATED DATA ELEMENTS

#### COURSE ATTRIBUTE DATA

<u>DED No.</u>	<u>Title</u>
1001	Organizational Unit
1002	Joint Offering Identifier
1003	Discipline
1004	Course Identifier
1005	Course Title
1006	Course Level
1007	Course Enrollment
1008	Program Identifier
1009	Program Category Identifier
1010	Program Sector Identifier
1011	Course Credits
1012	Course Contact Hours
1013	Course Duration
1014	Term Date - Beginning
1015	Term Date - Ending
1016	Course Date - Beginning
1017	Course Date - Ending
1018	Grading System
1019	Special Course Fee

A separate block of data is required for each course each term. This data should be linked to the Section Attribute Data (Data Element Dictionary, Course Section, Chapter IV), and the Section Resource Data (Data Element Dictionary, Course Section, Chapter V). ^

DATA ELEMENT DICTIONARY  
Course Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Organizational Unit

## DEFINITION:

The academic department or other organizational division that has fiscal, programmatic, and administrative responsibility for a specified set of activities.

## CODES, CATEGORIES, AND COMMENTS:

This is an institutionally defined standard that should be consistent throughout all uses and files. This element corresponds to elements 2204, 3010, and 4203.

- USES: FICH, FAA, SAM, SWM, IEP, PM, RRPM, CFP

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Joint Offering Identifier**DEFINITION:**

The identifier(s) of other organizational units that participate in sponsoring the course.

**CODES, CATEGORIES, AND COMMENTS:**

This element should include Organizational Unit and Course Identifier as defined by data elements 1001 and 1004.

**USES:****DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Course Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Discipline

## DEFINITION:

A subject field of teaching, learning, or training.

## CODES, CATEGORIES, AND COMMENTS:

The standard coding to be used in NCHEMS project implementation is the HEGIS Taxonomy. Standardized discipline specialty four-digit numeric code as described in A Taxonomy of Instructional Programs in Higher Education (Huff and Chandler, 1970). Also corresponds to "Subcategory" of NCHEMS Program Classification Structure (Gulko, 1972). For HEGIS Taxonomy, see Appendix 1.

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

## USES:

FAA, IEP, CFP, PM, HEFM, FICM, SWM, RRPM, SAM

## DATE ISSUED:

November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Course Identifier**DEFINITION:**

The official number or other identifier that serves to uniquely identify a course.

**CODES, CATEGORIES, AND COMMENTS:**

May include prefix and/or suffix. This element is linked to element 1101. This element corresponds to elements 4407 and 5402, and should be consistent throughout all uses and files.

**USES:** IEP, FAA, RRPM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements

**ELEMENT  
NUMBER**

**ELEMENT TITLE:** Course Title

**DEFINITION:**

The official name for a course as it appears in the institutional catalog.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:**

**DATE ISSUED:** November 1973



# DATA ELEMENT DICTIONARY

## Course Related Data Elements

**ELEMENT  
NUMBER**
**ELEMENT TITLE:** Course Level

**DEFINITION:**

The institutional categorization for the level of offering of a specific course.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 1010 and should be consistent throughout all uses and files. Many institutions will be able to derive this element from the Course Identifier (element 1004).

The categorization is generally derived from the level of student to which any particular course offering within a discipline is primarily directed.

The following categories of "course level" are contained in the Program Classification Structure (Gulko, 1972):

<u>Code</u>	<u>Category</u>
10.	Preparatory
20.	Lower Division
30.	Upper Division
40.	Combined Upper Division and Graduate or Professional
50.	Graduate or Professional Only
*90.	Other

The Information Exchange Procedures and Cost Finding Principles projects are recommending the following aggregations:

<u>Code</u>	<u>Category</u>	<u>Description</u>
20.	Lower Division:	Course offerings at a level of comprehension usually associated with freshmen and sophomore students. This is an aggregated category that includes codes 10. and 20. listed above, all lower division courses and those preparatory courses offered for credit.
30.	Upper Division:	Course offerings at a level of comprehension usually associated with junior and senior students. The jointly offered upper division graduate courses should be classified as upper division. This is an aggregated category including codes 30. and 40. listed above.
50.	Graduate:	Course offerings at a level of comprehension usually associated with post-baccalaureate students. This category is the same as code 50. listed above.

\*This category is not used for the IEP project. Courses in this classification should be assigned to the most appropriate category.

**USES:** CFP, SAM, RRPM, FAA, PM, IEP, HEFM, SWM

**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Course Enrollment**DEFINITION:**

The total number of students registered in the course.

**CODES, CATEGORIES, AND COMMENTS:**

Headcount number of students. May or may not include auditors, visitors, etc., depending on how the institution treats such students with regard to course registration fees. This is an unduplicated count of the summation of section enrollments.

Each individual should be counted only once regardless of the number of sections that he/she is enrolled in for any one course; i.e., lecture and lab.

**USES:**

PM, FAA, IEP

**DATE ISSUED:**

November 1973

DATA ELEMENT DICTIONARY  
Course Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Program Identifier

## DEFINITION:

A two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program under which the course is offered.

## CODES, CATEGORIES, AND COMMENTS:

The first two digits of the Program Classification Structure code. The program identifiers that are appropriate in the case of classifying the course are:

<u>Code</u>	<u>Title</u>
11	General Academic Instruction
12	Occupational and Vocational Instruction
13	Special Session Instruction
14	Extension (for Credit) Instruction
31	Community Education
52	Supplementary Education

This element is linked to data elements 1009 and 1010. This element corresponds to elements 2205, 3007, and 4403, and should be consistent throughout all uses and files.

USES: RRPM, FAA, IEP, CFP, PM, HEFM, SWM

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
**Course Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Program Category Identifier**DEFINITION:**

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function under which the course is offered.

**CODES, CATEGORIES, AND COMMENTS:**

Program categories for the instruction program, the organized research program, and the public service program (excluding cooperative extension service) correspond to the standard taxonomy of fields of study used in the Higher Education General Information Survey (HEGIS). Refer to Appendix 1.

The coding for this element for courses is identical with the coding in data element 1003 if HEGIS designations are used to identify institutional disciplines in element 1003. This element is linked to data elements 1008 and 1010. This element corresponds to elements 2206, 3008, and 4404, and should be consistent throughout all uses and files.

**USES:**

FAA, RRPM, IEP, CFP, PM, HEFM, SWM

**DATE ISSUED:**

November 1973

# DATA ELEMENT DICTIONARY

## Course Related Data Elements

**ELEMENT  
NUMBER**
**ELEMENT TITLE:** Program Sector Identifier

**DEFINITION:**

The seventh and eighth digits of the Program Classification Structure code. These two digits identify the level of a course.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to elements 1008 and 1009. It corresponds to elements 1006, 3009, and 4405 and should be consistent throughout all uses and files.

The following codes are recommended for use in programs 1.1, 1.2, 1.3, 1.4, 3.1, and 5.2. Many institutions will be able to derive this element from the Course Identifier (element 1004).

The categorization is generally derived from the level of student to which any particular course offering within a discipline is primarily directed.

The following categories of "course level" are contained in the Program Classification Structure (Gulko, 1972):

<u>Code</u>	<u>Category</u>
10.	Preparatory
20.	Lower Division
30.	Upper Division
40.	Combined Upper Division and Graduate or Professional
50.	Graduate or Professional Only
*90.	Other

The Information Exchange Procedures and Cost Finding Principles projects are recommending the following aggregations:

<u>Code</u>	<u>Category</u>	<u>Description</u>
20.	Lower Division:	Course offerings at a level of comprehension usually associated with freshmen and sophomore students. This is an aggregated category that includes codes 10. and 20. listed above, all lower division courses and those preparatory courses offered for credit.
30.	Upper Division:	Course offerings at a level of comprehension usually associated with junior and senior students. The jointly offered upper division graduate courses should be classified as upper division. This is an aggregated category including codes 30. and 40. listed above.
50.	Graduate:	Course offerings at a level of comprehension usually associated with post-baccalaureate students. This category is the same as code 50. listed above.

\*This category is not used for the IEP project. Courses in this classification should be assigned to the most appropriate category.

**USES:**

FAA, RRP, IEP, CFP, PM, HEFM, SWM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Course Credits**DEFINITION:**

The numerical credit value offered for a course.

**CODES, CATEGORIES, AND COMMENTS:**

Estimated amount, to hundredths. Many noncredit courses are measured by other means, but various NCHEMS products require a numerical credit equivalent. The exchange standard developed in IEP requires that these course credit equivalents must be expressed in terms of semester credit equivalents. The specified conversion or translation ratios are institutionally defined.

00.00	No Credit Offered	No credit imputed for exchange purposes, i.e., preparatory courses.
XX.XX	No Credit Offered	Imputed credit for exchange purposes, i.e., thesis work.
XX.XX	Actual Credit	Credits offered for successful course completion.
99.99	Variable Credit Offered	Institutionally defined.

This element corresponds to element 5404, and should be consistent throughout all uses and files.

**USES:**

RRPM, SAM, CFP, PM, IEP, FAA, HEFM, SWM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Course Contact Hours**DEFINITION:**

The number of hours this section/course is scheduled to meet within a specified time period.

**CODES, CATEGORIES, AND COMMENTS:**

Actual number of contact hours, to hundredths. For those sections where contact hours are not scheduled, an estimate should be made; e.g., thesis work, independent study.

Common usage of this element is in terms of weekly student contact hours.

Weekly Student Contact Hour: A unit of measure that represents one hour of scheduled instruction given to one student in one week. Total weekly student contact hours for a course level within a discipline are calculated by multiplying the number of hours per week each course or section is scheduled to meet by the number of students enrolled in that course or section and aggregating the totals by course level.

This element is linked to element 1106.

**USES:** RRPM, SAM, PM, CFP, FAA**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Course Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Course Duration

## DEFINITION:

The period of time over which the course/section is scheduled.

## CODES, CATEGORIES, AND COMMENTS:

This element is usually expressed in number of weeks. Typically includes the testing period but not vacation time. Therefore, "Course Duration" does not necessarily match the time elapsed between course starting and ending times.

## USES:

DATE ISSUED: November 1973



**DATA ELEMENT DICTIONARY**  
Course Related Data Elements

**ELEMENT  
NUMBER**

**ELEMENT TITLE:** Term Date - Beginning

**DEFINITION:**

The calendar date on which the term begins.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., September 12, 1973 = 730912.

See Appendix 5.

This element is linked to element 1015.

**USES:**

**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Term Date - Ending**DEFINITION:**

The calendar date on which the term ends.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., January 29, 1974 = 740129.

See Appendix 5.

This element is linked to element 1014.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Course Date - Beginning**DEFINITION:**

The calendar date on which the course begins.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., September 14, 1973 = 730914.

See Appendix 5.

This element is linked to element 1017.

**USES:****DATE ISSUED:**

November 1973

DATA ELEMENT DICTIONARY  
Course Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Course Date - Ending

## DEFINITION:

The calendar date on which the course ends.

## CODES, CATEGORIES, AND COMMENTS

Six-digit numeric code -- YYMMDD; e.g., January 23, 1974 = 740123.

See Appendix 5.

This element is linked to element 1016.

## USES

## DATE ISSUED

November 1973

DATA ELEMENT DICTIONARY  
Course Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Grading System

## DEFINITION:

The institutionally accepted manner for evaluating a student's performance or achievement in the course.

## CODES, CATEGORIES, AND COMMENTS:

Alternative grading systems are:

1. A, B, C, D, E/F
2. Pass - Fail
3. 1 - 6
4. Etc.

Grading systems typically include techniques and/or codes reflecting the student's status with respect to the course (i.e., withdrawn-pass, withdrawn-fail, incomplete, audit, visitor, etc.).

## USES:

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Course Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Special Course Fee

## DEFINITION:

A charge to students for special items or special services to be utilized in the course.

## CODES, CATEGORIES, AND COMMENTS:

Dollar amount, including cents. An example is an art fee for supplies consumed. The fee must be for items to be used only for this course or section. Excluded are general charges for such things as equipment breakage which apply to more than one course.

## USES:

DATE ISSUED: November 1973

## CHAPTER IV

### COURSE-RELATED DATA ELEMENTS

#### SECTION ATTRIBUTE DATA

<u>DED No.</u>	<u>Title</u>
1101	Section Identifier
1102	Section Size - Maximum
1103	Section Size - Actual
1104	Special Section Designation
1105	Special Facilities and Equipment - Requirement
1106	Section Contact Hours
1107	Method of Instruction

A separate block of data is recommended for each section of each course each term. This block of data elements should be linked to Resource Data (Data Element Dictionary, Course Section, Chapter V).

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Section Identifier**DEFINITION:**

The official number or other identifier that serves to uniquely identify the section of the course.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to elements 4408 and 5403, and should be consistent throughout all uses and files.

This element should be linked to element 1004.

**USES:**

RRPM, IEP, FAA

**DATE ISSUED:**

November 1973



**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Section Size - Maximum**DEFINITION:**

The maximum number of students that can be enrolled in/assigned to a section of a course.

**CODES, CATEGORIES, AND COMMENTS:**

Maximum headcount number of individuals. May be dictated by instruction or facility requirements. May or may not include auditors, visitors, etc., depending on how the institution treats such students.

**USES:**

SAM, RRPM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Section Size - Actual**DEFINITION:**

The actual number of students enrolled in/assigned to a section of a course.

**CODES, CATEGORIES, AND COMMENTS:**

Actual headcount number of individuals. May or may not include auditors, visitors, etc., depending on how the institution treats such students.

**USES:** RRPM, IEP**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Special Section Designation**DEFINITION:**

The official number or other identifier that serves to identify this section of a course as a special section.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include honors, remedial, freshmen only, etc.

**USES:**

FAA

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Special Facilities and Equipment - Requirement**DEFINITION:**

A code which indicates a requirement for special structural features, arrangements, utilities, fixed equipment, or appliances in order to carry out the necessary activities of the section.

**CODES, CATEGORIES, AND COMMENTS:**

An institutionally defined code that specifies special requirement needs for the section; i.e., Special Laboratory, Audio/Visual Equipment, Television (closed circuit), Computer-Assisted Instruction.

**USES:** PM**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Course Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Section Contact Hours

## DEFINITION:

The number of hours this section/course is scheduled to meet within a specified time period.

## CODES, CATEGORIES, AND COMMENTS:

Actual number of contact hours, to hundredths. For those sections where contact hours are not scheduled, an estimate should be made; e.g., thesis work, independent study. Common usage of this element is in terms of weekly student contact hours.

This element is linked to element 1012.

## USES:

RRPM, SAM, PM, CFP, FAA, SWM

## DATE ISSUED:

November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Method of Instruction**DEFINITION:**

The categorization of the methods by which organized instruction is conducted, reflecting educational technology and the use of the facilities, materials, and equipment.

**CODES, CATEGORIES, AND COMMENTS:**

The following categories and definitions have been pilot tested by the Faculty Activity Analysis project and are recommended.

<u>Code</u>	<u>Category</u>	<u>Description</u>
A	Lecture	Formal presentation - primarily one-way communication.
B	Laboratory	Instructing, preparing, and supervising student investigations.
C	Recitation/ Discussion	Two-way communication of course materials.
D	Seminar	Students carry the major responsibility for preparation.
E	Independent Study	Student(s) works independently with only minimal faculty direction.
F	Tutorial	Students work one-to-one with the instructor.
G	Programmed Instruction	Course contents presented through programmed materials.

**USES:** RRPM, FAA, SAM, PM, HEFM, SWM**DATE ISSUED:** November 1973

## CHAPTER V

### COURSE-RELATED DATA ELEMENTS

#### SECTION RESOURCE DATA

<u>DED No.</u>	<u>Title</u>
1201	Section Instructor - Name
1202	Section Instructor - Identifier
1203	Meeting Days
1204	Meeting Time - Beginning
1205	Meeting Time - Ending
1206	Meeting Place - Building
1207	Meeting Place - Room
1208	Faculty Contact Hours

A separate block of data is recommended for each section of each course each term. This block of data elements should be linked throughout all subsections of the Data Element Dictionary, Course Section.

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Section Instructor - Name**DEFINITION:**

The legal combination of words by which the individual responsible for the section is known.

**CODES, CATEGORIES, AND COMMENTS:**

Literal text that may include the following sub-elements:

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

If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

This element corresponds to element 4001, and should be consistent throughout all files and uses. This element is linked to element 1202.

**USES:** 4**DATE ISSUED:** November 1973



**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Section Instructor - Identifier**DEFINITION:**

The official number or other identifier that serves to uniquely identify the instructor responsible for this section.

**CODES, CATEGORIES, AND COMMENTS:**

Social Security number is typically used as an employee identifier. If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

This element corresponds to element 4002, and should be consistent throughout all uses and files. This element is linked to element 1201.

**USES:****DATE ISSUED:**

November 1973

DATA ELEMENT DICTIONARY  
Course Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Meeting Days

DEFINITION:

The day(s) of the week this section is scheduled to meet.

CODES, CATEGORIES, AND COMMENTS:

<u>Code</u>	<u>Category</u>
MO	Monday
TU	Tuesday
WE	Wednesday
TH	Thursday
FR	Friday
SA	Saturday
SU	Sunday
AR	To Be Arranged

All meeting-related data elements (elements 1203-1207) should be linked together.

USES

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Course Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Meeting Time - Beginning

## DEFINITION

The time of day the section commences, in 24-hour clock time.

## CODES, CATEGORIES, AND COMMENTS:

If the beginning meeting time for each meeting day is not the same, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled.

## USES

## DATE ISSUED

November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Meeting Time - Ending**DEFINITION:**

The time of day the section ends, in 24-hour clock time.

**CODES, CATEGORIES, AND COMMENTS:**

If the ending time for each meeting day is not the same, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Meeting Place - Building**DEFINITION:**

The official number or other identifier that serves to uniquely identify the facility (building) where this section is scheduled to meet.

**CODES, CATEGORIES, AND COMMENTS:**

If the meeting place is not in the same building for each meeting day, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled and consume no physical resources of the institution.

This element corresponds to element 2001, and should be consistent throughout all uses and files.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Meeting Place - Room**DEFINITION:**

The official number or other identifier that serves to uniquely identify the room in which this section is scheduled to meet.

**CODES, CATEGORIES, AND COMMENTS:**

If the meeting room is not the same on each meeting day, there must be an entry for each meeting day. This data element may be omitted for those sections that are unscheduled or consume no physical resources of the institution.

This element corresponds to element 2201, and should be consistent throughout all uses and files.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Course Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Faculty Contact Hours**DEFINITION:**

The scheduled number of hours of instructional staff time spent in contact with a section for a scheduled period of time.

**CODES, CATEGORIES, AND COMMENTS:**

Scheduled number of faculty contact hours, to hundredths. For those sections where contact hours are not scheduled, an estimate should be made; e.g., thesis work, independent study, etc.

This element is usually expressed in hours per week.

Total faculty contact hours for a course level within a discipline are calculated by summing the number of hours per week each course or section is scheduled to meet and aggregating the totals by course level.

**USES:** RRPM, SAM, PM, FAA, SWM**DATE ISSUED:** November 1973



## CHAPTER VI

### COURSE-RELATED DATA ELEMENTS

#### SUGGESTED COBOL PICTURES

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Course Contact Hours	1012	99V99
Course Credits	1011	99V99
Course Date - Beginning	1016	9(06)
Course Date - Ending	1017	9(06)
Course Duration	1013	99V9
Course Enrollment	1007	9(04)
Course Identifier	1004	X(10)
Course Level	1006	9(01)
Course Title	1005	X(25)
Discipline	1003	9(04)
Faculty Contact Hours	1208	99V9
Grading System	1018	X(01)
Joint Offering Identifier	1002	X(16)
Meeting Days	1203	X(02)
Meeting Place - Building	1206	X(06)
Meeting Place - Room	1207	X(04)
Meeting Time - Beginning	1204	9(04)
Meeting Time - Ending	1205	9(04)
Method of Instruction	1107	9(01)
Organizational Unit	1001	X(06)
Program Category Identifier	1009	9(04)
Program Identifier	1008	9(02)
Program Sector Identifier	1010	9(02)
Section Contact Hours	1106	99V9
Section Identifier	1101	X(04)
Section Instructor - Identifier	1202	X(09)
Section Instructor - Name	1201	X(16)
Section Size - Actual	1103	9(04)
Section Size - Maximum	1102	9(04)
Special Course Fee	1019	99V99
Special Facilities and Equipment - Requirement	1105	X(02)
Special Section Designation	1104	X(01)
Term Date - Beginning	1014	9(06)
Term Date - Ending	1015	9(06)



CHAPTER VII  
COURSE-RELATED DATA ELEMENTS  
CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Course Level	101	1006	Course Level
Course Number	004	1004	Course Identifier
Course Title	102	1005	Course Title
Credit	105	1011	Course Credits
Grading Method	107	1018	Grading System
HEGIS Discipline Division and Specialty	003	1003	Discipline
Instructor Identification	303	1201 1202 1107	Section Instructor - Name Section Instructor - Identifier Method of Instruction
Joint Offering	103	1002	Joint Offering Identifier
Meeting Days	304	1203	Meeting Days
Meeting Place	306	1207 1206	Meeting Place - Room Meeting Place - Building
Meeting Time	305	1204 1205	Meeting Time - Beginning Meeting Time - Ending
Number of Weeks Offered	108	1013	Course Duration
Organizational Unit	001	1001	Organizational Unit
Program Identification	104	1009 1008 1010	Program Category Identifier Program Identifier Program Sector Identifier

# COURSE CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Section Identification	201	1101	Section Identifier
Section Size	307	1102	Section Size - Maximum
		1103	Section Size - Actual
Special Facilities Requirements	309	1105	Special Facilities and Equipment - Requirement
Special Section Identification	308	1104	Special Section Designation
Subject Field	002	1003	Discipline
Weekly Contact Hours	302	1106	Section Contact Hours

# COURSE CHANGES - Continued

DELETIONS	DED NO.	DED NO.	ADDITIONS
Credit Base	106	1012	Course Contact Hours
Former Course Identification	109	1016	Course Date - Beginning
Section Instruction Type	309	1017	Course Date - Ending
		1007	Course Enrollment
		1208	Faculty Contact Hours
		1019	Special Course Fee
		1014	Term Date - Beginning
		1015	Term Date - Ending

## **DATA ELEMENT DICTIONARY: FACILITIES**

# FACILITIES-RELATED DATA ELEMENTS

## TABLE OF CONTENTS

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## CHAPTER I

### FACILITIES-RELATED DATA ELEMENTS DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to the physical facilities of an institution.

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

*Any physical structure or space required by the institution for the performance of its programs and related activities. Included are parking areas, roads, walks, outdoor playing areas, buildings, parks, service areas, agricultural fields, and landscaped areas.*

building is defined as:

*One type of facility; a structure with a roof for permanent or temporary shelter of persons, animals, or equipment.*

room is defined as:

*A walled or partitioned usable space within a building which has 6'6" headroom or greater, which has walking access, and which can be occupied.*

The definitions contained within this document are consistent with those found in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972) and Classification of Building Areas (1964). The facilities-related data elements identified in this section of the Data Element Dictionary have been grouped into three 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 three blocks of facilities-related data elements are:

1. 2001-2099 Facility Data

This block includes data elements that describe characteristics common to each facility of the institution. Note: The data elements included within this block are typically related to those facilities that are buildings. However, many of these elements may also be applicable to other types of facilities. Data elements that are unique to facilities other than buildings have not been included.

2. 2101-2199 Building Data

This block of data elements contains descriptive characteristics applicable to each building of the institution.

### 3. 2201-2299 Room Data

This block of data elements contains descriptive characteristics of assignable interior spaces of a building, i.e., each room within each building.

Facilities that are not buildings would have only the Facility block of data elements associated with them. However, facilities that are buildings would have the Facility Data block, Building Data block, and Room Data block associated with them. Associated with each building would normally be multiple Room Data blocks.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second 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, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, identify its relationship to other data elements, or identify the source of data category 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.

