Michigan Student Data System (MSDS)

Student Transcript and Academic Record Repository (STARR) Collection

Data Manual

V1.0

2014-2015 School Year

Questions or comments about this document should be directed to:
Email: CEPI@michigan.gov
Phone: 517-335-0505, option 3

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Introduction

When Michigan representatives agreed to accept State Fiscal Stabilization Fund dollars under the American Recovery and Reinvestment Act, they also agreed to four education assurances. One of these assurances is that the state of Michigan will connect preschool through postsecondary education data into the labor force to evaluate public education's effectiveness at preparing students for postsecondary education and the workforce. Connecting preschool through postsecondary education data requires that the student Unique Identification Codes (UICs), assigned and maintained by the Center for Educational Performance and Information (CEPI), be shared among institutions and used at all education levels.

In order to fulfill these requirements, Michigan must collect and store each student's academic record in a data application for analysis. The application is called the Michigan Student Data System (MSDS). The collection of these data for Institutions of Higher Education (IHEs) is known as the Student Transcript and Academic Record Repository (STARR) for postsecondary student academic records. Beginning in 2014, the STARR Collection will occur in the MSDS rather than Parchment. However, the Parchment Exchange system will still be used for the e-Transcript Initiative.

IHEs are required to upload a data file containing the student's academic record, in XML format, to the STARR Collection in the MSDS. The data elements and student population for upload, as well as the XML schema, sample schema, XML Validation Guide, frequently asked questions, timeline, and a CSV to XML conversion tool, appear on the CEPI IHE Web page. Independent IHEs are encouraged to participate to make the data connection more accurate. The data collected have been developed into reports that are being published on the MI School Data Web page.

This document is meant to serve as a guide for the STARR Collection. It is separated into sections which cover the collection information, characteristic descriptions and appendix documents. Within this text we will identify changes using the following methods:

Type of Change	Method	Definition
Clarification	Highlighted text	Re-wording or addition of text to improve understanding; this type of edit does not change the meaning or definition.
Removal	~~Strike through~~	Deletion of part or all of text to indicate a change in the meaning or definition.
Addition	Underlined, red text	Addition of text to indicate a change in the meaning or definition or new requirements.
New	**"NEW"** in red text at the beginning of the section	Addition of a new data element or enumeration.

STARR Collection

Each spring, CEPI will collect student course enrollment and completion information from your institution via the STARR Collection in MSDS for students enrolled in your IHE. ~~during the prior summer, fall and winter/spring terms.~~ Institutions are to include all academic sessions that have ended early enough to upload student data on. In general, we would expect to see student data from May to April. Institutions are to include the student's entire academic record, not just what is new for this year. If the student completed his/her undergraduate work and is now a graduate student, you would include the academic record for both levels, not just the graduate academic record.

The following pages contain information, in alphabetical order, about each STARR field such as definitions, minimum and maximum occurrences, minimum and maximum lengths, enumerations, and formats. Additionally, suggested validation checks the IHE can perform prior to submitting the STARR data file have been included to help ensure data quality. Finally, STARR field usage for specific reports has also been indicated. Definitions for the acceptable enumerations come from the National Center for Education Statistics (NCES) Integrated Postsecondary Education Data System (IPEDS) glossary, Postsecondary Electronic Standards Council (PESC) and/or the NCES Common Education Data Standards (CEDS), unless otherwise noted.

To view the STARR fields, definitions, minimum and maximum occurrences, minimum and maximum lengths, enumerations, and formats in an Excel document, click on the STARR Data Field Layout document link on the CEPI IHE Web page. For additional information about data types and other technical definitions, please refer to the XML Validation Guide, located on the CEPI IHE Web page.

Getting Started

STARR Application Documents

Please visit the CEPI IHE Web page for the most up-to-date information on the STARR Collection. Please refer to this Web page for the XML schema, sample schema, STARR Business Rules Validation, STARR Data Field Layout document, Frequently Asked Questions (including which students to include in the upload), timeline and user guide. This page also includes a link to the PESC guide. We recommend that IHE users regularly refer to this page for updated postings.

The Educational Entity Master (EEM)

The Educational Entity Master is the state's official directory of educational entity information. The EEM can be found at EEM Web page. CEPI uses the EEM entity code numbers to link education data sets and validate submitting entity information. When EEM records are out of date, data validation can be more difficult. We highly recommend that IHEs verify their EEM data before each collection and update the EEM whenever entity information changes. Updates include changes in the name of the institution and contact information, as well as requests for new entity numbers and closings of institutions. To navigate and use the EEM, view the EEM User Guide. If your IHE does not have an authorized EEM user, please contact CEPI customer support for any updates to your institution's EEM record.

IHE Request for UIC Collection

Prior to uploading records to the STARR Collection, participating IHEs will first need to acquire UICs for all of their enrolled students. Parchment electronic transcripts are currently being sent from high schools to IHEs. Each of these transcripts (for public school students) contains the current UIC for each student. The IHE Request for UIC Collection is the means for IHEs to acquire UICs for currently enrolled students who do not have a UIC. The procedures for this collection can be found on the CEPI IHE Web page.

Gaining Access to the MSDS

IHE staff members wishing to have access to the MSDS will need to complete a two-step process, which consists of:

1. Obtaining a Single Sign-On (SSO) account and
2. Completing and submitting the appropriate security agreement form to CEPI, signed by yourself and the Institution Registrar. These forms are posted in the STARR Support Documents section of the CEPI IHE Web page.

You will receive access to the application when both of the above steps have been completed and verified by CEPI. For more detailed information, please refer to the Single Sign-On User's Guide and security forms posted in the STARR Support Documents section of the CEPI IHE Web page. If you experience problems with your account or password, please contact CEPI at 517-335-0505 or by email at: CEPI@michigan.gov.

Tips for Gaining Access to the MSDS

- Security agreements must be signed by the registrar. CEPI staff will verify that the person listed as the registrar on the security agreement form matches the contact listed as the registrar in the membership directory on the MACRAO website.

- CEPI staff will also verify that a subscription request has been submitted in SSO and that the information provided on the security agreement form matches the request. Once verified, permission will be granted and the requester will be notified by email.

- The SSO subscription expires after 30 calendar days. Please make sure your service agreement form is sent to CEPI about the same time that you request access to prevent auto-rejection notices.

- Access should be limited to only those persons who will be performing the STARR Collection functions (should range between 2-5 people). MSDS IHE users typically include: technology group members, admissions staff and/or staff from the registrar's office.

Removing Access to the MSDS

When authorized users leave your organization, a removal request must be sent in. CEPI does an annual refresh notice as well. To access the removal request form:

1. Go to http://www.michigan.gov/cepi.
2. Click on **CEPI Applications.**
3. Under Application Information, click on **Removing an MEIS Authorized User.**
4. Follow the instructions for completion of the Removal Request Form.
5. Once the form is completed, print a copy, obtain the required signatures and fax to CEPI at (517) 335-0488.

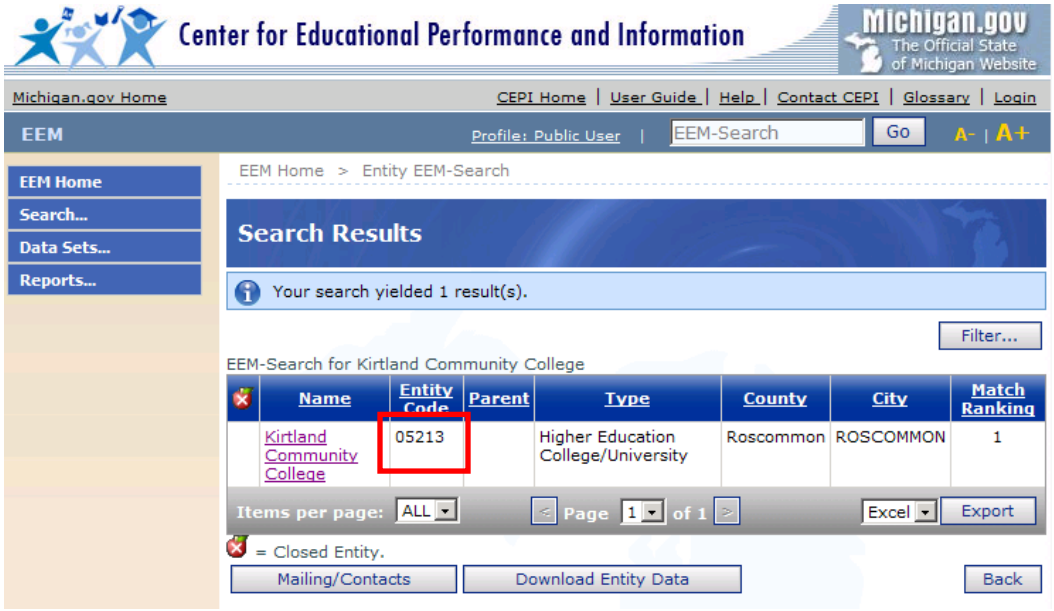
To access the removal form directly, go to:
http://www.michigan.gov/documents/cepi/CEPI_auth_user_removal_form_409255_7.doc.

Searching for Entity Codes

When creating the STARR data file, the Submitting Entity code is required. If you need to look up the Submitting Entity code, follow this procedure in the EEM:

1. Go to the CEPI EEM Web page at www.michigan.gov/eem. Enter the entity's name in the **EEM-Search** box. Click **Go**.

2. Your search will bring up the desired entity information within the Entity Code column. The entity code is a five-digit code which may include a leading zero. Please do not cut off the leading zero, as it is a digit in the code.



Getting Assistance with Data Submissions

The CEPI IHE Web page (go to www.michigan.gov/CEPI, on the left hand side click on the Institutions for Higher Education link) contains the most up-to-date information about the STARR Collection. This page includes training tools, communications, security information and general MSDS resources. Users can also click a collection name in the MSDS Data Collections section for detailed information including XML schemas and sample files for that collection.

If you are an entity authorized user and are having technical difficulties submitting data to CEPI, please send an email message to CEPI customer support at cepi@michigan.gov or call 517-335-0505 and follow the prompts. Please provide your name, and entity name, CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

Collections, Components and Characteristics

Collections

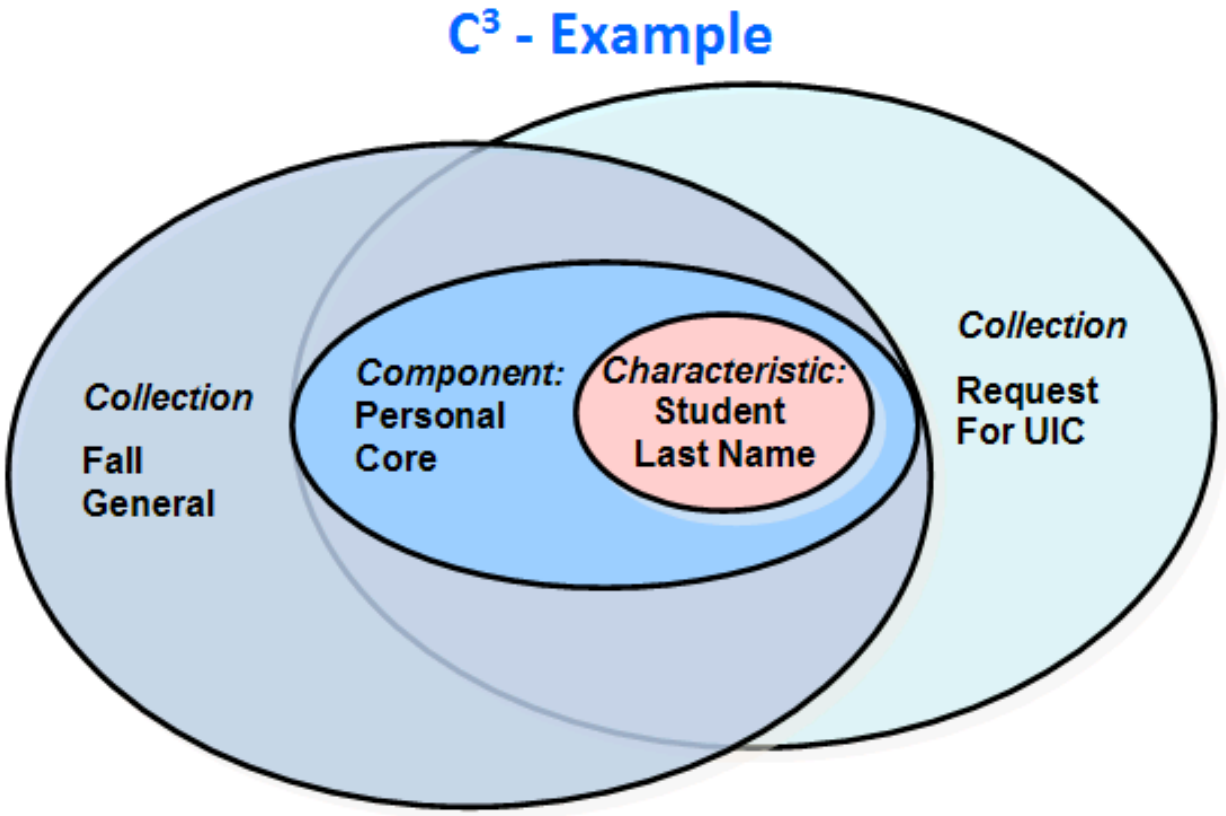
- A set of components submitted for a particular purpose within a particular timeframe
    a. IHE Request for UIC
    b. STARR

Components

- Logical groupings of characteristics
- Allow groups of characteristics to be conditionally required
- Components may be included in multiple collections
- Components may be multi-valued (occurring more than once in a collection)

Characteristics

- Fields (data elements) associated with a student
- Each characteristic may only be included in one component
- Characteristics may be multi-valued (occurring more than once in the component)



Certification

Certification is the process wherein an authorized MSDS user reviews and approves data within the STARR Collection, indicating that to the best of his/her knowledge the data are accurate and complete. Certifying a collection officially submits the data to CEPI.

- **Reports Review** – Confirm that the data are accurate
- **Quality Review** – Last step in the error check process
- Certification **officially submits data** to CEPI.
- By clicking the certification check box, the user is confirming "**that this information is valid and correct to the best of my knowledge**" on behalf of the IHE.

The MSDS provides several built-in layers of data validation and quality-check functions.

When a user uploads a data file to the system, the MSDS automatically checks the file against the schema requirements. If the file does not meet these basic criteria, the system will not process it and will not transfer the file into the data Staging Area.

For more information about XML and schema validation, please refer to the MSDS Technical Document located on the CEPI MSDS Web page.

After your uploaded file has passed the initial file-validation checks, the data are processed into the Staging Area where they go through additional field-level validation to check for data accuracy. These checks look at business rules as well as UIC matching. The system generates error, warning and resolution messages when a business rule is not followed. (Please refer to the "Training Tools" and "Resources" sections of the CEPI MSDS Web page for more information about how the system functions.)

You must correct student records that have errors and complete all UIC resolution before you can certify your collection. For detailed information about UIC resolution, please refer to the UIC Support Documents on the CEPI IHE Web page. You should also review warnings to assure that the data are correct. The system generates warnings when the data are outside of the expected parameters for the STARR field, but may still be correct. Warnings will not prevent you from certifying a collection.

Once you have resolved all of the student records within the collection and they are error-free, you should review the reports provided by MSDS to confirm that the data are accurate, and then certify the collection.

STARR Fields in Alphabetical Order

Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
AcademicAwardDate	Conditionally Required	1*	1		
AcademicAwardLevel	Conditionally Required	1*	1		
AcademicAwardTitle	Conditionally Required	1*	1	1	80
AcademicLetterGrade	Conditionally Required	0	1	1	10
AcademicProgramName	Conditionally Required	1*	1	1	60
AcademicProgramType	Conditionally Required	1*	1		
AcademicSessionGradePointAverage	Yes	1	1		
AcademicYearDesignator	Yes	1	1	9	9
ContactHours	Optional	0	1		
CourseAcademicGrade	Conditionally Required	0	1		
CourseAcademicGradeScaleCode	Yes	1	1		
CourseAcademicGradeStatusCode	Yes	1	1		
CourseCIPCode	Optional	0	1	5	7
CourseCreditAttempted	Yes	1	1		
CourseCreditBasis	Yes	1	2		
CourseCreditEarned	Yes	1	1		
CourseNumber	Yes	1	1	1	15
CourseSubjectAbbreviation	Yes	1	1	1	10
CourseTitle	Yes	1	1	1	60
CTEConcentrator	Optional	0	1		
CumulativeGradePointAverage	Yes	1	1		
DateOfBirth	Yes	1	1		
DegreeCIPCode	Conditionally Required	1*	1	5	7
EconomicallyDisadvantaged	Optional	0	1		
EntryDate	Yes	1	1		
EthnicityCode	Yes	1	1		
FirstName	Yes	1	1	1	50
Gender	Yes	1	1		
HighSchoolStudent	Optional	0	1		
IPEDS	Yes	1	1	6	6
LastName	Yes	1	1	1	50
LocalStudentID	Yes	1	1	1	20
MiddleName	Optional	0	1	1	50
“New” MilitaryStatus	Optional	0	1		
MultipleBirthOrder	Optional	0	1	1	1
PostsecondaryEnrollmentType	Yes	1	1		
PreviousLastName	Optional	0	1	1	50
“New” PrimaryAcademicLevel	Yes	1	1		
ProgramCIPCode	Conditionally Required	0	1	5	7
RaceCode	Yes	1	1		
ResidencyStatusCode	Yes	1	1		
SessionDesignator	Yes	1	1	7	7

Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
SessionName	Yes	1	1		
SessionType	Yes	1	1		
StateProvinceCode	Conditionally Required	0	1	2	2
StudentLevelCode	Yes	1	1		
StudentSuffix	Optional	0	1	1	10
SubmittingEntity	Yes	1	1	5	5
UIC	Yes	1	1	10	10

*If the component that this characteristic falls within is submitted in the STARR file, then you must also submit this characteristic.