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

Cost Finding Principles	CFP
Higher Education Facilities Inventory and Classification Manual	FICM .
Higher Education Facilities Planning and Management Manuals	SAM
Information Exchange Procedures	IEP
Program Measures	PM
Statewide Measures	SWM

6. Date Issued: Indicates calendar date on which NCHEMS released this version of the data element. Institutions may wish to use the "date issued" space for those data elements they have added to the Data Element Dictionary.

## CHAPTER II

### FACILITIES-RELATED DATA ELEMENT INDICES

#### ALPHABETICAL INDEX

<u>Data Element</u>	<u>DED No.</u>	<u>Page</u>
Actual Number of Stations	2213	2.5.14
Assignable Area	2101	2.4.2
Assignable Square Feet	2203	2.5.4
Book Value - Facility	2007	2.3.8
Circulation Area	2104	2.4.5
Condition	2009	2.3.10
Custodial Area	2103	2.4.4
Design Capacity	2207	2.5.8
Estimated Replacement Cost	2005	2.3.6
Facility Identifier	2001	2.3.2
Facility Inventory Date	2012	2.3.13
Facility Name	2002	2.3.3
Facility Name Abbreviation	2003	2.3.4
Functional Suitability - Facility	2010	2.3.11
Functional Suitability - Room	2209	2.5.10
Gross Area	2004	2.3.5
Initial Occupancy Date	2107	2.4.8
Location - Facility	2011	2.3.12
Mechanical Area	2105	2.4.6

<u>Data Element</u>	<u>DED No.</u>	<u>Page</u>
Nonassignable Area	2102	2.4.3
Number of Levels	2108	2.4.9
Organizational Unit - Room	2204	2.5.5
Ownership	2008	2.3.9
Program Category Identifier	2206	2.5.7
Program Identifier	2205	2.5.6
Room Accessibility	2210	2.5.11
Room Identifier	2201	2.5.2
Room Inventory Date	2212	2.5.13
Room Use	2202	2.5.3
Special Facilities and Equipment - Availability	2211	2.5.12
Station Type	2208	2.5.9
Structural Area	2106	2.4.7
Structural Type	2109	2.4.10
Year of Construction	2006	2.3.7

# ALPHABETICAL INDEX BY NCHEMS PRODUCT

<u>NCHEMS PRODUCT</u>	<u>DATA ELEMENT</u>	<u>DED NO.</u>
COST FINDING PRINCIPLES (CFP)	Book Value - Facility	2007
	Ownership	2008
HIGHER EDUCATION FACILITIES INVENTORY AND CLASSIFICATION MANUAL (FICM)	Actual Number of Stations	2213
	Assignable Area	2101
	Assignable Square Feet	2203
	Circulation Area	2104
	Condition	2009
	Custodial Area	2103
	Design Capacity	2207
	Estimated Replacement Cost	2005
	Facility Identifier	2001
	Facility Inventory Date	2012
	Facility Name	2002
	Gross Area	2004
	Mechanical Area	2105
	Nonassignable Area	2102
	Organizational Unit - Room	2204
	Ownership	2008
	Program Category Identifier	2206
	Program Identifier	2205
	Room Identifier	2201
	Room Inventory Date	2212
	Room Use	2202
	Structural Area	2106
	Year of Construction	2006
HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM)	Actual Number of Stations	2213
	Assignable Area	2101
	Assignable Square Feet.	2203
	Condition	2009
	Design Capacity	2207
	Facility Identifier	2001
	Facility Inventory Date	2012
	Facility Name	2002
	Functional Suitability - Facility	2010
	Functional Suitability - Room	2209
	Gross Area	2004
	Nonassignable Area	2102
	Organizational Unit - Room	2204
	Program Identifier	2205
	Room Identifier	2201
	Room Inventory Date	2212
	Room Use	2202
	Station Type	2208

NCHEMS PRODUCTDATA ELEMENTDED NO.INFORMATION EXCHANGE  
PROCEDURES (IEP)

Assignable Area	2101
Assignable Square Feet	2203
Program Category Identifier	2206
Program Identifier	2205
Room Use	2202

## PROGRAM MEASURES (PM)

Actual Number of Stations	2213
Assignable Square Feet	2203
Design Capacity	2207
Program Category Identifier	2206
Program Identifier	2205
Room Use	2202

## STATEWIDE MEASURES (SWM)

Actual Number of Stations	2213
Assignable Area	2101
Assignable Square Feet	2203
Condition	2009
Design Capacity	2207
Estimated Replacement Cost	2005
Functional Suitability - Facility	2010
Functional Suitability - Room	2209
Gross Area	2004
Nonassignable Area	2102
Ownership	2008
Program Category Identifier	2206
Program Identifier	2205
Room Use	2202
Station Type	2208

## CHAPTER III

### FACILITIES-RELATED DATA ELEMENTS

#### FACILITY DATA

<u>DED No.</u>	<u>Title</u>
2001	Facility Identifier
2002	Facility Name
2003	Facility Name Abbreviation
2004	Gross Area
2005	Estimated Replacement Cost
2006	Year of Construction
2007	Book Value - Facility
2008	Ownership
2009	Condition
2010	Functional Suitability - Facility
2011	Location - Facility
2012	Facility Inventory Date

A separate block of data elements should be collected for each institutional facility.

**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Facility Identifier**DEFINITION:**

The official number or other identifier that serves to uniquely identify the facility.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 1206 and element 4014. This element is linked to elements 2002 and 2003.

**USES:** SAM, FICM**DATE ISSUED:** November 1973



**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Facility Name**DEFINITION:**

The official name for the facility.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 4015. This element is linked to elements 2001 and 2003.

**USES:**

SAM, FICM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Facility Name Abbreviation**DEFINITION:**

An abbreviation of the name of the facility.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to elements 2001 and 2002.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Gross Area**DEFINITION:**

The total sum of the area of the facility included within its boundaries. For buildings, the gross area is equal to the sum of the floor areas of the building included within the outside faces of exterior walls for all stories or areas that have floor surfaces.

**CODES, CATEGORIES, AND COMMENTS:**

To derive this element, measure the actual gross area in square feet or acreage; i.e., building and land.

**USES:** FICM, SAM, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Estimated Replacement Cost**DEFINITION:**

The estimated cost to replace the facility at the time of the inventory, usually determined in terms of the cost to replace the facility\* at current construction rates, and in accordance with current facility codes and standard construction methods, and current accepted practices and policies of the institution.

**CODES, CATEGORIES, AND COMMENTS:**

Actual dollar amount (rounded to nearest whole dollar).

\*If the facility is a building, the estimated replacement cost should be determined in terms of the cost to replace the building's assignable floor area at current construction costs in accordance with current building codes, standard construction methods, and currently accepted practices and policies of the institution.

**USES:** FICM, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Year of Construction**DEFINITION:**

The calendar year in which the original facility was completed regardless of any later date of occupancy, as in the case of leased or rented facilities.

**CODES, CATEGORIES, AND COMMENTS:**

Three low-order digits of calendar year; e.g., 1972 = "972".

**USES:**

FICM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Book Value - Facility**DEFINITION:**

The dollar amount carried by the institution on its financial records as the book value of the facility.

**CODES, CATEGORIES, AND COMMENTS:**

Actual dollar amount (rounded to nearest whole dollar). Capital improvements would usually increase the book value of the facility.

Include fixed equipment cost, site acquisition, and/or development cost in determining total book value for a facility.

**USES:** CFP**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Facilities Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Ownership

## DEFINITION:

The agency with which the title to the facility rests.

## CODES, CATEGORIES, AND COMMENTS:

<u>Code</u>	<u>Category/Definition</u>
1	Owned Fee Simple.
2	Title vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).
3	Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other (e.g., not owned by the institution, but shared with a non-educational institution).

The above categories and definitions are those recommended in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972).

USES: FICM, CFP, SWM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Facilities Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Condition

## DEFINITION:

The physical status and quality of the facility at the time of the inventory, based upon the best judgment of those responsible for campus development and/or state defined rates.

## CODES, CATEGORIES, AND COMMENTS:

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Satisfactory	Suitable for continued use with normal maintenance.
2	Remodeling-A	Requires restoration to present acceptable standards without major room use changes, alterations, modernizations, or expansion. The approximate cost of Remodeling A is not greater than 25% of the estimated replacement cost of the facility.
3	Remodeling-B	Requires major updating and/or modernization of the facility. The approximate cost of Remodeling B is greater than 25%, but not greater than 50% of the estimated replacement cost of the facility.
4	Remodeling-C	Requires major remodeling of the facility. The approximate cost of Remodeling C is greater than 50% of the replacement cost of the facility.
5	Demolition	Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, & 4. If a facility is scheduled for demolition, its condition is recorded as "demolition," regardless of its condition.
6	Termination	Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over 1, 2, 3, & 4. If a facility is scheduled for termination, its condition is recorded as "termination," regardless of its condition.

The above categories and definitions are those recommended in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972). Many of these categories would be applicable only to buildings.

USES: SAM, FICM, SWM

DATE ISSUED: November 1973



DATA ELEMENT DICTIONARY  
Facilities Related Data Elements

ELEMENT TITLE: Functional Suitability - Facility

## DEFINITION:

A rating for the appropriateness of the facility for its assigned activities.

## CODES, CATEGORIES, AND COMMENTS:

An institutionally defined rating. This data element may take precedence over data element 2209 (Functional Suitability - Room).

## USES:

SAM, SWM

## DATE ISSUED:

November 1973

**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Location - Facility**DEFINITION:**

The institutional designation of the geographic placement of the facility.

**CODES, CATEGORIES, AND COMMENTS:**

Campus facilities often are located using the coordinates of a campus grid system. Special designating schemes would be necessary to code the location of off-campus facilities.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Facility Inventory Date**DEFINITION:**

The calendar date when this facility was added to the inventory or when the inventory for this facility was updated.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., March 1, 1949 = 490301.

See Appendix 5.

**USES:** FICM, SAM**DATE ISSUED:** November 1973

## CHAPTER IV

### FACILITIES-RELATED DATA ELEMENTS

#### BUILDING DATA

<u>DED No.</u>	<u>Title</u>
2101	Assignable Area
2102	Nonassignable Area
2103	Custodial Area
2104	Circulation Area
2105	Mechanical Area
2106	Structural Area
2107	Initial Occupancy Date
2108	Number of Levels
2109	Structural Type

The data elements in this chapter should be linked together. A separate block of data is recommended for each building. This block of data elements should be linked to related data blocks in Chapters III and V of the Data Element Dictionary Facilities Section.

**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Assignable Area**DEFINITION:**

The sum of all areas on all floors of a building assigned to, or available for assignment to, or available for assignment to an occupant; including every type of space functionally usable by an occupant expecting those spaces defined as custodial, circulation, mechanical, and structural areas.

**CODES, CATEGORIES, AND COMMENTS:**

Actual assignable area square footage. All assignable areas should be surfaces that form the boundaries of the designated areas. Assignable areas should be calculated to the nearest square foot.

**USES:**

FICM, SAM, IEP, SWM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Nonassignable Area**DEFINITION:**

That portion of the area of a building that is not available for assignment to building occupants but that instead is necessary for the general operation of the building. By definition, nonassignable area consists exclusively of the following: circulation, custodial, mechanical, and structural areas.

**CODES, CATEGORIES, AND COMMENTS:**

Actual nonassignable area square footage. This element is equal to data element 2004 (Gross Area) less data element 2101 (Assignable Area).

**USES:**

FICM, SAM, SWM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Custodial Area**DEFINITION:**

That portion of the nonassignable area that is the sum of all areas of a building used for its protection, care, and maintenance.

**CODES, CATEGORIES, AND COMMENTS:**

Actual custodial area square footage. Custodial space should include such areas as trashrooms, guardrooms, custodial rooms, custodial locker rooms, and custodial supply rooms.

**USES:** FICM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Circulation Area**DEFINITION:**

That nonassignable portion of a building which is required for physical access to some subdivision of space, whether directly bounded by partitions or not.

**CODES, CATEGORIES, AND COMMENTS:**

Actual circulation area square footage. Circulation space should include; but not be limited to, corridors, elevator shafts, escalators, fire towers, stairways, loading platforms, elevator lobbies, and tunnels and bridges.

**USES:**

FICM

**DATE ISSUED:**

November 1973



**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Mechanical Area**DEFINITION:**

That portion of the gross area designed to house mechanical equipment, utility services, and nonprivate toilet facilities.

**CODES, CATEGORIES, AND COMMENTS:**

Actual mechanical area square footage. Mechanical areas should include, but not be limited to, central utility plants, airduct shafts, boiler rooms, fixed mechanical and electrical rooms, fuel rooms, mechanical service shafts, meter and communication closets, service chutes, stacks, and nonprivate toilet rooms (custodial and public).

**USES:** FICM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Structural Area**DEFINITION:**

That portion of the gross area that cannot be occupied or put to use because of the presence of structural features of the building.

**CODES, CATEGORIES, AND COMMENTS:**

Structural area should generally be determined by assuming it to be the residual area after the assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area. Examples of building features normally classified as structural area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building.

**USES:** FICM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Initial Occupancy Date**DEFINITION:**

The calendar date when this building was first occupied by the institution.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code - YYMMDD; i.e., November 12, 1948 = 481112.

See Appendix 5.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Number of Levels**DEFINITION:**

The number of floor levels in the building, including basements and sub-basements, mezzanines, and attics.

**CODES, CATEGORIES, AND COMMENTS:**

Actual number of levels. Each floor level should include some assignable area.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements**

**ELEMENT  
NUMBER**

**ELEMENT TITLE:** Structural Type

**DEFINITION:**

The major construction components of the building.

**CODES, CATEGORIES, AND COMMENTS:**

An institutionally defined set of codes that delineate possible structural categories.

**USES:**

**DATE ISSUED:**

November 1973

## CHAPTER V

### FACILITIES-RELATED DATA ELEMENTS

#### ROOM DATA

<u>DED No.</u>	<u>Title</u>
2201	Room Identifier
2202	Room Use
2203	Assignable Square Feet
2204	Organizational Unit - Room
2205	Program Identifier
2206	Program Category Identifier
2207	Design Capacity
2208	Station Type
2209	Functional Suitability - Room
2210	Room Accessibility
2211	Special Facilities and Equipment - Availability
2212	Room Inventory Date
2213	Actual Number of Stations

The elements in this block of data are to be linked together.

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Room Identifier**DEFINITION:**

The official number or other identifier that serves to uniquely identify the room.

**CODES, CATEGORIES, AND COMMENTS:**

Normally, this is the room number. The Facility Identifier should be used in conjunction with the Room Identifier in order to identify the room uniquely. This element corresponds to elements 1207 and 4016.

**USES:** FICM, SAM**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Facilities Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Room Use

## DEFINITION:

Description of the use of each room according to the standard categorization scheme presented in the Higher Education Facilities Inventory and Classification Manual.

## CODES, CATEGORIES, AND COMMENTS:

Categorization of rooms by primary use is in accordance with the Higher Education Facilities Inventory and Classification Manual (Romney, 1972). See Appendix 6 for codes and definitions of the categories and subcategories.

## USES:

FICM, SAM, PM, IEP, SWM

## DATE ISSUED:

November 1973



**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Assignable Square Feet**DEFINITION:**

The floor area of the room, measured between the principal surface of the walls and partitions at or near floor level.

**CODES, CATEGORIES, AND COMMENTS:**

Room assignable square footage should be computed to the nearest square foot.

**USES:** FICM, SAM, PM, IEP, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Organizational Unit - Room**DEFINITION:**

The academic department or other organizational division to which a room is assigned.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to elements 1001, 3010, and 4203, and should be consistent throughout all uses and files.

Where there are multiple uses by different departments, primary intent or major uses should be the consideration for assignment.

**USES:**

FICM, SAM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
**Facilities Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Program Identifier**DEFINITION:**

The two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program to which the activities occurring in the room contribute.

**CODES, CATEGORIES, AND COMMENTS:**

The first two digits of the Program Classification Structure code.

These data imply "a room-by-room coding of programs and program categories (discipline categories) and are designed only for the smallest of institutions. For larger colleges and universities, an alternative method that is more compatible with modern data processing capabilities would be to summarize the information on the basis of room use categories for each institutional organizational unit and then assign the appropriate program and program category codes to each group of rooms, applying any appropriate prorations and/or distributions to these aggregate amounts of floor area."\*

This element corresponds to elements 1008, 3007, and 4403, and should be consistent throughout all uses and files.

\*Leonard C. Romney, Higher Education Facilities Inventory and Classification Manual. (Boulder, Colorado: Western Interstate Commission for Higher Education, December, 1972). p. 21.

**USES:** FICM, SAM, PM, SWM, IEP**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Facilities Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Program Category Identifier

## DEFINITION:

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function to which the activities occurring in the room contribute.

## CODES, CATEGORIES, AND COMMENTS:

Standardized program category four-digit numeric codes described in NCHEMS Program Classification Structure (Gulko, 1972).

See Appendix 1.

This element corresponds to elements 1009, 3008, and 4404. It should be consistent throughout all uses and files.

USES: IEP, PM, FICM, SWM

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Design Capacity**DEFINITION:**

The number of stations which a room is designed to accommodate at one time when used in the manner originally intended.

**CODES, CATEGORIES, AND COMMENTS:**

This element may be a function of design capacity or some existing standard.

**USES:** FICM, SAM, PM, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Station Type**DEFINITION:**

An institutionally defined code for the type of station(s) within this room.

**CODES, CATEGORIES, AND COMMENTS:**

May include fixed or movable chairs, table seating, stools, lab stations, desks, etc.

**USES:** SAM, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Functional Suitability - Room**DEFINITION:**

An institutionally defined rating for the appropriateness of the room for its assigned activities.

**CODES, CATEGORIES, AND COMMENTS:**

This element may be overridden by the functional suitability of the building (element 2010).

Categories may include satisfactory, needs major renovation, inadequate for this program, etc.

**USES:**

SAM, SWM

**DATE ISSUED:**

November 1973

DATA ELEMENT DICTIONARY  
Facilities Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Room Accessibility

## DEFINITION:

An indication of whether or not the room is accessible by a person in a wheel chair.

## CODES, CATEGORIES, AND COMMENTS:

Although the door to a given room may be wide enough to accommodate entrance by a wheel chair, perhaps no ramp to the building or elevator is available. Hence, rooms in such a building should not be coded as accessible.

## USES:

DATE ISSUED: November 1973



DATA ELEMENT DICTIONARY  
Facilities Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Special Facilities and Equipment - Availability

## DEFINITION:

A code which indicates the availability of special structural features, arrangements, utilities, fixed equipment, or appliances in a room.

## CODES, CATEGORIES, AND COMMENTS:

An institutionally defined code that may be based on programmatic factors or maintenance factors; e.g., air conditioned, special equipment, built-in computer terminals, closed circuit TV, etc.

## USES:

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Room Inventory Date**DEFINITION:**

The calendar date when the inventory for this room was taken or updated.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., July 1, 1972 = 720701.

See Appendix 5.

**USES:** FICM, SAM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Facilities Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Actual Number of Stations**DEFINITION:**

The actual number of stations for primary occupants or users of the room.

**CODES, CATEGORIES, AND COMMENTS:**

The number of stations may be aggregated by station type.

**USES:** PM, FICM, SAM, SWM**DATE ISSUED:** November 1973

## CHAPTER VI

### FACILITY-RELATED DATA ELEMENTS

#### SUGGESTED COBOL PICTURES

<u>DATA ELEMENTS</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Actual Number of Stations	2213	9(04)
Assignable Area	2101	9(07)
Assignable Square Feet	2203	9(05)
Book Value - Facility	2007	9(08)
Circulation Area	2104	9(06)
Condition	2009	9(01)
Custodial Area	2103	9(06)
Design Capacity	2207	9(04)
Estimated Replacement Cost	2005	9(08)
Facility Identifier	2001	X(06)
Facility Inventory Date	2012	9(06)
Facility Name	2002	X(30)
Facility Name Abbreviation	2003	X(06)
Functional Suitability - Facility	2010	X(01)
Functional Suitability - Room	2209	X(01)
Gross Area	2004	9(07)
Initial Occupancy Date	2107	9(06)
Location - Facility	2011	X(10)
Mechanical Area	2105	9(06)
Nonassignable Area	2102	9(07)
Number of Levels	2108	9(02)
Organizational Unit - Room	2204	X(06)
Ownership	2008	9(01)
Program Category Identifier	2206	9(04)
Program Identifier	2205	9(02)
Room Accessibility	2210	X(01)
Room Identifier	2201	X(04)
Room Inventory Date	2212	9(06)
Room Use	2202	9(03)
Special Facilities and Equipment - Availability	2211	X(02)
Station Type	2208	X(01)
Structural Area	2106	9(06)
Structural Type	2109	X(01)
Year of Construction	2006	9(03)

# CHAPTER VII

## FACILITY-RELATED DATA ELEMENTS

### CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Actual Stations	106	2213	Actual Number of Stations
Building Levels	021	2108	Number of Levels
Circulation Area	007	2104	Circulation Area
Construction Area	009	2106	Structural Area
Custodial Area	006	2103	Custodial Area
Estimated Replacement Value	012	2005	Estimated Replacement Cost
Facility Location	020	2011	Location - Facility
Facility Name	002	2002	Facility Name
Facility Name Abbreviation	003	2003	Facility Name Abbreviation
Facility Number	001	2001	Facility Identifier
Facility Ownership	016	2008	Ownership
Functional Suitability	019	2010 2209	Functional Suitability - Facility Functional Suitability - Room
Gross Area	004	2004	Gross Area
Initial Occupancy Date	017	2107	Initial Occupancy Date
Mechanical Area	008	2105	Mechanical Area
Net Assignable Area, Facility	005	2101	Assignable Area
Net Assignable Area, Room	103	2203	Assignable Square Feet
Organizational Unit	104	2204	Organizational Unit - Room
Physical Condition	018	2009	Condition
Program Identification	105	2206 2205	Program Category Identifier Program Identifier

# FACILITIES CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Room Accessibility	109	2210	Room Accessibility
Room Number	101	2201	Room Identifier
Room Type	102	2202	Room Use
Station Design Capacity	107	2207	Design Capacity
Station Type	108	2208	Station Type
Structural Type	022	2109	Structural Type

# **FACILITIES CHANGES - Continued**

<b>DELETIONS</b>	<b>DED NO.</b>	<b>DED NO.</b>	<b>ADDITIONS</b>
Acquisition or Construction Cost	013	2007	Book Value - Facility
Additional Capital	011	2012	Facility Inventory Date
Construction Process	023	2102	Nonassignable Area
Initial Capital Investment	010	2212	Room Inventory Date
		2206	Program Category Identifier
Movable Equipment Cost	014	2211	Special Facilities and Equipment - Availability
Site Acquisition and/or Development Cost	015	2006	Year of Construction

## DATA ELEMENT DICTIONARY: FINANCE

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**FINANCE-RELATED DATA ELEMENTS**  
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## CHAPTER I

### FINANCE-RELATED DATA ELEMENTS DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains data elements pertaining to financial information. The transactional data elements necessary for many operational data systems have not been identified.

*The categories listed for the finance-related data elements are consistent with those that will be recommended in the revised College and University Business Administration due for publication in 1974. These same categories are recommended by Audits of Colleges and Universities (American Institute of Certified Public Accountants, 1973) and will be included in the Higher Education Finance Manual due for publication by NCHEMS in 1974. The Data Element Dictionary is not a replacement for existing handbooks on financial procedures for institutions of higher education.*

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second 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, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, identify its relationship to other data elements, or identify the source of data category 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.

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

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Finance Manual	HEFM

Information Exchange Procedures	IEP
Program Measures	PM
Resource Requirements Prediction Model	RRPM
Statewide Measures	SWM

6. Date Issued: Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space to indicate those data elements that they have added to the Data Element Dictionary.