Characteristic Name

AcademicAwardDate

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1			Date (only); YYYY-MM-DD

Definition

The year, month and day in which the academic award was conferred.

Specifications or Enumerations

Date (only); YYYY-MM-DD

Format Example

2010-05-01

Instructions

- Enter the year, month and day in which the student's academic award was conferred.
- If you enter anything other than the "YYYY-MM-DD" format or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardLevel, AcademicAwardTitle and DegreeCIPCode).
- This data element is required when submitting the Academic Award Component.

Tips

- If your institution only stores the award date and not the conferred date, report the award date.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

AcademicAwardLevel

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1			Select only one from a table below

Definition

Upon graduation/completion, the code that represents the level of achievement the student has received.

Specifications or Enumerations

Enumeration	Definition
1	Postsecondary award, certificate, or diploma of less than 1 academic year
2	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years
3	Associate's Degree
4	Postsecondary award, certificate, or diploma of at least 2 but less than 4 academic years
5	Bachelor's Degree
6	Postbaccalaureate Certificate
7	Master's Degree
8	Post-Master's Certificate
17	Doctor's Degree-Research/Scholarship
18	Doctor's Degree-Professional Practice
19	Doctor's Degree-Other

Instructions

- Enter the code that represents the level of achievement the student has received upon graduation/completion.
- This characteristic is intended to align with the NCES Common Education Data Standards (CEDS) enumerations. The institution is to report students in the categories, which your institution currently uses.
- If you enter anything other than one of the 11 acceptable enumerations, or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardDate, AcademicAwardTitle and DegreeCIPCode).
- This data element is required when submitting the Academic Award Component.

Usage

MI School Data, Student Pathways Data File

STARR Fields

Characteristic Name

AcademicAwardTitle

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1	1	80	Text

Definition

The descriptive title for the academic award.

Specifications or Enumerations

Text (80)

Format Example

Master of Arts in Economics

Instructions

- Enter the title of the academic award.
- Separate all words with a space.
- If you enter anything longer than the 80 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the academic award title is longer than 80 characters, enter the first 80 characters.
- Spaces between words count as a character.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardDate, AcademicAwardLevel and DegreeCIPCode).
- This data element is required when submitting the Academic Award Component.

Tips

- If your institution does not supply the major/concentration within the award title for undergraduate students, please report the full title your institution uses (e.g., Bachelor of Science).

Usage

MI School Data, Student Pathways Data File

Characteristic Name

AcademicLetterGrade

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	1	10	Text

Definition

The alphabetical grade earned in the course.

Specifications or Enumerations

Text (10)

Format Example

B+

Instructions

- Indicate the alphabetical grade earned in the course (e.g., A, C+, E/NC, HP, DIST).
- Report the AcademicLetterGrade for all courses reported ~~the student has ever taken at your institution~~, or go as far back as the data are feasible.
- If you enter anything longer than the 10 character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data if the student received a letter grade for the course.

Suggested Validation Check

- The letter grade must correspond to the Grade Scale <CourseAcademicGradeScaleCode> code (e.g., if Grade Scale <CourseAcademicGradeScaleCode> = "43", the letter grade must = "A", "B", "C" or "NC".

Tips

- Grading scales appear in Appendix H of the PESC Guide on page 313 at: http://www.michigan.gov/documents/cepi/PESC_Guide_347497_7.pdf

Usage

MI School Data, Student Pathways Data File

Characteristic Name

AcademicProgramName

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1	1	60	Text

Definition

Your internal name of the program, major, minor or field of study the student is working toward.

Specifications or Enumerations

Text (60)

Format Example

American History

Instructions

- Enter the name of the program, major, minor or field of study for which the student is working toward.
- Separate all words with a space.
- If you enter anything longer than the 60 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the name is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as a character.
- You are conditionally required to report this data element if the student has any StudentLevelCode other than "NonDegree Undergraduate, NonDegree Graduate or Community College Transfer Seeking Only".
- This data element is required when submitting the Academic Program Component.

Usage

MI School Data, Student Pathways Data File

STARR Fields

Characteristic Name

AcademicProgramType

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1			Select only one from the table below

Definition

The type of academic program the student is working toward.

Specifications or Enumerations

Enumeration	Definition
Concentration	
Focus	
Major	
Minor	
SecondMajor	
Specialization	

Instructions

- Enter the type of program the student is working toward.
- Enumerations are based on the PESC standard. The institution is to report students in the categories which your institution currently uses.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student has any StudentLevelCode other than "NonDegree Undergraduate, NonDegree Graduate or Community College Transfer Seeking Only".
- This data element is required when submitting the Academic Program Component.

Tips

- Although a third major and second minor are not acceptable enumerations according to the PESC standard, if an institution wishes to report these, list them in chronological order and code as "SecondMajor" or "Minor", respectively (if these are not already distinguished by "Concentration", "Focus" or "Specialization").
- Only use "Specialization" for those graduate, specialist or doctoral programs that use this distinction. Otherwise, use the enumeration which applies.
- Some community colleges have been coding Associates degrees and Certificates as "Major" and "Minor".
- You must submit the enumeration exactly as it appears here, showing each word beginning with a capital letter and no spaces between the words.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

AcademicSessionGradePointAverage

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	0.00		Decimal

Definition

The grade point average (GPA) for the respective academic session.

Specifications or Enumerations

Decimal

Format Example

3.44

Instructions

- Enter the student's GPA for the respective academic term with the decimal.
- Report the AcademicSessionGradePointAverage for all sessions reported ~~term GPAs the student has ever received at your institution~~, or go as far back as the data are feasible.
- If you enter anything other than the decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element
- You may not report blanks.

Suggested Validation Check

- GPAs cannot be greater than what your institution uses (e.g., 4.2, 5.0).

Usage

MI School Data, Student Pathways Data File and College Transfer report

Characteristic Name

AcademicYearDesignator

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	9	9	YYYY-YYYY

Definition

The academic school year for which the data apply.

Specifications or Enumerations

YYYY-YYYY

Format Example

2012-2013

Instructions

- Enter the academic year in consecutive order for each academic session being reported during the collection window.
- Base this on the academic school year.
- If you enter anything other than the "YYYY-YYYY" format, the system will generate a file-level error and will reject the file upon upload.
- Do not report courses enrolled for future terms. For example, for the 2012-2013 AcademicYearDesignator, if a student enrolled for a course to take place in the summer of 2013, do not report that course yet, as it falls outside of the upload definition. These courses and grades will be reported in the next STARR Collection.
- You are required to report this data element.
- You may not report blanks.

Note

The AcademicYearDesignator submitted by the college will be used in identifying the college's true academic year in the Student Pathways data file. However, CEPI will be calculating a consistent year used in all Postsecondary Reports using the May to April timeframe.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

ContactHours

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	0.00		Decimal

Definition

The "seat" time in front of the instructor.

Specifications or Enumerations

Decimal

Format Example

3.0

Instructions

- Indicate the decimal equivalent of the "seat" time in front of the instructor (e.g., 0.0, 1.0, 9.99, and 16.00).
- Report the ContactHours for all courses reported ~~the student has ever taken at your institution~~, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. It is recommended that you report this data element if credit hours are not applicable for the enrolled course.

Tips

- Contact hours are also known as non-credit hours or clock hours.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

CourseAcademicGrade

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	0.00		Decimal

Definition

The final numeric grade awarded for participation in the course.

Specifications or Enumerations

Decimal

Format Example

3.5

Instructions

- Indicate the decimal equivalent of the final numeric grade awarded for participation in the course.
- Report the CourseAcademicGrade for all courses reported ~~the student has ever taken at your institution~~, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received a numeric grade for the course.

Suggested Validation Check

- The numeric grade must correspond to the Grade Scale <CourseAcademicGradeScaleCode> code (e.g., if Grade Scale <CourseAcademicGradeScaleCode> = "79", the numeric grade must = "4.0", "3.0", "2.0", "1.0" or "0.0".

Tips

- Grading scales appear in Appendix H of the PESC Guide on page 313 at: http://www.michigan.gov/documents/cepi/PESC_Guide_347497_7.pdf.

Usage

MI School Data, Student Pathways Data File

STARR Fields

Characteristic Name

CourseAcademicGradeScaleCode

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one code from the PESC Guide in Appendix H

Definition

The grading scale used by your institution for the enrolled course.

Specifications or Enumerations

Select only one code from the Appendix H of the PESC Guide on page 313.

Format Example

25

Instructions

- Indicate the grading scale used by your institution for the enrolled course.
- See PESC Appendix H for codes.
- Codes range from 01-99.
- Report the CourseAcademicGradeScaleCode for all courses reported ~~grading scales for all courses the student has ever taken at your institution~~, or go as far back as the data are feasible.
- If you enter anything other than one of the acceptable codes, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips

- If the student withdrew from the course, received an incomplete or received academic forgiveness, the course still has a grading scale. Report this grading scale.
- Grading scales appear in Appendix H of the PESC Guide on page 313 at: http://www.michigan.gov/documents/cepi/PESC_Guide_347497_7.pdf.
- If reporting programs that have a grade scale over 5.0, use the grading scales: "01", "15" or "53" from Appendix H in the PESC Guide.

Usage

MI School Data, Student Pathways Data File

STARR Fields

Characteristic Name

CourseAcademicGradeStatusCode

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

Definition

The student's disposition for the enrolled course for the respective academic session.

Specifications or Enumerations

Enumeration	Definition
AuditedCourse	Audited or visited the course
HonorsGrade	Honors grade
Incomplete	Did not complete all of the course requirements at the time of grade assignment
IncompleteNotResolvedFail	Failing/no pass/unsatisfactory grade awarded because incomplete, not resolved or unsatisfactory
InProgress	Course is in progress and a permanent grade is not yet assigned
NotYetReported	No grade reported yet by the instructor (although the course has ended)
OtherFail	Other not passing/unsatisfactory grade not described above
OtherPass	Other passing/satisfactory grade not described above
PassFailFail	Failing grade in a course (credit or non-credit) which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation
PassFailPass	Passing grade in a course (credit or non-credit) which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation
TransferNoGrade	Transfer credit; grade not carried on receiving institution's transcript
Withdrew	Disenrolled from the course
WithdrewFailing	Withdrew at the time of a failing grade
WithdrewNoPenalty	Withdrew without penalty or pass/fail designation
WithdrewPassing	Withdrew at the time of a passing grade

Instructions

- Indicate the student's current disposition for the enrolled course.
- Enumerations are based on the PESC standard. The institution is to report students in the categories which your institution currently uses.
- Report the CourseAcademicGradeStatusCode for all courses reported ~~the student has ever taken at your institution~~, or go as far back as the data are feasible.
- If you enter anything other than one of the 15 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.
- Indicate if the course is a transfer course by using the TransferNoGrade enumeration.

Tips

- "OtherPass" = the student successfully completed the course and earned a grade.
- "OtherPass" = the student successfully completed the course and earned a grade, but the grade does not count towards the major/program.
- "PassFailPass" = classes in which the student received this grade
- If your institution uses "NS = No Show," do not report this course in the STARR data file.

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

CourseCIPCode

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	5	7	2 digits, a decimal point, then 2 or 4 digits

Definition

The Classification of Instructional Programs (CIP) code used by the US Department of Education's National Center for Education Statistics (NCES) to describe the area of study for the course.

Specifications or Enumerations

2 digits, a decimal point, then 2 or 4 digits

Format Example

03.0100

Instructions

- Enter the CIP code for the course using the 2010 IPEDS version with the decimal point.
- Report the CourseCIPCode for all courses reported ~~all courses the student has ever taken at your institution~~, or go as far back as the data are feasible.
- If you enter anything shorter than the five character minimum or longer than the seven character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element when submitting a file.
- This characteristic is available for those institutions which assign CIP codes to particular courses and wish to report those.
- Verify CIP codes by going to the NCES Web page.

Tips

Go here for 2010 CIP Codes.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

CourseCreditAttempted

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	0.00		Decimal

Definition

The total value of credit hours attempted for a respective course.

Specifications or Enumerations

Decimal

Format Example

4.0

Instructions

- Indicate the decimal equivalent of the total value of credit hours attempted for the respective course (e.g., 0.0, 1.0, 9.99, and 16.00).
- Report the CourseCreditAttempted for all courses reported ~~all courses the student has ever taken at your institution~~, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

Usage

MI School Data, Student Pathways Data File

STARR Fields

Characteristic Name

CourseCreditBasis

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	2			Select from the table below

Definition

Developmental/remedial education courses teach academically under-prepared students the skills they need to succeed in college-level courses. These courses provide learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned. Basic competency is defined as reading, writing, mathematics and science.

Specifications or Enumerations

Enumeration	Definition
Regular	A course not designated as Remedial
RemedialESL	An English as a Second Language course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialMath	A math course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialReading	A reading course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialScience	A science course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialWriting	A writing course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.

Instructions

- Indicate if the enrolled course is considered by the college/university to be a remedial or regular course.
- Only report developmental/remedial courses in ESL, reading, writing, mathematics and science.
- This is a multi-select field unless you select Regular. For example, you can choose RemedialWriting and RemedialReading to identify a vocabulary course.
- If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- Report the CourseCreditBasis for all courses reported ~~all courses the student has ever taken at your institution~~, or go as far back as the data are feasible.
- You are required to report this data element.
- You may not report blanks.

Tips

- Developmental/remedial courses to *exclude*, for example, are "How to Succeed in College," "Freshman Seminar" and "Note Taking."
- Computer courses should not be considered remedial courses.
- English as a Second Language (ESL) courses should be included as remedial and reported as RemedialESL.
- The remedial definition is from the Activities Classification Structure Manual Part 1 (June 2003, Page 13). The manual can be viewed at http://www.michigancc.net/acs/acsmanual2003.pdf.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage

- MI School Data, College Remedial Coursework Report and Student Pathways Data File

STARR Fields

Characteristic Name

CourseCreditEarned

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Decimal

Definition

The total value of credit hours successfully completed or earned for the respective course.

Specifications or Enumerations

Decimal

Format Example

3.0

Instructions

- Indicate the decimal equivalent of the total value of credit hours successfully completed or earned for the respective course (e.g., 0.0, 1.0, 9.99, and 16.00).
- Report the CourseCreditEarned for all courses reported ~~all courses the student has ever taken at your institution~~, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

Usage

- MI School Data, 24 College Credits and Student Pathways Data File

STARR Fields

Characteristic Name

CourseNumber

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	15	N/A

Definition

The official reference number/code portion of a course identifier.

Specifications or Enumerations

N/A

Format Example

410

Instructions

- Enter the numeric or alpha-numeric reference code of the course identifier.
- This is the second part of the total course identifier (e.g., 100, 325, 4210, 125B, A430).
- Report the CourseNumber for all courses reported ~~all courses the student has ever taken at your institution~~, or go as far back as the data are feasible.
- If you enter anything longer than the 15 character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

Tips

- This course identifier is college/university specific.

Usage

MI School Data, Student Pathways Data File

STARR Fields

Characteristic Name

CourseSubjectAbbreviation

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	10	N/A

Definition

The alphabetic abbreviation of the academic department or discipline offering the course.

Specifications or Enumerations

N/A

Format Example

ENG

Instructions

- Enter the alphabetic abbreviation of the academic department or discipline offering the course.
- This is the first part of the total course identifier (e.g., ENG, HIS, MTH).
- If you enter anything longer than the 10 character maximum, the system will generate a file-level error and will reject the file upon upload.
- Report the CourseSubjectAbbreviation for all courses reported ~~all courses the student has ever taken at your institution~~, or go as far back as the data are feasible.
- You are required to report this data element.

Tips

- This course identifier is college/university specific.
- If a student repeated a course, this course would be included in the file under the respective term in which the course was repeated.