## CHAPTER II

### FINANCE-RELATED DATA ELEMENTS

#### INDICES

#### ALPHABETICAL INDEX

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Functional Classification	3005	3.3.6
Fund Group	3001	3.3.2
Object Classification	3006	3.3.7
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Program Identifier	3007	3.3.8
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Restriction Category	3002	3.3.3
Source of Funds	3004	3.3.5

# ALPHABETICAL INDEX BY NCHEMS PRODUCT

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	Fund Group	3001
	Functional Classification	3005
	Object Classification	3006
	Program Category Identifier	3008
	Program Identifier	3007
	Program Sector Identifier	3009
FACULTY ACTIVITY ANALYSIS (FAA)	Account Number	3012
	Dollar Amount	3013
	Fiscal Year	3011
	Fund Group	3001
	Object Classification	3006
	Organizational Unit - Account	3010
	Program Category Identifier	3008
	Program Identifier	3007
	Program Sector Identifier	3009
HIGHER EDUCATION FINANCE MANUAL (HEFM)	Account Number	3012
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	Program Category Identifier	3008
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	Source of Funds	3004

NCHEMS PRODUCTDATA ELEMENTDEF NO.

## PROGRAM MEASURES (PM)

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RESOURCE REQUIREMENTS  
PREDICTION MODEL  
(RRPM)

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(SWM)

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## CHAPTER III

### FINANCE-RELATED DATA ELEMENTS

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3001	Fund Group
3002	Restriction Category
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3004	Source of Funds
3005	Functional Classification
3006	Object Classification
3007	Program Identifier
3008	Program Category Identifier
3009	Program Sector Identifier
3010	Organizational Unit - Account
3011	Fiscal Year
3012	Account Number
3013	Dollar Amount



DATA ELEMENT DICTIONARY  
Finance Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Fund Group

## DEFINITION:

A group of funds of similar character where *fund* is defined as:

An accounting entity established for the purpose of carrying on specified activities or obtaining certain objectives in accordance with special regulations, restrictions, or limitations.

## CODES, CATEGORIES, AND COMMENTS:

<u>Category</u>	<u>Definition</u>
Current Funds	Funds expendable for current operating purposes, either unrestricted or restricted.
Loan Funds	Funds available to be loaned to students, faculty, or staff.
Endowment and Similar Funds	Those funds whose principal is nonexpendable as of the date of reporting and is invested, or is available for investment, for the purpose of producing income. Included are endowment funds, term endowment funds, and quasi-endowment funds.
Annuity and Life Income Funds	Those funds acquired by an institution subject to annuity contracts, living trust agreements, or gifts and bequests reserving life income to one or more beneficiaries.
Plant Funds	Funds to be used for the construction, rehabilitation, and acquisition of physical properties for institutional purposes; funds already expended for plant properties; funds set aside for the renewal and replacement thereof; and funds accumulated for the retirement of indebtedness thereon.
Agency Funds	Funds received and held by an institution as custodian or fiscal agent for others; funds of student organizations, individual students, or faculty members.

The above categories represent one suggested possible set. An alternative set of codes and categories may be equally appropriate. The coding of this element is institutionally defined.

## USES:

HEFM, PM, CFP, RRPM, FAA, IEP, SWM

## DATE ISSUED:

November 1973

DATA ELEMENT DICTIONARY  
Finance Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Restriction Category

## DEFINITION:

The limitations placed by the donor upon the uses of monies available to the institution.

## CODES, CATEGORIES, AND COMMENTS:

<u>Category</u>	<u>Definition</u>
Unrestricted	Monies available for any purpose. The unrestricted category also includes monies expendable only for those purposes designated by the governing board of the institution.
Restricted	Monies that are expendable only for those purposes stipulated by the donor. Restricted monies do not include monies designated for a specific purpose by the institutional governing board.

Institutions will usually have more detailed categories within the above groupings. Institutions may wish to identify other restriction categories (i.e., designated).

USES: HEFM, PM, SWM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Finance Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Balance Sheet Categories

## DEFINITION:

An institutionally defined code that identifies the nature of the various elements of the institutional statement of financial condition. These elements will be reflected in the statement of each self-balancing fund group.

## CODES, CATEGORIES, AND COMMENTS:

<u>Category</u>	<u>Definition</u>
Assets	Economic resources that are owned by the institution. May have a definite physical character such as buildings or equipment or may exist in the form of valuable legal claims or rights.
Liabilities	Obligations owed by the institution.
Fund Balance	The difference between assets and liabilities.*

\*For some accounts, this entry may constitute the balance of a specific fund.

Institutions will usually have more detailed categories within the above groupings. Typical balance sheet categories within the above groups are identified and defined in College and University Administration (ACE, 1968).

USES: HEFM

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Finance Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Source of Funds**DEFINITION:**

An identifier that groups funds according to the points of origin of revenues.

**CODES, CATEGORIES, AND COMMENTS:**Category\*

Tuition and Fees

Governmental Appropriation

. Federal

. State

. Local

Governmental Grants

. Federal

. State

. Local

Private Gifts, Grants, and Contracts

Endowment Income

Sales and Services of Educational Activities

Sales and Services of Auxiliary Enterprises

Sales and Services of Hospitals

Other Sources

Institutions will usually have more detailed categories within the above groups.

\*See Appendix 2 for a further description of these categories.

**USES:** PM, HEFM, IEP, SWM**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Finance Related Data Elements

ELEMENT TITLE: Functional Classification

## DEFINITION:

An institutionally defined code that groups current funds expenditures according to the purpose for which costs were incurred.

## CODES, CATEGORIES, AND COMMENTS:

Category\*

Instruction  
Research  
Public Service  
Academic Support  
Student Support  
Operation and Maintenance of  
Physical Plant  
Institutional Support  
Student Aid  
Auxiliary Enterprises  
Hospitals

The precise definitions of each category have not been adopted as of the date of issue. Institutions will usually have more detailed categories within the above groupings.

\*See Appendix 8 for a further description of these categories.

## USES:

CFP, SWM

## DATE ISSUED:

November 1973

**DATA ELEMENT DICTIONARY**  
Finance Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Object Classification**DEFINITION:**

The classification of expenditures according to the nature of the cost incurred.

**CODES, CATEGORIES, AND COMMENTS:**

Instruction/Research/  
Public Service Personnel  
Compensation

The total amount of dollars including gross salaries and fringe benefits paid directly to or on behalf of all exempt personnel who have a majority (50% or more) of their activities in 1.0, 2.0, and 3.0 of the PCS.

Administrative/  
Support  
Personnel Compensation

The total amount of dollars including gross salaries and fringe benefits paid directly to or on behalf of all exempt personnel who have a majority (more than 50%) of their activities in 4.0, 5.0, and 6.0.

Other Staff  
Compensation

The total amount of dollars including gross salaries and fringe benefits paid directly to or on behalf of all non-exempt personnel.

Supplies & Services

A broad category of expenditures which includes all types of current funds expenditures except compensation, capital expenditures and student aid. Supplies and services include: Supplies, Communications, Travel, Rent, Other Contractual Services, and Non-Capital Equipment.

Capital Equipment

Funds expended for land, improvements to land, buildings, additions to buildings, and equipment with an acquisition cost of \$500 or more and an expected service life that exceeds two years.\*

Student Aid

Includes all grants, stipends, tuition and fees remissions, and gifts to students that are outright awards and are not contingent upon services to be rendered by the student. This aid can be federally, state, locally, privately, or institutionally derived.

\*The minimum service life and acquisition cost criteria for capitalization of equipment reflect the current standards set by the Cost Accounting Standards Board.

Institutions will usually have more detailed categories within the above groupings.

**USES:**

CFP, IEP, PM, HEFM, RRPM, FAA, SWM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
**Finance Related Data Elements.****ELEMENT  
NUMBER****ELEMENT TITLE:** Program Identifier**DEFINITION:**

A two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program to which the cost of the related activities are aggregated.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to elements 1008, 2205, and 4403, and should be consistent throughout all uses and files. This element is linked to elements 3008 and 3009.

**USES:** RRPM, CFP, HEFM, IEP, PM, SWM, FAA**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Finance Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Program Category Identifier

## DEFINITION:

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function to which the cost of related activities are aggregated.

## CODES, CATEGORIES, AND COMMENTS:

Program categories for the instruction program, the organized research program, and the public service program (excluding cooperative extension service) correspond to the standard taxonomy of fields of study used in the Taxonomy of Instructional Programs in Higher Education (Huff, Chandler, 1970). Refer to Appendix 1.

This element corresponds to elements 1009, 2206, and 4404, and should be consistent throughout all uses and files. This element is linked to 3007 and 3009.

## USES:

FAA, RRPM, IEP, CFP, PM, HEFM, SWM

## DATE ISSUED:

November 1973



# DATA ELEMENT DICTIONARY

## Finance Related Data Elements

**ELEMENT  
NUMBER**
**ELEMENT TITLE:** Program Sector Identifier

**DEFINITION:**

The seventh and eighth digits of the Program Classification Structure code. These two digits identify the level of a course. This two-digit classification identifies the course level to which the cost of related activities are aggregated.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to elements 3007 and 3008. It corresponds to elements 1010 and 4405, and should be consistent throughout all uses and files.

Many institutions will be able to derive this element from the Course Identifier (element 1004).

The categorization is generally derived from the level of student to which any particular course offering within a discipline is primarily directed.

The following categories of "course level" are contained in the Program Classification Structure (Gulko, 1972):

<u>Code</u>	<u>Category</u>
10.	Preparatory
20.	Lower Division
30.	Upper Division
40.	Combined Upper Division and Graduate or Professional
50.	Graduate or Professional Only
*90.	Other

The Information Exchange Procedures and Cost Finding Principles projects are recommending the following aggregations:

<u>Code</u>	<u>Category</u>	<u>Description</u>
20.	Lower Division:	Course offerings at a level of comprehension usually associated with freshmen and sophomore students. This is an aggregated category that includes codes 10. and 20. listed above, all lower division courses and those preparatory courses offered for credit.
30.	Upper Division:	Course offerings at a level of comprehension usually associated with junior and senior students. The jointly offered upper division graduate courses should be classified as upper division. This is an aggregated category including codes 30. and 40. listed above.
50.	Graduate:	Course offerings at a level of comprehension usually associated with post-baccalaureate students. This category is the same as code 50. listed above.

\*This category is not used for the IEP project. Courses in this classification should be assigned to the most appropriate category.

**USES:** FAA, RRPM, IEP, CFP, PM, HEFM, SWM

**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Finance Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Organizational Unit - Account**DEFINITION:**

The academic department or other organizational division that has fiscal, programmatic, administrative, and budgetary responsibility for a specified set of activities and accounts.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 1001 and should be consistent throughout all uses and files.

**USES:** PM, HEFM, RRPM, FAA**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Finance Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Fiscal Year**DEFINITION:**

The institutionally defined consecutive twelve-month period to which a financial transaction or summary is applicable.

**CODES, CATEGORIES, AND COMMENTS:**

Two low-order digits of the fiscal year; e.g., fiscal year 1973 = "73".

It is recommended that institutions use the federal standard of designating the calendar year in which the fiscal year ends as the fiscal year, e.g., 1972-1973 = fiscal year 1973.

**USES:**

PM, CFP, HEFM, RRPM, IEP, FAA, SWM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
Finance Related Data Elements**ELEMENT TITLE:** Account Number**DEFINITION:**

An institutionally defined code for recording and summarizing financial transactions.

**CODES, CATEGORIES, AND COMMENTS:**

Each of the codes used to identify data elements 3001 through 3009 often comprise one segment of the account number.

**USES:** CFP, FAA, HEFM, IEP, PM, RRPM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Finance Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Dollar Amount**DEFINITION:**

The quantifiable measure of a financial transaction or summary as expressed in U. S. dollars.

**CODES, CATEGORIES, AND COMMENTS:**

Actual dollar amount. (Negative dollar amounts should be so indicated.)

**USES:** PM, CFP, HEFM, IEP, RRPM, FAA, SWM**DATE ISSUED:** November 1973

## CHAPTER IV

### FINANCE-RELATED DATA ELEMENTS

#### SUGGESTED COBOL PICTURES

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
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Balance Sheet Categories	3003	9(02)
Dollar Amount	3013	9(10)V99
Fiscal Year	3011	9(02)
Functional Classification	3005	9(03)
Fund Group	3001	9(02)
Object Classification	3006	9(02)
Organizational Unit - Account	3010	X(06)
Program Category Identifier	3008	9(04)
Program Identifier	3007	9(02)
Program Sector Identifier	3009	9(02)
Restriction Category	3002	9(01)
Source of Funds	3004	9(03)

## CHAPTER V

### FINANCE-RELATED DATA ELEMENTS

#### CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Account Number	004	3012	Account Number
Dollar Amount	008	3013	Dollar Amount
Functional Classification	006	3005	Functional Classification
Fund Group	001	3001	Fund Group
Object Classification	007	3006	Object Classification
Organizational Unit	003	3010	Organizational Unit - Account
Program Identification	005	3008 3007 3009	Program Category Identifier Program Identifier Program Sector Identifier
Source of Funds	002	3004	Source of Funds

ADDITIONS	NEW DED NO.
Balance Sheet Categories	3003
Fiscal Year	3011
Restriction Category	3002

## DATA ELEMENT DICTIONARY: STAFF



## STAFF-RELATED DATA ELEMENTS

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## CHAPTER I

### STAFF-RELATED DATA ELEMENTS DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to staff personnel.

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

*All persons considered to be employees of the institution.*

It is anticipated that the following categories of staff would be excluded:

1. Those persons hired for brief periods of consultation.
2. Those persons employed by organizations under contract to provide a service to the institution.

The staff-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 staff-related data elements are:

1. 4001-4099 Demographic and Biographical Data

This block of data elements is designed to define information about the employee's demographic characteristics and cumulative professional background.

2. 4101-4199 Previous Educational Experience Data

This block of data elements is designed to define information related to each educational experience of the staff member.

3. 4201-4299 Appointment Data

This block of data elements is designed to define information about each appointment of the staff member.

4. 4301-4399 Assignment Data

This block of data elements is designed to define information regarding an employee's assignments within the institution in accordance with the Manpower Accounting Manual (Minter, 1972).

5. 4401-4499 Faculty Activity Data

This block of data elements is designed to define information about each faculty member's activities. (Note: For a further discussion of NCHEMS efforts in this area, see Faculty Activity Analysis: Overview and Major Issues and Faculty Activity Analysis: Procedures Manual (Manning and Romney, 1973).

## Demographic and Biographical Data

### •Previous Educational Experience Data

### Appointment Data

### •Assignment Data

### -Faculty Activity Data

Thus, each staff member would be expected to have one block of demographic and biographical data elements along with one or more blocks of previous educational experience data. In addition, all employees would have one or more appointment blocks per year with an appropriate number of assignment blocks linked to each appointment block. Also, all employees considered by the institution to be faculty members would have a number of activity data blocks, i.e., one block per activity. It is important that institutions maintain the appointment, assignment, and faculty activity data elements historically.

Institutions should structure their data bases in such a manner as to link these five data blocks. This is particularly important in identifying specific assignments with appointments and also in linking faculty activities with their appropriate appointments and assignments.

The description of each data element contains the following information:

1. Element Number: A four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second 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, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.
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.

The following abbreviations 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 Model	RRPM
Statewide Measures	SWM

6. 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 II

### STAFF-RELATED DATA ELEMENTS

#### INDICES

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Address - State	4010	4.3.12
Address - Street/Apartment	4008	4.3.10
Address - Telephone Number	4012	4.3.14
Address - Zip Code	4011	4.3.13
Appointment Effective Date	4207	4.5.8
Appointment Expiration Date	4208	4.5.9
Appointment Full-Time Equivalent	4205	4.5.6
Appointment Identifier	4202	4.5.3
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Program Sector Identifier	4405	4.7.6
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# ALPHABETICAL INDEX BY NCHEMS PRODUCT

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	Faculty Rank	4211
	Payroll Account Number	4204
	Salary	4213
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	Activity Ending Date	4410
	Activity Full-Time Equivalent	4402
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PREDICTION MODEL  
(RRPM)

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Appointment Full-Time Equivalent	4205
Course Identifier	4407
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Name	4001
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Personnel Identification Number	4002
Program Category Identifier	4404
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## CHAPTER III

### STAFF-RELATED DATA ELEMENTS DEMOGRAPHIC AND BIOGRAPHICAL DATA

<u>DED No.</u>	<u>Title</u>
4001	Name
4002	Personnel Identification Number
4003	Social Security Number
4004	Sex
4005	Birth Date
4006	Citizenship
4007	Civil Rights Racial Category
4008	Address - Street/Apartment
4009	Address - City
4010	Address - State
4011	Address - Zip Code
4012	Address - Telephone Number
4013	Employee's Office - Campus
4014	Employee's Office - Building Code
4015	Employee's Office - Building Name
4016	Employee's Office - Room Number
4017	Employee's Office - Telephone Number
4018	Physical Handicap Status
4019	Student Personnel Identification Number

**DED No.****Title**

4020	Termination Code
4021	Termination Date
4022	Achievement Record
4023	Honorary Degrees and Awards
4024	Professional Affiliations
4025	Licenses, Certificates, and Registrations
4026	Special Competencies
4027	Type of Previous Employment
4028	Location of Previous Employment - State
4029	Highest Degree/Diploma/Certificate Earned
4030	Marital Status

This block of data is recommended for all personnel. The elements in this block of data should be linked together.

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Name

## DEFINITION:

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

## CODES, CATEGORIES, AND COMMENTS:

Literal text that may include the following sub-elements:

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

This element corresponds to element 1201 when the employee has scheduled instructional responsibilities. It should be consistent throughout all uses and files. This element is linked to elements 4002 and 4003.

USES: IEP, RRPM, FAA

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Personnel Identification Number

## DEFINITION:

The official number that serves to uniquely identify the employee.

## CODES, CATEGORIES, AND COMMENTS:

The employee's Social Security number is typically used for this element.

This element corresponds to element 1202 when the employee has scheduled instructional responsibilities. It should be consistent throughout all uses and files. This element is linked to elements 4001 and 4003.

USES: FAA, IEP, RRPM

DATE ISSUED: November 1973



DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Social Security Number

## DEFINITION:

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

## CODES, CATEGORIES, AND COMMENTS:

This element should be linked to elements 4001 and 4002.

This element is not necessary if the Social Security Number is used as the Personnel Identification Number (element 4002).

## USES:

## DATE ISSUED:

November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Sex

DEFINITION:

The sex of the employee.

CODES, CATEGORIES, AND COMMENTS:

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

USES:

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Birth Date**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code - YYMMDD; i.e., May 8, 1946 = 460508.

See Appendix 5.

**USES:****DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBERELEMENT TITLE: Citizenship

## DEFINITION:

The code that indicates the employee's nationality and visa type, if appropriate.

## CODES, CATEGORIES, AND COMMENTS:

First two characters are country - see Appendix 3.  
Third and fourth characters are reserved for visa type - see Appendix 7

## USES:

DATE ISSUED: November 1973

# DATA ELEMENT DICTIONARY

## Staff Related Data Elements

**ELEMENT  
NUMBER**
**ELEMENT TITLE:** Civil Rights Racial Category

**DEFINITION:**

An indication of the employee's ethnic origin.

**CODES, CATEGORIES, AND COMMENTS:**

Civil rights compliance reporting requires the following categories:

Code	Category
1	Asian American/Oriental
2	Native American/American Indian
3	Black/Negro
4	Spanish-Surnamed American*
5	All Other (Include Caucasian)
6	Refuse to indicate

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

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

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

**USES:**

PM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Address - Street/Apartment**DEFINITION:**

The U. S. Postal Service designation of the address or P. O. Box number where the employee may be found or reached.

**CODES, CATEGORIES, AND COMMENTS:**

Literal list which may include:

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

All address-related data elements (elements 4008-4011) should be linked together.

**USES:****DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Address - City

## DEFINITION:

The city in which the employee's residence exists.

## CODES, CATEGORIES, AND COMMENTS:

If the employee does not live in the city, this element should reflect the city where the post office is located through which the employee can be found or reached.

## USES:

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Address - State

## DEFINITION:

The U. S. Postal Service designation of the state in which the employee's place of residence exists.

## CODES, CATEGORIES, AND COMMENTS:

Two-digit code--see Appendix 4.

## USES:

DATE ISSUED: November 1973



**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Address - Zip Code**DEFINITION:**

The U. S. Postal Service Zip Code designation for the geographic area in which the employee's place of residence is located.

**CODES, CATEGORIES, AND COMMENTS:**

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

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Address - Telephone Number**DEFINITION:**

The telephone number of the employee's place of residence or other telephone number through which the employee may be reached.

**CODES, CATEGORIES, AND COMMENTS:**

Actual telephone number--Area Code (3 digits); Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

This element may be linked to the address-related elements (elements 4008-4011).

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

**ELEMENT**  
**NUMBER**

**ELEMENT TITLE:** Employee's Office - Campus

**DEFINITION:**

The official number or other identifier that serves to uniquely identify the campus of the institution where the employee's office is located.

**CODES, CATEGORIES, AND COMMENTS:**

All office-related data elements (elements 4013-4017) should be linked together.

**USES:**

**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Employee's Office - Building Code**DEFINITION:**

The official number or other identifier that serves to uniquely identify the facility (building) where the employee's office is located.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 2001 and should be consistent throughout all uses and files.

**USES:****DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Employee's Office - Building Name

## DEFINITION:

The official name of the building where the employee's office is located.

## CODES, CATEGORIES, AND COMMENTS:

This element corresponds to element 2202 and must be consistent throughout all uses and files.

## USES:

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Employee's Office - Room Number

## DEFINITION:

The official number or other identifier that serves to uniquely identify the room assigned to the employee for use as an office.

## CODES, CATEGORIES, AND COMMENTS:

This element corresponds to element 2201, and should be consistent throughout all uses and files.

## USES:

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Employee's Office - Telephone Number**DEFINITION:**

The primary office telephone number of the employee or that number through which the employee may be reached.

**CODES, CATEGORIES, AND COMMENTS:**

Actual telephone number. Area Code (3 digits); Telephone Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

This element should be linked to related office identifier elements (elements 4013-4017).

**USES:****DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Physical Handicap Status

## DEFINITION:

The designation of an employee's physical deficiency or impairment that requires special arrangements.

## CODES, CATEGORIES, AND COMMENTS:

<u>Code</u>	<u>Category</u>
1	Ambulatory
2	Sight
3	Hearing
4	Other

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

## USES:

DATE ISSUED: November 1973



**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Student Personnel Identification Number**DEFINITION:**

The official institutional number that serves to uniquely identify student employees.

**CODES, CATEGORIES, AND COMMENTS:**

The individual's Social Security number is typically used. This element corresponds to element 5022, and should be consistent throughout all uses and files.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Termination Code**DEFINITION:**

An institutionally defined code that indicates the employee's reason for leaving the institution.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include: Voluntary Resignation, Involuntary Resignation, etc.

**USES:****DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Termination Date

## DEFINITION:

The calendar day when the employee terminated employment at the institution.

## CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., December 18, 1973 = 731218.

See Appendix 5.

## USE:

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Achievement Record**DEFINITION:**

Summary of the publications and other achievements reaching publics outside the institution.

**CODES, CATEGORIES, AND COMMENTS:**

This element should include papers presented, monographs, major articles, books, and other creative achievements.

This element should be coded as an appropriate number of text records and should include the following items:

- a. Achievement (name/title, etc.)
- b. Date

**USES:****DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Honorary Degrees and Awards

## DEFINITION:

A degree, award, or distinction bestowed or conferred upon the employee as an honor without the usual adjuncts.

## CODES, CATEGORIES, AND COMMENTS:

This element should be coded as an appropriate number of text records and should include the following items:

- a. Award
- b. Date of Award
- c. Source of Award

## USES:

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Professional Affiliations

## DEFINITION:

The associations of the employee with professional organizations or learned societies.

## CODES, CATEGORIES, AND COMMENTS:

This element should include offices within the organizations and dates, if appropriate.

This element should be coded as an appropriate number of text records and should include the following items:

- a. Association
- b. Office
- c. Date(s)

## USES:

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Licenses, Certificates, and Registrations**DEFINITION:**

Specific credentials entitling the employee to engage in legal practice of a profession.