Usage

MI School Data, Student Pathways Data File

STARR Fields

Characteristic Name

CourseTitle

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	60	N/A

Definition

The name or title of the course.

Specifications or Enumerations

N/A

Format Example

Calculus II

Instructions

- Enter the name or title of the course.
- Separate all words with a space.
- Report the CourseTitle for all courses reported ~~all courses the student has ever taken at your institution~~, or go as far back as the data are feasible.
- If you enter anything longer than the 60 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full name or title is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as a character.
- You are required to report this data element.

Tips

- The course name is college/university specific.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

CTEConcentrator

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table below

Definition

A CTE concentrator is a postsecondary student who meets one of the following:

(1) Completes at least 12 academic or CTE credits (excluding developmental) within a single CTE program area sequence that is comprised of 12 or more academic and technical credits and terminates in the award of an industry-recognized credential, a certificate or a degree. These credits must have been earned as of the beginning of the fall semester of the reporting year. (All CTE program completers are, by definition, CTE concentrators).

(2) Completes a short-term CTE program sequence of less than12 credit units that terminates in an industry-recognized credential, a certificate or a degree. Further, per the state's Perkins Core Performance Indicator Definitions, all CTE program completers are by definition CTE concentrators.

Specifications or Enumerations

Enumeration	Definition
Yes	
No	

Instructions

- Indicate if the student completed CTE credits or completed a CTE program during the reporting year.
- Separate all words with a space.
- If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. If you know that the student has taken CTE credits or completed a CTE program meeting the criteria above, it is recommended that you include this data element to complete the student's academic record.

Tips

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

CumulativeGradePointAverage

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Decimal

Definition

The cumulative grade point average (GPA) for all courses taken as shown by the term being submitted.

Specifications or Enumerations

Decimal

Format Example

3.89

Instructions

- Enter the student's cumulative GPA for each academic session reported during the collection window.
- Report the CumulativeGradePointAverage for all sessions reported ~~for all students~~. This is not limited to just students who received an award(s) from your institution.
- If a student was an undergraduate at your institution and is now a graduate student (or is concurrently enrolled at both levels), do not combine the cumulative GPAs; report the respective cumulative GPA for that academic session.
- If some students do not receive a cumulative GPA (e.g., medical students), report the cumulative GPA as "0.00" and notify CEPI customer support which student records were reported this way.
- If you enter anything other than the decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips

- If the student started your college in Fall 2010 and the term being reported is Fall 2012, report the CumulativeGradePointAverage as of Fall 2012, not as of Winter/Spring 2014 when the STARR collection is due.

Usage

MI School Data, Student Pathways Data File and College Transfer report

Characteristic Name

DateOfBirth

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	0	1			Date (only); YYYY-MM-DD

Definition

The date of birth as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations

Date (only); YYYY-MM-DD

Format Example

1988-11-06

Instructions

- Enter the year, month and date of birth for the student.
- If you enter anything other than the required "YYYY-MM-DD" format**,** the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

Tips

- The UIC is required to be included in the STARR data file. If the student has a UIC, the student has a documented date of birth in the MSDS. You can do individual student searches in the MSDS to obtain the date of birth. For information on how to perform a student search, go to http://www.michigan.gov/documents/cepi/IHE_request_for_UIC_user_guide_342913_7.pdf.
- If you do not know the date of birth for a particular student, you should work with your IHE's admissions staff or your MSDS authorized user to obtain this information.

Usage

MI School Data, Postsecondary Reports

Characteristic Name

DegreeCIPCode

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1	5	7	2 digits, a decimal point, then 2 or 4 digits

Definition

The code indicating a discipline or field of study assigned by the Classification of Instructional Programs (CIP) and used by the US Department of Education's National Center for Education Statistics (NCES).

Specifications or Enumerations

2 digits, a decimal point, then 2 or 4 digits

Format Example

03.0101

Instructions

- Enter the CIP code for the degree using the 2010 IPEDS version with the decimal point.
- If you enter anything longer than the five character minimum and the seven character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardDate, AcademicAwardLevel and DegreeCIPCode).
- This data element is required when submitting the Academic Award Component.
- Verify CIP codes by going to the NCES Web page.

Tips

- The 2010 CIP codes are available at: http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

EconomicallyDisadvantaged

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table below

Definition

Eligible to receive Pell Grant (any amount) during the reporting year.

Specifications or Enumerations

Enumeration	Definition
NotPellEligible	
PellEligible	

Instructions

- Indicate if the student was eligible to receive a Pell Grant (any amount) during the reporting year. This is exclusive of whether or not the student actually accepted Pell Grant funds.
- If you enter anything other than one of the two acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. If you know the student's economically disadvantaged status, it is recommended that you include this data element to complete the student's academic record.

Tips

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

STARR Fields

Characteristic Name

EntryDate

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Date (only); YYYY-MM-DD

Definition

The year, month and day of the first course enrollment at your institution.

Specifications or Enumerations

Date (only); YYYY-MM-DD

Format Example

2009-08-21

Instructions

- Enter the year, month and day the student first enrolled in a course at your institution.
- This date remains the same regardless of the collection.
- Enrollment is not tied to First Time in Any College (FTIAC) and is defined as registering/enrolling for at least one credit, regardless of whether the student completed that credit or not.
- Use the IHE count date to determine the student's enrollment, and then report the date of the first course enrollment at your institution.
- If you enter anything other than the "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.
- Follow the Tips below as closely as possible, as these data are critical in the way dates are calculated in the MI School Data reports.

Tips

- Enrollment date does not change; enrollment date is the year, month and day of the first time the student enrolled in your institution. Enrollment date is *not* affected by a student enrolled in your institution as:
  - an undergraduate who was then accepted as a graduate student,
  - a non-degree seeking student who was later admitted as a degree-seeking student,
  - a high school dual enrolled or guest student who was later admitted as a freshman or transfer,
  - a student who enrolled, stopped taking classes and enrolled again.
- CEPI will use the enrollment date to determine if the student enrolled at an IHE after graduating from high school, per ARRA reporting requirements. However, if a high school student is dual-enrolled, CEPI will take into account the date of graduation from the high school.

Usage

MI School Data, Postsecondary Reports

Characteristic Name

EthnicityCode

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

Definition

Indication that the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.

Specifications or Enumerations

Enumeration	Definition
Non-Hispanic/Non-Latino	The student does not trace his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.
Hispanic/Latino	The student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.
Unknown	The institution has not been notified by the student whether he or she traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.

Instructions

- Indicate if the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.
- If you enter anything other than one of the three acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips

- Race is not collected at the federal level for students indicated as Hispanic/Latino. Therefore, IPEDS reporting does not break Hispanic/Latino further out by race. The STARR data file does collect race on students indicated as Hispanic/Latino. However, to be consistent with IPEDS numbers, CEPI agreed to not report the race of the Hispanic/Latino students.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage

MI School Data, Student Pathways Data File and College Transfer report

Characteristic Name

FirstName

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	50	Names (letters, apostrophes, commas, hyphens, periods)

Definition

A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations

Names (letters, apostrophes, commas, hyphens, periods)

Format Example

David

Instructions

- Enter the full first name of the student.
- If you enter anything longer than the 50 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full first name is longer than 50 characters, enter the first 50 characters.
- You are required to report this data element.
- You may not report blanks.

Suggested Validation Check

- The word "null" cannot be used.
- Numeric characters cannot be used.
- Check to see if the first name matches the last name.

Tips

- If a student has only one name, contact CEPI customer support and indicate: 1) the student's name, 2) the student's date of birth, 3) the student's gender, 4) the student's nationality and 5) if the student came from a Michigan high school. Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within the MSDS to locate the student. Also, notifying CEPI of the student's nationality will serve as a means to monitor if a certain nationality tends to have this scenario.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

Gender

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

Definition

The gender (sex) of the student.

Specifications or Enumerations

Enumeration	Definition
M	The student is male.
F	The student is female.

Instructions

- Enter the gender (sex) of the student as it appears on enrollment documents.
- If you enter anything other than one of the two acceptable enumerations or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips

- You must submit the enumeration exactly as it appears here.

Usage

MI School Data, Postsecondary Reports

Characteristic Name

HighSchoolStudent

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
No	0	1			Select only one from the table below

Definition

An indication of whether a high school student was taking postsecondary courses during the academic session.