**CODES, CATEGORIES, AND COMMENTS:**

This element should be coded as an appropriate number of text records and should include the specific credential earned by the employee. (Medical License, Legal Bar, C.P.A., etc.)

**USES:****DATE ISSUED:**

November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Special Competencies

## DEFINITION:

Special interests, competencies, and experiences of the employee.

## CODES, CATEGORIES, AND COMMENTS:

Such items as foreign country experience, foreign language competency, significant prior employment positions, significant performing creative skills, etc., should be included.

This element should be coded as an appropriate number of text records and should include the following items:

- a. Competency
- b. Date

## USES:

DATE ISSUED: November 1973



**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Type of Previous Employment**DEFINITION:**

An institutionally defined code to indicate the type of the employee's previous employment just prior to appointment at this institution.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include Government, Industry, University, Student, Self-Employed, etc.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Location of Previous Employment - State**DEFINITION:**

U. S. Postal Service code for the state in which the employee's previous employment occurred.

**CODES, CATEGORIES, AND COMMENTS:**

Two-digit code--see Appendix 4.

If the previous location was a foreign country, code as "ZZ".

**USES:****DATE ISSUED:** November 1973

# DATA ELEMENT DICTIONARY

## Staff Related Data Elements

**ELEMENT  
NUMBER**
**ELEMENT TITLE:** Highest Degree/Diploma/Certificate Earned

**DEFINITION:**

An institutionally defined code that indicates the highest degree, diploma, or certificate earned by the employee.

**CODES, CATEGORIES, AND COMMENTS:**

This element can be derived from element 4102.

This element should include all degrees, diplomas, and certificates earned by the employee including high school diplomas.

Category	Description
Certificates and Diplomas (less than one year)	An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year.
Certificates and Diplomas (more than or equal to one year)	An award for the successful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years.
Associate Degree (two years or more)	The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work.
Bachelor's Degree	Any earned academic degree carrying the title of "bachelor".
First Professional Degree	The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O., (3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., R.Div., Rabbi, (8) Pod.D., P.M.
Master's Degree	Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (Master of Surgery), M.S.W. (Master of Social Work).
Doctoral Degree	An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D., D.D.S.
Other/Specify	Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist.

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

Honorary degrees should not be considered.

**USES:**

IEP

**DATE ISSUED:**

November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Marital Status

## DEFINITION:

The legal status of the employee with respect to wedlock.

## CODES, CATEGORIES, AND COMMENTS:

CategoryDefinition

Single

The state of never having been and 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.

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

## USES:

DATE ISSUED: November 1973

## CHAPTER IV

### STAFF-RELATED DATA ELEMENTS PREVIOUS EDUCATIONAL EXPERIENCE DATA

<u>DED NO.</u>	<u>Title</u>
4101	Institution Name
4102	Institution Code
4103	Degree/Diploma/Certificate
4104	Degree/Diploma/Certificate Date
4105	Student Program/Major Field of Study
4106	Beginning Date - Year
4107	Ending Date - Year

This block of elements is recommended for each previous educational experience. These elements should be linked together.

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Institution Name**DEFINITION:**

The legal name of the institution at which the employee obtained the educational experience described by this block of data elements.

**CODES, CATEGORIES, AND COMMENTS:****USES:****DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT-  
NUMBER

ELEMENT TITLE: Institution Code

## DEFINITION:

The code designation for the institution described in data element number 4101.

## CODES, CATEGORIES, AND COMMENTS:

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.

FICE Code: The Federal Interagency Committee on Education code which is an unstructured number that is unique for each institution and remains as the institutional identification number for the life of the institution. The primary utility of the FICE code is the precise identification of a particular institution of higher education.

This code is valid to describe institutions of higher education only.

USES: SWM

DATE ISSUED: November 1973

# DATA ELEMENT DICTIONARY

## Staff Related Data Elements

**ELEMENT  
NUMBER**
**ELEMENT TITLE:** Degree/Diploma/Certificate

**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

This element should include all degrees, diplomas, and certificates earned by the employee including high school diplomas.

<u>Category</u>	<u>Description</u>
Certificates and Diplomas (less than one year)	An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year.
Certificates and Diplomas (more than or equal to one year)	An award for the successful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years.
Associate Degree (two years or more)	The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work.
Bachelor's Degree	Any earned academic degree carrying the title of "bachelor".
First Professional Degree	The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O., (3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pod.D., P.M.
Master's Degree	Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (Master of Surgery), M.S.W. (Master of Social Work).
Doctoral Degree	An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D., D.D.S.
Other/Specialty	Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist.

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

Honorary degrees should not be considered within this data element.

**USES:** IEP, SWM

**DATE ISSUED:** November 1973



**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Degree/Diploma/Certificate Date**DEFINITION:**

The month/year when a degree/diploma/certificate was awarded.

**CODES, CATEGORIES, AND COMMENTS: -**

Four-digit numeric code -- YYMM; i.e., June 1950 = 5006.

See Appendix 5.

This element corresponds to element 5104.

**USES:****DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBERELEMENT TITLE: Student Program/Major Field of Study

## DEFINITION:

The degree or certificate program in which the employee was enrolled or has completed.

## CODES, CATEGORIES, AND COMMENTS:

Four-digit numeric code.

HEGIS taxonomy preferred (see Appendix 1).

This element is not required if degree or certificate is a high school diploma.

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

## USES:

IEP

## DATE ISSUED:

November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Beginning Date - Year

## DEFINITION:

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

## CODES, CATEGORIES, AND COMMENTS:

The two low-order digits of the calendar year; e.g., 1972 = "72"

## USES:

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER**ELEMENT TITLE:** Ending Date - Year**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

The two low-order digits of the calendar year; e.g., 1972 = "72".

This element is not needed if the degree or certificate was awarded, since that information is recorded in element 4103.

**USES:****DATE ISSUED:** November 1973

## CHAPTER V

### STAFF-RELATED DATA ELEMENTS

#### APPOINTMENT DATA

<u>DED No.</u>	<u>Title</u>
4201	Appointment Title
4202	Appointment Identifier
4203	Appointment Organizational Unit
4204	Payroll Account Number
4205	Appointment Full-Time Equivalent
4206	Appointment Period
4207	Appointment Effective Date
4208	Appointment Expiration Date
4209	Appointment Status
4210	Leave Status
4211	Faculty Rank
4212	Tenure Status
4213	Salary
4214	Current Job Class - Method of Entry

This block of data elements may have multiple occurrences for a single staff member. A separate block of data is recommended for each appointment. These elements should be linked together.

DATA ELEMENT DICTIONARY  
Staff Related Data Elements

ELEMENT  
NUMBER

ELEMENT TITLE: Appointment Title

DEFINITION:

The institutionally defined descriptive title of the employee's position or appointment.

CODES, CATEGORIES, AND COMMENTS:

Literal title.

USES:

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Appointment Identifier

## DEFINITION:

An institutionally defined code that serves to identify the position or appointment.

## CODES, CATEGORIES, AND COMMENTS:

## USES:

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Appointment Organizational Unit**DEFINITION:**

The academic department or other organization division that has fiscal, programmatic and administrative responsibilities to which the employee is attached for purposes of personnel assignments and reporting.

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds with element 1001 and should be consistent throughout all uses and files.

**USES:**

FAA

**DATE ISSUED:**

November 1973



DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Payroll Account Number

## DEFINITION:

The institutional account number to which the salary for this appointment is charged.

## CODES, CATEGORIES, AND COMMENTS:

USES: RRPM, CFP, IEP, SAM, FAA, HEFM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Appointment Full-Time Equivalent

## DEFINITION:

The full-time equivalent (FTE) proportion, as defined by institutional standards, represented by the appointment described by this block of data elements.

## CODES, CATEGORIES, AND COMMENTS:

E.g.: 1 FTE = "100"  
½ FTE = "050"

## USES:

RRPM, CFP, IEP, SAM, FAA, HEFM, SWM

## DATE ISSUED:

November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Appointment Period

## DEFINITION:

The number of months to which this appointment applies.

## CODES, CATEGORIES, AND COMMENTS:

Actual number of months rounded to nearest whole month. If appointment is indefinite or greater than 12 months, enter "12." This element may be derived from elements 4207 and 4208 but is frequently stored by institutions.

USES: CFP, FAA

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Appointment Effective Date**DEFINITION:**

Calendar date within a given fiscal year on which this appointment is (was) effective.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., September 12, 1963 = 630912.

See Appendix 5.

**USES:** IEP, RRPM, CFP, HEFM**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER**ELEMENT TITLE:** Appointment Expiration Date**DEFINITION:**

Calendar date within a given fiscal year on which this appointment will be (was) terminated.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., February 17, 1970 = 700217.

See Appendix 5.

**USES:** IEP, RRPM, CFP, HEFP**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Appointment Status**DEFINITION:**

An institutionally defined code to identify the status or type of appointment.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include regular, temporary, visiting, full-time, part-time, etc.

**USES:**

FAA

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
**Staff Related Data Elements**

**ELEMENT  
NUMBER**

**ELEMENT TITLE:** Leave Status

**DEFINITION:**

An institutionally defined code that serves to indicate the employee's leave status, if appropriate.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include sabbatical, leave without pay, etc.

**USES:** RRPM, FAA

**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Faculty Rank

## DEFINITION:

The institutionally defined categorization of a faculty position as a function of a number of variables, such as responsibility, length of service, and academic expertise.

## CODES, CATEGORIES, AND COMMENTS:

The Information Exchange Procedures project is using the following categories:

<u>Category</u>	<u>Description</u>
Professor	Faculty designated by the rank of professor.
Associate Professor	Faculty designated by the rank of associate professor.
Assistant Professor	Faculty designated by the rank of assistant professor.
Instructor/Lecturer	Faculty designated by the rank of instructor/lecturer.
Teaching or Research Assistant/Associate	Faculty designated as teaching or research assistant/associate. Generally created for and staffed by people with graduate status at the employing institution. May also be known as Teaching Fellows, Associates, or Graduate Assistants.
Undesignated	(A) Are not assigned a specific rank but are classified as faculty or some other term to designate instructional status, (B) Are especially designated faculty not included in the rank categories. These would include: visiting scholar, and other special ranks.

USES: RRPM, IEP, SAM, CFP, HEFM, FAA, SWM, PM

DATE ISSUED: November 1973



**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Tenure Status**DEFINITION:**

The institutional designation that serves to identify the status of the employee with respect to permanence of appointed position.

**CODES, CATEGORIES, AND COMMENTS:**

Classifications may include: Tenured, Nontenured, Not Eligible, etc.

**USES:**

IEP, SWM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Salary**DEFINITION:**

The salary paid to the employee during this appointment period.

**CODES, CATEGORIES, AND COMMENTS:**

Actual dollar amount.

**USES:** RRPM, IEP, CFP, HEFM, FAA, SWM, PM**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Current Job Class - Method of Entry

## DEFINITION:

The method by which the employee was brought into this job class.

## CODES, CATEGORIES, AND COMMENTS:

Category

New Hire  
Promotion  
Transfer  
Demotion

The above categories are those required for HEW compliance reporting purposes.

## USES:

DATE ISSUED: November 1973

## CHAPTER VI

### STAFF-RELATED DATA ELEMENTS

#### ASSIGNMENT DATA

<u>DED No.</u>	<u>Title</u>
4301	Assignment
4302	Assignment Full-Time Equivalent
4303	Assignment Beginning Date
4304	Assignment Ending Date

This block of data elements may have multiple occurrences for a single staff member. A separate block of data is recommended for each assignment of a staff member. These elements should be linked together.

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Assignment

## DEFINITION:

The specific set of occupational activities an employee is expected to perform within a program established to accomplish some institutional goal.

## CODES, CATEGORIES, AND COMMENTS:

Coded according to the first eight digits of Manpower Assignment Code as described in A Manual for Manpower Accounting in Higher Education (Minter, 1971).

<u>PROGRAM FUNCTION</u>		<u>OCCUPATIONAL ACTIVITY</u>	
<u>Code</u>	<u>Category</u>	<u>Code</u>	<u>Category</u>
1	Instruction	1	Executive, Administrative, Managerial
2	Organized Research	2	Instructional
3	Public Service	3	Professional
4	Academic Support	4	Technical
5	Student Service	5	Office
6	Institutional Support	6	Crafts and Trades
7	Independent Operations	7	Service

This element will occur before the fact for each assignment of the employee.

USES: PCM, PM, CFP, FAA, IEP, SWM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Assignment Full-Time Equivalent

## DEFINITION:

The full-time equivalent (FTE) proportion that an employee is expected to devote to the accomplishment of a specific assignment.

## CODES, CATEGORIES, AND COMMENTS:

E.g.: 1 FTE = "100"  
½ FTE = "050"

This element will occur before the fact for each assignment of the employee.

USES: PCM, PM, CFP, FAA, SWM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Assignment Beginning Date

## DEFINITION:

Calendar date on which this assignment is/was to begin.

## CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., November 2, 1968 = 681102.

See Appendix 5.

## USES:

PCM, CFP, FAA

## DATE ISSUED:

November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Assignment Ending Date

## DEFINITION:

Calendar date on which this assignment is/was to end.

## CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., December 27, 1968 = 681227.

See Appendix 5.

## USES:

PCM, CFP, FAA

## DATE ISSUED:

November 1973



## CHAPTER VII

### STAFF-RELATED DATA ELEMENTS

#### FACULTY ACTIVITY DATA

<u>DED No.</u>	<u>Title</u>
4401	Activity Category
4402	Activity Full-Time Equivalent
4403	Program Identifier
4404	Program Category Identifier
4405	Program Sector Identifier
4406	Activity Outcome Category
4407	Course Identifier
4408	Section Identifier
4409	Activity Beginning Date
4410	Activity Ending Date

This block of data may have multiple occurrences for a single staff member. A separate block of data is recommended for each activity of a staff member. These elements should be linked together.

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Activity Category

## DEFINITION:

A code that describes the activities that faculty typically perform.

## CODES, CATEGORIES, AND COMMENTS:

<u>Code</u>	<u>Category</u>
A.1	Scheduled Teaching
A.2	Unscheduled Teaching
A.3	Academic Program Advising
A.4	Course and Curriculum Research and Development
B.1	Specific Projects
B.2	General Scholarship and Professional Development
C.1	Student-Oriented Service
C.2	Administrative Duties
C.3	Committee Participation
D	General Professional Service/Advice Directed Outside the Institution

The above categories have been pilot tested by the Faculty Activity Analysis project. This element will occur after the fact for each activity that the faculty member has performed.

USES: FAA, RRPM, IEP, PM, CFP, SWM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Activity Full-Time Equivalent

## DEFINITION:

The full-time equivalent (FTE) proportion, as defined by institutional standards, that a faculty member devotes to the accomplishment of a specific activity.

## CODES, CATEGORIES, AND COMMENTS:

E.g.: 1 FTE = "100"  
 $\frac{1}{2}$  FTE = "050"

This element will occur after the fact for each activity that the faculty member has performed.

## USES:

RRPM, FAA, CFP, IEP, SWM

## DATE ISSUED:

November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Program Identifier

## DEFINITION:

A two-digit numeric code corresponding to the first two digits of the Program Classification Structure code that identify the program to which the activity contributes.

## CODES, CATEGORIES, AND COMMENTS:

The first two digits of the Program Classification Structure code.

This element is linked to elements 4404 and 4405. This element corresponds to elements 1008, 2205, and 3007, and should be consistent throughout all uses and files.

USES: RRPM, FAA, IEP, CFP, SWM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Program Category Identifier

## DEFINITION:

The third through the sixth digits of the Program Classification Structure code. This four-digit classification identifies related program elements by discipline area or major function to which the employee's activities contribute.

## CODES, CATEGORIES, AND COMMENTS:

Program categories for the Instruction Program, the Organized Research Program, and the Public Service Program (excluding cooperative extension service) correspond to the standard taxonomy of fields of study used in the Taxonomy of Instructional Programs in Higher Education (Huff and Chandler, 1970). Refer to Appendix 1.

This element is linked to elements 4403 and 4405. This element corresponds to elements 1009, 2206, and 3308, and should be consistent throughout all uses and files.

USES: FAA, RRPM, IEP, CFP, SWM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Program Sector Identifier

## DEFINITION:

The seventh and eighth digits of the Program Classification Structure code. These two digits identify the level of the course.

## CODES, CATEGORIES, AND COMMENTS:

This two-digit classification identifies the student level to which the employee's activity relates.

This element will not appear for all activities. It is recommended for use in programs 1.1, 1.2, 1.3, 1.4, 3.1, and 5.2 of the Program Classification Structure. This element is linked to elements 4403 and 4404. It corresponds to elements 1010 and 3009, and should be consistent throughout all uses and files. Many institutions will be able to derive this element from the Course Identifier (element 1004).

The categorization is generally derived from the level of student to which any particular course offering within a discipline is primarily directed.

The following categories of "course level" are contained in the Program Classification Structure (Gulko, 1972):

<u>Code</u>	<u>Category</u>
10.	Preparatory
20.	Lower Division
30.	Upper Division
40.	Combined Upper Division and Graduate or Professional
50.	Graduate or Professional Only
*90.	Other

The Information Exchange Procedures and Cost Finding Principles projects are recommending the following aggregations:

<u>Code</u>	<u>Category</u>	<u>Description</u>
20.	Lower Division:	Course offerings at a level of comprehension usually associated with freshmen and sophomore students. This is an aggregated category that includes codes 10. and 20. listed above, all lower division courses and those preparatory courses offered for credit.
30.	Upper Division:	Course offerings at a level of comprehension usually associated with junior and senior students. The jointly offered upper division graduate courses should be classified as upper division. This is an aggregated category including codes 30. and 40. listed above.
50.	Graduate:	Course offerings at a level of comprehension usually associated with post-baccalaureate students. This category is the same as code 50. listed above.

\*This category is not used for the IEP project. Courses in this classification should be assigned to the most appropriate category.

USES: FAA, RRPM, IEP, CFP, SWM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Activity Outcome Category

## DEFINITION:

Those intended products, events, and/or conditions produced by the activity described by this block of data elements that potentially can affect one or more beneficiary groups.

## CODES, CATEGORIES, AND COMMENTS:

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Student Growth and Development	Results and benefits of activities that contribute to enhancing personal, social, academic and/or career aspects of students who are registered in the institution.
2	Development of New Knowledge and Art Forms	Results and benefits of activities that contribute to the development, storage, utilization, and/or appreciation of knowledge and art in society.
3	Community Service and Development	Results and benefits of activities that contribute to educational growth in and provide short- or long-term utility to the non-academic community.
4	Inseparable Combination of 1, 2, and 3	Results and benefits of activities that contribute to student growth and development, creation of new knowledge and art forms, and community service and development and cannot be separated. (It is preferable to separate these if possible.)

The above categories and definitions have been pilot tested in the Faculty Activity Analysis project.

This data element would have a multiple occurrence if the activity results in multiple outcomes.

USES: FAA

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Course Identifier**DEFINITION:**

Official institutional number or other identifier that serves to uniquely identify a course.

**CODES, CATEGORIES, AND COMMENTS:**

The code may include prefix and/or suffix.

This element is linked to element 4408.

This element corresponds to elements 1004 and 5402 and should be consistent throughout all uses and files.

If the particular activity described in this block of data elements is not a course, then this element and the succeeding one are not needed.

**USES:** RRPM, FAA, IEP**DATE ISSUED:** November 1973



**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Section Identifier**DEFINITION:**

Official institutional number or other identifier that serves to uniquely identify the section of the course.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to element 4407.

This element corresponds to elements 1101 and 5403, and should be consistent throughout all uses and files.

**USES:** RRPM, FAA, IEP**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Staff Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Activity Beginning Date

## DEFINITION:

Calendar date when this activity is/was scheduled to begin.

## CODES, CATEGORIES, AND COMMENTS:

Six-digit numeric code -- YYMMDD; i.e., September 4, 1973 = 730904.

See Appendix 5.

This element is linked to element 4410.

If historical data are available, and the actual beginning date differs from the scheduled date, use the historical data.

USES: FAA, RRPM, CFP, IEP

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Staff Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Activity Ending Date**DEFINITION:**

The calendar date when this activity is/was scheduled to end.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., April 5, 1973 = 730405.

See Appendix 5.

This element is linked to element 4409.

If historical data are available, and the actual ending date differs from the scheduled ending date, use the historical data.

**USES:** FAA, RRPM, CFP, IEP**DATE ISSUED:** November 1973

## CHAPTER VIII

### STAFF-RELATED DATA ELEMENTS

#### SUGGESTED COBOL PICTURES

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Achievement Record	4022	X(60)
Activity Beginning Date	4409	9(06)
Activity Category	4401	9(02)
Activity Ending Date	4410	9(06)
Activity Full-Time Equivalent	4402	9V99
Activity Outcome Category	4406	9(01)
Address - City	4009	X(20)
Address - State	4010	X(02)
Address - Street/Apartment	4008	X(16)
Address - Telephone Number	4012	9(14)
Address - Zip Code	4011	9(05)
Appointment Effective Date	4207	9(06)
Appointment Expiration Date	4208	9(06)
Appointment Full-Time Equivalent	4205	9V99
Appointment Identifier	4202	9(05)
Appointment Organizational Unit	4203	9(05)
Appointment Period	4206	9(02)
Appointment Status	4209	X(01)
Appointment Title	4201	X(25)
Assignment	4301	9(08)
Assignment Beginning Date	4303	9(06)
Assignment Ending Date	4304	9(06)
Assignment Full-Time Equivalent	4302	9V99
Beginning Date - Year	4106	9(02)
Birth Date	4005	9(06)
Citizenship	4006	X(04)
Civil Rights Racial Category	4007	9(01)
Course Identifier	4407	X(10)
Current Job Class - Method of Entry	4214	X(01)
Degree/Diploma/Certificate	4103	X(05)
Degree/Diploma/Certificate Date	4104	9(04)
Employee's Office - Building Code	4014	X(04)
Employee's Office - Building Name	4015	X(12)
Employee's Office - Campus	4013	X(03)
Employee's Office - Room Number	4016	X(07)
Employee's Office - Telephone Number	4017	9(14)

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Ending Date - Year	4107	9(02)
Faculty Rank	4211	9(01)
Highest Degree/Diploma/Certificate Earned	4029	X(01)
Honorary Degrees and Awards	4023	X(60)
Institution Code	4102	9(06)
Institution Name	4101	X(20)
Leave Status	4210	9(02)
Licenses, Certificates, and Registrations	4025	X(60)
Location of Previous Employment - State	4028	X(02)
Marital Status	4030	X(01)
Name	4001	X(30)
Payroll Account Number	4204	X(18)
Personnel Identification Number	4002	X(09)
Physical Handicap Status	4018	9(01)
Professional Affiliations	4024	X(60)
Program Category Identifier	4404	9(08)
Program Identifier	4403	9(08)
Program Sector Identifier	4405	9(08)
Salary	4213	9(03)
Section Identifier	4408	X(04)
Sex	4004	X(01)
Social Security Number	4003	9(09)
Special Competencies	4026	X(60)
Student Personnel Identification Number	4019	X(09)
Student Program/Major Field of Study	4105	9(04)
Tenure Status	4212	X(01)
Termination Code	4020	X(01)
Termination Date	4021	9(06)
Type of Previous Employment	4027	X(01)

# CHAPTER IX

## STAFF-RELATED DATA ELEMENTS CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Academic Rank	208	4211	Faculty Rank
Account Number	203	4204	Payroll Account Number
Appointment Code	202	4202	Appointment Identifier
Appointment Effective Date	211	4207	Appointment Effective Date
Appointment Expiration Date	212	4208	Appointment Expiration Date
Appointment Percentage	204	4205	Appointment Full-Time Equivalent
Appointment Period	206	4206	Appointment Period
Appointment Salary Budgeted	205	4213	Salary
Appointment Title	201	4201	Appointment Title
Appointment Type	213	4209	Appointment Status
Birth Date	003	4005	Birth Date
Campus Office Address(s)	014	4013 4014 4015 4016 4017	Employee's Office - Campus Employee's Office - Building Code Employee's Office - Building Name Employee's Office - Room Number Employee's Office - Telephone Number
Citizenship Status	009	4006	Citizenship
Course Assignments	340	4407 4408 4409 4410	Course Identifier Section Identifier Activity Beginning Date Activity Ending Date
Current Local Address	012	4008 4009 4010 4011 4012	Address - Street/Apartment Address - City Address - State Address - Zip Code Address - Telephone Number

# STAFF CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
First Date of Appointment	112	4207	Appointment Effective Date
Graduate Education	102	4101	Institution Name
		4102	Institution Code
		4103	Degree/Diploma/Certificate
		4104	Degree/Diploma/Certificate Date
		4105	Student Program/Major Field of Study
Highest Academic Degree or Diploma	103	4029	Highest Degree/Diploma/ Certificate Earned
Honorary Degrees and Awards	106	4103	Degree/Diploma/Certificate
Instructional Activities	341	4401	Activity Category
Licenses, Certificates, and Registrations	108	4025	Licenses, Certificates, and Registrations
Marital Status	006	4030	Marital Status
Name	001	4001	Name
Noninstructional Activities	342	4401	Activity Category
		4402	Activity Full-Time Equivalent
		4409	Activity Beginning Date
		4410	Activity Ending Date
Permanent Address	013	4008	Address - Street/Apartment
		4009	Address - City
		4010	Address - State
		4011	Address - Zip Code
		4012	Address - Telephone Number
Physical Handicap	015	4018	Physical Handicap Status
Postdoctoral Education	105	4101	Institution Name
		4105	Student Program/Major Field of Study
		4106	Beginning Date - Year
		4107	Ending Date - Year
Postgraduate Study	104	4101	Institution Name
		4105	Student Program/Major Field of Study
		4106	Beginning Date - Year
		4107	Ending Date - Year

STAFF CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Previous Employment	111	4027 4028	Type of Previous Employment Location of Previous Employment - State
Professional Affiliations	107	4024	Professional Affiliations
Publication Record	110	4022	Achievement Record
Race	010	4007	Civil Rights Racial Category
Sabbaticals and Leaves of Absence	214	4210	Leave Status
Separation from Institution	113	4020	Termination Code
Sex	005	4004	Sex
Social Security Number	002	4003 4002	Social Security Number Personnel Identification Number
Special Competencies	109	4026	Special Competencies
Tenure Status	210	4212	Tenure Status
Undergraduate Education	101	4101 4102 4103 4104 4105	Institution Name Institution Code Degree/Diploma/Certificate Degree/Diploma/Certificate Date Student Program/Major Field of Study



STAFF CHANGES - Continued

DELETIONS	DED NO.	DED NO.	ADDITIONS
Birthplace	004	4406	Activity Outcome Category
Dependents	007	4203	Appointment Organizational Unit
Emergency Contact	008	4301	Assignment
Military Status	011	4303	Assignment Beginning Date
Publication Record	110	4304	Assignment Ending Date
Staff Benefits	207*	4302	Assignment Full-Time Equivalent
Support Staff Skill Level	209	4214	Current Job Class - Method of Entry
		4404	Program Category Identifier
		4403	Program Identifier
		4405	Program Sector Identifier
		4026	Special Competencies
		4019	Student Personnel Identification Number

\*This data element is derivable from data elements in the Finance Section.

## DATA ELEMENT DICTIONARY: STUDENT

## STUDENT-RELATED DATA ELEMENTS

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## CHAPTER I

### STUDENT-RELATED DATA ELEMENTS 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. 5001-5099 Demographic and Biographical Data

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

2. 5101-5199 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. 5201-5299 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.

4. 5301-5399 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. 5401-5499 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 recommend 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 four-digit number to identify each data element. The first digit of the element number specifies the section of the Data Element Dictionary this element is related to. The second 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, Categories, and Comments: A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions, or additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.
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.

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
Program Measures	PM
Resource Requirements Prediction Model	RRPM
Statewide Measures	SWM
Student Flow Models	SFM

6. Date Issued: Indicates the 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 II

### STUDENT-RELATED DATA ELEMENTS

#### INDICES

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## CHAPTER III

### STUDENT-RELATED DATA ELEMENTS DEMOGRAPHIC AND BIOGRAPHICAL DATA

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5009	Geographic Origin - State
5010	Marital Status
5011	Housing Status
5012	Residency Status
5013	Type of Contact
5014	Contact - Name
5015	Contact - Relationship
5016	Contact - Street/Apartment
5017	Contact - City
5018	Contact - State



<u>DED No.</u>	<u>Title</u>
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5023	Highest Academic Degree/Diploma/Certificate Earned
5024	Mother's Occupation
5025	Father's Occupation
5026	Mother's Education
5027	Father's Education
5028	Family Income

A separate block of data should be collected for each student. It should be linked together.

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Name

## DEFINITION:

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

## CODES, CATEGORIES, AND COMMENTS:

Literal text, which may include the following sub-elements:

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

This element should be linked to elements 5002 and 5003.

## USES:

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements**

**ELEMENT  
NUMBER**

**ELEMENT TITLE:** Student Identification Number

**DEFINITION:**

The official number that serves to uniquely identify the student.

**CODES, CATEGORIES, AND COMMENTS:**

This element should be linked to elements 5001 and 5003.

**USES:** IEP

**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Social Security Number**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

This element should be linked to elements 5001 and 5002.

This element is not necessary if the Social Security Number is used as the Student Identification Number (element 5002).

**USES:** SFM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Sex**DEFINITION:**

The sex of the student.

**CODES, CATEGORIES, AND COMMENTS:**

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

**USES:** PM, SFM, SAM, IEP, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Birth Date**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; i.e., December 27, 1943 = 431227.

See Appendix 5.

**USES:**

SFM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Citizenship**DEFINITION:**

The code that indicates the student's nationality and visa type, if appropriate.

**CODES, CATEGORIES, AND COMMENTS:**

First two characters are country--see Appendix 3. Third and fourth characters are reserved for visa type--see Appendix 7.

**USES:**- PM**DATE ISSUED:**November 1973

# DATA ELEMENT DICTIONARY

## Student Related Data Elements

**ELEMENT  
NUMBER**
**ELEMENT TITLE:** Civil Rights Racial Category

**DEFINITION:**

An indication of the student's ethnic origin.

**CODES, CATEGORIES, AND COMMENTS:**

Civil rights compliance reporting requires the following categories:

Code	Category
1	Asian American/Oriental
2	Native American/American Indian
3	Black/Negro
4	Spanish-Surnamed American*
5	All Other (Include Caucasian)
6	Refuse to indicate

\*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	Comments
1	Asian American/Oriental	Students who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan, or Filipino descent.
2	Native American/American Indian	Students who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include White Americans.
3	Black American/Negro	Students who identify themselves ethnically as being of Black or Afro-American descent.
4	Chicano/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 Rican, Cuban, 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 visas.
8	Refuse to indicate	Students who decline to indicate ethnic background.

**USES:**

PM, SFM, SWM, IEP

**DATE ISSUED:**

November 1973



**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Geographic Origin - County**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

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

**USES:** SFM, SWM, PM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Geographic Origin - 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, CATEGORIES, AND COMMENTS:**

Two-digit code. See Appendix 4.

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

**USES:** SFM, PM, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Marital Status**DEFINITION:**

The legal status of the student with respect to wedlock.

**CODES, CATEGORIES, AND COMMENTS:**

<u>Category</u>	<u>Definition</u>
Single	The state of never having been and 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.

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

**USES:** PM, SAM, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Housing Status**DEFINITION:**

An institutionally defined classification of the type of housing in which the student resides.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include institution-operated dormitory, fraternity/sorority, private housing, etc. For many institutions, "on campus" or "off campus" may be sufficient categories.

**USES:** PM, SAM, SWM**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Residency Status

## DEFINITION:

A code for the legal residence of the student with respect to geographic origin at the time of first admission to the institution.

## CODES, CATEGORIES, AND COMMENTS:

This designation is usually used to determine the student's rate of tuition and fee payment.

The NCHEMS Information Exchange Procedures project is using the following categories for exchange purposes:

<u>Category</u>	<u>Description</u>
In-District	Students who live within a junior college district and are attending the junior college in the district of their residence.
In-State	Students who attend an institution in the state in which they are legally domiciled. <u>Not</u> included in this category are In-District students.
Out-of-State	Students who attend an institution that is outside the state in which they are legally domiciled. Foreign students are Out-of-State students.

USES: PM, SAM, IEP, SWM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Type of Contact

## DEFINITION:

The type of individual and address for which the following address elements are applicable.

## CODES, CATEGORIES, AND COMMENTS:

CodeCategoryP  
L  
M  
EParent or Legal Guardian's Address ..  
Student Local Address  
Student Permanent Address  
Emergency Notification

The above codes and categories represent one suggested possible set. An alternative set of codes and categories may be equally appropriate. All address-related data elements (elements 5013-5021) can be expected to have multiple occurrences.

The address-related data elements should be linked together for each address on file.

## USES:

## DATE ISSUED:

November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Contact - Name**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

Literal text, which may include the following sub-elements:

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

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

**USES:****DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements**

**ELEMENT  
NUMBER**

**ELEMENT TITLE:** Contact - Relationship

**DEFINITION:**

The individual's relationship to the student, if appropriate.

**CODES, CATEGORIES, AND COMMENTS:**

Name or abbreviation. (Father, Spouse, Guardian, etc.)

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

**USES:**

**DATE ISSUED:** November 1973



DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Contact - Street/Apartment

## DEFINITION:

The U. S. Postal Service designation of the address or P. O. Box number where the individual may be found or reached.

## CODES, CATEGORIES, AND COMMENTS:

Literal list, which may include:

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

## USES:

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Contact - City**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:****USES:** SAM (When "type of contact" is student local address.)**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Contact - State**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

Two-digit code--see Appendix 4.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Contact - Zip Code**DEFINITION:**

The U. S. Postal Service Zip Code designation for the geographic area in which the individual may be found or reached.

**CODES, CATEGORIES, AND COMMENTS:**

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

**USES:****DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Contact - Country

## DEFINITION:

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

## CODES, CATEGORIES, AND COMMENTS:

A two-digit code\*--see Appendix 3.

\*Existing U. S. Department of Commerce Standard.

## USES:

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Contact - Telephone Number**DEFINITION:**

The telephone number of the individual's place of residence or that telephone number through which he or she may be reached.

**CODES, CATEGORIES, AND COMMENTS:**

Actual telephone number. Area Code (3 digits); Exchange (3 digits); Number (4 digits); Extension (4 digits).

Omit hyphens.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Identification Number - Student Personnel**DEFINITION:**

The official institutional number that serves to uniquely identify student employees.

**CODES, CATEGORIES, AND COMMENTS:**

The individual's Social Security Number is typically used. This element corresponds to element 4019 and should be consistent throughout all uses and files.

**USES:****DATE ISSUED:** November 1973

# DATA ELEMENT DICTIONARY

## Student Related Data Elements

**ELEMENT  
NUMBER**
**ELEMENT TITLE:** Highest Degree/Diploma/Certificate Earned

**DEFINITION:**

The highest degree, diploma, or certificate earned by the student prior to admission to the institution described in this data element.

**CODES, CATEGORIES, AND COMMENTS**

This element should include all degrees, diplomas, and certificates earned by the student including high school diplomas.

Category	Description
Certificates and Diplomas (less than one year)	An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year.
Certificates and Diplomas (more than or equal to one year)	An award for the successful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years.
Associate Degree (two years or more)	The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work.
Bachelor's Degree	Any earned academic degree carrying the title of "bachelor".
First Professional Degree	The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O., (3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) D.D., (7) B.D., R.D.T., Rabbi, (8) Pod.D., P.M.
Master's Degree	Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (Master of Surgery), M.S.W. (Master of Social Work).
Doctoral Degree	An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D., D.D.S.
Other/Specify	Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist.

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate. Honorary degrees would normally not be included within this data element. Honorary degrees should not be considered.

**USES:** PM, SWM, SFM

**DATE ISSUED:** November 1973



DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Mother's Occupation

## DEFINITION:

The occupational category of the student's mother.

## CODES, CATEGORIES, AND COMMENTS:

The following categories and definitions represent one possible set recommended for use.

<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 or intermediate skill levels that can be mastered in a few weeks and require only limited
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	

An alternative set of categories may be equally appropriate.

## USES:

SFM

## DATE ISSUED:

November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Father's Occupation

## DEFINITION:

The occupational category of the student's father.

## CODES, CATEGORIES, AND COMMENTS:

The following categories and definitions represent one possible set recommended for use.

<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 or 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	Other	

An alternative set of categories may be equally appropriate.

USES: SFM

DATE ISSUED: November 1973

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

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

**CODES, CATEGORIES, AND COMMENTS:**Category

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

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

**USES:** SFM**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Father's Education

## DEFINITION:

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

## CODES, CATEGORIES, AND COMMENTS:

Category

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

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

## USES:

SFM

## DATE ISSUED:

November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Family 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, CATEGORIES, AND COMMENTS:

Categories of dollar amount.

This element does not include the student's income unless he or she is self-supporting, and thus classified as "independent student."

Independent students' income should be stored in the data element, where such a student meets the following specifications:

- (1) Has not and will not be claimed as an exemption for federal income tax purposes by any person except his or her spouse for the calendar year(s) in which aid is received and the calendar year prior to the academic year for which aid is requested.
- (2) Has not received and will not receive financial assistance of more than \$600 from his or her parent(s) in the calendar year(s) in which aid is received and the calendar year prior to the academic year for which aid is requested.
- (3) Has not lived or will not live for more than 2 consecutive weeks in the home of a parent during the calendar year in which aid is received and the calendar year prior to the academic year for which aid is requested.

This element is also required for institutional participation in federal student financial aid programs.

This element may only be collected for students who are applying for financial aid.

USES: SFM, PM, IEP, SWM

DATE ISSUED: November 1973

## CHAPTER IV

### STUDENT-RELATED DATA ELEMENTS PREVIOUS EDUCATIONAL EXPERIENCE DATA

<u>DED No.</u>	<u>Title</u>
5101	Institution Name
5102	Institution Type
5103	Institution Code
5104	Degree/Diploma/Certificate
5105	Degree/Diploma/Certificate Date
5106	Student Program/Major Field of Study
5107	Grade Point Average
5108	Beginning Date - Year
5109	Ending Date - Year
5110	Class Standing
5111	Graduating Class Size

A separate block of data should be collected for each educational experience.

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Institution Name**DEFINITION:**

The legal name of the institution.

**CODES, CATEGORIES, AND COMMENTS:**

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

**USES:**

SFM, SWM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Institution Type**DEFINITION:**

An institutionally defined code that describes the type of institution described by this block of data elements.

**CODES, CATEGORIES, AND COMMENTS:**

The following categories are derived from the Carnegie Classifications:

CATEGORY

Developing Two-Year Public Institution  
Public Two-Year Institution  
Private Two-Year Institution  
Developing Public University or College  
Developing Private University or College  
Public Liberal Arts Institution  
Private Liberal Arts Institution  
Highly Selective Private Liberal Arts Institution  
Public Comprehensive College  
Private Comprehensive College  
Public Doctoral Research University  
Private Doctoral Research University  
Other

NCHEMS Information Exchange Procedures project is using the following categories:

Associate Degree Granting: The highest degree awarded is the Associate of Arts, Associate of Applied Sciences, or other similar degrees.

Baccalaureate Degree Granting: The highest degree awarded is the Bachelor of Arts, Bachelor of Sciences, or other similar degree.

First Professional Degree Granting: The highest degree awarded is one of the following: (a) M.D.; (b) D.O.; (c) L.L.B. or J.D. (if J.D. is first professional law degree offered); (d) D.D.S.; (e) D.V.M.; (f) O.D.; (g) B.D., M.Div., Rabbi; (h) Pod.D., P.M.

Master's Degree Granting: The highest degree awarded is the Master's Degree or other similar degrees.

Doctorate Degree Granting: Institutions that award doctorate degrees.

**USES:** IEP, SWM**DATE ISSUED:** November 1973



**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Institution Code**DEFINITION:**

The code designation for the institution described in data element number 5101.

**CODES, CATEGORIES, AND COMMENTS:**

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

FICE Code: The Federal Interagency Committee on Education code which is an unstructured number that is unique for each institution and remains as the institutional identification number for the life of the institution. The primary utility of the FICE code is the precise identification of a particular institution of higher education.

This code is valid to describe institutions of higher education only.

**USES:** SFM, SWM**DATE ISSUED:** November 1973

# DATA ELEMENT DICTIONARY

## Student Related Data Elements

**ELEMENT  
NUMBER**
**ELEMENT TITLE:** Degree/Diploma/Certificate

**DEFINITION:**

The title or award conferred upon the student by the institution named in this block of data elements for the successful completion of a given curriculum or program.

**CODES, CATEGORIES, AND COMMENTS:**

This element should include all degrees, diplomas, and certificates earned by the student including high school diplomas.

<u>Category</u>	<u>Description</u>
Certificates and Diplomas (less than one year)	An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year.
Certificates and Diplomas (more than or equal to one year)	An award for the successful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years.
Associate Degree (two years or more)	The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work.
Bachelor's Degree	Any earned academic degree carrying the title of "bachelor".
First Professional Degree	The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O., (3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pod.D., P.M.
Master's Degree	Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (Master of Surgery), M.S.W. (Master of Social Work).
Doctoral Degree	An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D., D.D.S.
Other/Specify	Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist.

This element should be linked to elements 5105 and 5106.

**USES:** SFM, PM, IEP, SWM

**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Degree/Diploma/Certificate Date**DEFINITION:**

The month/year when the degree, diploma, or certificate was awarded to the student.

**CODES, CATEGORIES, AND COMMENTS:**

Four-digit numeric code -- YYYY; i.e., December 1968 = 6812.

See Appendix 5.

This element should be linked to element 5104.

**USES:**

IEP

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Student Program/Major Field of Study**DEFINITION:**

The degree, diploma, or certificate program in which the student was enrolled or has completed.

**CODES, CATEGORIES, AND COMMENTS:**

Refer to element 5104.

Four-digit numeric code.

HEGIS Taxonomy preferred. For HEGIS Taxonomy, see Appendix 1.

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

**USES:** SFM, PM, IEP, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Grade Point Average**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

Quality Point: A numerical value assigned to the grade a student received in a course in order to provide a quantitative determination of the student's scholarship. (AACRAO)

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Beginning Date - Year**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

Two low-order digits of calendar year; e.g., 1972 = "72".

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****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, CATEGORIES, AND COMMENTS:**

Two low-order digits of calendar year; e.g., 1972 = "72".

This element is not needed if the degree/diploma/certificate was awarded, since that information is recorded in data element 5105.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Class Standing**DEFINITION:**

The academic standing of a student in the graduating class at the institution described in this block of data elements.

**CODES, CATEGORIES, AND COMMENTS:**

Actual number with "1" being the highest possible standing. This information is usually obtained from the student's transcript submitted at the time of application for admission.

This element should be linked to element 5111.

**USES:****DATE ISSUED:** November 1973



**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Graduating Class Size**DEFINITION:**

The number of students in a specific graduating class at the institution described in this block of data elements.

**CODES, CATEGORIES, AND COMMENTS:**

Actual number of graduating students.

**USES:****DATE ISSUED:** November 1973

## CHAPTER V

### STUDENT-RELATED DATA ELEMENTS

#### ADMITTANCE DATA

<u>DED No.</u>	<u>Title</u>
5201	Admission - Date Valid
5202	Admission Application Date
5203	Admission Request - Campus
5204	Admission Request - Student Level
5205	Admission Request - Student Status
5206	Admission Request - Degree/Diploma/Certificate Type
5207	Admission Request - Student Program/Major Field of Study
5208	Admission Action
5209	Admission Action Date
5210	Entrance Test Score - Name (Type)
5211	Entrance Test Score - Form/Name
5212	Entrance Test Score - Raw Score
5213	Entrance Test Score - Percentile Score
5214	Entrance Test Score - Date
5215	Expected Completion Date

The elements pertaining to admissions data should be linked together.

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Admission - Date Valid**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., February 23, 1974 = 740223.

See Appendix 5.

**USES:**

SFM

**DATE ISSUED:**

November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Admission Application Date**DEFINITION:**

The calendar date on which the application form submitted by the student was received.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., November 15, 1973 = 731115.

See Appendix 5.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements**

**ELEMENT  
NUMBER**

**ELEMENT TITLE:** Admission Request - Campus

**DEFINITION:**

The campus to which the student is making application.

**CODES, CATEGORIES, AND COMMENTS:**

**USES:** SFM, SWM

**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Admission Request - Student Level**DEFINITION:**

The student's entering academic level.

**CODES, CATEGORIES, AND COMMENTS:**

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

<u>Code</u>	<u>Category</u>
PR	Preparatory
FR	Freshman
SO	Sophomore
JR	Junior
SR	Senior
FP	First Professional
GR I	Graduate I
GR II	Graduate II
SP	Special
O	Other

The following five student levels are specified for Information Exchange Procedures exchange purposes:

- (1) Lower Division: Includes all students who are enrolled in programs leading to an associate degree (including three-year associate degree programs) or in undergraduate occupational or vocational programs of three or less years duration; and all other undergraduate students who have earned less than fifty percent of the number of academic credits normally required for a four-year bachelor's degree (typically classified as freshmen or sophomores).
- (2) Upper Division: Includes all undergraduate students who are not in associate degree or occupational-vocational programs and who have earned fifty percent or more of the academic credits normally required for a bachelor's degree (typically classified as juniors and seniors). Includes students in years three, four, and five, of five-year bachelor's degree programs.
- (3) Graduate Professional: Includes all students enrolled in programs classified by the United States Office of Education as "first-professional" degree programs; i.e., M.D., L.L.B., Rabbi, etc. Students enrolled in undergraduate "pre-professional" curricula and students in the first two-years (corresponding to the undergraduate freshman and sophomore years) of integrated graduate professional degree programs should be classified as lower division, and not as graduate professional students.
- (4) Graduate I: Includes all students who hold a bachelor's degree or the equivalent (or a "first-professional" degree) and (a) are pursuing a master's degree, (b) are pursuing a doctoral degree, but have not earned a master's degree and have earned less than the equivalent number of credits normally required for a master's degree, (c) are in a special, unclassified, visitor or other-non-degree seeking status, or (d) are pursuing an Educational Specialist certificate, degree, or coordinate intermediate level, degree program, whether or not they possess an earned master's degree.
- (5) Graduate II: Includes all students who are pursuing a doctoral (except first-professional) degree program, except those who are classified as Graduate I by the definition provided above.

**USES:** PM, SFM, SWM**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
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.

## CODES, CATEGORIES, AND COMMENTS:

Categories may include New, Transfer, Re-admit, etc.

For IEP purposes, this element refers to the status of a student at his/her first-time entrance to the institutions:

<u>CATEGORY</u>	<u>DESCRIPTION</u>
<u>New Undergraduate Student</u>	- A student who enters the institution for the first time with less than one semester or semester equivalent of academic credit earned at another institution which is applicable for credit at the institution of current enrollment; also included is a student who has earned any amount of credit <u>only</u> by means of the College Level Examination Program or a similar academic exemption test.
<u>New Graduate Student</u>	- A student who enters the institution classified as a Graduate Level student for the first time (e.g., a student who attended the institution as an undergraduate will still be classified as a new graduate student when he is first admitted at this level).
<u>Undergraduate Transfer Student</u>	- A student who enters the institution for the first time with one semester or semester equivalent or more of academic credit earned at another institution which is applicable for credit at the institution of current enrollment.

USES: PM, SFM, IEP, SWM

DATE ISSUED: November 1973

# DATA ELEMENT DICTIONARY

## Student Related Data Elements

ELEMENT  
NUMBER
**ELEMENT TITLE:** Admission Request - Degree/Diploma/Certificate Type
**DEFINITION:**

The type of degree/diploma/certificate program for which the student is applying.