Specifications or Enumerations

Enumeration	Definition
Dual Enrolled	High School students may participate in dual enrollment by attending at least one high school course at a public or approved non-public high school and simultaneously attending an eligible degree-granting postsecondary institution. A course is eligible if the same course content is not available at the high school or if a student is unable to take the high school course due to a scheduling conflict. Eligible courses must be able to be counted toward accreditation, certification, licensing and/or postsecondary degrees. The K12 District must allow the student to dual enroll if they have a qualifying score on the ACT Plan, PSAT or Michigan Merit Exam. School districts are required to have an annual announcement regarding this option. This does not prohibit a high school from negotiating dual enrollment options for any student regardless of eligibility.
Other High School Student	Any other high school student.
Concurrent Enrollment	High school students taking college-level courses at the high school building during the school day. These courses are either taught by high school teachers meeting college qualifications for adjunct faculty, or by post-secondary faculty teaching in the high school classroom. Eligible courses must be able to be counted toward accreditation, certification, licensing and/or postsecondary degrees. Most high schools may require the student to apply for, and test into, college level courses and/or complete specific prerequisites.
Early Middle College	High school students attending a five-year high school program designed to allow a pupil to earn a high school diploma and substantial college credit through an additional fifth year of study (Early Middle College). Eligible courses must be able to be counted toward accreditations, certification, licensing and/or postsecondary degrees.

Instructions

- Indicate the type of postsecondary enrollment option exercised by the high school student, or if the student enrolled outside of the postsecondary enrollment options.
- If you enter anything other than one of the four acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. However, if you have high school student who were in enrolled in your institution, you should identify the student's postsecondary enrollment option exercised.

Citation

School Aid Act, MCL 388.1809 (5) and MCL 388.1845 (6)

Tips

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter.
- This is the only data element where a space is included between the words.
- Report all high school students who are enrolled in eligible college courses earning some type of postsecondary credit. Eligible courses must be counted toward accreditation, certification, licensing and/or postsecondary degrees.

Usage

- MI School Data, Postsecondary Reports and portions of the Section 209 and 245 Budget Transparency Reporting

Characteristic Name

IPEDS

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	6	6	Numeric

Definition

The unique identifier for the IPEDS assigned by the National Center for Education Statistics (NCES) for each IHE.

Specifications or Enumerations

Numeric

Format Example

000001

Instructions

- Enter your IPEDS six-digit code.
- If you enter anything other than a six-digit code, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.
- Verify your institution's IPEDS ID code by going to the NCES College Navigator at http://nces.ed.gov/collegenavigator/, entering the institution's name in the **Name of School** box and clicking **Show Results**.

Usage

- MI School Data, Student Pathways Data File

STARR Fields

Characteristic Name

LastName

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	50	Names (letters, apostrophes, commas, hyphens, periods)

Definition

A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations

Names (letters, apostrophes, commas, hyphens, periods)

Format Example

Spencer

Instructions

- Enter the full last name of the student.
- If you enter anything longer than the 50 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full last name is longer than 50 characters, enter the first 50 characters.
- You are required to report this data element.
- You may not report blanks.

Suggested Validation Check

- The word "null" cannot be used.
- Numeric characters cannot be used.
- Check to see if the first name matches the last name.

Tips

- If a student has only one name, contact CEPI customer support and indicate: 1) the student's name, 2) the student's date of birth, 3) the student's gender, 4) the student's nationality and 5) if the student came from a Michigan high school. Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within the MSDS to locate the student. Also, notifying CEPI of the student's nationality will serve as a means to monitor if a certain nationality tends to have this scenario.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

LocalStudentId

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	20	Free Form Text

Definition

The school-assigned student ID number.

Specifications or Enumerations

Free Form Text

Format Example

8035356

Instructions

- Enter the student identification number assigned by your institution.
- This can be numeric, alpha-numeric or non-numeric (e.g., 805356, A271402, @1294967, AHY23G).
- This identification number is usually different from the state-assigned student UIC.
- If you enter anything longer than the 20 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the student ID is longer than 20 characters, enter the first 20 characters.
- You are required to report this data element.
- You may not report blanks.

Usage

MI School Data, Student Pathways Data File

STARR Fields

Characteristic Name

MiddleName

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	1	50	Names (letters, apostrophes, commas, hyphens, periods)

Definition

A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations

Names (letters, apostrophes, commas, hyphens, periods)

Format Example

Arthur

Instructions

- Enter the middle name of the student.
- If you do not have a middle name on record, provide the middle initial.
- If you enter anything longer than the 50 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the middle name is longer than 50 characters, enter the first 50 characters.
- You are not required to report this data element, as many students do not have middle names. If you know the student's middle name or middle initial, it is recommended that you include this data element to complete the student's academic record.

Suggested Validation Check

- The word "null" cannot be used.
- Numeric characters cannot be used.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

"New" MilitaryStatus

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table

Definition

Indicate the student's military status at the time of admission.

Specifications or Enumerations

Enumeration	Title	Definition
1	Veteran	A person who served in the active military, naval, or air service, and was discharged or released therefrom under conditions other than dishonorable.
2	Active Member of the Military	A person engaged in full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty.
3	Member of the National Guard or Military Reserves	An active member of the national guard or military reserves.
4	Spouse or Dependent of a Veteran	A spouse or dependent of a veteran as defined above.
5	Spouse or Dependent of an Active Member of the Military	A spouse or dependent of an active member of the military as defined above.
6	Spouse or Dependent of a Member of the National Guard or Military Reserves	A spouse or dependent of a member of the national guard (or military reserve) as defined above.

Instructions

- Enter the student's military status at the time of admission during the collection window.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Citation

School Aid Act, MCL 388.1829 (1) (a) and MCL 388.1875 (1) (d)

Characteristic Name

MultipleBirthOrder

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	1	1	Whole Number Integer (0-9)

Definition

Indicate that the student is part of a multiple birth where siblings share all unique identifying characteristics. MultipleBirthOrder is not intended to identify every case of twins, triplets, etc., in the state. It is only intended to provide some distinguishing data element for cases where twins (triplets, etc.) of the same gender have the same or a similar first name. Each student from such a multiple birth is to have a unique number.

Specifications or Enumerations

Whole Number Integer (0-9)

Instructions

- Enter the whole number, zero through nine (0-9) that represents the student's birth order status. NOTE: To accommodate some local student information systems, "0" is accepted for students who are not part of a multiple birth.
- If you enter anything other than a whole number between zero and nine (0-9) in this characteristic, the system will generate a file-level error and reject the file upon upload.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

PostsecondaryEnrollmentType

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

Definition

An indicator of the enrollment type of a student at the beginning of the respective academic session.

Specifications or Enumerations

Enumeration	Definition
FirstTime	A student attending for the first time at institution, non-transfer in.
Continuing	A student who attended the reporting institution without a period of a stop-out as defined by your institution.
Re-admit	A student who attended the reporting institution and stopped-out for a period of time before Re-Admitting to the same reporting institution.
TransferIn	A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit.

Enter the Student's current PostsecondaryEnrollmentType in accordance to your institutions policy.

Instructions

- Enter the student's current PostsecondaryEnrollmentType for each academic session reported during the collection window.
- If you enter anything other than one of the four acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips

- "Guest" is the type of student; it is not the student's enrollment type.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words. Except for the Re-admit enumeration.
- If the student was previously an undergraduate, and is now a graduate student at the same institution, the first session of enrollment at the graduate level is considered FirstTime.
- If the student was a high school student dual enrolled at your institution, the first session of enrollment after high school graduation is considered FirstTime.
- The College Transfer report on MI School Data considers a transfer as being reported in this data element as a TransferIn.

Usage

MI School Data, College Transfer and Student Pathways Data File.

Characteristic Name

PreviousLastName

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	1	50	Names (letters, apostrophes, commas, hyphens, periods)

Definition

A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations

Names (letters, apostrophes, commas, hyphens, periods)

Format Example

Berger

Instructions

- Enter the student's full previous last name if he/she enrolled in your institution with a different last name.
- If you enter anything longer than the 50 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full previous last name is longer than 50 characters, enter the first 50 characters.
- You are not required to report this data element, as many students do not have previous last names. If you know the student's previous last name, it is recommended that you include this data element to complete the student's academic record and to aid in connecting the educational records longitudinally.

Suggested Validation Check

- The word "null" cannot be used.
- Numeric characters cannot be used.
- The previous last name cannot match the last name.

Tips

- An example of this is a maiden name.
- A student can have more than one last name. Please follow the instructions above when adding additional last names.

Usage

- MI School Data, Student Pathways Data File

Characteristic Name

"New" PrimaryAcademicLevel

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table below

Definition

An indicator of which AcademicSession is primary when a college chooses to submit the same AcademicSession multiple times for the same student. This may occur when, for example, the student is:

- Enrolled as both an undergraduate and graduate student or;
- Taking courses at the undergraduate level and graduate level or;
- Degree-seeking and non-degree seeking.