**CODES, CATEGORIES, AND COMMENTS:**

This element should include all degrees, diplomas, and certificates earned by the student including high school diplomas.

<u>Category</u>	<u>Description</u>
Certificates and Diplomas (less than one year)	An award for the successful completion of a course of study or program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span less than one academic year.
Certificates and Diplomas (more than or equal to one year)	An award for the successful completion of a program offered by a postsecondary institution. Certificates and diplomas in this category are awarded for completion of any program covering any time span between one academic year and two academic years.
Associate Degree (two years or more)	The degree granted upon completion of an educational program less than baccalaureate level and requiring at least two but less than four academic years of college work.
Bachelor's Degree	Any earned academic degree carrying the title of "bachelor".
First Professional Degree	The first earned degree in a professional field. For the purposes of IEP, only the following degrees should be included: (1) M.D., (2) D.O., (3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.D.IV., Rabbi, (8) Pod.D., P.M.
Master's Degree	Any earned academic degree carrying the title of "master." In liberal arts and sciences, the degree customarily granted upon successful completion of one or two academic years of work beyond the bachelor's. In professional fields, an advanced professional degree beyond the first professional which carries master's designation, e.g., L.L.M., M.S. (Master of Surgery), M.S.W. (Master of Social Work).
Doctoral Degree	An earned academic degree carrying the title of "doctor." Not to be included are first professional degrees such as M.D., D.O.S.
Other/Specify	Includes all other categories of degrees/diplomas/certificates that cannot be categorized in any of the preceding categories such as specialist degrees for work completed toward a certificate, e.g., Educational Specialist.

**USES:**

PM, SFM, SWM

**DATE ISSUED:**

November 1973



**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Admission Request - Student Program/Major Field of Study**DEFINITION:**

An institutionally defined code that indicates the field of primary emphasis for the admission request described by this block of data elements.

**CODES, CATEGORIES, AND COMMENTS:**

Four-digit numeric code (HEGIS Taxonomy preferred.)

For HEGIS Taxonomy, see Appendix 1.

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

**USES:** PM, SFM, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Admission Action**DEFINITION:**

The type of action taken with regard to the student's application for admission.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include: Incomplete, Being evaluated, Accepted for admission, Denied admission.

These categories are institutionally defined.

**USES:** SFM, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**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, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., January 29, 1974 = 740129.

See Appendix 5.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT**  
**NUMBER****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 his/her achieved scores to support his/her other admission request.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include: ACT, SAT, GRE, LSAT, etc.

The Information Exchange Procedures project uses the ACT and SAT scores for exchange purposes.

This element is linked to elements 5211, 5212, and 5213. These elements may have multiple occurrences for applicants that report several entrance examination scores.

**USES:** SFM, IEP**DATE ISSUED:** November 1973

**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.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include: Mathematics, English, Composite, etc.

This element is linked to elements 5210, 5212, and 5213.

**USES:** SFM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Entrance Test Score - Raw Score**DEFINITION:**

The raw score(s) achieved by the student on the entrance examination described in data elements 5210 and 5211.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to elements 5210, 5211, and 5213.

**USES:** PM, SFM, IEP, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Entrance Test Score - Percentile Score**DEFINITION:**

The percentile score(s) achieved by the student on the entrance examination described in data elements 5210 and 5211.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to elements 5210, 5211, and 5212.

**USES:** PM, SFM, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Entrance Test Score - Date**DEFINITION:**

Calendar date on which this entrance examination was taken.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., April 15, 1973 = 730415

See Appendix 5.

**USES:****DATE ISSUED:** November 1973



**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Expected Completion Date**DEFINITION:**

The year/month in which the student expects to complete the academic objectives to which this admission request pertains.

**CODES, CATEGORIES, AND COMMENTS:**

Four-digit numeric code -- YYMM; e.g., June 1976 = 7606.

See Appendix 5.

**USES:****DATE ISSUED:** November 1973

## CHAPTER VI

### STUDENT-RELATED DATA ELEMENTS

#### TERM DATA

<u>DED No.</u>	<u>Title</u>
5301	Term Date - Beginning
5302	Term Date - Ending
5303	Student Program/Major Field of Study - Current
5304	Advisor Identifier
5305	Student Level
5306	Academic Status
5307	Enrollment Status
5308	Financial Aid - Type
5309	Financial Aid - Amount
5310	Number of Hours Worked
5311	Termination Status

This block of data elements is recommended for each student each term.

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Term Date - Beginning**DEFINITION:**

The calendar date on which this term begins.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., September 10, 1973 = 730910.

See Appendix 5.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Term Date - Ending**DEFINITION:**

The calendar date on which this term ends.

**CODES, CATEGORIES, AND COMMENTS:**

Six-digit numeric code -- YYMMDD; e.g., January 28, 1974 = 740128.

See Appendix 5.

**USES:****DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Student Program/Major Field of Study - Current

## DEFINITION:

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

## CODES, CATEGORIES, AND COMMENTS:

Four-digit numeric code.

HEGIS Taxonomy preferred. For HEGIS Taxonomy, see Appendix 1.

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'.

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

USES: RRPM, SFM, IEP, SAM, PM, SWM

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Advisor Identifier**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 4002 and should be consistent throughout all uses and files.

**USES:** FAA**ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Student Level

## DEFINITION:

The total accredited work by a student which reflects his or her level of progress toward a degree or certificate.

## CODES, CATEGORIES, AND COMMENTS:

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

Code	Category
PR	Preparatory
FR	Freshman
SO	Sophomore
JR	Junior
SR	Senior
FP	First Professional
GR I	Graduate I
GR II	Graduate II
SP	Special
O	Other

The following five student levels are specified for Information Exchange Procedures exchange purposes:

- (1) Lower Division: Includes all students who are enrolled in programs leading to an associate degree (including three-year associate degree programs) or in undergraduate occupational or vocational programs of three or less years duration; and all other undergraduate students who have earned less than fifty percent of the number of academic credits normally required for a four-year bachelor's degree (typically classified as freshmen or sophomores).
- (2) Upper Division: Includes all undergraduate students who are not in associate degree or occupational-vocational programs and who have earned fifty percent or more of the academic credits normally required for a bachelor's degree (typically classified as juniors and seniors). Includes students in years three, four, and five, of five-year bachelor's degree programs.
- (3) Graduate Professional: Includes all students enrolled in programs classified by the United States Office of Education as "first-professional" degree programs; i.e., M.D., L.L.B., Rabbi, etc. Students enrolled in undergraduate "pre-professional" curricula and students in the first two-years (corresponding to the undergraduate freshman and sophomore years) of integrated graduate professional degree programs should be classified as lower division, and not as graduate professional students.
- (4) Graduate I: Includes all students who hold a bachelor's degree or the equivalent (or a "first-professional" degree) and (a) are pursuing a master's degree, (b) are pursuing a doctoral degree, but have not earned a master's degree and have earned less than the equivalent number of credits normally required for a master's degree, (c) are in a special, unclassified, visitor or other-non-degree seeking status, or (d) are pursuing an Educational Specialist certificate, degree, or coordinate intermediate level, degree program, whether or not they possess an earned master's degree.
- (5) Graduate II: Includes all students who are pursuing a doctoral (except first-professional) degree program, except those who are classified as Graduate I by the definition provided above.

USES: IEP, SFM, SAM, PM, RRPM

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Academic Status**DEFINITION:**

The student's current standing with regard to the academic requirements of the institution.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include: Good Standing, Probation, etc.

**USES:****DATE ISSUED:** November 1973



DATA ELEMENT DICTIONARY  
Student Related Data Elements

ELEMENT TITLE: Enrollment Status

## DEFINITION:

The student's current standing with regard to his/her attendance experience at the institution.

## CODES, CATEGORIES, AND COMMENTS:

The Information Exchange Procedures project is suggesting the following categories for exchange purposes:

- |                                |  |
|--------------------------------|--|
| New Undergraduate Student      | A student who enters the institution for the first time with less than one semester or semester equivalent of academic credit earned at another institution which is applicable for credit at the institution of current enrollment; also included is a student who has earned any amount of credit <u>only</u> by means of the College Level Examination Program or a similar academic exemption test.  |
| New Graduate Student           | A student who enters the institution classified as a Graduate Level student for the first time (e.g., a student who attended the institution as an undergraduate will still be classified as a new graduate student when he is first admitted at this level.   |
| Undergraduate Transfer Student | A student who enters the institution for the first time with one semester or semester equivalent or more of academic credit earned at another institution which is applicable for credit at the institution of current enrollment.   |
| Continuing Student             | Those students enrolled in a particular term who were also enrolled:<br>(a) The previous semester if the institution is on a semester system with no summer session;<br>(b) At least one of the previous two terms if the institution is on a semester system which considers a summer session a regular term;*<br>(c) The previous semester if the institution is on a 4-1-4 system;<br>(d) At least one of the two previous terms if the institution is on a Trimester system;<br>(e) The previous quarter if the institution is on a quarter system with 3 quarters and no summer sessions;<br>(f) At least one of the two previous terms if the institution is on a quarter system with four quarters or three quarters and a summer session where the summer session is considered a regular term.* |
| Readmitted Students            | Those students enrolled for a particular term who <u>were not</u> enrolled under the conditions specified above for continuing students.   |

\*Note: If the summer session is divided into a number of parts, attendance during one part constitutes enrollment for the term.

USES: SFM, PM, SWM

DATE ISSUED: November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Financial Aid - Type**DEFINITION:**

An institutionally defined code that indicates the type of financial aid the student is receiving.

**CODES, CATEGORIES, AND COMMENTS:**

Categories may include: National Defense Student Loans, College Work/Study Program, etc. Include also Veterans and Social Security benefits.

There may be multiple occurrences of this data element.

**USES:** SFM, PM, HEFM, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****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 (element 5308).

**CODES, CATEGORIES, AND COMMENTS:**

Rounded dollar amount. There may be multiple occurrences of this data element.

**USES:** SFM, PM, HEFM, SWM**DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Number of Hours Worked**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

Actual number of hours.

**USES:**

SFM

**DATE ISSUED:**

November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Termination Status

## DEFINITION:

An institutionally defined code for the status of the student when he/she terminated student status at the institution.

## CODES, CATEGORIES, AND COMMENTS:

This element includes departures occurring both during the term and after the term has ended.

<u>CATEGORY</u>	<u>DESCRIPTION</u>
Clear Status	The student voluntarily chose to leave the institution and is eligible to re-enter the institution at any point in time in the future.
Not Clear Status	<p>The student was required by the institution to leave and is subject to specific rules and regulations governing readmission designated by the Unit Described.</p> <p>(a) <u>Academically Suspended or Dropped:</u> The student was required to leave the institution due to unsatisfactory academic performance.</p> <p>(b) <u>Other:</u> The student was required to leave the institution for some reason other than unsatisfactory academic performance (e.g., disciplinary suspension, failure to pay fees, etc.).</p>
Program Completer	A student who has met all institutional and course of study requirements for eligibility to be awarded a degree/diploma/certificate by the institution.

USES: SFM, SWM

DATE ISSUED: November 1973

## CHAPTER VII

### STUDENT-RELATED DATA ELEMENTS

#### COURSE DATA

<u>DED No.</u>	<u>Title</u>
5401	Course Title
5402	Course Identifier
5403	Section Identifier
5404	Course Credits
5405	Grade Received

This block of data elements is recommended on each course that a student is enrolled in.

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT**  
**NUMBER****ELEMENT TITLE:** Course Title**DEFINITION:**

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

**CODES, CATEGORIES, AND COMMENTS:**

This element corresponds to element 1005 and should be consistent throughout all uses and files.

**USES:****DATE ISSUED:** November 1973

**DATA ELEMENT DICTIONARY**  
**Student Related Data Elements****ELEMENT  
NUMBER****ELEMENT TITLE:** Course Identifier**DEFINITION:**

Official institutional number or other code that serves to uniquely identify a course.

**CODES, CATEGORIES, AND COMMENTS:**

The code may include prefix and/or suffix. This element is linked to element 5403. This element corresponds to elements 1004 and 4407, and should be consistent throughout all uses and files.

**USES:** RRPM, IEP, FAA**DATE ISSUED:** November 1973



**DATA ELEMENT DICTIONARY**  
Student Related Data Elements**ELEMENT  
NUMBER****ELEMENT TITLE:** Section Identifier**DEFINITION:**

Official institutional number or other code that serves to uniquely identify the section of a course.

**CODES, CATEGORIES, AND COMMENTS:**

This element is linked to elements 5401 and 5402. This element corresponds to elements 1101 and 4408, and should be consistent throughout all uses and files.

**USES:** FAA, IEP, RRPm**DATE ISSUED:** November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

ELEMENT TITLE: Course Credits

## DEFINITION:

The numerical credit value offered for a course.

## CODES, CATEGORIES, AND COMMENTS:

Actual credit, to hundredths, registered for by the student.

This element corresponds to element 1011 and should be consistent throughout all uses and files.

Course Credits Attempted - The total credits or credit equivalents generated by a student as of the census date of the institution. Credits Attempted excludes credits attempted by academic exemption test (e.g., CLEP).

Course Credits Earned - The total number of credits or credit equivalents awarded to a student for credit toward a degree for the successful completion of an instructional activity. The number of credits earned is usually equal to the number of credits offered for the course, i.e., course credits.

USES: PM, SWM

DATE ISSUED: November 1973

DATA ELEMENT DICTIONARY  
Student Related Data ElementsELEMENT  
NUMBER

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, CATEGORIES, AND COMMENTS:

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

Grading system typically includes code for enrolled students that did not receive a grade for the course (i.e., withdrawn-pass, withdrawn-fail, incomplete, etc.).

## USES:

DATE ISSUED: November 1973

## CHAPTER VIII

### STUDENT-RELATED DATA ELEMENTS

#### SUGGESTED COBOL PICTURES

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Academic Status	5306	X(01)
Admission - Date Valid	5201	9(06)
Admission Action	5208	X(01)
Admission Action Date	5209	9(06)
Admission Application Date	5202	9(06)
Admission Request - Campus	5203	X(03)
Admission Request - Degree/Diploma/Certificate Type	5206	X(05)
Admission Request - Student Program/Major Field of Study	5207	9(04)
Admission Request - Student Level	5204	9(01)
Admission Request - Student Status	5205	9(01)
Advisor Identifier	5304	X(09)
Beginning Date - Year	5108	9(02)
Birth Date	5005	9(06)
Citizenship	5006	X(02)
Civil Rights Racial Category	5007	9(01)
Class Standing	5110	9(05)
Contact - City	5017	X(13)
Contact - Country	5020	X(02)
Contact - Name	5014	X(30)
Contact - Relationship	5015	X(06)
Contact - State	5018	X(02)
Contact - Street/Apartment	5016	X(16)
Contact - Telephone Number	5021	9(14)
Contact - Zip Code	5019	9(05)
Course Credits	5404	99V9
Course Identifier	5402	X(10)
Course Title	5401	X(25)
Degree/Diploma/Certificate	5104	X(01)
Degree/Diploma/Certificate Date	5105	9(04)
Ending Date - Year	5109	9(02)
Enrollment Status	5307	X(01)
Entrance Test Score - Date	5214	9(06)
Entrance Test Score - Form/Name	5211	X(08)
Entrance Test Score - Name (Type)	5210	X(04)
Entrance Test Score - Percentile Score	5213	99V9

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Entrance Test Score - Raw Score	5212	9(03)
Expected Completion Date	5215	9(04)
Family Income	5028	9(06)
Father's Education	5027	X(01)
Father's Occupation	5025	X(02)
Financial Aid - Amount	5309	9(05)
Financial Aid - Type	5308	9(03)
Geographic Origin - County	5008	9(04)
Geographic Origin - State	5009	X(02)
Grade Point Average	5107	9V99
Grade Received	5405	X(02)
Graduating Class Size	5111	9(05)
Highest Academic Degree/Diploma/Certificate Earned	5023	X(01)
Housing Status	5011	9(02)
Identification Number - Student Personnel	5022	9(09)
Institution Code	5103	9(06)
Institution Name	5101	X(20)
Institution Type	5102	9(01)
Marital Status	5010	X(01)
Mother's Education	5026	X(01)
Mother's Occupation	5024	X(02)
Name	5001	X(30)
Number of Hours Worked	5310	9(02)
Residency Status	5012	X(01)
Section Identifier	5403	X(04)
Sex	5004	X(01)
Social Security Number	5003	9(09)
Student Identification Number	5002	X(09)
Student Level	5305	9(02)
Student Program/Major Field of Study	5106	9(04)
Student Program/Major Field of Study - Current	5303	9(02)
Term Date - Beginning	5301	9(06)
Term Date - Ending	5302	9(06)
Termination Status	5311	9(01)
Type of Contact	5013	X(01)

# CHAPTER IX

## STUDENT-RELATED DATA ELEMENTS

### CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Admission Action, Most Recent	205	5208	Admission Action
Admission Action, Original	201	5208	Admission Action
Admission Action Date, Most Recent	207	5209	Admission Action Date
Admission Action Date, Original	203	5209	Admission Action Date
Admission Term, Original	204	5201	Admission - Date Valid
Admission Type Most Recent	206	5205	Admission Request - Student Status
Admission Type, Original	202	5205	Admission Request - Student Status
Citizenship Classification	006	5006	Citizenship
College(s) Previously Attended	109	5101 5102 5103	Institution Name Institution Type Institution Code
Course Credit Amount	302	5404	Course Credits
Course Descriptors	305	5402	Course Identifier
Course Grade	303	5405	Grade Received
Course Identification	301	5401 5402 5403	Course Title Course Identifier Section Identifier
Date of Birth	005	5005	Birth Date
Entrance Test Scores	106	5210 5211 5212 5213 5214	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	5309	Financial Aid - Amount
Financial Aid - Type	020	5308	Financial Aid - Type
Geographic Origin	007	5008 5009	Geographic Origin - County Geographic Origin - State
Highest Previous Degree(s), 110 Undergraduate		5023	Highest Academic Degree/Diploma/ Certificate Earned
Highest Previous Degree(s), 111 Graduate		5023	Highest Academic Degree/Diploma/ Certificate Earned
High School Code	101	5103	Institution Code
High School Class Rank	104	5110	Class Standing
High School Class Size	105	5111	Graduating Class Size
Local Address	008	5013	Type of Contact
Permanent Address	009	5016 5017 5018 5019 5020 5021	Contact - Street/Apartment Contact - City Contact - State Contact - Zip Code Contact - Country Contact - Telephone Number
Major Field	208	5106	Student Program/Major Field of Study
Marital Status	014	5010	Marital Status
Previous College Quality Points	113	5107	Grade Point Average
Race	013	5007	Civil Rights Racial Category

# STUDENT CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Relative	010	5014 5015 5016 5017 5018 5019 5020 5021	Contact - Name Contact - Relationship Contact - Street/Apartment Contact - City Contact - State Contact - Zip Code Contact - Country Contact - Telephone Number
Resident - Status	012	5012	Residency Status
Sex	004	5004	Sex
Social Security Number	003	5003	Social Security Number
Student Employment	022	5310	Number of Hours Worked
Student Housing	016	5011	Housing Status
Student Level - Exchange Standard	213	5305	Student Level
Student Level - Institutional Standard	212	5305	Student Level
Student Name	001	5001	Name
Student Number	002	5002	Student Identification Number
Term Identification	304	5301 5302	Term Date - Beginning Term Date - Ending
Year of High School Graduation	102	5105	Degree/Diploma/Certificate Date



# STUDENT CHANGES - Continued

DELETIONS	DED NO.	DED NO.	ADDITIONS
Credits Attempted for Quality Points, Cumulative at Current Institution	215*	5306	Academic Status
		5202	Admission Application Date
		5203	Admission Request - Campus
Credits Earned, Cumulative at Current Institution	214*	5206	Admission Request - Degree/Diploma/Certificate Type
Dependents	015	5204	Admission Request - Student Level
Family Relationships to Institution	011	5207	Admission Request - Student Program/Major Field of Study
Future Plans, Graduating Student	023	5304	Advisor Identifier
Future Plans, Nongraduating Student	024	5108	Beginning Date - Year
		5104	Degree/Diploma/Certificate
Graduate Credits, Cumulative	218*	5109	Ending Date - Year
High School Course Work Summary	107*	5307	Enrollment Status
		5215	Expected Completion Date
High School G.P.A.	103*	5028	Family Income
High School G.P.A. by Major Academic Fields	108*	5027	Father's Education
Previous College Quality Points Accepted	115	5025	Father's Occupation
		5107	Grade Point Average
Previous College Credits Accepted	114*	5106	Student Program/Major Field of Study
Previous College Credits Attempted for Quality Points	112	5303	Student Program/Major Field of Study - Current

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

# STUDENT CHANGES - Continued

DELETIONS	DED NO.	DED NO.	ADDITIONS
Quality Points, Cumulative at Current Institution	216	5026	Mother's Education
Registration Date, Most Recent	210	5024	Mother's Occupation
Registration Method, Most Recent	211	5022	Identification Number - Student Personnel
Registration Type, Current	209*	5311	Termination Status
Selective Service Number	018		
Selective Service Status	017		
Undergraduate Credits, Cumulative	217		
Veteran's Benefit Status	019		

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

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## APPENDIX 1

### THE HEGIS TAXONOMY\*

#### Section I:

#### CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

<i>Title</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 business .....	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
Dairy sciences .....	0105	Food technology .....	0113
Dance .....	1008	Foreign languages, general .....	1101
Danish .....	1114	Forensic science .....	1506
Data processing .....	0703	Forestry .....	0114
Debate .....	1506	Forestry technologies .....	0116
Demography .....	2215	French .....	1102
Dental hygiene .....	1213	Fruit production .....	0108
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
Earth sciences, general .....	1917	German .....	1103
East Asian studies .....	0302	Government .....	2207
Eastern European studies .....	0311	Greek, classical .....	1110
Ecology .....	0420	Guidance, education .....	0826
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 .....	0828	Ichthyology .....	0499
Educational testing .....	0825	India studies .....	0303
Electrical engineering .....	0909	Indian (Asiatic) .....	1113
Electronics engineering .....	0909	Industrial arts education .....	0839
Elementary education, general .....	0802	Industrial engineering .....	0913
Embryology .....	0427	Industrial psychology .....	2008
Engineering, general .....	0901	Industrial relations .....	0516
Engineering mechanics .....	0921	Information sciences .....	0702
Engineering and other disciplines (interdisciplinary) .....	4904	Information sciences, general .....	0701
Engineering physics .....	0919	Information systems .....	0702
Engineering technologies .....	0925	Inorganic chemistry .....	1906
English as a foreign language .....	1508	Institutional management .....	1307
English, general .....	1501	Instruction .....	0829
English, literature .....	1502	Insurance .....	0512
Entomology .....	0421	Interior decoration .....	1009
Environmental design, general .....	0201	Interior design .....	0203
Environmental engineering .....	0922	International business .....	0413
European studies, general .....	0310	International public service .....	2106
Experimental psychology (animal and human) .....	2002	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 .....	1216
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 .....	0919	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
Selsmology .....	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

Title	Code
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		
Industrial management technologies .....	5004	Sales technologies .....	5004
Industrial technologies .....	5312	Sanitation technologies .....	5408
Inhalation therapy technologies .....	5215	Secretarial technologies .....	5005
Input preparation technologies .....	5102	Sheet metal technologies .....	5317
Institutional management technologies .....	5218	Social work related technologies .....	5506
Instrumentation technologies .....	5314	Stewardess preparation .....	5006
Insurance technologies .....	5004	Surgical technologies .....	5211
		Surveying technologies .....	5309
Key punch operator technologies .....	5102	Teacher aide preparation .....	5503
		Television broadcasting technologies .....	5008
Laboratory technologies, general .....	5407	Television repair technologies .....	5310
Landscape technologies .....	5402	Textile technologies .....	5313
Law enforcement technologies .....	5505	Tool design technologies .....	5303
Library assistant technologies .....	5504	Transportation technologies .....	5011
Lithography technologies .....	5009		
Machine drafting and design technologies .....	5303	Welding technologies .....	5308
Machine repair technologies .....	5310	Wildlife technologies .....	5403
Marina equipment technologies .....	5004		
Marine technologies .....	5406	X-ray technologies .....	5207
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 2

### CURRENT FUNDS REVENUE CATEGORIES

The revenue categories will only include current funds revenues. Current funds revenues include (1) all unrestricted gifts and other unrestricted resources earned during the reporting period and (2) restricted current funds to the extent that such funds were expended for current operating purposes. Current funds revenues do not include restricted current funds received but not expended, or resources which are restricted by outside persons or agencies to loan funds, endowment or term endowment funds, annuity and life income funds, plant funds, or agency funds.

The accounts should be maintained and reports prepared on the accrual basis of accounting. Revenues should be reported when earned. Revenues of an academic term (e.g., summer session) which straddles two fiscal years should be reported totally within the fiscal year in which the term is concluded.

Credits for interdepartmental transactions of service departments and store-rooms which provide services to the institution, as contrasted with services to students, faculty, and staff, should not be included as revenues but as reductions of expense in the servicing department. Normally, such transactions do not result in revenues to the institution because they are essentially interdepartmental transfers of costs.

Both unrestricted and restricted current funds revenues should be displayed. Unrestricted revenues includes all funds received for which no stipulation as to how they were to be expended was made by the donor. Unrestricted

revenues include monies which are initially unrestricted and are subsequently designated for a particular purpose by the institution's governing board. Restricted funds include only those monies expended during the reporting period for a purpose specified by the donor as a precondition for their receipt by the institution.

The following categories should be used for the display of current fund revenues:

- Tuition & Fees

- Governmental Appropriations

  - Federal

  - State

  - Local

- Governmental Grants and Contracts

  - Federal

  - State

  - Local

- Private Gifts, Grants, and Contracts

- Endowment Income

- Sales and Services of Educational Activities

- Sales and Services of Auxiliary Enterprises

- Sales and Services of Hospitals

- Other Sources

### Tuition and Fees

Student tuition and fees includes all tuition and fees assessed (net of refunds) against students for educational and general purposes. Tuition and fees remissions or exemptions should be assessed and reported as revenue even though there is no intention of collecting from the student. The amount of such remissions or exemptions should be offset as expenditures and appropriately classified as student aid or as staff benefits.

If all tuition and/or fees are remitted to the state as an offset to the state appropriation, the total for tuition and fees should be deducted from the total for state appropriations and added to the total for tuition and fees.

If the assignment of fees to debt service, renewals and replacements, or unexpended plant funds is an administrative action only, or subject to change by the governing board alone, then such fees should be reported as unrestricted current funds revenues and included in this category. Monies from fees on which there are binding external restrictions because they have been specifically assessed for debt service on institutional plant, or for renewals and replacements of plant, or for expansion of facilities should not be reported under this classification, but should be reported as direct additions to plant funds, since such fees are not legally available for current operating purposes.

If an all-inclusive fee for tuition, room, and board is charged, a reasonable allocation should be made between revenues for tuition and auxiliary enterprises.

Charges for room, board, and other services rendered by auxiliary enterprises are not included in this category but should be classified under revenues of auxiliary enterprises.

#### Governmental Appropriations

Governmental appropriations include those monies received from or made available by governmental sources through legislative acts. It does not include governmental grants or contracts. This category includes all such unrestricted appropriations and restricted appropriations to the extent expended for educational and general purposes, including student aid. It also includes funds disbursed for the account of the institution by the governmental agency, such as payments into a state retirement system on behalf of the institutions.

Those tuition and fees collected by the institution and returned to the institution in the form of state appropriations would have to be subtracted from this total, as they already appear as tuition and fees.

The determination of whether a particular government appropriation should be classified as restricted or unrestricted funds is based upon the ability

of the institution alone to change a particular restriction during the reporting period, should circumstances deem it necessary. If a change in a particular restriction can be made without having to go through the legislative process, the funds should be considered unrestricted. Funds are unrestricted even if they are distributed to the institution for purposes specified by an intermediate group (e.g., a governing board). In this particular instance, if a change in restrictions needs to be made, it can be made by the intermediate body without having to go back through the legislative process and would, therefore, be unrestricted.

Government appropriations should be subclassified to identify the governmental level (federal, state, or local) of the legislative body making the appropriation to the institution.

The following criterion should be used in determining which legislative level is the fundor:

The fundor level is the level of the agent which makes the decision that the monies will be allocated to the particular purpose for which they are ultimately expended.

For example, if the federal government stipulates a specific use for some monies which then flow through the state to the institution, the funds would be classified as federal monies. However, if the federal government distributes funds to the state for unspecified general purposes (e.g., general revenue sharing) and the state then appropriates all or a portion

of those monies to the institution, the funds received by the institution would be classified as state rather than federal monies.

### Governmental Grants and Contracts

Governmental grants and contracts include revenues from governmental agencies which are received or made available for specific research projects or other types of programs, including student aid. Examples are training programs, training and instructional institutes and similar activities for which amounts are received or expenditures are reimbursable under the terms of the grant or contract.

Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted revenues. Related indirect costs recovered should be transferred from current restricted funds to current unrestricted funds. The amount equal to direct costs incurred should be reported as restricted revenues and the amount equal to indirect costs recovered should be reported as unrestricted revenues.

The level of government fundor should be disclosed using the same criterion described for governmental appropriations.

### Private Gifts, Grants, and Contracts

Private gifts, grants, and contracts include amounts from outside non-governmental organizations or individuals. It includes all unrestricted

gifts and bequests as well as all restricted gifts and grants to the extent expended for educational and general purposes, including student aid. It also includes all amounts received as a result of the purchase of a service from the institution by a nongovernmental entity. Income from funds held in revocable trusts or distributable by direction of the trustees of such trusts should be reported under this classification.

The amount equal to direct costs incurred should be reported as restricted revenues and the amount equal to indirect costs recovered should be reported as unrestricted revenues.

#### Endowment Income

Endowment income includes the following: (1) unrestricted income of endowment and similar funds, (2) restricted income of endowment and similar funds to the extent expended for educational and general purposes, including student aid, and (3) income from funds held in trust by others under irrevocable trusts.

Income from investments of endowment and similar funds does not include capital gains and losses since such gains and losses are accounted for in the endowment and similar fund groups. If a portion of the gains of endowment or quasi-endowment funds investments is utilized for current operating purposes, the portion so utilized should be reported as a transfer rather than as revenues.

Income from funds held in trust by others under irrevocable trusts should be separately identified under this heading.



The unrestricted income from endowment and similar funds credited to revenues should be the total ordinary income earned (or yield) on the investments of these funds except that income which must be added back to the principal in accordance with the terms of the agreement set forth by the donor.

#### Sales and Services of Educational Activities

Sales and services of educational activities includes incidental revenues of educational departments not directly associated with the education of students. Examples of such revenues are film rentals, scientific and literary publications, and testing services.

Also included in this category are the revenues from activities which exist to provide an instructional or laboratory experience for students and which incidentally create goods or services that may be sold to students, faculty and staff, or to the general public, such as dairy creameries, food technology divisions, and so forth.

If service to the students rather than training and instruction is the primary purpose of the activities, the revenue should be classified as sales and services of auxiliary enterprises.

This category does not include the revenues generated by hospitals operated by the institution. These revenues should be classified as sales and services of hospitals.

Included in this category are all revenues previously classified as sales and services of educational departments and organized activities related to educational departments.

#### Sales and Services of Auxiliary Enterprises

This category includes all revenues generated by the auxiliary enterprise operations of the institution. An auxiliary enterprise is an entity which exists to furnish a service to students, faculty, or staff and which charges a fee that is directly related to, although not necessarily equal to, the cost of the service. The general public may incidentally be served in some auxiliary enterprises. In addition to educational and general, auxiliary enterprises is usually the other major category of current funds revenues and reflects revenues from activities conducted primarily to provide facilities or services for students, faculty, and staff.

Auxiliary activities usually include residence halls, food services, inter-collegiate athletics, college unions, college stores, and other services such as barber shops, movie houses, etc.

#### Sales and Services of Hospitals

Sales and services of hospitals (whenever applicable) includes the gross revenues of a hospital operated by the institution. It includes revenue from daily patient services (i.e., medical, surgical, pediatrics, intensive care, etc.), revenue from nursing services (i.e., operating room, recovery

room, etc.), and revenue from other professional services (i.e., laboratories, blood bank, etc.). It does not include revenue for research and other specific purpose grants, gifts or subsidies. Such monies should be included in the appropriate categories described above.

#### Other Sources

Other sources includes all items of revenues not covered elsewhere. Examples are income and gains and losses from investments of unrestricted current funds.

### 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	BURUNDI
AQ	AMERICAN SAMOA		
AR	ARGENTINA		C
AS	AUSTRALIA		
AT	ASHMORE AND CARTIER ISLANDS	CA	CANADA
AU	AUSTRIA	CB	CAMBODIA
AY	ANTARCTICA	CD	CHAD
		CE	CEYLON
		CF	CONGO(BRAZZA VILLE)
		CG	CONGO (KINSHASA)
		CH	CHINA, COMMUNIST
		CI	CHILE
		CJ	CAYMAN ISLANDS
		CK	COCOS ISLANDS
		CL	CENTRAL AND SOUTHERN LINE ISLANDS
		CM	CAMEROON
		CN	COMORO ISLANDS
		CO	COLOMBIA
		CS	COSTA RICA
		CT	CENTRAL AFRICAN REPUBLIC
		CU	CUBA
		CV	CAPE VERDE
B			
BA	BAHRAIN		
BB	BARBADOS		
BC	BOTSWANA		
BD	BERMUDA		
BE	BELGIUM		
BF	BAHAMAS		
BH	BRITISH HONDURAS		
BL	BOLIVIA		
BM	BURMA		
BP	BRITISH SOLOMON ISLANDS		
BQ	UNITED STATES MISC. CARIBBEAN ISLANDS		

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
		GQ	GUAM
DA	DENMARK	GR	GREECE
DM	DAHOMEY	GT	GUATEMALA
DO	DOMINICA	GV	GUINEA
DR	DOMINICAN REPUBLIC	GY	GUYANA
	E	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
		ID	INDONESIA
FA	FALKLAND ISLANDS	IN	INDIANA
FG	FRENCH GUIANA	IO	BRITISH INDIAN OCEAN
FI	FINLAND		TERRITORY
FJ	FIJI	IQ	UNITED STATES MISC.
FO	FAEROE ISLANDS		PACIFIC ISLANDS
FP	FRENCH POLYNESIA	IR	IRAN
FR	FRANCE	IS	ISRAEL
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS (exluding Terre Adelie)	IT	ITALY
		IU	ISRAEL-SYRIA DEMILITARIZED ZONES
FT	FRENCH TERRITORY OF AFARS AND ISSAS	IY	IRAQ-SAUDI ARABIA NEUTRAL ZONE
	G	IZ	IRAQ
			J
GA	GAMBIA		
GB	GABON	JA	JAPAN
GC	GERMANY, SOVIET ZONE OF	JM	JAMAICA
GE	GERMANY, FEDERAL REPUBLIC OF	JN	JAN MAYEN
GH	GHANA	JO	JORDAN
GI	GIBRALTAR	JQ	JOHNSTON ATOLL

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
L		NH	NEW HEBRIDES
LA	LAOS	NI	NIGERIA
LE	LEBANON	NL	NETHERLANDS
LI	LIBERIA	NO	NORWAY
LS	LIECHTENSTEIN	NP	NEPAL
LT	LESOTHO	NR	NAURU
LU	LUXEMBOURG	NS	SURINAM
LY	LIBYA	NU	NICARAGUA
M		NZ	NEW ZEALAND
MA	MADAGASCAR	P	
MB	MARTINIQUE	PA	PARAGUAY
MC	MACAO	PC	PITCAIRN ISLAND
ME	SPANISH TERRITORIES IN NORTHERN MOROCCO	PE	PERU
MG	MONGOLIA	PF	PARACAL ISLANDS
MH	MONTSERRAT	PG	SPRATLY ISLAND
MI	MALAWI	PK	PAKISTAN
ML	MALI	PL	POLAND
MN	MONACO	PN	PANAMA
MO	MOROCCO	PO	PORTUGAL
MP	MAURITIUS	PP	PAPUA AND NEW GUINEA
MQ	MIDWAY ISLANDS	PQ	CANAL ZONE
MR	MAURITANIA	PT	PORTUGUESE TIMOR
MT	MALTA	PU	PORTUGUESE GUINEA
MU	MUSCAT AND OMAN	Q	
MV	MALDIVES	QA	QATAR
MX	MEXICO	R	
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		U
RP	PHILIPPINES		
RQ	PUERTO RICO	UG	UGANDA
RW	RUANDA	UK	UNITED KINGDOM
		UR	SOVIET UNION
	S	US	UNITED STATES
		UV	UPPER VOLTA
		UY	URUGUAY
SA	SAUDI ARABIA		V
SB	ST. PIERRE AND MIQUELON		
SC	ST. CHRISTOPHER-NEVIS- ANGUILLA		
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		W
SO	SOMALIA		
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		Y
SZ	SWITZERLAND		
	T		
		YE	YEMEN
TC	TRUCIAL STATES	YO	YUGOSLAVIA
TD	TRINIDAD AND TOBAGO	YQ	RYUKYU ISLANDS, SOUTHERN
TH	THAILAND	YS	SOUTHERN YEMEN
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

### 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 . . . . .	NE
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 5  
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. When the month is now known, insert zeroes in the third and fourth positions of the date field.

## APPENDIX 6\*

### STANDARD ROOM USE CATEGORIES

#### ASSIGNABLE AREAS

##### 100 CLASSROOM FACILITIES

###### 110 Classroom

Definition: A room used by classes that do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally used for scheduled instruction requiring no special equipment and referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does not include conference rooms (350), meeting rooms (680), auditoriums (610), or class laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms on the basis of primary use; rooms with tables and chairs that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms. (See categories 350 and 680 for the distinction between conference rooms and meeting rooms.) Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an assembly facility (i.e., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom on the basis of equipment in the room and by its limited use. A room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment (instructional), shop equipment, etc., that is used for instructional purposes is a class laboratory, a special class laboratory, or an individual study laboratory.

###### 115 Classroom Service

Definition: A room that directly serves one or more classrooms as an extension of the activities in such a room.

\*Reprinted from Appendix 5.2 in Higher Education Facilities Inventory and Classification Manual. (Romney, 1972)

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve classrooms.

Limitations: This category does not include projection rooms, cloak rooms, preparation rooms, closets, or storage, if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as assembly facility service.

### 200 LABORATORY FACILITIES

#### 210 Class Laboratory

Definition: A room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A class laboratory is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly scheduled classes. The design of and/or equipment in such a room normally limits or precludes its use for other disciplines. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms if they are used primarily for group instruction in regularly scheduled classes. Computer processing rooms used primarily to instruct students in the use of EDP equipment are classified as class laboratories if that instruction is conducted primarily in regularly scheduled classes.

Limitations: This category does not include laboratory rooms that serve as individual (or independent) study rooms (230 or 410). It does not include laboratories used for group instruction that are informally or irregularly scheduled (220). This category does not include rooms generally referred to as research laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded Data Processing/Computer (710).

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

#### 215 Class Laboratory Service

Definition: A room that directly serves one or more class laboratories as an extension of the activities in those rooms.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities that serve a class laboratory except animal rooms and greenhouses.

Limitations: This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve special class laboratories (225), individual study laboratories (235), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

#### 220 Special Class Laboratory

Definition: A room used primarily by informally (or irregularly) scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A special class laboratory is designed for and/or furnished with equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally limits or precludes its use for other areas of study. Special class laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc., if they are used primarily for group instruction in informally (or irregularly) scheduled classes. Note that the criteria for differentiating between special class laboratories and class laboratories is the irregular or informal nature of the scheduling, and not the specialization of the equipment or instruction.

Limitations: This category does not include class laboratories (210), individual study rooms (230 or 410), and research laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded Data Processing/Computer (710).

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

#### 225 Special Class Laboratory Service

Definition: A room that directly serves one or more special class laboratories as an extension of the activities in those rooms.

Description: Included in this category are tape storage rooms, equipment storage rooms, stock rooms and similar rooms which serve a special class laboratory, except animal rooms and greenhouses.

Limitations: This category does not include rooms that serve class laboratories (215), individual study laboratories (235), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

#### 230 Individual Study Laboratory

Definition: A room used primarily for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories, and similar rooms that serve a particular subject-matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does not include individual study facilities that are intended for general study purposes. Study areas not related to a specific area of study are classified as study facilities (400). Computer processing facilities used jointly for instruction and/or research and/or administration are coded Data Processing/Computer (710).

#### 235 Individual Study Laboratory Service

Definition: A room that directly serves one or more individual study laboratories as an extension of the activities in those rooms.

Description: Included in this category are equipment storage, stock rooms, and similar rooms which serve an individual study laboratory facility except animal rooms and greenhouses.





## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Limitations: This category does not include rooms that serve class laboratories (215), special class laboratories (225), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

#### 250 Non-Class Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodology that requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-offices.

Limitations: This category does not include rooms generally referred to as teaching laboratories, such as class laboratories (210), special class laboratories (220), or individual study laboratories (230).

#### 255 Non-Class Laboratory Service

Definition: A room that directly serves one or more non-class laboratories as an extension of the activities in those rooms.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a non-class laboratory except animal rooms and greenhouses.

Limitations: This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a class laboratory (215), a special class laboratory (225), or an individual study laboratory (235). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

### 300 OFFICE FACILITIES

#### 310 Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Description: An office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets. Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices, etc. Included in this category is a studio (music, art, etc.) if that room also serves as the office of a staff member.

Limitations: Special note should be taken of rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a non-class laboratory (250). Note that this distinction rests on equipment rather than function. It is recommended that those rooms that have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified as non-class laboratories (250). Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., that incidentally contain a desk space for a technician or staff member are classified according to the primary purpose of the room, rather than as offices.

#### 315 Office Service

Definition: A room that directly serves an office or group of offices as an extension of the activities in those rooms.

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms.

Limitations: Centralized mimeograph and printing shops that are campus-wide in scope should be classified as shop facilities (720).

#### 350 Conference Room (Office Related)

Definition: A room serving an office complex and used primarily for staff meetings and departmental activities other than instructional activities.



## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

**Description:** A conference room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Normally it is used by a specific organizational unit, whereas meeting rooms (680) are used for general purposes such as community group meetings. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms (110) because it is used primarily for activities other than scheduled classes. Rooms that serve both as conference rooms and meeting rooms should be classified according to their principal use.

**Limitations:** This category does not include classrooms (110), seminar rooms (110), lecture rooms (110), auditoriums (610), interview rooms, or lounge facilities (650).

#### 355 Conference Room Service (Office Related)

**Definition:** A room that directly serves one or more conference rooms as an extension of the activities in those rooms.

**Description:** Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

**Limitations:** This category does not include kitchens, dining rooms, and similar facilities in a centralized conference-type building (680). Dining rooms open to the student body at large and/or the public are categorized as food facilities (630).

### 400 STUDY FACILITIES

#### 410 Reading/Study Room

**Definition:** A room used by individuals to study books or audio/visual materials.

**Description:** Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms that are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a reading room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430.) Reading rooms need not be located only in libraries but also may be found in residence halls or academic buildings.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Limitations: This category does not include individual study laboratories (230) that are limited in use to a particular area of study. This category does not include classrooms (110), class laboratories (210), special class laboratories (220), non-class laboratories (250), offices (310), sleep/study rooms in residence halls or other housing units (910 or 920), waiting rooms (315), or lounge facilities (650).

#### 420 Stack

Definition: A room (or portion of a room) used to provide shelving for library or audio/visual materials.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430.)

Limitations: This category does not include book-shelf space in classrooms, laboratories, or offices. Audio/visual film and tape libraries that generally serve groups (rather than individuals) are classified as audio/visual, radio, TV facilities.

Separate tape storage rooms for language laboratories should be classified as special class laboratory service (225) or individual study laboratory service (235). Separate rooms containing musical scores, records, and tapes are classified as stack space if the primary purpose of the materials is for instruction or research (as in a library or music building). Rooms containing such materials and intended for listening enjoyment (as in a student union) should be classified as recreation facility service (675).

#### 430 Open-Stack Reading Room

Definition: A room that is a combination of a reading room and stack, generally without physical boundaries between the stack and reading areas.

Description: Included in this category are rooms generally referred to as open-stack reading rooms.

Limitations: This category is not used if the area of an open-stack reading room can be prorated to reading room (410) and stack (420) at the time the physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Further limitations are defined under reading room (410) and stack (420).

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### STANDARD ROOM USE CATEGORIES

#### 440 Processing Room

**Definition:** A room which serves a reading/study room, stack, or open-stack reading room as a supporting service to such rooms.

**Description:** Included in this category are rooms generally referred to as card catalog, circulation desk, bookbinding, microfilm processing and audio-visual record-playback equipment for distribution to individual study stations.

**Limitations:** This category does not include such library space as: offices for staff (310); acquisitions work areas that are to be classified as offices (310); campuswide or centralized audio/visual preparation areas, bookbinding, and microfilm processing areas that are to be classified as shop facilities (720); instructional facilities for library science staff that are to be classified as classrooms (110), class laboratories (210), special class laboratories (220), offices (310), or other appropriate designations.

#### 455 Study Service

**Definition:** A room which directly serves reading/study rooms, stacks, open-stack reading rooms, or processing rooms as a direct extension of the activities in those rooms.

**Description:** Other categories in these definitions have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of study facility service space is provided for all types of study facilities. Included are such areas as closets, locker space, coatrooms, etc.

**Limitations:** This category does not include card catalogs, circulation desks, and other areas designated as processing rooms (440).

### 500 SPECIAL USE FACILITIES

#### 510 Armory

**Definition:** A room or area used by Reserve Officer Training Corps (ROTC) units.

**Description:** This category includes indoor drill areas, indoor rifle ranges, and special-purpose military science rooms.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Limitations: Classrooms (110), class laboratories (210), and offices (310) in an armory facility are designated as such, even though they are located in an armory building.

#### 515 Armory Service

Definition: A room that directly serves an armory facility as an extension of the activities of that facility.

Description: This category includes supply rooms, weapons rooms, coatrooms, etc.

Limitations: Classroom service rooms (115), class laboratory service rooms (215), and office service rooms (315) are so classified even though they are located in an armory building.

#### 520 Athletic/Physical Education

Definition: A room (or area) used by students, staff, or the public for athletic/physical education activities.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields," and fieldhouses.

Limitations: No distinction by room use category is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. The program dimension of this classification structure provides the capability of making those distinctions.

Institutions that wish to study the utilization of such facilities will need to further subdivide this category. This category does not include classroom facilities (100), laboratory facilities (200), or office facilities (300), even though they may be located in an athletic building. This category does not include the spectator seating area associated with athletic facilities (523). It does not include outside fields, tennis courts, archery ranges, etc. This category does not include rooms used for recreational purposes (670) such as bowling alleys, billiards rooms, ping pong rooms, ballrooms, chess rooms, card playing rooms, or hobby rooms.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

#### 523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, and natatoria.

Limitations: This category does not include temporary or movable seating areas. Stadium seating by definition is structural area.

#### 525 Athletic/Physical Education Service

Definition: A room that directly serves an athletic/physical education facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as P. E. locker rooms, shower rooms, coaches' rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does not include public toilet rooms.

#### 530 Audio/Visual, Radio, TV

Definition: A room or group of rooms used for the production and distribution of audio/visual, radio, and TV materials, and for the operation of equipment for the communication of these materials.

Description: This category includes rooms generally referred to as TV studios, radio studios, and sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as class laboratories (210) if scheduled, or as special class laboratories (220) if not scheduled.