Specifications or Enumerations

Enumeration	Definition
Yes	Indicator of the Primary Enrollment Type
No	Indicator that this is not the Primary Enrollment Type

Instructions

- Indicate if the student's PrimaryAcademicLevel within the Academic Session is primary.
- If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. However, in the event an individual student is being reported for a given Academic Session multiple times, you should identify the student's PrimaryAcademicLevel within the Academic Session.
-

Tips

- If one of the enrollments is degree-seeking and one is non-degree seeking, then degree-seeking takes precedence.
- If both enrollments are degree-seeking, then the lower level enrollment takes precedence.
- If both enrollments are non-degree seeking, then the lower level enrollment takes precedence.

Usage

- Enrollment metrics for Postsecondary reports on MI School Data.

STARR Fields

Characteristic Name

ProgramCIPCode

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	5	7	2 digits, a decimal point, then 2 or 4 digits

Definition

The code indicating a discipline or field of study assigned by the Classification of Instructional Programs (CIP) by the US Department of Education's National Center for Education Statistics (NCES).

Specifications or Enumerations

2 digits, a decimal point, then 2 or 4 digits

Format Example

03.0101

Instructions

- Enter the CIP code for the program the student is working toward using the 2010 IPEDS version with the decimal point.
- If you enter anything shorter than the five character minimum or longer than the seven character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student has any StudentLevelCode other than "NonDegree Undergraduate, NonDegree Graduate, or Community College Transfer Seeking Only," or when submitting the AcademicProgramName and AcademicProgramType characteristics within the Academic Program Component.

Tips

- The 2010 CIP codes are available at: http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55.
- Report CIP codes for all majors and minors the student is working toward.
- A student may have more than one major or minor. Please follow the instructions above when adding additional CIP codes.
- If a student has not yet signed/declared a major, but are degree-seeking, institutions generally report the student's program as General Studies (CIP 24.0102) or Liberal Arts and Sciences/Liberal Studies (CIP 24.0101).

Usage

MI School Data, Student Pathways Data File

Characteristic Name

RaceCode

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

Definition

The category used to describe racial groups to which the student belongs or identifies with.

Specifications or Enumerations

Enumeration	Definition
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
Black or African American	A person having origins in any of the black racial groups of Africa
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands
White/Caucasian	A person having origins in any of the original peoples of Europe, the Middle East or North Africa
Two or more races	A person having two or more origins in any of the acceptable race enumerations
Unknown	The institution has not been notified by the student of the student's race origin(s)

Instructions

- Enter the race of the student.
- If you enter anything other than one of the seven acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and include spaces between the words.

Usage

MI School Data, College Undergraduate, College Transfer and Student Pathways Data File

Characteristic Name

ResidencyStatusCode

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

Definition

A person's residency status for tuition purposes.

Specifications or Enumerations

Enumeration	Definition	Acceptable Reporting Institution
InDistrict	The student qualifies for InDistrict tuition and fees	Community Colleges, 2-Year Independent Colleges
InState	The student qualifies for InState tuition and fees	Universities, Independent Colleges
OutOfState	The student qualifies for OutOfState tuition and fees	Community Colleges, Universities and Independent Colleges
NotReported	It is unknown where the student permanently resides relative to where the college/university is located	Community Colleges, Universities and Independent Colleges
International	The student qualifies for International tuition and fees	Community Colleges, Universities and Independent Colleges
OutOfDistrict	The student qualifies for OutOfDistrict tuition and fees	Community Colleges, 2-Year Independent Colleges

Instructions

- This data element is an indicator of a person's residency status for tuition purposes.
- This characteristic should be updated in each STARR Collection if the residency changes.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips

- This data element is intended to align with the NCES Common Education Data Standards (CEDS) definition of United States Citizenship Status.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage

MI School Data, Student Pathways Data File

STARR Fields

Characteristic Name

SessionDesignator

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	7	7	YYYY-MM

Definition

The year and month identifying the start of the academic session.

Specifications or Enumerations

YYYY-MM

Format Example

2009-08

Instructions

- Enter the year and first month when the session started for the data being reported.
- If you enter anything other than the "YYYY-MM" format, the system will generate a file-level error and will reject the file upon upload.
- Do not report courses enrolled for future terms. For example, if a student enrolled for a course to take place in the summer of a school year that has not begun, do not report this course yet as the course falls outside of the upload definition. These courses and grades will be reported in the next STARR Collection.
- You are required to report this data element.
- You may not report blanks.
- Institutions are to include all academic sessions that have ended early enough to upload student data. In general, we would expect to see student data from May to April.
- Follow the Suggested Validation Checks and Tips below as closely as possible as these data are critical in the way dates and sessions are reported in the MI School Data reports.

Suggested Validation Check

- The SessionDesignator characteristic is recorded as:
  - "2014-05" for the 2014-2015 Summer Session (beginning in May);
  - "2014-08" for the 2014-2015 Fall Session (beginning in August);
  - "2015-01" for the 2014-2015 Winter/Spring Session (beginning in January);

Academic Sessions not yet complete should not be submitted.

Note: The suggested validation check enumerations are only examples and are not the only acceptable enumerations that can be submitted.

Tips

- "Fall" term generally occurs from ~~late~~ August to December.
- "Winter" term generally occurs from January to ~~early~~ May.
- "Spring" term generally occurs from January to ~~early~~ May.
- "Summer" term generally occurs from ~~mid-~~May to ~~early~~ August.
- "Other" is used for those terms that do not fall into one of the seasonal terms.

Usage

MI School Data, Postsecondary Reports

STARR Fields

Characteristic Name

SessionName

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

Definition

The academic term for which the data are being reported.

Specifications or Enumerations

Enumeration	Definition
Fall	
Winter	
Spring	
Summer	
Other	

Instructions

- Enter the term for which the particular data are being reported.
- Use the term that your institution includes on your transcript.
- If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips

- Code "summer 1" and "summer 2" as "Summer".
- "Fall" term generally occurs from ~~late~~ August to December.
- "Winter" term generally occurs from January to ~~early~~ May.
- "Spring" term generally occurs from January to ~~early~~ May.
- "Summer" term generally occurs from ~~mid-~~May to ~~early~~ August.
- "Other" is used for those terms that do not fall into one of the seasonal terms.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter.

Usage

MI School Data, Postsecondary Reports

STARR Fields

Characteristic Name

SessionType

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from a table below

Definition

The type of academic session for which the data are being reported.

Specifications or Enumerations Most Commonly Reported

Enumeration	Definition
FullYear	The prescribed length of instruction upon which credit is awarded based on the total number of days in a school year
Semester	Usually about 15 to 17 weeks in length; there are usually two semesters per academic year and perhaps other shorter sessions
Quarter	Usually about 10 to 14 weeks in length; normally there are four quarter sessions and perhaps other shorter sessions in an academic year
Quinmester	Usually about 8 to 10 weeks in length; normally there are five quinmester sessions per academic year
MiniTerm	A session whose length is less than the regular session; usually but not always contained wholly within the regular session (can also be known as the January "minimester")
SummerSession	A session or combination of sessions conducted after the last regular session of the school year and prior to the first regular session of the next school year

Specifications or Enumerations NOT Typically Reported

Enumeration	Definition
Intersession	For year-round schools, the days of optional attendance (equivalent to a summer session) for a student enrolled in a school offering a year-round program which provides three time blocks of 60 days of instruction followed by 15 of intersession
Trimester	Usually about 13 to 15 weeks in length; normally there are three trimesters and perhaps other shorter sessions in an academic year
LongSession	Longer than a semester or quarter or trimester, but shorter than a full year
FallSession	A session only available in the fall, which begins between late August and November 1.
FourOneFourPlan	A school year consisting of a four-month semester of academic work, followed by a month of special activity, followed by another four-month semester of academic work
Continuous	A calendar system classification that is used by IHEs that allow students to enroll/start classes at any time during the year. For example, a cosmetology or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
DiffersByProgram	A calendar system classification that is used by IHEs that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program. For example, an IHE might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Other	A session or calendar system classification other than what is described in the acceptable enumerations
TwelveMonth	

Instructions

- Enter the type of academic session for which the particular data are being reported.
- The institution is to report students in the categories in which your institution currently uses.
- If you enter anything other than one of the 15 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage

MI School Data, Student Pathways Data File

Characteristic Name

StateProvinceCode

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	2	2	Select only one code from the PESC Guide in Appendix A

Definition

The state or province abbreviation of the student's legal home permanent state.

Specifications or Enumerations

Select only one code from the PESC Guide in Appendix A

Format Example

MI

Instructions

- Enter the two-digit alpha state or province abbreviation of the student's permanent residence.
- This is a two-digit alpha code.
- This data element reflects the current state or province in which the student resides, not necessarily what the state/province was at the time of admission. This characteristic should be updated each STARR Collection if the student's state/province of residence changes.
- If you enter anything longer than the two character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student permanently resides in the United States or Canada.

Tips

- This data element is intended to align with the NCES Common Education Data Standards (CEDS) definition of United States Citizenship Status.
- For entering freshman, permanent state (state of residence) may be the legal permanent state (state of residence) of a parent or guardian.
- For acceptable codes, see Appendix A: State and Province Codes in the PESC document on the IHE Web page at: http://www.michigan.gov/documents/cepi/PESC_Guide_347497_7.pdf.

STARR Fields

Characteristic Name

StudentLevelCode

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from a table below

Definition

The level of education the student is associated with for the respective academic session.

Specifications or Enumerations Most Commonly Reported

Enumeration	Definition	Undergraduate/Graduate	Degree Seeking/Non-Degree Seeking
1	Postsecondary award, certificate, or diploma of less than 1 academic year	Undergraduate	Degree Seeking
2	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years	Undergraduate	Degree Seeking
3	Associate's Degree	Undergraduate	Degree Seeking
4	Postsecondary award, certificate, or diploma of at least 2 but less than 4 academic years	Undergraduate	Degree Seeking
5	Bachelor's Degree	Undergraduate	Degree Seeking
6	Postbaccalaureate Certificate	Graduate	Degree Seeking
7	Master's Degree	Graduate	Degree Seeking
8	Post-Master's Certificate	Graduate	Degree Seeking
17	Doctor's Degree-Research/Scholarship	Graduate	Degree Seeking
18	Doctor's Degree-Professional Practice	Graduate	Degree Seeking
19	Doctor's Degree-Other	Graduate	Degree Seeking
20	Nondegree Undergraduate	Undergraduate	Non-Degree Seeking
21	Nondegree Graduate	Graduate	Non-Degree Seeking
22	Community College Transfer Seeking Only	Undergraduate	Non-Degree Seeking

Instructions

- Enter the student's level of education for each academic session reported during the collection window.
- This characteristic is intended to align with the NCES Common Education Data Standards (CEDS) enumerations. The institution is to report students in the categories which your institution currently uses.
- If you enter anything other than one of the 14 acceptable enumerations or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Tips

- The StudentLevelCode should be an indicator of the award level in which the person is currently enrolled. The AcademicAwardLevel will ultimately represent the level of achievement the student has received.

Usage

MI School Data, Postsecondary Reports

Characteristic Name

StudentSuffix

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	1	10	Select only one from the table below

Definition

The expression of a student's generation within a family.

Specifications or Enumerations

Enumeration	Definition
JR	Junior
SR	Senior
I	The 1st
II	The 2nd
III	The 3rd
IV	The 4th
V	The 5th
VI	The 6th
VII	The 7th
VIII	The 8th
IX	The 9th
X	The 10th

Instructions

- Enter the student's generation within a family.
- The suffix is not to be attached to the last name in the LastName data element.
- If you enter anything other than one of the 12 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data, as many students do not have suffixes.

Suggested Validation Check

- The word "null" cannot be used.
- The suffix cannot be included in the LastName characteristic.

Tips

- If your student information system includes the suffix in the last name characteristic, the two characteristics will need to be split apart and reported in separate fields.

Usage

MI School Data, Student Pathways Data File

STARR Fields

Characteristic Name

SubmittingEntity

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	5	5	Numeric

Definition

The five-digit state-assigned code for the postsecondary institution.

Specifications or Enumerations

Numeric

Format Example

09876

Instructions

- Enter the five-digit state-assigned code as it appears in the EEM.
- If you enter anything other than a five-digit code, the system will generate a file-level error and will reject the file upon upload.
- The code is five-digits. Do not cut off the leading zero.
- You are required to report this data element.
- You may not report blanks.

Usage

- MI School Data, Postsecondary Reports

Characteristic Name

UIC

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	10	10	Numeric

Definition

The 10-digit UIC produced by CEPI and assigned to each student.

Specifications or Enumerations

Numeric

Format Example

1234567890

Instructions

- Enter the 10-digit UIC for the student as assigned by CEPI.
- This is a 10-digit number. If present, do not cut off the leading zero.
- Do not submit a student record that you do not have a UIC for; CEPI cannot use these records.
- You can acquire a student's UIC from the student's Parchment electronic transcript or through the IHE Request for UIC Collection in the MSDS. For more information, view the IHE Request for UIC Collection User Guide on the CEPI IHE Web page.
- If you enter anything shorter than the 10 character minimum or longer than the 10 character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

Suggested Validation Check

- The UIC must correspond to that particular student record.
- Compare your UIC to that on the student's electronic transcript.
- "0000000000" cannot be used.

Tips

- If a student has more than one UIC, these need to be linked. For instructions on how to link UICs, view the IHE Request for UIC Collection User Guide on the CEPI IHE Web page.

Usage

MI School Data, Postsecondary Reports

Appendix A – STARR Component and Characteristics in Schema Order

Component Name	Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
Submitting Entity		Yes	1	1		
	SubmittingEntityCode	Yes	1	1	5	5
	IPEDS	Yes	1	1	6	6
Student		Yes	1	∞		
Personal Core		Yes	1	1		
	UIC	Yes	1	1	10	10
	LastName	Yes	1	1	1	50
	FirstName	Yes	1	1	1	50
	MiddleName	Optional	0	1	1	50
	StudentSuffix	Optional	0	1	1	10
	DateOfBirth	Yes	1	1		
	MultipleBirthOrder	Optional	0	1	1	1
	Gender	Yes	1	1		
	PreviousLastName	Optional	0	1	1	50
Student Demographics		Yes	1	1		
	EntryDate	Yes	1	1		
	LocalStudentID	Yes	1	1	1	20
	EthnicityCode	Yes	1	1		
	RaceCode	Yes	1	1		
	EconomicallyDisadvantaged	Optional	0	1		
	ResidencyStatusCode	Yes	1	1		
	StateProvinceCode	Conditionally Required	0	1	2	2
	CTEConcentrator	Optional	0	1		
	MilitaryStatus	Optional	0	1		
Academic Record		Yes	1	1		
Academic Award		No	0	∞		
	AcademicAwardLevel	Conditionally Required	1*	1		
	AcademicAwardDate	Conditionally Required	1*	1		
	AcademicAwardTitle	Conditionally Required	1*	1	1	80
	DegreeCIPCode	Conditionally Required	1*	1	5	7
Academic Session		Yes	1	∞		
	AcademicYearDesignator	Yes	1	1	9	9
	SessionDesignator	Yes	1	1	7	7

Component Name	Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
	SessionName	Yes	1	1		
	SessionType	Yes	1	1		
	PrimaryAcademicLevel	Conditionally Required	1	1		
	StudentLevelCode	Yes	1	1		
	PostsecondaryEnrollmentType	Yes	1	1		
	HighSchoolStudent	Optional	0	1		
	AcademicSessionGradePointAverage	Yes	1	1		
	CumulativeGradePointAverage	Yes	1	1		
Academic Program		No	0	∞		
	ProgramCIPCode	Conditionally Required	0	1	5	7
	AcademicProgramType	Conditionally Required	1*	1		
	AcademicProgramName	Conditionally Required	1*	1	1	60
Course		Yes	1	∞		
	CourseSubjectAbbreviation	Yes	1	1	1	10
	CourseNumber	Yes	1	1	1	15
	CourseCIPCode	Optional	0	1	5	7
	CourseTitle	Yes	1	1	1	60
	CourseCreditBasis	Yes	1	2		
	CourseCreditAttempted	Yes	1	1		
	CourseCreditEarned	Yes	1	1		
	CourseAcademicGradeStatusCode	Yes	1	1		
	CourseAcademicGrade	Conditionally Required	0	1		
	CourseAcademicGradeScaleCode	Yes	1	1		
	AcademicLetterGrade	Conditionally Required	0	1	1	10
	ContactHours	Optional	0	1		

*If the component this characteristic falls within is submitted in the STARR file, then you must also submit this characteristic. To see which components are part of a higher level component (for example, Personal Core is within the Student component) please reference the 2015 STARR Data Field Layout on the IHE Webpage.