#### 535 Audio/Visual, Radio, TV Service

Definition: A room that directly serves an audio/visual, radio, or TV facility as an extension of the activities in that facility.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Description: Included in this category are rooms generally referred to as film library, tape library, control room, videotape recorder room, property storage, recording rooms, engineering maintenance rooms, darkrooms, preparation rooms, and equipment storage rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as class laboratory service or special class laboratory service (225).

#### 540 Clinic (Non-Health Professions)

Definition: A room used for the diagnosis and/or the treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does not include clinics associated with student health care. It does not include clinics for the medical or dental treatment of humans or animals.

#### 545 Clinic Service (Non-Health Professions)

Definition: A room that directly services a clinic facility as an extension of the activities in that facility.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: This category does not include rooms which serve health care facilities (800).

#### 550 Demonstration

Definition: A room (or group of rooms) used to practice the principles of certain disciplines such as teaching and home economics.



## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

**Description:** This category includes demonstration schools, laboratory schools, pre-school nurseries, etc., if the facilities support the training of the college-level students as teachers. This category includes home management houses that serve to train college-level students in home economics.

**Limitations:** Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as non-class laboratories (250). Rooms that serve nursery, elementary, or secondary schools students (in a laboratory school or pre-school nursery) will not be classified as classrooms, class laboratories, or offices, etc., but rather as demonstration facilities. However, classrooms (110) or class laboratories (210) in such facilities used primarily for college-level students should be so classified. Offices (310), conference rooms (350), and meeting rooms (680) used by college-level staff should be so classified.

#### 555 Demonstration Service

**Definition:** A room that directly serves a demonstration facility as an extension of the activities in that facility.

**Description:** Included in this category are facilities generally referred to as storerooms, laundry, etc., in a home demonstration facility, and as kitchen, lockers, shower rooms, etc., in a laboratory school.

**Limitations:** The distinction between a demonstration facility and demonstration facility service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house), or classrooms, laboratories, gymnasiums that serve nursery, elementary, or secondary school students (in a laboratory school) should be designated as demonstration facilities.

#### 560 Field Building

**Definition:** A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools, and for field experiments.

**Description:** Field-service facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

with unfinished interiors, usually but not exclusively related to agricultural field operations, and are frequently located outside the central campus area. Also included are such facilities as meteorological field test stations.

Limitations: Location of a building is not sufficient justification for classification as a field-service facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as non-class laboratory facilities (250).

#### 570 Animal Quarters

Definition: A room that houses laboratory animals maintained for the institution for research and/or instruction purposes.

Description: This category includes rooms generally referred to as animal rooms, cage rooms, stalls, wards, and similar rooms that are used to house animals intended for use in class laboratories, non-class labs, special class labs, or individual study labs.

Limitations: Does not include areas for treatment of patient animals. See Health Care Facilities (800).

#### 575 Animal Quarters Service

Definition: A room that directly serves an animal care facility as an extension of the activities in that facility.

Description: The category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities such as surgery, casting, or instrument rooms.

Limitations: Does not include areas that directly serve areas used for the treatment of patient animals. See Health Care Facilities (800).

#### 580 Greenhouse

Definition: A building or room, usually chiefly of glass or other light transmitting material, for the cultivation and/or protection of plants.

Description: Includes rooms generally referred to as greenhouses.



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### STANDARD ROOM USE CATEGORIES

#### 585 Greenhouse Service

Definition: A room that directly serves a greenhouse facility as an extension of the activities in that facility.

Description: Includes rooms generally referred to as hothouses.

#### 590 Other

Definition: A category of last resort.

Description: This category is included only as a category of last resort to be used to account for and classify those facilities that cannot be described, even approximately, with other codes and definitions.

Limitations: This category should have very limited use if it is used at all.

### 600 GENERAL USE FACILITIES

#### 610 Assembly

Definition: A room designed and equipped for the assembly of large numbers of persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.

Description: This category includes rooms generally referred to as theaters, auditoriums, concert halls, arenas, chapels, and (livestock) judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in assembly facilities. Assembly facilities may also serve instructional purposes to a minor or incidental extent.

Limitations: Assembly facilities that are used primarily for instructional purposes are classified as classrooms (110).

#### 615 Assembly Service

Definition: A room that directly serves an assembly facility as an extension of the activities in that facility.

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc.

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### STANDARD ROOM USE CATEGORIES

Limitations: Lobbies are non-assignable space classified as circulation area (WWW).

#### 620 Exhibition

Definition: A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by students and the public.

Description: This category includes museums, art galleries, and similar exhibition areas.

Limitations: Collections not primarily for general exhibition, such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate laboratory category.

#### 625 Exhibition Service

Definition: A room that directly serves an exhibition facility as an extension of the activities in that facility.

Description: This category includes work rooms for the preparation of materials and displays; vaults or other storage for works of art; check rooms; etc.

Limitations: Research areas in museums are classified as non-class laboratories (250) or non-class laboratory service (255).

#### 630 Food Facility

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities which are open to the student body and/or the public at large. Areas intended primarily as food facilities, even though containing vending machines rather than serving counters, are included in this category. Rooms with vending machines other than for regular meal or snack service are classified as lounge facilities (650) or merchandising facilities (660).

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### STANDARD ROOM USE CATEGORIES

#### 635 Food Facility Service

Definition: A room that directly serves a food facility as an extension of the activities in that facility.

Description: This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving, preparation, cleaning, etc., including such areas in residence halls.

#### 650 Lounge

Definition: A room used for rest and relaxation.

Description: A lounge facility is typically equipped with upholstered furniture, draperies, and/or carpeting, and may include vending machines.

Limitations: A lounge facility is distinguished from a conference room (350) and a meeting room (680) by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as mechanical area (see 030). A room devoted wholly to vending machines is classified as a merchandising facility (660). Vending machine areas in food facilities are classified 630.

#### 655 Lounge Service

Definition: A room that directly serves a lounge facility, such as a kitchenette.

#### 660 Merchandising Facility

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union "desks," and vending machine areas devoted wholly to vending machines.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Limitations: This category does not include dining rooms, restaurants, snack bars, and similar food facilities (630), or vending machine areas associated with food facilities or lounges (650). It does not include meeting rooms (680) which are classified as conference facilities. Hotel and motel rooms are classified in the appropriate category of residential facilities (900).

#### 665 Merchandising Facility Service

Definition: A room that directly serves a merchandising facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, and private toilets.

#### 670 Recreation

Definition: A room used by students, staff, and/or the public for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music listening rooms, and hobby rooms.

Limitations: This category does not include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses, that should be classified as athletic/physical education facilities (520). It does not include outdoor facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), or golf courses.

#### 675 Recreation Service

Definition: A room that directly serves a recreation facility as an extension of the activities in that facility.

Description: This category includes storage closets, equipment issue rooms, cashier's desk, and similar rooms.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Limitations: This category does not include kitchens, short-order kitchens, snack bars, or other food facilities. It does not include athletic/physical education facility service (525) such as locker rooms, shower rooms, ticket booths, dressing rooms, and other similar service areas.

#### 680 Meeting Room

Definition: A room used for a variety of non-class meetings.

Description: A meeting room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as student senate, student government, community groups, and short term meetings conducted by an extension division. A meeting room is distinguished from a conference room (350) because conference rooms are considered part of an office complex and are generally used for staff meetings or other departmental non-class activities.

Limitations: Rooms serving an office complex and used primarily for staff meetings are classified as conference rooms (350). Seminar rooms used primarily for scheduled classes are classified as classrooms (110).

#### 685 Meeting Room Service

Definition: A room that serves a meeting room as an extension of the activities in that room.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does not include such rooms as kitchenettes and chair storage rooms that serve conference rooms (355).

#### 690 Locker Room

Definition: A room used for changing clothes and/or storing personal materials.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Description: Includes service rooms intended for student and/or staff use principally for storage of clothing and/or individual materials, e.g., physical plant locker rooms.

Limitations: Does not include physical education or intercollegiate athletics locker rooms and areas (see 525).

#### 700 SUPPORTING FACILITIES

##### 710 Data Processing/Computer

Definition: A room or group of rooms used for processing of data by computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does not include rooms containing desk calculators, post-billing machines, check-writing machines, and similar office or office service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other Electronic Data Processing (EDP) equipment in a room otherwise classifiable as an office (310) not be prorated to this category. A data processing facility used only for instruction should be classified as a class laboratory (210) or special class laboratory (220) or individual study laboratory (230).

If a room, otherwise classifiable as an office (310), happens to contain a keypunch machine, sorter, or other small EDP equipment, do not prorate the area in that room, but rather classify the entire room as office (310).

##### 715 Data Processing/Computer Service

Definition: A room that directly serves a data processing computer facility as an extension of the activities in that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Limitations: This category does not include rooms for data processing personnel. These rooms should be classified as offices (310).

#### 720 Shop

Definition: A room used for the manufacture, repair, or maintenance of products or equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops.

Limitations: This category does not include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as class laboratories (210). Materials preparation areas in audio-visual, radio stations, and TV studios should be so classified (535). Maintenance and repair areas of vehicles, airplanes, boats, etc., should be so classified (745). Engineering drafting rooms serving the physical plant operation are classified as offices (310). Blueprint storage rooms are classified as office service (315).

#### 725 Shop Service

Definition: A room that directly serves a shop facility as an extension of the activities in that facility.

Description: Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms, and similar non-public areas that serve the shop facility should be included.

Limitations: This category does not include service areas related to class laboratories (215) or non-class laboratories (255). It does not include vehicular repair facilities (garages) that are classified as vehicle storage facility service (745). Blueprint storage rooms should be classified as office service (315).

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

#### 730 Storage

Definition: A room used to store materials.

Description and Limitations: Classification of a room as a Storage facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as office service (315). The distinction between the "service" and "storage" classifications rests on the possibility of physical separation of the materials stored. If the materials being stored could be placed in a warehouse, implying only occasional demand for the materials, then storage facility is the appropriate classification. Storage that must be close at hand because of the nature of the materials stored and the demands placed upon them by the program should be classified in the appropriate "service" category.

#### 735 Storage Service

Definition: A room that directly serves a storage facility.

#### 740 Vehicle Storage Facility

Definition A room or structure that is used to house and/or store vehicles.

Description: This category includes parking structures and other rooms and buildings generally referred to as garages, boat houses, airport hangars, and other storage areas for vehicles (broadly defined).

Limitations: This category does not include portions of barns or similar field-service facilities that are used to house farm implements. Uncovered exterior parking areas are excluded.

#### 745 Vehicle Storage Service

Definition: A room or structure used to service vehicles.



## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Description: This category includes any area associated with a vehicle storage facility that is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does not include service areas that serve building maintenance and repair, and that are classified as shop facilities (720).

#### 750 Central Food Stores

Definition: A central facility for the processing and storage of foods used in food facilities.

Description: This category includes food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a central food stores building.

Limitations: Offices (310) located in a central food stores building are so classified. Food storage areas, freezers, lockers, etc., not located in a central food stores building are classified as food facility service (635).

#### 760 Central Laundry

Definition: A central facility used for cleaning, washing, drying, and ironing linens, uniforms, etc.

Description: This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a central laundry.

Limitations: Offices (310) located in a central laundry are so classified. Laundry rooms, drying rooms, ironing rooms, etc., not located in a central laundry are classified as residential facilities or as service space to whatever type of facility they serve.

### 800 HEALTH CARE FACILITIES

**Note:** This category includes the room uses listed below that are located in student health facilities and in health professions clinics and in hospitals. The codes and definitions in this series (800) are designed to describe health care facilities for human as well as non-human animals requiring health care. This category does not include non-medical clinic facilities.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

#### 810 Patient Bedroom

Definition: A room equipped with a bed and used for patient care.

Description: This category includes general nursing care, acute care, semi-convalescent/rehabilitative adult or pediatric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets are included. Animal stalls for patient animals are also included.

#### 820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet/bath facilities adjoining or in conjunction with patient bedrooms.

Limitations: Public toilet facilities are excluded.

#### 830 Nurse Station

Definition: A room or area used by nurses who are supervising and/or administering health care facilities.

Description: Included in this category are areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses stations, such as utility rooms, work-storage areas, formula preparation areas, medications areas, etc.

Limitations: Rooms that can be identified as offices should be classified 310.

#### 840 Surgery

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms, special procedures operating rooms, and rooms used in conjunction with and as a direct extension of the activities of a surgery room such as labor rooms, recovery rooms, monitoring/observation rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub-up areas, instrument clean-up and storage, gurney storage, sterile supplies storage.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

#### 850 Treatment

Definition: A room used for diagnostic and therapeutic treatment.

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac catheterization, pulmonary function/vascular testing, EEG, ECG, EMG, combined doctor's office and examination/treatment rooms, and rooms which support treatment rooms as a direct extension of the activities of such a facility such as dressing rooms, film processing and viewing rooms, work preparation rooms, special equipment storage.

#### 860 Service Laboratory

Definition: A room used to provide diagnostic support services to health care facilities.

Description: Includes rooms generally referred to as pathology labs, pharmacy labs, autopsy labs, etc., e.g., hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope, and rooms which serve service laboratories as a direct extension of the activities of such a facility such as rooms generally referred to as cadaver storage/morgue, autoclave and centrifuge rooms, warm and cold rooms.

Limitations: This category does not include class laboratories (210), special class laboratories (220), or other facilities used primarily for organized instruction.

#### 870 Supplies

Definition: A room used to store supplies for health care facilities.

Description: Central supply, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature, other than that included in other primary and service room types.

#### 880 Public Waiting

Definition: A room used by the public to await admission, treatment, or information.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Description: Included are lobbies, waiting and reception areas, visiting areas, and viewing areas.

Limitations: Lounges (650) are excluded from this category.

#### 895 Health Care Service

Definition: Rooms used for housekeeping, linen storage, and handling. Includes rooms used by housekeeping staff for store-rooms, closets, locker rooms, etc., for building maintenance and operation.

Limitations: Non-assignable areas are explicitly excluded from this category. Excludes mechanical and equipment rooms.

### 900 RESIDENTIAL FACILITIES

#### 910 Sleep/Study without Toilet/Bath

Definition: One or more residential rooms for one or more individual(s) typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), without an internally connected bath.

Description: This category includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as Food Service (635).

#### 919 Toilet/Bath

Definition: A toilet and/or bathroom intended to be used only by the occupants of the residential facilities, rather than by the general public.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

Description: This category includes common or shared bathroom facilities which may consist of full or half-baths, showers, or toilet and shower combinations, used by the residents, and accessible from a corridor or other general circulation area.

Limitations: This category does not include public rest rooms. Bathrooms internal to a sleep/study room (920), apartment (950), or house (970) are included in those respective categories.

#### 920 Sleep/Study with Toilet/Bath

Definition: One or more rooms for individual(s), typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), with an internally connected bath.

Description: This category includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately coded 919. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as Apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as Food Service (435).

#### 935 Sleep/Study Service

Definition: A room (or group of rooms) which directly serve the occupants of an individual sleep/study room with or without toilet/bath (910 and 920).

Description: This category includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of sleep/study facilities.

Limitations: This category does not include food facilities (see 630 and 635), central laundry (see 760), or central food stores (see 750), toilet/bath (see 919), lounge facilities (see 650), recreation or activity areas (see 670, 675), or non-assignable building service areas.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

#### 950 Apartment

Definition: A complete living unit that is not a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be accounted for. This category includes apartments provided for faculty, staff, or students. Apartments need not be located in a residential building.

#### 955 Apartment Service

Definition: A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

Description: This category includes laundry rooms, mail rooms, linen closets, maid rooms, trunk storage rooms, and telephone rooms which serve apartment facilities.

#### 970 House

Definition: A complete living unit that is a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. This category includes houses provided for faculty, staff, or students.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

#### 000 UNCLASSIFIED FACILITIES

##### 050 Inactive Area

Definition: Rooms that are available for assignment to an organizational unit or activity but are unassigned at the time of the inventory.

Limitations: Rooms that are being modified or are not completed at the time of the inventory are so classified (060 or 070).

##### 060 Alteration or Conversion Area

Definition: Rooms that are temporarily out of use because they are being altered, remodeled or rehabilitated at the time of the inventory.

Limitations: Rooms that are inactive or are not completed at the time of the inventory are classified 050 or 070, respectively.

##### 070 Unfinished Area

Definition: All potentially assignable areas in new buildings or additions to existing buildings that are not completely finished at the time of the inventory.

Limitations: This category is intended only for the unfinished part of a building or addition. The parts that are in use should be classified elsewhere.

## APPENDIX 6

### STANDARD ROOM USE CATEGORIES

#### NON-ASSIGNABLE AREA

Note: The following categories are included for purposes of completing the list of room use categories, but are not recommended for collection purposes. Institutions collecting non-assignable area data may find them useful for plant management purposes.

WWW CIRCULATION AREA

XXX CUSTODIAL AREA

YYY MECHANICAL AREA

ZZZ STRUCTURAL AREA



## APPENDIX 7

### VISA TYPES

The following visa type codes and descriptions are taken from "United States Immigration Laws," General Information, published by the U. S. Department of Justice, Immigration and Naturalization Service M-50 (Rev. 1970 N).

<u>Code</u>	<u>Description</u>
A1	An ambassador, public minister, or career <u>diplomatic or consular</u> officer accredited by a foreign government recognized by the United States, who is accepted by the President or by the Secretary of State, and members of the applicant's immediate family. Also, upon the basis of reciprocity, certain other accredited and accepted officials and employees of recognized foreign governments and members of their immediate families, as well as the attendants and personal employees of these officials and employees, and of ambassadors.
B1	An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States <u>temporarily for business</u> .

<u>Code</u>	<u>Description</u>
B2	An alien having a residence in a foreign country that he has no intention of abandoning who is visiting the United States <u>temporarily for pleasure</u> .
E1	An alien entitled to enter the United States solely to carry on substantial <u>trade</u> between the United States and the foreign state of which he is a national, or solely to develop and direct an enterprise in which he has invested or is actively in the process of investing a substantial amount of capital.
F1	A bona fide and qualified <u>student</u> having a residence in a foreign country that he does not intend to abandon, who seeks to enter the United States temporarily and solely to pursue a full course of study at an established institution of learning or other recognized place of study in the United States.
H1	An alien having a residence in a foreign country that he does not intend to abandon who is of distinguished merit and ability and who is coming <u>temporarily to the United States to perform services of an exceptional nature</u> requiring such merit and ability.

Code

Description

- H2                    An alien having a residence in a foreign country that he does not intend to abandon who is coming temporarily to perform temporary services or labor, if unemployed persons capable of performing such service or labor cannot be found in this country.
- H3                    An alien having residence in a foreign country that he does not intend to abandon who is coming temporarily to the United States as a trainee.
- J1                    An alien having residence in a foreign country that he has no intention of abandoning who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or leader in a field of specialized knowledge or skill, who seeks to enter the United States temporarily as a participant in a program designated by the Secretary of State.
- L2                    An alien (intracompany transferee) who, immediately preceding the time of his application for admission into the United States, has been employed continuously for one year by a firm, corporation, or other legal entity or an affiliate or subsidiary thereof and who seeks to enter the United States temporarily to continue to render his services to the same employer or a subsidiary or affiliate in a capacity that is managerial, executive, or involving specialized knowledge.

## APPENDIX 8

### FUNCTIONAL CLASSIFICATION CATEGORIES

#### Instruction

Includes expenditures for those institutional activities whose outputs are primarily eligible for credit in meeting specified formal curricular requirements, leading toward a particular postsecondary degree or certificate granted by the institution.

This category should include expenditures for any activities offered for the purpose of students earning credit toward a variety of degrees and/or certificates. Under this definition, instruction may not necessarily contain all "teaching" activities, but will omit those teaching activities that take place within the context of community education, remedial instruction, or other nondegree related programs.

#### Research

Includes all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or authorized and separately budgeted by an organizational unit within the institution. This category does not contain all sponsored programs (e.g., training grants) nor, necessarily, is it exclusively sponsored research since internally supported research programs might, under those circumstances described above, be included in this category.

### Public Service

Includes all funds expended on programs that are established primarily to provide services that are beneficial to groups external to the institution. Such activities can include noncredit courses, seminars, projects, and various organizational entities established to provide services to particular sectors of the community.

### Academic Support

Includes all funds expended on activities carried out primarily to provide support services that are an integral part of the operations of the primary programs: instruction, research, and public service. These are defined as the preservation, maintenance, and display of the current stock of knowledge (e.g., libraries) and the provision of various services and capabilities for the primary programs (e.g., audio-visual services). This category includes the media and technology employed by the primary programs (e.g., computing support) as well as the administrative support operations that function within the various academic units (which includes the development of future instructional activities).

### Student Support

Includes all funds expended on activities whose primary purpose is to contribute to the student's emotional and physical well-being and to his intellectual, cultural, and social development outside the context of the formal instruction program.



This category includes the costs of the financial aid office, institutional subsidies to student activities, health service (unless operated as an auxiliary enterprise), offices of deans of students, and guidance and testing programs.

#### Operation and Maintenance of Physical Plant

This category includes all expenditures for the operation and maintenance of the institution's plant. Both ground and facilities are included as well as utilities, safety and security, property insurance, and similar items. Appropriate allocations of operating and maintenance costs should be made to auxiliary enterprises and any other activities not reported under the major caption "educational and general."

#### Institutional Support

Includes all funds expended for activities whose primary purpose is to provide operational support for the day-to-day functioning of the institution, with the exception of expenditures for operation and maintenance of plant. Includes expenditures for all central executive level activities concerned with the management and long-range planning of the entire institution and expenditures for those operations related to fiscal control and investments of the institution. It includes expenditures for those activities that provide central administrative support (i.e., employee personnel and records, student admissions and registrar's offices) and it includes expenditures for those activities that provide procurement services and supply and maintenance of provisions for the campus operation.

## Student Aid

Expenditures for all forms of student aid financed from current funds, restricted or unrestricted, should be charged to student aid. Student aid can be classified as scholarships (undergraduate aid) and fellowships (graduate aid).

### Scholarships

Scholarships include all expenditures for undergraduate student aid. Includes financial aid to students in the form of tuition and fee remissions, as well as scholarships and gifts. It does not include student loans. Remissions of tuition and fees granted as a result of either family or staff status should be included in faculty or staff compensation as fringe benefits rather than student aid. If services are required in exchange for the financial assistance, as in the Federal College Work-Study Program, the portion paid by the institution should be classified as direct costs to the department or organizational unit to which the services are rendered. However, the portion contributed by the federal government should be included as scholarships.

### Fellowships

Fellowships include the sum of all monies awarded to graduate students (either predoctoral or postdoctoral) to encourage study in their field of interest. Normally, fellowships are cash awards (i.e., outright gifts) and are not contingent upon services rendered by the student

as are teaching and research assistantships. Also includes any funds from specialized training grants which are specifically designated for stipends as well as tuition, waivers or refunds. If services are required in exchange for the fellowship, that portion expended by the institution should be classified as direct costs to the department or organizational unit to which the services are rendered.

### Auxiliary Enterprises

An auxiliary enterprise is an entity which exists to furnish a service to students, faculty, or staff, and which charges a fee that is directly related to, although not necessarily equal to, the cost of the service. The general public may incidentally be served in some auxiliary enterprises. Examples are: residence halls, food services, and student stores.

This category of expenditures embraces all costs, except depreciation, of operating the auxiliary enterprises, including charges for operation and maintenance of physical plant, and general institutional support; also included are other direct and indirect costs whether charged directly as expenditures or allocated as a proportionate share of costs of other departments or units. Mandatory transfers of auxiliary enterprises include mandatory provisions for debt retirement, other financing costs, and renewals and replacements. Expenditures and mandatory transfers should be separately reported.



### Hospitals

This category of expenditures embraces all costs of operating the hospitals, including charges for operation and maintenance of physical plant, and general institutional support; also included are other direct and indirect costs whether charged directly as expenditures or allocated as a proportionate share of costs of other departments or units. Mandatory transfers of hospitals include mandatory provisions for debt retirement, other financing costs, and renewals and replacements. Expenditures and mandatory transfers should be separately reported.

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## REFERENCES

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